

rgu:union



ROBERT GORDON UNIVERSITY STUDENTS' UNION

REGULATIONS

REGISTERED CHARITY NUMBER: SC016639

Revised February 2019

Robert Gordon University Student Association Regulations

Registered Charity Number: SC016639

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Regulation 1: Membership

Revised: April 2017

Approved:

1. Membership

- 1.1 There shall be six classes of members of the Union as follows:
- 1.1.1 Ordinary Membership (“Ordinary Members”);
 - 1.1.2 Associate Membership (“Associate Members”);
 - 1.1.3 Life Membership (“Life Members”);
 - 1.1.4 Honorary Membership (“Honorary Members”);
 - 1.1.5 Reciprocal Membership; and
 - 1.1.6 Temporary Membership.
- 1.2 The Executive Committee shall have the right to withdraw membership from individuals in all categories of membership, except Ordinary Members.

2. Ordinary Members

- 2.1 All full-time and part-time students of the university enrolled on an award-bearing course and the Presidents shall be Ordinary Members of the Union.
- 2.2 Every enrolled student of the university shall be entitled to exercise his/her right to opt out of membership in accordance with the Education Act 1994. In opting out such individuals shall no longer be Ordinary Members of the Union.
- 2.3 Students who exercise this right shall not be unfairly disadvantaged, with regard to the provision of services, facilities or otherwise, by reason of their having opted out of membership.
- 2.4 Ordinary Members shall be the only members eligible to stand for election to any office, and eligible to vote in Elections, Forums and General Meetings.
- 2.5 Ordinary Membership shall cease if an individual should no longer be a matriculated student of the university or, if they are an Ordinary Member by virtue of being one of the Presidents, upon their demission or resignation of office.

3. Associate Members

- 3.1 Associate Members are not entitled to hold office or be present at, or take part in any General Meetings of the Union. All students of the university who have associate student statuses shall automatically be Associate Members of the Union. In addition, the following may, on written application to the Executive Committee and payment of an annual subscription at a rate to be determined by the Executive Committee, become Associate Members:
- 3.1.1 members of staff of the university and Union during the term of their employment;
 - 3.1.2 former students of the university who have been an Ordinary Member of the Union for at least one academic session, but have not completed a course leading to a qualification; and
 - 3.1.3 members of the community who join individual societies and sports clubs affiliated to the Union.

4. Life Members

- 4.1 Former students having obtained a qualification from the university and who were Ordinary Members for at least one academic session, or former students who have held an associate membership for two or more years, may make written application to the Executive Committee to become a Life Member of the Union.
- 4.2 Life Members shall pay a one off subscription at a rate to be determined by the Executive Committee.
- 4.3 Life Members are not entitled to hold office or be present at, or take part in any General Meetings of the Union.

5. Honorary Members

- 5.1 The Chancellor, Principal, Deputy Principal and Vice Principals of the university and the Trustees of the Union shall be Honorary Members of the Union ex officio.
- 5.2 The Union may admit to honorary life membership of the Union any person whom it wishes to honour for services to the Union.

6. Reciprocal Members

- 6.1 The Union may enter into reciprocal membership agreements with other like-minded students' associations or unions, which allow entry into each other's premises.
- 6.2 Reciprocal membership agreements must conform to the Licensing (Scotland) Act 2005.
- 6.3 Reciprocal members are not entitled to hold office or be present at, or take part in any General Meetings of the Union.

7. Temporary Members

- 7.1 People requiring access to premises occupied by the Union property - including, but not limited to trades people and works people - shall be treated as Temporary Members while on such premises.

8. Honorary Patron

- 8.1 An Annual General Meeting shall have the power to elect one individual at any one time to the position of Honorary Patron a position that shall be purely ceremonial and shall have a term limit of two years, although any such individual shall have no limits on the number of terms of office they shall hold.

Regulation 2: Trustee Board

Revised April 2017

Approved:

1. Powers of the Trustee Board

- 1.1 There shall be a Robert Gordon University Student Association (the “Union”) Trustee Board (the “Board”).
- 1.2 The Board shall be responsible for the strategic oversight of the Union and shall be ultimately responsible for all of the affairs and property of the Union and may exercise all of the powers of the Union as it thinks fit, save only as otherwise provided by the Union’s Constitution and in accordance with the regulations.
- 1.3 The Board’s powers shall include, but shall not be limited to, responsibility for:
 - 1.3.1 the governance of the Union;
 - 1.3.2 the budget of the Union;
 - 1.3.3 the strategy of the Union.

2. Remit of the Trustee Board

- 2.1 The members of the Trustee Board shall have a number of duties which cover the remit of the Board’s powers. These duties shall include:
- 2.2 Governance of the Union
 - 2.2.1 ensuring that the Union operates in accordance with its charitable purposes and activities;
 - 2.2.2 being knowledgeable of the Union’s Constitution, Objects and Regulations, ensuring they are appropriate and relevant, and acting in accordance with its terms and relevant legislation;
 - 2.2.3 ensuring that the activities of the Union are conducting in compliance with statutory and regulatory requirements, particularly the Education Act 1994 (as amended) and the University’s associated Code of Practice.
- 2.3 Strategy of the Union
 - 2.3.1 having an up-to-date knowledge of the operating environment and the work of the Union including its promise and principles as expressed in its Strategic Plan;
 - 2.3.2 periodically reviewing the Union’s promise and purpose statements;

- 2.3.3 contributing to giving strategic direction to the Union and ensuring that strategic plans and operational plans are in place, regularly reviewed, with clear targets to provide long-term direction for the Union;
 - 2.3.4 ensuring that the views and policies of the Union's democratic bodies and processes are enacted as far as possible.
- 2.4 Finance and Risk of the Union
- 2.4.1 overseeing the finances of the Union, ensuring fiscal stability, scrutinise and approve the annual budget and accounts and maintain the Union's sustainability;
 - 2.4.2 considering a report from the Finance Committee of the Board at each of its meetings;
 - 2.4.3 ensuring financial information is accurate and that appropriate risk measures and controls are in place and approve the financial regulations of the Union
 - 2.4.4 reviewing the risk register at least annually and satisfy themselves that appropriate mitigating actions are being taken for the key risks identified;
 - 2.4.5 overseeing the Union's compliance with health and safety legislation ensuring appropriate insurances are in place;
 - 2.4.6 safeguarding and monitoring the reputation of the Union.
- 2.5 Performance of the Union
- 2.5.1 overseeing all the arrangements, including core HR documents, relating to the staff employed by the Union;
 - 2.5.2 delegating powers to management staff on day-to-day operations and implementation of the strategy, as well as receiving updates to ensure there is effective management of the Union's affairs;
 - 2.5.3 approving a scheme of delegation of its powers to the Sabbatical Executive Committee, Executive Committee, Standing Forums and any other committee set up from time to time;
 - 2.5.4 monitoring the achievement of targets to ensure the Union is satisfactorily performing to its own goals and to the expectations of key stakeholders.
- 2.6 The Trustee Board shall have the authority to act even where exceptional circumstances may impact the functioning of the Board.
- 2.6.1 No alteration of the Constitution or the Regulations shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.

- 2.6.2 Where there are vacancies on the Trustee Board, the continuing Trustees may act if and so long as the number of Trustees is less than the number fixed as the quorum for meetings, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.
- 2.6.3 All acts done by a meeting of Board, or of a committee of the Board, shall be valid, even if later discovered that any Trustee who participated in the vote:
- a) was not properly appointed;
 - b) was disqualified from holding office;
 - c) had vacated office; or
 - d) was not entitled to vote.
- 2.7 The Board may override any decision or Policy made by the members in a Referendum or a General Meeting which the Trustees consider (in their absolute discretion):
- 2.7.1 has or may have adverse financial implications for the Union;
 - 2.7.2 is or may be in breach of, contrary to, or otherwise inconsistent with charity or education law or any other legal requirements;
 - 2.7.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 2.7.4 will or may otherwise affect the discharge of any or all of the remit and duties of the Trustee Board as outlined in this Regulation.

3. Membership of the Trustee Board

- 3.1 The membership of the Board, as provided within the Union's Constitution, consists of:
- 3.1.1 Sabbatical Officers;
 - 3.1.2 Five Ordinary Members;
 - 3.1.3 One University Trustee;
 - 3.1.4 Four External Trustees.
- 3.2 The Sabbatical Officers ("Sabbatical Trustees") shall be elected by the student body and shall *ex officio* members.
- 3.3 The Ordinary Members ("Student Trustees") shall be either elected from the student body, or appointed to the Board based on their skills and experience.
- 3.4 The University Trustee and External Trustees shall be appointed to represent the broad range of the Union's activities and, wherever possible, at least one External Trustee shall have current expertise and knowledge in the field of sports development, and one in finance.

4. Appointment of Trustees

4.1 Sabbatical Trustees

- 4.1.1 Sabbatical Officers shall be elected by a cross-campus ballot by Ordinary Members of the Union. They shall become Sabbatical Trustees by virtue of their position.
- 4.1.2 Sabbatical Trustees shall be members of the Trustee Board for a period of one year, unless re-elected for a second and final term.

4.2 Student Trustees

- 4.2.1 Five Ordinary Members shall be elected or appointed to be Student Trustees on the Board.
- 4.2.2 In the first instance, there should be two appointed Student Trustees and three elected Student Trustees.
- 4.2.3 Elected Student Trustees shall be selected by a cross-campus ballot by the Ordinary Members of the Union.
- 4.2.4 Appointed Student Trustees shall be nominated by the Executive Committee and presented to the Trustee Board for selection. Student Trustees shall be selected on the basis of their interest, ambition, skills, knowledge and experience.
- 4.2.5 Where there are vacancies for Elected Student Trustees, if the opportunity for election has been offered, and every reasonable effort to open the position for election has been taken, the Board may fill vacancies through appointment.
- 4.2.6 Student Trustees shall be members of the Trustee Board for a period of two years, unless they cease to be a student or Ordinary Member.

4.3 University Trustee

- 4.3.1 One University Trustee shall be nominated by the University's Board of Governors from amongst the staff of the university with any nominations subject to approval by the Trustee Board.
- 4.3.2 The University Trustee shall be nominated on the basis of their skills, knowledge and experience of working with the students' association.
- 4.3.3 The University Trustee shall be members of the Trustee Board for a period of three years, unless reappointed for a second and final three year term.

4.4 External Trustees

- 4.4.1 Four External Trustees shall be nominated and approved by the Trustee Board from outside of the Union and University community.

- 4.4.2 External Trustees shall be selected on the basis of their skills, knowledge and experience and there must be at least one member with a background in sport and one with a background in finance.
- 4.4.3 Either through the Nominations Committee or the Trustee Board, the Board shall manage membership, and where there are vacancies, recruit and nominate for External Trustees. The Trustee Board shall be responsible for the nomination and appointment of External Trustees.
- 4.4.4 External Trustees shall be members of the Trustee Board for a period of three years, unless reappointed for a second and final three year term. As far as possible External Trustees terms of office shall not run concurrently.

5. Positions on the Board

5.1 Chair of the Board

- 5.1.1 The Chair of the Trustee Board shall be elected from one of the External Trustees by the Trustee Board.
- 5.1.2 The Chair shall usually serve for a period of three years, unless reappointed for an extended term.

5.2 Vice Chair of the Board

- 5.2.1 The Vice Chair of the Trustee Board shall be elected from one of the Sabbatical Trustees by the Executive Committee.
- 5.2.2 The Vice Chair shall serve for a period of one year, unless re-elected for a second term.

5.3 Committee Chairs

- 5.3.1 The Chair of any Committees established by the Board, such as Finance Committee, shall be elected by the Trustee Board.

6. Meetings of the Board

- 6.1 The Board shall meet on at least four occasions each academic year. Meetings shall be called by one of the following mechanisms:
- 6.1.1 the Chair of the Board;
 - 6.1.2 a requisition of 50 per cent plus one of the members of the Board;
or
 - 6.1.3 by the Executive Committee.
- 6.2 The quorum for the Board shall be 50% plus one of the current members so long as this number shall include at least one Sabbatical Trustee, one Student Trustee (either elected or appointed) and one other (either External or University).
- 6.3 The Trustee Board shall not cease to operate or function simply because of there being, from time to time, vacancies on the Trustee Board. However, if and so long as the number of Trustees is less than the number fixed as the quorum, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.
- 6.4 The Board shall have the right to require the General Manager of the Union to attend the meetings of the Board.
- 6.5 Whenever a matter is to be discussed at a meeting and a Trustee has a personal interest (being a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee) in respect of that matter, then he or she must:
- 6.5.1 declare his or her interest to the Trustees;
 - 6.5.2 remain only for such part of the meeting as in the view of other Trustees is necessary to inform the debate;
 - 6.5.3 not be counted in the quorum for that part of the meeting or decision-making process; and withdraw during the vote and have no vote on the matter;
 - 6.5.4 If any question arises as to whether a Trustee has a personal interest, the question shall be decided by a majority decision of the other Trustees;
 - 6.5.5 In particular, this clause shall apply to any matter that may directly or indirectly relate to the position of a President who is or is to be remunerated as an employee by the Union.

7. Delegation of Posters

- 7.1 The Trustee Board may, by power of attorney or otherwise, appoint any person to be the agent of the Union for such purposes and on such condition as they determine.
- 7.2 Committees
- 7.2.1 The Trustee Board may delegate any of their powers or functions to any other committee or the implementation of any of their resolutions and day-to-day management of the affairs of the Union to any committee in accordance with the conditions set out in this Clause.
- 7.2.2 The resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
- 7.2.3 The composition of any such committee shall be entirely in the discretion of the Trustee Board and may comprise such of their number (if any) as the resolution may specify;
- 7.2.4 The deliberations of any such committee shall be reported regularly to the Board and any resolution passed or decision taken by any such committee shall be reported forthwith to the Board and for that purpose every committee shall appoint a secretary;
- 7.2.5 All delegations under this clause shall be revocable at any time;
- 7.2.6 The Trustee Board may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
- 7.3 Finance Committee
- 7.3.1 The Trustee Board shall form a Finance Committee which shall meet from time to time as required and shall be chaired by one of the External Trustees appointed by the Board. The Finance Committee shall have the right to require the General Manager of the Union to attend the meetings of the Committee. The Finance Committee shall:
- 7.3.2 The Finance Committee shall consist of the Vice Chair of the Board, one other external trustee, the Sabbatical Trustees, and one of the university trustees;
- 7.3.3 The Committee shall monitor the financial activity of the Association to ensure compliance with the budget; and
- 7.3.4 The Committee shall undertake any other activities which the Board shall from time to time delegate to it, which may include making arrangements for the opening and operation of any Bank Accounts according to such mandate as it shall think fit.

8. Disqualification and Removal of Trustees

- 8.1 The office of a Trustee shall be vacated if a member is deemed to have breached one or more of the clauses in these regulations.
- 8.2 Sabbatical Trustees
- 8.2.1 they cease to be a Sabbatical Officer of the Union, either due to expiry of their term of office, or through resignation;
- 8.2.2 they are removed from post by virtue of a motion of no confidence in in a Referendum triggered by a secure petition signed by at least sixty members. The motion must achieve at least one-thousand three-hundred members vote and be passed by 50% + 1 of the voting members.
- 8.2.3 they are removed from post by virtue of a motion of no confidence at a General Meeting triggered by a secure petition of at least sixty members. The motion must achieve a two thirds majority of voting members to pass.
- 8.2.4 they must have been considered as employees through any disciplinary action and the Union shall ensure steps are taken to consider the Sabbatical's contract of employment.
- 8.3 Student Trustees
- 8.3.1 they cease to be a matriculated student of Robert Gordon University, and therefore cease to be an Ordinary Member of the Union;
- 8.3.2 they are removed from post by virtue of a motion of no confidence in in a Referendum triggered by a secure petition signed by at least sixty members. The motion must achieve at least one-thousand three-hundred members vote and be passed by 50% + 1 of the voting members.
- 8.3.3 they are removed from post by virtue of a motion of no confidence at a General Meeting triggered by a secure petition of at least sixty members. The motion must achieve a two thirds majority of voting members to pass.
- 8.4 University Trustee
- 8.4.1 they cease to be employed as a member of staff at Robert Gordon University;
- 8.4.2 they are removed from post by virtue of a motion of no confidence by a majority of the Trustee Board. The motion must pass with a majority with the Trustee concerned and any Trustee with a conflict of interest not voting on the resolution.

- 8.5 All Trustees (including External Trustees)
- 8.5.1 they are an External Trustee and are removed from post by virtue of a motion of no confidence passed by a majority of the Trustee Board.
 - 8.5.2 they become prohibited by law from being a charity trustee;
 - 8.5.3 they are removed from post or membership as a result of disciplinary proceedings;
 - 8.5.4 they are removed from post by virtue of a motion of no confidence passed by a majority, with the required quorum, by a Referendum or a General Meeting;
 - 8.5.5 they resign from post giving notice to the Union, so long as at least four Trustees will remain in office when the resignation takes effect;
 - 8.5.6 they are suffering from a mental or physical disorder and becomes incapable of acting as a Trustee and the Trustee Board resolve that they should be removed from office;
 - 8.5.7 they fail to attend three consecutive meetings of the Trustee Board and there is no mitigating circumstances and the Trustee Board resolve that they should be removed from office;
 - 8.5.8 they are deceased.
- 8.6 If there is a vacancy for a position on the Trustee due to disqualification, dismissal or resignation prior to their term of office ending, the vacancy shall be fill as outlined in the regulations for the *Appointment of Trustees*.

9. Extraordinary Decisions

- 9.1 The Trustees may, in the circumstances outlined in this Clause, make a simple majority decision without holding a Trustees' meeting, if:
- 9.1.1 A Trustee has become aware of a matter on which the Trustees need to take an urgent decision;
 - 9.1.2 That Trustee has taken all reasonable steps to make all the other Trustees aware of the matter and the decision;
 - 9.1.3 The Trustees have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
 - 9.1.4 A simple majority of the Trustees vote in favour of a particular decision on that matter.
 - 9.1.5 A decision of the Trustees may be taken by majority and shall be as valid and effectual as if it had been taken at a Trustees' meeting duly convened and held.

- 9.2 Trustees participating in the taking of a majority decision otherwise than at a Trustees' meeting in accordance with this Clause may:
- 9.2.1 be in different places, and may participate at different times; and
 - 9.2.2 communicate with each other by any means.
- 9.3 No decision shall be taken by the Trustees in accordance with this Clause unless a quorum participates in the decision-making process. The quorum for Trustees' decision-making in accordance with this Clause shall be the same as the quorum for Trustees' meetings as set out in these regulations.
- 9.4 The chair or such other Trustee as shall be appointed by the Trustees shall be the chair of the process of decision-making in accordance with this Clause. The process shall include:
- 9.4.1 Circulation of the proposed decision with an indication of the time period for discussion and the date by which Trustees are asked to cast their votes;
 - 9.4.2 The nomination of a person to whom all Trustees' votes must be communicated;
 - 9.4.3 If a majority of the Trustees votes in favour of the decision, the nominated person shall communicate the decision to all the Trustees and the date of the decision shall be the date of the communication from the nominated person confirming formal approval;
 - 9.4.4 The nominated person must prepare a minute of the decision.
- 9.5 In the case of an equality of votes in any decision-making process in accordance with this Clause, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have but this does not apply if, in accordance with the regulations, the Chair is not to be counted as participating in the decision-making process for quorum, voting or agreement purposes.

