

rgu:union



ROBERT GORDON UNIVERSITY STUDENTS' UNION

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# REGULATIONS

REGISTERED CHARITY NUMBER: SC016639

# Robert Gordon University Student Association Regulations

Registered Charity Number: SC016639

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## Regulation A1: Membership

Revised: November 2020

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### 1. Membership

- 1.1 There shall be six classes of membership of the Robert Gordon University Student Association (the "Union"), which shall be 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, with the exception of Ordinary Membership.

### 2. Ordinary Members

- 2.1 All full-time and part-time students of Robert Gordon University ("the University") enrolled on an award-bearing course and the Sabbatical Presidents of the Union shall be Ordinary Members of the Union.
- 2.2 Every enrolled student of the University shall be entitled to exercise their 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.
- 2.2.1 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.
- 2.3 Ordinary Members shall be the only members eligible to stand for election to any office, and be eligible to vote in Elections, Forums and General Meetings.
- 2.4 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 Sabbatical 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.
- 3.2 All students of the University who have associate student status 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:

## Regulation A1: Membership

- 3.2.1 members of staff of the University and Union during the term of their employment;
- 3.2.2 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
- 3.2.3 members of the community who join individual societies and sports clubs affiliated to the Union.

### 4. Life Members

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- 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

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- 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

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- 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

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- 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**

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- 8.1 The position of Honorary Patron is one that shall be purely ceremonial. An Annual General Meeting shall have the power to elect one individual at any one time to the position of Honorary Patron. The position 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 A2: Trustee Board

Revised: November 2020

Approved: November 2020

### 1. Powers of the Trustee Board

- 1.1 There shall be a Robert Gordon University Student Association Trustee Board.
- 1.2 The Trustee Board shall be responsible for the strategic oversight of the Robert Gordon University Student Association (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 Union’s regulations.
- 1.3 The Trustee 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 Trustee 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 Robert Gordon University (the “University”) 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;

## Regulation A2: Trustee Board

- 2.4.2 considering a report from the Finance Committee of the Trustee 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.
- 2.7 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.
- 2.8 The Trustee Board shall not cease to operate or function simply because of there being, from time to time, vacancies on the Trustee Board. Where vacancies on the Trustee Board result in the number fixed as the quorum for Trustee Board meetings not being met, the continuing Trustees may only act to increase the number of Trustees, including by arranging an election, so that quorum can be met.
- 2.9 All acts done by a meeting of the Trustee Board, or of a committee of the Trustee Board, shall be valid, even if later discovered that any Trustee who participated in the act:
- 2.9.1 was not properly appointed;
  - 2.9.2 was disqualified from holding office;
  - 2.9.3 had vacated office; or
  - 2.9.4 was not entitled to vote.
- 2.10 The Trustee 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:
- 2.10.1 has or may have adverse financial implications for the Union;
  - 2.10.2 is or may be in breach of, contrary to, or otherwise inconsistent with charity or education law or any other legal requirements;
  - 2.10.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
  - 2.10.4 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

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- 3.1 The membership of the Trustee 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 be *ex officio* members.
- 3.3 The Ordinary Members ("Student Trustees") shall be either elected from the student body, or appointed to the Trustee 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

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- 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 Trustee 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 Trustee 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 Union.
- 4.3.3 The University Trustee shall be a member 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 Trustee 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 Trustee's terms of office shall not run concurrently.

### 5. Positions on the Trustee Board

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#### 5.1 Chair of the Trustee 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 Trustee 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 Trustee Board, such as the Finance Committee, shall be elected by the Trustee Board.

### 6. Meetings of the Trustee Board

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#### 6.1 The Trustee 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 Trustee Board;
- 6.1.2 a requisition of 50 per cent plus one of the members of the Trustee Board; or
- 6.1.3 by the Executive Committee.

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- 6.2 The quorum for the Trustee Board shall be 50% plus one of the current members so long as this number includes at least one Sabbatical Trustee, one Student Trustee 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. Where vacancies on the Trustee Board result in the number fixed as the quorum for Trustee Board meetings not being met, the continuing Trustees may only act to increase the number of Trustees, including by arranging an election, so that quorum can be met.
- 6.4 The Trustee Board shall have the right to require the Chief Executive Officer of the Union to attend the meetings of the Trustee 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 they must:
- 6.5.1 declare their interest to the Trustee Board;
  - 6.5.2 remain only for such part of the meeting as, in the view of other Trustees, is necessary to inform the debate; and
  - 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.
- 6.6 In particular, the preceding 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.
- 6.7 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.

**7. Delegation of Powers**

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- 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 Trustee Board and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustee 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 elected by the Board;
- 7.3.2 The Finance Committee shall have the right to require the Chief Executive Officer of the Union to attend the meetings of the Committee;
- 7.3.3 The Finance Committee shall consist of the Chair of the Finance Committee, one other External Trustee, the Sabbatical Trustees, and the University Trustee;
- 7.3.4 The Finance Committee shall monitor the financial activity of the Union to ensure compliance with the budget; and
- 7.3.5 The Finance Committee shall undertake any other activities which the Trustee 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

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- 8.1 The office of a Trustee shall be vacated if a member is deemed to have breached one or more of the subsequent clauses.

### 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 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;

### 8.4 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 passed 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 External Trustee

- 8.5.1 they are removed from post by virtue of a motion of no confidence passed 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.

- 8.6 All Trustees
- 8.6.1 they become prohibited by law from being a charity trustee;
  - 8.6.2 they are removed from post or membership as a result of disciplinary proceedings;
  - 8.6.3 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;
  - 8.6.4 they are removed from post by virtue of a motion of no confidence 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;
  - 8.6.5 they resign from post giving notice to the Union, so long as at least four Trustees remain in office when the resignation takes effect;
  - 8.6.6 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;
  - 8.6.7 they fail to attend three consecutive meetings of the Trustee Board and there are no mitigating circumstances and the Trustee Board resolve that they should be removed from office;
  - 8.6.8 they are deceased.
- 8.7 If there is a vacancy for a position on the Trustee Board due to disqualification, dismissal or resignation prior to their term of office ending, the vacancy shall be filled in accordance with the procedure outlined in this regulation.

## 9. Extraordinary Decisions

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- 9.1 The Trustees may, in the circumstances outlined in this Clause, make a simple majority decision without holding a Trustee Board meeting, and any such decision of the Trustees may be taken by majority and shall be as valid and effectual as if it had been taken at a Trustee Board meeting duly convened and held, only in the instance that:
- 9.1.1 a Trustee has become aware of a matter on which the Trustees need to take an urgent decision; and
  - 9.1.2 all reasonable steps have been taken to make all Trustees aware of the matter and the decision; and
  - 9.1.3 reasonable opportunity has been afforded to Trustees 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.
- 9.2 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 Board meetings as set out in this regulation.

*Regulation A2: Trustee Board*

- 9.4 The Chair of the Trustee Board, 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 upon a majority of Trustee 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 of the process of decision-making shall be entitled to a casting vote in addition to any other vote they may have but this does not apply if, in accordance with the regulations, the Chair of the process of decision-making is not to be counted as participating in the decision-making process for quorum, voting or agreement purposes.

## Regulation A3: Standing Forums

Revised: November 2020

Approved: November 2020

### 1. Standing Forums

1.1 The Robert Gordon University Student Association (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 (the “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 the Trustee Board;
- 2.1.2 be responsible for ensuring the views of RGU students are effectively represented at the 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 the quorum for the Executive Committee shall be 50% plus one of the current members so long as this number includes at least one Sabbatical President and at least one Elected Vice President.

2.4 The Chair of Executive Committee shall be elected by the Executive Committee from amongst the Sabbatical Presidents at their first meeting of the year.

2.5 The Vice Chair of Executive Committee shall be elected from amongst the Vice Presidents at their first meeting of the year. In the incident that no nominations are received for Vice Chair, then a Sabbatical President of the Union shall be elected or appointed by the Executive Committee.

2.6 The Executive Committee shall have the right to require the Chief Executive Officer of the Union, and any other relevant Union staff members, to attend the meetings of the Executive Committee.

2.7 In the case of an equality of votes in any decision-making process in accordance with this Clause, the Chair of the Executive Committee shall be entitled to a

casting vote in addition to any other vote they may have but this does not apply if, the Chair of the Executive Committee has declared a conflict of interest.

### 3. Sabbatical Executive Committee

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- 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 Chief Executive Officer of the Union;
  - 3.1.4 receive updates from the Chief Executive Officer 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 Chief Executive Officer of the Union.
- 3.3 The Sabbatical Executive Committee shall normally meet at least once a fortnight during term time, and once a month throughout the rest of the year.
- 3.4 The Chair of the Sabbatical Executive Committee shall be one of the Sabbatical Presidents in rotating order.

### 4. Student Voice

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- 4.1 Student Voice shall exist to gather student opinion, and act as the primary representative forum for the student body at the University. The forum shall shape the direction and policy of the 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:
    - 4.1.2.1 learning, teaching and assessment;
    - 4.1.2.2 facilities and services of the University;
    - 4.1.2.3 experiences of diverse student groups;
    - 4.1.2.4 experiences of students living in Aberdeen;
    - 4.1.2.5 activities, campaigns and projects of the Union; and
    - 4.1.2.6 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 the 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 the 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 Presidents;
  - 4.2.10 Student Network Presidents;
  - 4.2.11 All Ordinary Members.
- 4.3 Student Voice shall normally meet four times in each academic year, with one meeting acting as the Annual General Meeting of the 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 meeting 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 the 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 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 shall be accessible and transparent.
- 4.11 Student Voice shall have the right to propose, by a majority of votes cast, changes to the Union's Regulations. However, no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.

## 5. Societies Forum

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- 5.1 The Societies Forum shall be responsible for representing student activities, including affiliated societies and student groups, 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 approve the appointment of members of a Societies and Activities Team;
  - 5.1.2 receive reports from the President (Communication and Democracy), Vice President (Societies) and other members of the Societies and Activities Team;
  - 5.1.3 discuss matters relating to student participation in affiliated societies and student groups, and consider participation by different groups of students;
  - 5.1.4 discuss all matters relating to affiliated societies and student groups, and to provide feedback to the Union on their administration; and
  - 5.1.5 oversee the distribution by the President (Communication 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. In the instance a President from an affiliated society or student group is unable to attend, a delegated committee member from that affiliated student activity shall attend in their stead.
- 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, Chief Executive Officer, and relevant Union staff are entitled to attend meetings of the Societies Forum.
- 5.6 The Societies Forum shall have the right to propose, by a majority of votes cast, changes to the Union's Regulations, in particular a set of Student Activities Regulations, which affiliated Student Activities will at all times be required to follow. However, no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.
- 5.7 Societies and Activities Team
- 5.7.1 The Societies and Activities Team ("SAT") will consist of the President (Communication and Democracy), Vice President (Societies) and no more than thirteen other members. Each of these members shall be appointed by the President (Communication and Democracy) and Vice President (Societies) into specific roles which will be approved at the first meeting of the Societies Forum each year.
  - 5.7.2 The specific roles of SAT and the criteria for them will be agreed annually by the Societies Forum.
  - 5.7.3 SAT should meet at least twice a semester during term time.
  - 5.7.4 SAT should undertake specific projects and organise such events as agreed by the Societies Forum or delegated to them by the President (Communication and Democracy).

## 6. Sports Forum

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- 6.1 The Sports Forum shall be responsible for representing affiliated 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 approve the appointment of 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 discuss matters relating to student participation in sport and consider participation by different groups of students;
  - 6.1.4 discuss all matters relating to sport, physical activity and student fitness, providing feedback where necessary to RGU SPORT;
  - 6.1.5 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);
  - 6.2.3 President (or their nominee) from each affiliated sports club;
  - 6.2.4 Vice 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, Chief Executive Officer, and relevant RGU SPORT and Union staff are entitled to attend meetings of the Sports Forum.
- 6.6 The Sports Forum shall have the right to propose, by a majority of the votes cast, changes to the Union's Regulations, in particular a set of Student Activities Regulations, which affiliated Student Activities will at all times be required to follow. However, no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.
- 6.7 Sport and Physical Activity Team
- 6.7.1 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 shall be appointed by the President (Sport and Physical Activity) and Vice President (Sport) into specific roles which will be approved at the first meeting of the Societies Forum each year.
  - 6.7.2 The specific roles of SPAT and the criteria for them will be agreed annually by the Sports Forum.
  - 6.7.3 SPAT should meet at least three times a semester during term time.
  - 6.7.4 SPAT 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 A4: Elected Officers

Revised: November 2020

Approved: November 2020

### 1. Elected Officers Roles

- 1.1 The major office bearers of the Robert Gordon University Student Association (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 (Communication 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 (Community);
  - 1.3.2 Vice President (Education);
  - 1.3.3 Vice President (International);
  - 1.3.4 Vice President (Societies);
  - 1.3.5 Vice President (Sport);
  - 1.3.6 Vice President (Welfare).

### 2. Election of Officers

- 2.1 All officers shall be elected by Ordinary Members in accordance with the Union’s Election Regulation.
- 2.2 Officers shall hold office for a period of twelve months.
- 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 from Robert Gordon University (the “University”).
- 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 may not hold sabbatical union office, or paid elected office, for more than two years in total at the Union. Vice Presidents shall be able to serve a maximum of two years in any Vice President role, and may be elected into a Sabbatical President role for a maximum of two years.
- 2.6 In the event there is a vacancy for any Officer role and 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

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- 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 recognise the different student groups within the University and seek student opinion from these groups 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 (Communication & Democracy)

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- 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)

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- 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 (Sport & Physical Activity)

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- 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 sports clubs with club development, fundraising and their competitive and training programme;

- 6.1.7 represent the 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 respective clubs, including an annual induction programme.

## **7. Vice President (Community)**

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- 7.1 The Vice President (Community) 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 (Community) shall:
- 7.1.1 support the planning of Union events such as Freshers and Refreshers to create a vibrant and entertaining community for students;
  - 7.1.2 work alongside societies, sports clubs, student groups, student networks and the Executive Committee to ensure there is a variety of events that help engage new students with the work of the Union;
  - 7.1.3 lead on representing students and running campaigns on issues which impact students living in the community including transport, housing, healthcare, facilities and more;
  - 7.1.4 support and work with other students' unions' and organisations on community events and campaigns for students in Aberdeen;
  - 7.1.5 ensure Union and University activities are environmentally friendly and promote a safe and ethical community;
  - 7.1.6 raise awareness of environmental issues and support green student projects both within the University and the wider community.

## **8. Vice President (Education)**

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- 8.1 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:
- 8.1.1 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;
  - 8.1.2 voice the feedback and ideas of students on both Union and University committees;
  - 8.1.3 promote the democratic structure of the Union, ensuring student representatives participate in the Annual General Meeting, Student Voice and other meetings;
  - 8.1.4 undertake campaigns and initiatives to create positive changes for students in partnership with the University;
  - 8.1.5 understand the key academic issues impacting students and represent these issues to both the Union and University;
  - 8.1.6 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 with the University;
  - 8.1.7 be an ambassador for student partnership in developing academic courses and support services to create the best results for students.

## 9. Vice President (International)

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

## 10. Vice President (Societies)

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- 10.1 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:
- 10.1.1 advocate and promote the activities of societies and student groups, and encourage all students to engage with extra-curricular activities at the Union;
  - 10.1.2 listen to the feedback of societies and student groups and represent the issues and feedback of societies to the Executive Committee and other relevant groups;
  - 10.1.3 communicate and engage with society committee members around Union activities, training and awards;
  - 10.1.4 work to ensure that societies being run effectively, with a range of activities which are safe and accessible and improve the student experience;
  - 10.1.5 develop and expand the range of societies available, as well as increasing the membership, awareness and activities of current societies;
  - 10.1.6 represent the views of societies and student groups, and lead and participate in the Societies and Activities Team and the Societies Forum;
  - 10.1.7 encourage and support events and initiatives set up by societies and student groups and promote them to the wider student body;
  - 10.1.8 recognise and encourage achievement from societies, student groups and individuals by participating in decisions around student awards and recognition.

