

Code of Practice between the Governors of Leeds Trinity University (LTU) and Leeds Trinity Students' Union (LTSU)

Preamble

LTSU (hereafter 'the Students' Union') is an independent body, as provided for in the Articles of Government of the University, subject to regulations stipulated by the Board of Governors of the University. The Students' Union shall conduct its own business and shall be fully liable for all financial, legal, insurance or other consequences arising therefrom. The Governors have no liability for failure or default of any kind on the part of the Students' Union.

Relations between the Governors and the Students' Union are governed by the regulations prescribed in the several documents detailed in this Code of Practice and in the Students' Union Constitution. Non-compliance with these regulations by the Students' Union will render it liable to disciplinary or financial penalty, typically withdrawal of funding by the Governors.

Code of Practice

All registered students of LTU automatically become members of LTSU. This includes voting rights as set out in the Students' Union constitution and the right to stand for office.

Membership of the Students' Union is voluntary. Students not in membership of the Students' Union may, nonetheless, participate in the sporting, cultural, recreational and welfare facilities provided by the Students' Union at a reasonable charge, determined by the Students' Union.

Whether or not they choose to become members of the Students' Union, registered students have full access to all student facilities provided by the University. These include:

- refectory, bar and all refreshment services
- sporting, leisure and recreational facilities
- health and welfare services, viz.: The University chaplain and their assistant, the University counsellor, the University nurse, the University careers advisors
- all library and educational support facilities.

Origin

The Board of Governors of LTU within the terms of this code of practice provides for and recognises the Students' Union as the only official organisation representing the students of LTU. The Union has a constitution based on the NUS good practice model approved by the Charity Commission. This is reviewed and approved every three years by the Board of Governors.

Name

There shall be a Students' Union at LTU, Brownberrie Lane, Horsforth, Leeds, LS18 5HD, the name of which shall be 'Leeds Trinity Students' Union, hereinafter referred to as 'The Union'.

Aims and Objectives

The aims and objectives of The Union shall be:

1. To act as a medium of communication between the members of the Union, the Governors, the University and other bodies;
2. To advance the education of our members and students of the University as a whole;
3. To represent the interests of our members and act as a channel of communication in dealing with the University and other bodies;
4. To promote and protect the welfare of our members through the provision of information, advice and activities
5. To promote, encourage and co-ordinate student clubs, societies, sports and student activities

Affiliation

In furtherance of its aims and objectives, The Union is currently a constituent member of the National Union Of Students (NUS UK). Any referendum regarding any affiliation shall be conducted through the process set out in the Union Constitution which is approved by the Governors.

Relationship with the Governing Body

The Union shall act in accordance with the terms set down in item 26 of the University's Articles of Government:

26. STUDENTS' UNION

- 26.1 The Students' Union shall conduct and manage its own affairs and funds in accordance with a constitution approved by the Board of Governors. No amendment to or revision of the constitution, in part or in whole, shall be valid unless and until approved by the Board of Governors.
- 26.2 The Students' Union shall present audited accounts annually to the Board of Governors within six months after the close of each accounting period. The Board of Governors shall take such steps as are reasonably practicable to secure that appropriate arrangements exist for, on behalf of the Board of Governors, the approval of the budget and monitoring of expenditure.
- 26.3 Further provisions relating to the Students' Union shall be as determined by the Board of Governors in Regulations from time to time.

Membership

- a) All persons registered for a course of study at Leeds Trinity University shall be eligible to become members of The Union.
- b) All eligible persons have the right not to be a member of The Union and shall not be unfairly disadvantaged because of this.
- c) Membership of The Union shall terminate at the end of the course of study for which the student is registered or upon the withdrawal or dismissal of a student or as action of the upholding of a complaint through the Union Code of Conduct.
- d) The Union may set out a process for lifetime membership of the Union for alumni.
- e) Occasional and visiting students as designated from time to time by the Vice Chancellor are eligible to become Associate members of The Union.
- f) Sabbatical officers of The Union shall, upon termination of full membership of The Union, be considered to be Honorary Life Members of The Union. Honorary Life Members of The Union shall have the rights of Full Members of The Union except that they shall not vote in any General Meeting of Union election; they shall not stand for any executive or sub-executive post; neither shall they propose any member of The Union for election to any executive or sub-executive post.

