



**WALSALL COLLEGE**

**STUDENTS' UNION CONSTITUTION**

**From July 1<sup>st</sup> 2012**

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2.1 The aim of Walsall College Students' Union is to aid and represent students irrespective of race, religion, sex, sexual orientation, marital status, disability, pregnancy or maternity, gender reassignment or age.

2.2 We are committed to upholding student rights and maintaining their equality throughout the College, and in all relevant forums.

2.3 The Students' Unions will represent 'Your Union, Your Voice' in issues relating to college life. We are proud to be the Students' Voice at Walsall College

3.1 Walsall College Students' Union (The Students' Union) will conduct and manage its own affairs in accordance with a constitution which must be approved by the Board of Governors of Walsall College (the Corporation) who will undertake to ensure that the Students' Union does so in a manner reflecting the aims and objectives stated below:

3.2 The aims of Walsall College Students' Union are:

- a) To promote the education and general welfare of all students throughout the College;
- b) To encourage student activities, groups and social life throughout the College;
- c) To act as a link between all students in the College;
- d) To represent students within the College, to management and in all relevant forums;
- e) To work for the improvement of student facilities throughout the College;
- f) To provide a forum for debate and discussion and campaign on issues that affect students;
- g) To promote equality of access for all in education;
- h) To ensure that students are treated in accordance with College policies.
- l) to provide provision for activities and events relevant to the students outside of their normal curriculum and to support activities and events arranged through clubs and organisations run by students

3.3 These aims and all activities shall be pursued in line with the College's Equal Opportunities policy, and in accordance with all other college policies relevant.

4.1 All students registered at the College over the age of 16 are automatically entitled to be members of the Students' Union and shall have the following rights:

- a) To vote in Union referendum and Union elections;
- b) To stand for Student positions on the Board of Governors and Union Executive;
- c) To run for a position as Student Course Representative
- d) All students are entitled to advice and support from the Students' Union;
- e) To be a member of and run Union clubs and societies.

4.2 Students who determine to opt out of the Union shall not be entitled to any of the above rights, but shall be entitled to participate in Union-organised social events and activities.

4.3 Registered students of Walsall College under the age of 16 shall not be Members of the Union but may participate in certain activities, as agreed by the Executive Committees

5.1 The Student's Union Executive Committee shall consist of the elected posts listed below:

- President
- Deputy President (Finance)
- Vice President (Campaigns, Health & Welfare)
- Vice President (Equality and Diversity)
- Vice President (Entertainment & Events)
- Vice President (Green Lane Campus)
- Vice President (HE)
- Vice President (Marketing & Communications)
- Students with Disabilities Officer – Representation
- International Officer – Representation
- Mature Students Officer – Representation
- Women's Officer – Liberation Post
- BME Officer – Liberation Post
- LGBT Officer - Liberation Post

5.2 The Executive Committee is responsible and accountable at all times to the Student Body; Staff Learner experience team and the Corporation for:

- Managing the day-to-day affairs of the Union according to its aims.
- Act as a channel of communication between members of the union, the college management, the corporation and other organisations
- Presenting reports to the learner voice committee and Governing Body on the work they have undertaken.
- Receive the accounts from the Financial Department when appropriate. Annual accounts should be presented to the Senior Management Team and the Corporation at the end of each academic year.
- Carrying out Union administrative tasks, including its records and systems of financial control and making them available for inspection by all relevant bodies;
- Liaising with the West Midlands Regional NUS and the NUS;
- Carrying out duties in accordance with job descriptions.

5.3 Elections for the posts of President, Deputy President and Vice President (Green Lane Campus) will take place, by secret ballot, each year during the first half of the Summer Term. The term of office will run from 1 July in the year in which they are elected to 30th June the following year.

5.4 Any person who wishes to run for post of President must have held an executive position within a Students' Union for at least six months or have been a Course Representative. Following the election of the President, said President shall become an ex officio member of the Governors Board in accordance with stipulations as interpreted by the Clerk to the Corporation.

5.5 In the event of the President having to leave post prematurely, that post shall be carried out by the next most Senior Executive Officer (in the role of a non-sabbatical officer) until such time as an election can be scheduled.

- 5.6 Elections for all other Executive posts will take place by secret ballot each year within the first half of the autumn term. The term of office will be from the second half of the autumn term to the end of the Academic Year.
- 5.7 No two Executive positions can be held by the same person at the same time, and no person may hold the same post for more than two years.
- 5.8 No sabbatical officer may hold his/her post for more than two years.
- 5.9 Upon the completion of two terms in office, a President of the College's Students' Union may not serve on the Executive Committee in any capacity within Walsall College.
- 5.10 Only full members of the Students' Union may stand in elections and, if they cease to be a student at the College, they will be deemed to have resigned.
- 5.11 A staff member (Learner Experience Officer) will be included as part of the executive so sufficient support is in place to ensure the Union runs legitimately. However, the staff member will have no voting rights and cannot participate in debate.
- 5.12 Elections will be conducted according to the Rules for Elections (see Appendix 1).
- 5.13 Executive committee meetings shall be called by the president and shall meet at least once every **fifteen** college days. If this requirement is not met, the Executive Committee will be considered defunct and new elections will be arranged as soon as possible. Further meetings may be called by a written request of a majority of committee members to the president.
- 5.14 Meetings will be chaired by either the President, Deputy President or designated person. The chair may only vote in the event of a tie.
- 5.15 The Chair will be responsible for the agenda and publicising the meeting, or for delegating this responsibility
- 5.16 All members of the Committee must be notified of meetings one week in advance.
- 5.17 The quorum for Executive meetings shall be 40% of the elected Executive members in office. If the quorum falls below 40%, decisions will be referred to the Director of Student Journey.
- 5.18 If an elected member of the Executive Committee fails to attend three consecutive meetings without giving apologies to the Chair, and does not provide satisfactory reasons acceptable to the Executive Committee, they will be considered to have resigned.
- 5.19 No vote can be recorded on behalf of any executive member not present unless extenuating circumstances lead to executive absence - then written votes are acceptable.
- 5.20 All meetings must be conducted according to the Rules for Meetings (see Appendix 2).
- 5.21 Removal of an Executive Committee Officer can be effected by a vote of "no confidence" raised at a full executive meeting with a Learner Experience Staff member present, and passed by a two-thirds majority of those present.
- 5.22 An emergency meeting of the Executive Committee can be called by the President, or at least three members of the Executive Committee, without giving a week's notice so long as reasonable steps are taken to let all committee members know. The quorum specified above shall apply at all emergency meetings.