## 11. Vice President (Sport)

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- 11.1 The Vice President (Sport) is the lead representative for sports clubs and competitions and is responsible for supporting and developing sports clubs and ensuring they are engaged in the activities of the Union. The Vice President (Sport) shall:
- 11.1.1 advocate and promote the activities of sports clubs and encourage all students to engage with sporting activities at the Union either socially or competitively;
  - 11.1.2 listen to the feedback of sports clubs and represent the issues and feedback of sports clubs to the Executive Committee, RGU SPORT and other relevant groups;
  - 11.1.3 communicate and engage with sports club committee members around Union activities, training and awards;
  - 11.1.4 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;
  - 11.1.5 develop and expand the range of sporting events and activities to increase sports club membership and awareness, as well as support sports club fundraising and social sporting activity to improve student wellbeing;
  - 11.1.6 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;
  - 11.1.7 encourage and support events and initiatives set up by sports clubs and promote them to the wider student body;
  - 11.1.8 recognise and encourage achievement from sports clubs and individuals by participating in decisions around student awards and recognition.

## 12. Vice President (Welfare)

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- 12.1 The Vice President (Welfare) is responsible for ensuring that students at the University 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:
- 12.1.1 undertake campaigns to raise awareness and provide support around the mental wellbeing of students;
  - 12.1.2 support Union activities around mental, physical and sexual health and engage with students around their personal wellbeing;
  - 12.1.3 promote and ensure a diversity of students from all backgrounds are aware of and making use of appropriate welfare support services both at the Union and University;
  - 12.1.4 liaise with staff at the Union and University to provide feedback and suggestions on improving the wellbeing services for students;
  - 12.1.5 liaise with minority and liberation groups to ensure students are not being disadvantaged and to encourage diversity and equal opportunities;
  - 12.1.6 engage with organisations and campaigns outside the Union around liberating students and supporting student wellbeing.

## Regulation A5: Elections

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Revised: December 2022

Approved: December 2022

### 1. Election Process

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- 1.1 The Elected Officers of the Robert Gordon University Student Association (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, who may appoint a Deputy Returning Officer or other nominee(s) to act on their behalf.
- 1.3 Elections shall normally 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 normally 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 be 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 list of candidates;
  - 1.6.4 The Union shall host a candidates’ briefing to outline the Union’s Election Regulation and issue guidance for those participating in the elections;
  - 1.6.5 After the briefing has concluded, candidates shall be allowed to campaign for votes until such time as the voting closes;
  - 1.6.6 The Executive Committee shall determine the length of the voting period, including dates and times, and the decision of the Executive Committee shall be ratified by the 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

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- 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.

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- 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, may 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 ensure the dates and times of the Elections, notification of the Elections and voting period comply with the Union's Election Regulation;
  - 2.3.3 supervise and conduct the count;
  - 2.3.4 oversee the announcement of the result;
  - 2.3.5 any other function as delegated by the Returning Officer.

### 3. Notice of Elections

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- 3.1 The Returning Officer shall issue notification of the Elections to Ordinary Members 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 key election dates;
  - 3.1.3 posts for which nominations can be made;
  - 3.1.4 places from which nomination forms can be obtained; and
  - 3.1.5 places to which completed nomination forms must be returned.

### 4. Nominations

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- 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 not hold sabbatical union office, or paid elected office, for more than two years in total at the Union. 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 a maximum of two years
- 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 shall be collated and be published and made available on the Union website.
- 4.5 On closing of the nominations, the Returning Officer shall inspect all nominations and manifestos and verify that the candidates are eligible to stand in the elections.
- 4.6 The Returning Officer shall 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

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- 5.1 All candidates shall be invited to a briefing session with the Returning Officer once the nominations have closed and the list of candidates has been published.
- 5.2 The Returning Officer shall inform the candidates on the following aspects of the elections:
- 5.2.1 key dates of elections, including the voting period and the results announcement;
  - 5.2.2 overview of the Union's 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 online, 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 candidate photographs and videos.
- 5.3 All candidates shall have the opportunity to ask questions to the 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

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- 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 a 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 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 and policies of the Union and University, including the Union's Equality and Diversity policy and any poster policies;
  - 6.4.3 all candidates must be respectful of each other, and shall not be allowed to damage or remove other 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, sports 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 in such areas;
  - 6.4.8 candidates must be respectful and not partake in any discriminatory behaviour towards particular groups of students.
- 6.5 The Returning Officer reserves the right to remove any election material which in their reasonable opinion is inappropriate.

## 7. Voting

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- 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 shall ensure the dates and times of the voting period comply with the Union's Election Regulation. Voting details, including information regarding voting stations, timings, and any electronic voting platforms shall be published to Ordinary Members once confirmed 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 6.2 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

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- 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 a candidate reaches the quota on the first count, then they will be deemed to be elected to that post.
- 8.7 If no candidate reaches 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 shall be responsible for announcing and publicising the results of the Election by way of the Union website and by any other reasonable means or media they deem appropriate.

## 9. Complaints and Appeals

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- 9.1 Any complaints regarding the conduct of a candidate, supporter or campaigner in an election should be made to the Deputy Returning Officer.
- 9.2 To be considered valid, any complaint must be submitted in writing and on a Student Election Complaint Form. Any complaint must cite the specific rule and/or regulation broken and provide specific evidence of the breach. Verbal complaints will not be considered.
- 9.3 If the complaint relates to the actions of the Deputy Returning Officer, this must be submitted using the same process and it will be referred to the Returning Officer.
- 9.4 Complaints made anonymously or without sufficient supporting evidence may not be considered. All evidence should be submitted alongside the complaint.
- 9.5 The complaints window begins at the close of nominations and closes one hour after the voting period ends. Any complaints received after this time may be considered under the Union's standard Complaints Regulation but will have no bearing on the outcome of the election.
- 9.6 Complaints must be submitted as soon after the breach as possible, especially during the campaigning and voting periods. Any delay in submitting a complaint may negatively impact the consideration of the case by the Deputy Returning Officer.
- 9.7 Upon receiving a complaint, the case will be investigated by the Deputy Returning Officer. This may involve contacting relevant individuals or groups to determine whether a rule or regulation has been breached. The Deputy Returning Officer will respond to all complaints in writing as soon as practically possible.
- 9.8 Anyone who does not engage with the Deputy Returning Officer's investigation within any requested timeframes will be deemed to have nothing further to add.
- 9.9 Following an investigation, the Deputy Returning Officer may:
- 9.9.1 Reject the complaint,
  - 9.9.2 Uphold the complaint and issue a sanction, or
  - 9.9.3 Refer to a relevant Union or University process.
- 9.10 Any sanction will aim to:
- 9.10.1 Redress where an advantage, inadvertently or deliberate, has been gained,
  - 9.10.2 Hold to account where a rule or regulation has been breached.
- 9.11 The candidate, complainant, and any other affected individuals will be notified of the decision. It may also be necessary to publish the outcome on the Union website.
- 9.12 Candidates are regarded as reasonably responsible for the conduct of individuals campaigning on their behalf and may therefore be subject to investigation and disciplinary action if those individuals engage in misconduct.
- 9.13 Any complaints deemed to have been filed maliciously to damage another candidate's campaign, rather than to pursue a genuine grievance, may incur

penalty to the candidate who submitted such a complaint.

- 9.14 A candidate may appeal the decision of the Deputy Returning Officer.
- 9.15 The appeals process exists to remedy any failings in the process rather than to repeat the investigation.
- 9.16 If the Deputy Returning Officer's original decision was communicated before the close of voting, an appeal must be submitted on an official Student Election Appeal Form within 24 hours of the decision being communicated, or up to one hour after the close of voting period, whichever is sooner.
- 9.17 If the Deputy Returning Officer's original decision was communicated after the close of voting, an appeal must be submitted on an official Student Election Appeal Form within 24 hours of the decision being communicated.
- 9.18 Following an appeal, the Returning Officer may:
  - 9.18.1 Reject the appeal,
  - 9.18.2 Uphold the appeal and amend or remove the sanction, or
  - 9.18.3 Ask the Deputy Returning Officer to re-open the investigation.
- 9.19 Rulings of the Returning Officer will usually be communicated within two working days.

## Regulation A6: Complaints

Revised: December 2022

Approved: December 2022

### 1. Complaints Process

- 1.1 Any individual, whether a member of the Robert Gordon University Student Association (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 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 breach Union regulations and rules.
- 1.3 The process for dealing with complaints shall be as follows:
- 1.3.1 Stage One Complaint: Individuals may register a Stage One Complaint by addressing concerns in person, by e-mail, phone, writing or social media to an Elected Officer, a member of the Trustee Board, or a member of staff at the Union.
    - 1.3.1.1 The Union shall seek to provide a response and to resolve a Stage One Complaint promptly, usually within five working days of receipt of the Stage One Complaint.
  - 1.3.2 Stage Two Complaint: The Union shall review a Stage Two 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 of receipt of the Stage Two Complaint.
    - 1.3.2.1 A Stage One Complaint may be escalated to a Stage Two Complaint in the instance the matter is considered either of a serious or a complex nature;
    - 1.3.2.2 A Stage One Complaint may be escalated to a Stage Two Complaint in the instance a complainant is unsatisfied with the response or outcome of Stage One, by addressing the issue in writing to the President (Communication and Democracy).
  - 1.3.2 External Review: Individuals may register a complaint for an External Review if they are unsatisfied with the outcome of a Stage Two Complaint, by addressing the matter to the University as part of the Code of Practice with the Union.

## 2. Stage One Complaint

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- 2.3 Any individual who has a complaint is encouraged to raise it initially at the point of becoming aware of the issue, and to address the matter to an Elected Officer, a member of the Trustee Board, or a member of staff at the Union. A Stage One Complaint may be made in person, in writing, by e-mail, by phone, or on an official Union social media account.
- 2.4 The purpose of a Stage One Complaint is to attempt to resolve complaints which are considered straightforward and are likely to require little investigation. Stage One Complaints may be shared with appropriate persons who might be able to provide context or explanation for an issue unless the content of any such complaint is deemed personal and/or confidential, in which case the complaint shall be escalated to a Stage Two Complaint.
- 2.5 The Union shall aim to resolve a Stage One Complaint and to issue notification of an outcome to the complainant within five working day of receipt of the Stage One Complaint. An outcome at Stage One may include an explanation, an apology, a solution, or in certain cases, an escalation to a Stage Two Complaint.
- 2.6 The complainant shall be informed of the outcome of a Stage One Complaint. This may be in person, in writing, by e-mail, by phone, or by an official Union social media account. The response shall aim to address all areas of the complaint and explain the reasons for the decision, and inform the complainant of their right to enter into a Stage Two Complaint should they remain dissatisfied.
- 2.7 The Union's record of complaints shall be updated once the outcome of a Stage One Complaint has been issued

## 3. Stage Two Complaint

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- 3.1 Complaints considered at Stage Two may already have been considered at Stage One or may be complaints identified upon receipt at Stage One as appropriate for Stage Two.
- 3.1.1 A complaint shall proceed to Stage Two when an individual is dissatisfied with the response and/or outcome issued at Stage One and the complainant lodges a Stage Two Complaint in writing to the President (Communication and Democracy) with details of the issue, the desired outcome and any supporting evidence.
- 3.1.2 A complaint shall proceed to Stage Two when a matter is of a serious nature or the matter requires further investigation than is possible at Stage One. The complaint shall be lodged as a Stage Two Complaint with the President (Communication and Democracy).
- 3.1.3 The Union shall issue an acknowledgement of the complaint's escalation to a Stage Two Complaint in writing once all necessary information has been submitted to the President (Communication and Democracy).
- 3.2 The President (Communication and Democracy) shall schedule a meeting of the Sabbatical Executive Committee to discuss any Stage Two Complaints that have been lodged with the Union. The Sabbatical Executive Committee shall review the information, call on any appropriate person(s) and decide upon a suitable outcome.
- 3.3 In the instance a member of the Sabbatical Executive Committee is subject of a Stage Two Complaint or has a conflict of interest, then the member shall take no part in the Sabbatical Executive Committee meeting where the complaint is

discussed. Should the President (Communication and Democracy) be subject to a Stage Two Complaint, another member of the Sabbatical Executive Committee 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 a 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 aim to provide a written response to the complainant usually within twenty working days of receipt of the Stage Two Complaint.
- 3.6 In the event that a complaint cannot be resolved within twenty working days, where there is justifiable reason, the investigation may be extended so long as the complainant is notified of the situation.
- 3.7 The Union's record of complaints shall be updated once the outcome of a Stage Two Complaint has been issued.

#### **4. External Review**

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- 4.1 Should a complainant remain dissatisfied, then they shall be entitled for the matter to be referred to the Principal and Vice-Chancellor of the University as outlined in the University's Code of Practice with the Union.
- 4.2 The Principal, on behalf of the Board of Governors, shall appoint an independent person (who may, or may not, be a member of university staff depending upon the nature of the complaint) to undertake an investigation into the complaint and make a report within twenty working days of the request for an external review of the complaint. Where applicable, the Union shall act upon any recommendations or findings within that report.

## Regulation A7: Discipline

Revised: December 2022

Approved: December 2022

### 1. Discipline Principles

- 1.1 All members and associated individuals of the Robert Gordon University Student Association (the “Union”) 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 There shall be the Robert Gordon University Student Association Discipline Committee (the “Discipline Committee”) to implement the Union’s Discipline Regulation.
- 1.3 The Union’s Discipline Regulation has been prepared to ensure:
- 1.3.1 the responsibilities of the Union are effectively discharged through designated office holders referred to in the Union’s Discipline Regulation, and that these designated office holders, or their nominee(s) who deputise on their behalf, act with the delegated authority of the Trustee Board;
  - 1.3.2 equality of treatment of persons, members or employees or otherwise, by providing transparent, consistent and accessible procedures;
  - 1.3.3 disciplinary actions are resolved as close as possible to the point at which the Union was made aware of any such matter and to ensure that, as far as is reasonably practicable, all interested parties are informed of progress of an investigation or appeal;
  - 1.3.4 any persons, members or employees or otherwise, shall not be disadvantaged due to contribution to the disciplinary processes;
  - 1.3.5 the Union’s Discipline Regulation shall not hinder a person’s rights under law, the legal context in which these regulations operate for all members associated with, and staff employed by, the Union.
- 1.4 The Union’s Discipline Regulation has been prepared to reflect and to assure that:
- 1.4.1 the principles of natural justice, including the assumption of innocence until guilt is proven, are upheld;
  - 1.4.2 the identity and circumstances of all persons involved remain confidential unless disclosure is necessary to progress any such disciplinary process, in which case an identity shall only be revealed to those directly involved in the disciplinary processes or with the prior approval of the subject;
  - 1.4.3 when allegations are raised, the balance of probabilities shall be the basis on which the standard of proof is used.

