

**The Byelaws of the Royal Veterinary College's Students' Union**

Revised 04/02/2021

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## **1. Code Of Conduct Governing The Behaviour Of Members of RVCSU**

### **1.1. Introduction**

#### **1.1.1. Membership and Opting-Out**

- 1.1.1.1. This Code Of Conduct governs the activities of the members of RVCSU. The term “member” refers to all members of the Students’ Union as defined in the Constitution (i.e. all registered students of the Royal Veterinary College who have not exercised their right not to be a member by opting out).
- 1.1.1.2. Any member of the Union may opt out of membership as part of RVC enrolment or by informing the President in writing and will immediately cease to be a member of the Union and can no longer stand for elections, vote in elections or attend Council meetings without prior authorization from the President. Students who opt out will remain opted out unless they indicate to the Union that they would like to rejoin in writing to the President.

#### **1.1.2. Scope**

- 1.1.2.1. The Code of Conduct and Bye-laws will, additionally, govern the activities of those students of the Royal Veterinary College who have exercised their right to opt-out of membership of the Union whilst on Students’ Union occupied premises or whilst using Students’ Union services, facilities or activities or those of clubs or societies. The term “member” in this Code of Conduct includes such students for the purpose of these regulations.
- 1.1.2.2. The Code of Conduct and associated disciplinary procedures are intended to promote fairness and order in the treatment of individuals and in the conduct of the Students’ Union, in line with the policies of RVCSU and its parent institution.
- 1.1.2.3. All members will be responsible for making themselves acquainted with all Union policies and procedures affecting them. It is a requirement of membership that members accept their obligations under the Code of Conduct, and all other relevant bye-laws, rules and regulations.
- 1.1.2.4. Members whose conduct, in the opinion of the licensees of Union operated licensed services, is prejudicial to the maintenance of good order on licensed premises may be subject to action initiated and enforced by the licensees or representative of the licensee. Such action does not form part of this Code of Conduct Regulations and may be taken either independently or in addition to action arising from this Code of Conduct.

## **1.2. Conduct Regulations**

### **1.2.1. Behaviour**

- 1.2.1.1. Members should always act with reasonable consideration towards other members, employees and other persons using RVCSU services, facilities or activities, or towards other persons away from the Students’ Union and the University who they may have contact with whilst representing RVCSU or participating in RVCSU activities.
- 1.2.1.2. Members shall comply with any reasonable instruction issued by any officer, employee,

representative or agent of the Students' Union.

- 1.2.1.3. Members shall not interfere with any teaching class or examination while on Union business.
- 1.2.1.4. Members shall not commit or threaten to commit any action, which may lead to injury to any person. Members shall not cause any person using Students' Union services, facilities or activities, to be concerned for their safety or wellbeing.
- 1.2.1.5. Members shall not commit any act of sexual harassment including the making of advances or approaches or innuendoes of a sexual nature to the point at which their behaviour might reasonably cause injury, alarm or distress.
- 1.2.1.6. Members shall comply with the Equality and Diversity Bye-law, and shall not commit any speech or act of discrimination against a protected characteristic which contravenes the Equality Act 2010. This includes any racist, sexist, ablist or homophobic activity or behaviour. (For clarity the ten protected characteristics are: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity).
- 1.2.1.7. Members are required to observe the RVCSU and the College's Health and Safety and Fire Regulations and Procedures. Members shall observe the Health and Safety and Fire Regulations and Procedures of other organizations or premises that they may visit whilst representing RVCSU or participating in RVCSU activities.
- 1.2.1.8. Members shall show respect for Match Officials when participating in Union sporting matches. Abuse of or unreasonable behaviour towards match Officials shall result in termination of the member's right to represent the Union on any sports team.

### **1.2.2. Use of Building, Grounds & Equipment**

- 1.2.2.1. Members shall not deface nor maliciously damage any premises or property occupied, used or owned by the Students' Union.
- 1.2.2.2. Members shall not deface nor maliciously damage any premises or property at any other establishment away from the Students' Union whilst representing RVCSU or participating in RVCSU activities.
- 1.2.2.3. Members shall not intentionally or recklessly interfere with or misuse any equipment provided in the interests of health, safety or welfare.
- 1.2.2.4. Members shall not drop litter, eat or drink in unauthorized areas or smoke in unauthorized areas.
- 1.2.2.5. No offensive weapon may be brought on to Students' Union premises without prior consent and agreement with the Union. Licensed weapons should only be used in properly supervised activities and the provisions of the licence must be followed at all times.
- 1.2.2.6. Members shall not enter any part of Students' Union occupied premises which they do not have sufficient cause to enter which is not designated as a communal or public areas.
- 1.2.2.7. Members shall not make unauthorized use of Students' Union telephones, computers, photocopiers or other equipment and shall observe regulations governing the use of such equipment and services.
- 1.2.2.8. Members shall not make unauthorized use of Students' Union vehicles and shall observe all regulations and policies relating to the driving or use of such vehicles.

### **1.2.3. Governance**

- 1.2.3.1. Members shall observe the requirements of the Students' Union's Constitution and Bye-laws.
- 1.2.3.2. Members shall not commit any act that the President or the Trustees have reason to believe is either a breach of acceptable behaviour or which is detrimental to the best interests of the Students' Union or in a way likely to bring the name of the Students' Union into disrepute.
- 1.2.3.3. Members shall not interfere, or seek to interfere, with Students' Union elections with the intent to frustrate the election process, to gain unfair advantage for a candidate(s), or to disadvantage a candidate(s).
- 1.2.3.4. Members or their guests shall not provide false information with the intent to deceive when applying for membership of a club or society, or seeking to register or apply for any other service or activity.
- 1.2.3.5. Officers and members of clubs/societies shall observe all regulations and policies governing the operation of clubs and societies.
- 1.2.3.6. Members shall not forge, alter or misuse any Students' Union document or record
- 1.2.3.7. Members shall pay any debts or charges due and payable (including fines) to the Students' Union at the required time.

### **1.2.4. Events**

- 1.2.4.1. Members shall not seek to gain admission to events, access to services or products for which a charge is payable without paying due charges.
- 1.2.4.2. Members shall observe regulations in force with regard to the purchase of tickets for entertainments and other social activities.
- 1.2.4.3. Members shall observe regulations in force governing admission to premises for the purposes of visiting bars or entertainments events. Where members are permitted to bring guests to an event, they shall be wholly responsible for the actions and behaviour of the guest and any disciplinary action that may result from the actions of the guest.
- 1.2.4.4. Members who are under 18 years of age shall not purchase or consume alcohol whilst on any Students' Union licensed premises. Members shall not purchase alcohol with the intention that the alcohol is consumed by a person who is under 18 years of age.
- 1.2.4.5. Members shall not possess or use illegal substances whilst in Students' Union occupied premises, representing the Students' Union or participating in Students' Union activities.
- 1.2.4.6. RVCSU appointed senior organiser of an event reserves the right to request members to consent to a search of their belongings and/or persons either on admission to premises/events or whilst on the premises or at events where security personnel are not employed for this specific purpose. Members will usually be asked to give such consent if their behaviour is or has been consistent with behaviour which could be associated with breaches of this Code of Conduct. In addition, a system of random searches will usually be operated at the entrance to licensed premises. RVCSU is under no obligation to provide members with reasons as to why a request for a search was made. Members may choose to decline a search of their belongings and/or persons, in such instances leave the premises/event for the remainder of the trading day. Members shall be required to observe and respect such requests.

- 1.2.4.7. Event organisers should discuss with the Union plans for any event held on Union Premises or for a Union organisation, and an agreement shall be made about how the event shall be safely managed. The Union will require Sober Stewards to be available for events where alcohol is available. Any event without breaching its plan, or otherwise breaking this code of conduct will be stopped by the responsible staff (usually the Bar Manager but bar staff will be empowered if they are not available). Bars may be closed and security called to enforce this.

### **1.2.5. Use of Email**

- 1.2.5.1. The President shall reserve the right to authorise access to College distribution lists.
- 1.2.5.2. Members of the Union Council shall normally be permitted access to the distribution lists.
- 1.2.5.3. Emails shall only be sent using the distribution lists for the following reasons,
- a) Year-specific information
  - b) Official Union business
  - c) To advertise official Union social events
- 1.2.5.4. Use of the distribution lists outside the reasons listed in 1.2.6.3 shall result in the individual concerned having their access to the distribution lists suspended indefinitely. This right shall be reserved by the Union President.
- 1.2.5.5. Any email list held by a club, society or other group within the Union should only be used for the purpose the mailing list was set up for (normally to advertise and carry out the activities of that society).

### **1.2.6. Criminal Offences**

- 1.2.6.1. Members shall not commit any offence against the Criminal Law whilst on Students' Union occupied premises, representing the Students' Union, or participating in Students' Union activities.
- 1.2.6.2. Members who allegedly commit a criminal offence in their private lives may be in breach of the Code of Conduct where it is felt that the alleged offence either brings the name of the Students' Union into disrepute, where the behaviour of the member has an adverse impact upon the Students' Union or the ability of other members to benefit fully from their membership of the Students' Union, or where other members or employees of RVCSU might feel threatened by their presence.
- 1.2.6.3. Alleged misconduct, which also appears to constitute a criminal offence or be in breach of the College's regulations, may be referred to the appropriate authority.
- 1.2.6.4. The victim of alleged misconduct may refer the matter or require the matter to be referred to the police. Whilst there is no legal obligation to report an alleged or suspected offence, anyone may make such a report, and no person may prevent another person from making such a report.
- 1.2.6.5. Where there is prima facie evidence that a criminal offence has been committed but the victim does not wish the alleged offence to be reported, the Union President, in consultation with the Students' Union Trustees shall decide, with due diligence, whether to report the offence or not.

### **1.3. Complying With Bye-laws**

- 1.3.1. Members shall not reasonably refuse to assist in procedures for operating the Bye-laws (including this Code Of Conduct). This shall include a requirement that they identify themselves when requested to do so by any employee or officer of RVCSU when on Students' Union occupied premises or utilizing Students' Union services or facilities or taking part in activities which fall under the auspices of RVCSU.

## 2. Complaints And Disciplinaries

### 2.1. General Principles

- 2.1.1. All complaints should where possible be handled informally. Formal procedures should only be used when all informal avenues have been exhausted.
- 2.1.2. Complaints should be handled as swiftly as possible, and should be governed by the principles of natural justice.
- 2.1.3. Complaints can be stressful and a distressing process and the Union and its representatives should consider the mental health of all parties involved when carrying out this process, supporting individuals where necessary.
- 2.1.4. All complaints are treated as confidential by all parties involved. Information should only be shared where necessary to deal with the complaint. Confidentiality may be broken as part of the agreed outcome of a case, or where the matters discussed are already general knowledge or in the public domain.
- 2.1.5. Any change in complaint personnel shall be notified to all relevant parties as soon as possible. In particular if a complaint takes place during the handover period, the Officers involved shall either continue with the process outside their period of office, or provide a thorough handover to a new officer to ensure the smooth handling of the procedure.
- 2.1.6. The scope of this procedure is to cover members and activities governed by the RVCSU. Complaints about individual members of RVCSU can only be executed within the framework and sanctions available to the Union and should be on the basis of their position as members of the Students' Union. Generally it is inappropriate for the complaints procedure to be used in a student vs student dispute unless the activities significantly involve the Union.
- 2.1.7. The RVCSU Complaints and Disciplinary Procedure sits within a hierarchy of regulations and the law. The law shall always take precedence over these procedures, and any complaint procedure will normally only take place after legal processes are exhausted. Where there is a breach of both Union and RVC regulations, the RVC regulations will normally take precedence.
- 2.1.8. The Union reserves the right to suspend individuals, clubs or societies while any investigation is in process if they believe that the harm alleged in the complaint will continue or the individual or activity will commit an ongoing breach of the Code Of Conduct. If this happens the Officer Trustee responsible for the complaint will write to the individual or responsible individuals to explain the sanctions taken, and the timescale of the suspension. Suspension on this form should not be considered prejudicial to the outcome of any investigation.
- 2.1.9. Any complaint against a member of Students' Union Staff should be referred to the relevant staff complaints procedure.
- 2.1.10. Where a complaint arises that cannot be carried out in line with this bye-law due to conflict of interest, the President or, if they are also covered by the conflict of interest, the RVC College Secretary will appoint suitable investigators and panel members to carry out the procedure.

