

**THE SCHEDULES OF**

**RVC** **SU**

**REVISED March 2013**

## Contents:

<b>Section</b>	<b>Content</b>	<b>Sub-section</b>	<b>Page</b>
<b>One</b>	<b>Election Regulations</b>	Timing Of Elections	<b>4</b>
		Standing For Election	4
		Publicity About The Election	5
		Getting Students To Vote	5
		Counting The Votes	5
		Declaration Of Results	5
		Complaints	5
		Vacancies For Position On The Union Executive	6
		Election For Student Representatives	6
		Method Of Appointments	6
<b>Two</b>	<b>Clubs &amp; Societies</b>	Setting up a Club or Society	<b>7</b>
		Meetings of Clubs & Societies	7
		Responsibilities of Clubs & Societies	8
<b>Three</b>	<b>Meeting Regulations</b>	Attendance & Voting	<b>9</b>
		Process of Discussion	9
		Chair	9
		Running Debates	9
		General Rules	10
<b>Four</b>	<b>Union Funding &amp; Budgeting</b>	General	<b>11</b>
		Union Accounts other than the Main Account	11
		Regulations for Treasurers of Non-Main, Union Accounts	12
		The Union Treasurer	13
		Cheque Signatories	14
		Financial Penalties	14
		Employees of the Union	15
		Officers' expenses	16
		Social events	16
		New Student Deposit	16
<b>Five</b>	<b>Job Descriptions</b>	Executive Positions	<b>18</b>
		President	18
		Deputy President, Hawkshead:	19
		Vice President, Camden:	19
		Treasurer:	20
		Clubs and Societies Officer:	20
		Social Secretary	21
		Veterinary Nursing Liaison Officer:	21
		Postgraduate President:	21
		RAG Chair:	21
		International Representative:	22
		Campaigns & Environments Officer:	22
		Camden Welfare Officer	22
		Hawkshead Welfare Officer	23
		Senior AVS Representative:	23
		IVSA Representative	23
		Non-Executive Positions:	24
		General Manager:	24
		Junior AVS Representative:	24
		Shop Manager(s), Hawkshead:	25
		Shop Manager, Camden:	25
		The Haxby Managers:	25
The Buttery Managers:	26		
Minibus	26		
Website	26		

This document outlines the regulations and procedures that shall apply to all areas of the Royal Veterinary College's Students' Union, known here on as the Union.

Where the regulations stipulate that something must be done in writing, this includes the use of email.

For President in these regulations, read Deputy President if the President is on leave.

Where these regulations require the union treasurer to be informed of information, it is the duty of the union treasurer to pass this same information to the union executive committee.

# SCHEDULE ONE

## 1. ELECTION REGULATIONS

This Schedule outlines what to do for all elections or appointments for all positions in the Union. It also outlines the procedure to follow if a vacancy occurs in any position.

### 1.1 Timing of Elections

1.1.1 The Deputy President, Hereon in referred to as Deputy, shall ensure that election of the Executive Committee takes place before the end of May each year. Once elected the members of the Committee shall take office from August 1st of that year and shall serve for no more than 12 months from this election.

1.1.2 The members of the Executive Committee are:

- i. The President
- ii. The Deputy President, Hawkshead
- iii. The Vice President, Camden
- iv. The Treasurer
- v. The Camden Welfare Officer
- vi. The Hawkshead Welfare Officer
- vii. The Clubs and Societies Officer
- viii. The Social Secretary(s)
- ix. The Postgraduate President(s)
- x. The Vet. Nursing Liaison Officer(s)
- xi. The senior AVS representative
- xii. The International Representative
- xiii. IVSA Representative
- xiv. The RAG Chair
- xv. Campaigns & Environments Officer

1.1.3 The Executive Committee will also include the Senior Vice President, who must be the Union President or Deputy President of the preceding academic session and will provide advice and knowledge of the previous academic year.

1.1.4 The dates of elections for Executive Committee Officers, a copy of the election timetable and a copy of the election regulations shall be posted on the Union website at least 21 College working days before the elections.

### 1.2 Standing for Election

1.2.1 All members of the Union are eligible to stand for any Union Executive Officer positions with the exception of the treasurer who must be over 21. No member who has opted out may stand. Only students attending the Camden campus the following academic year shall be eligible to stand for VP Camden, only students attending the Hawkshead campus the following academic year shall be eligible to stand for Deputy, only members of the BVetMed cohort shall be eligible to stand for AVS rep, only members of a Vet Nursing cohort shall be eligible to stand for the Vet. Nursing Liaison Officer and only Postgraduates studying at RVC may stand for the Postgraduate President.

1.2.2 Nomination forms will be available from the website, 20 College days before the election.

1.2.3 Members of the Union can stand for election upon completion of a nomination form signed by the candidate and at least one proposer and one seconder. This must be submitted to the Deputy

1.2.4 Nomination forms must reach the Deputy or a person appointed by him\her not later than 17:00 on the day, 10 College working days before the day of the election.

1.2.5 The deputy must remain impartial and non-bias throughout the process.

### **1.3 Publicity about the election**

- 1.3.1 The Deputy or their appointee shall produce a list of candidates which shall be displayed on the Union website within 48 hours of the close of nominations.
- 1.3.2 Candidates may produce a manifesto or a poster, which must be submitted with the completed nomination form.

### **1.4 Getting students to vote**

- 1.4.1 There shall be no campaigning whilst students are logged in, voting.
- 1.4.2 The Deputy shall ensure so far as is reasonably practicable that all full members of the Union have access to vote no matter their place of study or time of study.
- 1.4.3 All full members of the Union shall be able to vote for the positions as outlined in 1.2 officers of the Executive Committee.
- 1.4.4 Voting will be accessible by all students online, with all relevant candidate details displayed.
- 1.4.5 Reopen nominations (RON) shall be a candidate in all Union elections.
- 1.4.6 Voting shall be by secret online ballot and shall be conducted according to the rules for the operation of the “first past the post” voting system.

### **1.5 Counting the votes**

- 1.5.1 The Deputy shall inform the candidates of the time of the count.
- 1.5.2 Results from the vote will be kept accessible for up to 6 months following the vote.

### **1.6 Declaration of Results**

- 1.6.1 Results of the elections shall be declared by the Deputy the morning following the close of the vote, ensuring any complaint has been resolved to the satisfaction of the Deputy. A list of successful candidates will normally be posted online within 1 working day of the declaration of results.
- 1.6.2 The Deputy should send a copy of the result to the Union Council and the College Council.
- 1.6.3 The results will become official after 48 hours if no complaint has been lodged with the Deputy. In the event of a complaint being received by the Deputy the results shall be suspended until the complaint has been resolved.

### **1.7 Complaints**

- 1.7.1 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Deputy within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Deputy before the close of voting
- 1.7.2 A challenge or complaint during or following the close of the vote, must only relate to the results, and be lodged with the Deputy who shall resolve the complaint within 48 hours of it being lodged.
- 1.7.3 In determining a resolution to the complaint, the Deputy after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Deputy on any complaint shall be final subject only to a successful challenge of a greater than 75% majority of a meeting of Union Council, in which case the complaint shall be passed onto the President who will discuss with the General Manager and

make a final decision. This will be confirmed with the executive team.

