

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.

LTSU & Education Act

The Education Act 1994 sets out the requirements of a Students' Union to the University and these form how LTSU should adhere to this code of conduct. LTSU will annually provide a completed copy of compliance with the following principles of the Education Act 1994 to the University Governors. The Act covers the following requirements:

1. The Union operates in a fair and democratic manner
2. The Union is accountable for its finances
3. The Union has a written constitution
4. The constitution is approved by the governing body and is reviewed at least every 5 years
5. Students have a right not to be a member of the Union and that such students are not unfairly disadvantaged
6. Appointments to major Union offices should be by election in a secret ballot
7. Union elections are fairly and properly conducted
8. A person does not hold office at the Union for more than 2 years in total
9. The financial affairs of the Union are properly conducted including approval of the Union's budget and monitoring of its expenditure
10. Financial reports of the Union are published annually
11. The financial report of the Union contain:
 - A list of the external organisations to which the Union has made donations in the relevant financial period
 - Details of those donations
12. The procedure for allocating resources to groups or clubs should be fair, in written form and made available for all students
13. Where the Union decides to affiliate itself to an external organisation, that the Union publishes a notice of its decision stating both the name of the organisation and details of any subscriptions/fees paid or

donations made to the organisation

14. Where the Union is affiliated to any external organisation, a report is published annually (at least) setting out the list of organisations to which the Union is affiliated, details of subscriptions/fees paid or donations made to the organisation
15. Procedures are in place to review the affiliations including submitting lists of affiliations for member approval every year (at least) and allowing members to challenge any affiliation by way of secret ballot in which all members are entitled to vote
16. A complaints procedure is available to all students who are dissatisfied with the Union or claim to be unfairly disadvantaged by exercising their right not to be a member of the Union
17. An independent person is appointed by the governing body to investigate and report on complaints
18. Complaints are dealt with promptly and fairly and that an effective remedy is given where a complaint is upheld
19. The governing body issues a code of practice as to the operation of the Union in accordance with the above requirements and how compliance will be monitored
20. The code of practice, any restrictions on the activities of the Union imposed by charity law and rights of students to freedom of speech are brought to the attention of all students at least once per year
21. The governing body draws attention of students (at least once a year) that they do not have to be members of the Union and arrangements made for such students for services a Union would otherwise provide

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.

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.

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.

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 30th January 2019