### 2.2. Definitions

- 2.2.1. A **complaint** is any allegation of misconduct that arises within the operation of the Union: including but not restricted to, the activities of clubs and societies, following regulations, the actions of the elected officers, and the actions of any members carrying out activity on behalf of the Union. The **Complainant** will be the member or group who raised the complaint. The **Subject**

shall be the member, society or group being complained about. Where the subject is a society or group, the Subject for the purposes of communication will be the President of that Society or Group unless otherwise agreed. If RVCSU is the subject of a complaint, this shall be the President of RVCSU.

- 2.2.2. A **disciplinary** is a particular kind of complaint: namely where the Students' Union is the complainant investigating an allegation of misconduct against a member or Society.
- 2.2.3. **Misconduct** is defined as "improper interference with the proper functioning or activities of the Students' Union, or other members, or those who work in the Students' Union, or action which is considered detrimental to the best interests of the Students' Union or in breach of the Constitution and Bye-laws."
- 2.2.4. An **Election Complaint** shall follow these rules however the personnel carrying out the investigation and timescale shall be different and outlined in the Election Bye-law. Where a complaint is both relevant to the election and to a broader breach of the Code Of Conduct, the Election Complaint shall take place first, and where necessary a secondary complaint process shall take place (potentially utilising the investigation of the Election Complaint). The outcome of the Election Complaint shall remain final however, no matter the outcome of the secondary process.

## 2.3. Complaints Procedure

### 2.3.1. Submitting a complaint

- 2.3.1.1. Informal complaints should be brought to the attention of one of the Officer Trustees or the General Manager, who will in the first instance identify the best person to deal with the complaint (Deputy Returning Officer in an Election Complaint). Dealing with informal complaints may involve meetings of the various parties, mediation, or other forms of resolution til all parties are satisfied. The resolution of a complaint informally to the satisfaction of the complainant does not stop the Union instigating disciplinary action if it believes misconduct has occurred.
- 2.3.1.2. If a related complaint is received (including a counter-complaint from the subject of a complaint), the receiving officer shall judge if the complaints shall be dealt with together in a single process.
- 2.3.1.3. All complaints received should also be reported to the General Manager for data management and compliance purposes. In particular the General Manager will ensure that timescales where indicated are followed and the general administration of the process is followed, offering advice where necessary to all parties.
- 2.3.1.4. A **Formal Complaint** should be instigated only if the issue cannot be resolved informally. In this case the complainant shall set the complaint out in writing, and send it to one of the Officer Trustees (Deputy Returning Officer in an Election Complaint).
- 2.3.1.5. A Formal Complaint must be clearly marked as such and will include the following:
  - a) Details of the subject (member, members or group)
  - b) Details of the alleged misconduct
  - c) An outline of the details of any witness or evidence of the misconduct
  - d) A proposed outcome to the complaint
- 2.3.1.6. The **Receiving Officer** will within three clear days of receiving a formal complaint will make a judgement if there is sufficient evidence for a complaint to be pursued. If they

deem there to be no case they will respond to the complainant outlining the reasons (copying in the General Manager for statistical purposes). The complainant may either respond with more evidence or take the complaint to another officer.

- 2.3.1.7. The Receiving Officer will either agree to be or appoint an **Investigating Officer** who shall be responsible for stage one of the complaint. They will write to the complainant, subject and any other relevant parties outlining the process and timescale for the investigation. The Investigating Officer should be someone with no conflict of interest with the details of the case, and may be any member of Council or other Member the Receiving Officer sees fit. In an Election Complaint the Deputy Returning Officer receiving the complaint shall also be the Investigating Officer.
- 2.3.1.8. A complaint may be withdrawn at any point by the complainant. This does not stop the Union instigating a disciplinary if it believes misconduct has occurred.
- 2.3.1.9. The Union reserves the right to make a disciplinary complaint against any member it feels is making vexatious complaints. A vexatious complaint in this case would be seen to be a complaint without sufficient grounds, or multiple complaints, for the sole reason of wasting Union time, and to injure the subject of the complaint or the Union.

### **2.3.2. Stage One - Investigation**

- 2.3.2.1. The Investigating Officer shall by use of evidence, interview and written statements attempt to determine the truth of the allegation.
- 2.3.2.2. The Investigating Officer shall - within fifteen clear days - write a report on the complaint which shall include the following
  - a) A response to the allegation and a determination of the truth. Where it is impossible to determine absolute truth the disputed facts shall be made clear. Details of all evidence shall be referred to in this document.
  - b) A judgement on the validity of the complaint. This does not need to be absolute.
  - c) An outcome to the complaint. If the complaint is found to have no grounds then this should be clearly stated. Otherwise there will be a suggested resolution to the complaint. This may include any of the sanctions identified in Point 4 below, up to but not including those marked as serious sanctions. If the Investigating Officer feels the issue may require a serious sanction, then may move directly to Stage 2, informing all parties of this decision as part of the report.
- 2.3.2.3. The report should be sent to the complainant, the subject and a copy to the General Manager. The subject and complainant will have five clear days to accept the suggested outcome. The Investigating Officer may - after discussion with the subject and complainant - alter the penalties to get the agreement of all parties.
- 2.3.2.4. If all parties agree to the report, the penalties shall be carried out. It shall be the responsibility of the General Manager to see that this is done.
- 2.3.2.5. If either party disagrees, they may write back to request to move to Stage Two - Complaints and Disciplinary Panel. They should identify the grounds on which they are disputing the report.

### **2.3.3. Stage Two - Complaints and Disciplinary Panel**

- 2.3.3.1. A panel shall meet within an agreed time with all the parties to make a judgement on the

complaint. The timescale of the process and membership of the panel shall be agreed with all parties, and allow for additional evidence to be submitted if needed to argue the case. Normally the panel should meet within fifteen clear days of the end of Stage One. A panel, or individual members may attend virtually or in person.

- 2.3.3.2. The disputing parties may withdraw their dispute and accept the outcome of Stage One at any point in writing up to the panel meeting.
- 2.3.3.3. All evidence should be submitted in writing in advance to the panel with two clear days notice. All papers for the committee including all witness statements and evidence submitted should be circulated to the panel and the subject within two clear days.
- 2.3.3.4. The panel will use the Investigating Officers Report as a basis for the proceedings with the response disputing details or outcomes of the report.
- 2.3.3.5. The panel shall be made up of three members, who have not had any significant interest in the case
  - a) A Officer Trustee who shall chair the meeting
  - b) A member of the Union
  - c) An external member (normally a Students' Union Sabbatical Officer at another Students' Union).
- 2.3.3.6. The Subject of the complaint shall be in attendance (in person or electronically) for the panel, and all reasonable endeavours to accommodate them shall be followed. The subject may be accompanied by a friend who should be another member of the Union to support them. Details of this person should be supplied to the Chair of the Panel no less than one clear day in advance of the meeting. The friend may not speak to the Panel unless invited to by the Chair.
- 2.3.3.7. The Panel may invite such witnesses as it may see fit to determine their judgement (including the Investigating Officer). The Subject may also invite witnesses. Details of all witnesses shall be submitted two clear days in advance of the panel meeting and circulated to the whole panel and the Subject.
- 2.3.3.8. The Panel and the subject may interview and cross examine each other's witness in a process laid out by the Chair.
- 2.3.3.9. There shall be a secretary to the meeting who shall take minutes, and the meeting might be recorded for this purpose. Any recording of the meeting remains the property of RVCSU and is subject to confidentiality. The Subject may not record the meeting unless agreed by the Chair.
- 2.3.3.10. At the end of the meeting the Panel shall deliberate and come to a unanimous decision. If the panel cannot reach a unanimous decision a conclusion may be made on a majority decision.
- 2.3.3.11. The Chair of the Panel shall then write to all parties within one clear day with the panel's decision and where necessary the sanctions are taken.
- 2.3.3.12. In an Election Complaint - the Panel shall be replaced by the Returning Officer, whose decision shall be final.
- 2.3.3.13. Any variation from the above rules should be agreed by all parties (in the case of no response to a communication with a reasonable timeframe, agreement is assumed). Where variations have been agreed, they cannot form the grounds of an appeal.

#### **2.3.4. Appeal**

- 2.3.4.1. The Subject or Complainant may appeal against the decision of the Panel. Any appeal must be based on:
  - a) Procedural irregularity
  - b) Perversity of judgment against the weight of the evidence presented
  - c) Demonstrable prejudice or bias against the Respondent
  - d) The penalty cited as ultra vires (beyond the authority of the Officer or Committee to impose) or otherwise inappropriate to the misconduct.
- 2.3.4.2. Any appeal shall be in writing and lodged with the RVC College Secretary within seven clear days of written notification of the outcome of the panel, who shall decide whether grounds exist for an appeal. If no appeal is received in this time the procedure is complete
- 2.3.4.3. Where the College Secretary rules that there are no grounds for appeal the complaints procedure is complete.
- 2.3.4.4. Where the College Secretary rules that there are grounds for appeal, a new panel (formed of three new members) shall convene using the same regulations in stage two.

#### **2.3.5. Completion Of Proceedings**

- 2.3.5.1. The procedure shall be deemed complete when all parties agree to an outcome, or these Bye-laws state the procedure has completed.
- 2.3.5.2. Upon completion of proceedings the General Manager shall archive all papers relevant to the case. They will report at least annually statistics and outcomes regarding complaints to the Trustees (anonymised where appropriate).
- 2.3.5.3. The outcome of the procedure shall be final, and not subject to review by the Trustee Board, except in the case of penalties with an effect over twelve months which may be reviewed annually if requested.

#### **2.4. Penalties**

- 2.4.1. As part of the complaints procedure RVCSU shall have the powers to impose a range of penalties for breaches of the Code of Conduct or any other Students' Union regulations. This list is not exhaustive. Serious penalties marked (\*) below can only be imposed by a Stage 2 Panel for breaches of the Code of Conduct or any other Students' Union regulations. The penalties are:
  - 2.4.1.1. Reprimand or caution.
  - 2.4.1.2. A written or verbal apology to the aggrieved persons or group.
  - 2.4.1.3. A formal and recorded written warning indicating the action, which may be taken if there is a further breach of the Code of Conduct. A copy of any written warning shall be given to the student, and one copy placed in the Disciplinary File kept by the General Manager. Normally no more than one written warning shall be issued before the imposition of a more severe penalty in the event of further misconduct, and should be considered in any future complaint process.
  - 2.4.1.4. Financial restitution in full or in part of the cost of making good any damage or loss suffered by the Students' Union or other members or persons.
  - 2.4.1.5. In the case of clubs and societies, a restriction of operations, including partial or complete

withdrawal of Union grant funding; suspension of booking rooms, meeting, and other activities and events for a specified period of up to 12 months. In the case of sports clubs withdrawal from league or competition.

