

Bath College

Students' Union Constitution



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Bath College

Students' Union Constitution

1. Name.

The name of the Students' Union shall be The Bath College Students' Union. Throughout this document it shall be referred to as the Union.

The Bath College is an independent further education institution. Throughout this document it shall be referred to as "The College"

2. Aims and Objectives.

The Union shall exist:

- 1) To advance the education of its members
- 2) To promote and represent the welfare of its members
- 3) To represent its members interests to the college Corporation and other bodies
- 4) To develop social, recreational, cultural and sporting activities among its members
- 5) To empower its members to achieve the most from their education experience in the college.

These aims and objectives shall be pursued without discrimination to any person or group of individuals. The Union will not promote any political, religious cultural or social views but will seek to actively promote equality of opportunity for all students at the College.

3. Membership.

All students aged 16 years or older, who are currently enrolled on a program of study shall be full members of the Union, unless they have decided to relinquish their membership and opt out, in accordance with regulations.

Associate membership shall be available for staff of the College. Such membership shall not entitle the individual to hold any elected office of the Union or to vote at any Union meetings.

All full members (subject to the provisions of this constitution) shall be entitled to:

1. To stand and vote in SU elections
2. To participate in SU activities and use its facilities
3. To vote and general meetings and the annual general meeting
4. To participate and join SU Clubs and societies

Students who decide not to become members 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. Non-members will not be entitled to exercise any of the other rights of members.

4. Executive Committee

The Executive Officers of the Union will include sabbatical and non-sabbatical officers who are elected in line with the election rules stated in this document. There will be 2 campus executive committees. The Officers will be as follows:

City Centre Campus	Somer Valley Campus
President (Sabbatical)	
Vice President – Community and Wellbeing Higher Education Officer Media and Promotions Officer Events Officer Equality and Diversity Officer Sports and Societies Officer	Vice President – Community and Wellbeing Media and Promotions Officer Events Officer Equality and Diversity Officer Sports and Societies Officer
International Students Officer Open Portfolio Officer x2	Open Portfolio Officer x2

The Executive Officers will be elected in accordance with the election regulations set out in this constitution. The duties of the various officers are available on request from the Students' Union Administrator.

- The term of office of all main Union Officers, subject to earlier termination, will be **one year**. Officers may stand for re-election for the following year, but the maximum term of office for any individual for a sabbatical post will be two years in a period of five.
- Candidates may only hold positions at the campus from which they are registered, with the exception of the President.
- The Sabbatical Officer will be a major Union officer holder and will enter into a contract of employment with us or The College. They will be paid a salary and required to sign a contract.
- Candidates for President must meet with an endorsement panel which will include the current Sabbatical Officer in post, Participation Manager and the Director of Student Services and Marketing. The Sabbatical Officer will need to have good attendance to also be able run in the election process.
- The President shall be a returning student who has finished studying or will continue studying for less than 7 hours a week.
- The Union executive shall be responsible for the day-to-day running of the Union on their campus. The Executive committee of each campus shall meet once a fortnight and shall be run in accordance with the meeting rules.
- The corporate executive committee made up of the executive from both campuses shall meet 3 times per year.

The core functions of the Executive Committee shall be:

1. To act as the trustees of the Union (applies to over 18s only).
2. To implement decisions of Union Parliament or referendum.
3. To act in the absence of the Union Council.
4. To be responsible for the direction of the Union in accordance with a strategic plan
5. To ensure that the Union finances operate effectively and efficiently.
6. To prepare Union annual report detailing the activities of the Union and information required under current Legislation.
7. To fulfill specific responsibilities as laid down in the rules.
8. To co-ordinate the representation of students within the College.

9. To act as the official channel of communication between the union and College.
10. To be responsible for ensuring that the Union complies with the requirements of the most recent Data Protection Act.

Executive committee meetings shall be called by the President and shall meet at least once every ten college days. Further meetings may be called by a written request of a majority of committee members to the president. The chair will be the president or his/her nominee. The chair may only vote in the event of a tie.

Executive committee meetings shall only take place if there is at least 50% of serving executive committee members present throughout the meeting.

