

STUDENTS' UNION CODE OF PRACTICE

- 1 This Students' Union Code of Practice has been agreed by the Council. The Students' Union is hereinafter referred to as 'the Union'.
- 2 The Union shall be established under Ordinance C9.

Constitution

- 3 The Union shall have a written Constitution which shall be subject to approval by the Council of the University and to review by the Council at intervals of not more than five years.
- 4 The Constitution shall be consistent with the terms of Ordinance C9 and this Code of Practice.
- 5 A copy of the Regulations and of all alterations or amendments made to the Regulations under the Constitution shall be deposited with the University Secretary.

Membership

- 6
 - (a) All present registered students of the University of Reading shall be full members of the Union unless they opt out of membership.
 - (b) The Officer Trustees of the Union.
 - (c) Honorary members shall be elected at the discretion of the Trustee Board as a mark of distinguished service to the Union and have the rights of Associate Members. The Trustee Board will have the right to revoke Honorary Membership for breaches of discipline within the Union building or for behaviour likely to bring the Union into disrepute.
- 7 A student who is otherwise required to be a member of the Union under 6(a) above may opt out of membership by giving notice of this to the President of the Students' Union and the Director of Student and Applicant Services within two weeks of his or her registration or re-registration. The decision then taken is binding until the student's normal re-registration. A student who opts out of membership is not eligible to participate in the Union as a member and specifically not to hold office in the Union or any Union club or society.

Rights and Privileges of Members

8 Members of the Union shall have rights and privileges as follows:

(a) Full members

(i) shall enjoy all rights and privileges relating to membership of all clubs and societies of the Union and to the use of the Students' Union building and its facilities;

(ii) save as provided in the Union Constitution shall be eligible to hold any Union office and to vote at elections;

(b) Associate Members shall enjoy all the rights and privileges relating to membership of the clubs and societies of the Union except that they shall not be permitted to participate in University matches. They shall also enjoy the use of the Union building and facilities but shall not be eligible to vote nor to seek nomination in any Union club or election nor shall they vote at any general meeting of the Union.

Officers

9 The Union shall have the following Officer Trustees:

- The President
- The Education Officer
- The Student Activities Officer
- The Diversity Officer
- The Welfare Officer

and a Trustee Board as shall be so defined in the Union Constitution.

10 An Officer Trustee may not hold such office in the University for more than two years in total.

Elections and Appointments

11 Appointments to offices in the Union shall be through such procedures as shall be defined in the Union Constitution but in all cases appointments to the role of Officer Trustee shall be by election in a secret ballot in which all full members shall be entitled to vote.

12 The Returning Officer or nominated deputy shall submit an account to the University Secretary who shall report to the Council on the conduct of such elections.

Finance

- 13** The University's financial contribution to the Union shall be fixed from time to time by the Council in such manner as it determines.
- 14** It is a condition of the University's contribution to the Union that it shall also provide services for those who have opted out of membership under 7. above on the same basis as it provides services for its members in all areas of its activities other than those relating to representation by or on behalf of students.
- 15** The Union's budget and all budget allocations and amendments thereto are subject to approval by the Council which shall normally act through the Director of Finance and Corporate Services of the University.
- 16** The Union shall be required to have and to submit to the Council for approval a written procedure for allocating resources to groups or to clubs including notice of the arrangements by which that written procedure will be freely accessible to all students.
- 17** The professionally audited accounts of the Union shall be submitted annually by the Union to the Council. The Union shall also make arrangements for the accounts to be available for inspection by any student making a copy available online and also by making a copy available within the Union offices.
- 18** The appointment of the Union's auditors shall be subject to approval by the All Student Meeting.
- 19** The Auditors shall be required to bring to the attention of the Council any matter which they consider exceptionally serious.
- 20**
 - (a) The Chief Executive of the Union shall have the duty of bringing to the notice of the Director of Finance and Corporate Services of the University any prospective payment which is or might reasonably be considered to be ultra vires.
 - (b) In the event of any ultra vires payment being proposed or made by or on behalf of the Union then without prejudice to any other action that the University may take any further financial contribution (or instalment of an existing contribution) by the University to the Union shall be withheld or abated at the discretion of the Council for such a period as the Council shall determine.
 - (c) For the purposes of (a) and (b) above a payment shall be ultra vires if it is inconsistent either with the aims and objects of the Union as stated in its Constitution or with the charitable educational purposes of the University. In the event of any dispute the Council shall determine whether any given payment is or is not ultra vires.

Affiliations

- 21** The Union may affiliate to external organisations under procedures to be prescribed in the Union Constitution subject to the following:
- (a) if the Union decides to affiliate to an external organisation it shall publish notice of its decision stating:
 - (i) the name of the organisation; and
 - (ii) details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation. This notice shall be made available through the University Secretary to the Council and shall be available in the Students' Union for consultation by any student.
- 22** Where the Union is affiliated to any external organisation the audited accounts submitted under 17. above shall include:
- (a) a list of the external organisations to which the Union is currently affiliated;
 - (b) details of subscriptions or similar fees paid or donations made to such organisations in the past year.
- 23** A current list of affiliations shall be submitted annually for approval by the members of the Union under arrangements to be prescribed in the Union Constitution.
- 24** On the occasion of the annual submission of the list under 21. above a requisition may be made by not less than 100 full members of the Union that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members shall be entitled to vote and which shall be conducted in accordance with arrangements prescribed in the Union Constitution.

Complaints

- 25** The following process applies to any student (or group of students) who:
- (a) is dissatisfied with his or her dealings with the Union; or
 - (b) claims to be unfairly disadvantaged by reason of having exercised the right to opt out of membership of RUSU.

If you are a student and feel your complaint has not been fully resolved you may refer the matter to the University at Stage 2 of the University Complaints Procedure.

Version	Keeper	Reviewed	Approved by	Approval date
See Ordinance C9	University Secretary	As necessary	Council	21 March 2016