## **1.8 Vacancies for Position on the Union Executive**

1.8.1 If any of the above posts fall vacant then a by-election shall be arranged by the Deputy. Nominations shall open no later than three working days after confirmation of the vacancy arising. All other election regulations apply.

## **1.9 Election for Student Representatives**

1.9.1 Year Representatives shall be elected by a meeting of those students eligible to stand. Up to four representatives shall be elected from each BVetMed year group. Only those students eligible to stand for the position (e.g. first years for year 1 rep) will be eligible to vote. No more than 2 representatives from each other course type year group shall be elected.

1.9.2 Nominations shall require a proposer and seconder who must be present.

1.9.3 If more than two nominations are received for each position, a vote shall be held.

1.9.4 The position of Junior AVS representative shall be open only to students who will enter BVetMed year 2 the following academic session. This shall be a training position for Senior AVS representative. Only students eligible to stand shall be eligible to vote. Nominations shall require a proposer and seconder, and elections will be held online.

## **1.10 Method of Appointments**

1.10.1 Advertisements of such positions shall be posted on Union noticeboards and the website. Required documents shall be submitted to the President and the appointment made following interviews and, where appropriate, a vote of Union Council. Each applicant shall receive email notification from the President.

1.10.2 Such posts include the positions below for Bar Managers, SU Shop managers, SU website and General Manager.

1.10.3 All positions will come under review following the completion of elections in the summer term, to fill the position for the following academic year.

# SCHEDULE TWO

## **2. CLUBS AND SOCIETIES**

2.1 There shall be clubs and societies of the Union.

2.2 No club or society may receive funds from the Union, nor use Union facilities without recognition in each Academic year by the Union Council, through grant proposal acceptance, a table at Freshers' Fayre or formal confirmation email.

2.3 No club or society may be recognised if its objects conflict with those of the Union, save that this restriction shall not be interpreted so as to preclude the establishment of political, religious or ethnically based clubs and societies.

### **2.4 Setting up a Club or Society**

2.4.1 A new club or society is able to apply to be a funded or an unfunded affiliated club or society to the Union.

2.4.2 In any one year only 2 funded and 4 unfunded clubs or societies may become affiliated to the Union.

2.4.3 The status of funded or unfunded does not provide any exclusivity in their use of the Union facilities.

2.4.4 Any club or society that wishes to be recognised by the Union shall present to the Clubs and Societies Officer:

- i. A list of 15 signatures of full members.
- ii. The proposed membership fee.
- iii. A constitution for the Club or Society to include:
  - a) The name of the club or society;
  - b) The aims and objects of the club (which shall not be contrary to those of the Union);
  - c) Regulations relating to membership eligibility, demonstrating equal opportunity.
  - d) Provision for the election of a Committee to include a Chairperson or Captain, a Secretary and a Treasurer.
  - e) The responsibilities of the Committee.
  - f) Provision for General Meetings for all members of the club or society;
  - g) Provision for an Annual General Meeting (AGM) at which an income and expenditure account shall be presented and approved.
  - h) Documentation of expected use of funds, whether from only membership fees or both membership and SU funding.

2.4.5 Funding for a club or society will be obtained and handled according to the regulations stipulated in 4.

### **2.5 Meetings of Clubs and Societies**

2.5.1 The AGM of all clubs and societies shall be held before the end of the summer term of each year and will be held in a meeting room. This meeting will elect the club or society committee for the following session.

2.5.2 There shall be at least one clubs and societies general meeting per term. All Committee members shall attend unless reasonable apologies are submitted.

2.5.3 Committee members shall consist of club or society presidents, or the highest ranking captain in their place. In the case of mixed clubs, male and female representatives must attend.

2.5.4 The Clubs and Societies Officer is responsible for arranging the dates of meetings.

2.5.5 Changes to this Schedule can only be made at a Clubs and Societies General Meeting and must be ratified by the Union Council.

## **2.6 Responsibilities of Clubs and Societies**

- 2.6.1 Clubs and society treasurers must follow the treasury regulations as stipulate in 4.
- 2.6.2 The club or society shall be responsible for promoting itself during Freshers' Week to encourage new membership.
- 2.6.3 The club or society social secretary shall be responsible for the smooth running of any social events and activities.
- 2.6.4 The President where possible or Captains shall be responsible for the convening of general meetings. They shall be responsible for publicising general meetings, providing agendas and electing someone to take minutes of the meetings when necessary.
- 2.6.5 It is the responsibility of the elected committees of a club or society to ensure its members abide by the Code of Conducts of the Union and of the College.
- 2.6.6 The club or society Treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year.
- 2.6.7 Failure to abide by these regulations and the Union Constitution may result in suspension of the club or society by the Executive.
- 2.6.8 If a club or society fails to submit a grant proposal, or make itself known at the beginning of the year it will be considered a dissolved club or society and will be removed from the website and return all relevant equipment used. The same must happen if the Union dissolves a club for any reason.



## SCHEDULE THREE

### 3. MEETING REGULATIONS

3.1 Meeting regulations shall apply in full to all Union Council meetings. They shall apply to all Committee meetings of the Union in terms of conduct of meetings.

#### 3.2 Attendance & Voting

3.2.1 Any member of the Union may attend Union Council meetings. Any individuals who have opted out of membership to the Union that wish to attend must receive permission from the President.

3.2.2 There must be a quorum in attendance of  $\frac{1}{2}$  of those whom may vote +1 (see 3.6) for any decisions to be certified.

3.2.3 Any member of the Union may speak at Union Council. Any individuals who have opted out of membership to the Union may only speak with the permission of the Chair.

3.2.4 Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

3.2.5 Only executive members and year representatives who are present at the meeting may vote.

3.2.6 The Chair of the Students' Council may not vote unless the vote is tied, in which case they may have the casting vote.

3.2.7 For the invitees of a meeting, attendance and lack of will incur reward and punishment respectively. This shall be decided at the AGM in October.

#### 3.3 Process of Discussion

3.3.1 All items for discussion and decision (hereinafter to be called 'Debates') shall be submitted to the General Manager five College days before the meeting. Amendments to the Constitution and Schedules must be submitted seven College days before the start of the meeting.

3.3.2 The General Manager shall be responsible for publication of details of all Union Council meetings seven College working days before the meeting on the Union website and in available Union noticeboards.

3.3.3 The Agenda of meetings shall normally be taken in the following order:

- i. Checking the minutes of the previous meeting for accuracy.
- ii. Matters arising from the minutes of the last meeting.
- iii. Reports from the Executive.
- iv. Other Reports.
- v. Debates.
- vi. Any other business.
- vii. Date for next meeting.

#### 3.4 Chair

3.4.1 The General Manager shall be responsible for the agenda and publicising the meeting.

3.4.2 The President shall take the Chair of the first meeting of the Academic year. There shall be an election for a Chairperson and a Deputy Chairperson at this meeting.

#### 3.5 Running Debates

3.5.1 Every Debate shall have a proposer who shall speak on the Debate first. It shall then be open for discussion

and may be withdrawn only with the consent of the meeting. Any changes to the debate will be raised after the proposer has spoken.

3.5.2 Only one Debate shall be discussed at any one time.

3.5.3 The Chair shall invite and take a speech against the Debate.

3.5.4 The Chair shall balance the number of speeches for and against. They shall also leave time for questions before the vote.