5.23 Where no Students' Union procedures exist the Executive Committee shall use college procedures to deal with any issues.

8.1 The Committee shall advise the Corporation of the following matters relating to Student matters:

- The Students' Union, its constitution and funding.
- Student leisure and recreational facilities.
- Student Voice feedback
- Learner Voice policy
- Student Disciplinary and Complaints Regulations.
- Student liaison and consultation procedures.

8.2 The Student Affairs Committee will consider the following matters and advise College Management on appropriate developments. It will advise Corporation on decisions and changes which it wishes Corporation to make.

- Financial matters relating to student; in particular, issues relating to access funds, bursaries, charitable trusts, discretionary awards, grants and hardship funds.
- The requirements and needs of specific student groups:
  - International students
  - students with disabilities and learning difficulties
  - students from ethnic minority groups
  - students with differing sexual views
  - HE students
- Such other matters as the Corporation may from time to time refer to the Committee.

### 8.3 MEMBERSHIP

- Students' Union President and six other Governors
- The Treasurer/Deputy President (Finance) of the Students' Union.
- The Vice President of the Students' Union (Green Lane Campus)
- Two Elected Officers of the Students' Union
- Director of Student Journey
- Student Journey Manager
- Inclusive Support Manager
- Learner Experience Coordinator
- Learner Experience Officer
- Up to one associate governor

### ATTENDANCE BY NON-MEMBERS:

8.4 There is no general right of attendance by individuals who are not members of the Committee. The Chairman, Principal, Deputy Principal may suggest attendance by anyone who they feel may contribute to the work of the Committee.

8.5 The Chairman encourages attendance by members of the Students' Union who are not formal members of the Committee.

### MEETINGS

8.6 The Committee shall meet on a termly basis.

### QUORUM

8.7 The quorum shall be 40% of the membership

## TENURE

8.8 Members who hold post ex-officio shall be members for so long as they hold the post. Governors shall be members for the remainder of their term as governors. Other members hold a one year term of office which is renewable by the Corporation.

### **Annual General Meeting**

9.1 An Annual General Meeting shall be held at the end of each academic year and all Union members shall be invited to attend.

9.2 Reports are to be presented by Executive Members on the year's activities.

9.3 The Executive shall submit for approval the new financial budget, funding reports for clubs/societies and proposed affiliations, prior to submission of a budget to the Governing Body for approval.

### **Referendum**

9.4 A referendum, in which all members will be allowed to vote, shall be held on any issue, if the President is handed a petition detailing the issue and containing the name, course, Student ID number and signature of at least **100** students who are members.

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

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

9.7 The arrangements for postal voting shall be the same as those for an election, as in Appendix One (Rules for Elections) of this constitution.

9.8 A resolution may be passed by Referendum if a simple majority of the votes cast are in favour of the resolution

9.9 Policy set by Referenda may overturn Policy set by the Executive Committee.

### **Affiliation**

9.10 At the first Executive meeting of the academic year, the Students' Union must confirm affiliation to the National Union of Students, the Midlands and East Regional NUS and pay the annual fee.

### **Finance**

9.11 The Students' Union will conduct its financial affairs in accordance with the Code of Practice issued by the Director of Finance (see Appendix 3).

### **Clubs and Societies**

9.12 See Appendix 4.

### Learner Experience Staff

10.1 Learner Experience Staff are Walsall College staff appointed by the College Principal. Their responsibilities shall include:

10.2 Promoting the on-going development and promotion of the Union.

10.3 Promoting the Students' Union and its activities within the College to both Staff and Students;

- ensuring that the Constitution is adhered to;
- helping the elected officers carry out their roles and duties;
- ensuring that the Students' Union accounts are kept in good order and reports on them are presented to the Principalship and Corporation as and when requested;
- arranging for the accounts to be audited and presented to the Corporation;
- Monitoring that the Executive Committee maintains the security of Union funds, property and equipment.
- attending Union meetings as appropriate
- taking minutes at meetings as required;

10.4 In conjunction with the College Finance Department staff, to ensure that regular checks are carried out as follows:

- to ensure that cash collection activities conform with Students' Union financial guidelines;
- to ensure that cash collection presented to the Finance Department are consistent with collections;
- That periodic financial statement are prepared and circulated as detailed within financial guidelines (Appendix 3).
- to ensure that Students' Union procurements are administered in accordance with financial guidelines (Appendix 3),
- To be a nominated Returning Officer during Elections.

### Amendments

10.5 Amendments to the Constitution must be made by the Students' Union Executive, via the President or acting President, and in conjunction with Staff Advisors and the Director of Student Journey. These arrangements must then be ratified at a Corporation meeting following consultation with the Clerk to the Corporation.

### Students' Union Staff

10.6 The Students' Union may employ staff subject to the agreement of the Student Voice Committee and the Principal.

**Indemnity**

11.1 Every officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which he/she may sustain in or about the execution of his/her office, or otherwise in relation thereto, and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to be incurred by the Union in the execution of the duties of his/her office or in relation thereto, provided nothing in this clause shall affect the liability for the consequences of any negligent or criminal act on their part. The Union shall take out an insurance policy to protect the assets at risk under this clause. The Students' Union is also responsible for all insurance cover in respect of all Students' Union activities and Officers.

**Interpretation**

11.2 If there is a disagreement about the interpretation of any part of this constitution, the ruling of the President will be sought. If there is a challenge to the President's ruling, the matter will be referred to the Chair of the Corporation or his/her nominee.

**Dissolution**

11.3 If, for any reason, the Union ceases to exist, all money and property of the Students' Union shall be held by the Corporation of the College until such time as the Students' Union is reconstituted.

**Revocation**

11.4 All previous constitutions are hereby revoked.

**RETURNING OFFICER**

12.1 The Learner Experience Coordinator shall act as the Returning Officer for all elections for all positions within the Union.

12.2 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.

12.3 The Returning Officer may appoint assistants to support them in their duties, (who should not be members of the union for Executive Committee elections). They shall be the Elections Committee

12.4 The Returning Officer may engage the services of an NUS representative to support them in their role

**ELECTION TIMETABLE**

12.5 Elections for the posts of President, Deputy President and Vice President (Green Lane Campus) will take place, by secret ballot, each year during the first half of the Summer Term. The term of office will run from 1 July in the year in which they are elected to 30th June the following year. The month of June will be for a handover with the outgoing Executive.

