

Revised Students' Union Rules – from July 1st 2012

What Is The Students' Union For?

The aim of Walsall College Students' Union is to aid and represent students irrespective of ethnicity, age, marital status, disability, faith, gender, sexuality, gender reassignment or pregnancy/maternity.

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

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

Who Are The Members Of The Students' Union?

ALL STUDENTS OVER THE AGE OF 16 ARE MEMBERS OF THE STUDENTS' UNION.

Members can;

- To vote in Students' Union elections;
- To stand as Student Governor & for Student positions on Students' Union Executive;
- To be a Student Course Representative
- Get advice and support from the Students' Union;
- To join and set up Students' Union clubs and societies.

The Students' Union is part of the National Union of Students (NUS).

Students may choose to opt out of being a member of the Students' Union by writing to the Students' Union Executive. They can re-join at a later date.

What Is The Students' Union Executive?

The Students' Union Executive does the following:

- Manages the Students' Union day to day activities.
- Supports students who need help.
- Makes sure all students are treated fairly
- Puts on fun activities for all students.
- Represents all students to College management, the governors and outside organisations.
- Decides how the Students' Union funds are spent.
- Working with the National Union of Students (NUS) to improve the student experience nationally.

The following posts are available on the Students' Union Executive:

- 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
- International Officer
- Mature Students Officer
- Women's Officer
- BME Officer
- LGBT Officer

Rules For The Students' Union Executive

Elections take place twice a year in October and May for the Executive positions.

Any person who wishes to run for post of President must have been a Course Representative or on the Students' Union Executive before.

The Students' Union President is also a Student Governor.

No student may hold the same post for more than 2 years.

If you stop being a student, then you leave your post on the Executive.

A member of the Learner Experience Team is on the Executive

The President must call a meeting at least once every 15 days

If an Executive fails to attend 3 meetings without satisfactory reasons, they will lose their post.

Executive members can be removed by a vote at a meeting.

The Students' Union must hold an Annual General Meeting (AGM) at the end of the academic year and report to students what they have achieved.

A referendum on important issues can be called by 100 students and would be held at the same time as the elections. All students can vote in a referendum.

Students' Union Executive Meeting Rules

Meetings must take place at least every fifteen College days.

Meetings are run by the President or, if they are absent, someone they choose to take over.

Any member of the Students' Union (i.e. any current student) may attend the meeting but they don't have a vote.

What is said at meetings must be published on the Students' Union noticeboard and online.

How The Students' Union and the College Work Together.

The Students' Union is independent of the College and is run for students by students.

The College provides staff advisors (the Learner Experience Team) to help run the Students' Union.

The President of the Students' Union is also appointed a Student Governor.

The Students' Union has representatives on the Student Voice Committee.

The College gives the Students' Union a grant every year to help it put on activities and represent all students.

The College finance department looks after Students' Union bank account and prepares monthly reports.

The Students' Union shares the College's charitable status. The Students' Union must be run to benefit all the members and may not support any one political or religious cause.

What Is The Student Voice Committee

This is a one of the committees that oversees the work of the College and is made up of students, governors and staff

They meet every term to hear reports from the Students' Union and discuss things that affect students.

Elections For The Students' Union Executive

The Learner Experience Co-ordinator is the Returning Officer for Students' Union elections. This means they oversee everything from nominations to campaigning and counting the votes. The Returning Officer may appoint staff from the Learner Experience staff to help with the election.

Elections for President, Deputy President and Vice President of the Green Lane Campus take place in the first half of the summer term each year. The winners start their post on 1st July.

Elections for all other posts on the Executive are held in the first half of the Autumn term. The winners start after half term break in October.

Anyone can stand for election but any person who wishes to run for post of President must have been a Course Representative or on the Students' Union Executive before.

There are certain posts such as Women's Officer and LGBT Officer which only students who fit certain criteria can stand for.

A student cannot stand for two posts at the same time.

Candidates must produce a 'Manifesto', which is a list of what they promise to do if they get elected. They can also have a poster to promote their campaign.

The Students' Union will print out so many A4 and A3 posters for free.

Candidates must attend a 'Question Time Event' to promote their campaign and be asked questions by other students.

Candidates may use sites like Facebook and Twitter to promote their campaigns.

Voting can be either in person by putting a cross on a ballot paper or online. You cannot vote both ways though.

The counting of the votes will take place in a public place and students may watch it taking place.

If someone leaves their post, then the Students' Union Executive may choose another person until another election is held.

Insurance

Members of the Executive are insured by the Students' Union for any loss, damage or disaster while doing Students' Union activities. If they break the law, they are not covered by insurance.

Learner Experience Staff

The Learner Experience staff work with the students to promote the Union and their activities.

They make sure the Students' Union Executive does their job and represents all students. They also help with looking after the money the Students' Union is given by the College.

A member of the Learner Experience staff sits on all meetings of the Executive but doesn't have a vote in any decisions.

Finance Issues

The College gives the Students' Union a grant every year to help it put on activities and represent all students.

The Students' Union finances are independent of the College.

All the monies paid in or out must be reported at the AGM to all students.

Students' Union Clubs and Societies

The Students' Union sets aside an amount of money each year for clubs and societies

A Students' Union club may be set up by just 3 students.

The club may get funded by the Students' Union provided they have a good plan for what the money will be spent on.

At least one of the club members must have a Criminal Records Bureau (CRB) check done. The College pays for this. Until this has happened, a staff member must be present at club meetings.

Complaints

The Union shall take seriously any complaint that is made and deal with it quickly and hopefully to the satisfaction of everyone involved.

Complaints go to the President of the Students' Union, the Learner Experience Coordinator and the Director of Student Journey

Complaints may be from;

- A College Feedback form
- The Learner Voice 'Tell Us What You Think...' site
- A personal letter

Complaints may be about;

- The services of facilities of the Students' Union.
- A student or club within the Students' Union.

A complaint must have;

- The name of the person complaining, what course they are on and a contact telephone number.
- Details of the complaint

A complaint must be made within 10 days of the event or incident happening.

All complaints will be investigated within 10 College days.

If the complaint is about the Students' Union President, another Executive member shall deal with it.

Members of the Students' Union Executive may be removed if they are found to have acted against the wishes of the Students' Union.

Job Descriptions

A full list of job descriptions can be found in the full Students' Union constitution. Copies are available at the Students' Union office (C035) at Wisemore.