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## **LEICESTER COLLEGE STUDENTS' UNION CONSTITUTION**

### **1. NAME AND STATUS**

- 1.1 This document sets out the constitution of the Students' Union for students at Leicester College, the name of which will be 'Leicester College Students' Union'. It will also be referred to as "the Union" in this document. The Union is an unincorporated association with exempt charitable status.
- 1.2 Leicester College Students' Union shall conduct and manage its own affairs and funds in accordance with the provisions of The Education Act 1944 and the Education (Government of Further Education Corporations) (former Further Education Colleges) Regulations 1992 and within the Instrument and Articles of Government and of the Corporation of Leicester College.

### **2. AIMS AND OBJECTIVES**

- 2.1 The aims and objectives of Leicester College Students' Union will be as follows:
- .1 to advance the education of its members, and of students of the College as a whole;
  - .2 to promote and protect the general welfare of all students;
  - .3 to promote and enforce equality and freedom from discrimination for all students, regardless of gender, age, race, colour, nationality, class, language, marital status, health, sexuality, religion / belief, disability, medical condition, socio-economic background, responsibility for dependants or any other equalities issue;
  - .4 to represent the interests of students and to act as a channel of communication for, and between, its members, the College management and any other bodies;

- .5 to promote, encourage and coordinate any activities or student clubs and societies for the cultural, social, sporting and recreational interests of its members;
  - .6 to defend the rights of all students.
- 2.2 The Union shall practice the above aims and objectives independent of any political or religious organisation.

### **3. MEMBERSHIP**

- 3.1 All students over the age of 16 years, enrolled at Leicester College on one or more full-time or part-time course, whether or not based at a College site, and who are genuinely participating in any such course, shall have the automatic right to full membership of Leicester College Students' Union. Any question as to whether a person is enrolled or is genuinely participating in any course will be referred to the Student Services Manager, whose decision will be final.
- 3.2 Students enrolled at Leicester College under the age of 16 years cannot be members of the Union, but may participate in certain activities, as agreed by the Executive Committee.
- 3.3 All Leicester College students, as members of the Union, shall have the right to:
- .1 attend, speak, propose, second motions and vote at Union General Meetings;
  - .2 attend Executive Committee meetings as observers.
  - .3 stand as candidates for office in the Union and vote in accordance with the provisions of this constitution;
  - .4 have access to all facilities provided for them by the Union;
  - .5 join or hold office in any clubs or societies of the Union;
  - .6 request that the Union affiliates to an external organisation.
- 3.4 Any student may at any time, opt-out of his/her right to membership of the Union. This must be put in writing. A form for this purpose is available from the Union offices or website. The Student Liaison Officer will keep a register of students who have chosen to 'opt-out'.
- 3.5 Students who are eligible for membership of the Union, but opt out of membership will be entitled to use the services and facilities provided by the Union and join Union clubs and societies on the same terms and conditions as members of the Union. They will not be entitled to exercise any of the other rights of members.

- 3.6 No member of the Union or any other individual or group may organise any activity using its name without prior written permission from the Executive Committee. Affiliated clubs and societies organising activities and functions must do so in their own name and accept full responsibility. Leicester College Students' Union shall not be liable for the activities of any affiliated bodies, individuals or unofficially organised student events.
- 3.7 No individual or group of members shall enter into any agreement or make any decision concerning any aspect of Leicester College Students' Union:
  - .1 without authorisation to do so in writing from the Executive Committee and the Student Liaison Officer;
  - .2 unless agreed at an Executive Committee meeting, in which case no written authorisation from the Executive Committee is necessary, as the decision shall be minuted.

#### **4. LEICESTER COLLEGE STUDENT COUNCIL**

- 4.1 The Leicester College Student Council shall be the supreme decision making body of the Union, except for a decision made in a referendum. It can also raise issues that are of concern to students with the Senior Leadership Team of the College through the Head of Student Services.
- 4.2 Membership of the Student Council will be:
  - .1 The Union Executive;
  - .2 a maximum of 20 Course Representatives (including at least one for every curriculum area);
  - .3 Student Governors.
- 4.3 The functions of the Student Council will be to:
  - .1 set the overall policy of the Union;
  - .2 amend the constitution and schedules subject to the approval of the Corporation;
  - .3 receive reports, including the annual report, from the Executive and hold them responsible for their work;
  - .4 raise issues of concern with Student Governors and the Senior Leadership Team;
  - .5 agree the Union's Development Plan and budget;
  - .6 approve reports from working parties or other committees of the Union.

- 4.4 The first meeting of the Student Council of the academic year will:
- .1 approve the Union's Development Plan and annual budget;
  - .2 approve the Union's previous year's annual report and accounts;
  - .3 elect the Student Council chairperson.
- 4.5 The Student Council will meet at least termly, but an emergency meeting can be called to discuss a particular issue (see Schedule 1).
- 4.6 All Student Council meetings will be conducted according to Schedule 1 (Meeting Regulations) of this constitution.

**5. THE STUDENT UNION EXECUTIVE COMMITTEE (FOR ROLE DESCRIPTIONS SEE SCHEDULE 5)**

- 5.1 The Executive Committee of the Union shall run the Union on a day to day basis according to the terms of this constitution, relevant legislation and any decisions made by the Student Council.
- 5.2 The Executive Committee shall be elected in two parts. Their term of office for Group 1 will be 1<sup>st</sup> August to 31<sup>st</sup> of July and for Group 2 will be from election to 31st July of the relevant academic year.

Group 1

The President, Vice President, Treasurer, Health, Safety and Welfare Officer and the Student Governor will be elected during the five weeks up to the end of May in the previous academic year.

Group 2

All other Executive posts will be elected during the five weeks ending with the Autumn half-term break.

- 5.3 The Executive Committee shall be constituted as follows:

President

Vice-President

Three Site Vice-Presidents (Freeman's Park Campus, Abbey Park Campus and St. Margaret's Campus)

Officers for the following:

- Treasurer
- Campaigns' Officer
- Health, Safety and Welfare Officer
- Black and Minority Ethnic (BAME) Students' Officer
- Women's Officer
  
- 3 General Officers

- 2 Lesbian, Gay, Bisexual and Trans (LGBT) Officers
- Disabled Students' Officer
- International Students' Officer
- Entertainment & Sports' Officer
- Mature Students' Officer
- Part-Time Students' Officer
- HE Students' Officer
- Inter-faith Officer

5.4 One Student Governor will be elected with Group 1 in May each year and will be automatically elected onto the Executive Committee of the Student Union for the next academic year. The President, when elected, will also be a Student Governor.