12.6 Elections for all other Executive posts and for the Student Course Representatives will take place by secret ballot each year within the first half of the autumn term. The term of office will be from the second half of the autumn term to the end of the Academic Year.

**STANDING FOR ELECTION**

12.7 Any person who wishes to run for post of President must have held an executive position within a Students' Union for at least six months or have been a Course Representative.

12.8 Any full member of the Union shall be entitled to stand for any other post on the Student Executive Committee unless the job description states otherwise (e.g. Women's Officer or Mature Student's Officer) and any full member of a course shall be entitled to stand for the post of their own course representative, provided that each member is duly nominated and seconded by other such members, and that they do not contravene any other requirements outlined in this constitution.

**12.9 Any member of the union who has had a level 2 disciplinary or above is not eligible to stand in that academic year**

12.10 Only members of the union who are female are eligible to stand for the position of women's officer.

12.11 Only students over the age of 21 are allowed to stand in the election to the position of Mature Student's Officer

12.12 Only students who self-define as LGBT are allowed to stand in the election to the position of LGBT Officer

12.13 Only students who self-define as BME are allowed to stand in the election to the position of BME Officer

12.14 Only students who study at Green Lane at the time of the election are allowed to stand in the election to the position of Vice President (Green Lane Campus)

12.15 Only students who study a HE course are allowed to stand in the election to the position of Vice President (HE Students)

12.16 Only students who self-define as disabled are allowed to stand in the election to the position of Students With Disabilities Officer.

12.17 Only overseas students studying in the UK are allowed to stand in the election to the position of International Students Officer.

12.18 Nomination forms will be available from the returning officer and shall be available from Green Lane Campus reception, 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.

12.19 Members of the union may stand for election upon completion of a nomination form signed by the candidate and at least two other union members.

12.20 Nomination forms must reach the Elections Committee not later than 3.00pm on the day of the close of nominations.

12.21 Under no circumstances shall the Returning Officer, or anyone appointed to hold the nomination forms, prior to the close of nominations, reveal to any person details of any nomination received.

#### **ELECTION PUBLICITY**

12.22 The Returning Officer will check the eligibility of nominated candidates and will publicise a list of all the eligible candidates within two College days of the close of nominations and at least three College days before voting opens

12.23 Candidates may produce a manifesto and a poster to a specification to be determined by the Returning Officer

12.24 On receipt of a valid nomination form the Returning Officer or member of the Elections Committee will provide the candidate with an election campaign pack

12.25 The contents of the election campaign pack will be determined by the Returning Officer in conjunction with the Students' Union executive committee.

12.26 Responsibility for the general publicity for the elections will lie with the Returning Officer

#### **THE ELECTION CAMPAIGN**

12.27 No campaign material shall be released until nominations have been officially announced. This includes the setting up of any social network site e.g. Facebook, Bebo, MySpace etc.

12.28 The campaign may continue until the close of voting

12.29 All candidates will be allowed 10 x A4 Colour posters and 20 x A4 B&W posters from the Students' Union office free of charge. The returning officer may provide further resources to all candidates at their discretion. Any further campaign materials must be provided and paid for by the candidates themselves.

12.30 There is a maximum of £50 that any candidate may spend on their own election campaign. Candidates may be asked to show receipts for any expenses incurred.

12.31 No publicity material may be affixed in such a way as to interfere with the publicity of another candidate. And no candidate may remove or deface the publicity of another candidate.

12.32 Campaign materials must avoid vandalising college property or causing offence.

12.33 No candidate shall use publicity to primarily promote another candidate, in the same election. Candidates cannot campaign together unless all candidates are available.

12.34 Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.

12.35 There shall be no campaigning within the same room (or within 10 metres in an open area) as a ballot box, and no campaign material should be left near the ballot box unless all the candidates' campaigns are equally represented.

12.36 A 'question time' session (Hustings) shall be held at a time and date to be determined by the Returning Officer. Any candidate absent from question time without sending apologies to the Returning Officer, in advance shall be deemed to have withdrawn from the election. Candidates arriving more than 10 minutes late for a Hustings event will be counted as absent. The length of speeches and responses by candidates to questions shall be determined by the Returning Officer who shall also appoint a chair.

12.37 The Returning Officer shall publicise the location and arrangements of the hustings and voting stations, together with a list of candidates and manifestos, five college days before voting.

12.38 Candidates and their campaigners must adhere to good conduct throughout the entire course of the elections, from nominations through to the counting of the votes. If any candidate or their campaigners are found to be breach of this ruling, the candidate will be disqualified from the elections.

#### **THE BALLOT/VOTING PROCEDURES**

12.39 The returning officer shall ensure that all members of the union have access to vote no matter their place or time of study.

12.40 All members of the union may vote on production of a current union membership card or appropriate identification as decided by the returning officer.

12.41 Votes may only be cast at designated ballot points which may include internet voting

12.42 Votes cannot be made on the internet and by paper ballot from the same member. In this case, the internet vote will be disregarded.

12.43 Ballot boxes shall open for voting at all College sites. Votes must be cast in a sealed box.

12.44 All elections shall be determined using the first past the post system. To vote under FPTP, the voter simply puts a cross in the box next to the candidate's name. The candidate with the most votes in each contest is declared the winner. All other votes count for nothing.

12.45 Voting slips must include the names of each of the candidates and the office being contested. Candidates shall appear on the ballot paper in surname alphabetical order. The forename and surname by which the candidate is commonly known shall be used. In

the event of any doubt or dispute the forename and surname as shown on their enrolment form shall be used.

12.46 Voting shall be by secret ballot, by the marking of an X (s) next to the candidate(s) who is the preference of then voter.

12.47 A postal vote shall be granted to any full member of the union who is unable to exercise their right to vote in person.

12.48 The returning officer shall publicise the arrangements for postal voting at the time of close of nominations.

12.49 The member must inform the returning officer in writing, at least 4 college days before the beginning of voting, that they wish to vote by post.

