

Student Union CONSTITUTION

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Welcome to the updated Student Union Constitution.

This Constitution will take effect from our first student union meeting 9th October 24 and will be subject to review by Craven College Board of Governors at least every three years, in accordance with the Education Act 1994.

Part II of the Education Act 1994 requires institutions to ‘take steps as are reasonably practicable to secure that any Students’ Union for students at the establishment operates in a fair and democratic manner and is countable for its finances.’

The Board of Governors of Craven College recognises and supports the Students’ Union (SU) as a democratically run organisation, committed to serving and representing the students and apprentices of the College. The Board of Governors will endeavour to ensure that the activities of the SU do not contravene the College’s Equal Opportunities Policy nor bring the College into disrepute.

This Constitution is the basis for the SU to operate as a major vehicle for learner voice within Craven College, providing several important learning opportunities for active citizenship in a real but safe environment and building a sense of community awareness, including:

- The opportunity to volunteer
- Debate and decision making on College and wider issues
- Working with a range of College bodies and other organisations
- Taking on representative roles
- Attending Board meetings and providing information on College life for students, what working well and what is not.

- Campaigning
- Organising student events
- Participation in discussion

The Constitution is a formal document that sets out the activities and procedures of the Student Union and provides a framework for its operation. It has been developed in consultation with students and relevant staff.

The Principal, Student Services, has overall responsibility for the Constitution of the Student Union (SU).

The Student Union is allocated a budget from the Student Service budget. When the Student Union plans events, they are able to authorise working with the Enrichment Officer up to £50, any higher amount will be discussed and approved by Student Service Manager and/or Head of Student Services. Please see financial regulation section 10 below for further details.

1. Purposes of the Students' Union (SU)

The purposes of the SU are to:

- a) Provide a major forum for student voice and active citizenship within the College and the surrounding community.
- b) Debate and decision making on College and wider issues.
- c) working with a range of College bodies and other organisations.
- d) To provide a means of consultation between students and the Senior Leadership Team.
- e) To promote and support student events.
- f) To authorise the spending of a budget to support its activities.

2. The Student Union

The membership of the Student Union will be:

- a) The members of the SU (volunteers collated in the first term and then memberships can be an ongoing for non-elected members)
- b) The Student Union will be supported by members of the Enrichment Officer and Student Service team.

At the initial student union meeting a vote will be taken by all parties for each role and the students will be duly elected. If only one candidate stands, they will be elected unopposed. The Student Union will comprise of the following posts:

i) Two Student Governors

The student Governors of the Student Union will be chosen by Student Union and will attend meetings of the governing Board with full voting rights. A termly report will be given to the Board (see the responsibilities section 8). The student governor can seek advice from the Director of Governance at any point during their time in office.

ii). Marketing Officer

The Marketing Officer devises a marketing plan for the student event calendar, creates social media content and marketing material for events to be used. Also produce a student newsletter of upcoming events /awareness days, student announcements and achievements. In addition, they act as a positive role model and ambassador at liaison events such as the enrichments talks across College.

iii) Finance Officer

The Finance Officer acts as the lead coordinator for chairing meetings and agenda items, including minute taking.

They meet with senior staff along with the two Student Governors, update on actions for Student Voice meetings, oversee deadlines and create budget plans for the student event calendar. The role also includes working collaboratively with the Events Officer to determine needs and financial implications.

iv) Wellbeing and Inclusion Officer

This officer is responsible for researching and planning wellbeing, awareness and inclusion events/days for each academic year. They work closely with members of the Student Union to ensure a range of events/promotions that represent the diversity of students within the College are offered, including charity and fundraising events/activities.

v) Events Officer

The holder of this post creates event planning documents to clearly detail event needs including catering, estates and resources.

They work with Health and Safety department to create risk assessments for events and coordinate staffing for student calendar of events.

vi) Community Engagement and Volunteering Officer

This officer researches and creates a plan identifying ways in which the College can increase engagement with the local community e.g., working on projects with the Special Constables, PCSO's etc including reviewing current College engagement activities, critiquing the impact and make recommendations for improvement.