Any member of the executive committee who fails to attend three consecutive meetings of the executive committee or union parliament without giving apologies to the president, and does not provide satisfactory reasons acceptable to the executive committee, shall be considered to have resigned.

Any Union Officer may be removed at any time by a resolution of no confidence passed by a secret ballot of Union members. The Executive Committee will ensure that such a ballot takes place within four College weeks of a requisition in writing being received, which is signed by not less than 5% of the Union membership. If the Executive Committee fails to arrange such a secret ballot, the requisitioners, may request the College to conduct such a secret ballot within eight College weeks of the requisition being presented.

The Union Council may suspend any Union Officer from office by a resolution passed by not less than two – thirds of the members of the Union Council present and entitled to vote at a meeting of Union Council. A Union Officer may only be suspended on the proven grounds that the officer has neglected their duties, failed to carry out their duties diligently or responsibly, has been guilty of misconduct or failed to attend 3 consecutive meetings without good reason. The officer concerned will be entitled to attend the meeting of Union Council at which the resolution is to be heard and speak (but not vote) in relation to the resolution.

The appointment of any officer will cease automatically on the cessation of the eligibility of the officer to be a member of the union.

The President may be a sabbatical post. The post holder shall be paid an allowance determined by union parliament and be required to sign an agreement of office. No member shall be eligible to stand for and serve more than two sabbatical terms of office.

5. Union Parliament

The Union Parliament shall be the governing body of the Union on any matter relevant to the Union.

The composition of the Union Parliament shall consist of the Executive Officers, one representative from each recognized club and society and two members from each of the college departments, elected annually by the department membership.

The Union Parliament shall meet at least 3 times per year and shall be run in accordance with the meeting rules. Schedule 3

The Core Functions of Union Parliament shall be:

1. To determine policy for the Union.
2. To propose amendments and to comment on amendments to the Constitution and rules.
3. To instruct and hold to account the Executive committee.

4. To receive and approve reports from the Executive Committee and other Committees and working groups of Union Parliament and to hold them accountable
5. To receive and approve financial reports from the Executive Committee.
6. To co-opt non-voting members onto the Union Council when necessary.
7. To appoint representatives to committees of the Union and the College, following the rules laid down in the Election rules.
8. Approve the Union Annual Report
9. To agree affiliations to external organizations.
10. To receive annually and confer recognition of the Clubs and Societies of the Union.
11. To report annually to the Corporation of the College on Union Activities.
12. Copies of the minutes of Union Parliament shall be made available for public inspection.

Rules for the Union Parliament are set out in Schedule 2

6. Finance

The Union shall receive an allocation of funds from the College sufficient in the view of the College to pursue its aims and objectives effectively. This budget allocation shall be determined following consultation between the College and the Union.

The Union will be provided its own budget area to oversee, within that of the colleges, into which a suitable grant will be provided as above.

The Executive Committee or the Union will enter into no contract or loan agreements without the written approval of the appropriate College Senior Manager

The Director of Finance will be allowed access at all times to the Union's financial records and the Executive Committee will co-operate at all times with the Director of Finance, in relation to the monitoring of the Union's expenditure and financial affairs.

The financial year of the Union shall run from the 1st August to the 31st July.

Any funding provided by the College to the Union may be subject to such terms and conditions as the College may decide and may be subject to withdrawal or claw-back if such terms and conditions are not complied with.

7. Affiliations to External Bodies

The Union council shall determine all affiliations to external organizations and no affiliation shall be entered into without a simple majority of the whole Union Council.

Details of all affiliations to external organizations including the name of the organizations and affiliation fee in each case shall be included in the Unions Annual Report, which shall be available to students and the College Corporation.

In the event of an objection to a current affiliation to any particular organization a petition must be presented to the president containing at least 200 signatures. A referendum shall then be held on the issue, a further referendum on the same issue cannot be held in the same year.

8. Amendments

This constitution will be subject to review by the Students' Union and Corporation of the College at intervals of not more than four years from the date of taking effect.

This constitution can only be amended by the Union Parliament. All amendments will be subject to approval by the college corporation.

