

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

Revised 14th October 2017

BYELAWS OF THE RVCSU

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

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

Where these regulations require the Union Treasurer to be informed of information, it is the duty of the Treasurer to pass the information to the Union Executive Committee.

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1. Bye-law Governance

1.1. The governance arrangements are delegated by the Board of Trustees.

1. Executive Committee

1.1.1. The Executive Committee is charged with the general direction of the Union.

1.2. Composition of the Executive Committee

1.2.1. The composition of the Executive committee shall be the following:

- 1.2.1.1. The President,
- 1.2.1.2. the Vice President Welfare,
- 1.2.1.3. the Vice President Representation and Communication,
- 1.2.1.4. the Vice President Treasurer,
- 1.2.1.5. the Vice President Activities,
- 1.2.1.6. the Postgraduate Officer,
- 1.2.1.7. the Veterinary Nurse Liaison Officer,
- 1.2.1.8. the International Officer,
- 1.2.1.9. the Environmental Officer,
- 1.2.1.10. the Equality and Diversity Officer,
- 1.2.1.11. the Camden Officer

1.2.2. All members of the Executive Committee are Trustees of the Union.

1.2.3. Members of the Executive Committee must declare at the start of their term of office, any interests which may affect their decisions throughout the year.

1.2.4. At the discretion of the Board of Trustees, the Executive positions may be shared by two members who must run together in an election.

1.3. Union Council

1.3.1. The members of the Union Council shall be:

- 1.3.1.1. The President,
- 1.3.1.2. the Vice President Welfare,
- 1.3.1.3. the Vice President Representation and Communication,
- 1.3.1.4. the Vice President Treasurer,
- 1.3.1.5. the Vice President Activities,
- 1.3.1.6. the Postgraduate Officer,

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- 1.3.1.7. the Veterinary Nurse Liaison Officer,
- 1.3.1.8. the Raise and Give Officer,
- 1.3.1.9. the International Officer,
- 1.3.1.10. the Entertainment Officer,
- 1.3.1.11. the Environmental Officer,
- 1.3.1.12. the Equality and Diversity Officer,
- 1.3.1.13. the Senior AVS Representative,
- 1.3.1.14. the Junior AVS Representative,
- 1.3.1.15. the IVSA Representative
- 1.3.1.16. the Camden Officer,
- 1.3.1.17. the Course Representatives.
- 1.3.1.18. the SAVMA Officer,
- 1.3.1.19. General Manager and administrator (ex-officio).

1.4. Meetings of Union Council

- 1.4.1. Meeting regulations shall apply in full to all Union Council and Trustee meetings. They shall apply to all Committee meetings of the Union in terms of conduct of meetings.
- 1.4.2. The Council shall meet at least twice a term with additional meetings as required by the President.
- 1.4.3. Any member of the Union may attend Union Council meetings.
- 1.4.4. Any individual who has opted out of membership to the Union and wishes to attend a Council meeting must gain permission from the President.
- 1.4.5. 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.
- 1.4.6. Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.

1.5. Chair and Secretary

- 1.5.1. The President shall take the Chair of the first meeting of the Academic year.
- 1.5.2. 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.

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1.5.3. The role of the Chair is to ensure that the Council operates in accordance with its terms of reference and business is conducted in an open and fair way.

1.5.4. 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.

1.5.5. The Chair shall have the casting vote if the vote is tied.

1.5.6. The Deputy Chair shall deputise in the absence of Chair.

1.5.7. In the absence of Chair and Deputy Chair the President shall be Chair.

1.5.8. The Secretary of the Council shall be appointed at the start of each meeting and may be ex-officio.

1.5.9. The Secretary shall distribute Chair approved minutes no later than seven days after meetings.

1.6. Business of Union Council Meetings

1.6.1. There shall be at least a 10-day notice of Council Meetings.

1.6.2. There shall be at least five-day notice of business and agenda to be submitted to Council meetings.

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

1.6.4. All items for discussion and decision (hereinafter to be called Debates) shall be submitted to the General Manager five College days before the meeting.

