



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



**Code of Practice
on the
Trinity Saint
David Students'
Union
2016/17**

Code of Practice on the Students' Union

1. Introduction

The Education Act 1994, Part II sets out the requirement for the University's governing body (referred to within this document as University Council) to take steps to reasonably secure that a Students' Union (SU) operating at its establishment does so in a fair and democratic manner and is accountable for its finances.

To demonstrate how it will do this, the University Council is required to prepare, issue, and when necessary revise a Code of Practice of how it will meet this duty. The following sections outline how Trinity Saint David Students' Union and University Council of the University of Wales Trinity Saint David meets the specific requirements contained within Paragraph 22, Part II, of the Education Act 1994¹.

2. Constitution

As required with the Act, Trinity Saint David Students' Union will have a written constitution which is approved by University Council, and will be reviewed at intervals of not more than five years. This will be made available for viewing on request at the Student Union offices.

3. Membership

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.

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 opportunity to opt out. They can do so by giving written notice to the Chief Executive of Students' Union in accordance with its constitution and bye-laws.

Any students that exercise their right to not be a member 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.

4. Elections

The appointment of Sabbatical Union Officers will be conducted by election in a secret ballot in which all members are entitled to vote as required within the Act and in accordance with the Students' Union Memorandum and Articles of Association and bye-laws. An external Returning Officer and the Associate Pro Vice-Chancellor for Student Experience (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 Associate Pro Vice-Chancellor Student Experience (or nominee) for action / decision if necessary.

The procedures for such elections and the results will be reported to and scrutinised by the University Council via its Nominations and Governance Committee, in order for Council to satisfy themselves that the elections are fairly and properly conducted. The Students' Union will produce written election rules and guidance for candidates on an annual basis, and publish these on its website.

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

5. Finance

A SU budget proposal will be submitted to the Senate Standing Central Resources Committee for initial consideration by the Deputy Vice-Chancellor Finance and Planning during the usual University budget cycle. The Central Resources Committee will be responsible for the approval of the SU budget. Ongoing

¹ Referred to hereonin as 'the Act'.

monitoring of SU expenditure will be conducted via regular reporting to the University Council's Audit and Risk Management Committee.

The financial reports of the Students' Union are published via the Companies House and the Charity Commission websites as part of the Students' Union's statutory reporting. The audited financial accounts will also be published on the SU website. They will also be presented for scrutiny to the University Council's Audit and Risk Management Committee.

The accounts 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.

6. Allocation of resources

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 Students' Union website. This will include the setting out of a clear appeals process.

7. Affiliations

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 Audit and Risk Management Committee along with the annual audited accounts.

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

If 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 support.

8. Complaints

Students that are dissatisfied in their dealings with the SU, or 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 Students' Union Chief Executive in line with its bye-laws. This will include a provision for complaints to be referred to the Associate Pro Vice-Chancellor Student Experience (or nominee) to investigate and report on complaints.

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

9. Informing Students

University Council will bring to the attention of all students, at least once a year this Code of Practice through reference to it and publication of the Relationship Agreement between the UWTSU and Trinity Saint David SU.

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 ^{M7} Education (No.2) Act 1986 will also be brought to the attention of students, at least once a year.