All amendments will require support of two thirds of members present at the quorate meeting of the union Parliament.

The college corporation may suggest amendments for the Parliaments consideration or enforce changes required by law.

9. Complaints Procedure

The Executive Committee will ensure that the Union operates the complaints procedure in force being in relation to the Union, co-operates with the College in relation to the implementation of any decisions made under the complaints procedure and complies with the Colleges code of practice in relation to the Union. Refer to appendix 1

10. Referendum

A referendum, in which all members will be allowed to vote, shall be held on any issue, if union parliament decides by a two thirds majority to call a referendum.

The President shall call a referendum if they are handed a petition detailing the issue and containing the name, course, union card number and signature of at least 200 students who are members.

The returning officer shall be responsible for deciding the wording of the question on the referendum ballot paper.

The referendum shall be supervised by the returning officer. Polling stations shall be open for 5 college days.

The result of a referendum will take priority over any existing union policy on the same issue.

11. Indemnity

The officers of the union will be entitled to be indemnified from the funds of the Union in relation to any liabilities incurred by them in the course of their duties and the Union will ensure the provision of appropriate insurance for its officers against such liabilities. No such indemnity or insurance will cover any liability arising from any act or omission by an officer which the officer knew or could reasonably be expected to know was a breach of duty or which was committed or omitted in reckless disregard of whether it was a breach of duty or not.

12. Interpretation

Any dispute concerning the interpretation of this constitution will be referred to an appropriate person agreed by the Corporation of the College and the Union, whose decision will be final and binding on the parties. This will normally be the Clerk to the Corporation. Should the Corporation and the Union fail to agree on an appropriate person, after three nominations, the matter shall be referred to the President of the Chartered Institution of Arbitrators for a decision as to the nomination of an appropriate person.

13. Dissolution

In the event of the dissolution of the Union, any property and assets of the Union will be held by the Corporation of the College, on trust for the benefit of the generality of students at the College, save

for assets provided by the College which shall return to the College for redistribution as the College see fit for the benefit of students of the College as a whole.

14. Student Governors

The Students Union President will sit on the board of governors; in their absence the Vice president will take the post.

The corporation may decide to make other student governor positions available as they see fit with the aims of the Corporation.

The corporation shall make suitable arrangements to hear learner voice, including the union with whom they will meet regularly.

Section 2: Schedules

1. Election Rules

These election rules shall apply for all elections conducted by cross campus ballot.

There shall be the following elections:

Positions	Elections to be held	Period of office
President	April	1 st July – 30 th June
Vice President – Community and Wellbeing	April	1 st July – 30 th June
Higher Education Officer (Bath Only)	April	1 st July – 30 th June
Media and Promotions Officer	April	1 st July – 30 th June
Events Officer	April	1 st July – 30 th June
Equality and Diversity Officer	April	1 st July – 30 th June
Sports and Societies Officer	April	1 st July – 30 th June
International Students Officer (Bath only)	October	1 st Nov – 30 th September
Open Portfolio Officer (2 per campus)	October	1 st Nov – 30 th September

Rights of full members

All full members of the Union are eligible to stand for any position.

All full members of the Union have the right to information about the process of the election, the positions available and the candidates standing in the elections.

All full members of the Union have the right to vote by secret ballot in the elections.

The Officers of the Union shall be elected annually in the spring and autumn terms from the eligible student membership of the College.

Only members of the union registered at a specific campus shall be eligible to stand for the positions at that campus with the exception of the President.

Returning officer

The Returning Officer shall be the Participation Manager. He/she shall be responsible for the proper conduct of the elections and shall have the sole interpretation of the election regulations.

Nominations

Participation Manager will coordinate elections for the Executive Committee and the Union Council to be held at the commencement of each Summer & Autumn Term. The date of the elections will be publicized and nominations requested at least two College weeks in advance.

Nominees must be Full members of the Union and eligible to remain members during the whole of the term of office for the relevant post.

Nominations will close one College week before the elections are due to take place. Nomination forms will be available at all College sites and in such other areas as the Returning Officer determines.