### 2. Discipline Process

- 2.1 The Trustee Board and Executive Committee shall have the power to apply the Union’s Discipline Regulation to;
- 2.1.1 Members of the Union;
  - 2.1.2 Elected Officers of the Union;
  - 2.1.3 Trustees of the Union;
  - 2.1.4 Staff of the Union;

- 2.1.5 Any person on Union premises.
- 2.2 For the purposes of the Union's Discipline Regulation, Sabbatical Presidents shall be disciplined under the same procedures as Trustees of the Union.
- 2.3 The process for undertaking a discipline investigation shall be:
  - 2.3.1 Allegations of misconduct should be raised with a Sabbatical President, a member of the Trustee Board, the Chief Executive Officer of the Union or allegations may be raised or arise through a complaint;
  - 2.3.2 Where there are reasonable grounds to believe that misconduct has occurred, in the first instance the Sabbatical Executive Committee shall be informed, who shall decide whether there is sufficient initial evidence for a Discipline Committee to be formed;
  - 2.3.3 Should the Sabbatical Executive Committee decide there are reasonable grounds, a meeting of the Discipline Committee shall be arranged. Details of the alleged misconduct and meeting of the Discipline Committee shall be issued to the persons alleged to have committed misconduct, normally no later than ten working days after the Sabbatical Executive Committee were informed of the allegation;
  - 2.3.4 The Discipline Committee shall explore the allegation by reviewing the evidence and examining all available facts. The Discipline Committee may interview and consult with persons, members or employees or otherwise, where appropriate. Persons alleged to have committed misconduct shall be given every opportunity to explain the circumstances surrounding the allegation and to submit any relevant mitigating evidence for consideration;
  - 2.3.5 Normally within five working days of the meeting of the Discipline Committee, the Discipline Committee shall issue the persons alleged to have committed misconduct a copy of notes of the meeting, notification of the decision and, if appropriate, any sanction(s) to be imposed, and advise of their entitlement to submit an appeal against the decision and/or sanction(s) in accordance with the Union's Discipline Regulation.
- 2.4 Should the Discipline Committee be satisfied misconduct has not been established, no further action shall be taken and the original complainant and other relevant persons shall be informed of the outcome in writing by the Discipline Committee normally within five working days of the meeting of the Discipline Committee.
- 2.5 Should the Discipline Committee be satisfied that misconduct has been established, the Discipline Committee shall decide upon any appropriate and proportionate sanction(s) in accordance with the Union's Discipline Regulation. Persons alleged to have committed misconduct shall be informed of the outcome in writing by the Discipline Committee normally within five working days of the meeting of the Discipline Committee.
- 2.6 Should persons alleged to have committed misconduct be unable to attend a meeting of the Discipline Committee, but have provided good reason, a further meeting shall be arranged and confirmed in writing, and advised the subsequent meeting of the Discipline Committee shall proceed even in their absence if necessary, without this constituting grounds for appeal. At the Discipline Committee's discretion, it may allow a case to be presented in writing in the event of a satisfactory reason being provided for non-attendance.
- 2.7 Should persons alleged to have committed misconduct fail to attend a meeting of the Discipline Committee without providing good reason, the meeting shall proceed in their absence, without this constituting grounds for appeal.

### 3. Misconduct

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- 3.1 The following shall constitute acts of misconduct; however, the list is not exhaustive and other matters may justify enacting disciplinary procedures:
- 3.1.1 breaches of stated instruction or Union regulations and policies;
  - 3.1.2 actions that bring or could bring the reputation of the Union or its members into disrepute;
  - 3.1.3 harassment, violence or discrimination of members or staff of the Union;
  - 3.1.4 damage to or misappropriation of Union property or funds;
  - 3.1.5 interference with legitimate activities of other members or processes or procedures of the Union; or
  - 3.1.6 action which endangers the safety of others.
- 3.2 Any person who assists another person to commit misconduct shall be deemed to have committed misconduct and shall be dealt with in accordance with the Union's Discipline Regulation.

### 4. The Discipline Committee

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- 4.1 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.
- 4.2 The Discipline Committee shall be formed by the Sabbatical Executive Committee based on the required composition, possible conflicts of interest and availability.
- 4.3 The composition of the Discipline Committee when considering allegations against "Members of the Union" and "Any Person on Union Premises" shall be:
- 4.3.1 one of the Sabbatical Presidents, who shall not be the President (Communication and Democracy);
  - 4.3.2 one member of the Executive Committee, who shall not be one of the Sabbatical Presidents; and
  - 4.3.3 the Chief Executive Officer of the Union, or their nominee.
- 4.4 The composition of the Discipline Committee when considering allegations against "Elected Officers of the Union", excluding Sabbatical Presidents, shall be:
- 4.4.1 one of the Sabbatical Presidents, who shall not be the President (Communication and Democracy);
  - 4.4.2 one member of the Executive Committee, who shall not be one of the Sabbatical Presidents; and
  - 4.4.3 the Chief Executive Officer of the Union, or their nominee.
- 4.5 The composition of the Discipline Committee when considering allegations against "Trustees of the Union", including Sabbatical Presidents, shall be:
- 4.5.1 one Student Trustee or Sabbatical Trustee, who shall not be the President (Communication and Democracy);
  - 4.5.2 one External Trustee or the University Trustee; and
  - 4.5.3 the Chief Executive Officer of the Union, or their nominee.
- 4.6 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.

*Regulation A7: Discipline*

- 4.7 The Discipline Committee shall have a quorum of three.
- 4.8 The Discipline Committee shall have the right to request the attendance of Union staff to support the running of the meeting.
- 4.9 All individuals called to serve on the Discipline Committee shall have a responsibility to acknowledge any relationship or conflict of interest they have with persons alleged to have committed misconduct prior to the meetings.
- 4.10 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 Discipline Committee shall at all times remain independent and impartial, and where conflict is raised, a replacement member shall be nominated by the Sabbatical Executive Committee.

## 5. Meetings of the Discipline Committee

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- 5.1 The Discipline Committee shall hold meetings as and when disciplinary matters are referred to it by the Sabbatical Executive Committee. Its functions shall be to establish, on the evidence before it, whether misconduct has taken place and, where appropriate, to decide upon any appropriate and proportionate action.
- 5.2 The Discipline Committee shall:
- 5.2.1 ensure persons alleged to have committed misconduct receive written details of the alleged misconduct and notification of details of the meeting of the Discipline Committee normally no later than ten working days after the Sabbatical Executive Committee were informed of the allegation;
  - 5.2.2 ensure a meeting of the Discipline Committee is called normally no later than fifteen working days after the Sabbatical Executive Committee were informed of the allegation;
  - 5.2.3 ensure persons alleged to have committed misconduct and other appropriate persons are provided with at least five working days written notice of a meeting of the Discipline Committee;
  - 5.2.4 be entitled to call witnesses and undertake investigations, as appropriate;
  - 5.2.5 ensure persons alleged to have committed misconduct are advised of their right to attend the meeting of the Discipline Committee and, if they so wish, be accompanied by no more than two persons;
  - 5.2.6 ensure persons alleged to have committed misconduct are given the opportunity to address the meeting of the Discipline Committee and to call witnesses;
  - 5.2.7 prepare notes of the meeting, notification of the decision and, if appropriate, notification of any other action to be imposed, and advise persons alleged to have committed misconduct of their entitlement to submit an appeal against the decision in accordance with the Union's Discipline Regulation, and issue such communication normally within five working days of the meeting of the Discipline Committee;
  - 5.2.8 reserve the right to extend the timescales as to when a decision shall be reached, and in the instance this right is exercised, the Discipline Committee shall notify all appropriate persons as to when a decision can be expected;
  - 5.2.9 reserve the right to be accompanied by HR representatives, or administrative staff to support the process.

- 5.3 The procedure for meetings of the Discipline Committee shall be:
- 5.3.1 The Discipline Committee shall host a pre-meeting at which a Chair for the meeting shall be established and the evidence considered;
  - 5.3.2 The Discipline Committee shall hold the meeting to which the persons alleged to have committed misconduct and their accompanying person(s) shall be invited;
  - 5.3.3 The Chair of the Discipline Committee shall read out the grounds of the misconduct and afford the persons alleged to have committed misconduct the opportunity to accept or reject the grounds of misconduct;
  - 5.3.4 The Chair of the Discipline Committee shall detail the case of misconduct, and to present any evidence, statements or witnesses to support the allegations and afford the persons alleged to have committed misconduct the opportunity to present any evidence, statements or witnesses, and to outline any mitigating circumstances;
  - 5.3.5 The Chair of the Discipline Committee shall allow all parties sufficient time to present their case and to raise any questions;
  - 5.3.6 The Chair of the Discipline Committee shall close the meeting of the Discipline Committee and inform the persons alleged to have committed misconduct that the Discipline Committee are to consider all of the evidence.
  - 5.3.7 The Chair of the Discipline Committee shall issue notes of the meeting, notification of the decision and, if appropriate, notification of any other action to be imposed, and advise persons alleged to have committed misconduct of their entitlement to submit an appeal against the decision in accordance with the Union's Discipline Regulation, and issue such communication normally within five working days of the meeting of the Discipline Committee.
- 5.4 Persons alleged to have committed misconduct are entitled to be accompanied at a meeting of the Discipline Committee by no more than two persons if they so wish. Accompanying persons are to provide support and guidance and may consult with persons alleged to have committed misconduct during proceedings. However, they shall not contribute to proceedings nor speak on behalf of persons alleged to have committed misconduct unless otherwise requested to do so by the Discipline Committee.

## 6. Powers of Discipline Committee

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- 6.1 Should any person be found to have committed misconduct, the Discipline Committee shall be entitled to impose one or more of the following sanctions; this list is not exhaustive and other appropriate sanctions may be imposed:
- 6.1.1 a reprimand or written warning;
  - 6.1.2 charges to cover the cost of any damage or loss to the Union as a consequence of the misconduct;
  - 6.1.3 a fine not exceeding the amount the Trustee Board considers appropriate;
  - 6.1.4 suspension from positions within the Union for a prescribed period of time;
  - 6.1.5 dismissal from positions within the Union;
  - 6.1.6 suspension from membership for a prescribed period of time;
  - 6.1.7 termination of membership of the Union;
  - 6.1.8 permanent or temporary exclusion from the Union premises.
- 6.2 Failure by any person to adhere to a sanction may permit the Discipline Committee to issue a further sanction.

### 6.3 Reprimands and Written Warnings

- 6.3.1 Verbal warnings shall normally be issued in the case the misconduct was minor and the first known case of misconduct, and may be recorded on membership records;
- 6.3.2 First written warnings shall be issued in the case of repeated incidences of misconduct, or in the case the misconduct is considered more serious, and may be recorded on membership records;
- 6.3.3 Final written warnings shall be issued in the case of repeated incidences of misconduct, or in the case the misconduct is considered more serious as to warrant only one warning, or in the case conduct does not improve, and may be recorded on membership records.

### 6.4 Suspension

- 6.4.1 The Union may suspend a person 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;
- 6.4.2 While suspended, persons 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;
- 6.4.3 In exceptional circumstances, where allegations are considered to be of a serious nature, persons may be suspended, with pay in the case of employees, pending the outcome of an investigation by the Discipline Committee. They must attend meetings when requested, and given reasonable notice of any such meeting.

### 6.5 Dismissal

- 6.5.1 Where conduct remains unsatisfactory, or acts of gross misconduct are committed, the Discipline Committee may act to dismiss persons from positions or employment from the Union, or terminate their membership with the organisation;
- 6.5.2 The Union shall undertake all legal responsibilities to comply with regulations and protect employee rights while taking disciplinary action.

## 7. Appeal

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- 7.1 Any person against whom an allegation of misconduct is established shall have the right of appeal against the decision of the Discipline Committee in relation to the decision reached, the sanction or both.
- 7.2 An appeal must be made in writing, and in which it must state clearly the grounds on which the appeal is based, to the President (Communication and Democracy), within ten working days of receiving notification of the decision of the Discipline Committee.
- 7.3 An appeal shall be deemed valid for consideration only if it is received within 10 working days of receiving notification of the outcome from the Discipline Committee.
- 7.4 An appeal shall not be deemed valid for consideration if it is received after 10 working days of the outcome from the Discipline Committee being issued. Any appeal submitted beyond the 10 working-day period shall be dismissed, and the

*Regulation A7: Discipline*

person shall have no further right of appeal. The President (Communication and Democracy) shall notify the person accordingly

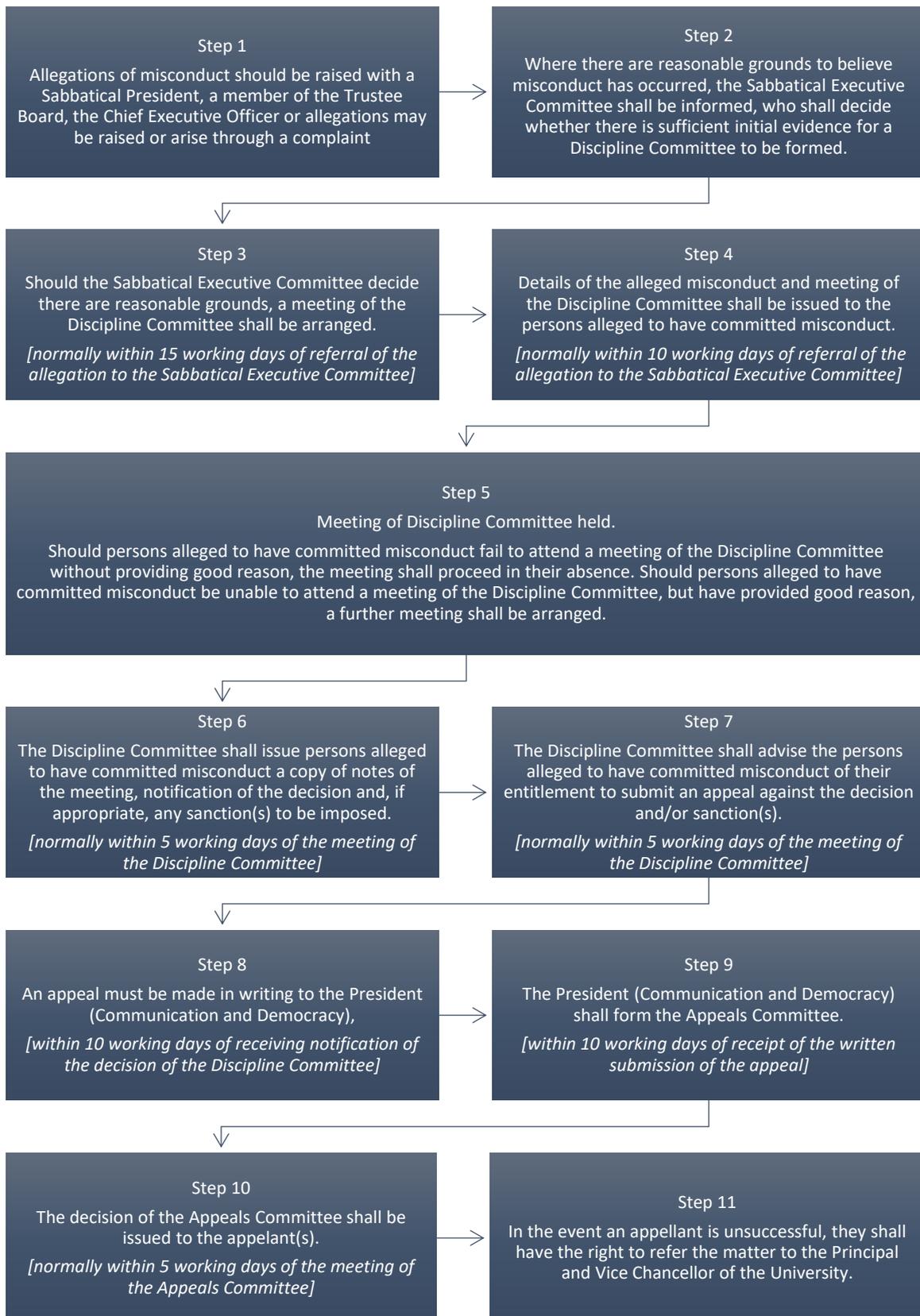
- 7.5 The President (Communication and Democracy), normally within 10 working days of receipt of the written submission of the appeal, shall form the Robert Gordon University Student Association Appeals Committee (the “Appeals Committee”), which shall be comprised of:
- 7.5.1 President (Communication and Democracy);
  - 7.5.2 One Student Trustee; and
  - 7.5.3 the University Trustee, or their nominee.
- 7.6 None of the members of the Appeals Committee shall be a member of the Discipline Committee which dealt with the original case.
- 7.7 The quorum of the Appeals Committee shall be three.
- 7.8 In the event of a conflict of interest of any member of the Appeal Committee, or of an inability to reach quoracy, the Sabbatical Executive Committee shall nominate a replacement from the Trustee Board, Executive Committee or Union staff.
- 7.9 The Appeals Committee shall receive the notes and decision of the previous meeting and any evidence relevant to the grounds for appeal, and shall follow the same timescale and procedures as to that of the Discipline Committee.
- 7.10 Having considered an appeal against a decision of the Discipline Committee, the Appeals Committee shall determine either:
- 7.10.1 the appeal be dismissed, misconduct has been established, the decision of the Discipline Committee and the sanction be confirmed; or
  - 7.10.2 the appeal be upheld, misconduct has not been established, the decision of the Discipline Committee be annulled and the sanction cancelled.
- 7.11 Having considered an appeal against a sanction of the Discipline Committee, the Appeals Committee shall determine either:
- 7.11.1 the appeal be dismissed, the sanction determined by the Discipline Committee be confirmed; or
  - 7.11.2 the appeal be upheld, the sanction determined by the Discipline Committee be modified to that of a lesser sanction.
- 7.12 The decision of the Appeals Committee shall normally be communicated within five working days of the meeting of the Appeals Committee.
- 7.13 In the event 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.
- 7.13.1 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.