Regulation 3: Standing Forums

Revised April 2017

Approved:

1. Standing Forums

1.1 The Union shall have standing forums which are responsible for the main areas of the Union's activities. Forums will shape the direction which the Union takes. The standing forums shall be:

- 1.1.1 Executive Committee;
- 1.1.2 Sabbatical Executive Committee;
- 1.1.3 Student Voice;
- 1.1.4 Societies Forum;
- 1.1.5 Sports Forum.

2. Executive Committee

2.1 The Executive Committee shall be the core representative body of students at Robert Gordon University and shall shape the development and management of the Union. The remit of the Executive Committee shall be to:

- 2.1.1 be responsible for the implementation of all Union policy and decisions as mandated by Standing Forums and General Meetings as agreed by Trustee Board;
- 2.1.2 be responsible for ensuring the views of RGU students are effectively represented at Robert Gordon University and within other affiliated bodies;
- 2.1.3 be accountable for its decisions and for its implementation of policy and decisions to the Trustee Board and student body;
- 2.1.4 elect from the Sabbatical Presidents a Vice Chair of the Trustee Board, and a Chair of Student Voice.

2.2 The Executive Committee shall consist of the Sabbatical Presidents and the Elected Vice Presidents of the Union.

2.3 The Executive Committee should meet at least six times per year and shall a quorum of at least one Sabbatical President and at least three Elected Vice Presidents.

2.4 The Chair of the Executive Committee shall be one of the Sabbatical Presidents, either by electing one member as the Chair for the year, or in rotation of the Sabbatical Presidents at each meeting.

3. Sabbatical Executive Committee

- 3.1 The Sabbatical Executive Committee shall be responsible for ensuring the day-to-day management of the Union and shall report its activities to the Trustee Board. The remit of the Sabbatical Executive Committee shall be to:
- 3.1.1 have oversight of the projects, campaigns and initiatives undertaken by staff and officers;
 - 3.1.2 make decisions on matters relating to the operations of the Union, including taking action on the Strategic and Operational Plans;
 - 3.1.3 delegate the implementation of operational activities including, but not limited to, staffing, budgeting and commercial activities, to the General Manager of the Union.
 - 3.1.4 receive updates from the General Manager on activities undertaken in managing the Union, and regularly reviewing the management accounts in sufficient detail to explain the financial position of the Union;
 - 3.1.5 be responsible for the budgets which the Trustee Board shall delegate to the Sabbatical Executive Committee;
 - 3.1.6 co-ordinate any joint working or actions where more than one of the Standing Forums has a remit to undertake activity, and has the power, where required, either to take decisions on behalf of the Union or to decide which of the Standing Forums should be empowered to take such decisions;
 - 3.1.7 propose resolutions to conflicts arising between the work and activities of the Standing Forums;
- 3.2 The Sabbatical Executive Committee shall consist of the Sabbatical Presidents and the General Manager of the Union.
- 3.3 The Sabbatical Executive Committee shall normally meet at least once a fortnight during term time, or once a month throughout the year.
- 3.4 The Chair of the Sabbatical Executive Committee shall be one of the Sabbatical Presidents in rotating order.

4. Student Voice

- 4.1 Student Voice shall exist to gather student opinion, and act as the primary representative forum for the student body at RGU. The forum shall shape the direction and policy of RGU:Union, and hold the Executive Committee accountable to students. The remit of Student Voice shall be to:
- 4.1.1 be an open forum for all members to participate in sharing their views and ideas;
 - 4.1.2 discuss matters raised by students in the following areas:
 - a. learning, teaching and assessment;
 - b. facilities and services of the University;
 - c. experiences of diverse student groups;
 - d. experiences of students living in Aberdeen;
 - e. activities, campaigns and projects of the Union;
 - f. all other areas of the student experience.
 - 4.1.3 receive updates on the work of elected Presidents and Vice Presidents;
 - 4.1.4 hold the elected Presidents and Vice Presidents accountable;
 - 4.1.5 consider and vote on ideas and policy submitted by students;
 - 4.1.6 consider reports from Societies Forum and Sports Forum;
 - 4.1.7 approve and review the Student Partnership Agreement;
 - 4.1.8 provide comment and feedback on the direction of RGU:Union.
- 4.2 Student Voice shall consist of:
- 4.2.1 Chair (elected from among the Sabbatical Presidents by the Executive Committee);
 - 4.2.2 Vice Chair (elected from among the members of Student Voice);
 - 4.2.3 Sabbatical Presidents;
 - 4.2.4 Part Time Vice Presidents;
 - 4.2.5 School Officers;
 - 4.2.6 Equality Champions;
 - 4.2.7 Society Presidents;
 - 4.2.8 Sports Club Presidents;
 - 4.2.9 Student Group Chairs;
 - 4.2.10 All Ordinary Members of RGU:Union.
- 4.3 Student Voice shall meet four times in each academic year, with one meeting acting as the Annual General Meeting of RGU:Union;

- 4.4 The Chair of Student Voice shall be elected from among the Sabbatical Presidents by the Executive Committee at their first meeting of the year. In the incident that a Student Voice meeting occurs before an Executive Committee is held, or no nominations or clear winner can be found, then the President (Communication and Democracy) shall stand as Chair by default;
- 4.5 The Vice-Chair of Student Voice shall be elected from among the members of Student Voice at their first meeting of the year. In the incident that no nominations are received for Vice Chair, then a Vice President of RGU:Union shall be elected or appointed by the Executive Committee, or President (Communication and Democracy);
- 4.6 The Chair and Vice Chair shall be elected for a single academic year, but may serve for two years in each role;
- 4.7 The Chair and Vice Chair shall be responsible for deciding the agenda for meetings, managing debates to ensure they are fair and respectful, and upholding the remit of the meeting;
- 4.8 All students shall have the opportunity to submit ideas and policies to be discussed and debated at Student Voice;
- 4.9 Student Voice shall capture student feedback and mandate policy, which shall then be delegated to the Executive Committee of RGU:Union to review the feasibility of ideas, undertake required action, and provide updates to the student body;
- 4.10 The opportunity to participate and the discussions and decisions of 'Student Voice' should be accessible and transparent.

5. Societies Forum

- 5.1 The Societies Forum shall be responsible for representing societies and student activities and ensuring that the Union is fairly and appropriately supporting and developing extra-curricular activities. The remit of the Societies' Forum shall be to:
 - 5.1.1 elect members of a Societies and Activities Team;
 - 5.1.2 receive reports from the President (Communications and Democracy), Vice President (Societies) and other members of the Societies and Activities Team;
 - 5.1.3 agree, and recommend amendments as appropriate, to a set of Student Group Regulations, which the affiliated societies and groups will at all times be required to follow;
 - 5.1.4 discuss matters relating to student participation in societies and consider participation by different groups of students;
 - 5.1.5 discuss all matters relating to societies and to provide feedback to the Union on their administration; and

- 5.1.6 oversee the distribution by the President (Communications and Democracy) of any funds.
- 5.2 The Societies Forum shall consist of:
- 5.2.1 President (Communication and Democracy);
- 5.2.2 Vice President (Societies);
- 5.2.3 President (or their nominee) from each affiliated society or student group.
- 5.3 The Societies Forum shall normally meet at least twice a semester.
- 5.4 The Chair of the Societies Forum shall be the President (Communication and Democracy) and the Vice President (Societies) shall act as the Vice Chair.
- 5.5 The Sabbatical Presidents, Vice Presidents, General Manager, and relevant Union staff are entitled to attend meetings of the Societies Forum.
- 5.6 Societies and Activities Team
- 5.6.1 The Societies and Activities Team will consist of the President (Communications and Democracy), Vice President (Societies) and no more than thirteen other members. Each of these members will be elected into specific roles at the first meeting of the Societies Forum each year.
- 5.6.2 The specific roles of Societies and Activities Team and the criteria for them will be agreed annually by the Societies Forum.
- 5.6.3 The Societies and Activities Team should meet at least twice a semester during term time;
- 5.6.4 They should undertake specific projects and organise such events as agreed by the Societies Forum or delegated to them by the President (Communications and Democracy).

6. Sports Forum

- 6.1 The Sports Forum shall be responsible for representing sports clubs and promoting physical activity, and supporting the effective running and development of sporting activities. The remit of the Sports Forum shall be to:
- 6.1.1 elect members of the Sport and Physical Activity Team (SPAT) and monitor their activities;
- 6.1.2 receive reports from the President (Sport and Physical Activity), Vice President (Sports) and other SPAT members;
- 6.1.3 agree, and recommend amendments as appropriate, to a set of Student Group Regulations, which the affiliated sports clubs will at all times be required to follow;

- 6.1.4 discuss matters relating to student participation in sport and consider participation by different groups of students;
 - 6.1.5 discuss all matters relating to sport, physical activity and student fitness, providing feedback where necessary to RGU:SPORT;
 - 6.1.6 oversee the distribution by the President (Sport and Physical Activity) of any distributable funds in terms.
- 6.2 The Sports Forum will consist of:
- 6.2.1 President (Sport and Physical Activity);
 - 6.2.2 Vice President (Sport and Physical Activity)
 - 6.2.3 President (or their nominee) from each affiliated sports club.
- 6.3 The Sports' Forum shall normally meet at least twice a semester;
- 6.4 The Chair of the Sports' Forum shall be the President (Sport and Physical Activity) Forum and the Vice President (Sport) shall act as the Vice Chair.
- 6.5 The Sabbatical Presidents, Vice Presidents, General Manager, and relevant RGU SPORT and Union staff are entitled to attend meetings of the Sports Forum.
- 6.6 Sport and Physical Activity Team
- 6.6.1 The Sports and Physical Activity Team ("SPAT") will consist of the President (Sport and Physical Activity), Vice President (Sport) and no more than thirteen other members. Each of these members will be elected into specific roles at the first meeting of the Sports Forum each year.
 - 6.6.2 The specific roles of SPAT and the criteria for them will be agreed annually by the Sports Forum.
 - 6.6.3 The Sport and Physical Activity Team should meet at least three times a semester during term time;
 - 6.6.4 They should undertake specific projects and organise such events as agreed by the Sports Forum or delegated to them by the President (Sport and Physical Activity).

Regulation 4: Elected Officers

Revised April 2017

Approved:

1. Elected Officers Roles

- 1.1 The major office bearers of the Union shall be the Sabbatical Presidents and Part-Time Vice Presidents who shall collectively comprise the Executive Committee of the Union.
- 1.2 Sabbatical Presidents
 - 1.2.1 President (Communications and Democracy);
 - 1.2.2 President (Education and Welfare);
 - 1.2.3 President (Sport and Physical Activity).
- 1.3 Part-Time Vice Presidents
 - 1.3.1 Vice President (International);
 - 1.3.2 Vice President (Communities)
 - 1.3.3 Vice President (Education)
 - 1.3.4 Vice President (Wellbeing)
 - 1.3.5 Vice President (Sport)
 - 1.3.6 Vice President (Societies)

2. Election of Officers

- 2.1 All officers shall be elected by Ordinary Members in accordance with the Union's Election Regulations.
- 2.2 Officers shall hold office for a period of twelve months, starting from the 1st August until the 31st July.
- 2.3 Sabbatical Presidents shall take a year out of their studies and shall be employed and remunerated by the Union. Members may either serve between academic years and postpone studying, or serve immediately after graduation.
- 2.4 Vice Presidents shall serve alongside their studies on a part-time basis, and shall be expected to manage their time and responsibilities between studies and their role.

- 2.5 Sabbatical Presidents shall be able to serve a maximum of two years in any President role. Vice Presidents shall be able to serve a maximum of two years in any Vice President role, and may be elected into a President role for two years.
- 2.6 In the event that there is a vacancy for any Officer role if the opportunity for election has been offered, and every reasonable effort to open the position for election has been taken, the Executive Committee may co-opt members to fill vacancies until the next Election or By-Election where the position shall be opened again.
- 2.7 Sabbatical Presidents shall become Sabbatical Trustees on the Union Trustee Board and be responsible for the strategy and operations of the Union.

3. Responsibilities of Elected Officers

- 3.1 The Executive Committee made up of the elected Sabbatical Presidents and Part-Time Vice Presidents shall be collectively and individually responsible for the following duties while undertaking their roles:
 - 3.1.1 uphold the aims and objects of the Union;
 - 3.1.2 be responsible for the implementation of the Union's strategy;
 - 3.1.3 represent students both collectively and individually to the university, wider community and national organisations;
 - 3.1.4 be responsible for upholding policy and for the development of new policy around relevant issues;
 - 3.1.5 act as the primary spokesperson on matters affecting their remits;
 - 3.1.6 facilitate student extra-curricular activity and advising individuals or groups of students on such activity;
 - 3.1.7 seek student opinion recognising the different student groups within the university on relevant matters;
 - 3.1.8 be active participants in the partnership that exists between the Union and the University in enhancing the student experience;
 - 3.1.9 inform students of the Union's activities;
 - 3.1.10 effectively include different groups of students within the Union's activities and decision making processes;
 - 3.1.11 attend and participate in meetings when required;
 - 3.1.12 behave in accordance with terms and conditions on conduct for Elected Officers that the Trustee Board may from time to time approve and publish.

4. President (Communications & Democracy)

- 4.1 The President (Communication and Democracy) is the primary spokesperson for the Union. They are responsible for ensuring the Union is acting in the best interests of its membership. They are the primary link between the Executive Committee and the student membership. The President (Communication and Democracy) shall:
- 4.1.1 co-ordinate the work of the officers ensuring that they fulfil the duties expected of an elected representative;
 - 4.1.2 ensure that the officers prepare team and individual objectives for approval and periodic review by the Executive Committee;
 - 4.1.3 oversee the representation of student views and interests to the University on relevant University Committees.
 - 4.1.4 oversee communications between the Union and its membership, taking editorial responsibility for publications under the Union title;
 - 4.1.5 liaise with the Union senior management to ensure effective planning of Union services and activities;
 - 4.1.6 oversee the Unions relations with the local community, attending appropriate meetings and reporting outcomes to the Executive Committee;
 - 4.1.7 be responsible for overseeing activities and representation on matters in relation to student accommodation within the University and student housing within the community;
 - 4.1.8 oversee the Union's relations with the media, locally and nationally;
 - 4.1.9 promote and coordinate the democratic structure of the Union, ensuring that the Annual General Meeting, and Forums such as Student Voice take place and engage students;
 - 4.1.10 oversee the Union's activities within the National Union of Students;
 - 4.1.11 be the primary co-ordinator of campaigns which aim to make change for students at the university, both locally and nationally;
 - 4.1.12 be responsible for overseeing the implementation of decisions of the Executive Committee, Student Voice and the Annual General Meeting.

5. President (Education & Welfare)

- 5.1 The President (Education and Welfare) is primarily responsible for safeguarding the academic interests and personal welfare of students. They are responsible for ensuring that the Union is acting in a way which promotes the academic interests and welfare of students to the University. The President (Education and Welfare) shall:
- 5.1.1 be responsible for developing the representation of student feedback across the university through working with student representatives;
 - 5.1.2 support the recruitment, training and engagement with student representatives, school officers and equality champions;
 - 5.1.3 co-ordinate the work of representatives and report on matters to University committees and the Executive Committee;
 - 5.1.4 represent student views and interests on education and welfare matters in the University, locally and nationally;
 - 5.1.5 work in partnership with the university and student representatives to enhance the learning experience and ensure quality processes produce the best degrees for students;
 - 5.1.6 be responsible for overseeing activities in relation to student funding, hardship and employment issues;
 - 5.1.7 lead and promote student-run welfare support services and develop the Union and University's support services;
 - 5.1.8 organise awareness campaigns and activities including mental health, sexual health, and liberation, whilst supporting relevant student-led campaigns and activities;
 - 5.1.9 oversee the Union's welfare and advice services, reporting on these activities to the Executive Committee;
 - 5.1.10 oversee and run campaigns and events such as the student-led teaching awards.

6. President (Sports & Physical Activity)

- 6.1 The President (Sport and Physical Activity) is responsible for encouraging student participation in sporting and physical activity. They are responsible for overseeing and developing the sports teams and encouraging the growth and development of new teams. The President (Sport and Physical Activity) shall:
- 6.1.1 promote and encourage physical activity to the student body and develop policies accordingly;
 - 6.1.2 act as a representative for students with any sport or physical or mental health related concerns by liaising with the appropriate University or Union bodies.
 - 6.1.3 chair the Sports Forum and co-ordinate and delegate activity to the Sport and Physical Activity Team and Sports Forum;
 - 6.1.4 prepare and oversee the budgets for sports clubs in consultation with the Sports Forum;
 - 6.1.5 actively promote equal opportunities for participation in both competitive and non-competitive sports and sporting activities;
 - 6.1.6 support and assist clubs with club development, fundraising and their competitive and training programme;
 - 6.1.7 represent Robert Gordon University at a regional and national level including Scottish Student Sport (SSS) and British University and College Sport (BUCS).
 - 6.1.8 liaise with the RGU SPORT to discuss the strategic direction of the sports clubs, RGU SPORT facilities and select and support the Scholars athletes.
 - 6.1.9 ensure that Sports Club Committees receive the correct support and training to run their club, including an annual induction programme.

7. Vice President (International)

- 7.1 The Vice President (International) is the primary representative voice for all international students at RGU and ensures that students from around the world have the best experience. The Vice President (International) shall:
- 7.1.1 engage with diverse populations of international students at RGU, and represent their views and concerns to the Executive Committee, University Committees and appropriate external bodies;
 - 7.1.2 work in partnership with University departments and schools on projects around international student experience;
 - 7.1.3 coordinate campaigns and liaise with external organisations such as the National Union of Students' on issues affecting international students;
 - 7.1.4 plan and host events throughout the year to celebrate the international diversity at RGU;
 - 7.1.5 recruit and coordinate a team of international student representatives to form part of the Union and University structures;
 - 7.1.6 work alongside and support the development of international student societies and groups to provide communities of support for international students;
 - 7.1.7 promote the work and events of the Union to international students and encourage them to participate in the various activities.

8. Vice President (Communities)

- 8.1 The Vice President (Communities) is responsible for running projects and events that improve the experience of students in their wider lives around their studies, such as with the local community or on the environment. The Vice President (Communities) shall:
- 8.1.1 support the planning of Union events such as Freshers and Refreshers to create a vibrant and entertaining community for students;
 - 8.1.2 work alongside societies, clubs, groups and the Executive Committee to ensure there is a variety of events that help engage new students with the work of the Union;
 - 8.1.3 lead on representing students and running campaigns on issues which impact students living in the community including transport, housing, healthcare, facilities and more;
 - 8.1.4 support and work with other students' Unions' and organisations on community events and campaigns for students in Aberdeen;
 - 8.1.5 ensure the Union and University's activities are environmentally friendly and promote a safe and ethical community;
 - 8.1.6 raise awareness of environmental issues and support green student projects both within RGU and the wider community.