They work with the Employer Engagement Team to Identify volunteering opportunities in the local community that are age appropriate and devise a strategy to increase the uptake of volunteering by college students.

vii) Sustainability Officer

The Sustainability Officer is responsible for creating ideas on how to improve sustainability throughout the college and reduce the carbon footprint. They work closely with college teams to put sustainability initiatives in to place e.g. reduced waste to landfill, reduced printing, reduction of single use plastics and take the opportunity to research and act upon funding opportunities to promote sustainability across the campus.

viii) Student Union Members in non-appointed roles:

Those students who are not voted into the above roles, or those who do not want to stand for election will still attend the Student Union meetings and have the responsibility to debate the matters that arise that week.

ix) Enrichment Officer

The Student Union shall be shadowed by Enrichment Officer who will attend meetings and be able to provide advice on college policy, acting as a voice from the senior management team and staff. Members of the Student Union should ensure that all activities are authorised with the relevant members of staff.

6. Meetings

- a) The Student Union will meet up to 7 times a year, usually at lunchtime on a Tuesday. Away Days will also take place.
- b) The agenda and minutes of the previous meeting will be published to all students.
- c) The quorum (minimum number to make official decisions) is **six** members for Student Union meetings.
- d) If a member of the SU is absent from two consecutive meetings, then they will be required to justify the absence at the next meeting. The rest of the SU then has the right to decide, by majority vote, whether to ask that member to stand down from the Student Union.
- e) A designated staff member will be a member of the Student Union ex-officio (as they are a representative of the College). The Director of Governance and Student Support Service Manager may attend any Student Union meeting.

7. Student Union Resolutions and Services

- a) Resolutions of the Student Union will be by simple majority vote of the student members present only. The Student Governor will have the casting vote. (if numbers of votes are tied then they have the final vote).
- b) No student will be disadvantaged in access to services provided by the SU or the College by reason of not having exercised his/her right to vote in the elections.

8. Responsibilities

The Student Union will produce an annual report and termly Board report, which will be available to the governing body and all students. The Student Union will also produce and publish minutes to all meetings on the College website for prospective students, current students, and staff to view.

The report will include:

- The names of those appointed to offices, a report on activities carried out and, if necessary a report on any independent financial accounts including the details of any income or expenditure, audited accounts and a list of affiliates with details of any subscriptions fees and donations.
- The existence of the code of practice for the conduct of the Student Union alongside the code of practice with regard to freedom of speech in Colleges, as required by section 43 of the Education (Number 2) Act 1986, must similarly be brought to the attention of students annually.

9. Complaints/Compliments

Please refer to Craven College's Complaints Policy and Procedures.

10. The Annual Impact Report

A verbal report will be provided at each meeting by the student governor. The Report will include:

- What College life is like, what is working well and what is not.
- Financial statement of accounts
- Summary of the year's activities
- List of SU recognised internal groups and clubs
- Details of any fees paid or donations made.

x) Financial Regulations

- a) The financial year of the Students' Union runs from 1st August to 31st July.

- b) There will be a Students' Union Fund, supported by the college and by appropriate fund-raising activities.
- c) The Student Union/Enrichment Officer and Student Service Manager will be responsible for ensuring all transactions are processed through the Finance Office of the College and that records of expenditure are maintained.
- d) The Student Union will be responsible for the proper conduct of the Students' Union financial affairs.
- e) Each term the Student Governor / Enrichment officer will update the spread sheet for rational of expenditure and monitor any expenditure
- f) The College finance team will draw up and allocate the Student Union budget each year.
- g) No expenditure or commitment to expenditure greater than £50 will be entered into without the written approval of two members of the Student Union and the enrichment officer
- h) All Students' Union payment orders will require two signatures, one of which will be the Student Governor and the other, the Enrichment Officer.
- i) There will be a single petty cash float held for the purposes of the Student Union to be kept in a secure place. The total maximum amount which may be held by the Students' Union as petty cash will be £50 and all expenditure from petty cash will be recorded in detail.
- j) All cash receipts of the Student Union and any of its activities or events must be banked as soon as practicable without deduction and must not be used as petty cash or for any other purpose
- k) The Student Union will be responsible for keeping accurate accounting records of all income and expenditure of the Students' Union.
- l) The Student Union will publish a financial report including details of all income and expenditure of the Student Union each year. The report must be approved by the Student Union and submitted to the Director of Governance, Student Support Manager, for approval.
- m) No member of the Union shall receive any profit or remuneration from funds or transactions of the Union.
- n) Any member of the executive responsible for the incurring unauthorised expenditure of union funds shall be liable for the repayment of the total sum involved.
- o) All spending from a cost centre within the College shall be in accordance with the latest agreed Financial Regulations for the College.