5.5 The role of the Executive Committee shall be to:

- .1 have responsibility for the day to day running and administration of the Union;
- .2 carry out the decisions made by the Student Council;
- .3 administer the finances of the Union within the agreed budget (e.g. petty cash);
- .4 act as the channel of communication between students, the College Management, the Corporation and other organisations;
- .5 be responsible for the direction of the Union through the implementation and development of the Union Development Plan;
- .6 establish working groups and to receive reports from working groups;
- .7 liaise with, and offer relevant support to any forum for students under the age of 16;
- .8 deal with matters concerning the Union facilities;
- .9 deal with matters relating to the social, cultural and recreational life of students at Leicester College within the aims of the Union;
- .10 advise, signpost and support any member on issues of welfare (e.g. bullying and harassment).
- .11 elect delegates for appropriate NUS conferences and events;
- .12 fulfil specific responsibilities laid down by the job descriptions in Schedule 5.

5.6 No more than six Executive Officers (excluding the Student Governor) may be co-opted, (i.e. voted in by the Executive after the elections), if necessary, to fill any vacant posts. They will have the same input and responsibilities as all other elected officers.

- 5.7 The decisions of the Executive Committee can only be changed by the Student Council, a resolution to do so at any General Meeting, or by an Executive Committee vote where it is quorate.
- 5.8 Only Executive members may vote on official matters.
- 5.9 A Student Liaison Officer will attend all Union Executive meetings. Any other Leicester College staff as deemed appropriate may attend Executive meetings by invitation.
- 5.10 The Executive Committee shall meet at least twice per calendar month during term time, and as deemed necessary in holiday periods.
- 5.11 All meetings must be quorate. This means the number of members present should be at least 50% of the total elected membership at the time the meeting takes place. Where all elections have taken place a full membership has been achieved, the minimum number of member required for a meeting to be quorate shall be seven.
- 5.12 If an elected member fails to attend three consecutive meetings, with or without apologies, the member's position will be discussed by the Executive Committee and a decision made if the member should remain on the Executive Committee. Consideration will be given during such discussions to a member's past training record, attendance, contribution made and other matters as appropriate.
- 5.13 Any member of the Executive who has any personal interest or may gain financially or otherwise from any decision must declare the nature and extent of the interest at, or before, the meeting at which the matter is to be considered. Any such member will not be entitled to vote in relation to that matter, but will be counted towards the quorum if present at the meeting.

## **6. TRUSTEE BOARD OF LEICESTER COLLEGE STUDENT UNION**

- 6.1 The Trustee Board will be responsible for all the financial affairs of the Union and shall ensure any money is spent in accordance with the objects of the Union.
- 6.2 The Trustee Board of the Union will be made up of all members of the Executive Committee who are over the age of 18 years. Members of the Executive Committee under 18 years can be observers at the Trustee Board. The Student Liaison Officer or another staff member must attend all Trustee Board meetings.
- 6.3 The role of the Trustee Board is to:
  - .1 ensure the Union finances operate efficiently and effectively;
  - .2 devise the Union budget and receive reports on financial expenditure;

- .3 prepare the Union's annual report detailing the activities of the Union, the Union finances (including donations to external organisations) and any other information required under current legislation;
  - .4 submit the Union budget and annual report to the Student Council and Corporation for approval.
- 6.4 Trustee Board meetings will be called by the President and will usually be held before or after Executive meetings. They will normally be chaired by the President (or in his/her absence, the Treasurer) and will be serviced by the Student Liaison Officer.
- 6.5 The quoracy for Trustee Board meetings shall be 50% of Trustees or a minimum of 5 members.

## **7. STUDENTS' UNION EXECUTIVE ELECTIONS**

- 7.1 The Student Liaison Officer shall act as Returning Officer for any elections and shall be responsible for their proper conduct. Elections will be carried out according to Schedule 3. The rulings of the SLO in relation to the conduct of the elections shall be final subject to the appeals mechanism set out in paragraph 7.3 below.
- 7.2 The Student Liaison Officer may make rulings in relation to any aspect of the elections, including the eligibility of candidates, the manner and content of election publicity, the location of polling stations, the eligibility of voters and the procedure for voting, providing these are conducted within the regulations of Schedule 3.
- 7.3 An appeal against the Returning Officer's ruling can be made to the Clerk of the Corporation in accordance with Complaints Procedure in Schedule 4.

## **8. UNION GENERAL MEETINGS**

- 8.2 An Annual General Meeting shall be called once a year. Other General Meetings may be called as required by the President or Executive Committee.
- 8.3 An Emergency General Meeting can be called by the President within three college working days upon receipt by her/him of a written request from any of the following:
- .1 an Executive Committee meeting, provided at least seven of the Executive vote and at least five are in favour;

- .2 any 25 students provided a petition signed by those students is presented at the time of the request.

Such a meeting shall only discuss that business for which it was called. That business must have been specified in the original written request.

- 8.3 At least seven college working days notice must be given of any General Meeting, Annual General Meeting or Emergency General Meeting must be given to all students by the President who shall ensure that the agenda is displayed on all Union notice boards and the website. All such meetings will be held on the premises of Leicester College.
- 8.4 All proposed amendments to the constitution to be discussed at a General Meeting, must be posted at least fourteen college working days before the meeting and advertised as above.
- 8.5 The quorum for General Meetings, Annual General Meetings and Emergency General Meetings shall be 25 full members of Leicester College Students' Union. All meetings must be quorate.
- 8.6 The conduct and standing orders of all General Meetings shall be in accordance with the provisions of Schedule 1.

## **9. MINUTES**

- 9.1 The Student Council, all General Meetings and Executive Committee Meetings of Leicester College Students' Union shall have minutes taken by the Administrator or Student Liaison Officer or someone delegated by her/him. Copies of confirmed minutes shall be made available at Leicester College Students' Union offices.
- 9.2 Agendas for Executive Meetings must be sent to Committee members at least 4 days before the meeting, and minutes distributed within a week of the meeting taking place.
- 9.3 Minutes will be confirmed at the next appropriate meeting. Confirmed minutes will be circulated to all members of the Executive and filed and made available to all students on Moodle by the Administrator.
- 9.4 The annual report, constitution and Union Development Plan will also be made available on Moodle by the Administrator.

## **10. CLUBS AND SOCIETIES**

- 10.1 All recognised clubs and societies shall be formed and administered in accordance with the provisions of Schedule 2. Ten students are needed to form a society.