9. Vice President (Education)

- 9.1 The Vice President (Education) is responsible for representing student feedback in partnership with the university to make sure students have a high quality learning experience. The Vice President (Education) shall:
- 9.1.1 work alongside the President (Education and Welfare), school officers, and student representatives to gather feedback and ensure that the university is continually improving the learning experience;
 - 9.1.2 voice the feedback and ideas of students on both Union and University committees;
 - 9.1.3 promote the democratic structure of the Union, ensuring student representatives participate in the Annual General Meeting, Student Voice and other meetings;
 - 9.1.4 undertake campaigns and initiatives to create positive changes for students in partnership with the University;
 - 9.1.5 understand the key academic issues impacting students and represent these issues to both the Union and University;
 - 9.1.6 raise awareness of the impact of the work of the Union in improving the academic experience of students and the enhancements that have been made in partnership;
 - 9.1.7 be an ambassador for student partnership in developing academic courses and support services to create the best results for students.

10. Vice President (Welfare)

- 10.1 The Vice President (Welfare) is responsible for ensuring that students at RGU have support available to them and are aware of the campaigns and services they can access at the Union and University. The Vice President (Welfare) shall:
- 10.1.1 undertake campaigns to raise awareness and provide support around the mental wellbeing of students;
 - 10.1.2 support Union activities around sexual health and engage with students around their personal wellbeing;
 - 10.1.3 promote and ensure a diversity of students from all backgrounds are awareness and making use of useful welfare support services both at the Union and University;
 - 10.1.4 liaise with staff at the Union and University to provide feedback and suggestions on improving the wellbeing services for students;
 - 10.1.5 liaise with minority and liberation groups to ensure students are not being disadvantaged and to encourage diversity and equal opportunities;
 - 10.1.6 engage with organisations and campaigns outside the Union around liberating students and supporting student wellbeing.

11. Vice President (Societies)

- 11.1 The Vice President (Societies) is the lead representative for societies and student groups and is responsible for supporting and developing societies and ensuring they are engaged in the activities of the Union. The Vice President (Societies) shall:
- 11.1.1 advocate and promote the activities of societies and encourage all students to engage with extra-curricular activities at the Union;
 - 11.1.2 listen to the feedback of societies and represent the issues and feedback of societies to the Executive Committee and other relevant groups;
 - 11.1.3 communicate and engage with society committee members around Union activities, training and awards;
 - 11.1.4 work to ensure that societies are being run effectively, with a range of activities which are safe and accessible and improve the student experience;
 - 11.1.5 develop and expand the range of societies available, as well as increasing the membership, awareness and activities of current societies;
 - 11.1.6 represent the views of societies and lead and participate in the Societies and Activities Team and the Societies Forum;
 - 11.1.7 encourage and support events and initiatives set up by societies and student groups and promote them to the wider student body.
 - 11.1.8 recognise and encourage achievement from societies and individuals by participating in decisions around student awards and recognition.

12. Vice President (Sport)

- 12.1 The Vice President (Sport) is the lead representative for sports clubs and competitions and is responsible for supporting and developing clubs and ensuring they are engaged in the activities of the Union. The Vice President (Sport) shall:
- 12.1.1 advocate and promote the activities of sports clubs and encourage all students to engage with sporting activities at the Union either socially or competitively;
 - 12.1.2 listen to the feedback of sports clubs and represent the issues and feedback of clubs to the Executive Committee, RGU SPORT and other relevant groups;
 - 12.1.3 communicate and engage with sports club committee members around Union activities, training and awards;
 - 12.1.4 work to ensure that sports clubs are being run effectively, with a range of activities which are safe and accessible and improve the student experience;
 - 12.1.5 develop and expand the range of sporting events and activities to increase club membership and awareness, as well as support club fundraising and social sporting activity to improve student wellbeing;
 - 12.1.6 represent the views of sports clubs by assisting to appoint the Sport and Physical Activity Team and raise any issues to SPAT and the Sport Forum;
 - 12.1.7 encourage and support events and initiatives set up by sports clubs and promote them to the wider student body.
 - 12.1.8 recognise and encourage achievement from clubs and individuals by participating in decisions around student awards and recognition.

Regulation 5: Elections

Revised April 2017

Approved:

1. Election Process

- 1.1 The Elected Officers of the Union shall be elected into their roles by a secret ballot of all Ordinary Members of the Union in accordance with these Election Regulations.
- 1.2 The Election Process shall be overseen and implemented by the Returning Officer and their nominee(s).
- 1.3 Elections shall be held no later than the second Thursday in April of each academic year.
- 1.4 By-Elections may be held in the event that following the proper conclusion of the Elections, at least one post remains vacant. The decision as to whether or not to hold such further elections to fill any vacant posts shall be at the sole discretion of the Returning Officer.
- 1.5 By-Elections should take place by the third Thursday in November of the next academic session, and shall follow the same procedure as elections, except timing restrictions which shall be decided by the Returning Officer.
- 1.6 The process for undertaking an election shall be as follows:
 - 1.6.1 Notification of the election with information about the roles and key dates shall issued to all Ordinary Members at least ten days prior to opening nominations.
 - 1.6.2 Nominations for positions shall be opened for candidates to put forward their details usually for a period of two weeks.
 - 1.6.3 Once nominations have closed and the candidates details have been verified, the Union shall formally publish the candidates list.
 - 1.6.4 The Union shall host a candidates briefing to outline the Election Regulations and guidance for those participating in the elections.
 - 1.6.5 After the briefing, candidates shall be allowed to campaign for vote until such time as the voting closes.
 - 1.6.6 Voting shall be opened for a period of days as determined by the Executive Committee and Trustee Board.
 - 1.6.7 The Union shall host a candidates hustings to allow the opportunity for voting members to ask questions to candidates.
 - 1.6.8 Once voting has closed and the Returning Officer has undertaken a count, the Union shall officially announce those elected into the roles.

2. Returning Officer

- 2.1 The elections shall be presided over by a Returning Officer, who shall be appointed by the Trustee Board and shall not be a member or staff of the Union.
- 2.2 The Returning Officer may appoint a Deputy Returning Officer or other nominees from amongst the Union's staff to act on their behalf in the day-to-day supervision of the Elections.
- 2.3 The Deputy Returning Officer, on behalf of the Returning Officer, carry out the following functions:
 - 2.3.1 oversee the procedure for the acceptance of nominations and the determination and publication of valid nominations;
 - 2.3.2 fix the date of the Elections and notification of the Elections which will be then ratified by the Executive Committee and Trustee Board;
 - 2.3.3 supervise and conduct the count; and
 - 2.3.4 oversee the announcement of the result.

3. Notice of Elections

- 3.1 The Returning Officer, or Deputy Returning Officer on their behalf, will post a notice of the Elections at least ten days before the date on which nominations open. This notice shall state the;
 - 3.1.1 period for nominations;
 - 3.1.2 posts for which nominations can be made;
 - 3.1.3 places from which nomination forms can be obtained; and
 - 3.1.4 places to which completed nomination forms must be returned.

4. Nominations

- 4.1 Each Ordinary Member shall be eligible to stand as a candidate in an Election and may only stand for one post within the Union elections at a time.
- 4.2 Ordinary Members may stand for a maximum of two years for any one officer position.
- 4.3 Nominations shall ordinarily be open for a period of two weeks for candidates to submit their name, student number, course details, contact details, manifesto, nominations and election declaration to the Union.

- 4.4 Candidates are encouraged to, but not required to, submit a manifesto outlining their aims and objectives if elected, alongside their completed nomination form. All manifestos received will be collated and published by the Union and will be available on the website.
- 4.5 On closing of the nominations, the Deputy Returning Officer will inspect all nominations and manifestos and verify that the candidates are eligible to stand in the elections.
- 4.6 The Deputy Returning Officer will draw up a list of candidates after the close of the nominations and will post a notice on the Union website as soon as is reasonably practicable stating the date of the Election and the arrangements for voting.

5. Candidates Briefing and Hustings

- 5.1 All candidates shall be invited to a briefing session with the Returning Officer or Deputy Returning Officer once the nominations have closed and the candidates list has been published.
- 5.2 The Deputy Returning Officer shall instruct the candidates on the following aspects of the elections:
 - 5.2.1 key dates of elections, including the voting period and results announcement;
 - 5.2.2 overview of Election Regulations and the election process;
 - 5.2.3 rules and conduct around campaigning, including interaction with voting students and other candidates, materials on campus, and materials in student accommodation;
 - 5.2.4 information on hustings events and other promotional opportunities;
 - 5.2.5 candidate's budgets, printing and expenses;
 - 5.2.6 information about the voting process;
 - 5.2.7 inappropriate use of existing positions or resources;
 - 5.2.8 taking candidate photographs and videos.
- 5.3 All candidates shall have the opportunity to ask questions to the Returning Officer or Deputy Returning Officer at the briefing.
- 5.4 The Union shall provide opportunities for voting members to ask questions to candidates running for positions. Hustings events shall be opened to all candidates and shall be chaired by the Returning Officer, Deputy Returning Officer, or their nominee.

6. Campaigning

- 6.1 The campaigning period shall commence at the end of the candidates' briefing at a time announced by the Returning Officer and shall end at the close of voting.
- 6.2 Each candidate may receive a small budget from the Union for campaigning materials and no other monies shall be spent on elections by the candidate. Finances shall be confirmed at the candidates' briefing and shall be set by the Trustee Board.
- 6.3 The Union, and associated media, shall promote the elections in a fair and balanced manner, allowing all candidates equal exposure and the Union shall publish a full list of valid nominations, manifestos and videos as soon as is reasonably possible.
- 6.4 All candidates are required to abide by the campaigning rules as outlined by the Returning Officer, or their nominee at the candidates briefing. This shall include, but is not limited to:
 - 6.4.1 any materials or posters must not be offensive or derogatory;
 - 6.4.2 all campaigning must respect the rules of the Union and University, including poster policies;
 - 6.4.3 all candidates must be respectful of each other, and shall not be allowed to damage or remove another candidates' materials until after campaigning has finished;
 - 6.4.4 campaigning is not permitted in academic areas such as the library or classrooms;
 - 6.4.5 candidates cannot make use of any privileges or resources they may have as part of any existing roles either on the Executive Committee or with societies, clubs or otherwise;
 - 6.4.6 candidates must only make use of resources and opportunities attainable by all candidates;
 - 6.4.7 campaigning in either academic areas or student accommodation is at the sole discretion of either the lecturing staff or resident, and candidates must ask permission before campaigning;
 - 6.4.8 candidates must abide by policies such as the Equality and Diversity policy and be respectful and not partake in any discriminatory behaviour towards particular groups of students.
- 6.5 The Returning Officer, Deputy Returning Officer or their nominee(s) reserve the right to remove any election material which in their reasonable opinion is inappropriate.

7. Voting

- 7.1 The Returning Officer shall be responsible for ensuring that voting is conducted in a fair and appropriate manner, and shall determine whether voting shall be through a paper ballot, electronic ballot, or combination.
- 7.2 The Returning Officer, with approval from the Trustee Board, shall determine the dates and times that voting shall take place. The voting details, including information on voting stations and timings or electronic voting platforms shall be published to members once determined by the Returning Officer.
- 7.3 Only Ordinary Members of the Union may vote upon the production of a valid University matriculation card or via valid electronic access.
- 7.4 Votes shall be cast in sealed ballot boxes, or by electronic means where appropriate. All paper voting slips issued shall be placed in the sealed ballot box at the time of voting whether used or not.
- 7.5 Ballot papers shall bear the name of each candidate, the position being contested and a suitable space for indicating the voting preference of the voter.
- 7.6 Voting shall be carried out by one of two means:
- 7.6.1 placing an “X” opposite the name of the voter’s preferred candidate;
 - 7.6.2 placing all, or some, of the candidates in the voter’s numerical preference; as appropriate in and as directed by the circumstances.
- 7.7 Where a number of vacancies exist on one ballot paper, each voter may only vote for the number of vacancies which exist. Ballot papers shall bear a brief description of the voting procedure.
- 7.8 There shall be an option on the ballot paper entitled “Re-Open Nominations” (“RON”).
- 7.8.1 RON, for the purposes of the count, shall be treated as a candidate, though it will not be allowed a publicity budget as allowed to the other candidates in the Election in terms of Clause 4.4 of this Regulation.
 - 7.8.2 If RON wins the Election, then the office shall be declared vacant as if no one had been nominated.
 - 7.8.3 In the event of a re-run of the Election RON shall appear as an option on the ballot paper.
- 7.9 In all elections, reasonable adjustments in the spirit of the Equality Act 2010 shall be made to ensure no voter shall be disenfranchised.

- 7.10 Candidates and their supporters should not be in the immediate vicinity of a voter when they are in the act of casting their vote.

8. Voting Count

- 8.1 The count of the votes shall be administered by the Returning Officer, with assistance from the Deputy Returning Officer or nominee(s) and if appropriate their appointed ballot counters.
- 8.2 Candidates are not allowed to be present at the count, but may appoint a scrutiner on their behalf.
- 8.3 Where the election uses paper ballots, on opening the ballot boxes, the Returning Officer will instruct all appointed counters to examine the voting papers.
- 8.4 Where the election uses paper ballots, voting papers will be declared spoiled by the Returning Officer if they consider that:
- 8.4.1 the paper has clearly been defaced/vandalised; or
 - 8.4.2 there is no clear indication of preference for any candidate; or
 - 8.4.3 the paper has not been stamped by the polling officer; or
 - 8.4.4 the paper is not authentic.
- 8.5 The quota for the voting count shall be calculated as follows:
- 8.5.1 the quota will be determined by dividing the total number of valid votes, excusing any spoiled papers, by the number of positions available (plus one);
 - 8.5.2 quotas that appear with decimal places shall be rounded up or down to a maximum of two decimal points where appropriate.
- 8.6 If the candidate reaches the quota on the first count then they will be deemed to be elected to that post.
- 8.7 If no candidate has yet reached the quota, the votes shall be redistributed in accordance with Electoral Reform Society Scotland's and NUS Scotland's guidance.
- 8.8 In the event that the count results in there being less than ten votes of a difference, there shall be an automatic recount of any paper ballots.
- 8.9 In the event of a tie at the exhaustion of all transferable votes the candidate with the highest number of first preferences shall be deemed the winner. If these are tied a coin toss shall decide the Election outcome.

- 8.10 Where a singular position is being elected Electoral Reform Society Scotland's and NUS Scotland's rules on Alternative Transferable Voting shall be followed. This may mean that votes for the candidates with the lowest number of votes could be redistributed to remaining candidates.
- 8.11 Where multiple positions are being elected Electoral Reform Society Scotland's and NUS Scotland's rules on Single Transferable Voting shall be followed. This may mean that votes for the candidates with the lowest number of votes could be redistributed to remaining candidates, it may also mean that the surplus of successful candidates could be redistributed to remaining candidates.
- 8.12 The Returning Officer, or their nominee(s), shall be responsible for announcing and publicising the results of the Election both by way of the Union website and by any other reasonable means or media they shall deem appropriate.

9. Complaints and Appeals

- 9.1 Members or candidates are entitled to register any complaints they may have about the conduct of candidates or the election process.
- 9.2 Stage One Investigation
- 9.2.1 In the first instance, the complaint must be submitted in writing with any supporting evidence to the Returning Officer, who reserves the right to investigate any alleged inappropriate behaviour, and may any immediate rulings which are fair and reasonable in the circumstances;
- 9.2.2 If the Returning Officer believes there is sufficient grounds or evidence, they shall decide on action to be taken, which may include, but is not limited to:
- a) formal warning;
 - b) disqualification of the candidate;
 - c) suspension of a student's right to vote in the current election;
 - d) escalation to a stage two investigation;
 - e) annulment of the relevant election.
- 9.3 Stage Two Investigation
- 9.3.1 Should the Returning Officer deem the misconduct serious enough, or should the complaint be unsatisfied with the initial response, the complaint can be addressed to the President (Communication and Democracy) as outlined in the Complaints Regulations.

9.4 Appeals

9.4.1 Disqualified candidates may appeal the decision of the Returning Officer or Discipline Committee as outlined in the Complaints Regulations of the Union Constitution. The Appeals Committee may, but is not limited to:

- a) upholding or dismissing the outcome of the complaint;
- b) requesting a re-running of the election.

9.5 Should the complainant be dissatisfied with the outcome, they may write to the university under the procedure outlined in the university's published Code of Practice to request an investigation into the Union's handling of the complaint.

Regulation 6: Complaints

Revised April 2017

Approved:

1. Complaints Process

- 1.1 Any individual, whether a member of the Union or not, has the right to register a complaint, and shall be entitled to have their concerns reviewed and addressed in a prompt and fair manner.
- 1.2 Complaints may be submitted around one or more of the following areas:
 - 1.2.1 express dissatisfaction about the standard of service provided;
 - 1.2.2 failure to act or inappropriate actions concerning Union activities;
 - 1.2.3 treatment by or attitude by a staff member, elected officer or Trustee;
 - 1.2.4 inappropriate behaviour by a staff member, elected officer or Trustee;
 - 1.2.5 treatment by or attitude of an Ordinary Member while participating in Union activities;
 - 1.2.6 inappropriate behaviour by an Ordinary Member while participating in Union activities;
 - 1.2.7 activities or behaviour which breaches Union regulations and rules, including conduct in elections.
- 1.3 The process for dealing with complaints shall be as follows:
 - 1.3.1 Individuals may register a Stage One Complaint by addressing concerns in person, by e-mail, phone, writing or social media to an Elected Officer or member of staff at the Union.
 - 1.3.2 The Union shall seek to provide a response and resolve the complaint promptly, usually within five working days.
 - 1.3.3 Individuals may register a Stage Two Complaint if they are unsatisfied with an initial response, or the matter is of a serious nature, by addressing the issue in writing to the President (Communication and Democracy);
 - 1.3.4 The Union shall review the complaint through the Sabbatical Executive Committee, who may appoint an appropriate individual to investigate the matter, before determining an outcome and providing a response, usually within twenty working days.
 - 1.3.5 Individuals may register a complaint for an External Review if they are unsatisfied with the response, by addressing the matter to the University as part of the Code of Practise with the Union.

2. Stage One Complaint

- 2.1 In the first instance, individuals can register a complaint through addressing the matter to an Elected Officer, member of staff, or Trustee either in person, by e-mail, phone, writing or social media.
- 2.2 Unless the content would be deemed personal or confidential, in which case the matter should be escalated to a Stage Two, it may be necessary for the Union to share the complaint with appropriate individuals who will be able to provide context or explanation for an issue.
- 2.3 The Union shall respond to the complaint within five working days and the outcome may include an explanation, an apology, solution, or escalation to a Stage Two complaint.

