

# **GLASGOW CALEDONIAN UNIVERSITY**

## **CODE OF PRACTICE RELATING TO THE OPERATION OF THE STUDENTS' ASSOCIATION**

### **PREAMBLE**

The University Court is required by Section 22 of the Education Act 1994 to take such steps as are reasonably practicable to ensure that Glasgow Caledonian University (GCU) Students' Association (Association) operates in a fair and democratic manner and is accountable for its finances. Set out within this Code of Practice are the University Court's main requirements with respect to the body that has been constituted as the Students' Association of Glasgow Caledonian University.

#### **1. Constitution**

- (a) The Association shall have a written Constitution.
- (b) The provisions of the Constitution are subject to approval by the University Court and to be reviewed by the University Court at intervals of not more than five years.

#### **2. Membership**

Each registered student has an automatic right to be a member of the Association and to enjoy the right and privileges of membership as detailed in the Constitution. Each student also has the right not to be a member of the Association.

#### **3. Non-Members**

- (a) Students who do not wish to exercise their right to become members of the Association should not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of having done so.
- (b) Non-members will be granted Associate Membership and allowed access to all of the services provided by the Association. A charge may be made for the use of certain services.
- (c) Students granted Associate Membership, will, in effect, have all of the rights and privileges of members as defined in the Association's Constitution with the exception that they may not vote in elections arranged by the Association; nor may they hold elected office or become members of any group or committee established by the Association for any purpose connected with the affairs of the Association.
- (d) Students granted Associate status are subject to the Disciplinary Rules and Regulations of the Association and must comply with the law as it relates to the Association's premises including activities conducted within those premises whether or not those activities are arranged or sponsored by the Association.

- (e) A student who does not wish to join the Association must notify the Association in writing. A letter confirming Associate Membership will be provided to the student. A student may not become a member of the Association for a period of at least four months after confirming their original decision not to become a member.
- (f) The Association will record the names and student id numbers of non-members and this will be reported to the University Secretary & Vice-Principal Governance at least once per annum.

#### 4. Appointment to Major Offices

Appointment to the undernoted positions shall be by election in a secret cross-campus ballot in which members are entitled to vote. Members will be able to vote for the following positions:

Student President (Sabbatical Officer)  
Vice President Glasgow School for Business and Society (Sabbatical Officer)  
Vice President School of Health and Life Sciences (Sabbatical Officer)  
Vice President School of Engineering and Built Environment (Sabbatical Officer)

GCU students can vote for the Officers on the Executive Committee and other positions as outlined in Schedule 4 (Elections) of the Association's Constitution.

#### 5. Elections

- (a) Elections will be conducted in accordance with the arrangements set out in Schedule 4 of the Association's Constitution.
- (b) A member of University staff, who is normally the University Secretary & Vice-Principal Governance or the Deputy Vice-Chancellor Academic, will act as an observer and advise the Association, as necessary, on matters relating to elections. In the event of a significant difficulty arising which cannot be resolved by the observer in consultation with the Returning Officer and other interested parties, the observer will report the matter if necessary, to the Principal (or his/her nominee) for resolution.

#### 6. Term of Office of Sabbatical Officers

A person shall not hold sabbatical office, or paid elected office, for more than two years in total.

#### 7. Financial Accountability

The Association is accountable for its finances and shall conduct its financial affairs in accordance with its Financial Policy and Procedure, as approved by the Association Trustee Board and in accordance with the undernoted requirements.

- (a) The Association's Final Accounts for each year must be submitted to the Finance Committee together with any reports from the Association's auditors and written responses to them made by the Association.
- (b) The Association's annual draft budget must be submitted to the Finance Committee for approval as part of the University's annual budget.
- (c) The approval of the Finance Committee is required should the Association wish to exceed the total expenditure limit set out in the approved budget.
- (d) Any variation to the Students' Association budget, either positive or negative, by more than 5% is reported to the Finance Committee in the financial management reports submitted to each meeting of the Finance Committee.
- (e) The Association shall be included within the internal audit programme approved from time to time by the Audit Committee of the University Court.
- (f) There shall be a Financial Memorandum between the University and the Association which will set out the individual and joint responsibilities of both parties. The Financial Memorandum may be reviewed and amended by the University Court from time to time.
- (g) The Annual Accounts of the Association should include a list of the external organisations to which donations have been made during the period covered by the Annual Accounts together with details of those donations. The Association must take due account of all relevant legislation relating to charities.

#### 8. Procedure for Allocating Resources to Clubs and Societies

- (a) The Association Trustee Board allocates funding to the Sports and Societies Councils on an annual basis.
- (b) Sports Clubs and Societies submit budget proposals to the Sports and Societies Councils for consideration. The Sports and Societies Councils consider the budget allocation for the forthcoming year and award funding based on numbers of engaged students and upcoming plans. The Association Finance Office is notified of allocated amounts.

#### 9. Affiliations to External Organisations

- (a) If the Association decides to affiliate to an external organisation, it should publish notice of its decision stating:
  - (i) the name of the organisation; and
  - (ii) details of any subscription or similar fee paid or proposed to be paid, and of any donation made or payment to be made to the organisation.

and any such notice must be made available to the University Court and to all students.

- (b) Where the Association is affiliated to any external organisation, a report should be published annually or more frequently containing:
    - (i) a list of the external organisations to which the Association is currently affiliated; and
    - (ii) details of subscriptions or similar fees paid, or donation made, to such organisations in the past year (or since the last report).
- and any such reports should be made available to the University Court and to all students.
- (c) Affiliations to external organisations should be reviewed in accordance with the arrangements in sub-paragraphs (i) and (ii) below:
    - (i) the current list of affiliations should be submitted for approval by members annually or more frequently; and
    - (ii) the question of continued affiliation to any particular organisation may be decided if a referendum is requested by at least a 100 students.

#### 10. Association Complaints Procedure

It is intended that complaints should be dealt with promptly and fairly and that there is an effective remedy when a complaint is upheld. The Association's Complaints Procedure is available to all students or groups of students who:

- (a) are dissatisfied in their dealings with the Association: or
- (b) claim to unfairly disadvantaged by reason of having exercised the right not to be members of the Association.

The Association's Complaints Procedure includes provision for an independent person appointed by the University Court to investigate and report on complaints. Copies of the Complaints Procedure are available from the Students' Association website and Welcome Desk and GCU Campus Life Desk.

[NOTE: UNIVERSITY COMPLAINTS PROCEDURE - Complaints from students relating to services provided by the University should be submitted directly to the University in accordance with the University's procedures for dealing with such complaints. Copies of the University's Complaints Procedure are available from Students' Association Advice Centre and GCU Campus Life Desk.]

#### 11. University Grant to the Association

An annual grant is made by the University to the Association. While the actual amount is for the University Court to decide, account will be taken of the range and quality of services provided by the Association.

12. Compliance with Statutory Requirements

The Association must comply with all statutory requirements and related policies which have a bearing on its operation including statutory requirements relating to equality and diversity and to health and safety.

The Students' Association must comply with the University's Anti-Bribery Policy, a copy of which is available on the University website.

13. Publication of the Code of Practice

Students are advised to obtain a copy of the Code of Practice at the time of registration. The Code of Practice will be available from the University website. Students should ensure that they have a current copy as the Code is subject to revision by the University Court from time to time.

Copies of the Code may also be obtained from:

Students' Association Welcome Desk

Students' Association Website: [www.GCUstudents.co.uk/keyinformation](http://www.GCUstudents.co.uk/keyinformation)

GCU Campus Life Desk