In completing a nomination form, a full member shall ensure that all the information included is accurate and the form is submitted before the deadline in the election timetable.

Candidates for the Sabbatical President position must make themselves available to attend a meeting with an endorsement panel. The panel will offer support and guidance to candidates to ensure they are prepared and suitable to fulfill the role.

When the Returning Officer is satisfied all valid nominations will be confirmed with the candidates and published.

The Election

Participation Manager will be responsible for the conduct of all Union elections and ballots. Participation Manager will be the Returning Officer and will have the right to appoint polling officers from amongst the students (other than those standing in the elections) and staff of the College.

The rulings of the Returning Officer in relation to the conduct of the elections will be final. The Returning 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 procedures for voting.

The dates of elections for Union Officers, a copy of the election timetable and a copy of the election regulations shall be posted on the union notice boards at least 14 days before the elections.

Complaints

Any challenge or complaint concerning the administration and good conduct of the election must be lodged, in writing, with the Returning Officer within one week of the declaration of results.

The complaint will be determined by the Returning Officer within two weeks of submission.

In determining a complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt the 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.

Promotion

The Returning Officer shall produce an election timetable, which shall include the dates and times for the notification and completion of the following:

- Nomination process
- Candidates Briefing
- Manifestos
- Question Time
- Voting
- Count

The Election Timetable shall be of a sufficient length to ensure the highest level of participation in the election.

A list of successful candidates will be posted at each College site within 3 College days of the declaration of results.

Campaigning

The Returning Officer shall arrange for a candidates briefing to be provided at which all candidates will be expected to attend.

Manifestos must be submitted by the date laid down in the election timetable. Manifestos must be

presented in hard copy on no more than one side of A4.

Manifestos will be distributed with nomination information around all College sites. Copies will be available at each voting station.

The Executive Committee shall determine and publish the allowance for publicity available to candidates on an annual basis in advance of nominations being sought and set out any conditions attached to the payment of any such allowances.

The Returning Officer shall draw up regulations for the conduct of candidate's campaigns. Any breach of these regulations could lead to disqualification.

Voting

The Returning Officer shall publicise the location and arrangements of the voting stations, together with a list of candidates and manifestos, and shall make arrangements whereby provision is made for full members of the Union to vote.

All full members of the Union may vote on production of a current College/NUS card. A voting paper will be issued to each voter, which shall bear the Union stamp. Votes will be cast in sealed ballot boxes.

Voters shall be able to express preferences for as few or as many candidates in an election for a position as required by the voting paper. An option to re- open nominations will be provided

Voting papers shall bear the name of each candidate and the office being contested. Candidates will be listed in alphabetic order. There will be a facility for voting "No Suitable Candidate".

Counting and declaring votes

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.

The returning officer may be assisted in the count by a number of individuals appointed by Them

Once the votes have been counted they should be kept for a period of six months in case of appeals against the result.

Results of the elections shall be declared by the Returning Officer when the count for each post has been successfully completed within 48 hours. In the instance of a complaint the results may be delayed.

BY-Elections

If any Union Officer posts falls or remains vacant then a by-election shall be arranged by the Returning Officer. Nominations shall open no later than five College days after confirmation of the vacancy arising. All other election regulations apply.

If after a by-election for a vacant position, the position remains unfilled the Executive Committee has the right to co-opt a non-voting Officer to fill vacancy for the rest of the academic year.

2. MEETING REGULATIONS

Meeting regulations shall apply in full to all union parliament meetings. They shall apply to all committee meetings of the union in terms of conduct of meetings.

Union Parliament

The business of Union Parliament 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.

Who can attend Union Parliament?

All members of union parliament (see article 5 of the constitution) will be expected to attend all meetings of union parliament. Any member of Union Parliament who fails to attend three consecutive meetings without giving apologies to the chair, and does not provide satisfactory reasons acceptable to union parliament, shall be considered to have resigned.

Any full member of the Union may attend Union Parliament meetings in accordance with clause 3.4 of the articles of the constitution. 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.

Who may speak at Union Parliament?

Any full member of union parliament may speak at union parliament.