**8. General**

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- 8.1 No expelled member, nor 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.
- 8.2 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 the preceding clause, solely because they have exercised their right to opt out.
- 8.3 The Chief Executive Officer of the Union may suspend any person from Union premises or from accessing Union services pending the outcome of a Disciplinary Committee hearing.
- 8.4 The Union's 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.

## Appendix 1. Discipline Process



## Regulation A8: General Meetings

Revised: November 2020

Approved: November 2020

### 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.
- 1.2 The agenda for General Meetings shall normally consist of:
- 1.2.1 the Chair shall open the meeting and note apologies for absence;
  - 1.2.2 constitutional matters for recommendation to the Trustee Board;
  - 1.2.3 approval of the minute of the previous General Meeting, and discussion of any subsequent matters arising;
  - 1.2.4 report from the Executive Committee and related questions;
  - 1.2.5 report from the Trustee Board and related questions;
  - 1.2.6 discussion and voting on any business, special resolution or submitted motions, including any related amendments;
  - 1.2.7 approval of the Union's financial statements relating to the previous academic session;
  - 1.2.8 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;
  - 1.2.9 submission of a list of external organisations to which the Union has made donations, providing details of any such donations; and
  - 1.2.10 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 a General Meeting shall be issued to Ordinary Members at least fourteen days prior to the meeting.
- 1.5 The Chair of a General Meeting shall be an Elected Officer chosen from the Executive Committee, 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 General Meeting, including motions, shall have been considered and approved by the Sabbatical Executive Committee.

*Regulation A8: General Meetings*

- 2.3 The Sabbatical Executive Committee shall normally approve a motion to be placed on the agenda of a General Meeting, upon deciding a motion is:
- 2.3.1 viable; and
  - 2.3.2 reasonable; and
  - 2.3.3 of benefit to the student community.
- 2.4 The President (Communication and Democracy) shall communicate the Sabbatical Executive Committee's decision to approve or to reject a motion from being placed on the agenda of a General Meeting and the reasoning behind such a decision to the motion proposer.
- 2.5 The agenda and associated motions and documents for Ordinary Members to vote on shall be published prior to the meeting.
- 2.6 Each motion shall be open for discussion by Ordinary Members, and follow a process of debate consisting of: opening statement in favour, speech against, speech in favour, (repeated as necessary), closing statement, and voting.
- 2.7 Ordinary 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.
- 2.8 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.
- 2.9 Ordinary 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.
- 2.10 A motion shall be considered passed in the instance 50% plus one votes of the total votes cast, including abstentions, by Ordinary Members are votes in favour of the motion passing.
- 2.11 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**

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- 3.1 Ordinary Members shall be entitled to submit amendments to motions, either through submission in advance to the President (Communication and Democracy) or through submission after the motion opening statement and at the start of the motion discussion.
- 3.2 Any amendments submitted to the President (Communication and Democracy) shall, in the first instance, be considered and approved by the Sabbatical Executive Committee. The Sabbatical Executive Committee shall approve an amendment for discussion and voting after deciding a proposed amendment is:
- 3.2.1 viable; and
  - 3.2.2 reasonable; and
  - 3.2.3 not amending the motion in such a way that impacts upon the motion's core aim.
- 3.3 The President (Communication and Democracy) shall communicate the Sabbatical Executive Committee's decision to the amendment proposer in advance of or at the General Meeting in which it was proposed.

*Regulation A8: General Meetings*

- 3.4 Amendments shall be open for discussion and voting after a motion's opening statement but before motion debates and shall following the same process of debate as motions.

**4. Quorum**

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- 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 working 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.

## Regulation A9: Referenda

Revised: February 2023

Approved: February 2023

### 1. Referenda Process

- 1.1 Referenda 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.
- 1.2 The process for calling a referendum shall be:
- 1.2.1 by the Executive Committee; or
  - 1.2.2 by thirty Ordinary Members, on request to the President (Communication and Democracy) and in which any question proposed for a referendum has a stated 'Yes' or 'No' answer for the vote.
- 1.3 Ordinary Members shall be entitled to vote for only one candidate in any duly held referendum and in which designated candidates shall be either for or against the proposed question.

### 2. Returning Officer

- 2.1 Referenda shall be presided over by a Returning Officer, who shall be appointed by the Trustee Board and shall not be a member or an employee of the Union.
- 2.2 The Returning Officer may appoint a Deputy Returning Officer or other nominee(s) from amongst the Union staff to act on their behalf in the supervision and enacting of a referendum.
- 2.3 The Returning Officer, if instructed by the referendum proposer, may change or withdraw the question.
- 2.4 Once a question is set, the Returning Officer and the Sabbatical Executive Committee shall be responsible for making the arrangements for a referendum, including issuing notification, setting the dates with a minimum of two working days for voting, and promotional activities for each candidate.
- 2.5 The Union shall make provisions to allow members to debate the question set for a referendum, either through an event or online, with the opportunities to understand both candidate positions before the casting of votes.

### 3. Notice of Referenda

- 3.1 The Returning Officer shall issue notification of a referendum at least ten working days prior to the referendum taking place. This notice shall state the:
- 3.1.1 key referendum dates;
  - 3.1.2 question set for the referendum;
  - 3.1.3 campaigning regulations;
  - 3.1.4 places from where and ways in which votes can be cast.

#### 4. Campaigning

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- 4.1 All campaign activities must be conducted fairly and in accordance with the Union's Referenda Regulation and is only permitted at the time the Sabbatical Executive Committee allow for referendum activities.
- 4.2 The campaigning period shall commence after notification of a referendum has been issued to Ordinary Members, and at a time announced by the Returning Officer, and shall end at the close of voting.
- 4.3 The Union and associated media, excluding accounts and media associated with the Executive Committee, shall promote referenda in a fair and balanced manner, allowing both candidates equal exposure.
- 4.4 Executive Committee members are entitled to promote or campaign in favour of one or more candidate in a referendum as long as such promotion or campaigning abides by the campaigning rules as outlined in the Union's Referenda Regulation.
- 4.5 Candidates, including candidate representatives and supporters, in a referendum are required to abide by the campaigning rules as outlined by the Returning Officer. This shall include, but is not limited to:
- 4.5.1 any materials or posters must not be offensive or derogatory;
  - 4.5.2 all campaigning must respect the rules and policies of the Union and University, including the Union's Equality and Diversity policy and any poster policies;
  - 4.5.3 candidates must be respectful of other candidates, and shall not be allowed to damage or remove materials of any other candidate until after campaigning has finished;
  - 4.5.4 campaigning is not permitted in academic areas such as the library or classrooms;
  - 4.5.5 candidates must only make use of resources and opportunities attainable by all candidates;
  - 4.5.6 campaigning in either academic areas or student accommodation is at the sole discretion of either the lecturing staff or resident(s), and candidates must ask permission before campaigning in such areas;
  - 4.5.7 candidates, including candidate representatives and supporters, must be respectful and not partake in any discriminatory behaviour towards particular groups of students.
- 4.6 The Returning Officer reserves the right to remove any referendum material which, in their reasonable opinion, is inappropriate.

#### 5. Voting

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- 5.1 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.
- 5.2 The Returning Officer shall ensure the dates and times of the voting period comply with the Union's Referenda Regulation. Voting details, including information regarding voting stations, timings, and any electronic voting platforms shall be published to members once confirmed by the Returning Officer.
- 5.3 Only Ordinary Members of the Union may vote upon the production of a valid University matriculation card or via valid electronic access.

*Regulation A9: Referenda*

- 5.4 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.
- 5.5 Ballot papers shall bear the question stated for the Referendum and have a suitable space for indicating the voting preference in favour for either candidate.
- 5.6 Voting shall be carried out by placing an “X” opposite the voter’s preferred candidate.
- 5.7 In all referenda, reasonable adjustments shall be made, in the spirit of the Equality Act 2010, to ensure no voter is disenfranchised.
- 5.8 Candidates, including candidate representatives and supporters, should not be in the immediate vicinity of a voter when they are in the act of casting their vote.

**6. Voting Count**

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- 6.1 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.
- 6.2 Candidates, including candidate representatives and supporters, are not allowed to be present at the count, but may appoint a scrutiner on their behalf.
- 6.3 Referenda shall be decided by a secret ballot either through a paper vote or electronic vote.
- 6.4 Where a referendum uses paper ballots, on opening the ballot boxes, the Returning Officer shall instruct all appointed counters to examine the voting papers.
- 6.5 Where the referendum uses paper ballots, voting papers shall be declared spoiled by the Returning Officer if they consider that:
  - 6.5.1 the paper has clearly been defaced/vandalised; or
  - 6.5.2 there is no clear indication of preference for either candidate; or
  - 6.5.3 the paper has not been stamped by the polling officer; or
  - 6.5.4 the paper is not authentic.
- 6.6 The quota for a resolution to pass shall be 75% plus one of the votes cast.
- 6.7 In order for any referenda to be valid, no fewer than 10% of Ordinary Members must have voted.
- 6.8 The Returning Officer shall be responsible for announcing and publicising the results of any referenda by way of the Union website and by any other reasonable means or media they deem appropriate.

**7. Complaints and Appeals**

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- 7.1 Any individual, whether a candidate in a referendum 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.

*Regulation A9: Referenda*

- 7.2 Complaints concerning referenda at the Union shall be dealt with in accordance with the Union's Complaints Regulation.
- 7.2.1 If, as a result of the complaints process, an individual is dissatisfied with the outcome of a Stage Two Complaint, the individual is entitled to appeal against the decision in accordance with the Union's Discipline Regulation.

## Regulation A10: Student Activities

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Revised: November 2020

Approved: November 2020

### 1. Student Activities

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- 1.1 Robert Gordon University Student Association (the “Union”) shall facilitate and support a number of affiliated student activities which enhance the student experience and further the objects of the Union. These student activities shall include, but shall not be limited to:
- 1.1.1 Societies;
  - 1.1.2 Sports Clubs;
  - 1.1.3 Student Groups;
  - 1.1.4 Student Networks.
- 1.2 Student activities shall be overseen, governed and be eligible to receive funding from the Union, but shall be separately run and coordinated by Ordinary Members.
- 1.3 Student activities affiliated with the Union are expected to abide by the Union’s Student Activities Regulation and its constituent sections, along with all relevant policies of the Union which cover the undertakings of student activities.

### 2. Student Activities Discipline

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- 2.1 All student activities, including societies, sports clubs, student groups and student networks, shall be required to follow the Union’s Constitution, Regulations and Policies at all times. Student activities must provide any paperwork requested and follow any guidance around social media, health and safety or accident procedures.

## Regulation A10-2: Societies

Revised: November 2020

Approved: November 2020

### 1. Society Governance

- 1.1 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.
- 1.2 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.
- 1.3 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 societies and action any decisions made by the Societies Forum. They shall be responsible for listening to the views of societies and working with Robert Gordon University Student Association (the “Union”) to promote extra-curricular activities.
- 1.4 The Societies Forum shall be the democratic body for affiliated societies and shall normally meet twice a semester with the President from each society in attendance. The Societies Forum shall be the primary mechanism to raise any feedback, ask questions of elected representatives, and discuss and vote on key matters relating to regulations and management of affiliated societies. In the instance a President of an affiliated society is unable to attend a meeting of the Societies Forum, a delegated society committee member from that affiliated student activity shall attend in their stead.
- 1.5 The Staff Team at the Union shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of societies. This support shall include, but is not limited to, management of the budgets and finances for societies, assistance with promotion of societies, training and development of societies, and overseeing the administration of societies.

### 2. Society Formation

- 2.1 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 to affiliate with the Union, they must complete an application process.
- 2.2 The Society Set-Up Process shall be:
- 2.2.1 Meet with the Union to discuss ideas and the purpose of the society, as well as to get information about how to run a society;
  - 2.2.2 Recruit at least ten interested members and elect a President, Vice President, Treasurer and Communication & Engagement Lead along with any other committee positions to be introduced;
  - 2.2.3 Complete an application form, detailing the society name, objectives and purpose for the society and plans for the year;

- 2.2.4 Write a society constitution detailing the objectives of the society, the rules for the running of the society and the positions on the committee;
- 2.2.5 Some societies may need to complete additional paperwork such as risk assessments or insurance documents based on the nature of their proposed activities;
- 2.2.6 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 student activities, rules and policies of the Union. The President (Communication and Democracy), Vice President (Societies) and appropriate staff members will consider all applications;
- 2.2.7 If accepted, societies must pay in the fees their first ten members which must all be full matriculated RGU students;
- 2.2.8 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.

### 3. Society Documentation

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- 3.1 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.
- 3.2 The Application Form is for new societies 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.
- 3.3 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.
- 3.4 The Society Grant Request Form is produced annually to allow societies the opportunity 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 the Union as the basis for distributing funds to societies.
- 3.5 The Risk Assessment and External Activities paperwork is required from societies where their activities may need safety management or takes place out of the campus.
- 3.6 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.
- 3.7 The Society Development Plan is for societies to outline their name, purpose and proposed activities for the year. The plan will outline how they will improve the society that year, engage new people, and participate in fundraising activities. Societies should work with the President (Communication and Democracy) and the Union's Student Development & Volunteering Co-ordinator to ensure plans are complete.

#### 4. Society Membership

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- 4.1 All societies must have at least ten fully-matriculated RGU students as paid members of the society at any time.
- 4.2 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 but be no less than £5.
- 4.3 Societies shall be able to accept members who are not RGU students, but 51% of members must be students of Robert Gordon University.
- 4.4 Membership shall run from August to July each year, and membership can be purchased at any point throughout the year.
- 4.5 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 Union reception at any time.
- 4.6 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.
- 4.7 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.