## **11. AFFILIATION**

- 11.1 Leicester College Students' Union may affiliate to an external organisation on the decision of the Executive Committee, providing that organisation or body identifies with the aims and objectives of Leicester College Students' Union as provided by Section 2.1.
- 11.2 The Student Liaison Officer shall publish a notice of any external organisations to which Leicester College Students' Union is affiliated, including its name, subscription details, fees or donations. Such a notice will be made available to the Leicester College Corporation and to all students. These details shall also be made available in the Leicester College Students' Union annual report.
- 11.3 If a requisition signed by not less than 25 Leicester College Students' Union members is received by the Union on the question of continued affiliation to any particular organisation, a secret ballot will be held on this matter. This should be within six weeks of the requisition being received. If the result of a secret ballot is that the majority of the votes validly cast are against continued affiliation, the Executive will arrange for the affiliation to be terminated as soon as is practicable.
- 11.4 There may not be a second vote on the affiliation of a particular organisation within less than six months of a previous vote.
- 11.5 Review of affiliations to external organisations shall be a standard agenda item at Leicester College Students' Union Annual General Meetings.

## **12. INDEMNITY**

- 12.1 The officers of Leicester College Students' Union will be entitled to be indemnified from the assets of the Union in relation to any liabilities incurred by them in the course of their duties and the Union will have the power to fund insurance for its officers against such liabilities.

No such indemnity insurance will cover any liability arising from any act or omission by an officer which the officer knew was a breach of duty or which was the consequences of any negligent or unlawful act, committed or omitted in reckless disregard of whether it was a breach of duty or not.

## **13. UNION FINANCES**

- 13.1 The financial year of the Union shall run from 1<sup>st</sup> August to 31<sup>st</sup> July.
- 13.2 The Union shall receive appropriate funds from the College to enable it to effectively pursue its aims and objectives. This annual allocation of funding shall be decided by the Corporation at the last meeting of the financial year, on presentation of the Union's estimates for the forthcoming academic year.
- 13.3 The Union, acting through the Trustee Board, shall be empowered, in pursuit of its aims and objectives, to do all things as are necessary for the prudent conduct of its financial affairs as though it were a legal person. The Trustee Board in exercising these rights shall be subject to no other restrictions except those contained in Schedule Four (Finance Regulations) of this constitution and any which may be imposed by the Student Council.
- 13.4 The Trustee Board shall oversee all Union finances and ensure that proper books of account are maintained and that these books shall be audited annually by a person qualified to undertake audited accounting within the Finance Department of the College.
- 13.5 The Trustee Board shall be responsible for ensuring that the annual budget, amendments to the budget, audited accounts and all other short-term financial reports and financial proposals are discussed and approved by the Student Council.
- 13.6 A copy of the Union's budget and the audited accounts shall be given promptly to the Corporation each financial year for approval and be made available to all students.
- 13.7 The organisation of the Union's finances and systems of control shall be contained in Schedule Four (Finance Regulations) of this constitution.

## **14. INTERPRETATION**

- 14.1 In the event of any dispute concerning the interpretation of this Constitution, the ruling of the President will be sought.
- 14.2 In the event of a challenge to the President's ruling, a decision will be taken at the Student Council.
- 14.3 If a member of the Union remains unsatisfied with the ruling of the Student Council, they may appeal to the Clerk of the Corporation. The ruling of the Clerk of the Corporation will be final.

## **15. REFERENDUM**

- 15.1 A referendum, in which all members will be allowed to vote, can be held on any issue if the Student Council decides by a two thirds majority to call a referendum. The President shall also call a referendum if they are handed a petition detailing the issue and containing the name, course, student number and signature of at least 25 students who are members.
- 15.2 The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper.
- 15.3 The referendum shall be supervised by the Student Liaison Officer. Polling stations shall be open for 10 college days.
- 15.4 The result of a referendum will take priority over any existing Union policy on the same issue.

## **16. CODE OF CONDUCT**

- 16.1 The Executive Committee shall draw up a Code of Conduct which shall be approved and amended from time to time by the Student Council (Schedule 6).
- 16.2 All members of the Union shall be required to adhere to this Code, particularly when on Union premises, or attending events organised by the Union or its clubs or societies.
- 16.3 The Code of Conduct may include restrictions up to and including the unlimited suspension of any or all of the rights of Union membership.

## **17. AMENDMENTS**

- 17.1 The Constitution and any subsequent amendments to the Constitution are subject to the approval of the Student Council and ultimately the Corporation.
- 17.2 A proposal to amend the Constitution, Schedule or Articles may be made by:
  - .1 the Executive Committee;
  - .2 not less than 25 members of the Union;
  - .3 the Student Liaison Team Leader.
- 17.3 Any such amendment must be supported or ratified by two thirds of those present at the Student Council and entitled to vote.

- 17.4 Any amendment must be presented to and considered at the first available meeting of Leicester College Corporation.
- 17.5 Leicester College Corporation has a right to propose amendments to the Constitution and must review the Constitution at least every three years.

## **18. COMPLAINTS PROCEDURE**

- 18.1 Any complaints concerning Leicester College Students' Union should be made in writing or in person to the President. The President, in liaison with the Student Liaison Officer will initially try to resolve issues informally.
- 18.2 If the complainant is still unhappy, they can present their complaint to a committee of 3 members of the Executive Committee convened by the Student Liaison Officer. If still unresolved, the complaint will be referred to the Head of Student Services, who will appoint an external arbiter.
- 18.3 All complaints shall be dealt with within fourteen College working days according to the complaints procedure outlined in Schedule 5, if referred to the Head of Student Services, they will be dealt with within a further 3 weeks.
- 18.4 Any complainant not satisfied with how their complaint is being or was dealt with may also use the College complaints procedure, details of which are available at the Information Centre.
- 18.5 Complaints relating to elections will be dealt with following the procedures in sections 7.1 – 7.3.

## **19. DISSOLUTION**

- 19.1 In the event of the dissolution of Leicester College Students' Union, any properties and assets of the Union will be held by the Corporation of Leicester College, on trust for the benefit of the generality of students at the College and, in the absence of any such students, for educational charitable purposes.

# LEICESTER COLLEGE STUDENTS' UNION CONSTITUTION

## SCHEDULE ONE

### MEETING REGULATIONS

Meeting regulations shall apply in full to all Student Council, Executive and General Meetings. They shall apply to all other committee meetings of the Union in terms of conduct of meetings.

#### 1 STUDENT COUNCIL

##### 1.1 Student Council

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

##### 1.2 Who can attend Student Council?

- i) All members of Student Council (see section 4.2 of the Constitution) 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.
- ii) 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.
- iii) All Student Council meetings will be attended by at least one Student Liaison Officer.