12.50 Postal votes will be accepted up until the close of ballot boxes, at the end of the voting period.

12.51 The College will treat as a serious disciplinary offence

- Any attempt to vote more than once
- Any attempt to coerce or bribe other students to vote for a particular candidate

## **THE COUNT AND DECLARATION**

12.52 Once the ballot has closed, members of the Elections Committee will count the votes cast

12.53 The returning officer will 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.

12.54 The Returning Officer, with support from an NUS representative (if engaged), will ratify the count result

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

12.56 The Returning Officer will firstly notify all candidates of results

12.57 A list of successful candidates will be publicised at each site within one College day of the declaration of results. This list will be circulated to the corporation and Senior Management Team as well as being posted on the Union website

12.58 The results will become official two College days after they have been publicised, provided that no complaint has been received by the Returning Officer in those two days. In the event of a complaint being received by the Returning Officer, the results will be suspended until the complaint has been investigated

## **COMPLAINTS**

12.59 Any challenge or complaint concerning the administration and good conduct of the election must be submitted to the Returning Officer in writing before the close of voting.

12.60 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within two College days of the complaint being lodged

12.61 A challenge or complaint received during or following the count may only relate to the conduct of the count

12.62 In determining a resolution to a 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, any candidate(s) has breached election regulations

12.63 In determining a resolution to a complaint regarding the conduct of the count, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; or may order a re-count for one or more positions

12.64 Any complaints regarding the conduct of the Returning Officer should be taken to the Director of Student Journey, whose decision on such matters will be final

### **12.65 THE TIMETABLE FOR ALL UNION ELECTIONS**

|   |                         |
|---|-------------------------|
| Notification of election and publication of election timetable. | At Least 2 weeks        |
| Nominations open to nominations close                           | At Least 5 Working Days |
| Period for canvassing and publication of candidates' names      | 7 Working Days          |
| Voting  | 1 Week                  |
| Notification of result  | 2 Working days          |

### **VACANCIES FOR EXECUTIVE POSITIONS**

12.66 If a post becomes vacant during the term of office, the Executive Committee may co-opt a student to fulfil the duties of the vacant post.

12.67 That person shall not have a vote and shall not count towards quoracy.

12.68 A by-election will be held for the vacant post when the next set of elections are due or when a suitable time is scheduled subject to approval by the executive committee.

13.1 Executive committee meetings shall be called by the president and shall meet at least once every fifteen college days. If this requirement is not met, the Executive Committee will be considered defunct and new elections will be arranged as soon as possible. Further meetings may be called by a written request of a majority of committee members to the president.

13.2 Any full member of the Union or other individual may attend the Exec. meeting and speak with the permission of the meeting.

13.3 Meetings will be chaired by either the President, Deputy President or designated person. The chair may only vote in the event of a tie.

13.4 The Chair will be responsible for the agenda and publicising the meeting, or for delegating this responsibility

13.5 Any items for the agenda should be given to the Students' Union President at least one college day before the meeting, with all the necessary papers which will be copied.

13.6 All members of the Committee must be notified of meetings one week in advance.

13.7 The quorum for Executive meetings shall be 40% of the elected Executive members in office. If the quorum falls below 40%, decisions will be referred to the Director of Student Journey.

13.8 Voting in meetings will be by simple majority, unless otherwise stated, providing the meeting is quorate. Each member shall have one vote and no vote may be cast on behalf of any member not present.

13.9 The order of business will be taken as follows:

- Minutes of the previous meeting
- Matters arising from the Minutes
- Reports from Officers
- Information from Learner Experience Staff
- Reports of Recent Events
- Statements, proposals/motions
- Any other business
- Date of next meeting

13.10 There shall only be one item open for discussion at any one time and the Chair shall ensure that there is a balance of speeches for and against any proposal before going to a vote.

13.11 Minutes must be taken at all meetings of the Students' Union. Copies of the Minutes must be placed on Union notice boards and sent to all sites and College management. Copies of the Minutes must be kept on file in the Students' Union office area and be made available to any student who requests a copy.

## Cash and Banking

14.1 The College Finance Department shall maintain an independent bank account on behalf of the Students' Union.

14.2 The College Financial Regulations determine that two signatories from a mandate of the College Senior Management Team are required for all bank transactions.

14.3 Students' Union income should be deposited with the College Finance Office who will maintain accounting records of transactions made.

14.4 Any petty cash expenditure must be authorised by the Director of Student Journey (or a delegated representative) in advance of the commitment. Cash advances, if required, may be arranged via the College Finance Office.

14.5 All bank accounts should be reconciled monthly and reviewed by the Head of Finance and petty cash reconciled weekly.

## Purchasing

14.6 Where goods/services are to be procured, an official Walsall College Purchase Order must be used and authorised by the Director of Student Journey and the Head of Finance. **Orders over £100 must be countersigned by the President or Deputy President (Finance) of the Students' Union Executive Committee**

14.7 Goods received/advice notes must be signed by the Students' Union President or authorised by the signature of the College Director of Student Journey to confirm the receipt of goods. The goods received/advice note is passed to the Finance Office to process payment.

## Accounts and Funding

14.8 Funding from the College is based on a block grant subject to approval of the College Governing Body.

14.9 Once the full year allocation is approved by the Governing Body, the Students' Union President will, in conjunction the Deputy President (Finance) and the Director of Student Journey, prepare an annual Income and Expenditure profile consistent with the anticipated income. This schedule to be consistent in detail with prior year's analysis and to be calendarised for reporting purposes. The calendarised Income and Expenditure profile should be removed by the College Head of Finance before being presented to the Student Voice Committee for approval.

14.10 Note: Deficit Budgeting or the allocation of Accumulated Reserves into Long Term Investments. This specifically requires the authorisation of two members of the Students' Union, two members of the Governing Body, the Principal and the Head of Finance of the College.

14.11 Annual accounts will be prepared by the Finance Department and reviewed by external auditors in accordance with the College Financial Regulations.

14.12 A monthly Income and Expenditure statement including the Year to Date and Full Year Forecast position shall be provided for the Director of Student Journey, Head of Finance and the Student Affairs Committee meetings.

### **Sign Off Levels and Authorised Officers**

14.15 This code of practice may only be amended with the agreement of the Student Voice Committee, Head of Finance and the Director of Student Journey.

14.16 Changes in Students' Union Officers during the term of Office must be authorised by the Student Voice Committee (in accordance with the Students' Union protocol and regulations), the Head of Finance and the Director of Student Journey.

### **General Points**

14.17 Any irregularities, theft, discrepancies or contravention of practices must be notified immediately by the President or Deputy President to the Head of Finance and the Director of Student Journey.

14.18 The President or Deputy President must consult with the Head of Finance and the Director of Student Journey before entering into any contractual arrangements.

14.19 The President of the Students' Union shall ensure that authorised Officers are conversant with this code of practice and its application. Guidance will be available from Staff Advisors if required.

