



Schedule 1: Union Affairs

A Code of Practice issued by the College Council in accordance with the Education Act 1994, Section 22(3)

16.1 Preamble

1. The Council greatly values and appreciates the contribution made by the Students' Union, over many years, to the life of the College, particularly with regard to the provision of sporting and social facilities, student representation on committees and boards, and welfare advice to students. This Code of Practice has been issued as required by the Education Act 1994, Section 22(3). There is a separate Code of Practice on Freedom of Speech, which was issued by the Council as required by Section 43 of the Education (No.2) Act 1986 (Schedule 4 to this Constitution). That Code of Practice is binding on the Students' Union.

Scope of the Code of Practice

2. The Code of Practice sets out how the Council of Royal Holloway, University of London, seeks to ensure, as required by the Education Act 1994 that the College Students' Union operates in a fair and democratic manner and is accountable for its finances.
3. The Code applies to staff and students of the College, and to the Students' Union and its staff and Officers.

The College Statutes

4. The Students' Union is established by Statute 23, viz.:

“23 (1) There shall be a Students' Union of the College for the benefit of the students of the College.

23 (2) The functions of the Students' Union shall be as follows:

(a) to promote co-operation among members for educational, cultural, social and sporting purposes;

(b) to cater for the welfare of its members and to represent them in all matters affecting their interests.

23 (3) The Students' Union shall conduct and manage its own affairs in

accordance with a constitution approved by the Council.”

Requirements of the Code of Practice

Eligibility

5. All registered full-time and part-time students shall be members of the Students' Union, but all students have the right not to be members of the Union. Non-members may not participate in the democratic processes of the Union as outlined below, nor may they be involved in any position where they would be in a decision-making role involving the Union's funds, policies, procedures or services. In particular:
 - 5.1 Non-members may not hold elective or appointed office in the Students' Union, i.e. Sabbatical or Non-Sabbatical Officer, or any other Union-elected representative.
 - 5.2 Non-members are not eligible to vote in the General or sectional elections or in General Meetings.
 - 5.3 Non-members may not serve as an officer of any Union society or sports club.
 - 5.4 Non-members may not vote in any election or AGM of any Union society or sports club.
 - 5.5 Non-members may not serve as Union representatives on committees which are part of the governing structure of the College or its departments.
6. All registered students of the College are automatically members of the Students' Union. Any student has the right not to be a member of the Union. The procedures for exercising that right are as follows:
 - 6.1 Each year, a membership period, which shall normally be the third and fourth weeks of the autumn term, will be published.
 - 6.2 Any student wishing to declare their non-membership may do so only during that period, using the appropriate forms. This declaration remains in effect until the end of that academic year.
 - 6.3 A list of non-members will be maintained by the President of the Students' Union.

Constitution of the Students' Union

7. The Students' Union of Royal Holloway, University of London, shall have a written constitution, which shall be approved by the Council and reviewed at intervals of not more than 5 years.
8. Appointment to major Union offices, specifically to all Sabbatical posts and for Non-Sabbatical members of the Union Operations Committee and Student Affairs Committee, shall be open to all members of the Union, subject only to paragraph 9

below; appointment shall be by election in a secret ballot, in which all members are entitled to vote.

9. Clear and comprehensive election procedures for major Union offices shall be laid down either in the constitution or in Bye-Laws or Regulations, and shall be subject to approval by the Council. The President of the Students' Union will, at the request of the Council or the College Secretary, provide a written report on the conduct of any such elections. The College Secretary or his or her nominee may, at the request of Council, investigate the conduct of any Union election.
10. A person may not hold Sabbatical Union office, or paid elected Union office, for more than two years in total, or a shorter period as specified in the constitution.

Annual Report to the Council

11. The Students' Union shall make an Annual Report on its activities to the Council.

Financial Matters

12. The financial affairs of the Students' Union shall be conducted properly and efficiently. The annual budget of the Union shall be approved by the Finance Committee in advance of the financial year to which it relates. The Union shall provide quarterly reports of income and expenditure to the Director of Finance, and shall make reports to the Finance Committee in a form and at such times as the Committee requires.
13. Financial reports of the Union shall be published at least once in each academic year, and shall be submitted to the Finance Committee. Such reports shall contain a list of the external organisations to which the Union has made donations in the period to which the report relates, and details of these donations. The Students' Union Annual Accounts shall be made available to any member of the Students' Union on request to a Union Officer and a copy will be lodged in the library with the Finance Committee papers.
14. The procedures whereby Students' Union funds are allocated to clubs and societies shall be laid down either in the Constitution, Policy or Regulations; a copy of the procedures shall be provided at least once in each academic year to the College Secretary. A copy of the procedures shall be made available to members of the Students' Union on request to a Union Officer.

Affiliations

15. The Students' Union shall publish (to students) at least once in each academic year the names of any organisations to which it is affiliated and details of any subscriptions, fees or donations paid to any such organisations. This information shall also be provided to the College Secretary at least once in each academic year. The Student Handbook shall either contain this information or details of how to obtain it.
16. The Students' Union shall publish written procedures for the review of affiliations to

external organisations. These procedures must include provision for the current list of affiliations to be submitted for approval by members of the Union at least once in each academic year.

17. A requisition may be made by 3% of the members of the Students' Union - not more than once a year - that the continued affiliation to an external organisation be reviewed. Such reviews shall be decided upon by a secret ballot of all members of the Union.

Clubs and Societies

18. The Students' Union must ensure that all Clubs and Societies follow the Safety Framework produced jointly by the College and the Union, and other safety rules and regulations.

Complaints

19. The Students' Union Constitution or Policy shall contain a written complaints procedure. Students or groups of students have the right to complain if they are dissatisfied by their dealings with the Union or if they feel they have been unfairly disadvantaged by reason of having exercised their right not to be a member of the Union. Complaints shall be handled as follows:
 - 19.1 The student or group of students must follow the Union's internal complaints procedures as outlined in the Constitution.
 - 19.2 If the complainant is dissatisfied with the Union's response, s/he may appeal to the Head of Student Services. The Head of Student Services will investigate the matter promptly, and if the circumstances justify, will convene a panel of two other persons to assist them. The Head of Student Services will notify the complainant promptly of their decision and remedy, if any.
 - 19.3 If the student or group of students is dissatisfied with the Head of Student Service's response, s/he may request an independent review. The reviewer will be a person external to the College, with significant experience of Students' Unions and university affairs, who shall be appointed by Council. The outcome of any such review shall be reported to the Council.