

Board of Management

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1. Recommendations

- The Board is asked to note the CitySA Students' Association.

City of Glasgow College

Students' Association Constitution



This document is available in other formats by contacting the Students' Association
on 0141 375 5322 or citysa@cityofglasgowcollege.ac.uk

Introduction

The City of Glasgow College Students' Association constitution is a legal document that sets out:

- What the Association can or cannot do
- How it should operate; and
- How members can raise their concerns or issues.
- *A copy of the relevant section [Section 22 of the Education Act 1994] is attached as Appendix 1*

This Constitution will take effect from 1st January 2017 and will be reviewed by City of Glasgow Colleges Students' Association Executive Committee (referred to throughout this document as the 'Executive Committee') and the College Board of Management (referred to throughout this document as the 'Board of Management') at least every three years, in accordance with the Education Act 1994.

The Education Act 1994 requires the Board of Management to ensure that it takes all reasonable and practicable action to secure that any Students' Association for students at the establishment operates in a fair and democratic manner and is accountable for its finances.

The Board of Management recognises City of Glasgow College Students' Association (referred to throughout this document as 'The Association') as a democratically run organisation committed to serving and representing the students of the College. The Board will endeavour to ensure that the activities of the Association do not contravene any College policy nor bring the College into disrepute.

The constitution is made up of three sections:

Section 1 – The Articles

This section defines the aims and objectives of the Students' Association as well as setting out what can and cannot be done. This section is divided into chapters.

Section 2 – The Schedules

This section gives further operational details in relation to how things get done.

Section 3 – The Appendices

This section includes other regulations that the Association has to follow.

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Chapter One: The Students' Association

1.0 Name and Status

1.1: The City of Glasgow College Students' Association is a Students' Union within the meaning of the Education Act 1994. The Association acts as a voice for its members and is devoted to their educational interests and wellbeing. City of Glasgow College provides the Association with the funds to help facilitate the educational experience of the students.

2.0 Aims and Objectives

2.1: The Association aims to advance the education of students at City of Glasgow College for the public benefit by:

(a) Promoting the interests and wellbeing of students at City of Glasgow College during their course of study and representing, supporting and advising students accordingly;

(b) Being the recognised representative channel between students and City of Glasgow College and other institutions and bodies out with the remit of City of Glasgow College; and

(c) Providing social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of the students.

2.2: These aims and objectives will be practised without discrimination on the grounds of age, disability, race, gender reassignment, religion or belief, sex or sexual orientation and any other discriminatory form as deemed by the Equality Act 2010 or subsequent statutory change. Action may be taken to promote equality of opportunity. The City of Glasgow College Students' Association will practice its aims and objectives independent of any political party or religious organisation.

2.3: The Association and its Office Bearers will be accountable for their actions and shall act fairly, democratically and with transparency and openness in all that they undertake.

3.0 Membership of the Association

3.1: The Associations members are:

- (a) All students aged 16 and over who are registered at City of Glasgow College unless they expressly wish to withdraw; and
- (b) The Elected Student Officers (being Officers of the Association who may or may not be continuing study but receive payment for their efforts).

3.2: Association members cannot transfer their membership to anyone else.

Membership will automatically end when:

- (a) the member ceases to be a registered student, or
- (b) the member provides written notice to the Association that they do not wish to be a member of the Association in line with article 3(2)(b,) or
- (c) in the case of members who are not Elected Student Officers, a decision is made at an Executive meeting where two thirds of the Executive decide that the student should be expelled, as continuation as a member could be harmful or prejudicial(or likely to be harmful or prejudicial) to the Association.

Regarding (c), the Association will provide the student with at least 14 days' written notice before this decision. The notice will explain the grounds on which the intended expulsion is being sought. The student will be provided instructions on how to appeal any such pending decision or any decision made following the Executive meeting.

3.3: Association members may make use of all facilities and take part in educational, social, sporting and cultural activities recognised by the Association. Association members may also speak and vote at Association meetings, stand and vote in elections, and hold office in clubs and societies.