3. Stage Two Complaint

- 3.1 If an individual is dissatisfied with an initial response, or the matter is serious enough, then the complaint can be lodged as a Stage Two in writing to the President (Communication and Democracy) with details of the issue, the desired outcome and any supporting evidence. The Union shall issue an acknowledgement in writing once all the necessary information has been submitted.
- 3.2 The complaint will be discussed at a meeting of the Sabbatical Executive Committee who will review the information and decide the necessary outcome.
- 3.3 In the case that one of the Presidents is subject of the complaint or has a conflict of interest, then they shall take no part in the Sabbatical Executive Committee where the complaint is discussed, and should the President (Communication and Democracy) be subject to the complaint, one of the other Presidents shall undertake their responsibility in managing the complaints process.
- 3.4 The Sabbatical Executive Committee shall have the opportunity to appoint an appropriate individual to undertake any necessary enquires to investigate the complaint and provide guidance to the Committee.
- 3.5 The Union, through the Sabbatical Executive Committee shall decide an outcome which may include an explanation, an apology, solution, referral to a Discipline Committee, or otherwise and shall provide a written response to the complaint within twenty working days.

- 3.6 In the event that a complaint cannot be resolved within twenty working days, where there is justifiable reasons, the investigation may be extended so long as the complainant is notified of the situation.

4. External Review

- 4.1 If an individual remains dissatisfied with a response, then they shall be entitled to refer the matter to the University to investigate and should address the complaint to the Principal and Vice-Chancellor of RGU as outlined in the University's Code of Practice with the Union.

Regulation 7: Discipline

Revised April 2017

Approved:

1. Discipline Process

- 1.1 All members and associated individuals shall be expected to abide by the Union's rules and regulations and conduct themselves with respect and dignity as expected by the Union.
- 1.2 The Trustee Board and Executive Committee shall have the power to apply these Discipline Regulations to;
 - 1.2.1 Members of the Union;
 - 1.2.2 Elected Officers of the Union;
 - 1.2.3 Trustees of the Union;
 - 1.2.4 Staff of the Union;
 - 1.2.5 Any person on Union premises.
- 1.3 For the purposes of these Discipline Regulations, Sabbatical Presidents shall be disciplined under the same procedures as Trustees of the Union.
- 1.4 The process for undertaking a discipline investigation shall be:
 - 1.4.1 Allegations of misconduct should be raised with a President of the Union, Trustee Board, General Manager or through the Complaints Regulations.
 - 1.4.2 Allegations shall be raised with the Sabbatical Executive Committee, who shall decide whether there is sufficient initial evidence for a Discipline Committee to be formed.
 - 1.4.3 Notification shall be provided to the individual inviting them to a meeting of the Discipline Committee and providing the details of the alleged misconduct within seven days of referral from the Sabbatical Executive Committee;
 - 1.4.4 The meeting of the Discipline Committee shall take place to review all the evidence and decide an outcome;
 - 1.4.5 The outcome letter shall be issued to the individual by the Discipline Committee within seven working days of the meeting.

2. Misconduct

- 2.1 The following shall constitute acts of misconduct, however the list is not exhaustive and other matters may justify enacting disciplinary procedures.
- 2.1.1 breaches of stated instruction or Union regulations;
 - 2.1.2 actions that bring or could bring the reputation of the Union or its members into disrepute;
 - 2.1.3 harassment, violence or discrimination of members, or staff of the Union;
 - 2.1.4 damage to or misappropriation of Union property or funds;
 - 2.1.5 interference with legitimate activities of other members or processes or procedures of the Union; or
 - 2.1.6 action which endangers the safety of others.

3. The Discipline Committee

- 3.1 There shall be the Robert Gordon University Student Union Discipline Committee (the “Discipline Committee”) to implement the Discipline Regulations.
- 3.2 The Discipline Committee shall have jurisdiction over all members of the Union and all persons within all premises of the Union and shall deal with all allegations of misconduct made against Union members, Elected Officers, Trustees and staff.
- 3.3 The Discipline Committee shall be formed by the Sabbatical Executive Committee based on the required composition, possible conflicts of interest and availability.
- 3.4 The composition of the Discipline Committee when considering allegations against “Members of the Union” and “Any Person on Union Premises” shall be:
- 3.4.1 one of the Presidents, who shall not be the President (Communication and Democracy);
 - 3.4.2 two members of the Executive Committee, neither of whom shall be one of the Presidents.
- 3.5 The composition of the Discipline Committee when considering allegations against “Elected Officers of the Union”, excluding Sabbatical Presidents, shall be:
- 3.5.1 one of the Presidents, who shall not be the President (Communication and Democracy);
 - 3.5.2 two members of the Executive Committee, neither of whom shall be one of the Presidents.

- 3.6 The composition of the Discipline Committee when considering allegations against “Trustees of the Union” including Sabbatical Presidents, shall be:
- 3.6.1 one of the External Trustees or University Trustee;
 - 3.6.2 two Student Trustees.
- 3.7 The composition and procedure for the Discipline Committee when considering allegations against “Staff of the Union”, excluding Sabbatical Presidents, shall be as stated in the Staff Handbook and relevant contracts of employment.
- 3.8 The Discipline Committee shall have a quorum of three.
- 3.9 The Discipline Committee shall have the right to request the attendance of General Manager or administrative staff to support the running of the meeting.
- 3.10 All individuals called to serve on the Discipline Committee shall have a responsibility to acknowledge any relationship or conflict of interest they have with the accused prior to the meetings.
- 3.11 No individual called to serve on the Discipline Committee shall be able to be involved if they have any involvement in the case of discipline. The Committee shall at all time remain independent and impartial, and where conflict is raised, a replacement member shall be nominated.

4. Meetings of the Discipline Committee

- 4.1 The Discipline Committee shall hold meetings as and when disciplinary matters are referred to it by the Trustee Board, members of the Executive Committee or the General Manager. Its functions shall be to decide, on the evidence before it, whether the member or person has committed misconduct.
- 4.2 The Discipline Committee shall:
- 4.2.1 ensure the member or person receives full written notice of the alleged misconduct within seven working days of referral of the matter to it;
 - 4.2.2 call a meeting within fourteen working days of referral of the matter to it;
 - 4.2.3 give at least seven working days written notice of a meeting and the cases being heard at the meeting to all those affected;
 - 4.2.4 the Discipline Committee shall be entitled to call witnesses and undertake investigations;

- 4.2.5 ensure the member or person is fully advised of his or her right to attend the meeting of the Discipline Committee in person, be accompanied, if they wish, at that meeting by a person of his or her choosing and be given the opportunity to address that meeting and call witnesses;
 - 4.2.6 the decision of the Discipline Committee shall be communicated to the member or person within seven working days of the meeting at which that member's case is heard, along with the right to appeal. If this is not possible, the reasons as to why will be explained to the member or person along with a timescale as to when they can expect a decision;
 - 4.2.7 the Discipline Committee shall be entitled to be accompanied by HR representatives, or administrative staff to support the process.
- 4.3 The procedure for meetings of the Discipline Committee shall be:
- 4.3.1 Members of the committee shall have the opportunity to host a pre-meeting where a Chair for the meeting shall be established, and the evidence can be considered.
 - 4.3.2 The accused individual and their accompanying person shall be invited into the meeting and the Chair will read out the grounds of the misconduct.
 - 4.3.3 The accused individual shall then have the opportunity to accept or reject the grounds of misconduct.
 - 4.3.4 The Discipline Committee shall then detail the case of misconduct, present any evidence, statements or witnesses to support the allegations.
 - 4.3.5 The accused individual shall then have the opportunity to present any evidence, statements or witnesses to disprove the allegations. They shall also be able to outline any mitigating circumstances.
 - 4.3.6 Once both sides have presented their case and raised any questions, the accused individual and their accompanying person shall leave the meeting and the Committee will consider all the evidence and decide on an outcome.
- 4.4 Should a person fail to attend the scheduled Discipline Committee meeting then a further date shall be scheduled. Failure to attend at a second scheduled meeting shall proceed without the member or person's attendance. At the Discipline Committee's discretion, it may allow members to present their case in writing in the event of a satisfactory reason being given for their non-attendance.
- 4.5 The accused individual may consult and ask questions to their accompanying individual, but only if established from the beginning would the accompanying individual be allowed to speak on the behalf of the accused, otherwise they should only provide support and guidance.

5. Powers of Discipline Committee

- 5.1 Should a member or person be found to have committed misconduct, the Discipline Committee shall be entitled to impose one or more of the following penalties:
- 5.1.1 a reprimand or written warning;
 - 5.1.2 charges to cover the cost of any damage or loss to the Union as a consequence of the misconduct;
 - 5.1.3 a fine not exceeding the amount the Trustee Board considers appropriate;
 - 5.1.4 suspension from positions within the Union for a prescribed period of time;
 - 5.1.5 dismissal from positions within the Union;
 - 5.1.6 suspension from membership for a prescribed period of time;
 - 5.1.7 termination of membership of the Union;
 - 5.1.8 permanent or temporary exclusion from the Union premises.
- 5.2 Failure by the member to adhere to the penalty may permit the Discipline Committee to issue a further penalty.
- 5.3 Reprimands and Written Warnings
- 5.3.1 Verbal warnings shall be issued by the Discipline Committee or delegate, and may be recorded on membership records;
 - 5.3.2 First written warnings shall be issued if there is repeated misconduct, or more serious offenses committed during a set period of time. The Discipline Committee shall issue the warning letter, and it may be recorded on membership records;
 - 5.3.3 Final written warnings shall be issued if conduct does not improve, or behaviour is serious enough to warrant only one warning.
- 5.4 Suspension
- 5.4.1 The Union may suspend a member from a position or from membership for a prescribed period of time. For those who are employed by the Union, the Discipline Committee may decide whether or not the individual shall be entitled to continue to be remunerated while suspended.
 - 5.4.2 While suspended, individuals shall not be entitled to access or participate in any Union services or activities without the express permission of the Discipline Committee. They shall not be allowed to attend meetings on the behalf of the Union or vote in any democratic processes of the Union.

5.4.3 In exceptional circumstances, where allegations are considered to be of a serious nature, the Discipline Committee may be suspended, with pay in the case of employees, pending the outcome of an investigation by the Discipline Committee. They must attend meeting when requested, given reasonable notice of the meetings.

5.5 Dismissal

5.5.1 Where conduct remains unsatisfactory, or acts of gross misconduct are committed, the Discipline Committee may act to dismiss members from positions or employment from the Union, or terminate their membership with the organisation.

5.5.2 The Union shall undertake all legal responsibilities to comply with regulations and protect employee rights while taking disciplinary action.

6. Appeal

6.1 Any member or person against whom an allegation is established shall have the right of appeal against the decision of the Discipline Committee in relation to the decision reached, the penalty or both.

6.2 Appeal on any disciplinary matter must be made in writing to the President (Communications and Democracy) within ten days of the original decision. The written submission must state clearly the points on which the appeal is grounded.

6.3 The appeal must be heard within fourteen working days of the President's receipt of a written submission.

6.4 The appeal shall be heard by the Robert Gordon University Appeals Committee (the "Appeals Committee") which shall comprise:

6.4.1 President (Communications and Democracy);

6.4.2 two of the Student Trustees; and

6.4.3 the University Trustee, or their nominee.

6.5 None of the members of the Appeals Committee shall be a member of the Discipline Committee which dealt with the original case.

6.6 In the event of a conflict of interest of any member of the Appeal Committee, the Executive Board shall nominate an Executive Board replacement.

6.7 The quorum of the Appeals Committee shall be four.

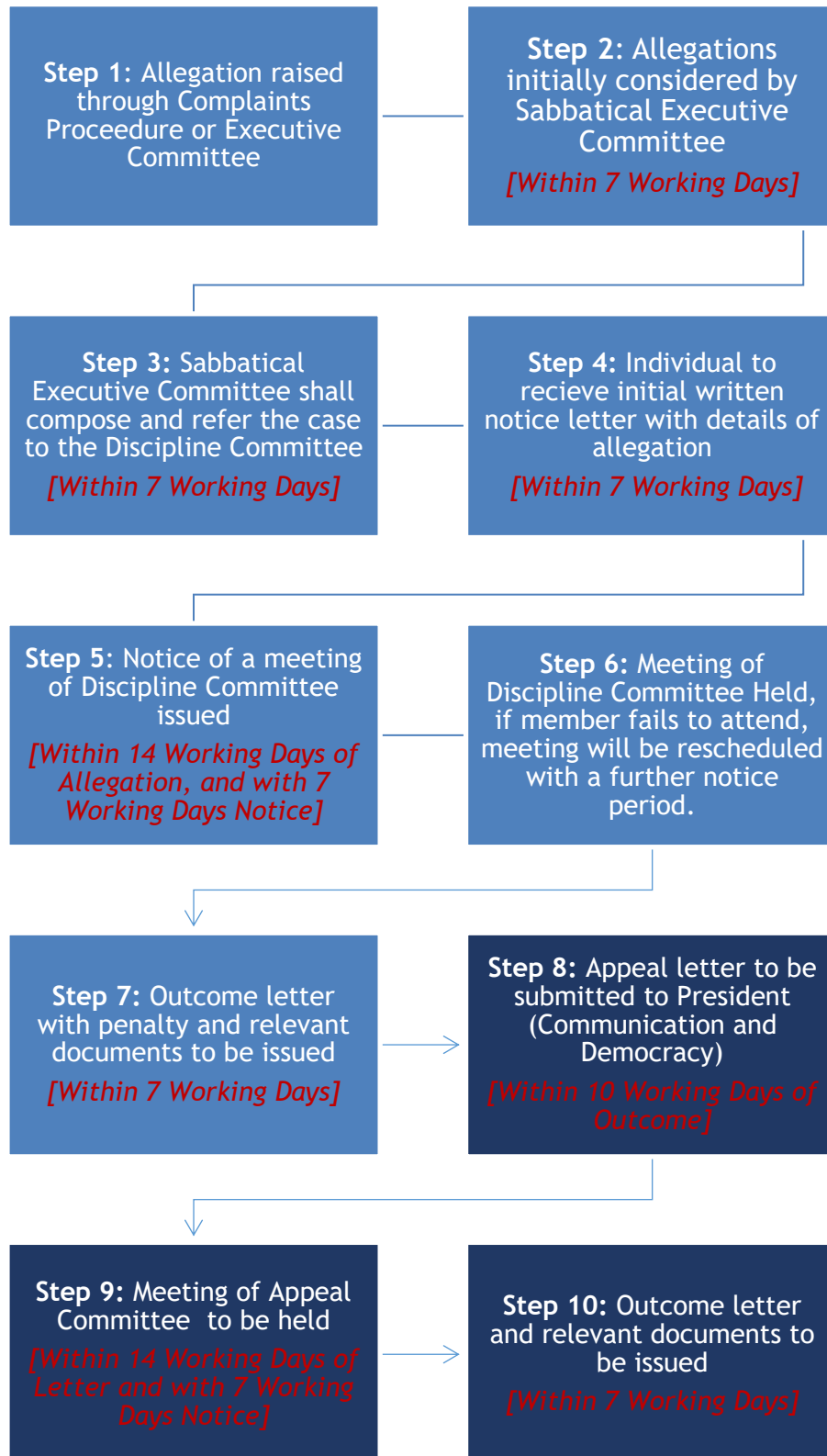
- 6.8 The Appeals Committee shall receive a note of the previous meeting and any evidence relevant to the grounds for appeal, and shall follow a similar procedure to the Discipline Committee.
- 6.9 The Appeals Committee may:
- 6.9.1 uphold the decision of the Discipline Committee; or
 - 6.9.2 uphold and modify the penalty; or
 - 6.9.3 conclude that a breach of discipline has not been committed and cancel the penalty.
- 6.10 The decision of the Appeals Committee shall be communicated within seven working days of the meeting at which that member's case is heard.
- 6.11 In the event that the Appellant is unsuccessful, they shall have the right to refer the matter to the Principal and Vice Chancellor of the University, who on the behalf of the Board of Governors, shall appoint an independent person to undertake an investigation as to the Union's compliance with complaints, discipline and appeals regulations.
- 6.12 The decision of the independent person shall be reported within twenty working days, and that decision shall be final and not open to further appeal.

7. General

- 7.1 No expelled member, no member who has resigned, and who has not subsequently been re-instated as a member, and no member during a period of suspension may be introduced to Union premises as a guest or in any other capacity.
- 7.2 For the avoidance of doubt, members who have exercised their right to opt out of membership in accordance with the Education Act 1994 are not subject to regulation 7.1, solely because they have exercised their right to opt out.
- 7.3 The General Manager of the Union may suspend any person from Union premises or from accessing Union services pending the outcome of a Disciplinary Committee hearing.
- 7.4 The Discipline Regulations shall be applicable to any function held by the Union or the buildings of a Union with which the Union has a reciprocal agreement, or while a member is representing the Union, or while using property belonging to, loaned to, or hired by the Union whether inside or outside of Union premises.

Regulation 7: Discipline

Appendix 1: Discipline Process



Regulation 8: General Meetings and Referendums

Revised April 2017

Approved:

1. General Meeting Process

- 1.1 The General Meetings shall be the primary policy-making forum for the Union and have the powers to pass motions and changes to the Constitution. There shall be one Annual General Meeting where all Ordinary Members shall be entitled to attend vote.
- 1.2 The order of business for General Meetings shall be:
 - 1.2.1 the Chair will open the meeting;
 - 1.2.2 apologies for absence;
 - 1.2.3 constitutional matters, if any, for recommendation to the Trustee Board;
 - 1.2.4 minutes of the previous General Meeting and any matter arising;
 - 1.2.5 reports from the Presidents and Vice Presidents and related questions;
 - 1.2.6 update from the Trustee Board with key decisions made available for voting;
 - 1.2.7 ideas submitted by members for discussion and voting;
 - 1.2.8 the financial statements relating to the previous academic session;
 - 1.2.9 approval of a list of the external organisations to which the Union is currently affiliated. The list will contain the details of subscriptions, similar fees paid or donations made to such organisations in the past year;
 - 1.2.10 submission of a list of external organisations to which the Union has made donations, providing details of any such donations; and
 - 1.2.11 any other competent business.
- 1.3 The process for calling a General Meeting shall be:
 - 1.3.1 by the Sabbatical Executive Committee;
 - 1.3.2 by thirty Ordinary Members, on request to the President (Communication and Democracy) stating any business or special resolution they would like to put forward.
- 1.4 Notice of the date, time and location of the General Meeting shall be issued to Ordinary Members at least fourteen days prior to the meeting.
- 1.5 The Chair of the General Meeting shall be an Elected Officer chosen from the Executive Committee at the beginning of the year, or the President (Communication and Democracy) by default.