1.6.5. Amendments to the Constitution or Bye-laws must be submitted seven College days before the meeting.

1.6.6. The agenda and papers shall be distributed at least one day in advance of meetings.

1.6.7. Urgent business can be submitted at the start of the meeting to the Chair.

1.7. The agenda of Union Council meetings shall be the following:

1.7.1. Apologies for absence

1.7.2. Submission of urgent business

1.7.3. Minutes of the previous meeting

1.7.4. Matters arising from the previous meeting

1.7.5. Regular business

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- 1.7.6. Matters arising from Trustee meetings
- 1.7.7. Reports from the Executive Committee
- 1.7.8. Other reports
- 1.7.9. Debates
- 1.7.10. Discussion of urgent business
- 1.7.11. Any other business
- 1.7.12. Date of next meeting

1.8. Procedural motions

- 1.8.1. The following procedural motions may be put to Union Council:
 - 1.8.1.1. That a question be put to the vote.
 - 1.8.1.2. That a question not be put to a vote but may be brought to a later meeting.
 - 1.8.1.3. That a matter be postponed to a later meeting.
 - 1.8.1.4. That a matter be referred to a committee or working group.
 - 1.8.1.5. That the matter is taken to a referendum by all Members.
 - 1.8.1.6. That a vote is held by a secret ballot.
 - 1.8.1.7. That a vote of no confidence in the chair be taken.
- 1.8.2. All procedural motions must be passed by a simple majority and come into effect immediately.

1.9. Voting

- 1.9.1. A quorum must be in attendance of 1/2 of those eligible to vote +1 for any decisions to be certified.
- 1.9.2. Votes will be taken by a show of hand unless a secret ballot is requested.
- 1.9.3. Only Executive Committee members and Course Representatives who are present at the meeting may vote, or cast their vote through email if absent.
- 1.9.4. The Chair of the Council may not vote unless the vote is tied, in which case they have the casting vote.

1.10. Extraordinary Council meetings

- 1.10.1. Extraordinary meetings may be called by the Chair or President and must only deal with the business put to that meeting.

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1.10.2. The agenda for extraordinary meetings shall be displayed one day in advance of the meeting being held.

1.11. Scrutiny committees

1.11.1. Union Council may at its discretion appoint scrutiny committees to discuss specific areas of Union direction.

1.11.2. Scrutiny committees shall report directly to Council and make recommendations on policy.

1.12. Running Debates

1.12.1. Every Debate shall have a proposer who shall speak on the Debate first. It shall then be open for discussion and may be withdrawn only with the consent of the meeting. Any changes to the debate will be raised after the proposer has spoken.

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

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

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

1.12.1.4. The proposer shall have the right of summation before a vote is taken on the Debate.

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

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

1.13. General Rules

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

1.13.2. 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 any challenge under procedural motion above.

1.14. Responsibilities of Officers

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1.14.1. All Officers of the Students' Union have a responsibility for:

- 1.14.1.1. Representing students from across the University or a specific student group;
- 1.14.1.2. Liaising closely with the Executive Committee;
- 1.14.1.3. Gather student views and use evidence to support representational activities;
- 1.14.1.4. Abide by the RVCSU Code of Conduct and the RVC Charter.

1.15. Opting out of Membership

1.15.1. Any member of the Union may opt out of membership 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.

2. Bye-law Elections

2.1. This Bye-Law contains the election protocol for all positions in the Union. It also outlines the procedure to follow if a vacancy occurs in any position.

2.2. Returning Officer

2.2.1. The Trustee Board shall at the first meeting of the year appoint a Returning Officer to oversee free and fair elections.

2.3. Election Committee

2.3.1. No less than 30 days before Elections are due to be held the Chair of the Student's Union Council shall appoint an Election Committee comprising of Council members and Union staff (ex-officio if requested).

2.3.2. The Election Committee will agree the dates and times of Elections, voting, husting and publication of manifestos.