15.1 Any Club or Society can be recognised by the Students' Union provided that:

- a petition to form the club is signed by three full members and given to a Students' Union Executive meeting;
- the club/society presents a constitution to the Council, which must include:
  - the name of the Club/Society
  - the aims and objectives of the club (which must not be contrary to those of the Students' Union);
  - What day and time the club meetings will take place and what location
  - Summary of initial funding needed and on-going expenses.

15.2 The formation of the Club/Society must be approved by and voted for by a majority of the exec

15.3 The recognition of a Club/Society and its funding can be withdrawn by the Exec if it receives evidence that the Club/Society is contravening the Students' Union constitution and / or college rules.

15.4 No Club/Society can hold a separate bank account. All monies received must be banked in the Students' Union accounts, and the Deputy President (Finance) will keep a separate account for each Club/Society and produce regular updates on their financial situation for them.

15.5 CRB clearance must be obtained for at least one club/society member present at each meeting. Until clearance has been received, a college staff member must be present at each meeting.

**MODEL APPLICATION FOR CLUB OR SOCIETY**

**1. NAME**

The Club/Society shall be called

The Students' Union ..... Club/Society.

**2. AIMS**

The aims of the .....Club/Society are to....

**3. MEMBERSHIP**

Membership of the .....Club/Society is open to all full members of the Students' Union upon payment of the required subscription.

**4. FINANCE**

a) The subscription for the.....Club/Society is £.....

b) Finance of the .....Club/Society will be held by the Deputy President (Finance) of the Students' Union, but will be controlled by the ..... Club/Society.

c) The .....Club/Society agree not to hold their own bank account.

**5. GROUP LEADERSHIP**

a) The leaders of the.....Club/Society shall be:

1. ....

2. ....

3. ....

16.1 The Corporation of Walsall College and the Students' Union agree to the following protocol establishing the role and conduct of College staff in relation to Students' Union affairs. This protocol seeks to maintain the autonomy of the Students' Union whilst also providing advice and guidance to the Students' Union by College staff.

16.2 The Corporation will nominate Staff Advisors to the Students' Union subject to the agreement of the Corporation Board.

16.3 Only bona fide students who are full members of the Students' Union may vote or hold elected office in the Students' Union.

16.4 The Corporation will nominate Staff Advisors to the Students' Union to deal with matters relating to:

- The proper briefing of Students' Union Officers about "the responsibilities of their office and of the relationship between the Students' Union and the Corporation." The Union needs to be informed about:
  - The Corporation, its committees and its staffing structure.
  - The control the Corporation has over the management of its premises and sites.
  - The status of the Union within the Corporation and its contractual obligations towards the Corporation in respect of the property occupied by the Students' Union.
  - The relationship between the Union and the College Finance Office in respect of Students' Union funds, accounting and auditing.

16.5 Organisational issues expected from the Students' Union Officers, particularly in relation to elections, the keeping of accounts, minutes and other necessary records.

16.6 The Students' Union will also be advised of their right to representation on the Corporation's Sub-Committee on Student Voice and of the dates of the Committee meetings.

16.7 Student Complaint and Student Disciplinary Procedures and other BS5750 procedures relating to enhancement of student learning.

16.8 College staffs who are co-signatories to cheques drawn on Students' Union bank accounts will be held accountable also for payments agreed by the Students' Union in accordance with its Constitution.

16.9 This protocol may be amended by either party subject to joint negotiation and consultation.

16.10 The College will make a grant to the Students' Union at the start of each academic year, sufficient to cover running costs and activities.

17.1 Walsall College Corporation recognises its Students' Union as a democratic organisation that adheres to an approved Constitution, which is reviewed by the Corporation (in conjunction with the Union Executive), at intervals of no more than five years.

17.2 The Students' Union is run by an Executive elected annually in accordance with the Constitution. The Executive is responsible to the Union Membership and Corporation (with guidance from the College Finance office) for the proper running of the Union finances. The Executive proposes a budget annually which is approved by the Union Membership through the Annual General Council meeting, to which all union members are invited, and then endorsed by the Corporation of Walsall College. The budget shall be in line with the Union's Constitution.

17.3 Monthly statement of accounts are prepared by the Finance Office and presented to the Student Voice Committee.

17.4 The Corporation expects the Executive to publish annually (to both the College and its membership) the list of affiliates and their costs, as outlined in the Union's Constitution.

17.5 The Corporation has made provision for an Appeals Procedure in the event of a student feeling that he/she has been:

- unfairly disadvantaged by opting out of joining the Union, or
- Unfairly dealt with as a member of the Union by the Executive.

17.6 This Appeals Procedure is set out separately and is freely available to all students from the Students' Union office.

17.7 The Corporation ensures that the Students' Union adheres to this Code of Practice through regular Senior Management Team (SMT) and Union Executive meetings and through Students' Union feedback.

17.8 A copy of this document shall be available to all students for inspection during normal office hours.

18.1 The Students' Union Executive shall propose a budget at the beginning of the financial year which shall be approved by the Union AGM. A sub-heading in this budget shall be the amount allocated to clubs and societies. The Executive shall be responsible to the general meeting for ensuring that the budget is adhered to.

18.2 Any student who presents a petition comprising the signature of three members of the Union, along with a valid application form shall have the opportunity to set up a club or society of the Union provided this Constitution does not contravene:

- the declared aims and objectives of Walsall College Students' Union, or
- Any policy approved by the sovereign body.

18.3 The petitioners may request funding for the club/society; however, in deciding allocation of funding, the Union Executive may not go above 20% of the clubs and societies budgets.

18.4 If a student feels that he/she has been unfairly dealt with during this process, he/she shall have the right to appeal through the proper appeals procedure.

18.5 A copy of this document shall be available within the Student Services Department.

## Union Complaints

19.1 The Students' Union at Walsall College is committed to providing quality services and facilities to its members. It is, however, recognised that on occasions problems may arise and, as such, the following provision is made to address such problems to the mutual satisfaction of students, the Union and the College.

19.2 The Union shall take seriously any complaint that is made and shall deal with such complaints efficiently and expeditiously. The Union expects that complaints shall be neither erroneous nor frivolous.

19.3 This complaint procedure shall be available to any student who is dissatisfied in their dealings with the Union.

- In the event of a minor complaint being raised, an informal solution to the complaint shall be invoked.
- In the event of a serious complaint being lodged, the following procedure shall be invoked.