2. Motions and Voting

- 2.1 Ordinary members shall be given at least seven days to submit to the President (Communication and Democracy) any ideas or motions for discussion at a General Meeting.
- 2.2 Any item to be placed on the agenda of a meeting, including motions, shall have been considered and approved by the Sabbatical Executive Committee.
- 2.3 The agenda and associated motions and documents for members to vote on shall be published prior to the meeting.
- 2.4 Each motion shall be open for discussion by members, and follow a process of debate for: opening statement in favour, speech against, speech in favour, (repeated as necessary), closing statement, and voting.
- 2.5 Members shall be entitled at any time to call for an extended round of speeches, which shall be decided on at the discretion of the Chair.
- 2.6 Each Ordinary Member in attendance shall have one vote, and voting shall be decided by the Chair based on a show of hands, paper ballot or electronic voting.
- 2.7 Members shall be entitled at any time to challenge the decision of the Chair and demand a formal count of votes for an item. This may be through counting individual hands, or by a paper or electronic ballot.
- 2.8 The proceedings, passed motions or decisions at any General Meeting shall not be invalidated by reason of any irregularity or error of process or any accidental omission to give notice, or non-receipt of notice by an Ordinary Member.

3. Amendments

- 3.1 Members shall be entitled to submit amendments to motions, either through submission in advance to the President (Communication and Democracy) or through submission at the start of the motion discussion.
- 3.2 Amendments shall be open for discussion and voting before motion debates and shall following the same process of debate as motions.

4. Quorum

- 4.1 The quorum at all times for any General Meeting shall be sixty Ordinary Members.
- 4.2 If a quorum is not present within half an hour or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten days of the original notice.
- 4.3 If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the Executive Committee, unless they relate to changes to the Constitution or Dissolution.

5. Referendums

- 5.1 Referendums have the power to democratically gather votes from Ordinary Members on key issues or decisions around the policy, affiliations, structure or rules of the Union.
- 5.2 A referendum shall be called by the Executive Committee or by thirty Ordinary Members on request to the President (Communication and Democracy) with a stated 'yes' or 'no' question for the vote.
- 5.3 The referendum shall be overseen by the Returning Officer, or Deputy Returning Officer or nominee(s), and only the Returning Officer, if instructed by the referendum proposer, may change or withdraw the question.
- 5.4 Once a question is set, the Sabbatical Executive Committee and Deputy Returning Officer shall be responsible for making the arrangements for the elections, including issuing notification, setting the dates with a minimum of two working days for voting, and promotional activities.
- 5.5 The Union shall make provisions to allow members to debate the question, either through an event or online, with the opportunities to understand both sides of the argument before casting their votes.
- 5.6 Campaigning for or against ideas is allowed, but must be conducted in accordance with the Union's Election Regulations, and is only permitted at the time the Sabbatical Executive Committee allow for the referendum activities.
- 5.7 The referendum shall be decided by a secret ballot either through a paper vote or electronic vote. The quota for the vote shall be 50% plus one of the votes cast.

Regulation 9: Student Groups

Revised June 2017

Approved:

1. Student Groups

- 1.1 RGU:Union shall facilitate and support a number of affiliated student groups which enhance the student experience and further the objects of the Union. These groups shall include, but shall not be limited to:
- 1.1.1 Societies;
 - 1.1.2 Sports Clubs;
 - 1.1.3 Student Media Groups;
 - 1.1.4 Raising and Giving;
 - 1.1.5 RGU:Nightline.
- 1.2 These groups shall be overseen, governed and receive funding from the Union, but shall be separately ran and coordinated by student members.
- 1.3 When student groups affiliate with RGU:Union, they are expected to abide by these regulations, along with all relevant policies of the Union which cover the activities of student groups.

2. Society Governance

- 2.1 The President (Communication and Democracy) shall be responsible for the governance of societies and will work to support, promote and develop societies as well as to represent their views to the Executive Committee and Trustee Board. The President shall also oversee the distribution of any funds to societies and have oversight of the societies budget.
- 2.2 The Vice President (Societies) shall work alongside the President (Communication and Democracy) to support the governance of societies. They shall work to assist the societies, promote student involvement and represent the views of societies to the Executive Committee. They shall support the distribution of any funds to societies.
- 2.3 The Societies and Activities Team will work with both the societies and elected President and Vice President to agree and work on key projects for groups and action any decisions made by Societies Forum. They shall be responsible for listening to the views of societies and working with RGU:Union to promote extra-curricular activities.

- 2.4 The Societies Forum shall be the democratic body for societies and will meet at least twice a semester with a representative from each society and will raise any feedback, ask questions of their representatives, and discuss and vote on key matters relating to regulations and management of societies.
- 2.5 The Staff Team at RGU:Union shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of societies. They shall support and manage the budgets and finances for societies, assist with promotion, and oversee the administration of societies.

3. Society Formation

- 3.1 All matriculated students shall be able to set up their own society whether around an academic subject or common interest. In order for societies to be set up, or affiliate with RGU:Union, they must complete an application process.
- 3.2 The Society Set-Up Process shall be:
 - 3.2.1 Meet with RGU:Union to discuss ideas and the purpose of the society, as well as to get information about how to run a society.
 - 3.2.2 Recruit at least ten interested members and elect a President, Vice President, Treasurer and Secretary along with any other committee positions to be introduced.
 - 3.2.3 Complete an application form, detailing the society name, objectives and purpose for the society and plans for the year.
 - 3.2.4 Write a society constitution detailing the objectives of the society, the rules for the running of the society and the positions on the committee.
 - 3.2.5 Some societies may need to complete additional paperwork such as risk assessments or insurance documents based on the nature of their proposed activities.
 - 3.2.6 Society applications shall be reviewed and approved based on the information provided in the application, whether there is sufficient membership to sustain the society, similarities with other groups, rules and policies of the Union. The President (Communication and Democracy), Vice President (Societies) and appropriate staff members will consider all application.
 - 3.2.7 If accepted, societies must pay in the fees their first ten members which must all be full matriculated RGU students.
 - 3.2.8 Societies must engage with the Union processes during the year and submit required paperwork to maintain their affiliated status. Societies which fail to engage for one year, would have to reapply for membership in future years.

4. Society Documentation

- 4.1 The Constitution for societies shall be the governing document that provides an overview of how a society will be run and what the purpose of the society is. It will outline the committee positions, rules for the annual general meeting, elections, membership and other rules about the society. It shall be passed on each year to the new committee and can only be changed by a majority vote at a society general meeting.
- 4.2 The Application Form is for new groups to affiliate with the Union and includes the name, purpose and proposed activities for the society, as well as the proposed committee positions and interested members. This document would only be submitted once and reviewed by the Union to approve affiliation.
- 4.3 The Society Membership Form is required from each individual member and provides their personal details and emergency contact details. This information will be used to allow societies contact details for members, and by the Union in case of an emergency while participating in Union activities.
- 4.4 The Society Budget Request Form is produced annually to allow societies to bid for funding and plan out how they plan on raising and spending funds, as well as outlining plans for the year. This will be reviewed by RGU:Union as the basis for distributing funds to societies.
- 4.5 The Risk Assessment and External Activities paperwork is required from student groups where their activities may need safety management or takes place out of the campus.
- 4.6 The Society Reporting Paperwork includes all other documents which societies may be asked to complete including an annual report, handover checklist, event booking forms, equipment inventory or otherwise that helps the Union oversee and manage these groups.

5. Society Membership

- 5.1 All societies must have at least ten fully-matriculated RGU students as paid members of the group at any time.
- 5.2 Societies are expected to charge a membership fee to aid the operations of their group. This fee shall be set by each society, and the minimum shall be set by the Societies Forum.
- 5.3 Societies shall be able to accept members who are not RGU students, but 51% of members must be students of Robert Gordon University.

- 5.4 Membership shall run from August to July each year, and membership can be purchased at any point throughout the year.
- 5.5 Membership may be purchased online or in person by completing a Membership Form and paying the required fee. Societies may collect membership at events, or students may pay in membership at the RGU:Union reception at any time.
- 5.6 Societies may offer incentives or benefits to members such as discount cards, member IDs, and merchandise or otherwise, however the society committee shall be responsible for managing the distribution of such items, however the Union may assist.
- 5.7 All individuals shall be entitled to be a member of a society and must not be discriminated against based on gender, race, sexual orientation, disability or other characteristic.

6. Society Committees

- 6.1 Each society shall be expected to elect a team of students to run the society which should include a President, Vice President, Treasurer and Secretary as a minimum. They shall be responsible for the running of the society and shall be expected to work with RGU:Union to ensure the proper running of the group.
- 6.2 The duties expected of the committee and delegated to particular members may include:
 - 6.2.1 Organise regular society meetings with members;
 - 6.2.2 Oversee and implement the objectives and functions of the group;
 - 6.2.3 Submit all required paperwork to RGU:Union;
 - 6.2.4 Attend Societies Forum, RGU:Union Annual General Meeting and other appropriate meetings;
 - 6.2.5 Manage the budget and finances of the society and authorise expenses;
 - 6.2.6 Attend society training and liaise with the Union;
 - 6.2.7 Organise events and activities for the benefit of society members;
 - 6.2.8 Ensure the sustainability of the society by recruiting members, hosting an AGM and handover.
- 6.3 The Society may introduce new committee positions or make other key decisions if agreed by the committee at a meeting with more than 50% of committee members.

- 6.4 The decisions of a Society Committee may be subject to question by a quorum of 75% of the society's membership, or subject to external ruling through the RGU:Union Complaints Regulations.
- 6.5 In the situation where the decision is tied, the President of the Society shall have the casting vote. Where conflict arises in the Committee, the Union shall be able to mediate to deal with the situation in an appropriate manner.

7. Society Elections

- 7.1 Society Committee positions shall be filled through an election from members of the society at the Annual General Meeting for the group. All members are eligible to stand for election as long as they will continue to be RGU students in the following year.
- 7.2 Elections may be decided either by an open vote or a secret ballot. During the elections any member of the society may ask for a secret ballot, where the ballot papers shall be counted by an impartial individual.
- 7.3 Societies may ask a representative from RGU:Union to support and oversee their elections to ensure a fair and democratic process.
- 7.4 A candidate must achieve a majority of the vote to win the position.
- 7.5 Societies are expected to engage and vote for positions in the main RGU:Union elections.

8. Society Finances

- 8.1 RGU:Union shall be responsible for the banking and management of all societies funding. No society is permitted to use or set up an external bank account.
- 8.2 The Staff of the Union shall be responsible for managing the accounts for societies. Each society must elect a Treasurer to keep records of the society income and expenditure. The Union will work with the President and Treasurer of each society to maintain records and process society payments.
- 8.3 Societies will be given two accounts with the Union.

- 8.3.1 The Budget Account is the society's primary spending account which is used for the general running of the society with funds such as membership and Union allocated budget and it must be spent by July every year.
- 8.3.2 The Client Account is the society's savings account which can be used to deposit sponsorship, donations or fundraising for future use as this account can be carried over from year to year.
- 8.4 Each society shall have designated members who shall be authorised to approve all financial transactions on behalf of the society. The Union must receive up-to-date contact information and sample signatures for each individual, and any changes must be agreed by the society committee.
- 8.5 Authorised committee members and Union staff will be responsible for completing all the required paperwork for financial transactions and ensuring no expenditure may be made without sufficient funds present in the society account.
- 8.6 Societies must provide receipts or invoices for all expenditure, and can get an up-to-date account balance from the Union Finance Officer.
- 8.7 Societies shall receive funding usually through the following sources:
 - 8.7.1 Membership Income: which may be collected by the society or the Union and must be paid into the Union with the necessary membership forms;
 - 8.7.2 Union Grant: which will be allocated to the societies by the Union after consideration of a Budget Request Form;
 - 8.7.3 Fundraising: which is expected from societies to cover their operations in addition to supporting charitable causes and must be undertaken following the Union's fundraising guidelines;
 - 8.7.4 Sponsorship: which must be ratified by Union Staff and Sabbatical Presidents before any contracts are signed with external individuals or companies. Any sponsorship agreements, whether financial or in kind, must not be a conflict of interest and must abide by charity laws.
- 8.8 Societies shall be able to spend their funds usually through the following methods:
 - 8.8.1 Expenses Claims: where the authorised member of the society pays for the expense themselves, and then collates the receipts and completes an Expense Claim Form and returns this to the Union;
 - 8.8.2 Invoices: where the good or service is ordered and the supplier provides an invoice, which the Union shall then pay on behalf of the society.

- 8.8.3 Purchases: where the society may work with Union staff to pay directly for items using the Union's banking methods.
- 8.9 Societies will be able to apply for a grant from RGU:Union to support their activities during the year. The rules around the distribution of funds shall be that:
- 8.9.1 Societies will need to submit the required documents before a grant can be issued which shall include an inventory and an annual report with details of the previous year's activities, total membership and committee members.
- 8.9.2 Societies must submit a Budget Request Form, detailing their planned activities for the year, their projected expenditure, projected income and request for funding.
- 8.9.3 All Society Budget Requests shall be considered by the Society Finance Committee, which shall usually include:
- a) President (Communication and Democracy);
 - b) Vice President (Societies);
 - c) General Manager;
 - d) Student Development and Volunteering Coordinator.
- 8.9.4 The Society Finance Committee shall consider the following criteria when assessing society funding requests:
- a) available Union funding;
 - b) previous grant allocations;
 - c) number of active student members;
 - d) realistic projected figures;
 - e) planned fundraising activity;
 - f) training of committee members;
 - g) date of submission of application;
 - h) standard of annual report;
 - i) evidence of good financial management;
 - j) plan of activities for coming year;
 - k) interaction with Union and other groups;
 - l) attendance at Societies Forum and events;
 - m) charitable or community work undertaken by the society.
- 8.9.5 Funding for societies is not guaranteed and is issued on the assumption that the group and members abide by the regulations and policies of the Union. The Sabbatical Executive Committee have the power to withhold a budget or inflict a penalty to societies which breach stated rules. Societies may appeal this decision to the Executive Committee.

9. Society Activities

- 9.1 Societies will be required to hold an Annual General Meeting once a year to elect their new committee and review the year's activities.
- 9.1.1 The AGM usually takes place at the end of the academic year, and may be a stand-alone event or part of another social event.
 - 9.1.2 All members of the society must be invited to attend and given at least fourteen days' notice of the meeting. Only full, paid members may vote or speak during the meeting.
 - 9.1.3 The agenda for the meeting should be sent in advance to members and should normally contain the minutes from the previous AGM, summary of society activities, annual financial report, and election of new committee and approval of constitution.
 - 9.1.4 The minutes should be taken from the meeting as a note of all the items discussed and the votes cast.
 - 9.1.5 The AGM should be attended by more than 50% of the members of the society.
 - 9.1.6 The meeting will be chaired by the Society President or another committee member, and the society may invite a representative of the Union to support the AGM.
- 9.2 Societies shall be issued with an e-mail address and print code by the Union, which must be used appropriately. Societies will be expected to treat all Union and University facilities and equipment respectfully.
- 9.3 Societies may set up social media accounts for their group, but must be respectful of the Union and Universities social media policies. Societies using the 'RGU' and 'RGU:Union' brand must not make any statements or issue communications which are false or damage the reputation of the Union or University.
- 9.4 All society members must behave in a manner that positively reflects the society, Union and University. It is unacceptable to engage in any discrimination or anti-social behaviour. Students must be cautious while under the influence of alcohol during social activities so that they do not damage the reputation of the Union or University. The use of drugs, or the consumption of alcohol while using transport, is strictly prohibited.
- 9.5 Societies shall not be permitted to undertake or condone any initiation activities. All members must be treated equally and free to join and participation without any discrimination or harassment.
- 9.6 Societies which breach stated regulations or policies may be investigated by the Sabbatical Executive Committee. If misconduct takes place, the society may be referred to a Disciplinary Committee of the Union. Individuals may also make complaints about societies, which will be investigated under the Complaints Regulations.
- 9.7 In the event of an accident during a society event or meeting, members should follow the accident procedure, contact RGU:Union and complete the required accident report form.

10. Sport Club Governance

- 10.1 The President (Sport and Physical Activity) shall be responsible for the promotion of sport and physical activity and will support, promote, develop and oversee the Sports Clubs and represent their views to the Executive Committee and Trustee Board. The President shall also be responsible for managing the sport budget.
- 10.2 The Vice President (Sport) shall work alongside the President (Sport and Physical Activity) to assist in the promotion and facilitation of sport activity and represent the views of sports clubs to the Executive Committee.
- 10.3 The Sport and Physical Activity Team will work with sports clubs and elected President and Vice President to develop sports clubs, assist with the delivery of sports activity and implement decisions of the Sports Forum.
- 10.4 The Sports Forum shall be the democratic body for sports clubs and will meet at least twice a semester with a representative from each club and will raise any club issues, ask questions of their representatives, receive financial and operational updates, and make decisions relating to the running of sport and the use of the sports budget.
- 10.5 The Staff Team at RGU:Union shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of sports clubs. They shall support administration of finances for sports clubs, and assist with promotion.
- 10.6 The Staff Team at RGU SPORT shall provide operational support and work with clubs to develop their group and athletes as well as providing vital facilities, advice and expertise.
- 10.7 Sports Clubs are part of the RGU Students' Union and governed by elected student representatives and the Trustee Board. RGU SPORT is a separate organisation, but works in partnership with RGU:Union to assist in the delivery and development of sports clubs.

11. Sport Club Formation

- 11.1 Students are welcome to set up their own sports club. In order for Sports Clubs to be set up or affiliate with RGU:Union, they must complete the following Sport Club Set-Up Process :
 - 11.1.1 Meet with President (Sport and Physical Activity) to discuss ideas and the requirements for the sports club, as well as to get information about how to run a sports club.
 - 11.1.2 Recruit at least twenty interested members and elect a President, and Vice President along with any other committee positions to be introduced.
 - 11.1.3 Complete a Club Development Plan, detailing the club name, objectives, plans for the year and risk assessment.

- 11.1.4 Write a sports club constitution detailing the objectives of the group, the rules for the running of the club and the positions on the committee.
- 11.1.5 Sports clubs will be required to complete additional paperwork such as risk assessments or insurance documents based on the nature of their proposed activities.
- 11.1.6 Sports club applications shall be reviewed and approved based on the information provided in the documentation, whether there is sufficient membership to sustain the club, similarities with other groups, rules and policies of the Union. The Sports Forum shall review and approve all new clubs.
- 11.1.7 If accepted, the Sports Forum shall negotiate a trial period usually for a minimum of one year for the club to develop with the support of the President (Sport and Physical Activity)
- 11.1.8 Sports Clubs must engage with the Union processes during the year and submit required paperwork to maintain their affiliated status. Sports Clubs which fail to engage for one year, would have to reapply for membership in future years.

12. Sports Club Documentation

- 12.1 The Constitution for sports clubs shall be the governing document that provides an overview of how a club will be run and what the purpose of the society is. It will outline the committee positions, rules for the annual general meeting, elections, membership and other rules about the club. It shall be passed on each year to the new committee and can only be changed by a majority vote at a sports club general meeting.
- 12.2 The Club Development Plan is for sports clubs to outline their name, purpose and proposed activities for the year. The plan will outline how they will improve the sport that year, engage new people, and participate in competitions. Clubs should work with the President (Sport and Physical Activity) to ensure plans are complete and report back to RGU:Union.
- 12.3 The Risk Assessment and External Activities paperwork is required from student groups where their activities may need safety management or takes place out of the campus.
- 12.4 The Sport Club Reporting Paperwork includes all other documents which clubs may be asked to complete including an annual report, handover checklist, event booking forms, equipment inventory or otherwise that helps the Union oversee and manage these groups.