Any full member of the union may attend union parliament and speak with the permission of the meeting. Members of the college senior management team may attend and speak at the college business part of the meeting but will not be entitled to speak or attend the union business part of the meeting unless expressly requested by the meeting. Any other individual may attend and speak as a guest, if invited to do so by either union parliament or the executive committee.

Any member wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking.

Who may vote at Union Parliament?

Only members of Union Parliament who are present at the meeting may vote. The chair of union parliament may not vote unless the vote is tied, in which case they may have the casting vote.

Any member of the Union Parliament who has any personal interest in any business to be transacted 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. Any declaration of interest should be minuted.

The Director of Student Services and Marketing will be entitled to attend and speak at meetings of the Council, through invite, but will not be entitled to vote. The Union Council reserve the right to exclude the Director of Students for any part of a meeting dealing with matters deemed to be confidential to the Union, following a majority vote of those present. The reason for exclusion and the votes in favor/against must be recorded in the minutes of the meeting.

How to get things done

All items for debate shall be submitted to the president five college days before the meeting. Proposals for amendments to the constitution and schedules must be submitted seven college days before the start of the meeting.

All debates shall require the signatures of at least two full union members. These shall be known as the proposer and the seconder(s).

The President shall be responsible for publication of details of all Union Parliament meetings ten college days before the meeting on Union noticeboards and in available Union publications.

Proposals of changes to debates may be submitted by any full member of the union. The changes require the signatures of at least two members and shall be submitted to the president two college days before the start of the meeting.

Who runs the meeting?

The president shall be responsible for the agenda and publicising the meeting.

The president shall take the chair of the first meeting of the academic year. There shall be an election for a chairperson and a deputy chairperson at this meeting.

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 union parliament.

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.

What is talked about at meetings?

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 management team
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
Reports from the trustee board
Other reports
Executive question time
Debates
Discussion groups
Any other business

The meeting will have the right to table the following items collectively as a consent agenda provided that written reports and minutes are distributed in advance:

Checking the minutes of the previous meeting for accuracy
Matters arising from the minutes of the last meeting
Reports from the executive committee
Reports from the trustee board

Any member may request that any item be discussed in full, provided that notice is given in

advance of the meeting.

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.

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.

General rules

Every debate shall have a proposer and a seconder.

Any motion may only be withdrawn with the consent of the meeting.

Debates shall require a simple majority to be decided except where otherwise specified in the constitution.

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.

A meeting of the Union Council shall be quorate with an attendance of 50% + 1 of the membership.

Minutes of all meetings are taken and are circulated to the members of the Union Council, the Executive, the Director of Student Services and Marketing, and the Clerk to the Corporation as soon as possible after each meeting. Students should also have access to these.

3. CLUBS AND SOCIETIES

There shall be clubs and societies of the union.

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 union parliament.

To be considered for recognition, the club or society shall lay before union parliament an acceptable constitution, a plan of activities and a list of paid up prospective members in accordance with the clubs and societies schedule.

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.

Any club or society that wishes to be recognised by the union shall present to the student Activities officer:

- a list of 10 signatures of members
- the proposed membership fee
- a constitution for the club or society to include:
 - the name of the club/society;
 - the aims and objects of the club/society (which shall not be contrary to those of the union);
 - regulations relating to membership eligibility to the club/society;
 - provision for the election of a committee for the club/society to include as a minimum a chairperson, a secretary and a treasurer;
 - the responsibilities of the committee;
 - provision for general meetings for all members of the club or society;
 - provision for an annual general meeting at which an income and expenditure account shall be presented and approved;
 - Provision for the union statement on equal opportunities.

Money for clubs and societies

The trustee board shall earmark a sum in the union budget which shall be for grant aid of recognised clubs and societies.

To receive funding an eligible club/society shall submit a budget proposal to the student activities officer. This should be submitted by the end of September.

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.

The allocations shall be approved at the first meeting of union parliament of the new academic year.

All clubs and societies shall be given a budget number by the finance officer. Any request for expenditure must be approved by the finance officer and paid by cheque.

Meetings of clubs and societies

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.

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.