3.5.5 The proposer shall have the right to sum up before a vote is taken on the Debate.

3.5.6 There shall be no new information or points of information during the summing up speech.

3.5.7 Emergency Debates may be moved if and only if they deal with matters which have arisen since the date for submission of motions. The Debate should be submitted in writing to the Chair before the start of the meeting.

### **3.6 General Rules**

3.6.1 Debates shall require a simple majority to be decided except where otherwise specified in the Constitution.

3.6.2 In event of any situation arising not being covered by meeting regulations then the Chair person shall rule on the procedure to be adopted. Such ruling shall be subject of any challenge under procedural motion above.

# SCHEDULE FOUR

## 4. UNION FUNDING AND BUDGETING

### 4.1 General

- 4.1.1 The Union shall be funded from a number of sources to include, but not limited to:
- i) A grant from the Royal Veterinary College;
  - ii) Union paid membership subscriptions from all 1<sup>st</sup> year undergraduates;
  - iii) Income from union events & bars
  - iv) Sponsorship and other corporate activities, all of which must be declared to the union treasurer and go through the accounts
- 4.1.2 The Union Treasurer shall be responsible for the overseeing of all the Union funds, ensuring debts are collected, and monies owed are paid.
- 4.1.3 The Union Treasurer, in conjunction with the President, shall construct an annual budget proposal to be submitted and presented in full to the first union council meeting of the academic year (AGM). The budget shall be approved by the Unions' executive committee prior to submission to the Union council.
- 4.1.4 The Union shall allocate a sum in the Union budget which shall be for grant aid of affiliated clubs and societies.
- 4.1.5 The budget will be submitted for approval by College council, and shall be available outside the Union, subsequent to approval by Union council.
- 4.1.6 The Budget shall include and define the breakdown of proposed spending and funding of the Union account for the following academic year.
- 4.1.7 The Union Treasurer shall report on the previous year's accounts at the first Union council meeting of the academic term, which is AGM.
- 4.1.8 The Union council shall have the power to accept, reject, or request an amended version of the proposed budget.
- 4.1.9 Any member of Union council shall have the power to request clarification or documents supporting the budget at any time during the year, which shall be provided within seven working days.
- 4.1.10 Any member of the Union may make a formal complaint about any aspect of the Union budget to the Union executive committee, which shall be addressed at their next tabled meeting.
- 4.1.11 The Union Treasurer shall ensure that the annual budget includes a contingency of funds to be carried over to the next financial year of £15,000 minimum.
- 4.1.12 The Union budget may be re-evaluated subject to approval of the Union council at any point during the year.
- 4.1.13 No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the Executive Committee unless specific authorisation is given by the Students' Council.
- 4.1.14 The Union shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc., under its control.
- 4.1.15 The Union Treasurer in conjunction with the College Finance Officer, shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc., of property.

4.1.16 The Union shall not make donations or affiliations to any organisation outside the aims and objectives of the Union. The Union may allow for its facilities to be used for special events which raise money for a specific charity or cause. Only the net profit from such events may be passed to the charity.

## **4.2 Union Accounts other than the Main Account**

4.2.1 A club or society eligible to apply for funding is one which has been accepted by the Union after submitting their constitution, as a funded club or society.

4.2.2 Clubs and societies' treasurers (from hereon in referred to as CS Treasurer) shall submit a grant application form and all relevant documentation, including budget proposals and all account books, annually, at least 14 days prior to the published end of summer term for the Union treasurer for the coming financial year. Allocations will be made on the basis of the level of activity in the club or society, special equipment and travel considerations.

4.2.3 The maximum grant allocation for a Club or Society in its first year of existence is £200.00, with a maximum termly allowance of £70.00.

4.2.4 The maximum grant allocation for a funded club or society that has on-site facilities is £2000 and for off-site facilities is £5,000.

4.2.5 Clubs and societies shall only apply for funding under the terms allowed in these regulations.

4.2.6 Clubs and societies shall only spend union funds on expenditure necessary for carrying out that club or society's activities as defined by that club or society's constitution.

4.2.7 Clubs and societies can, in their annual budget proposal, apply for funding to cover transport costs to and from competitive away fixtures. This applies only to playing, squad members as per terms stated in their own constitution.

4.2.8 Allocations made for clubs and societies shall be approved in the Unions' AGM, early in the first term.

4.2.9 At AGM any club or society may take a stand to appeal on the decisions made from their grant proposal. Alternatively, any club or society member may submit a written complaint about any aspect of their club or society's budget to the union executive committee, which shall be addressed at their next tabled meeting.

4.2.10 Clubs and societies shall not spend union funds on refreshments, unless this is a requirement for normal sporting fixtures. Clubs and societies shall never spend union funds on alcoholic refreshments and may not put Union funds towards any other aspects of social events.

4.2.11 Clubs and societies may use non-grant income for any use that promotes the club or society's aims, within the Union constitution and Code of Conduct.

4.2.12 Each club and society shall be permitted to apply for additions or modifications to their grant by submitted an additional funds form to the Union Treasurer and President with agreement of the Union executive committee. Additions or modifications will not be reconsidered for 12 months.

4.2.13 All non-Union income shall be in the form of a cheque and receipts shall be issued. Social events where tickets are sold may accept cash but tickets must be provided and stubs kept, acting as a receipt.

4.2.14 Information on the receipt must include the date of transaction, the amount, and recipient of the money. A copy is given to the person making the purchase. There must be three parts to a ticket. One is retained by the union, one by the club or society and one to the purchaser.

4.2.15 No-one from a club or society may commit either the club or society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.

- 4.2.16 The club or society shall not hold its own bank account and all its finance will be administered through the Union. Accounting will be the responsibility of the club Treasurer through the supervision of the Union Treasurer and General Manager.
- 4.2.17 Clubs and societies must ensure that all of their members pay their fee to join the club or society.
- 4.2.18 Clubs and societies shall be permitted to make an application for a tour grant throughout the year, providing the aim of the tour supports the aims of the club or society's constitution (e.g. sports clubs' tours must include a competitive match of their sport), of a value approved by the Union Treasurer, after providing a list of names of people going on tour. The people must be paid-up members of the club at the time of tour.

### **4.3 Regulations for Treasurers of Non-Main, Union Accounts**

- 4.3.1 CS Treasurers should acquire a copy of these regulations, and be aware of potential legal implications of infringing, as well as union disciplinary procedures.
- 4.3.2 All CS treasurers shall be members of the Union and must sign a document to say they have read and understood the schedules, in particular schedule 4.
- 4.3.3 CS Treasurers must attend a training session in the autumn term, organised by the Union Treasurer.
- 4.3.4 CS Treasurers shall comply with all reasonable requests made to them by the President or the Union Treasurer.
- 4.3.5 CS Treasurer must ensure that the membership fees paid by participants in the club or society are no less than £5 per year.
- 4.3.6 CS Treasurers shall be responsible for ensuring that money belonging to their club or society is used responsibly and not in any way that may be in contravention of the schedules or common law. It is the responsibility of the CS Treasurer to ensure that all funds are spent responsibly within their permitted remit.
- 4.3.7 CS Treasurers are responsible for ensuring that receipts or ticket stubs are provided, for all ticket sales.
- 4.3.8 CS Treasurers are responsible for ensuring there is evidence of sale for all consumable items sold.
- 4.3.9 CS Treasurers shall ensure that receipts are kept for all payments received or made by the club or society.
- 4.3.10 CS Treasurers shall be responsible for ensuring that their Union account for which they have responsibility for does not go overdrawn.
- 4.3.11 CS Treasurers shall be permitted to apply for a petty cash allowance to the Union President. The Union executive committee shall then agree on an amount the CS Treasurer shall be permitted to keep in cash in order to pay for nominal items.
- 4.3.12 CS Treasurers shall cash all credits immediately, or hand to the Union Treasurer by prior arrangement, within 3 working days.
- 4.3.13 All reasonable efforts to ensure money is deposited in the bank or in a locked safe on campus overnight should be made by CS Treasurers.
- 4.3.14 On the evening of a social event, the CS Treasurer is responsible for all monies unless written permission from the Union Treasurer is given for a separate designated person to be responsible.
- 4.3.15 CS Treasurers shall keep an accurate record of all transactions in the club or society accounts book.
- 4.3.16 The club or society shall hold no funds whatsoever outside the Union accounts.