- 2.4.1.6. Fine penalty up to £100 (£500 for clubs and societies).
- 2.4.1.7. In the case of financial impropriety, theft or fraud, repayment of misused funds.
- 2.4.1.8. Exclusion from Students' Union premises, parts of the premises or withdrawal of rights to participate in or benefit from specified Students' Union services, facilities or activities for a specified period. This may include suspension from specific clubs or societies.
- 2.4.1.9. Suspension from membership of the Students' Union. This shall mean that the member ceases to be a member on a specified date for a specified period of academic time, which shall not exceed 12 months. During this time the student shall not be permitted onto any Union property, or to participate in any Union event, inclusive of participation in the activities of the Union's clubs and societies.
- 2.4.1.10. Expulsion from membership of the Students' Union. This shall mean that the member ceases to be a member and shall not be entitled to re-enter membership on any future occasion.\*
- 2.4.1.11. Dissolution of a specific club or society.\*
- 2.4.1.12. Any combination of the above
- 2.4.2. Suspension of penalty. A penalty may be suspended for a given period, subject to conditions set out in the judgement, and the grounds under which the suspension will be rescinded.
- 2.4.3. Deferral of penalty. A penalty may be deferred to apply from a certain date to avoid any untoward consequential penalty. Certain decisions by their nature or timing entail further direct or indirect consequential penalties.
- 2.4.4. The President may choose to make a report of the case to the RVC College Secretary. Such a report shall, in all cases, be made when a penalty is imposed under 2.4.1.7-10 above.

### **3. Bye-law Governance**

#### **3.1. Delegation From Trustees**

The governance arrangements are delegated to these Bye-laws by the Board of Trustees. Where there is conflict between the Constitution and the Bye-laws, the Constitution shall take precedence.

#### **3.2. Meetings**

- 3.2.1. Meeting regulations shall apply in full to all Union Meetings including General Meetings, Council and Trustee meetings unless otherwise specified. They shall apply to all Committee meetings of the Union in terms of conduct of meetings.
- 3.2.2. All meetings shall have a set date advertised in advance of the meeting, a chair, a secretary, agenda and terms of reference which specifies membership. A meeting shall not be considered valid unless appropriate notice has been given to the membership.
- 3.2.3. A quorum must be in attendance for any decisions to be certified. Quorum for General Meetings shall be 30. For all other meetings and committees of the Union, unless otherwise specified in the Terms Of Reference, it shall be one half of the membership eligible to vote plus one.
- 3.2.4. Motions shall require a simple majority to be decided except where otherwise specified in the Constitution.
- 3.2.5. In the event of any situation arising not being covered by meeting regulations the Chair shall rule on the procedure to be adopted. Such ruling shall be subject of a procedural motion below.

#### **3.3. Chair and Secretary**

- 3.3.1. The role of the Chair is to ensure that the meeting operates in accordance with its terms of reference and business is conducted in an open and fair way.
- 3.3.2. The Chair shall be specified in the Constitution, these Bye-laws or the terms of reference of the meeting. Unless where otherwise specified, if the Chair is not available, the membership of the meeting shall vote a chair from the members present.
- 3.3.3. The Chair shall remain impartial on all matters while in the role of Chair and shall vacate the seat on any business they wish to speak. They may pass the role to a nominated Deputy Chair, or another member where necessary.
- 3.3.4. The Chair shall have the casting vote if the vote is tied.
- 3.3.5. The Secretary of the Meeting shall be appointed at the start of each meeting (unless specified in the terms of reference) and may be *ex-officio*.
- 3.3.6. The Secretary shall distribute minutes for approval no later than seven days after meetings.

#### **3.4. Attendance and speaking at meetings**

- 3.4.1. The Charity Trustees may make whatever arrangements they consider appropriate to enable those attending a meeting to exercise their rights to speak or vote at it.
- 3.4.2. A person is able to exercise the right to speak at a meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- 3.4.3. A person is able to exercise the right to vote at a general meeting when that person is able to vote, during the meeting and that person's vote can be taken into account at the same time as the votes

of all the other persons attending the meeting.

- 3.4.4. A member is deemed to be in attendance if they are able to fulfil the criteria in 1.4.2 and 1.4.3 to speak and vote in a meeting. In determining attendance at a meeting, it is immaterial whether any two or more Members attending it are in the same place as each other.

### **3.5. Debates On Agenda Motions**

- 3.5.1. Every Motion shall have a proposer who shall speak on the Motion first. It shall then be open for discussion and may be withdrawn only with the consent of the meeting. Any amendments to the motion will be raised after the proposer has spoken.
- 3.5.2. Amendments to any motion can be accepted
- 3.5.2.1. By the original proposer
  - 3.5.2.2. By vote in the meeting
  - 3.5.2.3. By the Chair, providing the amendment is not substantive and has been submitted to clarify meaning or other simple errors
- 3.5.3. If an amendment is accepted the debate shall continue on the amended motion.
- 3.5.4. The Chair shall invite and take a speech against the Motion.
- 3.5.5. The Chair shall balance the number of speeches for and against. They shall also leave time for questions before the vote.
- 3.5.6. The proposer shall have the right of summation before a vote is taken on the Motion.

### **3.6. Procedural motions**

- 3.6.1. The following procedural motions may be put to any meeting;
- 3.6.1.1. That a question be put to the vote.
  - 3.6.1.2. That a question not be put to a vote but may be brought to a later meeting.
  - 3.6.1.3. That a matter be postponed to a later meeting.
  - 3.6.1.4. That a matter be referred to a committee or working group.
  - 3.6.1.5. That a vote is held by a secret ballot.
  - 3.6.1.6. That a vote of no confidence in the chair be taken.
  - 3.6.1.7. That the matter is taken to a referendum by all Members (Trustees, Council and General Meetings only)
- 3.6.2. All procedural motions must be passed by a simple majority and come into effect immediately.

### **3.7. Voting**

- 3.7.1. Votes will be taken by a show of hand unless a secret ballot is requested.
- 3.7.2. Only members attending the meeting may vote. All members attending shall have one vote unless where otherwise specified.
- 3.7.3. The Chair of the meeting may not vote unless the vote is tied, in which case they have the casting vote.

### **3.8. Extraordinary Meetings**

- 3.8.1. Unless otherwise specified in the Terms Of Reference and Extraordinary Meeting of any committee may be called by the President or the Chair of the Meeting with three clear days notice.
- 3.8.2. Extraordinary meetings must only deal with business which, by its nature, cannot wait until a regularly called meeting. The agenda for extraordinary meetings shall be published one day in advance of the meeting being held.
- 3.8.3. Extraordinary meetings must only deal with the business on the Agenda.

### **3.9. General Meetings**

- 3.9.1. The membership of the General Meeting shall be made up of all of the members of the Union.
- 3.9.2. The Charity Trustees must call the annual general meeting (“AGM”) of the Members of the Union at least once in every calendar year at intervals of not more than 15 months as per the constitution.
- 3.9.3. The Charity Trustees may call any other general meeting of the Members at any time.
- 3.9.4. The Charity Trustees must, within 21 clear days, call a general meeting of the Members if they receive a request to do so from the Members or Students’ Union Council.
- 3.9.5. If the Charity Trustees fail to comply with the obligation to call a general meeting at the request of the Members under clause 1.8.4, then the Members who requested the meeting may themselves call a general meeting.
  - 3.9.5.1. A general meeting called in this way must be held not more than three months after the date when the Members first requested the meeting.
  - 3.9.5.2. The Union must reimburse any reasonable expenses incurred by the Members in calling a general meeting by reason of the failure of the Charity Trustees to duly call the meeting, but the Union shall be entitled to be indemnified in relation to such expenses by the Charity Trustees who were responsible for the failure.
- 3.9.6. At least 14 Clear Days notice of a general meeting of the Members of the Union must be given to all of the Members of the Union.
- 3.9.7. The notice of any general meeting must:
  - 3.9.7.1. state the place, date and time of the meeting;
  - 3.9.7.2. give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting;
  - 3.9.7.3. if the meeting is the AGM, identify the meeting as such;
  - 3.9.7.4. if a proposal to alter the constitution of the Union is to be considered at the meeting, include the text of the proposed alteration; and
  - 3.9.7.5. if the meeting is the AGM, be accompanied by the annual statement of accounts and the Charity Trustees’ annual report, or details of where the relevant documents and information may be found on the Union’s website.
- 3.9.8. Quorum for a General Meeting shall be 30. No business (other than the appointment of the chair of the meeting) may be transacted at a general meeting unless a quorum is present.
- 3.9.9. If a quorum is not present within half an hour from the time appointed for the meeting: the chair of the meeting may adjourn the meeting to such day, time and place (within 14 days of the original meeting) as they think fit.

- 3.9.10. The Chair of Students' Union Council shall preside as chair of every general meeting.
- 3.9.11. Charity Trustees may attend and speak at general meetings, whether or not they are Members.
- 3.9.12. The chair of the meeting may permit other persons who are not Members to attend and speak at a general meeting.
- 3.9.13. The chair of the meeting may adjourn a general meeting at which a quorum is present if:
  - 3.9.13.1. the meeting consents to an adjournment; or is directed to do so by the meeting.
  - 3.9.13.2. it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 3.9.14. When adjourning a general meeting, the chair of the meeting must specify the time and place to which it is adjourned considering and directions from the meeting, or state that it is to continue at a time and place to be fixed by the Charity Trustees.
- 3.9.15. No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 3.9.16. A resolution put to the vote of a general meeting must be decided on a show of hands unless a secret ballot is requested.
- 3.9.17. A secret ballot on a resolution may be demanded by:
  - 3.9.17.1. the chair of the meeting;
  - 3.9.17.2. the Charity Trustees;
  - 3.9.17.3. ten or more Members having the right to vote on the resolution.
- 3.9.18. A secret ballot should be taken at the meeting at which it was demanded. The chair of the meeting may appoint scrutineers (who need not be Members) and decide how the secret ballot is carried out - respecting the principle that each eligible member should be able to vote (or abstain) anonymously.
- 3.9.19. On a vote on a resolution at a meeting on a show of hands a declaration by the chair of the meeting that the resolution:
  - 3.9.19.1. has or has not been passed; or
  - 3.9.19.2. passed with a particular majority;
 is conclusive evidence of that fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. An entry in respect of such a declaration in minutes of the meeting is conclusive evidence of that fact without such proof.
- 3.9.20. No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid. Any such objection must be referred to the chair of the meeting whose decision is final.