##### 1.3 Who may speak at Student Council?

- i) Any full member of Student Council may speak at Student Council.

- ii) Any full member of the Union may attend Student Council and speak with the permission of the meeting. Members of the College Leadership Team or other staff 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.
- iii) Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking.

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

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

#### **1.5 How to get things done**

- i) All items for debate shall be submitted to the Chair or Student Liaison Officer 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.
- ii) All debates shall require the signatures of at least two full union members. These shall be known as the proposer and the seconder(s).
- iii) The Chair and Student Liaison Officer shall be responsible for publication of details of all Student Council meetings ten college days before the meeting on union notice boards and in available union publications.
- iv) 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 Chair or Student Liaison Officer two college days before the start of the meeting.

#### **1.6 Who runs the meeting?**

- i) The Chair shall be responsible for compiling the agenda in liaison with the Student Liaison Officer. The Administrator is responsible for publicising the meetings.

- ii) The President of the Student Union shall take the chair of the first meeting of the academic year. There shall then be an election for a Chair and a Deputy Chair at this meeting. They will chair subsequent meetings.
- iii) In the event of any situation arising not being covered by meeting regulations, then the Chair shall rule on the procedure to be adopted. Such ruling shall be subject to the approval of Student Council.
- iv) 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.

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

- i) The agenda of meetings shall normally be taken in the following order:
  - a) College business:
    - Welcome from the Chair
    - Checking the minutes of the previous meeting for accuracy
    - Matters arising from the minutes of the last meeting
    - Reports from the Senior Leadership Team or Learner Engagement and Enrichment Team
    - Issues raised by Course Representatives
    - Management question time
    - Education issues
  - b) 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 (e.g. progress in Development Plan)
    - Reports from the Trustee Board
    - Other reports
    - Executive question time
    - Debates
    - Discussion groups
    - Any other business
- ii) 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 3.8 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.

**1.8 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.

**1.9 General rules**

- i) Every debate shall have a proposer and a seconder.
- ii) Any motion may only be withdrawn with the consent of the meeting.
- iii) Debates shall require a simple majority to be decided except where otherwise specified in the constitution.
- iv) 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.

**2. GENERAL MEETINGS**

- 2.1 Only full members of Leicester College Students' Union may speak and vote at General Meetings, except with the permission of the meeting.
- 2.2 All General Meetings shall be convened by the President in accordance with the provisions of Section 8 of the constitution.
- 2.3 The Administrator shall be responsible for the production of the agenda and minutes of all General Meetings.

- 2.4 No resolution of the members may be rescinded or varied at a subsequent meeting, unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

### **3. EXECUTIVE MEETINGS**

- 3.1 Only Executive Officers, the Student Liaison Officer and invited speakers may speak at Executive Committee Meetings, except with the permission of the meeting, and only Executive Officers may vote subject to the provisions of Section 5.
- 3.2 Meetings other than emergency meetings will be convened by the Administrator (or, in the Administrator's absence by the President) by taking all reasonable steps to give all members of the Executive and the Student Liaison Officer entitled to attend and speak at the meetings, at least four days written notice of the meeting, including the date, time and location of the meeting and the agenda.
- 3.3 The Administrator shall be responsible for the production of the agenda and minutes of all meetings.
- 3.4 No resolution of the members may be rescinded or varied at a subsequent meeting, unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

### **4. AGENDAS**

- 4.1 The Administrator shall ensure, when convening all meetings, that the agenda is sent to all concerned, copies of which shall be made available at Union offices.
- 4.2 The business of meetings shall usually be taken in the following order:
  - .1 Apologies for absence.
  - .2 Minutes of previous meeting.
  - .3 Matters arising.
  - .4 Reports, statements and motions submitted and published in the notices convening the meeting.
  - .5 Any other business.
  - .6 Time, place and date of next meeting.

### **5. THE CHAIR**

- 5.1 The President shall take the Chair at General Meetings, Executive Committee Meetings and the first Student Council of the year, unless the Executive agrees to rotate amongst other members.
- 5.2 The role of the Chair shall be to ensure that issues are being discussed fairly and democratically, with equal opportunity for everyone to

participate. The Chair is also responsible for time keeping and keeping order.

- 5.3 If the Chair wishes to speak in favour or against a particular motion at meetings then the Vice-President/ Health, Safety and Welfare Officer shall take the Chair.

## **6. VOTING**

- 6.1 The Chair shall not vote at any Student Council, General Meeting or Executive Committee Meeting, regardless of whether or not he/she is chairing that meeting, except as provided by the provision in this section, article 6.3.
- 6.2 A Vice President/Officer shall be entitled to vote, at any Student Council General Meeting or Executive Meeting, provided that he/she is not chairing that meeting. If he/she is the Chair then the provision in this section, article 6.3 shall apply.
- 6.3 The Chair shall only vote in the event of a tied count.
- 6.4 A member may not vote by proxy. However, Executive members may be asked to submit a vote by text or email in the event of a meeting not being quorate. Any decisions made this way will be ratified at the next Executive Meeting.
- 6.5 A member who is under the age of 18 shall not vote on any question concerning any financial decision or proposal under which Leicester College Students' Union or members of Leicester College Students' Union, would enter into any contract, or would incur any debate or liability whether immediate, contingent or otherwise.

## **7. MOTIONS**

- 7.1 Every motion shall have a proposer and a seconder. The proposer shall have the motion, and it shall thereafter be open for discussion. It may only be withdrawn with the consent of the meeting.
- 7.2 The proposer of any motion shall have the right to sum up the debate immediately before the vote is taken. No new information may be presented during the summing up speech.
- 7.3 Emergency motions may be moved if they deal with matters which have arisen since the date of submission of motions and if there is a two third majority vote for its discussion.
- 7.4 All amendments to motions must be received by the Administrator in writing not less than 24 hours before the standing time of the meeting, with the names of the proposer and seconder.

- 7.5 There shall be only one motion or amendment before the meeting at any one time. The first amendments to a motion shall be proposed immediately after the motion itself has been proposed.
- 7.6 The proposer of the amendment shall have the right to sum up before a vote on his/her amendment. No new information may be presented during the summing up speech.
- 7.7 When all amendments have been voted upon, the substantive motion shall be debated.

