Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Undeb Myfyrwyr PCYDDS
UWTSD Students' Union

Code of Practice on the Trinity Saint David Students' Union

2026/27

Code of Practice on the Students' Union

Introduction

1. The *Education Act 1994*, Part II, paragraph 22 ('the *Act*') sets out the requirement for an institution's governing body to take such steps as are reasonably practicable to secure that a Students' Union (SU) operating at its establishment does so in a fair and democratic manner and is accountable for its finances. The governing body is required to prepare, issue and when necessary revise a Code of Practice setting out how it will meet this requirement.

2. In accordance with the Act, this Code of Practice therefore outlines how the University of Wales Trinity Saint David's governing body, the University Council, fulfils its obligations under the Act and how Trinity Saint David Students' Union ('the SU') and the University Council meet the specific requirements contained within paragraph 22.

Constitution

3. As required by the Act, Trinity Saint David Students' Union will have a written constitution which is approved by University Council and which must be reviewed at intervals of not more than five years. The constitution will be made available via the SU's website.

Membership

4. Students will have the right to (i) not to be a member of the SU, or (ii) in the case of a representative body which is not an association, to signify that they do not wish to be represented by it.

5. Every student who fully registers with the University of Wales Trinity Saint David will automatically become a member of the SU and can access all its services. Students will however have the right to opt out, which is set out in the Student Agreement. They can opt out by giving written notice to the Chief Executive of the SU in accordance with its constitution and bye-laws.

6. Any students that exercise their right to not be members of the SU will not be unfairly disadvantaged and will be able to access SU services in line with its bye-laws. However, they will not be able to participate or vote in democratic meetings or vote in any elections or ballots. They will not be able to stand as a candidate for, or hold office in, the SU or be allowed to participate in any decision making of any of the SU Clubs, Societies or Committees.

Election

7. The appointment of sabbatical union officers will be conducted by election in a secret ballot in which all SU members are entitled to vote, as required within the Act and in accordance with the SU Memorandum and Articles of Association and bye-laws. An external Returning

Officer and a Pro Vice-Chancellor (or nominee) will oversee the proceedings. Any complaints arising as a result of the elections will be dealt with in accordance with the SU bye-laws. This will include a final stage which will allow complaints to be referred to the Pro Vice-Chancellor (or nominee) for action / decision if necessary.

8. The procedures for such elections and the results will be reported to and scrutinised by the University Council in order for Council to satisfy itself that the elections have been fairly and properly conducted. The SU will produce written election rules and guidance on an annual basis and publish these on its website.

9. A person will not hold sabbatical union office, or paid elected union office, for more than two years.

Finance

10. An SU budget proposal will be submitted for initial consideration by the Senior Leadership Team and the Senate. The proposed budget will be considered by the Resources and Performance Committee and submitted for approval by the University Council. Monitoring of expenditure will be undertaken through the Audit and Risk Committee on behalf of the Council.

11. The audited financial statements of the SU will be published via the Companies House and the Charity Commission websites as part of the SU's statutory reporting and will also be published on the SU website. The audited financial statements will be presented for scrutiny to the University Council's Audit and Risk Committee.

Affiliations

12. The financial statements will list the external organisations to which the SU has made donations in the period to which the report relates, as well as the details of those donations.

13. The SU procedure for allocating resources to groups or clubs will be fair and set down in writing and made available to students via the SU website. This will include the setting out of a clear appeals process.

14. If the SU decides to affiliate with an external organisation, it will publish notice of its decision on its website providing details on the name of the organisation, any subscription (or similar) fees paid or proposed to be paid, and any donations made or proposed, to the organisation. Details of new and ongoing affiliations with external organisations will be included in an annual report, including detail on subscription (or similar) fees paid, and any donations made. This information will be published on the SU website and reported to the University Council's Audit and Risk Committee as part of the financial statements.

15. The review of affiliations to external organisations will be reviewed by the SU at least annually and in line with the SU Memorandum and Articles of Association.

16. If the University Council questions a SU affiliation, then continued affiliation will be decided on by conducting a secret ballot in which all SU members will be entitled to vote.

Complaints

17. Students who are dissatisfied in their dealings with the SU, or who claim to be unfairly disadvantaged by reason of their having exercised their right to not be a member of the Students' Union or a representative body, must initially report their concern to the SU Chief Executive in accordance with the SU bye-laws. The bye-laws include provision for complaints to be referred to the Pro Vice-Chancellor (or nominee) to investigate and report on complaints on behalf of the University Council.

18. Where the Pro Vice-Chancellor has investigated a complaint, a report will be made to the University Council.

19. Complaints will be dealt with promptly and fairly. Where a complaint is upheld all reasonable action will be taken to achieve an effective remedy.

Communication

20. At least once a year the University Council will bring this Code of Practice to the attention of students, normally through the Student Agreement. Through the same process the University Council will also make students aware of the SU Charter and the Relationship Agreement between the University and the SU.

21. Any restrictions imposed on SU activities brought about by the law relating to charities, and any SU activities or conduct relevant to the provision of any Code of Practice issued under Section 43 of the Education (No.2) Act 1986 will also be brought to the attention of students at least once a year.

Review

22. On an annual basis this Code of Practice will be reviewed and approved by the University Council.