### **3.10. Terms Of Reference of Union Council**

- 3.10.1. The members of the Union Council shall be:
  - 3.10.1.1. The President,
  - 3.10.1.2. the Vice President Welfare,
  - 3.10.1.3. the Vice President Representation and Communication,
  - 3.10.1.4. the Vice President Treasurer,

- 3.10.1.5. the Vice President Activities,
  - 3.10.1.6. the Postgraduate Officer,
  - 3.10.1.7. the Veterinary Nurse Liaison Officer,
  - 3.10.1.8. the Raise and Giving Officer,
  - 3.10.1.9. the International Officer,
  - 3.10.1.10. the Entertainment Officer,
  - 3.10.1.11. the Environmental Officer,
  - 3.10.1.12. the Equality and Diversity Officer,
  - 3.10.1.13. the Senior AVS Representative,
  - 3.10.1.14. the Junior AVS Representative,
  - 3.10.1.15. the IVSA Representative
  - 3.10.1.16. the Camden Officer,
  - 3.10.1.17. the Course Representatives,
  - 3.10.1.18. the SAVMA Representative,
  - 3.10.1.19. General Manager (*ex officio*).
- 3.10.2. All Council members shall have one vote unless an officer role is shared by two members. In this case if both members sharing the roll are present they shall have half a vote each. If only one is present they shall have a full vote.
  - 3.10.3. The President shall take the Chair of the first Council meeting of the Academic year.
  - 3.10.4. The Chair and Deputy chair of the Union Council shall be voted at the first Council meeting of the academic year and shall serve for the academic year.
  - 3.10.5. The Council shall meet at least twice a term with additional meetings as required by the President.
  - 3.10.6. Any member of the Union may attend Union Council meetings. Details of how to attend Council meetings will be published with the notice on the website.
  - 3.10.7. Any individual who has opted out of membership to the Union and wishes to attend a Council meeting must gain permission from the President.
  - 3.10.8. Any member of the Union may speak at Union Council meetings. Any individuals who have opted out of membership to the Union may only speak with the permission of the Chair.
  - 3.10.9. There shall be at least a 10 clear days notice of Council Meetings.
  - 3.10.10. There shall be at least five clear days notice of business and agenda to be submitted to Council meetings.
  - 3.10.11. All items for discussion and decision (hereinafter to be called Motions) shall be submitted to the General Manager five College days before the meeting.
  - 3.10.12. Amendments to the Constitution or Bye-laws must be submitted seven College days before the meeting.
  - 3.10.13. The agenda and papers shall be distributed at least one day in advance of meetings.
  - 3.10.14. Urgent business can be submitted at the start of the meeting to the Chair.
  - 3.10.15. The agenda of Union Council meetings shall be the following:
    - 3.10.15.1. Apologies for absence
    - 3.10.15.2. Submission of urgent business
    - 3.10.15.3. Minutes of the previous meeting

- 3.10.15.4. Matters arising from the previous meeting
- 3.10.15.5. Regular business
- 3.10.15.6. Matters arising from Trustee meetings
- 3.10.15.7. Questions on officer reports
- 3.10.15.8. Motions
- 3.10.15.9. Discussion of urgent business
- 3.10.15.10. Any other business
- 3.10.15.11. Date of next meeting

#### **4. Bye-law Elections and Referendums**

This Bye-Law contains the election protocol for all positions in the Union and any vote put to Referendum. It also outlines the procedure to follow if a vacancy occurs in any position. Any reference to Election in this Bye-law shall also be relevant for Referendums with the proposition being voted on taking the place of the candidates unless where explicitly noted otherwise.

##### **4.1. Returning Officers**

- 4.1.1. The Trustee Board shall at the first meeting of the year appoint a Returning Officer to oversee free and fair elections. The Returning Officer must not be a member of the Union.
- 4.1.2. A Deputy Returning Officer (hereafter Deputy) will be appointed from the Senior Officer Trustees who must not be running for any position in the election and must stand down if they choose to do so.
- 4.1.3. The General Manager shall also be a Deputy Returning Officer.
- 4.1.4. The Returning Officer and their Deputies shall oversee and ensure the fair running of the elections. They will agree the dates and times of Elections, voting, husting and publication of manifestos.

##### **4.2. Publicity**

- 4.2.1. The Deputies shall ensure that information on elections are available to all students on all College campuses.

##### **4.3. Referendums or Written Proposition**

- 4.3.1. Any call for a vote by referendum on a proposition should be submitted as per Clause 12 of the Constitution.
- 4.3.2. The Returning Officer shall be responsible for approving the precise wording of the question on the Referendum Ballot paper - which should be written so that a clear "For and Against" preference can be made on the proposition.
- 4.3.3. Any Member wishing to run a campaign for or against the proposition shall be registered with the Deputy within two working days of publication of the referendum. A maximum of one campaign for and against a proposition shall be run and should follow the campaigning rules outlined in these rules.

##### **4.4. Timing of Elections**

- 4.4.1. The President shall ensure that election of all elected officers takes place before the end of May each year. Once elected, officers shall take office from August 1<sup>st</sup> of that year and shall serve to July 31<sup>st</sup> of the following year.
- 4.4.2. The dates of Officer elections, a copy of the election timetable, the eligibility criteria for each post and a copy of the election regulations shall be posted on the Union website before the opening of nominations.
- 4.4.3. When an election is announced, the dates (including deadline times) and periods for the following must also be announced:
  - 4.4.3.1. Nomination period - at least two clear days

- 4.4.3.2. Campaign period - at least two clear days
- 4.4.3.3. Voting period - at least one clear day
- 4.4.3.4. Complaints deadline
- 4.4.3.5. Election count and announcement of results

#### **4.5. Standing for Election**

- 4.5.1. All members of the Union are eligible to stand for any Union Officer position provided that they will be a member for the term of office of the role, and provided with any restrictions below.
- 4.5.2. No member who has opted out of Union membership, or been expelled, may stand.
- 4.5.3. The elected officers shall be: (officer positions marked \* may be done as a job share with two members):
  - 4.5.3.1. The President,
  - 4.5.3.2. the Vice President Welfare,
  - 4.5.3.3. the Vice President Representation and Communication,
  - 4.5.3.4. the Vice President Treasurer,
  - 4.5.3.5. the Vice President Activities,
  - 4.5.3.6. the Vice President Camden
  - 4.5.3.7. the Postgraduate Officer\*,
  - 4.5.3.8. the Veterinary Nurse Liaison Officer\*,
  - 4.5.3.9. the International Officer\*,
  - 4.5.3.10. the Environmental Officer\*,
  - 4.5.3.11. the Equality and Diversity Officer\*,
  - 4.5.3.12. the Undergraduate Sciences Officer\*,
  - 4.5.3.13. the Entertainment Officer\*
  - 4.5.3.14. the Raise And Give Officer\*
  - 4.5.3.15. the Junior AVS Representative
  - 4.5.3.16. the IVSA Representative
- 4.5.4. Only members of Veterinary Medicine shall be eligible to stand for AVS representative, only members of the Veterinary Nursing Courses shall be eligible to stand for the Veterinary Nurse Liaison Officer, only Postgraduates (taught, research or clinical) may stand for Postgraduate Officer, only those based at the Camden Campus during their year of office may run for VP Camden Officer and only Bsc (excluding nursing) & MSci students are eligible to stand for the Undergraduate Sciences Officer.
- 4.5.5. All nominations should be made online on the Election webpage.
- 4.5.6. Members of the Union can stand for election upon completion of the online nomination form indicating the candidate(s) and the proposer, who must all be Members. This must be submitted by the advertised deadline. In the case of members running jointly for a position they should submit their details on the form where possible and contact the Deputy by email to clarify that they are running together.
- 4.5.7. Nominations received after the deadline will only be accepted if there are extenuating circumstances and at the discretion of the Deputy.
- 4.5.8. The Deputies must remain impartial and unbiased throughout the elections. Deputies cannot

nominate any candidate or campaign on any candidates behalf.

- 4.5.9. The Deputy will check the eligibility of all candidates and by submitting a nomination all candidates agree to this.
- 4.5.10. Candidates may withdraw their nominations by informing the Deputies before commencement of voting.
- 4.5.11. If no nominations are received for a particular officer role, the Deputies will be allowed to re-open nominations with a new deadline as long as it fits within the timescale allowed within these rules and the published election timetable

#### **4.6. Publicity**

- 4.6.1. The Deputy or their appointee shall produce a list of candidates which shall be displayed on the Union website as soon as possible at the close of nominations.
- 4.6.2. Candidates will produce a manifesto and photograph which must be submitted with the completed nomination form.

#### **4.7. Campaigning**

- 4.7.1. There will be a campaigning period specified in the election timetable.
- 4.7.2. At the close of nominations there shall be a candidates meeting run by the Deputies which all candidates should attend. If candidates cannot attend they must inform the deputies, and may send a proxy or attend electronically. In this meeting the rules will be explained (including expenses rules), how to complain and any other details specific to the election. No campaigning shall take place before this meeting.
- 4.7.3. Candidates must keep their campaign expenses until after the declaration of results and submit them where requested to the Returning Officer or Deputy (there will be a maximum spend).
- 4.7.4. Candidates can only use services which all other candidates have access to.
- 4.7.5. Candidates who are currently holding positions within RVCSU as Officers, Course Reps, student staff or within Clubs and Societies should ensure that they do not campaign whilst acting on official business of the RVCSU and ensure they do not use their position for unfair advantage. (For clarification of doubt, using experience and achievements in campaigning shall not be deemed unfair, however campaigning during office or work hours shall be.)
- 4.7.6. Any action taken by a candidate's campaign team shall be assumed to be action taken by the candidate for the application of rules and in the case of any complaints.

#### **4.8. Member Votes**

- 4.8.1. The Deputies shall ensure so far as is reasonably practicable that all members of the Union have access to vote no matter their place or mode of study.
- 4.8.2. All members of the Union shall be able to vote for the positions as outlined in 4.6.
- 4.8.3. Voting will be accessible by all students online, with all relevant candidate details displayed. Any member who cannot vote shall raise this with the Deputies.
- 4.8.4. Reopen nominations (RON) shall be a candidate in all Union elections (not in referendums).
- 4.8.5. Voting shall be by a secret online ballot and shall be conducted according to the rules for the operation of the “first past the post” voting system.

#### **4.9. Counting the Votes**

- 4.9.1. The Deputies shall inform the candidates of the time of the count.

- 4.9.2. Counting shall be by “first past the post” vote system.
- 4.9.3. Results from the vote will be kept accessible for up to six months following the vote.

#### **4.10. Declaration of Results**

- 4.10.1. Results of the elections shall be declared by the Deputies following the count of the vote, ensuring any complaint has been resolved to the satisfaction of the Returning Officer.
- 4.10.2. A list of successful candidates will be posted online within one working day of the declaration of results.
- 4.10.3. The Deputy will send a copy of the results to the Union Council and Trustees and the College Council.
- 4.10.4. The results will become official 48 hours after publication of results 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.

#### **4.11. Re Open Nominations (RON)**

- 4.11.1. Any Member wishing to run a RON campaign against any post shall be registered with the Deputy within two working days of publication of nominations. A maximum of one RON campaign will be against each candidate and will have the same rights and obligations as other candidates.
- 4.11.2. If more than one Member wishes to run a specific RON campaign the Deputy will call them to a meeting and direct them to coordinate into one campaign.