### Procedure

19.4 Complaints shall be in writing by way of:

- A. a standard form which shall be provided for this purpose.
- B. a personal letter.

19.5 Complaints may be made about:

- A. the services and facilities of the Union or
- B. an individual or group within the Union.

19.6 Complaints shall be addressed to:

- A. the President of the Union.
- B. the Learner Experience Coordinator.
- C. the Director of Student Journey

19.7 Complaints shall be deemed valid if the complainant:

- A. provides details of name, course and contact telephone number (if any).
- B. provides details of the event or occurrence which gave rise to the complaint.
- C. raises the complaint within 10 days of the event giving grounds for complaint.

19.8 All valid complaints shall be investigated within 10 college days of receipt.

19.9 An Investigative Tribunal shall be formed, consisting of the following:

- Director of Student Journey or designated person;
- Learner Experience Coordinator or designated person;
- President of the Union

19.10 In the event of a complaint being raised about the President, the next most senior Executive Officer shall serve on the tribunal.

19.11 This tribunal shall determine:

- A. all findings of fact
- B. any mitigating circumstances, and
- C. appropriate further action, if any.

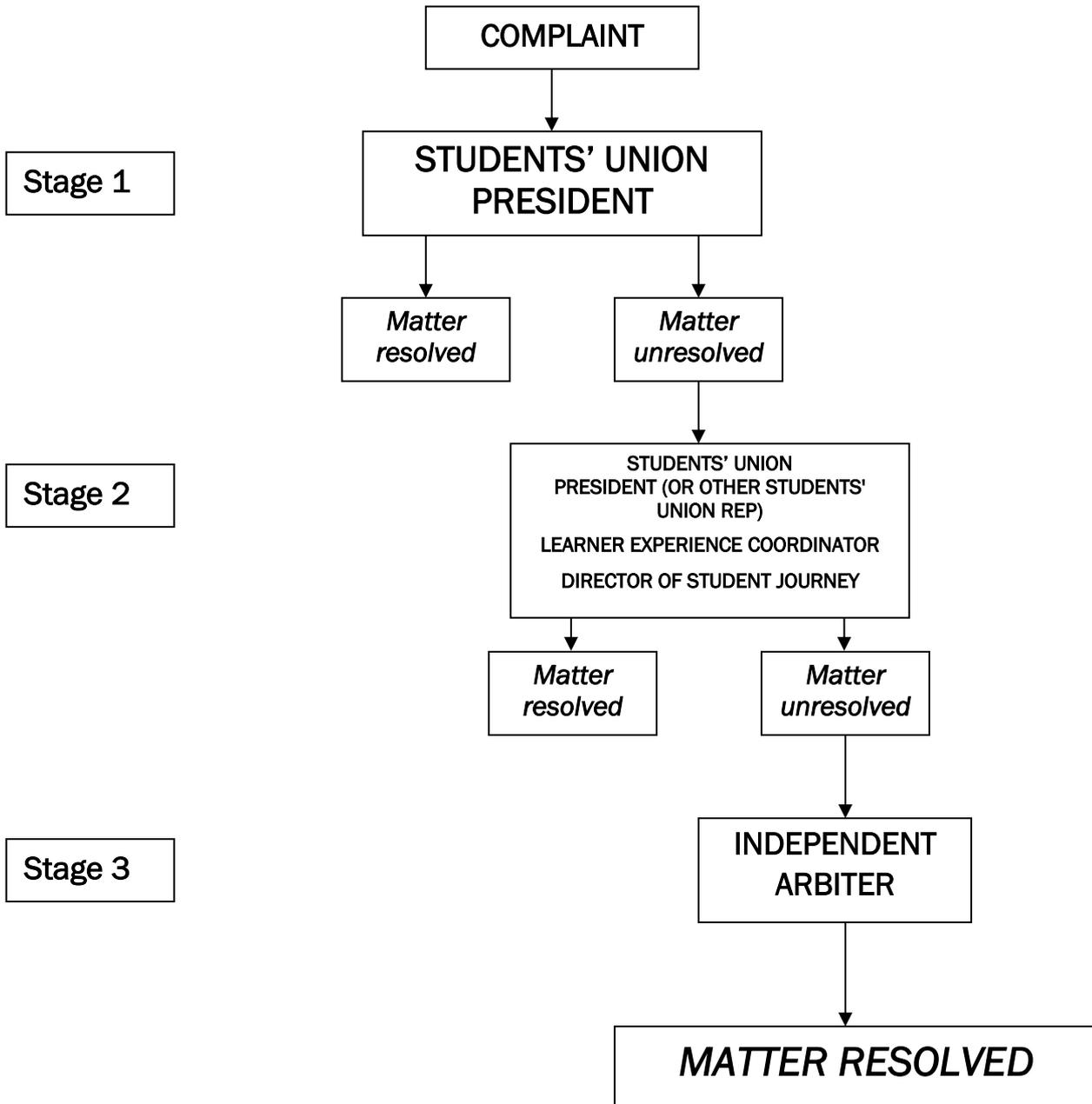
19.12 Should any complaint not be upheld, the complainant shall be so informed in writing within 5 days of the final findings of the tribunal. This procedure shall not prevent an official complaint being raised via the College's Quality Assurance process.

19.13 It is also recognised that serious misdemeanours may, on rare occasions, transpire. In such an event, following the tribunal's investigation, it may be decided by the tribunal to recommend that a vote of no confidence may take place within the Union Executive in accordance with the Executive Committee paragraph 5.21 and thus removed from office.

### **Other Complaints**

19.14 All other complaints received shall be dealt with in accordance with the College's Quality Assurance procedure.

# COMPLAINTS PROCEDURE



20.1 All students of Walsall College are automatically members of the Students' Union, unless they specifically request otherwise.

20.2 For a student to determine not to be a member of the Students' Union, he/she must indicate so in writing to the Students' Union President. This letter will be kept on record at the Students' Union office.

20.3 If, after opting out, the student wishes to re-join the Union, he/she shall give the Executive one week's notice of his/her intention.

20.4 If a student has determined not to be a member of the Union, he/she shall not be entitled to:

- A. an NUS card
- b) Stand for elections
- c) Vote on any issue regarding the policy of the Union or the election of its Officers.