- 4.3.17 The CS Treasurer shall be responsible for ensuring that all expenditure are in the interests of the club or society, in keeping with the grant proposal and that it does not exceed the club or society's' allocation for that year.
- 4.3.18 The CS Treasurer shall ensure that all income received by the club or society is paid directly into the Union accounts.
- 4.3.19 The CS Treasurer shall ensure that an income and expenditure account for the previous academic year is presented to the Annual General Meeting of the club or society and copies are sent to the Treasurer of the Union.
- 4.3.20 All union account books shall be presented to the current Union Treasurer 14 days prior to the published end of their summer term.
- 4.3.21 The Haxby, Buttery and Shop managers are considered the Treasurers of their accounts, and must ensure they abide strictly to this schedule.
- 4.3.22 The Haxby and Buttery will only pay their staff at the UK minimum wage rate. They will be paid by cheque only and for the hours that they have already worked in any given amount of time.

#### **4.4 The Union Treasurer**

- 4.4.1 The Union Treasurer shall hold overall responsibility for all the union's accounts.
- 4.4.2 The Union Treasurer shall ensure as far as reasonably possible that no account goes overdrawn, and is responsible for ensuring that the main union account does not go overdrawn.
- 4.4.3 The Union Treasurer shall deposit all cash/cheques given to him/her within 3 working days.
- 4.4.4 The Union Treasurer shall keep any Union funds in a Union safe until cashed.
- 4.4.5 The Union Treasurer shall pay all invoices to the Union accounts within 3 working days.
- 4.4.6 All grants/loans must be approved by the Union executive committee and include a repayment schedule if required, with the exception of tour grants.
- 4.4.7 The Union Treasurer shall be permitted to authorise payments from the main Union account up to a value of £100. The Union President's authorisation shall be required for payments from the main account up to £500 and the union executive committee shall be consulted for expenditure above this amount.
- 4.4.8 The Union Treasurer is responsible for ensuring there is a Union member responsible for each Union account to act as CS Treasurer, and that they have signed a document to say they have read and understood this schedule in particular.
- 4.4.9 The Union Treasurer shall be responsible for ensuring that the main Union account is audited on an annual basis by the college finance officer. The Union Treasurer is responsible for auditing all other active union accounts. The Union Treasurer shall report to the union executive committee the outcome of these audits.
- 4.4.10 The Union Treasurer shall decide in consultation with the President and the Clubs and Societies Officer, the level of grant to be given to each club or society making an application.
- 4.4.11 The Union Treasurer shall not hold any official position within a club or society.

#### **5.4 Cheque Signatories**

- 5.4.1 The following Union officers shall be signatories for all Union accounts:
- a) The President
  - b) The Treasurer
  - c) A Social Secretary
  - d) The Deputy-President , Hawkshead

- e) The Vice-President, Camden
- f) The Clubs and Societies Secretary
- g) One other from executive committee, to be agreed by committee.

- 5.4.1 The Union Treasurer shall be responsible for ensuring that the previous year's signatories are removed from authorisation at the time of the addition of the new signatories.
- 5.4.2 Two authorised signatories shall sign each cheque to be debited from a Union account.
- 5.4.3 All cheques presented for signatures must be accompanied by the appropriate receipt or invoice.
- 5.4.4 The Union Treasurer must be informed in writing by the person responsible for an account of any expenditure over £500 from that account within one working day. This applies to all accounts.
- 5.4.5 Signatories shall not sign any cheque that has not been correctly completed and for which a full explanation cannot be given.
- 5.4.6 Signatories shall be responsible for reporting any suspicious activity immediately to the President and Union Treasurer.

## **5.5 Financial Penalties**

- 5.5.1 Any club suspected of using Union grant monies for activities other than those prescribed above, at any time will be investigated by the Union treasurer.
- 5.5.2 All complaints about a Union account shall be made in writing to the Union Treasurer.
- 5.5.3 Upon receipt of the complaint, a meeting of the Union executive committee will be convened between 3 and 10 working days after receipt of the complaint. This meeting will be open to all Union members unless requested otherwise.
- 5.5.4 The club, society or group associated with the account in question shall be informed of the date, time and venue of the meeting in 4.61 and shall be asked to submit all specified and any additional relevant information. The meeting will be no sooner than a week in advance.
- 5.5.5 The Union Treasurer shall be responsible for collating evidence and shall present this to the Union executive committee. Personnel of the club, society or group associated with the account in question including the CS Treasurer responsible for that account will be given the opportunity to respond at the next meeting of the Union executive committee which shall not be sooner than 3 working days.
- 5.5.6 Individuals involved shall be subject to Union disciplinary procedures according to The Union Code of Conduct.
- 5.5.7 The Union Treasurer will be responsible for calculating losses incurred by the infringement. Clubs or societies must repay all funds lost, in accordance with a repayment plan imposed by the Union executive committee.
- 5.5.8 The Union executive committee may impose any combination of the following penalties against a club, society or group found to be in contravention of these regulations:
  - i. repayment of misused funds;
  - ii. a fine of a value decided by the Union executive committee;
  - iii. partial or complete withdrawal of Union grant funding;
  - iv. withdrawal from league or competition;
  - v. Temporary or permanent closure of the club, society or group.
- 5.5.9 Depending on the penalty imposed against the club, society or group, one or two named members of the Union executive committee shall be responsible for ensuring the penalty's execution.

## **5.6 Employees of the Union**

- 5.6.1 All finances relating to employees of the union including bar and shop staff will be dealt with in accordance with their individual contracts.
- 5.6.2 The Union shop Managers will be paid minimum wage for the hours they work. The Website Manager, Union Bar Managers and the Union Bar Assistant Managers will be paid a fixed weekly rate to be decided by the students' Council.
- 5.6.3 The Union General Manager and President will be paid a salary provided by the College.

## **5.7 Officers' expenses**

- 5.7.1 Expenses are defined as any necessary costs incurred to an individual on union business.
- 5.7.2 Reimbursement for expenses may be claimed by any member of union council or its subsidiary committees.
- 5.7.3 Expense claims must be submitted to the Union Treasurer within 3 months of the incurrence of the expense using the correct form.
- 5.7.4 All claims must be substantiated by proof of expenditure.
- 5.7.5 Fuel expenditure shall be reimbursed on a per mile basis, the value of which shall be agreed each year in the annual budget.
- 5.7.6 The Union Treasurer shall be responsible for approving all hospitality costs.
- 5.7.7 The Union executive committee reserves the right to withhold the reimbursement of expenses.