#### 5. Society Committees and Leadership

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- 5.1 Each society shall be expected to elect a team of students to run the society which should include a President, Vice President, Treasurer and Communication & Engagement Lead as a minimum. They shall be responsible for the running of the society and shall be expected to work with the Union to ensure the proper running of the group.
- 5.2 The duties expected of the committee and delegated to particular members may include:
- 5.2.1 Organise regular society meetings with members;
  - 5.2.2 Oversee and implement the objectives and functions of the group;
  - 5.2.3 Submit all required paperwork to the Union;
  - 5.2.4 Attend Societies Forum, the Union's Annual General Meeting and other appropriate meetings;
  - 5.2.5 Manage the budget and finances of the society and authorise expenses;
  - 5.2.6 Attend society training and liaise with the Union;
  - 5.2.7 Organise events and activities for the benefit of society members;
  - 5.2.8 Ensure the sustainability of the society by recruiting members, hosting an AGM and handover.
- 5.3 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.
- 5.4 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 Union Complaints Regulations.

- 5.5 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.

## 6. Society Elections

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- 6.1 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.
- 6.2 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.
- 6.3 Societies may ask a representative from the Union to support and oversee their elections to ensure a fair and democratic process.
- 6.4 A candidate must achieve a majority of the vote to win the position.
- 6.5 Societies are expected to engage and vote for positions in the main Union elections, particularly in promoting the President (Communication and Democracy) and Vice President (Societies) Elected Officer positions.
- 6.6 Society and Activity Team members shall be appointed by the President (Communication and Democracy) after open applications with the aim of gaining even representation across a range of societies. The Societies Forum will vote to ratify the appointments at the first meeting.

## 7. Society Finances

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- 7.1 The 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.
- 7.2 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.
- 7.3 Societies will be given two accounts with the Union.
- 7.3.1 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.
- 7.3.2 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.
- 7.4 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.
- 7.5 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.

- 7.6 Societies must provide receipts or invoices for all expenditure, and can get an up-to-date account balance from the Union Finance Officer.
- 7.7 Societies shall receive funding usually through the following sources:
- 7.7.1 Membership Income: which may be collected by the society or the Union and must be paid into the Union with the necessary membership forms;
  - 7.7.2 Union Grant: which will be allocated to the societies by the Union after consideration of a Grant Request Form;
  - 7.7.3 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;
  - 7.7.4 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.
- 7.8 Societies shall be able to spend their funds usually through the following methods:
- 7.8.1 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;
  - 7.8.2 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.
  - 7.8.3 Purchases: where the society may work with Union staff to pay directly for items using the Union's banking methods.
- 7.9 Societies will be able to apply for a grant from the Union to support their activities during the year. The rules around the distribution of funds shall be that:
- 7.9.1 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.
  - 7.9.2 Societies must submit a Grant Request Form, detailing their planned activities for the year, their projected expenditure, projected income and request for funding.
  - 7.9.3 All Society Grant Requests shall be considered by the Society Finance Committee, which shall usually include:
    - 7.9.3.1 President (Communication and Democracy);
    - 7.9.3.2 Vice President (Societies);
    - 7.9.3.3 Chief Executive Officer;
    - 7.9.3.4 Student Development & Volunteering Coordinator.
  - 7.9.4 The Society Finance Committee shall consider the following criteria when assessing society funding requests:
    - 7.9.4.1 available Union funding;
    - 7.9.4.2 previous grant allocations;
    - 7.9.4.3 number of active student members;
    - 7.9.4.4 realistic projected figures;
    - 7.9.4.5 planned fundraising activity;
    - 7.9.4.6 training of committee members;
    - 7.9.4.7 date of submission of application;
    - 7.9.4.8 standard of annual report;
    - 7.9.4.9 evidence of good financial management;
    - 7.9.4.10 plan of activities for coming year;
    - 7.9.4.11 interaction with the Union and other groups;
    - 7.9.4.12 attendance at Societies Forum and events;

7.9.4.13 charitable or community work undertaken by the society.

7.9.5 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.

## 8. Society Activities

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- 8.1 Societies will be required to hold an Annual General Meeting once a year to elect their new committee and review the year's activities.
- 8.1.1 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.
- 8.1.2 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.
- 8.1.3 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.
- 8.1.4 The minutes of the meeting must be taken as a record of all the items discussed and the votes cast. The minutes of a society AGM must be circulated to the President (Communication and Democracy) within 10 working days of the AGM.
- 8.1.5 The AGM should be attended by more than 50% of the members of the society.
- 8.1.6 The meeting will be chaired by the President of the society or another committee member, and the society may invite a representative of the Union to support the AGM.
- 8.2 If a quorum is not present at a society AGM within half an hour, or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten working days of the original notice.
- 8.3 If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the society committee and dealt with in consultation with the President (Communication and Democracy) and Vice President (Societies).
- 8.3.1 Any decisions of a society committee may be subject to question by a quorum of 50% plus one of the current members, or subject to external ruling through the Union's Complaints Regulation.
- 8.4 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.
- 8.5 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.
- 8.6 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

*Regulation A10 (Section 2): Societies*

University. The use of drugs, or the consumption of alcohol while using transport, is strictly prohibited.

- 8.7 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.
- 8.8 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.
- 8.9 In the event of an accident during a society event or meeting, members should follow the accident procedure, contact the Union and complete the required accident report form.

## Regulation A10-3: Sports Clubs

Revised: November 2020

Approved: November 2020

### 1. Sports Club Governance

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 The Staff Team at the Robert Gordon University Student Association (the “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.
- 1.6 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.
- 1.7 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 the Union to assist in the delivery and development of sports clubs.

### 2. Sports Club Formation

- 2.1 Students are welcome to set up their own sports club. In order for sports clubs to be set up or affiliate with the Union, they must complete the following Sport Club Set-Up Process:
  - 2.1.1 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;
  - 2.1.2 Recruit at least twenty interested members and elect a President, and Vice President along with any other committee positions to be introduced;
  - 2.1.3 Complete a Club Development Plan, detailing the club name, objectives, plans for the year and risk assessment;
  - 2.1.4 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;

- 2.1.5 Sports clubs will be required to complete additional paperwork such as risk assessments or insurance documents based on the nature of their proposed activities;
- 2.1.6 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;
- 2.1.7 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);
- 2.1.8 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.

### **3. Sports Club Documentation**

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- 3.1 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.
- 3.2 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 the Union.
- 3.3 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.
- 3.4 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.

### **4. Sports Club Membership**

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- 4.1 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 sports clubs; however, some clubs may request different pricing.
- 4.2 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.
- 4.3 Membership shall run from August to July each year, and membership can be purchased at any point throughout the year.
- 4.4 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.

- 4.5 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.
- 4.6 Sports clubs may hold trials for competitive teams and may base acceptance to teams based on sporting performance or experience.

## 5. Sports Club Committees and Leadership

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- 5.1 Each sports club shall be expected to elect a team of students to run the sports club which should include a President, and Vice President as a minimum. They shall be responsible for the running of the sports club and shall be expected to work with the President (Sport and Physical Activity), the Union and RGU SPORT to ensure the proper running of the group.
- 5.2 The duties expected of the committee and delegated to particular members may include:
- 5.2.1 Oversee the planning of club meetings, training and fixtures;
  - 5.2.2 Manage the risks of club activities and ensure required paperwork is completed;
  - 5.2.3 Attend Sports Forum, the Union's Annual General Meeting and other appropriate meetings;
  - 5.2.4 Attend club training and liaise with the Union and RGU SPORT;
  - 5.2.5 Organise events and activities for the benefit of club members;
  - 5.2.6 Ensure the sustainability of the club by recruiting members, hosting an AGM and handover.
- 5.3 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.
- 5.4 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 Union Complaints Regulations.
- 5.5 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.

## 6. Sports Club Elections

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- 6.1 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.
- 6.2 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.
- 6.3 Sports clubs may ask a representative from the Union to support and oversee their elections to ensure a fair and democratic process.
- 6.4 A candidate must achieve a majority of the vote to win the position.

- 6.5 Sports clubs are expected to engage and vote for positions in the main Union elections, particularly in promoting the President (Sport and Physical Activity) and Vice President (Sport).
- 6.6 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.

## 7. Sports Club Finances

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- 7.1 The 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.
- 7.2 The Staff of the Union shall be responsible for managing the accounts for sports clubs.
- 7.3 Sports clubs shall have a collective budget which shall be managed by the President (Sport and Physical Activity) and the Union, with support from RGU SPORT. The income for this budget shall usually be through the following sources:
- 7.3.1 Membership Income: which will be at a set fee as decided by the Sports Forum and collected online;
  - 7.3.2 University Grant: which is a set amount each year to subsidise sporting activity and will contribute to the overall sport budget;
  - 7.3.3 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;
  - 7.3.4 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.
- 7.4 Sports clubs shall be able to spend their funds usually through the following methods:
- 7.4.1 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;
  - 7.4.2 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;
  - 7.4.3 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.
- 7.5 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 President of the sports club.
- 7.6 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.

## 8. Sports Club Activities

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- 8.1 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.
- 8.1.1 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;
  - 8.1.2 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;
  - 8.1.3 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;
  - 8.1.4 The minutes should be taken from the meeting as a note of all the items discussed and the votes cast;
  - 8.1.5 The AGM should be attended by more than 50% of the members of the society;
  - 8.1.6 The meeting will be chaired by the President of the sports club or another committee member, and the club may invite a representative of the Union to support the AGM.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 In the event of an accident during a club event, training session or meeting, members should follow the accident procedure, contact the Union and complete the required accident report form.

## 9. Sports Club Competition and Travel

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- 9.1 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).
- 9.2 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.
  - 9.3 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.
  - 9.4 Clubs wishing to individually enter into competitions 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.
  - 9.5 All clubs are responsible for sourcing their own umpires and officials for home fixtures.
  - 9.6 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.
  - 9.7 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.
  - 9.8 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.
  - 9.9 Transport shall be arranged by the President (Sport and Physical Activity) who will book the required buses and communicate this to the President of the sports club 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.
  - 9.10 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.
  - 9.11 Car hire may be arranged for students over twenty-one with a valid driver's license with appropriate paperwork completed.
  - 9.12 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.

## Regulation A10-4: Student Groups

Revised: November 2020

Approved: November 2020

### 1. Student Group Governance

- 1.1 Robert Gordon University Student Association (the “Union”) shall facilitate and support a number of affiliated student groups which enhance the student experience and further the objects of the Union. These student groups shall include, but shall not be limited to:
- 1.1.1 RGU:Union Student Media;
  - 1.1.2 RGU:Union Nightline;
  - 1.1.3 RGU:Union Peer Support;
  - 1.1.4 RGU:Union Raising and Giving;
  - 1.1.5 Duke of Edinburgh’s Award.
- 1.2 Student groups shall be overseen, governed and be eligible to receive funding from the Union, but shall be separately run and coordinated by Ordinary Members.
- 1.3 Student groups affiliated with the Union are expected to abide by the Union’s Student Activities Regulation, along with all relevant policies of the Union which cover the undertakings of student activities.
- 1.4 The Staff Team at the Union shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of student groups. This support shall include, but is not limited to, management of the budgets and finances for student groups, assistance with promotion of student groups, training and development of student groups, and overseeing the administration of student groups.
- 1.5 Student groups shall be governed by the Sabbatical Executive Committee and supported by Union Staff. Student groups shall be treated exceptionally from other student activities, such as societies and sports clubs, as Union managed activities and critical to the student experience.
- 1.6 Student groups shall be invited to attend the Societies Forum and be members of the Societies and Activities Team. However, student group representatives in attendance at a Societies Forum shall not be permitted to engage in any voting matters unless otherwise invited to by the Chair of the Societies Forum. Student group committee members from these groups shall be required to engage with Sabbatical Presidents, attend the Union’s Annual General Meeting and other appropriate meetings.
- 1.7 The Societies and Activities Team shall work with both student groups and the Sabbatical Executive Committee to agree and undertake work on key projects for student groups and action any decisions made by the Societies Forum. They shall be responsible for listening to the views of student groups and working with the Union to promote extra-curricular activities.
- 1.8 The Societies Forum shall be the representative body for student groups and shall normally meet twice a semester with the President from each student group in attendance. The Societies Forum shall be the primary mechanism to raise any feedback, ask questions of elected representatives. In the instance a Student Group President is unable to attend a meeting of the Societies Forum, a delegated student group committee member from that affiliated student activity shall be eligible to attend in their stead.

## 2. Student Group Formation

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- 2.1 Student groups shall be proposed to be formed either by the Executive Committee upon identifying a need for a student group or by the successful passing of a motion requesting a student group be established at one of the Union's Annual General Meetings. Any proposed student group, either by the Executive Committee or by the successful passing of an AGM motion, shall require ratification by the Trustee Board to be established.

## 3. Student Group Documentation

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- 3.1 Student groups shall be required to complete constitution paperwork but may not be required to charge membership fees.
- 3.2 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.
- 3.3 The Student Group Development Plan is for student groups to outline their name, purpose and proposed activities for the year. The plan will outline how they will improve the student group that year, engage new people, and participate in fundraising activities. Student groups should work with the President (Communication and Democracy) and the Union's Student Development & Volunteering Co-ordinator to ensure plans are complete.

## 4. Student Group Membership

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- 4.1 Student groups are not required to charge a membership fee. In the event a membership fee is established, there shall be no minimum fee.
- 4.2 Student groups shall be able to accept members who are not students of Robert Gordon University, but 50% plus one of the current members must be students of Robert Gordon University.
- 4.3 Membership shall run from August to July each year, and membership can be obtained at any point throughout the year.
- 4.4 Membership may be obtained online or in person by completing a Membership Form.
- 4.5 Student groups may offer incentives or benefits to members such as discount cards, member IDs, and merchandise or otherwise. The student group committee shall be responsible for managing the distribution of such items; however, the Union may assist.
- 4.6 All individuals shall be entitled to be a member of a student group and must not be discriminated against based on gender, race, sexual orientation, disability or other characteristic.

## 5. Student Group Committees and Leadership

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- 5.1 Each student group shall be expected to elect a committee comprised of a team of students who run the student group who shall undertake duties in the vein of a

President, Vice President, Treasurer and Communication & Engagement Lead as a minimum. They shall be responsible for the running of the student group and shall be expected to work with the Union to ensure the proper running of the student group.

- 5.2 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 recruitment of new members.
- 5.3 The duties expected of a student group committee and delegated to particular members may include, but are not limited to:
- 5.3.1 Organising regular student group meetings with members;
  - 5.3.2 Liaising with a relevant Sabbatical President no fewer than twice a semester to discuss the operations and development of the student group;
  - 5.3.3 Overseeing and implementing the objectives and functions of the student group;
  - 5.3.4 Submitting all required paperwork to the Union;
  - 5.3.5 Attending the Societies Forum, the Union's Annual General Meeting and any other appropriate meetings;
  - 5.3.6 Management of the budget and finances of the student group and the authorising of expenses;
  - 5.3.7 Attending student group training and liaising with the Union on this matter;
  - 5.3.8 Organising events and activities for the benefit of student group members;
  - 5.3.9 Ensuring the sustainability of the student group by recruiting members, hosting an AGM and carrying out a handover.
- 5.4 A student group may introduce new committee positions or make other key decisions if agreed by the student group committee at a meeting with no less than 50% plus one of the committee members in attendance.
- 5.5 The decisions of a student group committee may be subject to question by a quorum of 75% of the student group's membership, or subject to external ruling through the Union's Complaints Regulation.
- 5.6 In the situation where a decision is tied, the President of the Student Group shall have the casting vote. Where conflict arises in a student group committee, the Union shall act as a mediator to deal with the situation in an appropriate manner.