#### **4.12. Complaints and Irregularities**

- 4.12.1. Any complaint concerning the administration and conduct of the election should be submitted to the Deputies as soon as possible, and before the close of nominations. The only complaint that can be received after the close of nominations are on irregularities in the systems and the count. The receiving Deputy will first attempt to resolve any issue informally within 24hrs, however if this is not possible a formal complaint should be lodged as per the Union’s complaints procedure. A Deputy may instigate a formal complaint against any candidate if they have evidence of the rules being broken.
- 4.12.2. A Formal Complaint must be clearly marked as such and will include the following:
  - a) Details of the subject
  - b) Details of the alleged misconduct (this may be under election rules or breaking any other Bye-laws where that may have an effect on the election)
  - c) An outline of the details of any witness or evidence of the misconduct
  - d) A proposed outcome to the complaint
- 4.12.3. The Deputy will act as investigating officer as per the complaints process, and notify all relevant parties, investigate and make a judgement within 48 hours of receiving the formal complaint. Elections under investigation shall not be counted until the resolution of the complaint (this should not prejudice the count of any other concurrent election).
- 4.12.4. If a complaint is upheld, penalties available include: a written warning, adjustment of budgets, disqualification of a candidate, or re-running of an election.
- 4.12.5. The outcome may be appealed to the Returning Officer - who shall take the place of the Panel in stage two the Complaints Process. Candidates have 24 hours to refer the complaint to the RO with

their reasons why they do not accept the outcome of the Deputy. The RO will normally respond within 48 hours. Their decision shall be final.

#### **4.13. Vacancies for Officer Positions**

- 4.13.1. Bye-elections shall be held if:
  - 4.13.1.1. no nominations are received for a post in the Officer Elections.
  - 4.13.1.2. RON (Re-Open Nominations) wins an election.
  - 4.13.1.3. any of the posts in 4.6.3. fall vacant, a by-election shall be arranged by the Deputy. Nominations shall open no later than three working days after the President confirms the vacancy.
  - 4.13.1.4. If the post of the President becomes vacant the Union Council will confirm the vacancy.
  - 4.13.1.5. If Union Council requests a by-election for the role of Non-Officer Trustee.
- 4.13.2. All other election regulations in these Bye-laws apply in Bye-elections.

#### **4.14. Non-Officer Elections**

- 4.14.1. RVCSU encourages democracy in all of its clubs and societies and other affiliated organisations. Where elections are run for clubs and society positions RVCSU expects the elections to be run transparently and where practical with a secret ballot to increase inclusivity.
- 4.14.2. Elections for Course Representatives are covered in the Course Representative Bye-law.
- 4.14.3. Any group which requires assistance with running elections should contact either the VP Activities or the Deputy Returning Officers who will do their best to assist. If an online election is being requested at least ten clear days should be given (this facility cannot be guaranteed).
- 4.14.4. Any complaints about society elections should follow the Election Complaints procedure in the first instance.

## **5. Bye-law Clubs and Societies**

### **5.1. Recognition of Clubs and Societies:**

- 5.1.1. The Union may recognise a club or society given that the club or society's objectives do not conflict with those of the Union or common law, save that this restriction shall not be interpreted to preclude the establishment of political, religious or ethnically based clubs and societies.
- 5.1.2. Any new club or society that wishes to be recognised by the Union shall present the following to VP Activities:
  - 5.1.2.1. A list of five signatures of members supporting its recognition.
  - 5.1.2.2. A constitution for the club or society to include:
    - 5.1.2.2.0. The name of the club or society;
    - 5.1.2.2.1. The aims and objects of the club or society (paying attention to what makes this society distinctive compared to existing clubs and societies);
    - 5.1.2.2.2. Regulations of membership eligibility, demonstrating equal opportunities;
    - 5.1.2.2.3. Provision for the election of a Committee to include a Chair or Captain, a Secretary, and a Treasurer
    - 5.1.2.2.4. The responsibilities of the Committee;
    - 5.1.2.2.5. Provision for General Meetings for all members of the club or society;
    - 5.1.2.2.6. Provision for an Annual General Meeting (AGM) at which accounts shall be presented and approved;
  - 5.1.2.3. Any new club or society that wishes to be recognised by the Union as a funded club or society shall also present the following to the VP Activities who will ratify this status and grant an initial budget in conjunction with the General Manager and the proposed membership fee.
  - 5.1.2.4. Grant proposal / documentation of expected use of funds,
  - 5.1.2.5. Details on how accounts will be kept in partnership with the Union and how they shall be presented annually to the Union and society members at the club or society's AGM
- 5.1.3. The VP Activities will, within ten clear days, respond to confirm if the registration of the society is complete, and any grant given where requested. If the VP Activities cannot register the society, or appoint a budget they will respond with their reasons and work with the proposers to identify the issues to be resubmitted. If the proposers wish to appeal the decision they may take it to Union Council. All decisions on new clubs and societies should be reported to Union Council.
- 5.1.4. Existing clubs and societies shall submit by the 30<sup>th</sup> of June each year the following to VP Activities:
  - 5.1.4.1. The names of Committee members voted at AGM,
  - 5.1.4.2. Proposed membership fee, (if funded)
  - 5.1.4.3. Grant proposal (if funded)
- 5.1.5. The procedure for allocating funds to clubs and societies shall be set by Union Council and shall be published on the Union website.
- 5.1.6. The recognition of a Club or Society may be suspended by the VP Activities and confirmed by the Union Council in cases of breach of the Union Constitution, these Bye-laws, or failure to provide information in 3.1.7.
- 5.1.7. If a funded club or society fails to submit a grant proposal or other information in 3.1.4., by 30<sup>th</sup>

June it will be considered a non-funded club or society.

- 5.1.8. If the Union dissolves a club for any reason it must return all Union equipment.
- 5.1.9. The funding status of clubs does not provide any exclusivity in their use of the Union facilities.
- 5.1.10. Funding for a club or society will be obtained and handled according to the regulations stipulated in Bye-Law 6.

## **5.2. Meetings of Clubs and Societies**

- 5.2.1. The AGM of all clubs and societies shall be held before the end of the summer term of each year. The meeting will elect the club or society Committee for the following academic year.
- 5.2.2. There shall be at least one Clubs and Societies general meeting per term which VP Activities is responsible for arranging the dates of. Each club or society should send at least one committee member.

## **5.3. Responsibilities of Clubs and Societies**

- 5.3.1. Clubs and societies must follow the regulations stipulated in the Constitution and Bye-laws and the College Charter.
- 5.3.2. The club or society shall be responsible for promoting itself during Freshers Week to encourage new membership.
- 5.3.3. The club or society Social Secretary shall be responsible for the running of social events or activities.
- 5.3.4. The club or society President or Captain shall be responsible for the convening of general meetings. They shall be responsible for publicising general meetings, providing agendas and electing a secretary to take minutes of the meetings when necessary.
- 5.3.5. The club or society Treasurer shall ensure that an accurate list of equipment purchased is kept and that all equipment is returned to the Union at the end of the academic year. All club and society equipment remains the property of RVCSU unless otherwise agreed with the Union.
- 5.3.6. Rooms booked for society activities should follow the relevant room booking procedures. Clubs and Societies should try to book RVCSU rooms first before College rooms (unless the RVCSU are not suitable). All rooms shall be returned to the state in which they were found, the cost of resetting the room and cleaning costs may be charged to societies if not.
- 5.3.7. Any issues or damage to rooms, facilities or equipment should be reported promptly to the relevant authority.
- 5.3.8. All clubs and societies have equal status, in the case of a conflict the VP Activities shall arbitrate.

## **5.4. Affiliated Groups**

- 5.4.1. Affiliated groups are any groups of members who associate for any purpose and have asked the Union for assistance as a group of members.
- 5.4.2. RVCSU will not be responsible for the actions of affiliated groups, but affiliated groups will still be subject to the Constitution and these Bye-laws in as much as they apply to the members of the groups as members of RVCSU.
- 5.4.3. RVCSU will endeavour to assist affiliated groups as they would any members within reason.

## **6. Bye-Law Finances**

### **6.1. General**

- 6.1.1. The Union financial year shall run from 1 August to 31 July.
- 6.1.2. The Union shall be funded from a number of sources to include, but not limited to:
  - 6.1.2.1. A block grant from the Royal Veterinary College;
  - 6.1.2.2. Income from commercial outlets;
  - 6.1.2.3. Sponsorship and other corporate activities, all of which must be declared to the Vice President Treasurer and go through the Union accounts.

### **6.2. Budget**

- 6.2.1. The Vice President Treasurer (VPT), President and General Manager, with the assistance of the Trustee Board, shall prepare a budget and application for funds from the University in accordance with University requirements, which shall include a list of external organisations to which it intends to affiliate. This combined with any income from Union events and bars, as well as any sponsorship, shall form the basis for all expenditure.
- 6.2.2. The above budget shall be submitted to the Trustee Board and then Union Council for approval. It will also be presented to a General Meeting, College Council and be made available to the members online.
- 6.2.3. All activities undertaken or provided by the Union must be costed and budgets prepared.
- 6.2.4. Records of all income and expenditure shall be kept. The General Manager and VPT are responsible to the Trustee Board and Students' Union Council for ensuring agreed budgets are not exceeded unless the necessary approval has been given before the proposed expenditure.
- 6.2.5. The Union budget may be re-evaluated subject to approval of the Trustee Board and Union Council at any point during the year.
- 6.2.6. Any Member or Trustee shall have the power to request clarification or documents supporting the budget at any time during the year, which shall be provided by the Treasurer or General Manager within seven working days.

### **6.3. Union Accounts**

- 6.3.1. The President and General Manager shall have the annual accounts prepared and audited by an independent auditor and presented to the Trustees and the AGM for ratification. Once ratified they will be presented to the College Council.
- 6.3.2. The VPT, Finance and Shop Manager and General Manager shall be responsible to the Union for the keeping of accounts, shall exercise supervision over all Union finances, report to the Trustee Board, and be subject to decisions of the Trustees.
- 6.3.3. The President or nominee shall provide General Meetings, Trustee Board, Union Council and the College Council with a financial statement when requested.

### **6.4. Bank Accounts**

- 6.4.1. There shall be a number of Bank Accounts held in the RVCSU's name. The purpose, signatories and audit method of which shall be registered and reported annually by the VPT to the Trustees. All signatories to Union Bank Accounts must be either Union Officers or Staff.
- 6.4.2. All bank accounts shall have rules covering the appropriate use of each account, overseen by the

VPT and General Manager.

- 6.4.3. Accounts may have debit cards, assigned to the budget holder or appropriate persons, and approved by the VPT. Holders of debit cards will be responsible for making sure all spending is within the rules outlined for the account.
- 6.4.4. The officer authorising any payment (be it by invoice, receipt or on account) is responsible for that payment and to ensure adequate evidence is available for audit purposes. Such evidence should be submitted monthly for reconciliation purposes.
- 6.4.5. No officer may authorise a payment to themselves from any Union Bank Account, without a counter authorisation from another signatory.
- 6.4.6. The collection of all money due to the Union shall be the responsibility of the VPT and the Finance and Shop Manager, through due process. The VPT, General Manager and Finance and Shop Manager will organise the deposit of all cash/cheques given to them as soon as possible, and will arrange payment for all invoices within the appropriate agreed terms.
- 6.4.7. Any cash deposited shall be counted when received and a Credit Form will be filled in as proof of deposit before the money is put in the safe.
- 6.4.8. Where money is kept onsite, it shall be kept securely in the Union safe (s) until cashed up and banked.