## **5.8 Social events**

- 5.8.1 Every Union run social event committee must ensure that they have both a Treasurer and a Chair person.
- 5.8.2 The individual running the event(s) is responsible for ensuring that said event does not run into a financial loss.
- 5.8.3 The Union executive committee reserves the right to cancel any event if they have sufficient grounds for concern.
- 5.8.4 The event committee must present a budget proposal with proof of research, to the Union executive committee prior to committal of funds.
- 5.8.5 The following committee members shall receive free tickets to Freshers' events and a 50% discount to balls throughout the year:
  - i. Deputy President, Hawkshead
  - ii. Vice President, Camden
  - iii. Treasurer
  - iv. Clubs and Societies Secretary
  - v. The Social Secretary(s)
  - vi. The Postgraduate President(s)
  - vii. The Welfare Officer(s)
  - viii. The Vet Nursing Liaison Officer(s)
  - ix. The International Representative
  - x. The RAG Chair
  - xi. Campaigns and Environment Officer
  - xii. IVSA Representative
  - xiii. SU Minibus



- 5.8.6 Ticket prices where profit is for charity shall be paid in full by all committee members, including the RAG chair at RAG events.
- 5.8.7 Organisational committee members of all of the dinners and balls shall be granted a 20% discount (Maximum of 10 persons per committee).
- 5.8.8 AVS congress and sports weekend tickets for the senior and junior AVS representatives will be funded according to the AVS constitution.

## **5.9 New Student Deposit**

- 4.9.1 On arrival at the college, newly registered Students are requested to pay a non-returnable deposit, the amount of which will be decided by the outgoing Union Council. This will enable the student to use SU facilities, join our clubs and societies and will contribute towards the maintenance and upkeep of the Union rooms and belongings, where blame for damage is not always attributable to any one individual. In paying the deposit the new student will receive a paid member Union card.

# SCHEDULE FIVE

## 5. JOB DESCRIPTIONS

### 5.1 Executive Positions

5.1.1 All members of the Union executive committee must declare at the start of their term of office any interests which may affect their decisions throughout the year.

5.1.2 All executive are considered Trustees of the Union.

#### 5.1.3 President

- i. Be the primary representative of the Union and seek to involve as many students in the Union as possible be they either a sabbatical or non-sabbatical position.
- ii. Ensure at the beginning of the year the whole Union team is prepared and aware of their roles.
- iii. Be responsible for the president email account and ensure that emails are responded to effectively and quickly.
- iv. Notify security of all the Union team for the year for access to Union offices and remove old team.
- v. Plan frequent meetings with senior management individuals to gain knowledge of the college and receive advice.
- vi. Attend college meetings, including but not limited to College Council, Academic Board and Teaching and Learning Committee, and report back to the Union.
- vii. Ensure good student representation across the College committees.
- viii. Be a cheque signatory to the Union bank account.
- ix. Be the prime representative of the Union to liaise with the College over any matters affecting students.
- x. Compile a report on his/her activities for consideration at the Students' Council.
- xi. Maintain all legal documentation relating to the Union, including but not limited to the Constitution, the Regulations and the Student Union Code of Conduct and all legal advice.
- xii. Arrange training for the Executive Committee after elections to include setting targets for the Union for the year e.g. a planning weekend.
- xiii. Be responsible for the organisation of induction events for the incoming undergraduates during Freshers' Week.
- xiv. Promote the National Student Survey and respond to Union comments following the survey.
- xv. Be a member of the Students' Council and ensure that the decisions made are implemented.
- xvi. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- xvii. Take on the role of "Senior Vice President" in the academic session after his/her term of Office to ensure support for the incoming President and a smooth hand over period.
- xviii. Take overall responsibility for campaigns run through the year.
- xix. Maintain good relationships with relevant external bodies including but not limited to, ULU, RCVS, AVS, BVA.
- xx. Ensure employees of the union such as but not limited to Website, Buttery/Haxby Manager and General Manager fulfil their job descriptions.
- xxi. Be a website Editor and ensure the Website stays up to date, and all other Editors do their relevant updates.
- xxii. Work with the general manager to ensure executive are fulfilling their job roles effectively
- xxiii. Set targets and projects for the year to improve SU facilities, using the project funds.
- xxiv. Be a support to all executive, non-executive and employees of the Union, and help where possible.
- xxv. Delegate effectively jobs and area specific issues to relevant executive.
- xxvi. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- xxvii. Ensure support for the incoming President and a smooth hand over period.

**The President may not be off campus for more than four consecutive weeks, except under extenuating circumstances when the agreement of the SUS Council must be sought. There will be no compensation for sabbatical leave not taken during the sabbatical year.**

#### 5.1.4 Deputy President, Hawkshead

- i. In conjunction with the President shall ensure the interests of the students at Hawkshead are well represented

- across the college and at Students' Council.
- ii. Be responsible for the SU deputy president email account and ensure that emails are responded to effectively and quickly.
  - iii. Ensure that all Union activities are publicised at Hawkshead.
  - iv. Be responsible for the organisation of Freshers' Fayre, and ensure the provision of a Union stall.
  - v. Co-ordinate Union activities at Hawkshead, including ensuring that Hawkshead Union noticeboards are up to date.
  - vi. Be a cheque signatory on all union accounts
  - vii. Be a Union Website Editor. Ensure that year reps, executive and employee information is kept current. Also generally assist in its maintenance.
  - viii. Distribute temporary parking permits throughout the year for students, on request.
  - ix. Co-ordinate and Promote elections for Union Executive to encourage high participation.
  - x. In conjunction with the Vice, co-ordinate and confirm the election of year reps for each course and year in October.
  - xi. Meet with the President and ensure that elections happen in accordance with the Union Constitution; notify the Students' Council of the resignation of any Union executive, officer or employee and ensure the Students' Council decides appropriate action.
  - xii. Carry out other duties as laid down by the Executive Committee and the Students' Council.
  - xiii. Be a member of the Executive Committee and the Students' Council, and present reports to each.
  - xiv. Assist the President and Vice President with maintaining and supervising all union services to include but not limited to The Buttery, The Haxby and social facilities at both campuses such as common rooms.
  - xv. Maintain links with year representatives and ensure communications are good between them and the executive.
  - xvi. Be permitted to act in the absence of the President when he/she is away from site or unable to attend a scheduled event, including attending college committee meetings.
  - xvii. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
  - xviii. Ensure support for the incoming Deputy President and a smooth hand over period.