## 6. Student Group Elections

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- 6.1 Student group committee positions shall be filled through an election from members of the student group at the Annual General Meeting for the student group. All members are eligible to stand for election as long as they shall continue to be a matriculated student of Robert Gordon University the following year.
- 6.2 Elections may be decided either by an open vote or a secret ballot. Votes shall be cast by a show of hands, ballot slips, or by electronic means where appropriate. During the elections any member of the student group may ask for a secret ballot, where the ballot slips shall be counted by an impartial individual.
- 6.3 Student groups may ask a representative from the Union to support and oversee their elections to ensure a fair and democratic process.

- 6.4 A candidate must achieve a majority of the vote to be elected to a student group committee position.
- 6.5 Student groups are expected to engage and vote for positions in the main Union elections, particularly in promoting the President (Communication and Democracy) and Vice President (Societies) Elected Officer positions.
- 6.6 Society and Activity Team members shall be appointed by the President (Communication and Democracy) after open nominations with the aim of gaining even representation across a range of societies and student groups. The Societies Forum will vote to ratify the appointments at the first meeting. In this instance, student group representatives shall be eligible to vote in any ratification of Society and Activity Team members.

## 7. Student Group Finances

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- 7.1 Student groups shall be allocated funding by the Sabbatical Executive Committee from the 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.

## 8. Student Group Activities

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- 8.1 Student groups shall be required to hold an Annual General Meeting ("AGM") once a year to elect their new committee and to review the year's activities.
- 8.1.1 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.
- 8.1.2 All members of the student group must be invited to attend and given at least fourteen days' notice of the meeting. Only fully matriculated members of the student group may vote or speak during the meeting.
- 8.1.3 The agenda for the meeting should be sent in advance to members and should normally include the minutes from the previous AGM, summary of student group activities, annual financial report, election of new committee and approval of the constitution.
- 8.1.4 The minutes of the meeting must be taken as a record of all the items discussed and the votes cast. The minutes of a student group AGM must be circulated to the President (Communication and Democracy) within 10 working days of the AGM.
- 8.1.5 The quorum for a student group AGM shall be 50% plus one of the current members of the members of the student group.
- 8.1.6 The AGM will be chaired by the Student Group President or another committee member, and the student group may invite a representative of the Union to support the AGM.
- 8.2 If a quorum is not present at a student group AGM within half an hour, or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten working days of the original notice.
- 8.3 If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the student group committee and dealt with in consultation with a relevant Sabbatical President.

- 8.3.1 Any decisions of a student group committee may be subject to question by a quorum of 50% plus one of the current members, or subject to external ruling through the Union's Complaints Regulation.
- 8.4 Student groups shall be issued with an e-mail address and print code by the Union, which must be used appropriately. Student groups will be expected to treat all Union and University facilities and equipment respectfully.
- 8.5 Student groups may set up social media accounts for their group. Any social media accounts created for a student group must use their Union issued e-mail address, and any social media usage and activities must be respectful and adhere to the Union and Universities social media policies. Student groups using the 'RGU' and 'RGU:Union' brand must not make any statements or issue communications which are false or could bring the reputation of the Union or University into disrepute.
- 8.6 All student group members must behave in a manner that positively reflects the student group, Union and University. It is unacceptable to engage in any discrimination or anti-social behaviour. Students must be cautious whilst 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.
- 8.7 Student groups shall not be permitted to undertake or condone any initiation activities. All members must be treated equally and allowed the opportunity to join and participate without any discrimination or harassment.
- 8.8 Student groups which breach stated regulations or policies may be investigated by the Sabbatical Executive Committee. If misconduct takes place, the student group may be referred to a Discipline Committee of the Union. Individuals may also make complaints about student groups, which will be investigated under the Union's Complaints Regulation.
- 8.9 In the event of an accident during a student group event or meeting, members should follow the accident procedure, contact the Union and complete the required Accident Report Form

## Regulation A10-5: Student Networks

Revised: November 2020

Approved: November 2020

### 1. Student Network Governance

- 1.1 Robert Gordon University Student Association (the “Union”) shall facilitate and support a number of affiliated student networks which enhance the student experience and further the objects of the Union.
- 1.2 Student networks shall be overseen and governed by the Sabbatical Executive Committee and supported by Union Staff but shall be separately run and coordinated by Ordinary Members.
- 1.3 Student networks affiliated with the Union are expected to abide by the Union’s Student Activities Regulation along with all relevant policies of the Union which cover the undertakings of student activities.
- 1.4 The Staff Team at the Union shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of student networks. This support shall include, but is not limited to, management of the budgets and finances for student networks, assistance with promotion of student networks, training and development of student networks, and overseeing the administration of student networks.

### 2. Student Network Formation

- 2.1 All matriculated students shall be able to set up their own student network. Any student network must be based on one or more of the protected characteristics as designated in the Equality Act 2010. In order for student networks to be set up, or to affiliate with the Union, an application process must be completed.
- 2.2 The student network set-up process shall be:
  - 2.2.1 Meet with the President (Education and Welfare) and Vice President (Welfare) to discuss ideas and the purpose of the student network, as well as to receive information on how to run a student network;
  - 2.2.2 Complete an Application Form, detailing the student network name, objectives and purpose for the student network and plans for the year;
  - 2.2.3 Write a student network constitution detailing the objectives of the student network, the rules for the running of the student network and the positions on the committee;
  - 2.2.4 Additional paperwork such as risk assessments or insurance documents may be needed based on the nature of the proposed student network activities. Meet with the Union to discuss whether any additional paperwork shall be needed;
  - 2.2.5 Student network applications shall be reviewed and approved based on the information provided in the application, whether there is sufficient membership to sustain the student network, similarities with other student activities, rules and policies of the Union. The President (Education and Welfare), Vice President (Welfare) and appropriate staff members shall review all student network applications;
  - 2.2.6 Student networks must engage with the Union processes throughout the academic year and submit required paperwork to maintain their

affiliated status. Student networks which fail to engage for a period of one year, have to reapply for membership in future years.

### **3. Student Network Documentation**

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- 3.1 Student networks shall be required to complete constitution paperwork but may not be required to charge membership fees.
- 3.2 Student networks 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.
- 3.3 The Student Network Development Plan is for student networks to outline their name, purpose and proposed activities for the year. The plan will outline how they will improve the student network that year, engage new people, and participate in fundraising activities. Student networks should work with the President (Education and Welfare), Vice President (Welfare) and the Union's Student Development & Volunteering Co-ordinator to ensure plans are complete.

### **4. Student Network Membership**

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- 4.1 A membership may not be required to participate in the activities of a student network. However, membership may be obtained by engaging with the student network committee or the President (Education & Welfare).
- 4.2 Student networks are not required to charge a membership fee.
- 4.3 Student networks shall be able to accept members who are not students of Robert Gordon University, but 50% plus one of the current members must be students of Robert Gordon University.
- 4.4 Membership shall run from August to July each year, and membership can be obtained at any point throughout the year.
- 4.5 Student networks may offer incentives or benefits to members such as discount cards, merchandise or otherwise. The student network committee shall be responsible for managing the distribution of such items; however, the Union may assist.
- 4.6 All individuals shall be entitled to be a member of a student network and must not be discriminated against based on gender, race, sexual orientation, disability or other characteristic

### **5. Student Network Committees and Leadership**

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- 5.1 Each student network shall be expected to elect a committee comprised of a team of students who run the student network who shall undertake duties in the vein of a President, Vice President, Treasurer and Communication & Engagement Lead as a minimum. They shall be responsible for the running of the student network and shall be expected to work with the Union to ensure the proper running of the student network.

- 5.2 The duties expected of a student network committee and delegated to particular members may include, but are not limited to:
- 5.2.1 Organising regular student network meetings with members;
  - 5.2.2 Overseeing and implementing the objectives and functions of the student network;
  - 5.2.3 Liaising with the President (Education and Welfare) and Vice President (Welfare) no fewer than twice a semester to discuss the operations and development of the student network;
  - 5.2.4 Submitting all required paperwork to the Union;
  - 5.2.5 Attending Student Voice, the Union's Annual General Meeting and any other appropriate meetings;
  - 5.2.6 Management of the budget and finances of the student network and the authorising of expenses;
  - 5.2.7 Attending student network training and liaising with the Union on this matter;
  - 5.2.8 Organising events and activities for the benefit of student network members;
  - 5.2.9 Ensuring the sustainability of the student network by recruiting members, hosting an AGM and carrying out a handover.
- 5.3 A student networks may introduce new committee positions or make other key decisions if agreed by the student network committee at a meeting with no less than 50% plus one of the committee members in attendance.
- 5.4 The decisions of a student network committee may be subject to question by a quorum of 75% of the student network's membership, or subject to external ruling through the Union's Complaints Regulation.
- 5.5 In the situation where a decision is tied, the President of the student network shall have the casting vote. Where conflict arises in the Committee, the Union shall act as a mediator to deal with the situation in an appropriate manner

## 6. Student Network Elections

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- 6.1 Student network committee positions shall be filled through an election from members of the student network at the Annual General Meeting for the student network. All members are eligible to stand for election as long as they shall continue to be a matriculated student of Robert Gordon University the following year.
- 6.2 Elections may be decided either by an open vote or a secret ballot. Votes shall be cast by current members of the student network by a show of hands, ballot slips, or by electronic means where appropriate. During the elections any member of the student network may ask for a secret ballot, where the ballot slips shall be counted by an impartial individual.
- 6.3 Student networks may ask a representative from the Union to support and oversee their elections to ensure a fair and democratic process.
- 6.4 A candidate must achieve a majority of the vote to be elected to a student network committee position.
- 6.5 Student networks are expected to engage and vote for positions in the main Union elections, particularly in promoting the President (Education and Welfare) and Vice President (Welfare) Elected Officer positions

## 7. Student Network Finances

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- 7.1 Student networks may be allocated funding by the Sabbatical Executive Committee from the Union budget on a needs basis. Student networks 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.

## 8. Student Network Activities

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- 8.1 Student networks shall be required to hold an Annual General Meeting ("AGM") once a year to elect their new committee and to review the year's activities.
- 8.1.1 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.
- 8.1.2 All members of the student network must be invited to attend and given at least fourteen days' notice of the meeting. Only fully matriculated members of the student network may vote or speak during the meeting.
- 8.1.3 The agenda for the meeting should be sent in advance to members and should normally include the minutes from the previous AGM, summary of student network activities, annual financial report, election of new committee and approval of the constitution.
- 8.1.4 The minutes of the meeting must be taken as a record of all the items discussed and the votes cast. The minutes of a student network AGM must be circulated to the President (Education and Welfare) within 10 working days of the AGM.
- 8.1.5 The quorum for a student network AGM shall be 50% plus one of the current members of the members of the student network.
- 8.1.6 The AGM will be chaired by the President of the student network, or another committee member, and the student network may invite a representative of the Union to support the AGM.
- 8.2 If a quorum is not present at a student network AGM within half an hour, or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten working days of the original notice.
- 8.3 If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the student network committee and dealt with in consultation with the President (Education and Welfare) and Vice President (Welfare).
- 8.3.1 Any decisions of a student network committee may be subject to question by a quorum of 50% plus one of the current members, or subject to external ruling through the Union's Complaints Regulation.
- 8.4 Student networks shall be issued with an e-mail address and print code by the Union, which must be used appropriately. Student networks will be expected to treat all Union and University facilities and equipment respectfully.
- 8.5 Student networks may set up social media accounts for their group. Any social media accounts created for a student network must use their Union issued e-mail address, and any social media usage and activities must be respectful and adhere to the Union and Universities social media policies. Student networks using the 'RGU' and 'RGU:Union' brand must not make any statements or issue communications which are false or could bring the reputation of the Union or University into disrepute.

*Regulation A10 (Section 5): Student Networks*

- 8.6 All student network members must behave in a manner that positively reflects the student network, Union and University. It is unacceptable to engage in any discrimination or anti-social behaviour. Students must be cautious whilst 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.
- 8.7 Student networks shall not be permitted to undertake or condone any initiation activities. All members must be treated equally and allowed the opportunity to join and participate without any discrimination or harassment.
- 8.8 Student networks which breach stated regulations or policies may be investigated by the Sabbatical Executive Committee. If misconduct takes place, the student network may be referred to a Discipline Committee of the Union. Individuals may also make complaints about student networks, which will be investigated under the Union's Complaints Regulation.
- 8.9 In the event of an accident during a student network event or meeting, members should follow the accident procedure, contact the Union and complete the required Accident Report Form.

## Regulation A11: Finance

Revised: November 2020

Approved: November 2020

### 1. Legal Status of the Students' Union

- 1.1 The Union's Financial Regulation aims to clarify procedures relating to the management of the finances of the Robert Gordon University Student Association (the "Union") for the benefit and protection of the Union and its members, Elected 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 Union is a separate legal entity from Robert Gordon University (the "University"), and 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 the University specify their recognition of the status of the Union as follows:

*"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."*

- **Extract from Clause 25.4 of RGU Financial Regulations**

- 1.5 The Union and Trustee Board shall consider and abide by all regulations set by OSCR, the University's 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 University's 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 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 Robert Gordon University Student Association 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 Union Management

- 2.3.1 The Sabbatical Executive Committee, comprised of the Sabbatical Presidents and the Chief Executive Officer 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 Chief Executive Officer shall be responsible for ensuring adequate training on financial procedures and regulations is in place with all Elected Officers and Union staff.
- 2.3.4 Sabbatical Officers must consult with the Chief Executive Officer before undertaking any transactions, and likewise, the Chief Executive Officer must consult at least one Sabbatical Officer when authorising transactions.

## 2.4 Staff and Officers

- 2.4.1 All staff, Elected 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

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

- 3.1.1 annual grant received from the 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 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

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- 4.1 The financial year for the Union is from the 1<sup>st</sup> August to the 31<sup>st</sup> July each year.
- 4.2 Prior to the start of a new financial year, the Chief Executive Officer 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, comprised of the Sabbatical Presidents and Chief Executive Officer of the Union, 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 Chief Executive Officer may present the draft budget or any strategic funding bids to external parties, such as the University, with aims to achieve increased or changed funding.
- 4.6 The final budget, once reviewed by the Executive Committee and Trustee Board, shall be presented to the University's 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 student activities through membership, events or sponsorship shall be retained in the client account and may be accessed in the next financial year.

#### 5. Bank Accounts

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- 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 Chief Executive Officer; and
  - 5.2.2 the Head 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 Student activities 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 student activities 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 Chief Executive Officer, and it shall be the responsibility of the Chief Executive Officer 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 Chief Executive Officer 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 Chief Executive Officer, with requests submitted in advance and the money counted and signed in and out.
- 5.8 The Finance Officer and Chief Executive Officer shall ensure that banking and credit card statements is reconciled, reviewed and signed off monthly.

## 6. Authorisation

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- 6.1 All payments and transactions must be authorised by appropriate signatories, usually two signatories, one of whom must be the Chief Executive Officer 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 Chief Executive Officer;
  - 6.2.3 University Trustee;
  - 6.2.4 External Trustee;
  - 6.2.5 Head of Sport.
- 6.3 The authorisation limits for transactions are:
- 6.3.1 Less than or equal to £150: The Chief Executive Officer shall have authority to issue 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 Chief Executive Officer, Head of Sport, University Trustee or an External Trustee.
  - 6.3.3 Greater than £3000: Two signatories, one of whom must be the University Trustee or an 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

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- 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 Chief Executive Officer shall be responsible for recording sales income and settling any outstanding floats.