13. Sport Club Membership

- 13.1 All sports must have at least twenty fully-matriculated RGU students as paid members of the group at any time. The Sports Forum shall decide the joining fees for all clubs, however some clubs may request different pricing.
- 13.2 Sports clubs shall be able to accept community members who are not RGU students, but 51% of members must be students of Robert Gordon University.
- 13.3 Membership shall run from August to July each year, and membership can be purchased at any point throughout the year.
- 13.4 Sports Clubs may offer incentives or benefits to members such as discount cards, member IDs, and merchandise or otherwise, however the club committee or President (Sport and Physical Activity) shall be responsible for managing the distribution of such items, however the Union may assist.
- 13.5 All individuals shall be entitled to be a member of a club and must not be discriminated against based on gender, race, sexual orientation, disability or other characteristic.
- 13.6 Sports clubs may hold trials for competitive teams and may base acceptance to teams based on sporting performance or experience.

14. Sport Club Committees

- 14.1 Each sports club shall be expected to elect a team of students to run the society which should include a President, and Vice President as a minimum. They shall be responsible for the running of the society and shall be expected to work with the President (Sport and Physical Activity), RGU:Union and RGU SPORT to ensure the proper running of the group.
- 14.2 The duties expected of the committee and delegated to particular members may include:
 - 14.2.1 Oversee the planning of club meetings, training and fixtures;
 - 14.2.2 Manage the risks of club activities and ensure required paperwork is completed;
 - 14.2.3 Attend Sports Forum, RGU:Union Annual General Meeting and other appropriate meetings;
 - 14.2.4 Attend club training and liaise with RGU:Union and RGU SPORT;
 - 14.2.5 Organise events and activities for the benefit of club members;
 - 14.2.6 Ensure the sustainability of the club by recruiting members, hosting an AGM and handover.

- 14.3 The Sports Club may introduce new committee positions or make other key decisions if agreed by the committee at a meeting with more than 50% of committee members.
- 14.4 The decisions of a Sports Club Committee may be subject to question by a quorum of 75% of the club's membership, or subject to external ruling through the RGU:Union Complaints Regulations.
- 14.5 In the situation where the decision is tied, the President (Sport and Physical Activity) shall have the casting vote. Where conflict arises in the Committee, the Union shall be able to mediate to deal with the situation in an appropriate manner.

15. Sport Club Elections

- 15.1 Sports Club Committee positions shall be filled through an election from members of the club at the Annual General Meeting for the group. All members are eligible to stand for election as long as they will continue to be RGU students in the following year.
- 15.2 Elections may be decided either by an open vote or a secret ballot. During the elections any member of the club may ask for a secret ballot, where the ballot papers shall be counted by an impartial individual.
- 15.3 Sports Clubs may ask a representative from RGU:Union to support and oversee their elections to ensure a fair and democratic process.
- 15.4 A candidate must achieve a majority of the vote to win the position.
- 15.5 Sports Clubs are expected to engage and vote for positions in the main RGU:Union elections, particularly in promoting the President (Sport and Physical Activity) and Vice President (Sport).
- 15.6 Sport and Physical Activity Team members shall be appointed by the President (Sport and Physical Activity) after open nominations with the aim of gaining even representation across a range of clubs. The Sports Forum will vote to ratify the appointments at the first meeting.

16. Sports Club Finances

- 16.1 RGU:Union shall be responsible for the banking and management of all sports clubs funding. No club is permitted to use or set up an external bank account.

- 16.2 The Staff of the Union shall be responsible for managing the accounts for sports clubs.
- 16.3 Sports Clubs shall have a collective budget which shall be managed by the President (Sport and Physical Activity) and RGU:Union, with support from RGU SPORT. The income for this budget shall usually be through the following sources:
- 16.3.1 Membership Income: which will be at a set fee as decided by the Sports Forum and collected online;
 - 16.3.2 University Grant: which is a set amount each year to subsidise sporting activity and will contribute to the overall sport budget;
 - 16.3.3 Fundraising: is expected and each club must agree a realistic target with the Sports Forum, based on previous year's figures and will be held accountable for that target throughout the year. All fundraising must be undertaken following the Union's fundraising guidelines;
 - 16.3.4 Sponsorship: which must be ratified by the President (Sport and Physical Activity) or Union Staff before any contracts are signed with external individuals or companies. Any sponsorship agreements, whether financial or in kind, must not be a conflict of interest with any 'All-Club' sponsorship deals and must abide by charity laws.
- 16.4 Sports Clubs shall be able to spend their funds usually through the following methods:
- 16.4.1 Expenses Claims: where the authorised member of the society pays for the expense themselves, and then collates the receipts and completes an Expense Claim Form and returns this to the Union;
 - 16.4.2 Invoices: where the good or service is ordered and the supplier provides an invoice, which the Union shall then pay on behalf of the sports club.
 - 16.4.3 Purchases: where the sports club may work with the President (Sport and Physical Activity) or Union staff to pay directly for items using the Union's banking methods.
- 16.5 Expenditure for clubs is allocated on a needs basis to provide kit, equipment, competition and facilities to clubs. Spending must be approved by the President (Sport and Physical Activity) with authorisation from the Sports Club President.
- 16.6 Authorised committee members, the President (Sport and Physical Activity) and Union staff will be responsible for completing all the required paperwork and providing receipts or invoices for financial transactions and ensuring no expenditure may be made without sufficient funds present in the sports budget.

17. Sports Club Activities

- 17.1 Sports Clubs will be required to hold an Annual General Meeting once a year to elect their new committee and review the year's activities.
- 17.1.1 The AGM usually takes place at the end of the academic year, and may be a stand-alone event or part of another social event.
 - 17.1.2 All members of the club must be invited to attend and given at least fourteen days' notice of the meeting. Only full, paid members may vote or speak during the meeting.
 - 17.1.3 The agenda for the meeting should be sent in advance to members and should normally contain the minutes from the previous AGM, summary of club activities, and election of new committee.
 - 17.1.4 The minutes should be taken from the meeting as a note of all the items discussed and the votes cast.
 - 17.1.5 The AGM should be attended by more than 50% of the members of the society.
 - 17.1.6 The meeting will be chaired by the Sports Club President or another committee member, and the club may invite a representative of the Union to support the AGM.
- 17.2 Sports Clubs may be issued with an e-mail address and print code by the Union, which must be used appropriately. Sports Clubs will be expected to treat all Union and University facilities and equipment respectfully.
- 17.3 Sports Clubs may set up social media accounts for their group, but must be respectful of the Union and Universities social media policies. Clubs using the 'RGU' and 'RGU:Union' brand must not make any statements or issue communications which are false or damage the reputation of the Union or University.
- 17.4 All sports club members must behave in a manner that positively reflects the club, Union and University. It is unacceptable to engage in any discrimination or anti-social behaviour. Students must be cautious while under the influence of alcohol during social activities so that they do not damage the reputation of the Union or University. The use of drugs, or the consumption of alcohol while using transport, is strictly prohibited.
- 17.5 Sports Clubs shall not be permitted to undertake or condone any initiation activities. All members must be treated equally and free to join and participation without any discrimination or harassment.
- 17.6 Sports Clubs which breach stated regulations or policies may be investigated by the Sabbatical Executive Committee. If misconduct takes place, the club may be referred to a Disciplinary Committee of the Union. Individuals may also make complaints about clubs, which will be investigated under the Complaints Regulations.
- 17.7 In the event of an accident during a club event, training session or meeting, members should follow the accident procedure, contact RGU:Union and complete the required accident report form.

18. Sports Club Competition and Travel

- 18.1 Sports Clubs shall be permitted to enter into appropriate leagues and competitions to represent their club and the university. Clubs shall be responsible for checking fixtures weekly and reporting any errors to the President (Sport and Physical Activity).
- 18.2 Fixtures will only be postponed or cancelled in exceptional circumstances, clubs must contact the President (Sport and Physical Activity) to arrange the cancellation and will contact the opposition.
- 18.3 Results from competitions must be submitted to the President (Sport and Physical Activity) by the end of the match day with details of the score or any other additional information.
- 18.4 Clubs wishing to individually enter into competitions, they must meet with the President (Sport and Physical Activity) at least two weeks prior to the entry date, and must provide all information required of the participants.
- 18.5 All clubs are responsible for sourcing their own umpires and officials for home fixtures.
- 18.6 Student coaches will not receive payment for coaching, unless the club has sourced funding for student coaches. They can propose any Continuing Professional Development to the President (Sport and Physical Activity) to allocate appropriate funding if the CPD meets the club development plan.
- 18.7 Community coaches will be offered an annual peak gym membership from RGU SPORT and be invited to the Blues Awards Ball and will only receive payment if the club has sources funding to allocate to coaching.
- 18.8 Clubs who wish to enter into local leagues in addition to Scottish Students Sport or British University and College Sport may be required to have higher fundraising income targets.
- 18.9 Transport shall be arranged by the President (Sport and Physical Activity) who will book the required buses and communicate this to the Club President who will be responsible for being aware of transport arrangements and keeping a record of those on the bus or car. Each club will be required to provide the driver with one phone number which the team can be contacted on the day of the trip.
- 18.10 Overnight trips shall be discussed between the club and President (Sport and Physical Activity) in advance to source viable and affordable accommodation. Students may be asked to pay a contribution to accommodation costs for overnight trips.
- 18.11 Car hire may be arranged for students over twenty-one with a valid driver's license with appropriate paperwork completed.
- 18.12 High risk clubs must complete a trip preparation card with an emergency contact for the club to the President (Sport and Physical Activity) before travel or accommodation is booked.

19. Student Group Governance

- 19.1 Student Media Groups, RGU:Nightline and Raising and Giving shall consist of student groups with RGU:Union and shall be governed by the Sabbatical Executive Committee and supported by RGU:Union Staff. These groups shall be treated exceptionally from Societies and Sports Clubs as Union managed activities and critical to the student experience.
- 19.2 Student Groups shall require by societies regulations around committees, elections and activities. Student Groups may not be required to complete constitution paperwork or charge membership fees.
- 19.3 Student Groups shall be allocated funding by the Sabbatical Executive Committee from the RGU:Union budget on a needs basis. Student Groups may work with the Sabbatical Executive Committee to discuss budgeting and present proposals, however, funding will be allocated separate to the society funding and respective of the Union's overall budget.
- 19.4 Student Groups will be required to provide all appropriate paperwork required to abide by regulations and laws, such as around fundraising, food hygiene, personal disclosure, emergency contacts and more.
- 19.5 In the event that a student group is unable to engage students in forming a committee, it shall be the responsibility of the Union to oversee the groups, attract new members and oversee any necessary operations or events.
- 19.6 Student Groups shall be invited to attend the Societies Forum, and be members of the Societies and Activities Team. Committee Members from these groups shall be required to engage with Sabbatical Presidents, attend the RGU:Union Annual General Meeting and other appropriate meetings.

20. Student Group Discipline

- 20.1 All groups including Societies, Sports Clubs and Student Groups shall be required to follow the Union's Constitution, Regulations and Policies at all times. Groups must provide any paperwork requested and follow any guidance around social media, health and safety or accident procedures.
- 20.2 In the event that misconduct is suspected or a complaint has been received, in the first instance, a Sabbatical President shall investigate the group to seek a resolve. If this is not possible, or in serious instances, the matter shall be referred to the Discipline Committee for RGU:Union and will be dealt with under the Discipline Regulations.
- 20.3 Groups which are found to have committed misconduct may have:
- 20.3.1 suspension of members;
 - 20.3.2 ban from events, competitions or activities;
 - 20.3.3 financial penalty;
 - 20.3.4 temporary or permanent termination of the group;
 - 20.3.5 other penalty deemed appropriate by the Discipline Committee.

Regulation 10: Finance

Revised April 2017

Approved:

1. Legal Status of the Students' Union

- 1.1 The Financial Regulations aim to clarify procedures relating to the management of the Union's finances for the benefit and protection of the Union and its members, Officers and staff. Through efficient day-to-day conduct of financial matters, the Union shall abide by legal requirements in auditing, monitoring and reporting to further the Union's charitable objects.
- 1.2 The Robert Gordon University Student Association ("Union") is a separate legal entity from Robert Gordon University ("RGU"), and shall the Trustee Board shall have oversight over separate finance and governance processes from the University.
- 1.3 The Union is an unincorporated association and a registered Scottish charity with the Office of the Scottish Charity Regulator ("OSCR") with charity number SC016639.
- 1.4 The financial regulations for Robert Gordon University specify their recognition of the status of the Students' Union as follows:

Extract from Clause 25.4 of RGU Financial Regulations

"The Student Association is a separate legal entity from the university but is recognised to fulfil a valuable role in relation to the university's students.

The Board of Governors, as part of its normal budget setting arrangements, shall determine the level of grant to be paid annually to the student association. In so doing the Board will require that specific conditions of grant are met by the Association.

The Student Association is responsible for maintaining its own bank account and financial records and preparing its own annual financial statements.

In accordance with an agreement between the university and the Student Association, the university's internal auditor shall have access to records, assets and personnel within the Student Association in the same way as other areas of the institution."

- 1.5 The Union and Trustee Board shall consider and abide by all regulations set by OSCR, the RGU Board of Governors as well as those stipulated in the Education Act (1994).
- 1.6 Annually the Trustee Board shall review and present the years accounts for audit as well as for review by OSCR and the RGU Board of Governors.
- 1.7 The Union is registered for Value Added Tax ("VAT") purposes with the VAT number of 267748803 and the charity is not liable for corporation tax.

2. Responsibilities for Finances

2.1 Robert Gordon University Board of Governors

- 2.1.1 The Education Act (1994) outlines the responsibilities of University governing bodies on management of finances, and the Board of Governors shall annually provide a grant to the students' union and reserves the right to apply conditions to any funding provided.
- 2.1.2 The Union shall annually present accounts from the previous financial year, as well as a budget for the current financial year for approval from the Board of Governors.
- 2.1.3 The Board of Governors shall from time to time delegate the monitoring of the Union finances.

2.2 Students' Union Trustee Board

- 2.2.1 The Trustee Board shall have full responsibility and oversight for the governance and management of the Union's finances, and shall be required to regularly review and monitor the accounts to assure legal compliance and successful financial management;
- 2.2.2 The Trustee Board shall establish a Finance Committee that shall meet throughout the year to review the accounts, monitor day-to-day matters as well as make decisions on financial matters such as auditing, banking, investments or otherwise.

2.3 Sabbatical Executive Committee and Management

- 2.3.1 The Sabbatical Executive Committee, including the General Manager of the Union shall be responsible for the day-to-day transactions and monitoring of budgets.
- 2.3.2 All transactions must have the approval of members of the Sabbatical Executive Committee who will be responsible for authorising cheques, transfers and subscriptions.
- 2.3.3 The General Manager shall be responsible for ensuring adequate training on financial procedures and regulations is in place with all Elected Officers and staff.
- 2.3.4 Sabbatical Officers must consult with the General Manager before undertaking any transactions, and likewise, the General Manager must consult at least one Sabbatical Officer when authorising transactions.

2.4 Staff and Officers

- 2.4.1 All staff, officers and Trustees are required to be aware of and abide by any regulations or procedures concerning finances. Any non-compliance could lead to disciplinary action and further penalties.

3. Sources of Funding and Expenditure

3.1 The Students' Union shall receive income from, but shall not be limited to:

- 3.1.1 annual grant received from Robert Gordon University;
 3.1.2 donations or grants from external funders or supporters;
 3.1.3 commercial income from advertising or sponsorship;
 3.1.4 surplus from trading operations.

3.2 The Students' Union shall incur expenses from the following, but shall not be limited to:

- 3.2.1 staff costs, including Sabbatical Presidents;
 3.2.2 operational costs, such as insurances, training, equipment;
 3.2.3 funding for student groups such as societies and sports clubs;
 3.2.4 events and campaigns.

4. Financial Year and Budgeting

4.1 The Financial Year for the Students' Union is from the 1st August to the 31st July each year.

4.2 Prior to the start of a new financial year, the General Manager in consultation with the Sabbatical Executive Committee shall review financial performance from the current and previous years, and use this information to develop a draft budget for the coming financial year.

4.3 The Sabbatical Executive Committee and General Manager shall consult with appropriate Standing Forums, Elected Officers and Staff to understand the strategic priorities for each budget area, and fully understand the financial needs and opportunities for areas of the Union's operations.

4.4 The draft budget, along with any strategic funding proposals, shall be considered by the Executive Committee and Trustee Board to align budgets with strategic direction.

- 4.5 Where required, the Executive Committee, Trustee Board or General Manager may present the draft budget or any strategic funding bids to external parties, such as Robert Gordon University, with aims to achieved increased or changed funding.
- 4.6 The final budget, once reviewed by the Executive Committee and Trustee Board, shall be presented to the University Board of Governors for approval.
- 4.7 Approved budgets for each area shall be monitored monthly, with management accounts regularly prepared and reviewed.
- 4.8 At the end of the financial year, end of year accounts shall be prepared and externally audited for approval by the Trustee Board and signed by the Chair and Vice Chair, Board of Governors and members at a General Meeting.
- 4.9 At the end of the financial year, the budgets allocated to each area, including to the societies and sports clubs shall expire and remaining funds shall be collated as part of the Union's surplus.
- 4.10 Any funds raised by the societies, clubs or projects through membership, events or sponsorship shall be retained in the Client account and may be accessed in the next financial year.

5. Bank Accounts

- 5.1 The Union operates two bank accounts:
 - 5.1.1 the Current Accounts; and
 - 5.1.2 the Client Account.
- 5.2 The Union holds two credit cards, which are issued to:
 - 5.2.1 the General Manager; and
 - 5.2.2 the Director of Sport.
- 5.3 The Union operates financial transactions through electronic banking, card transactions, cheques or standing orders, with all receipts and payments recorded and managed.
- 5.4 Affiliated clubs and societies are not permitted to open bank accounts, and all financial transactions will be carried out on their behalf by the Union. The Union shall only allocate funding, or manage transactions for societies or clubs which are in compliance with regulations, and any breaches may result in accounts being frozen or funding suspended.

- 5.5 Cash handling and banking procedures must be adhered to by all staff, officers or members and are set by the insurers and the General Manager, and it shall be the responsibility of the General Manager to ensure appropriate training is provided to ensure banking procedures are adhered to, such as escort requirements for cash deposits.
- 5.6 The Union may establish a Petty Cash facility which shall be administered by the Finance Officer and General Manager and regularly reviewed to ensure appropriate receipts and paperwork are recorded.
- 5.7 The Union may issue Floats which shall be administered by the Finance Officer and General Manager, with requests submitted in advance and the money counted and signed in and out.
- 5.8 The Finance Officer and General Manager shall ensure that banking and credit card statements is reconciled, reviewed and signed off monthly.