## **8. A MOTION OF NO-CONFIDENCE**

- 8.1 At a General or Executive Committee Meeting a motion of no confidence:
  - .1 shall be conducted as provided by the provisions in section 7. above
  - .2 does not require the officer, named in the motion, to be present. S/he must, however, be informed at least five college working days before the next relevant meeting.
- 8.2 This shall be done either:
  - .1 By post (proof of postage must be provided).
  - .2 In person by an appointed representative of the relevant Committee.
- 8.3 Provided articles 8.1 and 8.2 have been completed in the required time frame, the vote on the motion of no confidence may take place, whether or not the officer named in the motion is present.
- 8.4 If the officer named in the motion is present, then the motion shall be heard as provided by section 7.
- 8.5 A majority of 75%, of all officers present and eligible to vote, is required for the motion of no confidence to be carried at Committee. A show of hands is acceptable at General Meetings.
- 8.6 If the vote is in favour of the motion, then the named person will no longer be considered or treated as an officer of the relevant Committee, and he/she will lose any rights and privileges, associated with being an officer of a Committee.
- 8.7 If the vote is against the motion, the officer concerned will continue in his/her office and duties as normal.
- 8.8 If the vote is against the motion, no other motion of no confidence can be initiated against that same officer by that Committee for at least six weeks.

## 9. APPEALS

- 9.1 An officer may only appeal against a vote of no confidence if there is evidence that Section 8, articles 1-2 have not been followed. This must be done within fourteen days of the decision being taken. This shall be done by invoking the complaints procedure either:
  - .1 in person at a Student Council Meeting.
  - .2 in writing. [Proof of postage must be provided].
- 9.2 The Student Council shall inform that person of their decision within fourteen days of receipt of the appeal.
- 9.3 The decision of the Student Council is final.

## SCHEDULE TWO

### CLUBS AND SOCIETIES

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

#### 1.1 Setting up a club or society

- i) No club or society may receive funds from the Union or use Union facilities without recognition in each academic year by the Executive.
- ii) To be considered for recognition, the club or society shall lay before the Executive an acceptable constitution, a plan of activities and a list of paid up prospective members in accordance with the clubs and societies schedule.
- iii) 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.
- iv) Any club or society that wishes to be recognised by the Union shall present to the Executive Committee:
  - a list of 10 signatures of members
  - the proposed membership fee
  - a constitution for the club or society to include:
    - a) the name of the club/society;
    - b) the aims and objects of the club/society (which shall not be contrary to those of the union);
    - c) regulations relating to membership eligibility to the club/society;
    - d) provision for the election of a committee for the club/society to include as a minimum a chairperson, a secretary and a treasurer;
    - e) the responsibilities of the committee;
    - f) provision for general meetings for all members of the club or society;
    - g) provision for an annual general meeting at which an income and expenditure account shall be presented and approved;
    - h) provision for the union statement on equal opportunities.

## **1.2 Money for clubs and societies**

- i) The Trustee Board shall earmark a sum in the union budget which shall be for grant aid of recognised clubs and societies.
- ii) To receive funding an eligible club/society shall submit a budget proposal to the Executive. This should be submitted by the end of September.
- iii) 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.
- iv) The allocations shall be approved at the first meeting of the Executive of the new academic year.
- v) Any request for expenditure must be approved by the Student Liaison Officer and paid by cheque.

## **1.3 Meetings of clubs and societies**

- i) The Annual General Meeting of each club and society shall be held before the end of October of each year. This meeting will elect the club or society committee.
- ii) 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.
- iii) The quorum of each club/society general meetings shall be 50% plus one of the club or society membership.
- iv) 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.
- v) Changes to the constitution of any club or society can only be made at a club or society's 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.

#### **1.4 Responsibilities of clubs and societies**

- i) 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.
- ii) The club or society shall be responsible for promoting itself during induction week to encourage new membership.
- iii) 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.
- iv) The club or society shall not hold its own bank account and all its finance will be administered through the Union.
- v) The club or society shall hold no funds whatsoever outside the Union accounts.
- vi) 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.
- vii) The Secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.
- viii) 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.
- ix) The Treasurer shall ensure that all income received by the club or society is paid directly into the Union accounts and that no funds received by the club/society are withheld.
- x) 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 finance officer of the union.
- xi) Failure to abide by these regulations and the Union constitution may result in suspension of the club or society by the Executive Committee.

## SCHEDULE THREE

### ELECTION REGULATIONS

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

#### 1.1 Returning Officer

- i) The Returning Officer shall be the Student Liaison Officer, subject to the approval of the College Corporation. The Returning Officer shall be responsible for the good conduct and administration of all Union elections and shall have the sole interpretation of the election regulations. The Returning Officer may appoint assistants to support them in their duties.

#### 1.2 When elections should happen

- i) The Returning Officer shall ensure that election of all Executive Committee takes place in two phases, but is completed before the autumn half term each year. Once elected the members of the Committee shall serve to the end of the academic year.
- ii) The dates of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations shall be posted on the Union notice-boards at least 21 college days before the elections.
- iii) The election process shall run as follows:

Week 1	Election arrangements and regulations publicised
Week 1-3	Nominations received
Week 3 end	Nominations close
Week 4	Canvassing commences, candidate details and manifestos posted
Week 5	Voting commences, canvassing continues, hustings may take place.
Week 6	Elections results displayed cross-college.

#### 1.3 Standing for election

- i) All members of the union are eligible to stand for any of the following Executive Committee positions:
  - the President
  - the Vice President
  - Campaigns Officer

- the Site Vice-Presidents
  - the Health Safety and Welfare Officer
  - the Treasurer (must be over 18 years old)
  - Entertainment and Sports' Officer
  - 3 General Officers
- ii) No member who has opted out of the Union may stand for any position.
- iii) Only members of the Union who fall into the particular group represented are eligible to stand for the positions of:
- Women's Officer
  - Disabled Students' Officer
  - BAME Students' Officer
  - LGBT Students' Officer
  - HE Students' Officer
  - Mature Students' Officer
  - Part-Time Students' Officer
  - International Students' Officer
  - Inter-faith Officer
  - Work Based Learning Officer
- iv) Only members of the Union registered at a specific campus shall be eligible to stand for the position of Site Vice Presidents at that campus.
- v) Nomination forms will be available from the Returning Officer and shall be available from College reception, the College library and the Union office twenty 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.
- vi) 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.
- vii) Nomination forms must reach the Returning Officer or a person appointed by him/her not later than midday on the day, at least seven college days before the date of the commencement of the ballot.

## **1.4 Publicity about the election**

- i) 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.
- ii) 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.
- iii) 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.
- iv) The contents of the election campaign pack shall be determined by the Returning Officer in conjunction with the Executive Committee.

