NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE

STUDENT UNION CONSTITUTION

THE CONSTITUTION HAS THREE PARTS:

1. POLICY
2. PROCEDURES
3. JOB DESCRIPTIONS FOR EXECUTIVE POSTS

Last reviewed: June 2025

A. NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE STUDENTS' UNION POLICY

1. Name

There shall be a Students' Union, the name of which shall be "North Warwickshire & South Leicestershire College Students' Union". For the rest of the document, it will be referred to as the "SU". The SU represents all students at North Warwickshire and South Leicestershire College, age 14+ and includes students attending full and part-time as well as apprentices, the student body will be referred to collectively as "students". The SU's mission is: -

'To operate democratically so that all students have an equal say in decisions that affect their College life, and to support on behalf of those learners to represent their interests and views and promote and protect their welfare. To organise and encourage all students to participate in a healthy lifestyle by taking part in College events, activities, and fundraising and ensure that opportunities are presented equally in a fun and inclusive way.'

2. Aims

To represent the interests and views of the students of North Warwickshire & South Leicestershire College to the corporation, College management, local and national government, and the other relevant authorities. The SU will be led by a team of democratically elected students who meet regularly to voice and act upon student feedback.

1) To provide the best quality education and experience for all students
2) To promote the general welfare of students
3) To organise and encourage recreational and social activities for students
4) To support Equality, Diversity & Inclusion and promote it within the College
5) To actively oppose prejudice and discrimination between students in the College
6) To encourage students to apply for a Totum card (Student Discount)
7) To show solidarity to the SU and reap the benefits of being an SU member
8) To actively support and promote sustainability at NWSLC to pave the way for a greener future

The SU will pursue its aims with a positive inclusion of the diverse needs of all students at its heart. This will include not only a firm commitment not to discriminate against a student or group of students on any grounds, but to embrace that difference and celebrate that diversity.

3. Membership and members' rights

All enrolled students at North Warwickshire & South Leicestershire College shall be members of the SU unless they relinquish their membership in accordance with the 'opt-out` regulations. Members of the SU shall have the following rights:

1) To attend and speak at all SU parliaments and curriculum learner forums
2) To vote at general meetings and the annual general meeting
3) To stand and vote in SU elections
4) To participate in SU activities and use SU facilities

4. Student Union Executive Committee

There shall be an executive committee made up of the President, Treasurer, Vice-President (or multiple vice presidents), Social Secretary, Charity & Fundraising Officer, EDI Officer, HE Officer and any other posts as deemed necessary by the serving executive committee.

All positions shall be appointed by the student body by means of a democratic process. All positions terminate at the end of the College year.

The position of President is a renumerated role and, as such, the appointed person shall be confirmed in role following an interview with the outgoing President, Student Voice Coordinator & Head of Enrichment.

Upon success, the President will be enrolled as a member of NWSLC staff for the duration of the College year.

The executive committee shall meet formally on a half termly basis between SU parliaments and curriculum learner forums meetings.

The executive committee shall be responsible for:

1) Responding to issues that arise between SU parliament and curriculum learner forum meetings
2) Ensuring that the SU committee and SU as a whole are running smoothly and in accordance with the constitution

5. Student Union Committee

The SU committee shall consist of the executive committee (above) and representatives appointed from each student group.

The members of the SU committee shall perform their duties in line with this policy and their job descriptions (see job descriptions below).

The SU committee shall be responsible for deciding and organising the SU's activities and carrying out decisions made by the SU at parliament meetings.

The SU committee shall meet at least half termly; the quorum shall be 5 members of the SU committee. All SU committee meetings shall be open for all students to observe and speak, however only elected SU members may vote.

In the event of a member not being able to attend a meeting, they must give notice to either a member of the SU executive committee or a designated member of the College's Student Experience Team.

In the event of an officer failing to attend three consecutive meetings without presenting apologies to either a SU or a member of the Student Experience Team, then they shall at the discretion of the SU President, in consultation with the designated member of the College Student Experience Team, be deemed to have resigned and a replacement shall be sought.

Any executive officer wishing to resign must do so in writing to the SU executive committee: a replacement shall then be sought in accordance with the election regulations.