3.4: Registered students of City of Glasgow College under the age of 16 although not able to be members of the Association, can take part in certain activities, as agreed by the Executive Committee and any forum for students under the age of 16 and approved by the Student Representative Council. Students under the age of 16 will not be given an NUS card or a card bearing the NUS logo. They may, however, apply via the Association for Associate Membership as per article 3.5, below.

3.5 An Associate Membership can be applied for by the following;

(a) Any registered student of City of Glasgow College under the age of 16. This form of Membership shall revert to that of a full Association member upon the student attaining the age of 16 unless the student advises they do not wish to be Association members.

(b) Any former student of the City of Glasgow College or its predecessor which now form part of the City of Glasgow College.

Acceptance of Associate Membership application is subject to the normal rules of the Association.

4.0 Powers of the Association

The Association has the powers to:

(a) Provide and promote activities, services and facilities to members;

(b) Raise funds and receive grants and donations;

(c) Trade whilst carrying out any other objectives and carry on any other trade which is not expected to lead to taxable profits; and

(d) do anything which is lawful to achieve the objectives of the Association.

5.0 Property and Money the Association holds

5.1: Funds and property must only be used to help in the pursuit of achieving the objectives of the Association. This extends to include the provision of reasonable expenses to students attending College Board of Management meetings.

5.2: Executive Officers cannot receive any money or property from the Association except:

(a) Their reasonable expenses which are subject to the approval of the Association;

(b) Salary payments made to any paid Elected Student Officer.

5.3: The Association is eligible to receive appropriate funds from the City of Glasgow College to assist in the achievement of agreed objectives. The annual allocation of funds will be agreed by the Board of Management. The Association will decide how to use this funding at the last meeting of the financial year, when spending estimates (a budget) are presented and set for the forthcoming academic year.

5.4: The Students' Association Liaison Officer, acting through the Board of Management, will be able, in pursuit of its aims and objectives, to open bank accounts in the name of the Students' Association on behalf of the Executive Committee. The Students' Association Liaison Officer will supervise all Association finances and ensure that proper books of account are maintained. The Students' Association finances may be subject to audit at the request of the Board of Management or any of its sub-committees.

5.5: The Students' Association Liaison Officer will be responsible for ensuring that the annual budget, amendments to the budget, audited accounts and all other short-term financial reports and financial proposals are discussed and approved by President.

5.6: The President will ensure that a copy of the Students' Association budget and final accounts will be given promptly to the Board of Management each financial year for approval and be made available to all students.

5.7: The financial year of the Students' Association will run from 1st August to 31st July of the next College calendar year.

Chapter Two: Running of the Association

1.0 Elections

1.1: In line with the Education Act 1994, all office holders will be elected by a secret ballot of Association members.

1.2: The way in which elections will be run is outlined in Schedule one of this constitution.

2.0 The Student Representative Council

2.1 The Student Representative Council (SRC) is responsible for

(a) Helping the Executive Committee carry out their work and holding them accountable;

(b) Setting Association policy (which can be overturned by referendum);

(c) Making and amending the schedules jointly with the Executive Committee; and

(d) Acting as a consultative forum in relation to City of Glasgow College issues affecting students

2.2 The membership and procedures of the Student Representative Council are set out in Schedule One.

3.0: The Executive Committee

3.1: The Executive Committee of the Students' Association will work with the Students' Association Liaison Officer to develop the strategic aims of the Association in accordance with the terms of this constitution, its schedules and appendices

3.2: The Executive Committee will include the Elected Student Officers who are elected in line with the schedules.

3.3: The President and Vice Presidents will be 'major Association office holders' for the purposes of Section 22 of the Education Act 1994. They will enter into a contract of employment with the City of Glasgow College. The term of office, duties and how the College will pay each employee will be determined by the City of Glasgow College. The President and Vice Presidents will be members of staff of the College and subject to all its staff policies and procedures. They will report to the Head of Service responsible for the Students' Association for line management purposes.

3.4: The Executive Committee will be made up of the following positions

(a) 1 President

(b) Between 1 and 3 Vice Presidents

(c) Up to 15 Executive officers. The titles and remits of the Executive Officer posts will be decided by the Student Representative Council each year and should cover areas such as Sports; Media and Communication; Equalities; Societies; Charities; Sustainability; Finances.