## **1.5 Campaigning**

- i) Candidates may commence campaigning at the close of nominations.
- ii) A 'question time' session can be held on at least one main site, 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.
- iii) Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.
- iv) There shall be no campaigning at the point of any ballot box.
- tv) The Returning Officer shall publicise the location and arrangements of the voting stations, together with a list of candidates, ten college days before voting.

## **1.6 Voting procedures**

- i) The Returning Officer shall ensure that all members of the Union have access to vote no matter their place or time of study.
- ii) All members of the Union shall be able to vote for the positions as outlined in 1.3 (i) except the Site Vice Presidents who shall be elected by the members registered at that campus.
- iii) All members of the Union may vote on production of a ID badge or appropriate identification as decided by the Returning Officer.

- iv) A voting paper will be issued to each voter. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name of each candidate and the office being contested.
- v) Voting shall be by secret ballot and shall be conducted according to the most recently published edition of the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.

## **1.7 Counting and declaring votes**

- i) The Returning Officer shall inform the candidates of the time and venue of the count. The candidate or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
- ii) The Returning Officer may be assisted in the count by a number of individuals appointed by them. The count shall be conducted according to the most recently published edition of the rules for the operation of the single transferable voting (STV) system as set by the Electoral Reform Society.
- iii) Once the votes have been counted they should be kept for a period of six months in case of appeals against the result.
- iv) Results of the elections shall be declared by the Returning Officer when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.
- v) A list of successful candidates will normally be posted at each site within one college day of the declaration of results. The Returning Officer should send a copy of the result to the Student Council and the College Corporation.
- vi) The results will become official 48 hours after they have been posted provided that no complaint has been lodged with the Returning Officer within 48 hours. In the event of a complaint being received by the Returning Officer the results shall be suspended until the complaint has been resolved.

## **1.8 Complaints**

- i) Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.
- ii) Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.

- iii) A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the returning officer who shall resolve the complaint within 48 hours of it being lodged.
- iv) In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final, subject only to a successful appeal to the Clerk to the Corporation, in accordance with the Complaints Procedure.

### **1.9 Election for Course Representatives on the Student Council**

- i) The Learner Engagement and Enrichment Team Leader shall ensure that elections take place for Course Representatives by the end of October each year. Once elected they shall take office immediately and shall serve for that academic year. In cases where a course begins at a different time of year, course representatives will be elected at the first available opportunity.
- ii) Course representatives from each curriculum area will be chosen to sit on the Student Council before November each year.

### **1.10 Vacancies for positions on the Executive Committee**

- i) If any post on the Executive Committee falls vacant then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than three College days after confirmation of the vacancy arising. All other election regulations apply. Vacancies can also be filled by co-option – see section 5.6 of this constitution.

## SCHEDULE FOUR

### FINANCIAL REGULATIONS

#### 1.1 Bank Accounts

- i) There shall be a bank account held in the name of the Union. There shall be five signatories to the account:
  - the President
  - the Vice President
  - one Treasurer
  - the Student Liaison Officer
  - the Learner Engagement and Enrichment Team Leader
- ii) Cheques shall be signed by either the President, Vice President or Treasurer, **and** the Student Liaison Officer or Learner Engagement and Enrichment Team Leader. During the holidays, if necessary, they can be signed by the two staff members.
- iii) In the case of either the President or the Vice President not being over 18, the Executive Committee shall elect new signatories from amongst the members of the Trustee Board.

**1.2** The collection of all money due to the Union shall be the responsibility of the Treasurer, under the supervision of the Trustee Board, which shall be notified promptly of all money due to or owed by the Union.

#### 1.3 Limits on payments

- i) All expenditure on student activities over £50 shall be approved by the Trustee Board. Any expenditure over £1000 should be approved by Student Council.
- ii) The President (or, if under the age of 18, a member of the Trustee Board elected by the Executive Committee) 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.
- iii) The Treasurer, Student Liaison Officer and Administrator shall be responsible for the operation of the petty cash account and shall present a record of transactions once a month to the Trustee Board.
- iv) All invoices for sums over £50 must be approved by the Trustee Board before they can be paid.

## 1.4 Contracts

- i) 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.
- ii) All contracts shall have two signatories. Contracts shall normally be signed by the President and the Vice President. Any contracts exceeding a value of £250 shall be signed by either the President or the Vice President **and** either the Diversity Manager or the Head of Student Services.
- iii) No contract should be signed without the approval by the Trustee Board.

## 1.5 Budgets and financial statements

- i) Budgets shall be drawn up for all areas of proposed expenditure in September. These areas shall be determined by the Trustee Board, before final approval by Student Council.
- ii) The Treasurer, under the direction of the Trustee Board, shall provide Student Council and the Corporation with a financial statement once a term.

## 1.6 Security and insurance

- i) The Union shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc, under its control.
- ii) 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.
- iii) 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.

## 1.7 Events

- i) All events undertaken or provided by the Union must be costed and budgets prepared.
- ii) Annually, the Entertainment and Sports Officer, in consultation with the President and the Treasurer and under the direction of the Trustee Board, shall draw up a proposed entertainments budget, subject to ratification by Student Council. This shall form the basis of all entertainments expenditure.
- iii) Records of all expenditure for events shall be kept. The Student Council shall advise the Trustee Board when the limits laid down in the budget set

are likely to be exceeded. The Entertainment and Sports 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.

### **1.8 Expenses to Union members**

- i) Any member of the Executive Committee may receive expenses for costs incurred whilst on Union business in line with the College Travel, Subsistence and Associated Allowances Policy.
- ii) Any requests for expenses falling outside this Policy, but agreed by the Executive Committee, will be referred to the Diversity Manager, and will be considered subject to advice from the Finance Dept.
- iii) Costs incurred for childcare or travel whilst a member of the Executive Committee is on Union business inside or outside College shall be met by the Union.
- iv) Expenses must be authorised by the President or Treasurer, who shall not be the person claiming the expense.

### **1.9 Petty cash**

- i) The petty cash limit shall be £75.00. The Treasurer, 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.
- ii) Petty cash recovery and returns will be carried by the Administrator and overseen by the Treasurer.

### **1.10 Donations**

- i) 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.