Any executive officer who is subject to a formal disciplinary stage is subject to a review of their position in consultation with a designated member of the Student Experience Team.

6. Student Union Committee Duties

An executive officer deemed not to be fulfilling their duties in line with the job description, may be removed from office by a vote of no confidence with a four-fifths majority at an SU committee meeting. A replacement shall then be sought in accordance with the election regulations.

All SU committee members must attend meetings relevant to their job description. There is an expectation that all the SU executive officers should attend as many meetings as possible.

The Student Experience staff members will be designated as to assist the SU and they will support the SU committee throughout each term of office.

7. Equality & Diversity Committee

There is an Equality & Diversity committee within the College.

Up to two student representatives are allowed on this committee, nominated by the SU. The student names will be passed onto the Assistant Principal of Student Services.

The group seeks to represent the views of all students inclusively by engaging in various working groups with College leaders to implement positive changes and ensure that all students are represented equally.

8. Publicity Sub Committee

There shall be a Publicity Sub Committee held on a regular basis as is deemed appropriate by the SU committee.

The committee shall be led by the social secretary supported by the Student Experience Team.

The committees' roles will be: -

- Regulate the SU notice boards around the College
- Co-ordinate publicity for all SU events
- Organise information to update the SU's section on the College website at regular intervals
- To provide content for social media and the College SU website

The committee shall be allocated a budget by the executive at the beginning of each year. All expenditure shall be agreed by a majority of the executive committee.

9. Other Sub Committees

SU officers, where appropriate, may set up a sub-committee or working group to assist them with their job or to help organise a specific event. Help from the designated member of the Student Experience Team may be utilised.

Sub-committees can consist of both SU officers and other College students.

The SU will also provide representatives to serve on a variety of College committees where spaces exist for student members.

College Ambassadors shall be affiliated with the SU and be invited to support & assist in SU College events.

10. Annual General Meeting

There shall be an Annual General Meeting (AGM) in the fourth College term.

This meeting shall be publicised at least 7 working days in advance.

The agenda for the AGM shall include a report from the SU committee, learner forums and sub committees on the previous year's activities, including a financial report and minutes of all meetings. These reports shall be open to questions from College students at the meeting.

11. General Meeting

General meetings, open to all SU members, can be organised by the president at the request of the executive, parliament or upon the receipt of the written request of 20 union members. The issue(s) to be discussed shall be made clear in the request.

Notice of the meeting shall be at least 5 working days before the meeting, stating the issue(s) to be discussed.

The quorum for these meetings shall be 15 members.

12. Notes

Notes shall be taken at all SU committee meetings, student parliaments, curriculum learner forums, general meetings and AGM. Copies of those notes shall be made available to all SU members in some form and be displayed around the College within 10 working days of the meeting.

These notes shall be accepted as a record, with any necessary corrections at the next appropriate meeting. A copy of the notes, if amended, shall be displayed within 5 working days of the meeting.

13. Finance

The SU shall hold a budget code in the name of the SU. There shall be five signatories: -

- The President or Vice President
- The Treasurer
- Assistant Principal of Student Services (or equivalent post holder)
- The designated Student Experience Officer for the Union
- A designated College finance officer

All expenditure will be authorised by one of the above who is a student and one who is a staff member.

The SU shall receive the income generated from equipment in the Student Centres, monies received from the sale of Totum cards, and any profits made from social activities along with existing savings and any interest received.

The treasurer along with designated member of finance shall be responsible to the SU for the keeping of accounts and shall exercise supervision over the SU finances, subject to the decisions of the SU committee, AGM and general meetings. These accounts shall be open to inspection by any SU member, Assistant Principal of Student Services and the Principal within one week's notice given to the treasurer and/or president.

The SU's financial year shall run from August 1st to July 31st. The Student Experience Team shall publish accounts for the previous financial year by the end of October.

The treasurer shall provide financial reports for each major activity to the SU and lodge a copy of these with the Assistant Principal of Student Services.

All expenditure must be monitored by the executive committee.

Any member of the SU (including officers), or any other person who orders goods or services in the name of the SU in a manner not in line with these regulations, will be personally liable for the cost of such goods or services.

14. Clubs and Societies

The SU committee shall encourage and assist students to establish and run clubs and societies. This is primarily the responsibility of the social secretary with support from the Student Experience Team.