#### 5.1.5 Vice President, Camden

- i. In conjunction with the President, ensure the interests of the students at Camden are well represented across the college and at Students' Council.
- ii. Be responsible for the SU Vice president email account and ensure that emails are responded to effectively and quickly.
- iii. Ensure that Union activities are publicised at Camden.
- iv. Assist the Deputy with to organisation of Freshers' Fayre.
- v. Co-ordinate Union activities at Camden, including ensuring that Camden Union noticeboards are up to date.
- vi. Be a cheque signatory on all union accounts
- vii. Be a Union Website Editor, ensuring the website is always current.
- viii. Promote elections for Union Executive to encourage high participation.
- ix. In conjunction with the Deputy, co-ordinate and confirm the election of year reps for each course and year in October.
- x. In conjunction with the Welfare Officer, co-ordinate the "mummies and daddies" arrangements for the incoming undergraduates.
- xi. Carry out other duties as laid down by the Executive Committee and the Students' Council.
- xii. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- xiii. Assist the President and Deputy with maintaining and supervising all union services to include but not limited to The Haxby and social facilities at Camden campuses such as the common room. Also ensuring that the lockers and post slots in Camden are emptied frequently.
- xiv. Maintain links with year representatives and ensure communications are good between them and the executive.
- xv. Represent students at Camden to management on issues that are unique to Camden.
- xvi. Attend college meetings on request.
- xvii. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- xviii. Ensure support for the incoming Vice President and a smooth hand over period.

### 5.1.6 **Treasurer**

- i. Regulate expenditure of the Union in such a way as to maximise Union activities.
- ii. Be responsible for the SU Treasurer email account and ensure that emails are responded to effectively and quickly.
- iii. Be responsible for ensuring that the Union draws up and approves an annual budget, to be discussed an executive finance meeting.
- iv. Be responsible for the development of clubs and societies in conjunction with the Clubs and Societies Officer.
- v. Present an update of Income and Expenditure to at least one meeting of the Students' Council per term.
- vi. Be a signatory to the Union account.
- vii. In conjunction with the President, ensure that all financial transactions are legitimate, and that the necessary paper work and receipts are kept for all transactions.
- viii. Ensure that the Union accounts are audited annually, and that they are presented to College Council.
- ix. Be responsible for the banking of any money received primarily for the main account, and ensure that no more than £500 is kept in the Union office safe over longer than 2 days.
- x. Be responsible for paying bills promptly, and for sending out relevant invoices for money owed to the Union.
- xi. Follow the financial section of the regulations.
- xii. Monitor the expenditure of all clubs and societies.
- xiii. Meet with all CS treasurers and provide guidelines to all on their responsibilities including financial control and planning.
- xiv. Carry out other duties as laid down by the Executive Committee and the Students' Council.
- xv. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- xvi. With the help of the President, ensure the Haxby, Buttery and Shop are running financially strong.
- xvii. Submit VAT for all of the Union.
- xviii. Frequently meet with President and other executives to ensure finances are all acceptable.
- xix. Approving initial and extra grant or loan applications for all clubs and societies.
- xx. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- xxi. Ensure support for the incoming Treasurer and a smooth hand over period.

### 5.1.7 **Clubs and Societies Officer**

- i. Encourage new clubs and societies to affiliate to the Union.
- ii. Establish a complete contact list of the captains/chairmen of the Union affiliated Clubs and Societies.
- iii. Be the primary contact for outside organisations e.g. LUSL and BUCS for the co-ordination of the various sporting leagues.
- iv. Be responsible for the SU sport email account and ensure that emails are responded to effectively and quickly.
- v. Liaise with appropriate bodies outside college for promotion and sponsorship of Union activities.
- vi. In conjunction with the Treasurer, ensure that all Union resources are fairly allocated to all Clubs and Societies.
- vii. To co-operate with the local sports centers to provide facilities at a discounted rate to students.
- viii. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- ix. Keep the @RVCSUSPORTS twitter account up to date. Update fixtures, results and upcoming events.
- x. Co-ordinate gym inductions for both campuses when required.
- xi. Carry out other duties as laid down by the Executive Committee and the Students' Council.
- xii. Be the primary contact for any issues with the union sporting facilities. Also organise gym ambassadors and work with Active Students Scheme.
- xiii. Be a cheque signatory on all union accounts
- xiv. Be a Union Website Editor, ensuring the website is always current and the clubs and societies page is up to date for the academic year.
- xv. Organise Sports Ball.
- xvi. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- xvii. Ensure support for the incoming Clubs and Societies Officer and a smooth hand over period.

### 5.1.8 Social Secretary

It is advised that there are 2 social secretaries, preferable one from each campus.

- i. Organise and publicise a variety of entertainment and other social activities to reflect the interests of all sections of the student body. These will include Freshers' Week and the Balls throughout the year.
- ii. Organise the allocated finances for social events to make sure that events are financially successful.
- iii. Be responsible for the SU social email account and ensure that emails are responded to effectively and quickly.
- iv. Establish and maintain contact with relevant clubs, societies, companies and organisations to the advantage of students.
- v. Establish and maintain contact with relevant officers at other colleges in the county and region.
- vi. Be responsible for the sale and distribution of tickets and the collection of monies for activities.
- vii. In conjunction with the Treasurer, ensure that all money from ticket sales is banked as soon as possible.
- viii. Ensure that all social activities are well publicised to ALL students on both sites.
- ix. In conjunction with the President, the RAG chair, Senior AVS representative and any other SU event organisers such as the bar managers, establish an entertainment's programme for the whole of the year on the basis of information received.
- x. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- xi. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- xii. Ensure support for the incoming Social Secretary(s) and a smooth hand over period.

### 5.1.9 Veterinary Nursing Liaison Officer

- i. Ensure that the interests of the Vet nurses are well represented across college and at council meetings.
- ii. Be responsible for the Vet Nursing email account and ensure that emails are responded to effectively and quickly.
- iii. Ensure that the Union activities are well publicised to the vet nurses.
- iv. Keep in contact with the vet nurse year reps and ensure that any issues are brought to the Union immediately.
- v. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- vi. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- vii. Ensure support for the incoming Veterinary Nursing Liaison Officer and a smooth hand over period.

### 5.1.9 Postgraduate President

- i. Be the primary representative of all postgraduates and seek to involve as many postgraduate students in the Union as possible.
- ii. Be the prime representative of the Union to liaise with the College over any matters affecting postgraduate students.
- iii. Be responsible for the Postgraduate President email account and ensure that emails are responded to effectively and quickly.
- iv. Be responsible for the organisation of induction events for the incoming postgraduates.
- v. Be responsible for the organisation of social and educational events for postgraduate students throughout the year.
- vi. Be responsible for financial matters relating to post graduate events.
- vii. Attend college meetings, including but not limited to Academic Board, Campus Services Committee and Research Degree Committee. Arrange postgraduate representation at Learning, Teaching and Assessment committee and Teaching Quality committee.
- viii. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- ix. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- x. Ensure support for the incoming Postgraduate President and a smooth hand over period.

### 5.1.10 RAG Chair

- i. Be responsible for appointing the RAG committee that will consist of up to 15 individuals plus the Chair.
- ii. Be responsible for the SU RAG email account and ensure that emails are responded to effectively and quickly.

- iii. Obtain the student bodies' opinion on the charity(s) that RAG will support that academic year.
- iv. In co-ordination with the Union Social Secretary, be responsible for the organisation of all RAG events, including parties, street collections and the production of the RAG magazine.
- v. Ensure the prompt banking and correct distribution of all monies raised and that all events are effective and successful, including the sale of RAG clothing.
- vi. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- vii. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- viii. Ensure support for the incoming RAG Chair and a smooth hand over period.