20.5 However, he/she shall be entitled to participate in Union social events and any other Union organised activities.

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

## Charities

21.1 Although constitutionally and financially the Students' Union is a separate body from Walsall College Further Education Corporation, some legal case law suggests that the Union may share the College's status as an educational charity. In any event, funding or resources provided through Walsall College should not be used other than for charitable educational purposes. On this basis, the Union's funds, facilities and other resources must not be used for any purposes other than for the benefit of its members as students at Walsall College and, particularly not in support of any particular political, religious or other cause. The funds and resources of the Students' Union must be used exclusively for broadly educational purposes, which may include the social and general well being of its members as students at Walsall College.

21.2 Such information must be made available to all students at least once a year.

## Affiliations

21.3 At the Students' Union annual general meeting, provision shall be made for affiliations to be reviewed on the written requests of 5% of the members.

21.4 The requests, with signature and printed names, must be presented to the Treasurer of the Union no less than two College days before the meeting.

21.5 After a legitimate written request of 5% of the membership to challenge an affiliation to an external organisation, the Union Executive shall hold a ballot in line with the regulations on referenda.

21.6 The Executive of the Union shall (regardless of whether or not this motion has been proposed), publish a list of affiliations along with their respective costs at every AGM.

21.7 A copy of this document shall be available for inspection by any student during normal office hours via The Students' Union Intranet site.

## President

**The President of the Students' Union shall be responsible for the following and their correct implementation in adherence to official regulations and policies.**

- Being the official spokesperson of the Students' Union and acting reasonably and prudently in all matters, and in the best interests of the union.
- Reporting to Student Voice Committee each term and presenting at the annual Student Voice conference.
- Attending Course Representative Meetings and Lead Course Rep meetings as Students' Union spokesperson or arranging for alternate representative from executive committee.
- Organising and chairing regular fortnightly meetings of the Union Executive and presenting report on his/her activities. The President is responsible for publicising all executive committee meetings and circulating agendas and minutes to members of the meeting.
- Overseeing the Executive Committee to ensure they are carrying out their roles properly and ensuring all executive members present reports on their activities at each meeting.
- Liaising with College management and staff in all matters student related.
- Overall responsibility for the budget of the Students' Union and to liaise with Deputy President (Finance) on all financial matters.
- Considering all applications for funding from clubs, societies and college staff fairly and without prejudice.
- Promoting the Students' Union and Students at all forums and encouraging executive committee to do likewise.
- Meeting with the returning officer and ensuring that elections happen in accordance with the union constitution; notifying union executive of the resignation of any union officer and ensuring the union executive decides appropriate action
- Liaising with the NUS, representing the college at local and national NUS conferences and reporting back to Union Executive on NUS business.
- The President should work with the executive committee and Learner experience staff to organise Fresher's Fair, Clubs and Societies.
- Representing students at forums and/or disciplinary hearings fairly and without prejudice. If unavailable, the President shall arrange for alternate representation from the executive committee.
- Maintaining all legal documentation relating to the union, including the constitution, the union code of practice and all legal advice.
- The President of the Students' Union of Walsall College is also automatically a Student Governor of Walsall College and must fulfil those duties too including preparing reports for the Corporation/College Management
- The president must do at least 10 hours per week of Students' Union work for which they are paid minimum wage. The President must keep a log of hours worked for the Director of Student Journey.

## Deputy President (Finance)

The Deputy President (Finance) shall be directly responsible for the following:

- Working closely with the College Finance Department.
- Keeping an up to date record of the Students' Union finances including expenditures.
- Presenting and submitting financial reports as and when required to do so.
- Overseeing the Student Union's accounts and ensuring that all transactions are legitimate and accurate at all times.
- Developing effective spending ideas and budget schemes for the Union.
- Seeking discounts and other financial benefits for students.
- Assisting the President in preparing budget reports for the Corporation/College Management
- Working directly for President in the Students' Union
- Line Managing the Vice President Roles.
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the exec. and Learner Experience staff to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. with promoting elections for Exec Posts.
- Ensuring the Students' Union is active and productive when President is absent or unavailable.
- This is a non-sabbatical (i.e. not paid) position

### Vice President (Entertainment & Events)

The holder of this post shall be responsible for the following:

- Organising and publicising a variety of events and other social activities to reflect the interests of all sections of the student body at Walsall College
- Actively promoting organised events and seeking to involve as many students as possible.
- Establishing and promoting Students' Union clubs and societies.
- Liaising with Community Development Officer to ensure clubs and societies take part in the wider community.
- Ensuring Students' Union resources are allocated fairly to clubs and societies.
- Liaising with FE Sports Co-ordinator to organise and promote sporting activities for students.
- Working directly for Deputy President Finance in the Students' Union
- Attending regular meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position

## Vice President (Equality and Diversity)

The holder of this post shall be responsible for the following:

- Working with the SU Liberation Teams to organise and run a variety of E&D campaigns/activities.
- Where appropriate liaising with the VP Ents, Liberation and Representation Officers in putting on social events or activities for certain groups e.g. Mature students night or LGBT event.
- To request updates from the relevant Students' Union officers on their team's activities.
- Working with Liberation/Representation Student Officers to support the establishment of regular forums/groups where LGBT, Disabled, BME, Mature, International, and Women students can meet.
- Attending college Equality & Diversity committee meetings
- Liaising with the NUS Liberation Teams on Campaigns and activities.
- Ensuring that Students' Union is represented at all NUS Liberation Campaign Conferences.
- Working directly for Deputy President Finance in the Students' Union
- Attending regular meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

## Vice President (Campaigns, Health & Welfare)

The holder of this post shall be responsible for the following:

- Consulting with the student membership to find out what issues students are dealing with.
- Co-ordinating and overseeing campaigns initiated by Students' Union along with Students' Union campaign team.
- Providing support for any student to run their own campaigns.
- Liaising with NUS Campaigns Team on national campaigns and activities.
- Establishing and promoting the Anti-Bully team, the RESPECT team and any safeguarding issues.
- Meeting with college quality team for the purposes of monitoring and review of the learner respect agreement, complaints and disciplinary procedures
- Dealing with, but not counselling, students who have welfare problems. When necessary, refer students to the college counsellors or other relevant organisations
- Raising awareness of welfare issues, e.g. debt, safe sex, drug/alcohol abuse, etc. Distribute general welfare information regularly to students
- Consulting College Student Services regularly to find out what problems students are having in college and take account of these when campaign planning
- Working directly for Deputy President Finance in the Students' Union
- Attending regular meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### Vice President (Green Lane Campus)

**The holder of this post must be studying at Green Lane Campus at the time of elections and shall be responsible for the following:**