## 8. Purchasing Process

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- 8.1 Staff and Elected 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 Chief Executive Officer, 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; and
  - 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 Union. Staff, Elected 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 Chief Executive Officer 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

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- 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 £3,500: May require quotations at the discretion of the Chief Executive Officer;

- 9.1.2 Purchases from £3,500 - £10,000: Shall require three written quotations to be obtained, which shall be decided on with the buyer and Chief Executive Officer 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 Chief Executive Officer 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 £3,500 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

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- 10.1 Once appropriate authorisation has been gained, Staff and Elected Officers, or student activities 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 had 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 Chief Executive Officer 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 Chief Executive Officer 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, including the account details and payment amounts, must be included in an invoice or expenses claim provided to the Chief Executive Officer 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 Chief Executive Officer 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 Chief Executive Officer shall monitor all invoices issued to customers and manage debts owed to the Union.
  - 10.8.3.1 After 30 Days: Unpaid invoices will be added to the aged debtors list and a reminder will be issued to customers;
  - 10.8.3.2 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;
  - 10.8.3.3 After 90 Days: The unpaid invoice shall be added to the bad debts list and the Finance Officer on the authorisation of the Chief Executive Officer without further notice to the customer shall raise an action with a debt recovery agency to recover monies due.

## 11. Finance of Student Activities

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- 11.1 The Union shall be responsible for the banking and management of all student activity funding. No student activity 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, student groups, student networks and the sport budget. Each activity, with the exception of sports clubs, must elect a Treasurer to keep records of the activity's income and expenditure. The Union will work with the President and Treasurer of each activity to maintain records and process payments.
- 11.3 Societies, student groups and student networks will be given two accounts with the Union.
- 11.3.1 The Budget Account is the activity'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 activity'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.
- 11.3.2.1 An activity client account shall be closed, and all remaining funds collated as part of the Union's surplus, after a period of inactivity for two consecutive financial years. Funds collated in this way shall be ringfenced for the development of the student activity classification to which the defunct student activity belonged.
- 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 Union Staff and RGU SPORT.
- 11.5 Each student activity shall have designated members who shall be authorised to approve all financial transactions on behalf of the activity. The Union must receive up-to-date contact information and sample signatures for each individual, and any changes must be agreed by the activity's committee.
- 11.6 Authorised committee members, Union staff and Sabbatical Officers 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 activity'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 Student activities shall receive funding usually through one or more of the following sources:
- 11.8.1 Membership Income: which may be collected by the activity 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 sports clubs on a needs basis for competitions, equipment, travel or otherwise;
- 11.8.3 Union Grant: which will be allocated to the societies only by the Union after consideration of a Grant Request Form;

- 11.8.4 Fundraising: which is expected from student activities to support charitable causes and must be undertaken following the Union's fundraising guidelines, and fundraising is expected from societies and sports clubs to cover their operations;
  - 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 activities shall be able to spend their funds usually through the following methods:
- 11.9.1 Expenses Claims: where the authorised member of the student activity 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 student activity.
  - 11.9.3 Purchases: where the student activity 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 the 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 Grant Request Form, detailing their planned activities for the year, their projected expenditure, projected income and request for funding.
  - 11.10.3 All Society Grant Requests shall be considered by the Society Finance Committee, which shall usually include:
    - 11.10.3.1 President (Communication and Democracy);
    - 11.10.3.2 Vice President (Societies);
    - 11.10.3.3 Chief Executive Officer; and
    - 11.10.3.4 Student Development & Volunteering Coordinator.
  - 11.10.4 The Society Finance Committee shall consider the following criteria when assessing society funding requests:
    - 11.10.4.1 available Union funding;
    - 11.10.4.2 previous grant allocations;
    - 11.10.4.3 number of active student members;
    - 11.10.4.4 realistic projected figures;
    - 11.10.4.5 planned fundraising activity;
    - 11.10.4.6 training of committee members;
    - 11.10.4.7 date of submission of application;
    - 11.10.4.8 standard of annual report;
    - 11.10.4.9 evidence of good financial management;
    - 11.10.4.10 plan of activities for coming year;
    - 11.10.4.11 interaction with the Union and other groups;
    - 11.10.4.12 attendance at Societies Forum and events;
    - 11.10.4.13 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 society and its 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 Student networks may be allocated funding by the Sabbatical Executive Committee from the Union budget on a needs basis. Student networks 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.
- 11.12 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 President of the sports club.
- 11.13 Student groups shall be allocated an amount of the Union budget for their activities which will be decided by the Sabbatical Executive Committee. Student 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**

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- 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 Chief Executive Officer, alongside the Sabbatical Executive Committee.

## **13. Security**

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- 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 Chief Executive Officer immediately.

## **14. Insurance**

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- 14.1 The Chief Executive Officer 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**

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- 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**

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

**17. Intellectual Property Rights**

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- 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**

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- 18.1 The Assets of the Union, including those of the societies, sports clubs, stock and otherwise, shall be managed by the Chief Executive Officer who will ensure the care and security of assets.
- 18.2 The Finance Officer and Chief Executive Officer 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**

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- 19.1 The Finance Officer, supervised by the Chief Executive Officer 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**

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- 20.1 The Union's financial statements will be subject to an annual audit by a firm of auditors appointed by the 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 Union.

**21. Amendment to Financial Regulations**

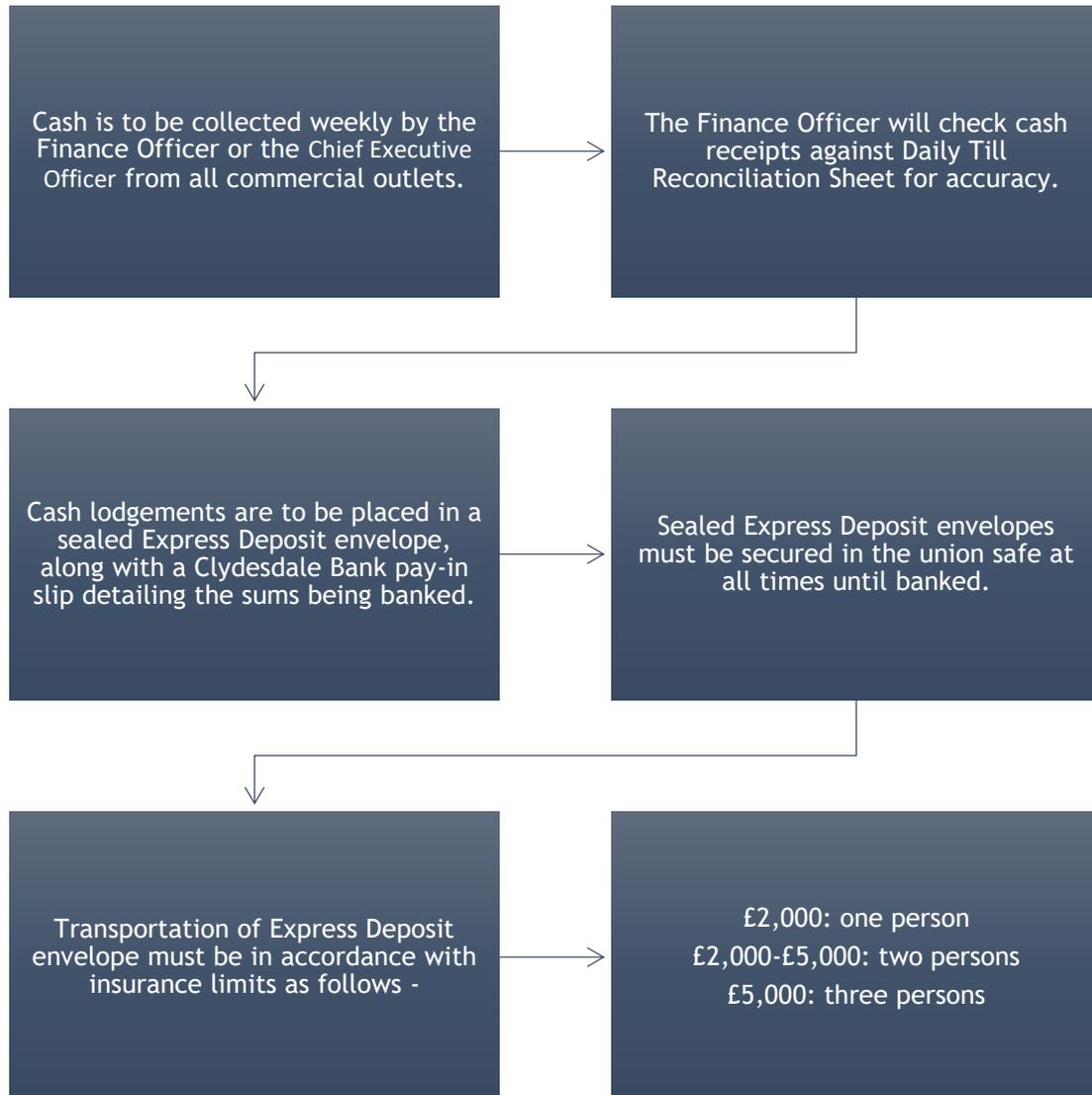
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- 21.1 The Union's Financial Regulations shall be amended by any quorate meeting of the Trustee Board, although the Sabbatical Executive Committee or Executive Committee shall have the right to propose changes, however no amendment shall be made which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

## Appendix 1. Banking Procedure

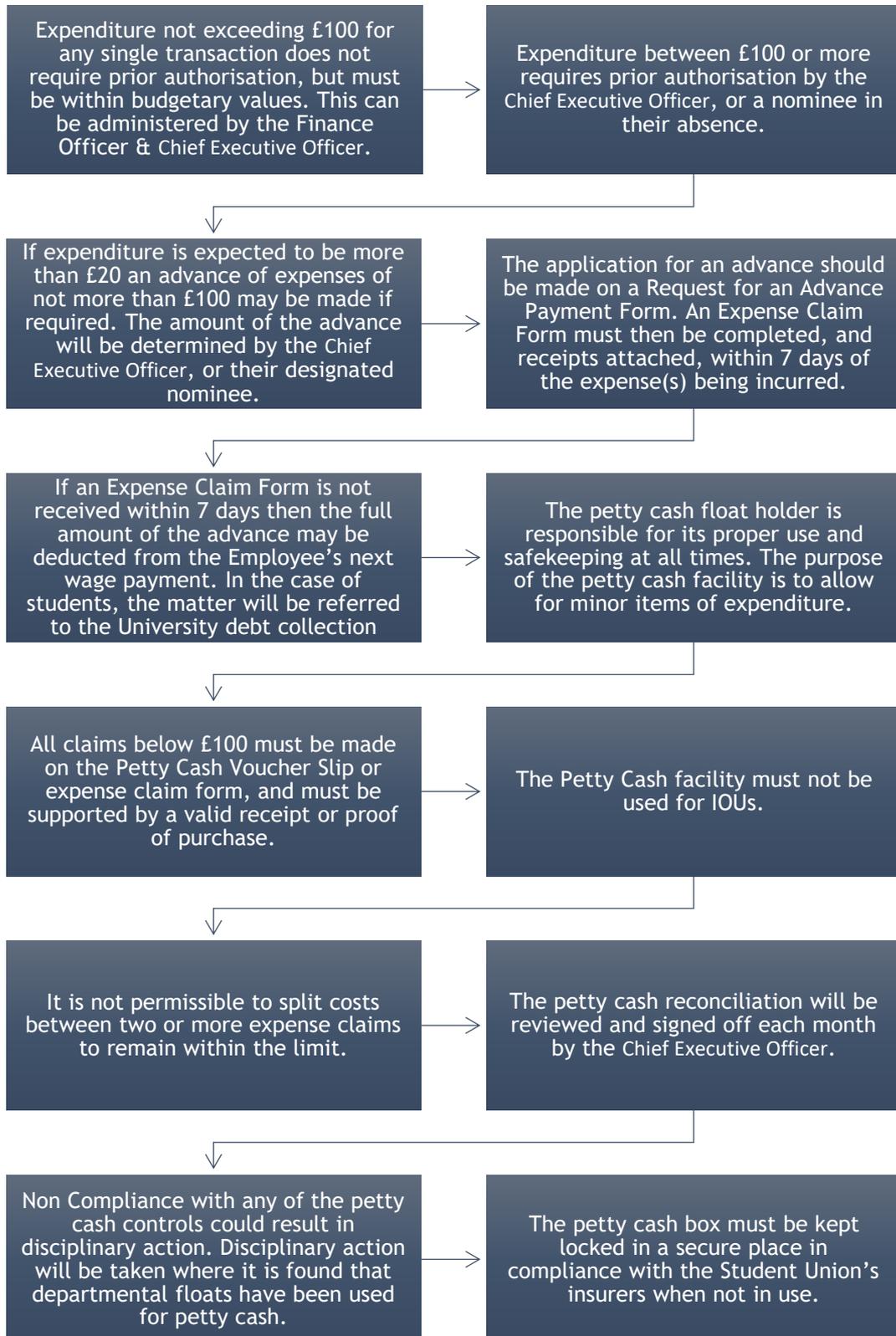
The Students Union deposits cash/cheques at the Clydesdale Bank via the branch Business Banking Section using Express Deposit envelopes.

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.



## Appendix 2. Petty Cash Procedure

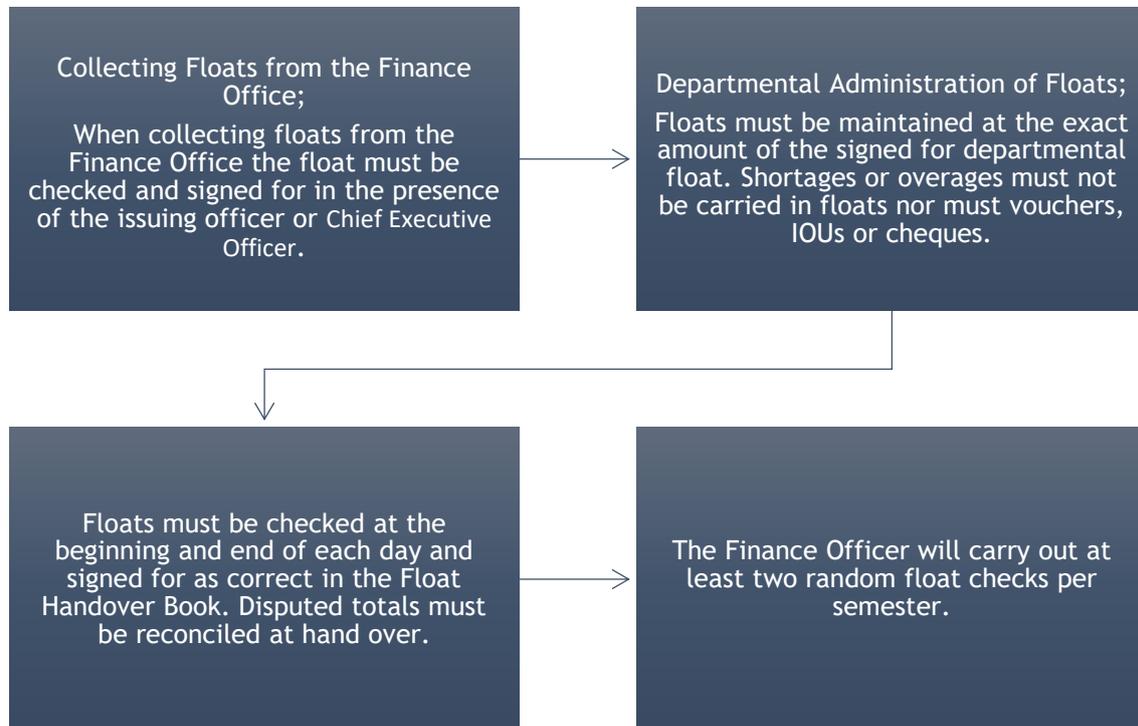
A Petty Cash facility is administered by the Finance and Administration Officer and Chief Executive Officer.