The quorum of each club/society general meetings shall be 50% plus one of the club or society membership.

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.

Changes to the constitution of any club or society can only be made at a club or societies general meeting and must be ratified by the executive committee. In cases where the executive committee do not ratify the changes, the club or society may appeal to union parliament.

Responsibilities of clubs and societies

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.

The club or society shall be responsible for promoting itself during induction week to encourage new membership.

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 finance officer.

The club or society shall not hold its own bank account and all its finance will be administered through the union.

The club or society shall hold no funds whatsoever outside the union accounts.

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.

The secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.

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.

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.

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.

Failure to abide by these regulations and the union constitution may result in suspension of the club or society by the executive committee.

Section 3: Appendices

Appendix 1

COMPLAINTS PROCEDURES

As a service provider to students, City of Bath College Students' Union welcomes feedback from students - additionally, any complaints that arise need to be dealt with in a clear and professional manner. In every case, every effort should be made to resolve complaints informally. Complaints can be made against an individual elected officer, a group of officers or the union as a whole. If a complaint cannot be resolved informally, the individual with a complaint should write to the President (or in the case of a complaint against the President, the individual should write to the Student Support and Engagement Manager) within seven working days of the issue, clearly stating the issue(s), event(s) and/or the people concerned. The criteria used in all complaints will be as follows:

1. The President shall refer the letter of complaint to the Complaints Committee of 3 randomly picked members of the Executive Committee, who will investigate the complaint. The Complaints Committee may call witnesses, but all meetings must be minuted and signed for accuracy. A response will be provided within 10 working days.
2. The Complaints Committee will have the power to reject the complaint, recommend a way forward to resolve the complaint or recommend that disciplinary action be initiated against the union member(s) concerned using the union's disciplinary procedure. The Chair of the Complaints Committee has to write to the individual within 10 working days of receiving the complaint explaining the committee's decision.
3. Should the individual concerned not feel satisfied with the decision, they may appeal to the Chair of the Union Council in writing within 5 working days of receiving the reply.
4. The Chair of the Union Council shall refer the letter of complaint about the Complaints Committee decision to a Committee of 3 independent Council Officers, who will re-investigate the original complaint.
5. This Council Committee will have the power to uphold the Complaints Committee original decision or take another course of action.
6. If the complainant is still not satisfied with the outcome of their complaint they may approach an independent person, appointed jointly by the college and the union, for a final ruling on the complaint.
7. In the absence of a formal Students' Union complaints procedure, complaints can be made in accordance with the college complaints procedure.

Appendix 2

THE RIGHT TO OPT-OUT OF MEMBERSHIP OF THE UNION

All students of Bath College are automatically members of Bath College Students' Union unless they specifically request otherwise.

If a student wishes not to be a member of the Union, she/he must fill in an Opt-Out Form, which is freely available from the Union office during normal office hours, within the first four weeks of their enrolment. (Opting out is not permitted after this period.) A copy of their Opt-Out Form will be kept on file at the Union Office and a copy will be sent to the Director of Students.

If after Opting Out of the Union, a student wants to re-join the Union she/he shall give the Executive Committee one month's notice of their intention. After which time, the Executive Committee consider the case.

If a student Opts-Out of the Union, then she/he shall not be entitled to an NUS Card, stand for an elected post within the Union (including clubs and societies), or to vote on any issue regarding the policy making of the Union or the election of the Union's officers. However, they shall be entitled to participate in the Union's social events and the activities of the Union clubs and societies.

A copy of this document shall be freely available for inspection by any student during normal office hours.

Opting Out Form

I _____ am determined not to be a member of Bath College Students' Union.

I understand that I will not be entitled to hold a NUS Card, stand for election in the Union (including in clubs and societies) and vote on any issue regarding the Union or the election of its officers. However, I understand that I shall be entitled to participate in the Union social events and join the Union clubs and societies. I further understand my right to re-join the Union, by giving one months' notice in writing to the Executive Committee of my intention, after which time the Executive Committee will issue me with a NUS Card.

Signature: _____ Date: _____

Witnessed by: _____

Position in the Union: _____