- Ensure Green Lane students are represented and considered on all matters concerning the Union
- Encourage Green Lane students to fully participate in union and college activities
- Work with the SU Team to support all activities and events organised.
- Working directly for Deputy President Finance in the Students' Union
- Attending regular meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

## Vice President (Marketing & Communications)

The holder of this post shall be responsible for the following:

- Organising and promoting volunteer Marketing Team
- Leading Students' Union Marketing Team with design and distribution of information and literature such as flyers or posters.
- Leading on promoting the Students' Union and ensuring a Students' Union presence at all college events.
- Organising Students' Union newsletter and have Marketing Team promote and distribute it.
- Liaising with College Marketing Dept. about Students' Union news and events.
- Keeping Students' Union website updated regularly with latest news and events.
- Establishing and maintaining contact with other student media in other students' unions across the country and locally based media organisations
- Assisting other Students' Union Exec. members with marketing and promotion of their activities and campaigns
- Promoting NUS Extra Card across all campuses throughout the year.
- Working directly for Deputy President Finance in the Students' Union
- Attending regular meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### Vice President (Higher Education)

The holder of this post must be enrolled on a HE course at the time of the election and shall be responsible for the following:

- Dealing with higher education students' concerns, aspirations and problems in relation to their courses
- Liaising with the Higher Education Governor of the Colleges Corporation Board on any matters arising which relate to Higher Education in the College
- Establishing and maintaining regular contact with the course representatives of HE courses at the college.
- Providing a regular forum/group for HE students to meet and organise social and educational meetings for HE students
- Working directly for Deputy President Finance in the Students' Union
- Attending regular meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### Women's Officer (Liberation Post)

The holder of this post must self-define as female at the time of the election and shall assist the VP Equality & Diversity with the following:

- Ensuring that women's' views and opinions are reflected throughout the whole of the union's work
- Providing a regular forum/group for women to meet and organise social and educational meetings for women only
- Organising training events for women
- Establishing and maintaining contact with, and provide information from groups and organisations which work on women's issues
- Promoting the positive involvement of women in all areas of the student union's activities
- Representing the views of women students to the union and the college
- Attending NUS Women's Conference and training workshops.
- Working directly for Vice President E&D in the Students' Union
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### **BME Officer (Liberation Post)**

**The holder of this post must self-define as Black, Asian or Minority Ethnic at the time of the election and shall assist the VP Equality & Diversity with the following:**

- Ensuring that the views and opinions of all sections of the diverse community of Walsall College are reflected throughout the whole of the Students' Union's work, with particular focus on BME.
- Providing a BME student's perspective on all matters concerning the union and the college, and a regular forum/group for women to meet
- Establishing and maintaining contact with, and provide information from groups and organisations which work on BME issues
- Promoting the positive involvement of BME Students in all areas of the student union's activities
- Representing the views of BME students to the union and the college
- Attending NUS Black Students' conferences and training workshops.
- Working directly for Vice President E&D in the Students' Union
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### LGBT Officer (Liberation Post)

The holder of this post must self-define as LGBT at the time of the election and shall assist the VP Equality & Diversity with the following:

- Ensuring that LGBT students' views and opinions are reflected throughout the whole of the union's work
- Providing an LGBT perspective on all matters concerning the union and the college, and a regular forum/group for LGBT students to meet
- Organising social and educational meetings for LGBT students only
- Establishing and maintaining contact with, and provide information from groups and organisations which work on LGBT issues
- Promoting the positive involvement of LGBT students in all areas of the student union's activities
- Representing the views of LGBT students to the union and the college
- Attending NUS LGBT Conference and training workshops.
- Working directly for Vice President E&D in the Students' Union
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### Mature Students Officer (Representation Post)

The holder of this post must be over 21 years of age at the time of the election and shall assist the VP Equality & Diversity with the following:

- Ensuring that mature students' views and opinions are reflected throughout the whole of the union's work
- Providing a Mature perspective on all matters concerning the union and the college
- Providing a regular forum/group for Mature students to meet and organise social and educational meetings for Mature students only
- Promoting the positive involvement of Mature students in all areas of the student union's activities
- Working directly for Vice President E&D in the Students' Union
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### Students With Disabilities Officer (Representation Post)

The holder of this post must self-define as disabled at the time of the election and shall assist the VP Equality & Diversity with the following:

- Ensuring that the views and opinions of students with disabilities are reflected throughout the whole of the union's work.
- Liaising with the NUS Students with Disabilities campaign and SKILL (National Bureau for Students with Disabilities)
- Establishing and maintaining contact with, and provide information from, groups and organisations which work on disability issues
- Monitoring the college's provision for students with disabilities, and bring failings in this provision to the attention of the union and the college
- Ensuring there is a regular forum/group where students with disabilities can meet
- Working directly for Vice President E&D in the Students' Union
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

### International Student's Officer (Representation Post)

The holder of this post must be an overseas student at the time of the election and shall assist the VP Equality & Diversity with the following:

- Ensuring that the views and opinions of all sections and cultures of the diverse community of Walsall College are reflected throughout the whole of the union's work
- Liaising with the NUS International Students Campaign
- Promoting the positive involvement of international students in all areas of Students' Union activities.
- Ensuring there are regular forums and social activities where domestic and international students can mix.
- Working directly for Vice President E&D in the Students' Union
- Attending regular fortnightly meetings of the Students' Union Exec.
- Promoting the Students' Union and Students at all forums.
- Representing the college at local and national NUS conferences.
- Working with the Learner Experience staff and exec. to organise Fresher's Fair.
- Attending 'Student Voice' Committee each term and the annual 'Student Voice' conference.
- Assisting the Students' Union exec. promoting elections for Exec Posts.
- This is a non-sabbatical (i.e. not paid) position.

**In addition to this the Entire Executive shall also:**

- Be directly accountable to the President / Deputy President.
- Be a member of the Students' Union Executive Committee for that academic year for as long as they remain a student.
- Be accountable to all members of the Students' Union Executive Committee.
- Shall liaise with relevant staff members when and where appropriate.
- Make themselves available for all relevant meetings and debates.
- Adhere to office protocol.
- Adhere to the Health and Safety at Work Act
- Adhere to the Safeguarding Policy
- Adhere to Equal Opportunities Policies.
- Adhere to Disability Discrimination Policies.
- Adhere to the Confidentiality Policies.
- Adhere to Fire Safety Regulations.
- Adhere to College Policies where they do not impede any other policy in operation within the Students' Union either at institutional or national level.