3.5: The President and Vice President(s) will be elected before the end of May of each year and will serve for one year. No officer can serve for more than two years in paid roles within the Students' Association.

3.6: The Executive Committee will be elected by the end of October and serve until the end of the academic year.

3.7: The Executive Committee is responsible for overseeing the way the Association is managed; its budget; its strategic aims and its governance arrangements (ie the arrangements for overseeing what the Association does).

3.8: The Executive Committee will observe the terms of the Students' Association Code of Conduct. The Code of Conduct will be reviewed regularly

and any amendments must be approved by the Student Representative Council.

3.9: The Executive Committee will meet in line with the constitution and its schedules.

3.10: A member of the Executive Committee will no longer be a member of the Committee if they are no longer a student, or if they resign from an Elected Student Officer post. A member can be disciplined by the Executive in line with the standard set out in Schedule Three if they fail to attend three sequential meetings as set by the Committee and this is done either

(a) Without submitting apologies to the Association or;

(b) Without an explanation of these absences which the Association considers reasonable or justifiable.

3.11: A member of the Executive Committee can be removed from office if a motion calling for them to resign is passed at a meeting of the Student Representative Council. Such a motion can only pass if two thirds or more members of the Council in attendance vote in favour.

3.12: If an Executive Officer resigns or is removed from office, a new Executive member will be elected in line with Schedule One, or an alternative student may be co-opted to the Executive Committee, if all members agree by vote. Co-opted members do not have a vote on the Executive Committee.

3.13: The President or their nominee will chair Meetings of the Executive Committee. All votes will be decided by the majority of people at the meeting and if there is a draw, the President will have a casting vote in addition to any other vote they may have.

3.14: An Executive meeting may be held by phone or by any other electronic or virtual means agreed in advance by the Executive. The Executive can also make a decision without a meeting if having communicated to all members

and a majority of members are in agreement. 'Agreement' must be confirmed in a written, verifiable format.

3.15: Whenever a matter is to be discussed at a meeting and an Executive member has a conflict of interest, they must tell the other members of the Committee about the interest prior to the meeting whenever possible or otherwise in the meeting but prior to any vote taking place. They will have to leave the meeting while the matter is being discussed and will not be able to vote on the matter.

4.0 Annual General Meeting (AGM)

4.1: The Association will hold an AGM once in each calendar year, no later than the last College day in March

4.2: The Association will give 14 days' notice of the place, day and time of the meeting and details of the agenda, and the notified business of the Association.

4.3: Where appropriate and robust, the Association may undertake electronic methods of voting on motions at AGM.

4.4: At least 200 members must participate in the voting on any motion at AGM.

4.5: The President will chair the meeting. If this is not possible, the members at the meeting will elect a member to act as chairperson.

4.6: Every member will have one vote and decisions will be made on a simple majority. Votes are non-transferable and cannot be made on behalf of Association members not present at the meeting.

5.0 Referenda

5.1 A referendum, in which all members will be allowed to vote, may be called on any issue by

(a) a majority vote of at least two thirds of the Student Representative Council; or

(b) the President if he or she receives a petition setting out the issue and the name, course, student number and signature of at least 200 members of the Association.

5.2: Policy set by a referendum can overturn policy set by members at any of the following properly held and constituted meeting;

(a) Student Representative Council

(b) Executive Committee

5.3: Referenda will be held in line with the voting procedures outlined in Schedule One.

6.0: Affiliation with other Organisations

6.1: Any proposal regarding affiliation or changes in affiliation with another organisation must be approved by the members by a referendum.

6.2: The Association will tell City of Glasgow College Secretary about all new links to other organisations, including the name of the organisation and the fee to be paid, and the Association will publish this information in their annual report.

6.3: If Association members want to object to a current link to any particular organisation, they must present a petition, signed by at least 200 of the current members, to the President of the Students' Association. The Association will call a referendum on the issue and hold it in line with Schedule One. The Association cannot hold another referendum about the same matter in the same academic year.

Chapter 3: How we work

1.0 Clubs and Societies

1.1: Clubs and Societies may be recognised by the Executive Committee provided that they meet the requirements set out in Schedule Two (Clubs and Societies) of this constitution and do not breach the Students' Association's aims and objectives.