6. Authorisation

- 6.1 All payments and transactions must be authorised by appropriate signatories, usually two signatories, one of whom must be the General Manager or a Trustee (including Sabbatical Trustees).
- 6.2 Authorised individuals who shall be on the bank mandate for cheques and signatories list would include:
 - 6.2.1 Sabbatical Presidents;
 - 6.2.2 General Manager;
 - 6.2.3 University Trustee;
 - 6.2.4 External Trustee;
 - 6.2.5 Director of Sport.
- 6.3 The authorisation limits for transactions are:
 - 6.3.1 Less than or equal to £150: the General Manager shall have authority to issue smaller payments, so long as all records are kept and figures are accurately accounted for in the management accounts;
 - 6.3.2 Less than or equal to £3000: two signatories, one of whom must be the General Manager, Director of Sport, University Trustee or External Trustee.
 - 6.3.3 Greater than £3000: two signatories, one of whom must be the University Trustee or External Trustee.
- 6.4 Payments by cheque, should be physically signed by two authorised signatories.
- 6.5 Payments by bank transfer, should be compiled as a summary and either physically signed or authorised in writing or electronically by two signatories.

- 6.6 Payments by standing order or online subscriptions should be approved either by summary documents being physically signed or authorised in writing or electronically by two signatories.

7. Trading Income

- 7.1 All trading income whether from commercial facilities, events or entertainment must be recorded daily on appropriate paperwork with detailed information on the date, source, and figures for cash, cheque, voucher or debit or credit card transactions.
- 7.2 The Finance Officer and General Manager shall be responsible for recording sales income and settling any outstanding floats.

8. Purchasing Process

- 8.1 Staff and Officers shall be able to request purchasing of products and services, but must abide by the purchasing processes, and ensure all required documentation and authorisation is achieved.
- 8.2 When undertaking purchases, buyers must seek the best deals when negotiating with suppliers. All purchases must be reviewed by the buyer with approval gained from the General Manager, or Sabbatical Executive Committee. Buying decisions may need to be justified to the Trustee Board, therefore buyers should consider the following factors:
- 8.2.1 comparison of prices with similar suppliers;
 - 8.2.2 discounts or reductions offered;
 - 8.2.3 quality of product or service;
 - 8.2.4 supply and delivery timings;
 - 8.2.5 additional costs such as delivery;
 - 8.2.6 ethical considerations.
- 8.3 Suppliers may offer gifts or hospitality to Staff or Officers which should not exceed £100, and not be treated as bribery. Personal favours should not be accepted from suppliers, and any promotional good or loyalty points shall be the property of the Students' Union. Staff, Officers and Trustees must not accept any incentives from suppliers that may influence their decision, and decisions should be based on the quality and price of the product or service.
- 8.4 Once a product or service has been approved for purchase or received a successful quotation or tender, the buyer may initiate the purchase with the supplier. They shall be able to complete a Purchase Order with authorisation from the General Manager or Sabbatical Executive Committee. The buyer must then complete the required next steps with the Finance Officer to begin the Payment Process.

- 8.5 Once a product is delivered, the buyer must check for quantity and quality and ensure the delivery note is signed and passed on to the Finance Officer. If the product or service is deemed unsatisfactory or there are items missing from the order, the supplier should be contacted and the delivery note marked.

9. Tendering Process

- 9.1 Major purchases or contracts shall require a quotation and tendering process to ensure value for money and a detailed comparison of options.
- 9.1.1 Purchases under £2,000: May require quotations at the discretion of the General Manager;
- 9.1.2 Purchases from £2,000 - £10,000: Shall require three written quotations to be obtained, which shall be decided on with the buyer and General Manager or Sabbatical Executive Committee;
- 9.1.3 Purchases over £10,000: Shall require a formal tendering process with at least three tenders being received, which shall be decided on with the buyer and General Manager or Sabbatical Executive Committee.
- 9.2 It may be possible to undertake negotiations after a tender has been considered but before contracts are signed with a view to improving price, deliver or otherwise, so long as it would not disadvantage other tenders or damage confidence in the Union's tendering process. Any changes to the tender should be justified and demonstrate a positive impact.
- 9.3 In the case that a product or service is specialised and it is not possible to obtain three quotations or tenders, the Trustee Board has discretion to accept a reduced number of quotations or tenders.
- 9.4 In the event that a purchase or sale is valued at greater than £2,000 or is critical to Union operations or shall be maintained for longer than a year, it shall be required to have a formal written contract to protect the Union and determine both parties' responsibilities.

10. Payment Process

- 10.1 Once appropriate authorisation has been gained, Staff and Officers, or student groups shall be able to undertake one of the following processes for payment of goods or services.
- 10.2 Expenses Claim
- 10.2.1 Individuals may make payments from their personal funds and collate necessary receipts or proof of transactions to claim expenses from the Union.
- 10.2.2 Individuals must complete an Expenses Claim Form and submit this to the Union to be processed, usually within seven working days.
- 10.2.3 Appropriate authorisation should be received prior to payment, and the Union reserves the right to refuse claims which have not been authorised and do not meet necessary purchasing requirements.
- 10.2.4 Expenses shall be returned to individuals in cash, cheque or bank transfer and processed by the General Manager or Finance Officer.
- 10.3 Card Payments
- 10.3.1 Individuals may make payments using the Union's banking or credit cards, with authorisation from the card holder.
- 10.3.2 All card payments must be recorded with proof of purchase and details in the appropriate payments folder.
- 10.4 Online Payments
- 10.4.1 Payments may be processed using the Union's online payment service through PayPal. Account details shall be held by authorised individuals, and any payments must have appropriate approval.
- 10.4.2 All PayPal payments must be recorded with proof of purchase and details in the appropriate payments folder.
- 10.5 Bank Transfers
- 10.5.1 The Union can facilitate payments through bank transfers either directly with the bank or through online banking portals.
- 10.5.2 Details for bank transfers including the supplier account details and payment amounts must be included in an invoice provided to the General Manager or Finance Officer.
- 10.5.3 Transfers shall only be processed by appropriate individuals and will be subject to necessary authorisation limits.
- 10.5.4 Details of bank transfers shall be recorded and processed on the Union's accounts.

10.6 Cheques

- 10.6.1 Payments can be issued using cheques and signed by the authorised signatories held with the bank.
- 10.6.2 Details for any cheque payments must be including the account details and payment amounts must be included in an invoice or expenses claim provided to the General Manager or Finance Officer.

10.7 Standing Orders

- 10.7.1 In the situation where a purchase is a subscription or repeat order, the Union may set up standing orders with the bank account or PayPal.
- 10.7.2 Payments should be authorised by the General Manager or Sabbatical Executive Committee as well as initially approved by the necessary signatories and the buyer should provide proof of purchase or subscription regularly, either through monthly invoices, annual statements or payment receipts.

10.8 Invoicing

- 10.8.1 Payments being issued by the Union shall require an invoice from the supplier detailing the details of the purchase, the supplier details, payment amount and payment details. Once there is confirmation that the goods or service match the order, the payment will be made to the supplier on or before the due date.
- 10.8.2 Payments being received by the Union shall be collected once the Union has issued an invoice to a customer, with standard payment terms of thirty days, but may be changed to fourteen days or pay now if required.
- 10.8.3 The Finance Officer and General Manager shall monitor all invoices issued to customers and manage debts owed to the Union.
 - a) After 30 Days: Unpaid invoices will be added to the aged debtors list and a reminder will be issued to customers;
 - b) After 60 Days: A second reminder will be issued to the customer stating that if the payment is not received within seven working days, then the debt will be passed on to a debt recovery agency;
 - c) After 90 Days: The unpaid invoice shall be added to the bad debts list and the Finance Officer on the authorisation of the General Manager without further notice to the customer shall raise an action with a debt recovery agency to recover monies due.

11. Finance of Societies, Sports Clubs and Student Groups

- 11.1 RGU:Union shall be responsible for the banking and management of all student group funding. No group is permitted to use or set up an external bank account.
- 11.2 The Staff of the Union shall be responsible for managing the accounts for societies, groups and sport budget. Each group must elect a Treasurer to keep records of the society income and expenditure. The Union will work with the President and Treasurer of each group to maintain records and process payments.
- 11.3 Societies will be given two accounts with the Union.
- 11.3.1 The Budget Account is the society's primary spending account which is used for the general running of the society with funds such as membership and Union allocated budget and it must be spent by July every year.
- 11.3.2 The Client Account is the society's savings account which can be used to deposit sponsorship, donations or fundraising for future use as this account can be carried over from year to year.
- 11.4 Sports Clubs will have separate sport budget where all membership, grant income, fundraising or sponsorship will be deposited and expenses allocated to clubs on a needs basis. This budget shall be managed by the President (Sport and Physical Activity) and supported by RGU:Union Staff and RGU SPORT.
- 11.5 Each group shall have designated members who shall be authorised to approve all financial transactions on behalf of the group. The Union must receive up-to-date contact information and sample signatures for each individual, and any changes must be agreed by the group's committee.
- 11.6 Authorised committee members and Union staff will be responsible for completing all the required paperwork for financial transactions and ensuring no expenditure may be made without sufficient funds present in the group's account.
- 11.7 Individuals must provide receipts or invoices for all expenditure, and can get an up-to-date account balance from the Union Finance Officer.

- 11.8 Societies, Sports Clubs and Student Groups shall receive funding usually through the following sources:
- 11.8.1 Membership Income: which may be collected by the group or the Union and must be paid into the Union with the necessary membership forms;
 - 11.8.2 Sport Grant: which will be provided to the sports budget from the university to subsidise sporting activity and will be allocated to clubs on a needs basis for competitions, equipment, travel or otherwise;
 - 11.8.3 Union Grant: which will be allocated to the societies and groups only by the Union after consideration of a Budget Request Form;
 - 11.8.4 Fundraising: which is expected from societies and clubs to cover their operations in addition to supporting charitable causes and must be undertaken following the Union's fundraising guidelines;
 - 11.8.5 Sponsorship: which must be ratified by Union Staff and Sabbatical Presidents before any contracts are signed with external individuals or companies. Any sponsorship agreements, whether financial or in kind, must not be a conflict of interest and must abide by charity laws.
- 11.9 Student Groups shall be able to spend their funds usually through the following methods:
- 11.9.1 Expenses Claims: where the authorised member of the group pays for the expense themselves, and then collates the receipts and completes an Expense Claim Form and returns this to the Union;
 - 11.9.2 Invoices: where the good or service is ordered and the supplier provides an invoice, which the Union shall then pay on behalf of the society or club.
 - 11.9.3 Purchases: where the group may work with Union staff to pay directly for items using the Union's banking methods.
- 11.10 Societies will be able to apply for a grant from RGU:Union to support their activities during the year. The rules around the distribution of funds shall be that:
- 11.10.1 Societies will need to submit the required documents before a grant can be issued which shall include an inventory and an annual report with details of the previous year's activities, total membership and committee members.
 - 11.10.2 Societies must submit a Budget Request Form, detailing their planned activities for the year, their projected expenditure, projected income and request for funding.
 - 11.10.3 All Society Budget Requests shall be considered by the Society Finance Committee, which shall usually include:
 - e) President (Communication and Democracy);

- f) Vice President (Societies);
- g) General Manager;
- h) Student Development and Volunteering Coordinator.

11.10.4 The Society Finance Committee shall consider the following criteria when assessing society funding requests:

- n) available Union funding;
- o) previous grant allocations;
- p) number of active student members;
- q) realistic projected figures;
- r) planned fundraising activity;
- s) training of committee members;
- t) date of submission of application;
- u) standard of annual report;
- v) evidence of good financial management;
- w) plan of activities for coming year;
- x) interaction with Union and other groups;
- y) attendance at Societies Forum and events;
- z) charitable or community work undertaken by the society.

11.10.5 Funding for societies is not guaranteed and is issued on the assumption that the group and members abide by the regulations and policies of the Union. The Sabbatical Executive Committee have the power to withhold a budget or inflict a penalty to societies which breach stated rules. Societies may appeal this decision to the Executive Committee.

11.11 Sports Clubs shall not be allocated budgets each as expenditure for clubs is allocated on a needs basis to provide kit, equipment, competition and facilities to clubs. Spending must be approved by the President (Sport and Physical Activity) with authorisation from the Sports Club President.

11.12 Student Groups shall be allocated an amount of the RGU:Union budget for their activities which will be decided by the Sabbatical Executive Committee. These groups shall be able to submit funding proposals or work with the Union on funding, but the decision shall remain with the Sabbatical Executive Committee.

12. Stock and Pricing

12.1 Shop supervisors are responsible for adequate arrangements for the control of stock, with monthly stock takes.

12.2 Price levels for products and services sold by the Union will be decided by the General Manager, alongside the Sabbatical Executive Committee.

13. Security

- 13.1 Keys to safes or other similar containers are to be carried on the person of those responsible at all times. The loss of such keys must be reported to the General Manager immediately.

14. Insurance

- 14.1 The General Manager will ensure all necessary insurance is maintained to cover all statutory requirements and ensure there is adequate cover for the replacement of assets and capital items. The insurance shall be reviewed regularly and put out for tender every three years and changes shall be reported to the Trustee Board.

15. Subscriptions and Donations

- 15.1 The Union may subscribe to membership or affiliate with organisations with similar aims and objectives or organisations that carry out work which is in whole or part similar to that of the Union with approval from the Trustee Board.
- 15.2 The Union may issue donations to charities or organisations which it has fundraised for, or that aligns with the Union's aims and objectives.

16. Shareholdings and Investments

- 16.1 The Union will seek approval from the Trustee Board and Board of Governors of the University before entering into any shareholding or investment agreements.

17. Intellectual Property Rights

- 17.1 The Union retains the right to any Intellectual Property Rights deriving from the work of staff during the performance of their paid duties.

18. Assets

- 18.1 The Assets of the Union, including those of the societies, clubs, stock and otherwise, shall be managed by the General Manager who will ensure the care and security of assets.
- 18.2 The Finance Officer and General Manager shall ensure there is a Fixed Asset Register listing the value of all capital items purchased by the Union valued at over £1,000 for a duration of three to five years depending on the nature of the asset.

- 18.3 Capital items on the Fixed Asset Register will be depreciated over their expected useful life. Once a year, all assets should be verified for their existence and location and any necessary adjustments made.
- 18.4 The Trustee Board shall have to approve of any assets being written off or disposed of.

19. Accounting Records

- 19.1 The Finance Officer, supervised by the General Manager shall be responsible for accurate record keeping and consolidation of all financial transactions. The Finance Officer shall produce monthly management accounts, as well as regular statements and end of year accounts.
- 19.2 Each month it shall be required to ensure that all bank accounts, credit cards and expenditure is reconciled, all entries have been made into appropriate accounting software and records, commercial income and stock take figures are updated and month end procedures are completed.

20. Audit

- 20.1 The Students Union financial statements will be subject to an annual audit by a firm of auditors appointed by the Student Union Trustee Board.
- 20.2 The audited accounts will be approved by the Trustee Board and signed by the Chair and Vice Chair of the Trustee Board.
- 20.3 The audited accounts will be presented to the Annual General Meeting of the Students Union.

21. Amendment to Financial Regulations

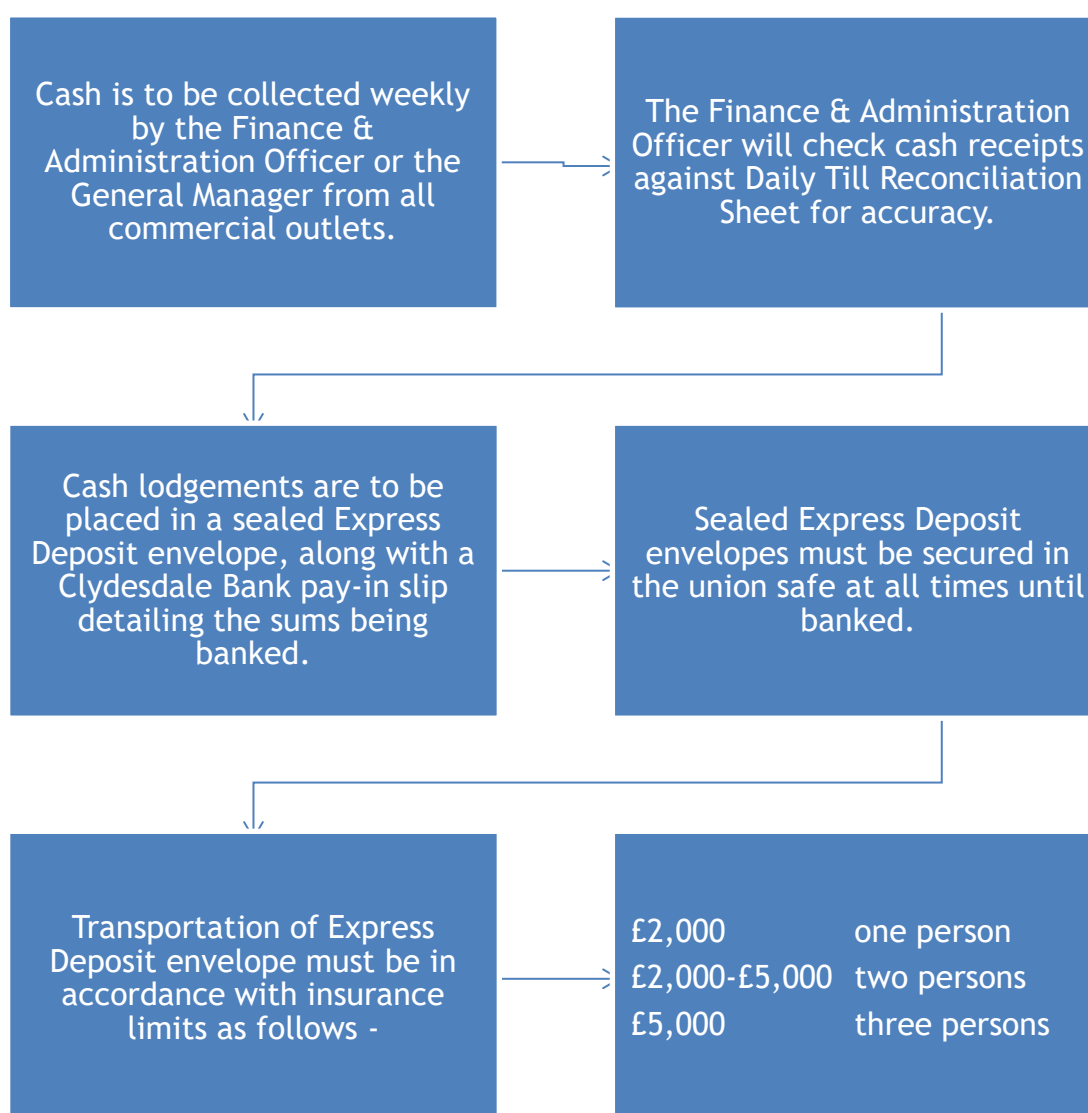
- 21.1 The Financial Regulations shall be amended by any quorate meeting of the Trustee Board, although the Sabbatical Executive Committee or Executive Committee shall have the right to propose changes, however no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.