## **6.5. Limits on payments**

- 6.5.1. All central expenditure under £500 shall be approved by the appropriate budget holder. Expenditure above £500 or outside the budgets shall require approval by the VPT / General Manager and one other Officer Trustee. Any central expenditure above £5000 shall require the approval of the Trustee Board and/or Students' Union Council.
- 6.5.2. All commercial expenditure greater than £5000 shall require the authorisation of either the General Manager or VPT.
- 6.5.3. The Union shall obtain the consent of the Union Trustees or nominee to any single transaction in excess of £20,000 involving land, buildings of equipment and borrowings of any money for a period in excess of twelve months.
- 6.5.4. Authorised payments should be posted in the electronic banking system by the VPT and/or the Finance Assistant and are authorised electronically by the VPT or the General Manager before they leave the accounts. The Finance and Shop Manager is responsible to keep all records of authorisation.

## **6.6. Contracts**

- 6.6.1. All Union and trading contracts shall have two signatories. Contracts shall normally be signed by the President and the General Manager. The General Manager can sign and cc for the President if permission has been gained.
- 6.6.2.
- 6.6.3. 6.6.1 shall not apply with reference to:
  - 6.6.3.1. Employment contracts, which will be signed by the General Manager or their deputy
  - 6.6.3.2. Recurrent services contracts, which will be signed by the General Manager
- 6.6.4. Where possible all contracts total value over £5,000 will only be decided after a tender process involving obtaining three comparative quotes, where possible. Once the quotes have been obtained, the General Manager and VPT / President will make a decision.

## **6.7. Expenses**

- 6.7.1. Expenses for costs incurred may be reclaimed by anyone operating on Union business. Receipts must be produced, a Debit Form completed, and the expenditure must be in accordance with the annually published agreed budget and rates.
- 6.7.2. Any costs incurred for childcare on Union business inside or outside University shall be met by the Union with prior approval from the General Manager or President.
- 6.7.3. Expenses must be authorised by two Union signatories, who shall not be the person claiming the expense.

## **6.8. Donations**

- 6.8.1. 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.
- 6.8.2. Any donation made to RVCSU must be used for the purpose under which the donation was made, unless specified that it should go towards general activities.
- 6.8.3. Any donation made to RVCSU must be properly accounted for and it will be down to the discretion of the President to accept the donation considering the best interests of the Union.

## **6.9. Goods and Equipment**

- 6.9.1. A delivery note submitted by the supplier must be obtained in respect of every delivery of goods. All goods must be checked as to quantity received at the time of delivery and as regards to compliance with specification as soon as possible thereafter.
- 6.9.2. Any surpluses or deficiencies revealed by stocktaking shall be reported to the appropriate committee in order that appropriate action can be taken.
- 6.9.3. Each Society or Committee having custody of stocks or equipment shall be responsible for maintaining records of such and submitting an annual update to the Union Council.

## **6.10. Security And Insurance**

- 6.10.1. The Union shall be responsible for maintaining proper security at all times for all stock, stores, furniture, equipment, cash etc., under its control.
- 6.10.2. All insurance of the Union shall be under the direction and control of the Trustee Board and administered by the General Manager.
- 6.10.3. The Trustees shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc. of property, employers' liability and trustee / directors insurance.
- 6.10.4. The Union shall maintain appropriate insurance cover to include employer's liability, trustee and officer's liability, public liability, interruption of business, fire/theft, and libel as well as others which are considered prudent to safeguard the Union's assets.
- 6.10.5. Committee Chairs and Society or Club Officers shall give prompt notification to the General Manager of new risks, additional property or equipment, or alterations in existing risks.

- 6.10.6. Clubs, Societies and Committees shall advise without delay the General Manager of staff of any loss or occurrence that may give rise to an insurance claim.
- 6.11. Investments**
- 6.11.1. The Students' Union Council may make or vary investment of the funds of the Union as outlined by Union policy and shall inform the Trustee Board of such.
- 6.12. Clubs And Societies**
- 6.12.1. Each Club and Society must appoint a Treasurer (from hereon in referred to as CS Treasurer) who is responsible for managing the accounts of their respective Club and Society. They are responsible to be aware of the financial regulations of the Students' Union and their potential legal and disciplinary implications, as well as following other directions from the Vice-President Treasurer. They are required to sign a declaration acknowledging that they are aware of the above.
- 6.12.2. Each affiliated Club and Society may submit a grant request up to a maximum of £5000, provided they charge a minimum membership fee of £5. All grant requests must be supported with relevant documentation (such as accounts, previous invoices etc.).
- 6.12.3. VPT shall decide, in consultation with the President and VP Activities, the level of grant to be given to each club or society making an application, in accordance with these Bye-laws and any with any other restriction set by the Trustee Board and/or Students' Union Council.
- 6.12.4. Each affiliated Club and Society can submit additional grant requests throughout the academic year. These will need approval from the VPT and one other Officer Trustee for amounts up to £500 and approval from Council for amounts over this.
- 6.12.5. 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 Students' Union Council, which shall be addressed at their next tabled meeting.
- 6.12.6. Clubs and Societies spending must not be in breach of the aims and objectives of the union. Union funds cannot be spent on Clubs and Socs alcoholic refreshments in any circumstances excepting in extenuating circumstances where the Council has voted to allow it.
- 6.12.7. A Club or Society shall not hold its own bank account and all its finances must be administered through the Union. All debit and/or credits must have the appropriate documentation provided otherwise they will not be processed.
- 6.12.8. 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.
- 6.12.9. CS Treasurers will take reasonable efforts to ensure all credits and debits are processed to the VPT as soon as possible. All income must be paid into the Students' Union account; it cannot be used to directly settle debits.
- 6.12.10. CS Treasurers are responsible for keeping an accurate record of all transactions in the Club or Societies account book.

**6.13. Employees of the Union**

- 6.13.1. All finances relating to employees of the union including bar and shop staff will be dealt with in accordance with their individual contracts.
- 6.13.2. The Union Managers (Shop, Bars, Minibus and Website) will be paid for the hours they work a rate set by the General Manager / VPT.
- 6.13.3. The Union General Manager, Union Staff, Vice Presidents and President will be paid a salary / stipend provided by the College.

**6.14. Financial Irregularities and Penalties**

- 6.14.1. If at any time any member of the Union or member of staff, has a suspicion of a financial irregularity, they must immediately inform the VPT and/or General Manager.
- 6.14.2. All complaints about financial irregularities on a RVCSU account shall be made according to the complaints process - normally to the VPT (if the VPT is the subject of the complaint it should go to the President).
- 6.14.3. If any financial irregularity is proven, it should be reported to the Charity Commission.
- 6.14.4. In the case of theft or fraud RVCSU reserves the right to inform the police at any point.

## **7. Equality, Diversity and Inclusion Policy**

- 7.1. RVCSU believes that equal opportunities for all, and that promoting equality, increasing diversity and facilitating inclusion are key in achieving its objectives laid out in the RVCSU Constitution. That is, to promote the welfare and interest of students, represent students, and encourage personal development of students. The RVCSU is a democratic organisation run by students, for students, to represent student views to the College and external bodies.
- 7.2. In this policy, Equality is defined as access to the same opportunities, facilities and outcomes for all
- 7.3. Diversity is defined as any quality which can be used to differentiate between individuals and groups.
- 7.4. Inclusion is defined as a positive duty to provide equity to address the barriers that may exist preventing diverse groups from equal access to opportunities, facilities and outcomes.
- 7.5. The RVCSU commits to an environment where members, officers, student representatives and staff are selected and treated solely based on their merits, abilities and potential regardless of their characteristics, including but not limited to those protected under the Equality Act 2010 (marked \*). The RVCSU recognises that member may be subject to the following discrimination:
  - 7.5.1. age\*,
  - 7.5.2. ability or disability\*,
  - 7.5.3. skin colour,
  - 7.5.4. caring or parental responsibilities,
  - 7.5.5. marital and civil partnership status\*,
  - 7.5.6. national origin and nationality,
  - 7.5.7. religion and belief (or non-belief)\*,
  - 7.5.8. physical appearance,
  - 7.5.9. race\*,
  - 7.5.10. sex\*,
  - 7.5.11. sexual orientation\*,
  - 7.5.12. spent or irrelevant criminal convictions,
  - 7.5.13. employment status,
  - 7.5.14. socio-economic background,
  - 7.5.15. medical condition (including HIV status),
  - 7.5.16. full or part time student status,
  - 7.5.17. mental health status,
  - 7.5.18. pregnancy or maternity status\*,
  - 7.5.19. gender reassignment\*,

- 7.6. If any RVCSU member, employee or volunteer feels they have not been treated in accordance with this policy, they have the right and are encouraged to make a complaint right to make a complaint free of retribution under the RVCSU complaint procedure.
- 7.7. Every member has a responsibility to ensure this policy is adhered to and actively followed. The President and General Manager of the RVCSU will be accountable for day to day implementation of the policy through their work.
- 7.8. This policy applies to all aspects of the RVCSU activities and all those involved in the RVCSU, including students and staff. Any groups or individuals contravening this policy will be subject to disciplinary procedure.

The RVCSU will:

- 7.9. work proactively to involve members in its activities who are typically under-represented or marginalized within society.
- 7.10. commit itself to being an equal opportunities employer and a democratic body. It will works to eliminate unfair discrimination at each stage of the recruitment/election process and throughout an individual's period of employment/term of office.
- 7.11. Promote the use of inclusive language and avoid the use of words and phrases which are discriminatory or exclusive in all its communication and to ensure the dignity of all groups represented by the Union.
- 7.12. Introduce new and update existing policies and procedures to support equality, diversity and inclusion equity.
- 7.13. Ensure that all officers, staff and members are aware of the Union's policies and commitment to equality, diversity and inclusion and that they are expected to actively counter prejudice and discrimination when encountered.
- 7.14. Regularly monitor and review practices to ensure that we meet our commitment to equality and diversity and report regularly to Trustees on the implementation of this policy. Equality, diversity and inclusion objectives will be set and monitored annually by the Board of Trustees.

## **8. Welfare**

### **8.1. General**

- 8.1.1. RVCSU is committed to the welfare of its members which is enshrined within its constitution. It will do this by campaigning on welfare issues and supporting students individually with issues.
- 8.1.2. RVCSU does not have any professional welfare or counselling staff and will primarily work on a referral basis. No student officer or staff member will take on casework that they are not qualified for.
- 8.1.3. RVCSU will work with the College Welfare services and other external services as appropriate to help support students.
- 8.1.4. The VP Welfare will campaign on general welfare issues and liaise where appropriate with student groups on welfare issues.
- 8.1.5. The VP Welfare will make anonymised records of requests for support and other issues that arise for the purposes of lobbying the College and improving the provision in future. Data should not be used if it could be used to identify individuals without their consent.

### **8.2. Confidentiality**

- 8.2.1. All cases brought to the Students' Union shall be considered confidential. Consent must be granted to share any information with another person or service. Any notes shall be kept confidential, securely, and where possible anonymised.
- 8.2.2. Confidentiality can only be broken in the following situations:
  - a) Situations where there is a serious and significant concern or risk with regards to physical or mental safety or where there are considered to be safeguarding issues
  - b) Situations where there is a legal obligation to disclose information, such as when the law has been broken, when we are required to assist appropriate authorities in the prevention or detection of crime or when we need to ensure that the emergency services have the right information.