The clubs and societies shall be formed and administered in accordance with SU and College regulations.

15. Union Procedures

The SU committee shall create, develop, review and monitor a series of procedures.

These procedures shall cover the detailed implementation of some aspects of this constitution and other issues not covered.

There shall be procedures on at least the following: -

- Election procedures
- Conduct of SU meetings
- Organisation of events (e.g., parties and trips)
- Clubs & societies regulations

These shall be approved by the executive committee at an AGM.

The SU committee may change these procedures but details of any proposals for change must be circulated to all SU committee members at least one week before the SU committee meeting where it is being discussed.

16. Amendments to the Constitution

This policy can only be amended by a general meeting or the AGM. All amendments to the policy shall require the support of two-thirds of those present and entitled to vote. If successfully amended the new policy shall be present to the College Student Experience team for approval.

SU procedures can be amended by the SU committee as required. All amendments to the policy shall require the support of two-thirds of those present and entitled to vote.

The SU constitution should be reviewed by the union and presented to the College Student Experience Team at least once every 5 years.

17. Interpretation

In the event of a dispute as to the interpretation of any part of the constitution, the ruling of the president and the clerk to the corporation shall be sought. In the event of a challenge to the president's ruling, the decision of a general meeting or AGM shall be final.

18. Dissolution

In the event of the SU ceasing to exist all money and property of the SU shall be held on trust by the corporation and used for general benefit of students at the College.

B. NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE STUDENTS' UNION PROCEDURES

ELECTION REGULATIONS

a. SU Officer Elections.

1. A ballot shall elect the Student Union President, Vice Presidents and Treasurer during the spring (May) term.
2. The new SU members will undergo training in the summer (June) term and a transition period will take place.
3. A ballot shall elect the remaining Students Union officers, Social Secretary, Charity & Fundraising Officer, EDI Officer, HE Officer in the first (Sept/Oct) term, after the AGM has been held.
4. The new SU members will undergo training in the autumn (Oct/Nov) term.
5. The term of office shall be one academic year, starting 1st September until 1st July.
6. The designated Student Experience officer for the SU shall be responsible for the fair conduct of elections.
7. The timetable for elections and a copy of the election rules and regulations shall be displayed on SU notice boards at least once a week before the elections process opens.
8. Anyone wishing to stand for a position must collect a nomination form, a copy of election rules and regulations and a job description from the SU or Student Experience Team. A nomination must have the signed support of two other union members.
9. No candidate can stand for more than two positions. No student can hold more than one position. If a candidate wins two positions, they must choose one of them. They must state which one they would prefer on their nomination form. If this happens then the second placed candidate is deemed to be the winner.
10. All candidates must return the nomination form to the returning officer along with a manifesto of no more than 250 words by 2pm on the `close of nominations' day. Nominations shall be open for two weeks. At least one copy of a candidate's manifesto shall be displayed by the Student Experience Team within three days of the close of nominations.
11. Candidates may start campaigning as soon as their nomination is handed in.
12. Distribute all campaign material including posters, flyers and leaflets etc. (Note – these must be approved by the Student Experience Team before distribution).
13. The election shall be co-ordinated by the Student Experience Team and Personal Development Coaches in sealed ballot boxes. The ballot boxes shall be open for at least two hours on at least three days during the election week. The Student Experience Team shall appoint someone to staff each ballot box whilst the elections are on, who shall ensure that no-one votes twice.
14. Voting will be by the first past the post system – which shall be clearly explained. 'None of the above' shall be a candidate in all elections.
15. In the event of a position not being filled the place shall be advertised and filled by co-option or by-election in line with the procedures outlined below.
16. If the Student Experience Team has reason to believe that there has been any malpractice in the conduct of the ballot, they may disqualify a particular candidate or nullify the election at any point up to the official declaration of the winning candidate.
17. In all election disputes the decision of the retuning officer (Student Experience Team) is final.

b. By-elections

1. In the event of the president or treasurer resigning or being 'no-confidence' or the position not being filled in the normal elections, a by-election shall be organised by the Student Experience Team within one month.
2. The by-election shall follow the same procedure as the normal elections except that the ballot boxes may be open for two days only.
3. Someone elected at a by-election shall hold office until the annual round of elections.