#### 5.1.11 International Representative

- i. Be responsible for the SU international rep email account and ensure that emails are responded to effectively and quickly.
- ii. Be the first point of Union contact for the international students.
- iii. Coordinate events every term specifically for international students, such as thanksgiving.
- iv. Meet people in Freshers' Week to show people who you are and what you represent.
- v. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- vi. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- vii. Ensure support for the incoming International Representative and a smooth hand over period.

#### 5.1.12 Campaigns & Environments Officer

- i. Be responsible for the campaigns email account and ensure that emails are responded to effectively and quickly.
- ii. Represent the student voice with all issues involving the environmental impact of the college, in particular at the college environments and campaigns meetings.
- iii. listen to the students and find out what their concerns are and pass these to the appropriate members of staff
- iv. answer any questions students have about the college's environmental policy
- v. organise and thoroughly document fair-trade fortnight run at the end of February.
- vi. Assist the Deputy with the Vet Cycle project.
- vii. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- viii. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- ix. Ensure support for the incoming Campaigns & Environments Officer and a smooth hand over period.

#### 5.1.13 Camden Welfare Officer

All to be carried out in conjunction with the Hawkshead Welfare Officer.

- i. Establish, maintain contact and provide information from groups and organisations which work on welfare issues; maintain and order stocks of information as required.
- ii. Be responsible for the SU welfare, Camden email account and ensure that emails are responded to effectively and quickly.\*
- iii. Establish an enquiry service such as the welfare phone, and advertise its availability on each of the sites.
- iv. Deal with, but NOT counsel, students who have welfare problems, respecting confidentiality at ALL times.
- v. Present a stall at Freshers' Fayre and other events.
- vi. When necessary, refer students to relevant organisations and work closely with the college advice centre.
- vii. Attend any relevant training/briefing days for Students' Union Welfare Officers.
- viii. Meet with local business to secure reductions for students on leisure activities.
- ix. Liaise with the President on activities.
- x. In conjunction with the President be responsible for dealing with students concerns, aspirations and problems in relation to their courses and social life.
- xi. Liaise with the college over the criteria and distribution of the hardship funds.
- xii. Campaign on, and raise awareness of, welfare issues as agreed by the Executive Committee e.g. debt, safer sex, drug/alcohol abuse, etc; distribute general welfare information.
- xiii. Have responsibility for representing students in disciplinary or academic appeals cases.
- xiv. Be a member of the Executive Committee and the Students' Council, and present reports to each.

- xv. Carry out other duties as laid down by the Executive Committee and the Students' Council.
- xvi. In conjunction with the Vice, co-ordinate the "mummies and daddies" arrangements for the incoming undergraduates.\*
- xvii. Attend student support meetings as a student representative.
- xviii. Keep constant communication with the other campus welfare officer.
- xix. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- xx. Ensure support for the incoming Camden Welfare Officer and a smooth hand over period.  
(\* specifically for Camden Welfare Officer)

#### 5.1.14 **Hawkshead Welfare Officer**

In addition to 5.1.13:

- i. Be responsible for the SU welfare, Hawkshead email account and ensure that emails are responded to effectively and quickly.
- ii. Carry out all roles as stated for the Camden Welfare Officer previously.

#### 5.1.15 **Senior AVS Representative**

- i. Be responsible for the AVS email account and ensure that emails are responded to effectively and quickly.
- ii. Work with the Junior AVS rep to act as a link between the RVC, the other vet schools and the AVS
- iii. Have involvement in organising AVS events across the RVC, selling tickets for Sports Weekend and Congress.
- iv. Feedback to AVS on RVC practices such as EMS health etc.
- v. Organise events throughout the year such as animal welfare lectures, the 'New Vet School discussion' and a Fresher's Welfare Lunch.
- vi. Attend two meetings a year representing RVC students in discussions about topical issues.
- vii. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- viii. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- ix. Ensure support for the incoming Senior AVS Representative and a smooth hand over period.

#### 5.1.16 **IVSA Representative**

- i. Organise group and individual exchanges between veterinary schools around the world.
- ii. Attend annual congress and symposia.
- iii. Create fundraising events.
- iv. Be responsible for the IVSA email account and ensure that emails are responded to effectively and quickly.
- v. Attend the AGM at one of the UK vet schools.
- vi. Be a member of the Executive Committee and the Students' Council, and present reports to each.
- vii. Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- viii. Ensure support for the incoming IVSA Representative and a smooth hand over period.

#### 5.2.1 **Non-Executive Positions**

##### 5.2.1 **General Manager**

- i. Keep thorough records of all meetings and progress documents throughout the year for future reference.
- ii. Ensure all executives and non-executives understand their job roles for the year and gain access to relevant services, such as their email accounts at the beginning of the year.

- iii. Coordinating meetings for the Student Union, including but not limited to two Council Meetings and two Executive meetings per term, including:
  - iv. Confirming booking of a room (one Council and one Executive meeting per term held at each campus)
  - v. Informing relevant groups about meeting time, date, place at least two weeks in advance and inviting relevant members of staff, such as Vice Principals and the Director of Estates.
  - vi. Collect Agenda items and forward to the President and committee members at least two days prior to the meeting
  - vii. Send out relevant papers to meeting attendees.
  - viii. Taking accurate minutes during each meeting.
  - ix. Keep an accurate record of meeting attendance for each student representative and Executive member.
  - x. Ensure that proposals at meetings can be ratified as per the SU Regulations
  - xi. Report back minutes within one week of the meeting to relevant groups
  - xii. Coordinate the Student Union Annual General Meeting, Including:
    - a. Confirming booking of a room
    - b. Advertise the meeting to the general Student body with regards to time, date, place at least two weeks in advance; meeting should take place in early October. Relevant members of staff should be invited as well, as above.
    - c. Collect Agenda items and forward to the SU President and committee members at least two days prior to the meeting.
    - d. Send out relevant papers to meeting attendees.
    - e. Organise catering for the meeting.
    - f. Collating the reports from outgoing and incoming officers, and inviting outgoing officers to the meeting.
    - g. Taking minutes and attendance during the meeting.
    - h. Ensure that proposals at meetings can be ratified as per the Union Regulations.
    - i. Reporting back Minutes from the meeting within one week to the Student Union.
  - xiii. Be responsible for the General Manager email account and ensuring emails are responded to effectively and quickly.
  - xiv. Regularly meet with the President to discuss other roles and jobs within the Union.
  - xv. Keeping an accurate record of contact details for all Student Union officers (Executive and Non-Executive)
  - xvi. With the Deputy, liaise with year representatives and Executive Officers about times and dates for Course Management, Campus Services and College Council meetings
  - xvii. Collect updates from Student Union Officers twice per term and coordinate reports for the Union website on progress.
  - xviii. Assist the Treasurer with account management.

### 5.2.2 **Junior AVS Representative**

- i. Work with the Senior AVS rep to act as a link between the RVC, the other vet schools and the AVS



- ii. Have involvement in organising AVS events across the RVC, selling tickets for Sports Weekend and Congress.
- iii. Organise events throughout the year such as animal welfare lectures, the 'New Vet School discussion' and a Fresher's Welfare Lunch.
- iv. Attend two meetings a year representing RVC students in discussions about topical issues.
- v. Be a member of Students' Council.
- vi. Automatically becomes the Senior AVS Representative.
- vii. Ensure support for the incoming Junior AVS Representative and a smooth hand over period.