### **8.3. Support**

- 8.3.1. Where necessary RVCSU may assist members or attend as support in College disciplinary procedures. In the case of opposing cases the Union may supply support for both sides and without prejudice.

### **8.4. Handover**

- 8.4.1. Any ongoing issues or cases should be handed over to new officers as appropriate at the end of the period of office. Agreement should be sought for the details and process of handing over any confidential information.

## **9. Course Representatives**

### **9.1. Roles and responsibilities of Course Representatives**

- 9.1.1. To be the voices of their cohorts.
- 9.1.2. To attend Union Council meetings as full members and to report to Union Council with any considerations of the student body and to voice student opinion.
- 9.1.3. To attend meetings and/or panels which they have membership of.
- 9.1.4. To disseminate information from the Student's Union to their cohorts.
- 9.1.5. Be ambassadors in promotion of the Students' Union for support and advice.
- 9.1.6. Signpost students to the correct points of contact in the SU/RVC with regards to issues they themselves cannot provide answers/support for.
- 9.1.7. To be the student voice in College academic committees, sharing both cohort-specific and College-wide issues.
- 9.1.8. To collect feedback from students on what is working well and what needs improving to share with the College, both directly through liaison with relevant staff and through attendance at academic committee meetings.
- 9.1.9. To disseminate College responses to student feedback and progress after committee meetings to their respective cohorts.

### **9.2. Support and Benefits**

- 9.2.1. Course Representatives are entitled to be rewarded for their contributions; this can be, but is not limited to:
  - 9.2.1.1. Discounted tickets for Union events
  - 9.2.1.2. Remittance for attending academic College committees (as per College guidelines)
- 9.2.2. A specific 'RVCSU Course Rep Training and Support programme' will provide training opportunities throughout the year.
- 9.2.3. Course Representatives are valued RVCSU volunteers and should not take on any casework that they are not qualified for. They should refer issues where possible to the SU Officers or other services, respecting confidentiality as per Bye-law 8.2.
- 9.2.4. If a Course Representative feels they need to resign or stand down, they must first inform the RVCSU VP Representation and Communications who will arrange a bye-election where necessary.
- 9.2.5. Course Representatives are entitled to expenses as per the expenses policy, and if they need to access RVCSU resources or budgets should contact the VP Representation and Communications.

### **9.3. Election of Course Representatives**

- 9.3.1. Postgraduate Course Representatives will be identified through liaison with the relevant Programme Support Coordinator. Undergraduate Course Representatives shall be elected in the Autumn term. Course representatives shall be elected from each course year group. Only those students eligible to stand for the position will be eligible to vote.
- 9.3.2. The term of office shall be 12-15 months (depending on graduation and the timings of the academic year).
- 9.3.3. Where elections are run, all nominations shall require a proposer who is eligible to stand.

- 9.3.4. Elections shall not be run where candidates are unopposed, the candidate(s) will be elected unopposed. RON (Re Open Nominations) shall not be an option in Course Rep elections.
- 9.3.5. Undergraduate Course Representatives will stand for nominations, campaign and adhere to a voting period as per the Election Bye-Laws.
- 9.3.6. Any complaints should go to a RVCSU Deputy Returning Officer who will follow the election complaints process.

## **10. Student Union Officers**

This Bye-law outlines the roles and responsibilities for the Elected Students Union Officers. The descriptions are not exhaustive and should be kept under review

### **10.1. Responsibilities of All Officers**

All Officers will

- 10.1.1. Abide by the RVCSU Constitution, Bye-laws and the RVC Charter.
- 10.1.2. Represent students from across the RVC as well as any specific student group as outlined in their role.
- 10.1.3. Attend all RVCSU meetings they are members of (membership either being specified in the Constitution, these bye-laws or nominated), or to give timely apologies if not available.
- 10.1.4. Liaise closely with the Council, making reports where necessary to Council and Trustees.
- 10.1.5. Gather student views and use evidence to support representational activities.
- 10.1.6. Work collaboratively with their fellow officers and the RVCSU staff as part of an effective team to deliver the Strategic and Operational Goals of the Union.
- 10.1.7. Meet with the relevant staff within the College to further the aims and objectives of the Union.
- 10.1.8. Have read all the Union documents and assist the Union in enforcing their content, including but not limited to the Constitution and Bye-laws.
- 10.1.9. Be the owner of their specific RVCSU Officer Email Account and ensure emails are responded to quickly and effectively.
- 10.1.10. Work collaboratively with officers and SU staff to deliver RVCSU events such as Freshers Fairs and Varsity.
- 10.1.11. Work within the remit of their role description. Before undertaking any work which comes under another officer's remit, they should liaise with that officer first.
- 10.1.12. Be available and prepare documents for a comprehensive handover to their successor including;
  - 10.1.12.1. Handover of notes and plans for any ongoing campaigning work,
  - 10.1.12.2. Handover of any ongoing student casework (subject to permission of the subject and other confidentiality considerations),
  - 10.1.12.3. Be available for meetings to train their successor on aspects of the role and to answer any questions about ongoing work.
- 10.1.13. As a benefit for carrying out their role all elected officers of the Students' Union will receive free tickets to Freshers Events. Throughout the year, elected officers of the Students' Union may receive discounts on Students' Union organised events at the discretion of the organising committee and/or Trustee Board.
- 10.1.14. Make sure events are accessible to students on both campuses where possible, for example considering hosting the event at both campuses or provide video links between campuses where appropriate.

### **10.2. President**

The President Shall:

- 10.2.1. Be the primary representative of the Union and Chair to the Board of Trustees.
- 10.2.2. Be the voice of the Union to all media both internally and externally.

- 10.2.3. Be the prime representative of the Union to liaise with the College over any matters affecting students and Union staff.
- 10.2.4. Attend College meetings, including but not limited to College Council, Academic Board and Teaching and Learning Committee, and report back to the Union.
- 10.2.5. Ensure that there is a comprehensive handover from one officer / trustee team to the following year's team.
- 10.2.6. With the VP Representation and Communications, SU Administrative Staff, General Manager and College Academic Team to ensure good student representation across the College committees.
- 10.2.7. Compile a report on their activities for consideration at the Students' Union Council.
- 10.2.8. Alongside the General Manager and staff team maintain all legal documentation relating to the Union, including but not limited to the Constitution, the Regulations and the Student Union Code of Conduct, Financial Records and all legal advice.
- 10.2.9. Call General Meetings, Trustee Boards and Council meetings in accordance with the constitution.
- 10.2.10. Arrange training and strategic planning for all officers of the Union after elections.
- 10.2.11. Ensure decisions of General Meetings, Trustees and Council are implemented, where they are in line with Charity or other laws and are practicable. To make a judgement on *Ultra Vires* where necessary.
- 10.2.12. With the other officers, take overall responsibility for campaigns run through the year.
- 10.2.13. Maintain good relationships with relevant external bodies including but not limited to, NUS, NUS London, SAVMA, IVSA, AVS, RCVS, BVA.
- 10.2.14. Be the main conduit between the trustees and the General Manager and through them the SU staff team.
- 10.2.15. Work with the General Manager to ensure the Officers and Trustees are fulfilling their job roles effectively.
- 10.2.16. Lead on delivering the Students' Union Strategic and Operational Plans, ensuring the plans stay relevant and SMART.
- 10.2.17. Deputise to the Vice Presidents where appropriate.

### **10.3. Deputy President**

The Deputy President will be chosen from the Senior (VP) Officers by Council, and the duties will be carried out where necessary in conjunction with their officer roles. The Deputy President will

- 10.3.1. Assist the President in the day-to-day running of the Union.
- 10.3.2. In the absence of the President due to ill health, other commitments, etc. act in accordance with the President Role Description 10.2.

### **10.4. Vice President Activities**

The Vice President Shall:

- 10.4.1. Be responsible for encouraging the formation, and success of societies and sports teams within the Union.
- 10.4.2. Be responsible with the General Manager and SU Staff to organise the Annual Freshers Fair and other events relating to societies.
- 10.4.3. Be the main point of contact with the British Universities and Colleges Sport (BUCS), LUSL and

seek Sport Development opportunities from National Bodies.

- 10.4.4. Be responsible for preparing an up-to-date list of the active societies and publicising this on the website and noticeboards. They shall also be responsible for the Sports and Societies area of the website and promoting its use.
- 10.4.5. Oversee the Union's events publicity policy and ensure Union events are publicised on the Union website, other digital platforms and, where appropriate, via printed publications.
- 10.4.6. Along with the VP Treasurer, President and the SU General Manager shall allocate budgets to all applying Clubs and Societies ensuring they are within the bounds of the overall Union budget and to be ratified at the Union's AGM.
- 10.4.7. In conjunction with the VP Treasurer ensure that clubs and societies are spending their funds according to the stated aims of the Union and in the interests of each society's members.
- 10.4.8. Be responsible for ensuring that societies are aware of the regulations pertaining to the running of societies and that they abide by them.
- 10.4.9. Be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.
- 10.4.10. Be responsible for promoting and monitoring equality, diversity and inclusivity within sports societies and extracurricular student activities.
- 10.4.11. Along with the Entertainment Officers be responsible for organising the Union's entertainments both in and outside of the University and they shall jointly be responsible to present budgets prior to this to Council for approval on all major events.
- 10.4.12. Ensure that any fundraising on campus by societies follows the Finance Bye-laws, and charity law.

## **10.5. Vice President Representation and Communications**

The Vice President Shall:

- 10.5.1. Be a member of College committees such as Teaching Quality Committee, College Services Forum, etc. as agreed by the Union Council.
- 10.5.2. Be responsible for the running of the student representation system in collaboration with the appropriate College staff (RVCSU Course Reps), in liaison with the RVCSU staff, and for supporting the year representatives within the College.
- 10.5.3. Coordinate information from the student reps and other students to provide an overview of issues and trends within the College.
- 10.5.4. Identify areas for research and attention relating to the education and experience of RVC students and run campaigns to improve these areas where relevant.
- 10.5.5. Work to develop the student representative programme providing training and support for all student reps and look to develop their leadership and employability skills.
- 10.5.6. Ensure College-wide issues are identified and investigated before termly College-wide meetings (Course Management Committees, Student Development Committee, for instance).
- 10.5.7. Promote the National Student Survey and respond to Union comments following the survey.
- 10.5.8. To oversee on-line content with the Website Manager on official Union digital outlets such as the SU Website, Facebook and Twitter.
- 10.5.9. Work with the General Manager to publicise the Union in a positive way and promote its successes.

