

## **QUEEN MARGARET UNIVERSITY COLLEGE**

### **The Governing Body and the Students' Union**

#### **Code of Practice**

This paper together with the Students' Union constitution and election by-laws, and the College's Complaints Procedure sets out the principles and detailed terms of the Governing Body's responsibilities in respect of the Queen Margaret University College Students' Union (hereinafter referred to as the Union) required under the 1994 Education Act, Part II.

- 1 The Governing Body shall approve the Queen Margaret University College Students' Union Constitution, shall review it quinquennially and shall ensure that it complies with legislation and is consistent with the College's Governing Orders and with the objectives of the College.
- 2 The Governing Body shall allocate a budget to the Union based on proposals from the Union and recommendations from the Principal and Designated Officer.
- 3 The Governing Body shall ensure that any student exercising the right not to join the Union shall not be unfairly disadvantaged with regard to the provision of services, towards which the Governing Body allocates funds, or otherwise.
- 4 Facilities for students under the management of the Union shall be open to all matriculated students whether or not they are members of the Union.
- 5 Elections of office holders and to membership of the Executive Committee shall be by secret ballot of all members of the Union.
- 6 The Governing Body shall satisfy itself that the elections are fairly and properly managed; by approving the election procedures set out in the Constitution and by having available to it a report on each year's elections.
- 7 No person may hold a paid elected office or sabbatical office for more than two years.
- 8 The Union shall keep accounts and accounting records in accordance with normal professional accounting principles, and shall maintain a sound system of internal financial management and control. The accounts shall be audited annually by a qualified and practising accountant appointed by the Union's Executive Committee.
- 9 A copy of the annual accounts and the auditor's report shall be submitted to the Governing Body of the College. The accounts shall include a list

of the organisations to whom the Union has made donations during the period of the report, and details of those donations.

- 10 The accounts shall be open at all reasonable times to inspection by any student or by the College Governing Body. The Governing Body shall have the power to monitor the Union's expenditure and to ensure that no transactions are undertaken by the Union which are contrary to the provisions of the Financial Memorandum between the Governing Body and the funding council. In particular, the Union shall not enter into any borrowing arrangement nor give any guarantees or indemnities incurring contingent liabilities without the prior written consent of the Governing Body. In order to fulfil its responsibility the Governing Body may determine the form in which the accounts are presented.
- 11 The procedure for allocating resources to groups or clubs shall be fair, shall be approved by the SRC, shall be set down in writing, shall be freely accessible to all students and shall be open to inspection by the Governing Body.
- 12 At least once each year the Executive shall produce a report for SRC, and for internal publication, setting out the organisations to which the Union is affiliated, with the name of the organisation, the subscriptions, fees and donations paid during the past year and the proposed allocation for the coming year, in a way which will give the SRC an opportunity to review the arrangements. Such a report will be made available to all students and to the Governing Body.
- 13 Any proposal to affiliate to an external organisation shall set out the name of the organisation; the subscription or fee proposed or paid and any donation proposed or made. The proposal shall be made available to the Governing Body and shall be publicised to all students before being considered by SRC. If a decision to affiliate is taken, a notice of the decision shall be published to all students and shall be made available to the Governing Body.
- 14 The current list of affiliations shall be approved annually by SRC.
- 15 If a petition is made by 5% of the Union's members the continued affiliation of the Union shall be made the subject of a secret ballot of all members, and the SRC shall be bound by this decision. No more than one ballot in respect of a particular affiliation will be conducted in any one academic year. The first petition properly presented in that academic year shall be the one made subject to the ballot.
- 16 The College's complaints procedure shall be available to students and address any complaints made by students in regard to:
  - a) their dealing with the Union (after they have failed to obtain redress from the Union itself); and



- b) alleged disadvantage suffered by not being a member of the Union.
- 17 Failure to comply with this Code of Practice or any statutory requirements may require the repayment in whole or in part of funds allocated or paid by the College together with interest in respect of any period during which a sum due to the College under this or any other condition remains unpaid.

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