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

## SCHEDULE FIVE

### 1. COMPLAINTS PROCEDURE

- 1.1 If a student, or group of students, feels he/she/they want to make a complaint against Leicester College Students' Union, or have been unfairly disadvantaged by opting out of Students' Union membership, then they shall have the right to complain and have that complaint dealt with promptly and fairly.
- 1.2 All complaints should be made in writing or in person in the first instance to the Students' Union President. The President, with the Student Liaison Officer, shall seek informal resolution to any complaint. If the complainant is still unsatisfied then they shall be entitled to present their complaint, with support and/or representation, to a committee of three members of the Union Executive Committee. The Student Liaison Officer shall convene this. If still unresolved, the Students' Union with the Student Liaison Officer shall approach Head of Student Services who will appoint an independent arbiter whose decision shall be final.
- 1.3 All inquiries will be held within three weeks of a complaint being made. All parties shall be informed of the inquiry date at least five college days before it is due. Complainants must provide evidence to support their claim.
- 1.4 Complaints may be made against students, Union Executive Members or the Union as a whole. Outcomes may include the complaint being resolved, Union membership suspension, Union expulsion, a reprimand or liability for damage/loss or misappropriation of Union funds. A complaint upheld against the Union must be acted upon, in agreement with the College, within one month.
- 1.5 Outcomes of all complaints shall be made in writing and sent to the complainant. An additional copy shall be kept in the Union office.

## SCHEDULE SIX

### CODE OF CONDUCT

#### ALL MEMBERS HAVE THE RIGHT TO:

1. Represent Leicester College students to the best of their ability.
2. Hold and express their own views, as well as those of the people they represent.
3. Be treated with dignity and respect from all present.
4. Be protected from discrimination or harassment.
5. Be listened to and treated seriously.
6. Have their access needs met.
7. Ask for what they want, realising that the decision may be 'no'.
8. Challenge each other's ideas in a sensitive manner.
9. Request clarification on any issue.
10. Make mistakes, and be responsible for them.
11. Withdraw statements they have made that have not been voted on.
12. Be assertive, but also have the right to choose not to assert a view.
13. Object to any words or actions that are offensive in a meeting.
14. Defend and explain themselves if any grievances are made against them.
15. Object to any discriminatory comments or attitudes.
16. Stand up for their rights.
17. Stand up for other people's rights.
18. Represent the Student Union on external bodies if agreed in advance by the Executive Committee or Student Liaison Team Leader.

## SCHEDULE SEVEN

### LEICESTER COLLEGE STUDENTS' UNION JOB ROLES

#### 1. The President

1.1 The President is the representative and spokesperson of Leicester College Students' Union and acts as one of two Student Governors throughout the Academic Year.

1.2 This role includes:

- Liaising with the National Union of Students (NUS) and the East Midlands Area NUS
- Representing the College at external events as requested
- Chairing Executive Meetings, General Meetings, and the initial Student Council Meeting
- Holding regular meetings with the College Management and feeding back to the Executive Committee
- Make sure the Union has a Development Plan and a budget (with the Treasurer and Student Liaison Officer)
- Overseeing the preparation and presenting of the Annual Report and Development Plan
- Encouraging other students to get involved in the Student's Union and ensuring the team remains motivated and works together
- Drawing up and monitoring expenditure on the Students' Union annual budget assisted by the Student Liaison Officer
- Ensuring all financial records are audited annually and presented to the Leicester College Corporation for information
- Ensuring the Union operates within the Constitution
- Arranging College committees such as the Executive Committee, Student Liaison Committee and taking presentations where necessary
- Being a cheque signatory to the Students' Union bank account

#### 2. The Vice-President

2.1 The Vice-President supports the President in the day to day running of the Students' Union

2.2 This role includes:

- Taking on the President's role in their absence, e.g. acting as Chair at Executive and General Meetings

- Fulfilling tasks/duties required by the President and Students' Union Executive Committee
- Taking responsibility for all Student Union publicity and notice boards cross campuses including promotion in the local community where appropriate
- Developing methods to ensure that communication runs between campuses and departments with approval of the Executive Committee
- Being a signatory to the Students' Union bank account

### **3. The Campaigns' Officer**

3.1 The Campaigns' Officer raises awareness of issues and initiates campaigns as agreed by the Students' Union Committee or Student Council.

3.2 This role includes:

- Organising campaigns agreed by the Student Council, Executive or initiated by NUS
- Liaising with groups and organisations on common issues
- Having regular contact with all Site Vice Presidents, the President and Vice-President
- Develop publicity materials for the Union
- Creating displays for the Union and for the student population on particular topics

### **4. The Entertainment and Sports' Officer**

4.1 The Entertainment and Sports' Officer is in charge of organising a broad range of social, sporting and entertainment activities across all campuses.

4.2 This role includes:

- Developing a plan of activities for the year for the Executive to agree.
- Setting up a range of activities based around needs of students expressed at Freshers' Fair and beyond, to encompass interests of students at Leicester College.
- Ensuring activities are inclusive of as wide a range of students as possible
- Establishing contact with relevant clubs, societies, companies and organisations that can help broaden the range of activities and maintain contact.
- Making regular contact with all Site Vice Presidents, Student Liaison Team staff and National Union of Students Entertainments' Officers with regard to the programme of activities.

- Having overall responsibility for ticket sales and distribution and collection of money for activities

## **5. The Health, Safety and Welfare Officer**

- 5.1 The Health, Safety and Welfare Officer collects and provides information on health, safety and welfare issues and supports students in welfare issues and always respects confidentiality.
- 5.2 The Health, Safety and Welfare Officer takes the lead for the Students' Union in "safeguarding"

This role includes:

- Making available general health, safety and welfare information from the College, NUS etc. and liaising with groups and organisations on welfare issues
- Working closely with Student Services to keep up to date on Welfare information.
- Ensuring the Executive are trained and aware of safeguarding and anti-bullying issues and the College policies.
- Providing support to students where appropriate and signposting them to relevant Student Services' staff
- Attending any relevant training
- Taking responsibility for supporting students in relation to bullying and harassment, in consultation with the Student Liaison Team
- Working with the Campaigns Officer to raise awareness on welfare issues such as; debt, safe sex, drug and alcohol abuse etc.

## **6. Treasurer**

- 6.1 The Treasurer has responsibility for administering the money of the Union with the President and in partnership with the Student Liaison Staff.