10.5.10. Will normally act as a Deputy Returning Officer for the Union in the Union Bye-laws.

### **10.6. Vice President Treasurer**

The Vice President Shall:

- 10.6.1. oversee that proper financial records are being kept and to check that there are no financial irregularities.
- 10.6.2. regulate expenditure of the Union, and ensure funds are used appropriately.
- 10.6.3. ensure that the Union has suitable financial procedures and that all staff and officers who have the ability to draw upon or authorise payments are aware of the rules and follow them.
- 10.6.4. In conjunction with the General Manager and President, ensure that the Union draws up and approves an annual budget.
- 10.6.5. ensure that the Union pays its bills promptly and raises invoices in a timely manner.
- 10.6.6. in conjunction with the VP Activities, allocate grants to clubs and societies.
- 10.6.7. meet with all Club and Society (CS) treasurers providing guidelines to all on financial control and planning, as well as offering support throughout the year.
- 10.6.8. provide support and guidelines on financial control to student event committees
- 10.6.9. Ensure systems are in place to allocate subs and ticket sales to relevant clubs and society accounts or event budgets.
- 10.6.10. In conjunction with the President, VP Activities and General Manager approve extra grant or loan applications for all clubs and societies up to a ceiling amount laid out in the Financial Procedures.
- 10.6.11. Ensure that the Union accounts are audited annually, and that they are presented to College Council.
- 10.6.12. Liaise with budget holders to discuss, help cost and help budget their proposed activities of the year.

### **10.7. Vice President Welfare**

The Vice President Shall:

- 10.7.1. Identify areas for attention relating to general welfare of students and run campaigns where relevant.
- 10.7.2. Refer students to appropriate SU, College or external bodies to help resolve a member's issue. They shall not take on casework for which they are not qualified.
- 10.7.3. Help develop and chair the Welfare Sub-Committee.
- 10.7.4. Ensure that statistical information is kept on all student contact regarding welfare ensuring that data protection is observed at all times.
- 10.7.5. Be available for students (in person or on online) on a regular advertised basis.
- 10.7.6. liaise with the College's Student Services on welfare issues and encourage the use of the services within the College.
- 10.7.7. Campaign to raise awareness amongst students on welfare issues and on welfare services available to members.
- 10.7.8. Ensuring confidentiality is adhered to by all Officers and Staff in all cases as covered by the Welfare Bye-law.

## **10.8. Vice President Camden**

The Vice President Shall:

- 10.8.1. Be a first point of contact at the Camden Office.
- 10.8.2. Have regular office hours for drop ins at the Camden Office.
- 10.8.3. Make sure that members based in Camden have a voice within the Union and College, and have equal representation to Hawkshead-based students
- 10.8.4. Ensure clear communication between Camden students and fellow officers in the team.
- 10.8.5. Assist all Hawkshead based officers in advertisement and organisation of campaigns and events run on Camden campus to ensure, where possible, campaigns and events are run on both campuses.
- 10.8.6. Liaise with the Undergraduate Sciences Officer to ensure the needs of science students based in Camden are being met, both within the College and the SU
- 10.8.7. Ensure the Camden based courses are celebrated
- 10.8.8. Where appropriate, meet with members of the College to advocate for Camden students' needs
- 10.8.9. Assist the Entertainment Officers in the running of Freshers Week
- 10.8.10. Work with VP Activities and Campaigns SU General Manager and Administrative Staff to ensure the smooth running of Freshers Fair, and if applicable 'Re-freshers'.
- 10.8.11. Deputise for the President and other VPs in the event they cannot make Camden based meetings
- 10.8.12. Help the Environmental Officer to form projects and deliver them on Camden campus and the local community
- 10.8.13. Develop local community volunteering
- 10.8.14. Help seed and develop new clubs and societies based in Camden

## **10.9. Postgraduate Officer**

The Postgraduate Officer shall

- 10.9.1. be the primary representative of all postgraduates and seek to involve as many postgraduate students in the Union as possible.
- 10.9.2. be the prime representative of the Union to liaise with the College over any matters affecting postgraduate students.
- 10.9.3. liaise with the VP Representation and Communications on organising the Post Graduate Course Representatives, and liaising with the Post Graduation Representatives to take their issues to the College.
- 10.9.4. liaise with Graduate School and other Course Leaders to assist with induction events for incoming postgraduates.
- 10.9.5. Be responsible for the organisation and finances of social and educational events for postgraduate students throughout the year, including the social after the annual Postgraduate Research Day.
- 10.9.6. Ensure that the Union activities are well publicised to all postgraduates.
- 10.9.7. Develop and run campaigns to support and represent Postgraduate students.
- 10.9.8. Attend College meetings such as Academic Board, Campus Services Committee and Research Degree Committee.
- 10.9.9. Arrange postgraduate representation at Learning, Teaching and Assessment committee and Teaching Quality committee.

### **10.10. Entertainment Officer**

The Entertainment Officer shall

- 10.10.1. In conjunction with VP Activities and Campaigns, SU General Manager and Administrative Staff, create new ideas for a variety of entertainment and social activities throughout the year to reflect the interests of all sections of the student body.
- 10.10.2. Run the Freshers 'Angels, Devils and Heroes' team and be a point of contact during Freshers Week for students and events staff.
- 10.10.3. Work with VP Activities and Campaigns SU General Manager and Administrative Staff to ensure the smooth running of Freshers Fair.
- 10.10.4. Agree budgets for social events with the VP Treasurer, General Manager and VP Activities and Campaigns to make sure that events are financially successful.
- 10.10.5. Ensure that all social activities are well publicised to all students on both sites.
- 10.10.6. Assist with the running and organising of all all events, including off campus and online where requested.

### **10.11. Equality and Diversity Officer**

The Equality and Diversity Officer shall

- 10.11.1. With the President, be responsible for the oversight and effective implementation of the Equality, Diversity and Inclusion Policy, including reviewing the policy, and undergoing research to measure access and inclusion within the College and RVCSU.
- 10.11.2. Work to ensure the fair representation of interests of all student groups within the Students' Union.
- 10.11.3. Shall sit on the College's EDC to represent student interests and to influence the policy making of the University regarding Equal Opportunities.
- 10.11.4. Support and represent students who face discrimination.
- 10.11.5. Shall work with the General Manager to ensure that Students' Union services are provided and accessible to all students.
- 10.11.6. Chair the Equality & Diversity Student Committee to maintain regular communications with under-represented or disadvantaged groups to highlight and oppose this situation.
- 10.11.7. Organise and support events that promote diversity and greater cultural understanding such as, but not limited, to Black History Month, LGBTQ+ History Month and International Women's Day.
- 10.11.8. Strive to increase understanding of E&D issues amongst students and promote the existence of appropriate support services available.

### **10.12. International Officer**

The International Officer shall

- 10.12.1. Be the first point of Union contact for international students.
- 10.12.2. Be responsible, in conjunction with the College Advice Centre, for the delivery and the relevance of the International Induction Week.
- 10.12.3. Coordinate events every term specifically for international students, such as but not limited to Thanksgiving, Diwali, Eid, and Chinese New Year.
- 10.12.4. Meet students in Freshers Week to introduce yourself and help them settle into life in London and at RVC.

- 10.12.5. Coordinate with staff involved with international student relations and be proactive in organising induction events.

**10.13. Veterinary Nurse Liaison Officer**

The Veterinary Nurse Liaison Officer shall

- 10.13.1. Ensure that the interests of the Vet nurses are well represented across the College and at council meetings.
- 10.13.2. Be responsible for the Vet Nursing email account and ensure that emails are responded to effectively and promptly.
- 10.13.3. Ensure that the Union activities are well publicised to the vet nurses.
- 10.13.4. Keep in contact with the vet nurse year reps and ensure that any issues are brought to the Union immediately.
- 10.13.5. Develop and run campaigns to support and represent Vet Nursing students.
- 10.13.6. Work with the VP Activities and President to develop events for Vet Nursing Students to integrate with other students at RVC.

**10.14. Raising and Giving (RAG) Officer**

The Raising and Giving Officer shall

- 10.14.1. Obtain the student bodies' opinion on the charity(s) that RAG will support that academic year.
- 10.14.2. In coordination with the Entertainment Officers, be responsible for the organisation of all RAG events.
- 10.14.3. Work closely with the Union General Manager to ensure the prompt banking and correct distribution of all monies raised.
- 10.14.4. Ensure that all events are effective and successful and report back to students on how much money was raised for which charities.

**10.15. Environment Officer**

The Environment Officer shall

- 10.15.1. Represent the student voice with all issues involving the environmental impact of RVCSU, the College, at the College meetings on environmental campaigns.
- 10.15.2. Organise environmental campaigns along with the other Officers and relevant student societies
- 10.15.3. Work with the President to identify the RVCSU's environmental priorities and to campaign and regularly report updates to the members.
- 10.15.4. Work and report on the Union's commitment to becoming Carbon Neutral by 2030, and campaign and hold the College to account over its own environmental commitments.
- 10.15.5. Endeavour to answer any questions students have about the College's environmental policy.
- 10.15.6. Work with the General Manager on getting Green Impact accreditation and publicising this to the members

**10.16. Undergraduate Sciences Officer**

The Undergraduate Sciences Officer shall:

- 10.16.1. Be a point of contact for students on non-clinical undergraduate science courses including

- all BSc (excluding nursing), MSci and intercalated BSc courses
- 10.16.2. Represent and support undergraduate sciences students on a placement year
  - 10.16.3. Ensure that the interests of undergraduate science students are well represented across college and at council meetings
  - 10.16.4. Liaise with undergraduate science course representatives regularly, alongside VP Representation & Communications, and communicate their concerns to the Union immediately
  - 10.16.5. Discuss the needs & concerns of undergraduate science students with VP Camden to ensure they are kept informed about current affairs affecting Camden students
  - 10.16.6. Meet with course leaders and college staff to ensure a high level of student satisfaction within the undergraduate science courses/ support course representatives if they choose to meet with college staff.
  - 10.16.7. Work with VP Camden and VP Activities to ensure that SU/college campaigns and events are accessible for undergraduate science students
  - 10.16.8. Organise a range of social and educational events for undergraduate sciences students throughout the year
  - 10.16.9. Develop and run campaigns targeted at undergraduate sciences students
  - 10.16.10. Promote involvement within the SU to undergraduate science students

#### **10.17. IVSA Representative**

The IVSA Representative shall

- 10.17.1. Promote and run IVSA Campaigns at RVC
- 10.17.2. Organise group and individual exchanges between veterinary schools around the world.
- 10.17.3. Attend annual congress and symposia.
- 10.17.4. Maintain effective communication with IVSA and inform the student body of any relevant and insightful updates such as grants or work placement advertisements
- 10.17.5. Organise an exchange to promote and create greater ties with other European and global veterinary institutions.
- 10.17.6. Create fundraising events relevant to IVSA and its goals.
- 10.17.7. Attend the IVSA AGM at one of the UK vet schools.

#### **10.18. Senior AVS Representative**

The Senior AVS Representative

- 10.18.1. Promote and run AVS Campaigns at RVC
- 10.18.2. organise RVC Students Annual Attendance at Sports Weekend and Congress.
- 10.18.3. Be a member of the AVS Committee and attend 2 meetings a year at BVA Headquarters.
- 10.18.4. Be a member of an AVS sub-committee (welfare, policy or member services) and attend 2 meetings a year at BVA Headquarters.
- 10.18.5. Organise Sports Weekend and AVS Congress (and promote them) when it is the RVC's turn to host.

10.18.6. Create fundraising events relevant to AVS and its goals.

**10.19. Junior AVS Representative**

The Junior AVS Representative shall

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

10.19.2. Have involvement in organising AVS events across the RVC, selling tickets for Sports Weekend and Congress.

10.19.3. Attend two meetings a year representing RVC students in discussions about topical issues.

10.19.4. Automatically become the Senior AVS Representative.