c. Referenda (votes)

1. The Student Experience Team shall be responsible for the conduction of referenda.
2. Within 7 days of receiving a petition signed by 150 members calling for a referendum a ballot paper will be drawn up by the Student Experience Team and the referendum publicised.
3. There will be 7 days allowed for campaigning on the issue.
4. The vote shall be by a secret ballot. The ballot boxes will be open on one day between the hours of 12pm and 2pm staffed by people appointed by the Student Experience Team.
5. The decision of the Student Experience Team in all matters relating to referenda is final.

CO-OPTION PROCEDURE

1. In the event of any executive officers resigning, being 'no confidence' or the position not being filled in the election, the executive committee shall co-opt someone to fill the position by holding a co-option meeting.
2. The SU may use their discretion to hold a co-option meeting in exceptional circumstances.
3. The position will be advertised at least five working days before the co-option.
4. Any student wishing to be co-opted onto the Student Union must fill in a nomination form and get the signatures of 10 other students in support.
7. No SU member may be a signatory on a nomination form.
8. Members of the SU must declare if a student wishing to be co-opted onto the union is a family member or close friend. In case, the SU member will not be able to take part in the voting but may be present at the co-opted meeting.
9. Students wishing to be co-opted must prepare a nomination speech and write a manifesto to present to the SU committee at the co-option meeting.
10. A student must have 75% of the SU committee vote to be co-opted onto the SU.
11. The SU president will inform the students of the co-option decision within 5 working days in writing.
12. In the interest of the SU the co-option of the new officers must reflect the diversity of the College.

CLUBS AND SOCIETIES REGULATIONS

1. A club or society shall be recognised by the SU provided that:
    a. A petition for its formation signed by 6 SU members is presented to the SU committee.
    b. The club/society presents a constitution with the petition. This constitution is to include: -
        - The name of the club/society

- The aims of the club/society (which shall not be contrary to those of the SU)
- Regulations relating to membership eligibility

c. This constitution is approved by the SU committee.

2. The recognition and funding of the club/society may be withdrawn by the SU if the SU receives evidence that the club/society is contravening its constitution.
3. Grants to club/societies shall be fair and based upon: -
    - The number of students in the club/society
    - How closely the aims of the club/society complement those of the SU as a whole
    - A request by the club/society for a specific amount, which is accompanied by an explanation as to how they propose to spend the grant
4. The SU committee shall decide upon the level of grant for the club/society after a considered recommendation from the treasurer, social secretary and Student Experience Team.
5. The SU committee shall allocate a sum within the annual budget for clubs and societies. This will be held by the treasurer in the SU account.
6. The SU committee will determine the annual budget for each club or society.
7. Club/Society secretaries will produce receipts for re-imbursement of expenses from the SU treasurer.
8. Where necessary, the SU treasurer may issue a cheque against an invoice. The Club/Society secretary will be responsible for ensuring the SU treasurer receives receipt(s) for the amount.
9. The treasurer will produce annual accounts for expenditure on the clubs and societies as a part of the annual SU account.
10. Club/societies may apply for an amount in excess of their allocation to finance fund-raising events. Such excess amounts will be determined by the SU committee.
11. When such an excess is granted, 50% of the profit, after repayments of the excess amount, shall be paid to the SU.
12. The SU committee reserves the right to waive clause 11 where funds are being raised for a registered charity.
13. No student under the age of 18 may order goods or services on enter into any contract on behalf of a club or society, nor be a party to the authorisation of any such transaction.

B. NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE STUDENTS' UNION JOB DESCRIPTIONS

The President

1. Is responsible for the general student bodies at all campuses relating to North Warwickshire and South Leicestershire College.

2. Is responsible for the general administration of the SU's business.
3. Is responsible for the public relations of the SU.
4. Co-chairs SU parliament, general meetings and the AGM.
5. Organises/agrees training events for the executive committee.
6. Keeps in regular touch with the National Union of Students.
7. Ensures that union officers are carrying out their responsibilities.
8. Meets regularly with the Student Experience Lead and staff team to discuss the practices and development of the SU with regard to the implementation of the constitution and College code of practice for the SU.
9. Is a signatory on the SU's budget account.
10. Organises SU committee meetings, meet & greet conferences and drop-in sessions.
11. The President Role will be a 12-month, fixed term, zero hours contract of employment with NWSLC.