**Appendix 3. Floats Procedure**

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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 Chief Executive Officer.



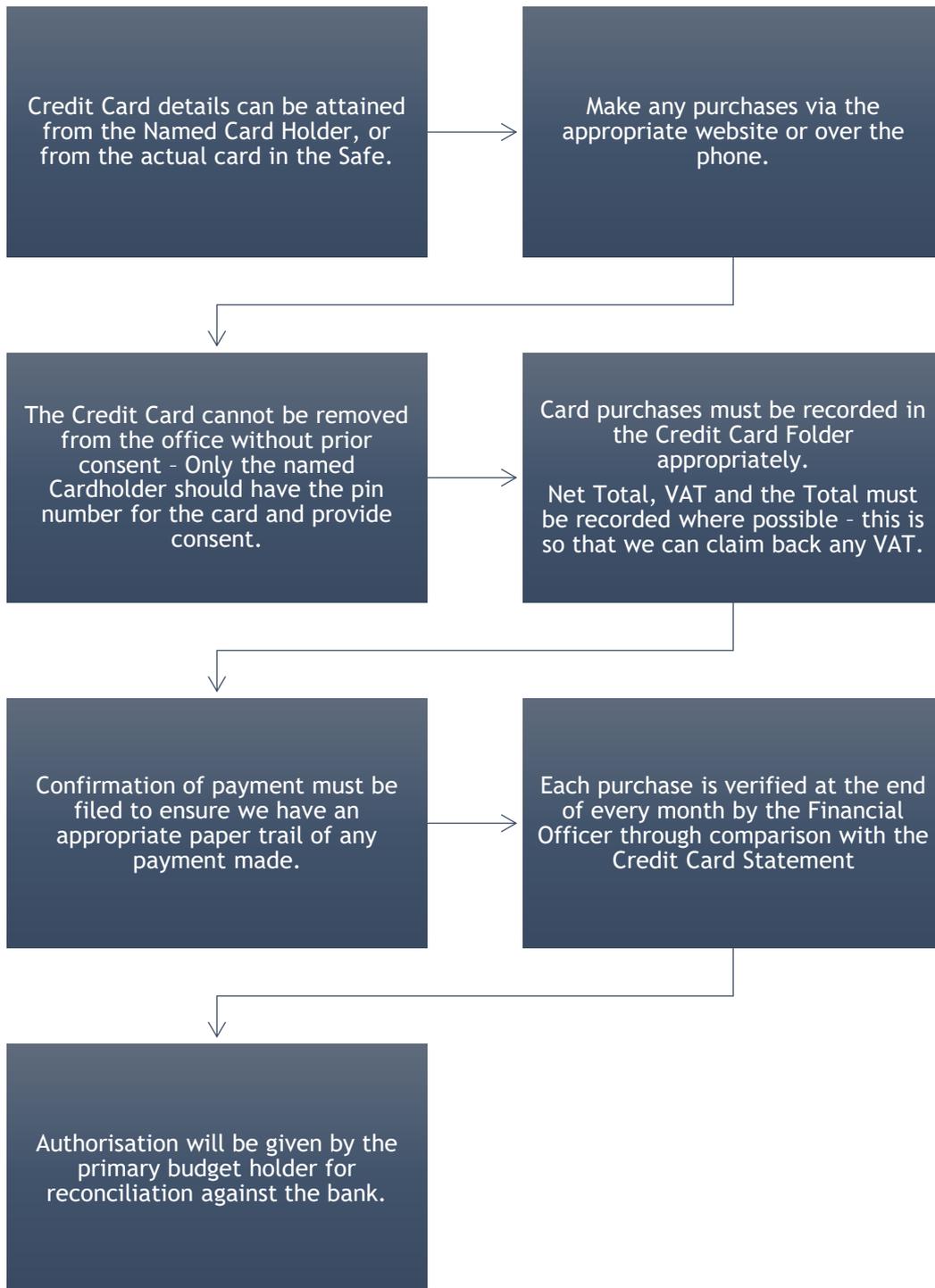
#### Appendix 4. Trading Income Procedure

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

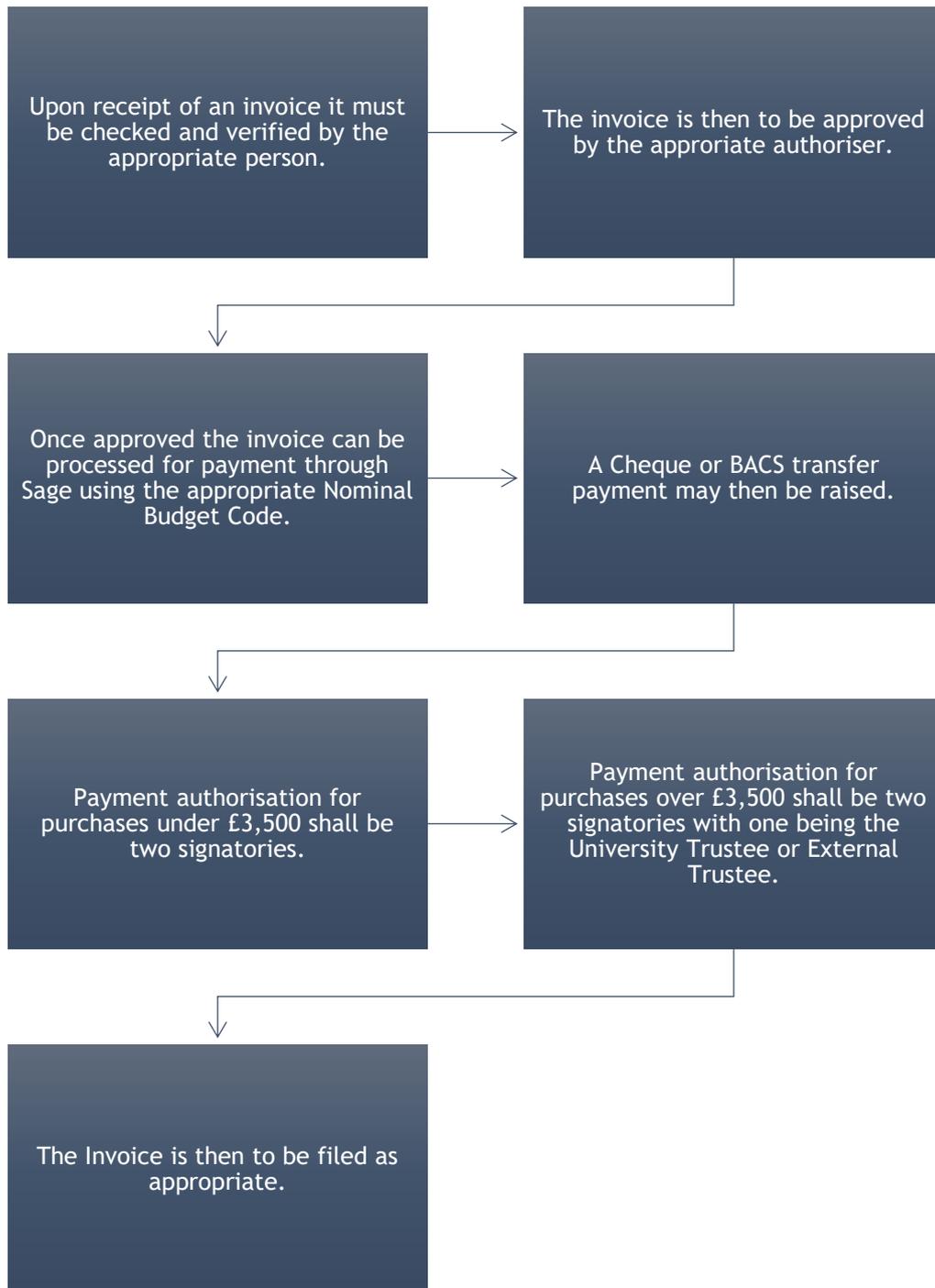


Appendix 5. Credit Card Purchasing Procedure

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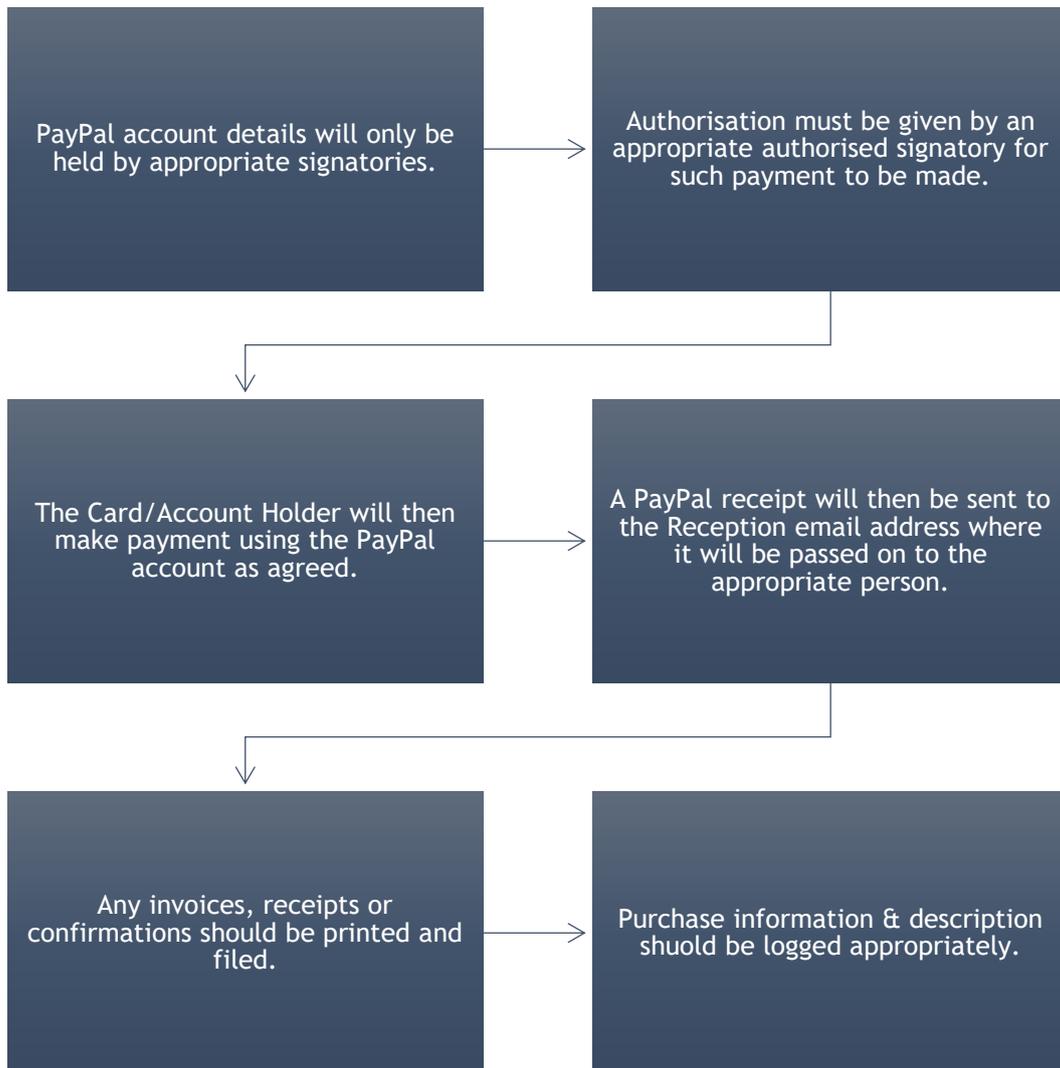


## Appendix 6. Invoice Purchasing Procedure



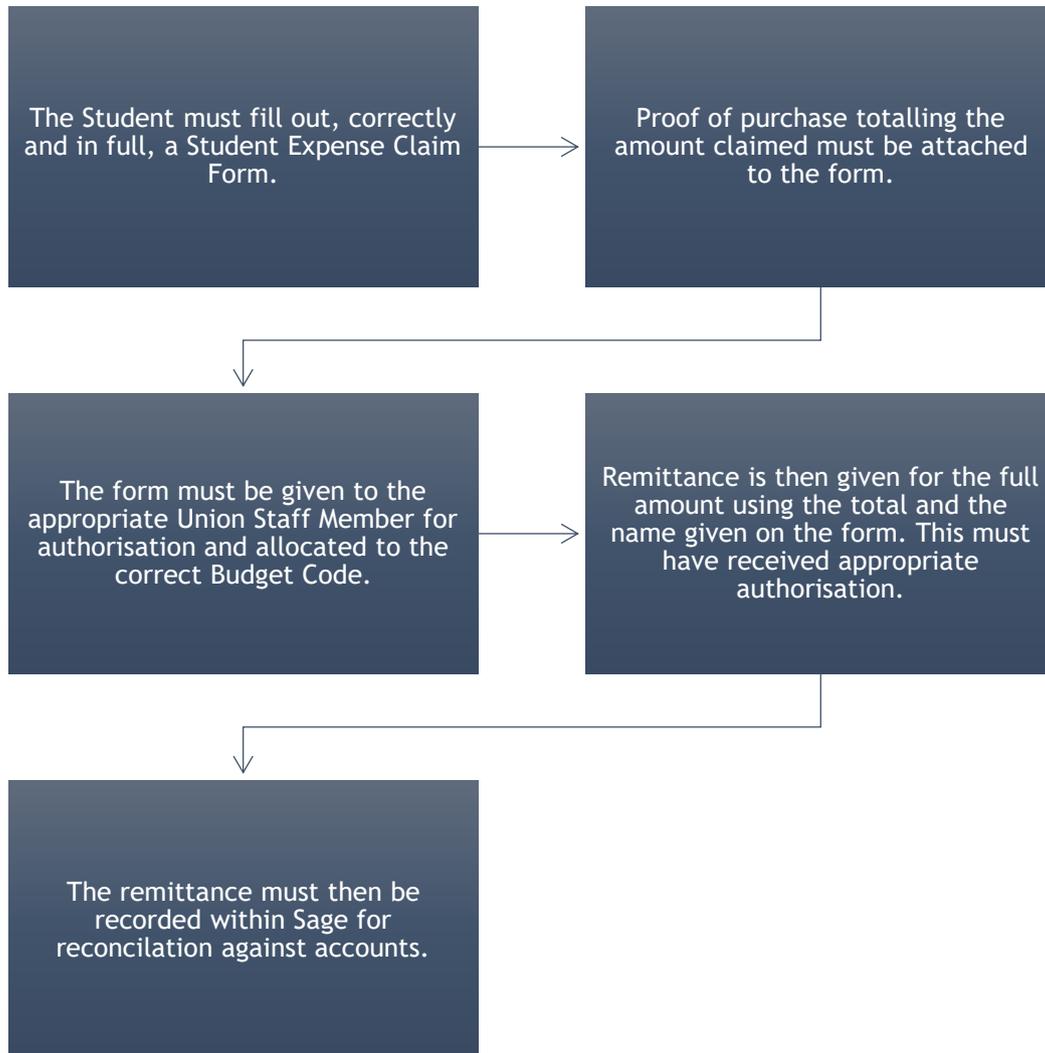
Appendix 7. PayPal Purchasing Procedure

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Appendix 8. Expenses Claiming Procedure

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