2.0 Events and Charitable Fundraising

2.1: All events must be approved by the Executive Committee and a budget and details of the proposed event must be presented for approval using the Association template. If the event is held for a charity, the charity (or charities) intended as the beneficiary (or beneficiaries) will receive what monies are left once all costs relating to the event are covered. The fact that it is a charitable event must be made clear on all tickets and promotional materials.

2.2: If the Students' Association wishes to arrange for a charitable collection on college premises then it will seek approval from the Head of Service responsible for the Students' Association who must approve the procedures for collecting and banking any monies collected.

2.3 All monies must be banked and accounted for using appropriate charity regulations.

3.0 Representation

3.1: Representatives of the Students' Association must make all reasonable efforts to ascertain representative views and concerns of students across the wider college and ensure those views are made known to the Student' Association and staff of City of Glasgow College and its administration

Chapter Four: Accountability of the Students' Association

1.0 Decisions of the Association

1.1: The Students' Association Liaison Officer will ensure that minutes of every meeting and all resolutions of the members and the Executive are recorded

accurately. These minutes will be circulated to members of the relevant meeting and any necessary corrections made, at the next appropriate meeting. These will then be made available to all members through the College student intranet.

1.2: A copy of the constitution, including any amendments, a copy of the annual report and any plans for Students' Association activities, including the budget, will be made available to all students on the College student intranet.

1.3: All members are welcome to attend any Executive Committee meeting, although they will not have voting rights.

2.0 Achievements of the Association

2.1: The Executive will ensure that it follows the provisions in the Education Act 1994 in relation to keeping financial records and auditing or examining accounts.

2.2: The Executive will publish an annual report of activities for the members and the City of Glasgow College.

3.0 Complaints Procedure

3.1: Complaints about an individual officer, the Executive Committee or any member of the Student Representative Council, can be made through the City of Glasgow College complaints procedure as appropriate. A copy of the procedure and complaints form will be available through the Students' Association office and at locations throughout the College and its campuses including Student Services. The College website will also make available a copy of the procedure and complaints form.

Chapter 5: Administration

1.0 Amendments

1.1: The Articles and all amendments will be subject to the approval of the College Board of Management before they can be implemented. Any proposed amendments can be raised at the Executive Committee or by

referendum.

1.2: Amendments to the Articles will require the support of a minimum of two thirds of the members present.

1.3: The Articles will be reviewed by the Association at least every 3 years from the date of the current document's implementation. Amendments can be made at any point in the duration of the Constitution subject to 2.1 (above).

1.4: The Schedules and all amendments will be subject to the approval of the Executive Committee and the Student Representative Council. Any proposed amendments can be raised at the Executive Committee or by referendum.

1.5: Amendments to the Schedules will require the support of a minimum of two thirds of the members present.

1.6: Updated Schedules will be sent to the College Secretary on an annual basis (June) for information.

Chapter 6: Code of Conduct

1.0 Code of Conduct

1.1: The City of Glasgow College Students' Association will conduct business without discrimination and will operate in a fair, transparent and democratic manner at all times.

1.2: The Executive Committee will adopt a Code of Conduct, The Code of Conduct will be reviewed regularly and any amendments must be approved by the Student Representative Council.

1.3: All members of the Association will be required to adhere to this code, including, but not limited to, when on Association premises, or attending events organised by the Association or its clubs or societies.

1.4: Breach of the Code of Conduct may result in restrictions up to and including the unlimited suspension of any or all of the rights of Association

membership.

2.0 Interpretation

2.1: In the event of a challenge to the interpretation of any part of this Constitution, the ruling of the President will be sought.

2.2: In the event of a challenge to the President's ruling, the decision will be taken to the Students' Association Liaison Officer.

2.3: In the event of a challenge to the Students' Association Liaison Officer's ruling, the decision will be taken to the Head of Service with responsibility for the Students' Association and the College Secretary

2.4: If a member of the Association remains unsatisfied with the ruling following the decision of the Head of Service with responsibility for the Students' Association and the College Secretary, the opinion of the College's Staff, Students and Equality Committee will be sought before a final decision on the interpretation will be made by majority at a joint meeting of the Student Executive and the Student Representative Council.