Treasurer

1. Is responsible for the finances of the SU as laid out in section 15 of the constitution.
2. Is a signatory on the SU budget code.
3. Is able to operate a petty cash account which is kept in a locked safe in the Student Union office.
4. Keeps accurate accounts for the SU and arranges for them to be published by the end of 31st July.
5. Ensures that the SU committee stays within its budget.
6. Provides regular, written financial reports to the SU and Student Experience Lead.
7. Ensures grants made by the SU to clubs and societies are administered correctly.

The Vice-President

1. Oversees the student body at their elected College site.
2. Supports the president with their duties.
3. Is a signatory on the SU's budget account.
4. Will act up as the president if the president is absent or leaves the SU.

Equality, Diversity and Inclusion (EDI) Officer

1. Canvasses and represents the views of minority groups.
2. Takes a lead on awareness movements, other events to raise awareness of and push for development around EDI issues.
3. Takes a lead on the awareness groups which can potentially run from each College site.
4. To be able to assist other positions within the SU e.g., Charity & Fundraising officer.

5. To sit on College groups relative to the role e.g., Equality & Diversity committee

Charity & Fundraising Officer

1. Works closely with staff members and students involved in organising charity and fundraising events to promote to the wider student community.
2. Encourages students to participate in charity and fundraising events.
3. Produces display materials to promote charity and fundraising events (as approved by the Student Experience Team).
4. To be made aware of College fundraising events across curriculum to assist where needed.

Social Secretary

1. Encourages students to set up a wide range of clubs and societies in co-operation with the secretaries.
2. Gives support and advice to students running clubs and societies.
3. Is aware of the financing of clubs and societies.
4. Works closely with the Student Experience team involved in organising/assisting sporting and other clubs and societies.
5. Co-ordinates the organisation of a wide variety of social events as decided by the SU committee

Sustainability Officer

1. Campaigns and represents the views around sustainability.
2. Takes a lead on awareness movements, other events to raise awareness of and push for development around sustainable issues.
3. Takes a lead on the awareness groups which can potentially run from each College site.

HE Officer

1. Canvasses and represents the views of higher education groups.
2. Takes a lead role to ensure that higher education students are informed on all aspects of SU business, this includes SU parliament meetings, opportunity to create a society etc.
3. To ensure that higher education students have a voice and to ensure this is heard through the channels that are set up by the College.

Course Representatives

1. Attends curriculum learner forums and elects a maximum of 2 Course Representatives to attend SU parliament meetings.
2. Works with the vice presidents to ensure that the union's programmes of events/activities are inclusive of students on courses which are under-represented.
3. Channels information from curriculum learner forums and the SU parliament meetings back to students on their course.
4. Represents accurately the views of those in the group being represented.

Student Ambassadors

1. To be a support & assist with College events.
2. To be affiliated with the SU Executive Committee.

This constitution is approved by the SU Committee

APPENDIX 1 – COMPLAINTS PROCEDURE.

1. If a student feels that they have been unfairly dealt with by the SU on any matter, or that they have been unfairly disadvantaged by opting out of SU membership, then they shall have the right to complain and to have the complaint dealt with promptly and fairly.
2. First, the complaining student shall present a written complaint to the SU president explaining the problem and outlining any action which the student wished the SU to take. The president shall acknowledge receipt of the complaint within 1 week and send a formal response to the complainant within 2 weeks endeavouring to resolve the complaint to the student's satisfaction. If the complaint is not satisfied within a further 2 weeks, then the student and the SU president shall jointly approach the Student Experience Lead for their advice on the matter. If necessary, the complaint will follow the standard complaints policy used within the College and any linked policies.
3. In the event of the complaint being against the president, the complaint shall be addressed to the vice president. The vice president will then follow the procedure set out in paragraph 2 adopting the role of the president.
4. In the event of the complaint being by the president against the whole of the SU committee, the complaint will be investigated by the College's Student Experience Team and a report given at a general meeting of the SU.