Annual General Meeting

- a) The Annual General Meeting shall be the principal governing body of The Union. However, the Constitution must be approved by the Board of Governors, as stipulated in the Articles of Government.
- b) The Annual General Meeting shall be held in the academic year and include the accounts for the previous financial year for approval. Any other General Meeting shall be called an Emergency General Meeting.
- c) An Emergency General Meeting shall be called by the Trustees on the receipt of a written request, signed by at least 10% of Members having the right to attend and vote at general meetings
- d) The quorum for all General Meetings shall be fifty Full Members of the Union as set out in the Union Constitution;
- e) General Meetings shall be quorate. In the event of a failure of quorum after the commencement of the meeting, all remaining business shall be deferred to the next General Meeting as set out in the Constitution.

- f) All General Meetings shall be conducted in accordance with the Union constitution.

The Executive

- a) The executive shall consist of the following and operate in accordance with the Union Constitution and Bye-laws.

The Sabbatical President

The Sabbatical Vice-President

The Council Chair

Two members of Student Council elected at the first meeting of Student Council each year

- b) The President and Vice-President shall be sabbatical and serve from the 1st July to the last day of June in the following calendar year.
- c) Elections for the sabbatical officers shall be held annually in the second term, in accordance with the Union Constitution and Bye-Laws.
- d) Elections for the non-sabbatical officers shall be held simultaneously with the election for sabbatical officers.

Elections

- a) All Executive members shall be elected in accordance with the Union Constitution and Bye-Laws. In the event of a position not initially being filled, a further election will take place
- b) In the event of a motion of 'No Confidence' being passed on any elected official of The Union through the processes set out in the Union Constitution shall then mean this position is vacant providing employment law has been adhered to.
- c) Any challenge to the conduct of elections must be made before the close of voting. After voting has closed the only complaints that can be accepted are those in relation to the count.

Executive Committee

- a) The Executive Committee shall meet four times a year.
- b) The Quorum for the Executive Committee shall be two thirds of the membership.
- c) The Chair of the Executive Committee shall be the Chair of Council.

Union Clubs and Societies

All Union clubs and societies shall be formed and administered in accordance with the Union Constitution and Bye-Laws.

Finance

- a) The Union's annual subvention from the Governors shall be used by The Union solely to pursue its aims and objectives effectively.
- b) The Union's finances shall be administered in accordance with the Union Financial Procedures which the Union will share with the University at their request.

Code of Conduct

- a) The Union Code of Conduct shall be approved and from time to time amended by Union Council and the Union Board of Trustees.

Complaints Procedure

Any complaints raised against Union members of staff that allege contravention of The Union Code of Conduct or Constitution will be dealt with in accordance with the Complaints Procedure and internal disciplinary procedures set by the Union. These procedures are available to the University should they request a copy.

Use of Name

No person or group of students may use the title of The Union without the consent in writing of the President.

Minutes

At all General Meetings, Executive Meetings, Union Committee Meetings and Union Sub-Committee meetings, minutes shall be taken which shall be confirmed, with any necessary corrections, at the next meeting. A copy of the confirmed minutes of each meeting shall be placed on the Union website, within seven working days.

Interpretation

In the event of a dispute as to the interpretation of any part of the Constitution, the President's ruling shall be final.

Indemnity

Every officer, appointee or member of staff of The Union shall be entitled to be indemnified out of the assets of The Union against all losses and liability which they may sustain or incur in or about the execution of their duties. However, nothing in this clause shall affect their liability for the consequences of any negligent or criminal act on their part.

Last Reviewed by LTSU 20th September 2018