Regulation 10: Finance

Appendix 1: Banking Procedure

The Students Union deposits cash/cheques at the Clydesdale Bank via the branch Business Banking Section using Express Deposit envelopes.

It is essential that preparation of cash for banking is carried out in a secure area. When deposit envelopes are being carried around the building members of staff transporting the envelopes must ensure that they are accompanied at all times.



Regulation 10: Finance

Appendix 2: Petty Cash Procedure

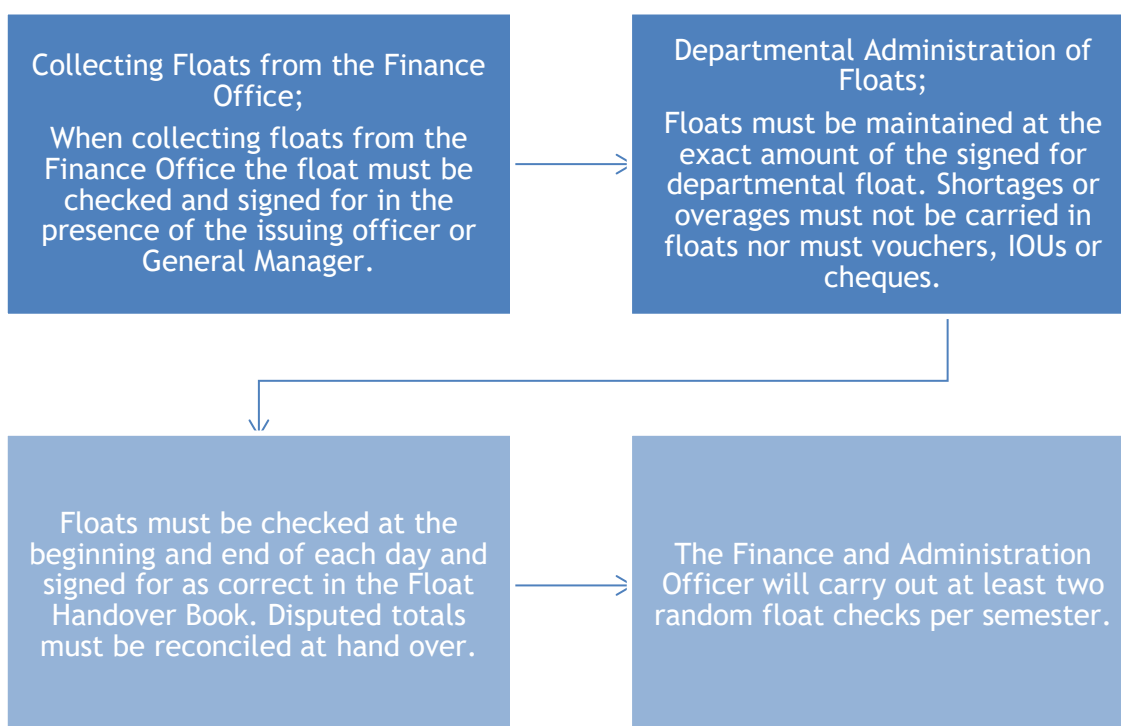
A Petty Cash facility is administered by the Finance and Administration Officer and General Manager.



Regulation 10: Finance

Appendix 3: Floats Procedure

Float requirements will be administered by the Finance and Administration Officer. Float Requests should be submitted on the Float Request Form and will be approved by the General Manager.



Regulation 10: Finance

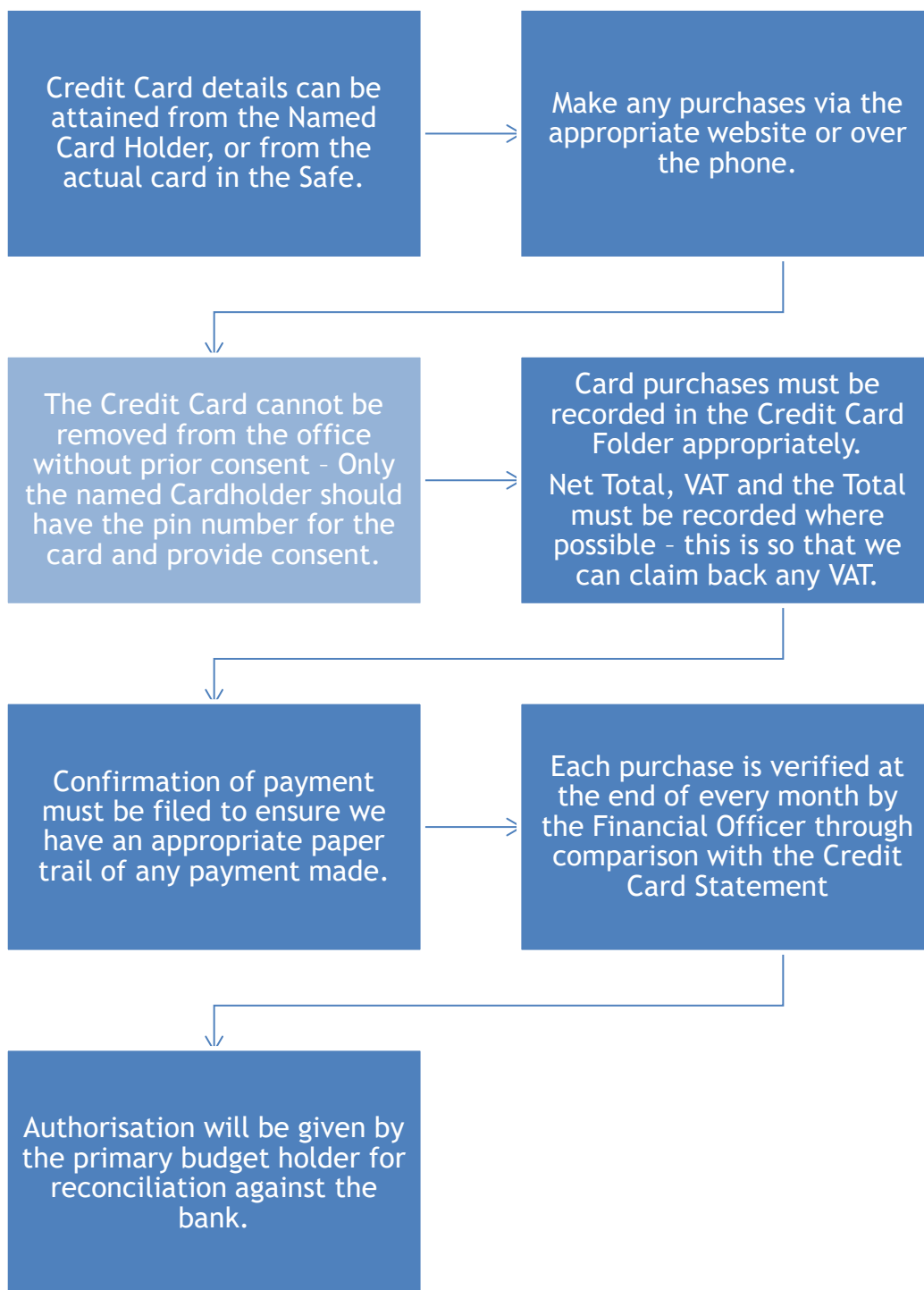
Appendix 4: Trading Income Procedure

Each time a till is cashed up for any reason the Daily Till Reconciliation Sheet must be completed in full as follows:



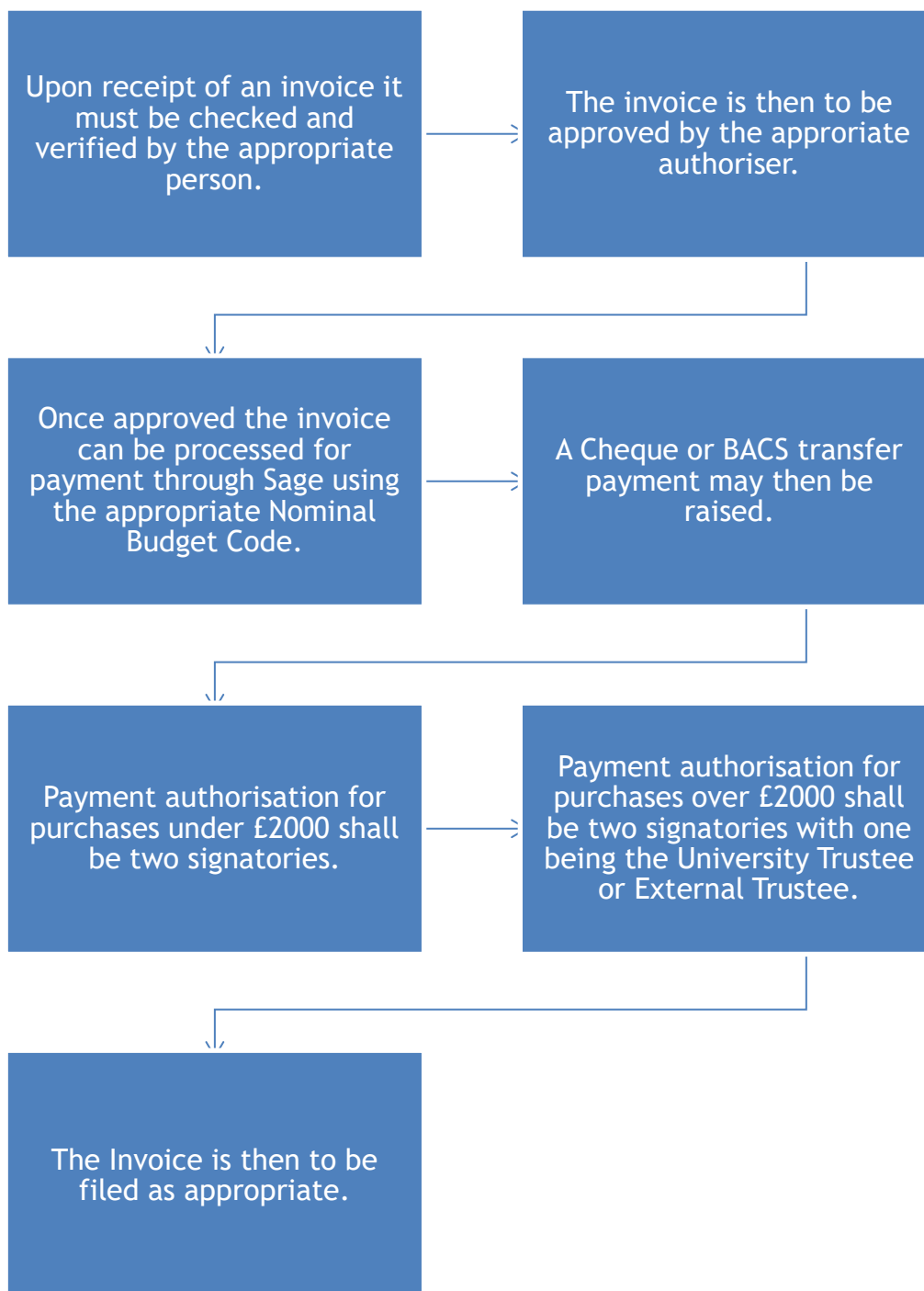
Regulation 10: Finance

Appendix 5: Credit Card Purchasing Procedure



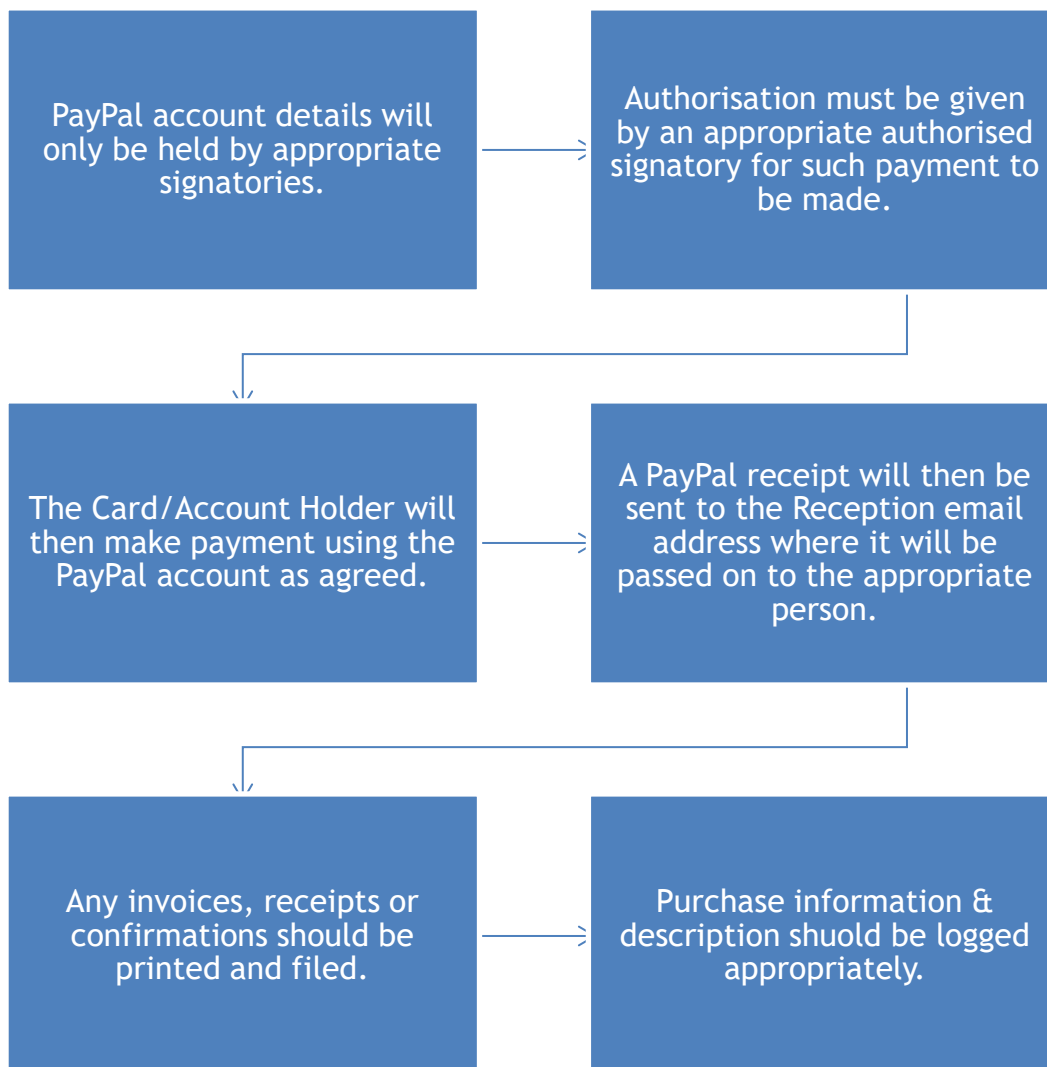
Regulation 10: Finance

Appendix 6: Invoice Purchasing Procedure



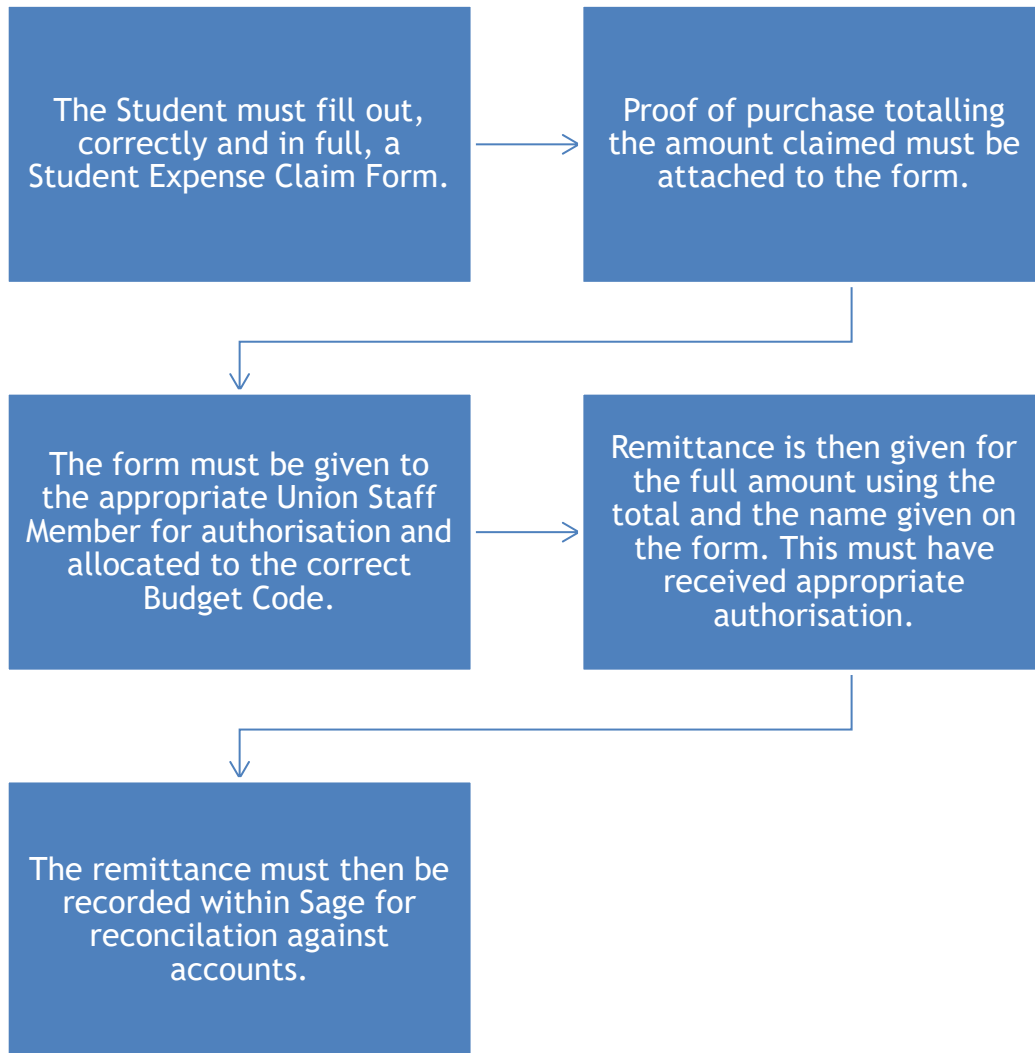
Regulation 10: Finance

Appendix 7: PayPal Purchasing Procedure



Regulation 10: Finance

Appendix 8: Expenses Claiming Procedure



rgu:union



ROBERT GORDON UNIVERSITY STUDENTS' UNION
UNION WAY, GARTHDEE CAMPUS, GARTHDEE ROAD, ABERDEEN AB10 7GE
01224 262 266
HELLO@RGUUNION.CO.UK

REGISTERED SCOTTISH CHARITY SCO 16639