

## **Code of Practice Cardiff Met Students' Union**

### **1. Preamble**

- 1.1 This Code of Practice has been published by the Board of Governors of Cardiff Met in accordance with the requirements of Part 11 Students' Union: section 22 , sub sections (3) and (4) of the Education Act 1994. Under the provisions of the Act, Cardiff Met and Cardiff Met Students' Union have a duty to comply with a set of requirements concerning the operation of the Students' Union, in particular relating to its constitution, membership, elections, paid elected officers, financial matters, affiliations, complaints and notification requirements. This code sets out the arrangements made to ensure compliance with the Act.

### **2. Policy**

- 2.1 Cardiff Met and Cardiff Met Students' Union are committed to the principle that the Students' Union operates in a fair and democratic manner, and is accountable for its finances, in accordance with section 22 of the Education Act 1994.

### **3. Students' Union**

- 3.1 The Students' Union is a registered charity (charity no.1148990), and is, as such, a body independent of the University. The Board of Trustees of the Students' Union is responsible for ensuring the proper conduct of its financial affairs and that its funds are only used in accordance with the Education Act 1994, this Code of Practice and other Charitable and statutory legislation.

### **4. Appointed Officer**

- 4.1 The Clerk to the Governors shall act as the 'Appointed Officer' on behalf of the Board of Governors in all matters as prescribed in the Code of Practice. The Clerk may designate another person or group to act on her/his behalf in this regard. In such cases the Clerk to the Governors remains responsible as Appointed Officer in all matters as prescribed in this Code of Practice.

### **5. Students' Union Constitution**

- 5.1 There shall be a written constitution for Cardiff Met Students' Union approved by the Universities Board of Governors and reviewed by the Board of Governors at intervals of not more than 5 years.
- 5.2 The Students' Union Constitution, standing orders and byelaws shall remain in written form and shall be made available to all students through the Students' Union website.
- 5.3 It shall be the responsibility of the Students' Union Executive Officers to ensure that the constitution, standing orders and byelaws are made available to any student of Cardiff Met on request and free of charge.
- 5.4 The Appointed Officer shall review the constitution every five years in consultation with the Students' Union through the President and Chief Executive. Amendments to the constitution may only be recommended following approval by a quorate General Meeting of the Students' Union membership, convened for the purpose under the constitution. The provisions of the constitution

shall be subject to the approval of the Board of Governors of the University; and in particular, no amendments, as recommended by a General Meeting, shall be made to the constitution without the prior written consent of the University. The consent of the University shall be granted through the Board of Governors.

## **6. Membership**

- 6.1 Membership of the Union is on an opt out basis. The University shall draw to the attention of students the student's right to opt out during enrolment via the student handbook and website.
- 6.2 The University shall inform the students of the opting out procedure and the consequences of doing so. A student opting out of Cardiff Met Students' Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise.
- 6.3 Students who are not members of the Union shall not be entitled to any rights or privileges granted to Union members. The consequences of opting out of membership shall be:-
- 6.3.1 A student may not participate in any of the democratic processes of the Students' Union.
- 6.3.2 A student may not hold office in any Students' Union club or society, because of the need for financial accountability to the Students' Union (but registered students of the University may join any Union club or society as associate members subject to payment of the appropriate membership fees).
- 6.3.3 A student will not be represented in any disciplinary, grievance or academic procedures.
- 6.3.4 A student may only attend official Students' Union events in the status of a guest.
- 6.4 Once the student has exercised the right to opt out of membership of the Union, they shall not be eligible to (re)join until the beginning of the next academic year.
- 6.5 The University shall publicise amongst all students annually the benefits of Membership of the Students' Union and the arrangements for registration as members of the Union.

## **7. Executive Officers**

- 7.1 All Students' Union Executive officers shall be elected each year by secret ballot with every Students' Union member entitled to equal voting entitlement.
- 7.2 In accordance with the requirements of the Education Act 1994, the Clerk to the Governors of University or their nominated representative shall be invited to attend the count to ensure that it has been conducted in a fair and transparent manner.
- 7.3 No person shall hold an executive or paid elected Union office for more than two years in total, elected annually.

## **8. Financial Matters**

- 8.1 Proper conduct of affairs;
- 8.1.1 The Students' Union, through its Board of Trustees is responsible for the proper conduct of its financial affairs and ensuring that funds provided to it by the University are used only in accordance with the Education Act 1994; this code of practice; other statutory requirements; and other conditions that the University may from time to time.

8.2 The Students' Union is in any case required to:

- 8.2.1 Keep accounts and accounting records, and prepare accounting information, in accordance with normal professional accounting principles;
- 8.2.2 Maintain a sound system of internal financial management and control;
- 8.2.3 Plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, taking one year with another, to meet its total expenditure and that its

8.3 Financial solvency is maintained;

- 8.3.1 Maintain adequate insurance cover for Students' Union assets and public employer's liabilities.
- 8.3.2 Report regularly to the University in an agreed format to permit the University to approve annual budgets and monitor expenditure on behalf of the Board of Governors;

8.4 Budgets;

- 8.4.1 The Chief Executive of the Students' Union will provide the Resources Committee of the University with annual forecasts and projected budgets; following consultation and review with Director of Finance.
- 8.4.2 The Chief Executive & President of the Students' Union will submit the annual audited accounts to the Resources Committee of Cardiff Met and The Board of Governors of Cardiff Met by the end of the winter term of the subsequent academic year.

## **9. Allocation of Resources to Sports Clubs and Cultural Societies**

9.1 The procedure for allocating resources to sports clubs and cultural societies shall be made fair and shall be set down in writing and will be available for all students to access via the Students' Union website or from the Cyncoed Campus Centre Offices.

## **10. Affiliation of External Organisations to the Union**

10.1 The Students' Union shall on its website have a clear notice giving names of external organisations with which the Students' Union is or proposes to be affiliated, and details of the subscriptions, fees or donations made or proposed to be made to any external organisation to which the Students' Union is affiliated.

10.2 The names of bodies with which the Students' Union is currently affiliated and the subscription's fees or donations paid to such organisations will be published annually on the Students' Union's website and included in the Annual Audited Accounts submitted to the Board of Governors.

## **11. Complaints Procedure**

11.1 The Students' Union shall have a written complaints procedure, which shall be made available to all students via publication on the Students' Union website. This procedure shall allow students or groups of students' who are dissatisfied with their dealings with the Students' Union to have their complaints dealt with promptly and fairly and, if a complaint is upheld, secure effective remedial action.

- 11.2 The complaints procedure shall include provision for a stage during the procedure whereby the complaint can be referred to an independent person appointed by the Board of Trustees to investigate and report on complaints.
- 11.3 The complaints procedure shall be made available to all students upon request and free of charge.
- 11.4 Any member of the Students' Union who has a complaint relating to the affairs of the Students' Union shall complain either to the Students' Union President, or alternatively to the Students' Union Chief Executive who shall arrange for the matter to be considered in accordance with the established Complaints Procedure and in accordance with the requirements of the Constitution.

## **12. General**

- 12.1 The University shall bring to the attention of all students, at least once a year:
- 12.2 This Code of Practice;
- 12.2.1 that Cardiff Met Students' Union and its members are bound to observe the Universities Code of Practice in relation to Freedom of Speech drawn up pursuant to Section 43 of the Education (no 2) Act of 1986.
- 12.2.2 changes to this Code of Practice may be made by agreement between the University and the Students' Union. The University reserves the right, after consultation with the Students' Union, to make such changes to the Code of Practice as the Board of Governors deems necessary in order to ensure continued compliance with the provisions of section 22 of the Education Act 1994.