6.2 The role includes:

- Preparing an annual budget for the Union
- Being a signatory for the Student Union bank account
- Presenting financial reports to the Executive Committee and Corporation
- Presenting annual accounts to the Student Council, Annual General Meeting and Corporation
- Overseeing the petty cash system with the Administrator
- Make sure the Union stays within its budget and works within the rules of the constitution

## **7. The Women's Officer**

- 7.1 Identify any concerns from women, disabled etc student and raising these with the Union.
- 7.2 The Women's Officer ensures that female students' views/opinions are reflected within the College and Union and the viewpoints of that group are represented and their positive involvement is promoted.
- 7.3 This role includes:
- Providing a regular forum/group for female students to meet and discuss issues
  - Developing a programme of social, educational and training events for women
  - Establishing contact with groups and organisations who focus on women's issues and providing up to date information on these to College students
  - Raising women's issues at Union meetings
  - Campaigning on, and raising awareness of women's issues and gender equality
  - Attending the National Union of Students National Women's Conference
  - Identify any concerns from women students and raise these with the Union

## **8. The Disabled Students' Officer**

- 8.1 The Disabled Students' Officer ensures that the opinions and views of disabled students are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.
- 8.2 This role includes:
- Providing or supporting a regular forum/group for disabled students to meet and discuss issues
  - Developing a programme of social, educational and training events for disabled students
  - Establishing contact with groups and organisations who focus on disabled peoples' issues and providing up to date information on these
  - Campaigning on, and raising awareness of, disability issues and disability equality

- Attending the National Union of Students National Students with Disabilities Conference
- Identify any concerns from disabled students and raise these with the Union

## **9. The Lesbian, Gay, Bisexual and Trans (LGBT) Officer**

9.1 The Lesbian, Gay, Bisexual and Trans (LGBT) Officer ensures that the opinions and views of Lesbian, Gay, Bisexual and Trans students are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.

9.2 This role includes:

- Providing or supporting a regular forum/group for Lesbian, Gay, Bisexual and Trans students to meet and discuss issues
- Developing a programme of social, educational and training events for Lesbian, Gay, Bisexual and Trans students
- Establishing contact with groups and organisations who focus on Lesbian, Gay, Bisexual and Trans persons issues and provide up to date information on these to students
- Inputting into the Union handbook
- Campaigning, and raising awareness of, LGBT issues and LGBT equality
- Attending the National Union of Students National Lesbian, Gay, Bisexual and Transgender Conference
- Identify any concerns from Lesbian, Gay, Bisexual and Trans students and raise these with the Union

## **10. The Black and Minority Ethnic (BAME) Students' Officers (2)**

10.1 The Black and Minority Ethnic (BAME) Students' Officer ensures that the opinions and views of BAME students are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.

10.2 This role includes:

- Providing or supporting a regular forum/group for BAME students to meet and discuss issues
- Developing a programme of social, educational and training events for BAME students
- Establishing contact with groups and organisations who focus on BAME students issues and provide up to date information on these to students
- Input into the Union handbook

- Raising BAME issues at Union meetings
- Campaigning on, and raising awareness of, BAME Students' issues and race equality issues
- Attend the National Union of Students National BAME students Conference
- Identify any concerns from BAME students and raise these with the Union

## **11. The International Students' Officer**

11.1 Ensures that the opinions and views of International students (including refugees and asylum seekers) are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.

11.2 This role includes:

- Providing or supporting a regular forum/group for International students and for refugees and asylum seekers to meet and discuss issues
- Developing a programme of social, educational and training events for International students
- Establishing contact with groups and organisations who focus on International students issues and provide up to date information on these
- Inputting into the Union handbook
- Raising issues relating to international students at Union meetings
- Campaigning on, and raising awareness of, international students' and refugee and asylum seeker students' issues
- Attending all relevant National Union of Students' Conferences
- Identify any concerns from International students and raise these with the Union

## **12. The Mature Students' Officer**

12.1 The Mature Students' Officer ensures that the opinions and views of Mature students are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.

12.2 This role includes:

- Providing or supporting a regular forum/group for Mature students to meet and discuss issues
- Developing a programme of social, educational and training events for Mature students

- Establishing contact with groups and organisations who focus on Mature students issues and provide up to date information on these
- Inputting into the Union handbook
- Campaigning on, and raising awareness of, mature students' issues and age equality
- Attending all relevant National Union of Students' Conferences
- Identify any concerns from Mature students and raise these with the Union

### **13. The Part-Time Students' Officer**

13.1 The Part-Time Students' Officer ensures that the opinions and views of Part-Time students are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.

13.2 This role includes:

- Providing or supporting a regular forum/group for Part-Time students to meet and discuss issues
- Developing a programme of social, educational and training events for part-time students
- Establishing contact with groups and organisations who focus on part-time students issues and provide up to date information on these
- Campaigning on, or raising awareness of, part-time students' issues
- Inputting into the Union handbook
- Attending all relevant National Union of Students' Conferences
- Identify any concerns from Part-Time students and raise these with the Union

### **14. The Higher Education Students' Officer**

14.1 The Higher Education Students' Officer ensures that the opinions and views of Higher Education students are reflected within the College and Students' Union and the viewpoints of that group are represented and a positive involvement is promoted.

14.2 This role includes:

- Providing or supporting a regular forum/group for Higher Education students to meet and discuss issues
- Developing a programme of social, educational and training events for Higher Education students

- Establishing contact with groups and organisations who focus on Higher Education students issues and provide up to date information on these
- Inputting into the Union handbook
- Campaigning on, or raising awareness of, HE students' issues
- Attending all relevant National Union of Students' Conferences
- Identify any concerns from Higher Education students and raise these with the Union

## **15. The Inter-faith Officer**

15.1 The Inter-faith Officer ensures that the opinions and views of students from all beliefs and faiths and none, are reflected within the College and Students' Union, that the viewpoints of all groups are represented and a positive involvement is promoted, as well as promoting good relations between people from different faith backgrounds.

15.2 This role includes:

- Working with the Faith Representatives and Chaplaincy to try and establish inter-faith forums for students from different beliefs/faiths or none to meet and exchange ideas
- Providing or supporting any regular forum/group for students from particular faiths to meet and discuss issues
- Developing a programme of social, educational and training events for students to raise awareness of inter-faith issues
- Establishing contact with groups and organisations which focus on faith issues and provide up to date information on these to students
- Input into the Union handbook
- Raising faith issues at Union meetings
- Campaigning on, and raising awareness of, inter-faith issues
- Attend any National Union of Students' inter-faith meetings and conferences.
- Identify any concerns from students from particular faith groups and raise these with the Union

## **16. The General Officers (3)**

16.1 The General Officers do not have a discrete portfolio so can assist other officers or the President to carry out their roles.

16.2 This role includes:

- Attending all Executive meetings

- Supporting other Executive officers to carry out their duties
- Carrying out any tasks agreed in the Development Plan
- Attending any meetings requested by the Executive

## **17. The Site Vice Presidents**

17.1 The Site Vice Presidents represent the views and interests of student on their particular campus.

17.2 This role includes:

- Meeting students from their campus and finding out their views / concerns and representing them at the Executive
- Publicising Union activities and events in their campus
- Encouraging participation of students from their campus in the Union
- Supporting and overseeing the Union facilities on their campus