### 5.2.2 Shop Manager(s), Hawkshead

SU Shop Managers must:

- i. Ensure that the products stocked in the shop are appropriate for all our courses at RVC and that stock is maintained at suitable levels, securely.
- ii. Ensure that all products are bought at the best available price.
- iii. Be responsible for the SU Shop email account and respond to emails effectively and quickly.\*
- iv. Maintain the online SU shop.
- v. Send items to the Camden shop frequently and quickly.\*
- vi. Maintain a thorough accurate ledger and make sure accurate VAT documentation is kept continually.
- vii. Ensure that the shop is open a reasonable amount of time per week as agreed by Students' Council, and that opening times are published on the Union website, on the shop door and on Union noticeboards.
- viii. Be responsible for prompt banking of monies taken and for the upkeep of the shop account under the supervision of the Union Treasurer.
- ix. Be a member of Students' Council.
- x. Ensure that the Unions shop activities do not run at a loss.
- xi. Ensure support for the incoming Shop Manager(s) and a smooth hand over period.  
(\*only for Hawkshead managers)

### 5.2.3 Shop Manager, Camden

- i. Be consistent with the job description given for SU shop Hawkshead.
- ii. Be responsible for the SU Shop Camden email account and respond to emails effectively and quickly.
- iii. Generally maintain strong communication with SU shop Hawkshead.
- iv. Take orders for Camden students and request stock from Hawkshead shop.

### 5.2.3 The Haxby Managers

Haxby Manager and Assistant Manager must share out the following job roles:

- i. Keep all regular business and events related to the Haxby within the licensing laws.
- ii. Be responsible for the Haxby email account and respond to emails effectively and quickly.
- iii. Hire responsible staff.
- iv. Ensure staff members are able to work the rota provided.
- v. Notify security of who is able to collect the Bar keys, ensure they are notified following any changes to staff members.
- vi. Enforce the code of conduct for the bar.
- vii. Ensure that the staff members abide by the law and the staff code of conduct, and support the code of conduct for customers of the Haxby.
- viii. Pay wages by cheque ONLY, and ONLY for regular staff hours. Managerial hours are paid from the main account from the treasurer.
- ix. Keep record of stock.
- x. Maintain the tills and teach all staff how to use them effectively.
- xi. Ensure that the Haxby remains open for a reasonable amount of time per week as agreed by Students' Council (Once opening hours are set, these must be strictly followed by staff), and that events/promotions are organised regularly

- xii. Maintain an accurate thorough ledger in a state that can be audited, bank all monies promptly and be responsible for all payments and receipts.
  - xiii. Maintain an on-going VAT ledger and submit VAT when requested by Treasurer.
  - xiv. Be responsible for maintaining an acceptable level of cleanliness and hygiene and ensuring all equipment is safe and working.
  - xv. Maintain all stock at a reasonable level and display clearly all available choices and prices.
  - xvi. Be a member of the Students' Council.
  - xvii. Ensure that the Haxby at the very least breaks even each academic session and that the bar does not run at a loss.
  - xviii. Liaise with Campus security when needed, notifying them of events or problems with customers.
  - xix. Ensure support for the incoming Bar Manager(s) and a smooth hand over period.
- Applicants **MUST** be over 18.

#### 5.2.4 The Buttery Managers

Buttery Manager and Assistant Manager must share out the following job roles:

- i. Keep all regular business and events related to the Buttery within the licensing laws.
  - ii. Be responsible for the Buttery email account and respond to emails effectively and quickly.
  - iii. Hire responsible staff.
  - iv. Ensure staff members are able to fill the available shifts.
  - v. Notify security of who is able to collect the Bar keys, ensure they are notified following any changes to staff members.
  - vi. Maintain the Buttery Kitchen to a high standard and ensure that the Buttery Kitchen Rules of Use are strictly followed.
  - vii. Enforce the code of conduct for the bar.
  - viii. Ensure that the staff members abide by the law and the staff code of conduct, and support the code of conduct for customers of the Buttery.
  - ix. Pay wages by cheque ONLY, and ONLY for regular staff hours, NOT managerial hours, these are paid from the main account from the treasurer.
  - x. Keep record of stock.
  - xi. Maintain the tills and teach all staff how to use them effectively.
  - xii. Ensure that the Buttery remains open for a reasonable amount of time per week as agreed by Students' Council (Once opening hours are set, these must be strictly followed by staff), and that events/promotions are organised regularly.
  - xiii. Maintain an accurate thorough ledger in a state that can be audited, bank all monies promptly and be responsible for all payments and receipts.
  - xiv. Maintain an on-going VAT ledger and submit VAT when requested by Treasurer.
  - xv. Be responsible for maintaining an acceptable level of cleanliness and hygiene and ensuring all equipment is safe and working.
  - xvi. Maintain all stock at a reasonable level and display clearly all available choices and prices.
  - xvii. Be a member of the Students' Council.
  - xviii. Ensure that the Buttery at the very least breaks even each academic session and that the bar does not run at a loss.
  - xix. Liaise with Campus security when needed, notifying them of events or problems with customers.
  - xx. Ensure support for the incoming Bar Manager(s) and a smooth hand over period.
- Applicants **MUST** be over 18.

#### 5.2.4 Minibus Manager

- i. Generally look after the minibuses owned by the Union and keep them in a well maintained, road worthy, respectable state.
- ii. Be responsible for the Minibus email account and ensure emails are responded to effectively and quickly.
- iii. Coordinate bookings by clubs & societies throughout the year.
- iv. Arrange insurance for all the Union minibuses and for the drivers.

- v. Following use, check the minibuses thoroughly for damage and filth and fine user according to rules for use of the minibuses.
- vi. Frequently check water, oil and tyre pressures.
- vii. Coordinate repairs for the vehicles when it is required.
- viii. Organise MOTs and frequent maintenance servicing.
- ix. Invoice clubs for mileage charge, the amount of which will be agreed by students' Council. This is to be done twice a year.
- x. Be a member of the Students' Council.  
Applicants **MUST** be over 21 and have held a full UK driving licence for 3 years or more, with no accidents/claims/convictions within the last 3 years.
- xx. Ensure support for the incoming Minibus Manager and a smooth hand over period.

### 5.2.5 Website Manager

- i. Be responsible for the SU website email account and ensure that emails are responded to effectively and quickly.
- ii. Edit the website according to the editing rules and website manual, ensuring all other editors follow these documents also.
- iii. Upload information within 48 hours of receipt, either personally or through a member of the website team.
- iv. Keep the news feeds up to date and prompt President to blog frequently.
- v. Prompt relevant information from Union members for the website.
- vi. Ensure the correct Union executives have access to the admin pages of the website and also the Facebook and Twitter accounts.
- vii. With the help of the General Manager, coordinate termly meeting with editors.
- viii. Ensure the website is thoroughly checked for any breaches of the website editing rules. If problems found, notify President immediately.
- ix. Remove out of date information
- x. Appoint a team of no more than 10 student editors, from a selection of years and courses.
- xi. Ensure the editors responsible for certain pages update thoroughly, correctly and within the required time stated in the website manual.
- xii. Be a member of the Students' Council.
- xiii. Ensure support for the incoming Website Manager and a smooth hand over period.  
This position is a year round position and is not to be left unattended for long periods of time. The website **MUST** be completely up to date for Freshers' arrivals, given that the information is provided.