2.3.3. The Election Committee shall ensure fair elections and consider term dates, public holidays and Union events when deciding dates.

2.3.4. The Returning Officer (or their nominee) will oversee the elections.

2.4. Publicity

2.4.1. The Elections Committee shall ensure that information on elections are available to all students on all College campuses.

2.5. Voting

2.5.1. All members are eligible to vote

2.5.2. Voting shall be carried out in electronic format

2.5.3. Members who are unable to vote by electronic means may vote by postal vote.

2.6. Timing of Elections

2.6.1. The President shall ensure that election of the Executive Committee takes place before the end of May each year. Once elected, the members of the Committee shall take office from August 1st of that year and shall serve to July 31st of the following year.

2.6.2. The members of the Executive Committee shall be:

2.6.2.1. The President,

2.6.2.2. the Vice President Welfare,

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- 2.6.2.3. the Vice President Representation and Communication,
- 2.6.2.4. the Vice President Treasurer,
- 2.6.2.5. the Vice President Activities,
- 2.6.2.6. the Postgraduate Officer,
- 2.6.2.7. the Veterinary Nurse Liaison Officer,
- 2.6.2.8. the International Officer,
- 2.6.2.9. the Environmental Officer,
- 2.6.2.10. the Equality and Diversity Officer,
- 2.6.2.11. the Camden Officer,

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

2.7. Standing for Election

2.7.1. All members of the Union over 18 years of age are eligible to stand for any Union Executive Officer positions except for the Treasurer who must be 21 years old.

2.7.2. No member who has opted out of Union membership, or been expelled, may stand.

2.7.3. Only members of Bio Veterinary Medicine shall be eligible to stand for AVS officer, only members of the Veterinary Nursing Courses shall be eligible to stand for the Veterinary Nurse Liaison Officer and only Postgraduates (taught or research) may stand for Postgraduate Officer.

2.7.4. Nomination forms will be available from the Union website, 20 College days before the opening of election.

2.7.5. Members of the Union can stand for election upon completion of a nomination form signed by the candidate and one proposer and one seconder who must be Members. This must be submitted to the Deputy by an advertised deadline.

2.7.6. Nomination forms must reach the Deputy or a person appointed by them no later than 17:00 on the day, 10 College working days before the day of the election.

2.7.7. The deputy must remain impartial and non-biased throughout the elections.

2.7.8. Candidates may withdraw their nominations by informing the Returning Officer (or their nominee) before commencement of voting.

2.8. Publicity

2.8.1. The Deputy or their appointee shall produce a list of candidates which shall be displayed on the Union website within 48 hours of close of nominations.

2.8.2. Candidates will produce a manifesto and photograph which must be submitted with the completed nomination form.

2.9. Member Votes

2.9.1. The Deputy 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.

2.9.2. All members of the Union shall be able to vote for the positions as outlined in **1.2**

2.9.3. Voting will be accessible by all students online, with all relevant candidate details displayed.

2.9.4. Candidates shall appear on the ballot paper in the order which they are drawn from the nomination box.

2.9.5. Reopen nominations (RON) shall be a candidate in all Union elections.

2.9.6. 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.

2.10. Counting the Votes

2.10.1. The Deputy shall inform the candidates of the time of the count.

2.10.2. Counting shall be by the Single Transferable vote system.

2.10.3. Results from the vote will be kept accessible for up to six months following the vote.

2.11. Declaration of Results

2.11.1. Results of the elections shall be declared by the Deputy the morning following the close of the vote, ensuring any complaint has been resolved to the satisfaction of the Returning Officer.

2.11.2. A list of successful candidates will be posted online within one working day of the declaration of results.

2.11.3. The Deputy will send a copy of the results to the Union Council and Trustees and the College Council.

2.11.4. 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.

2.12. Re Open Nominations (RON)

2.12.1. 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.

2.12.2. 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.

2.13. Complaints and Irregularities

2.13.1. Any challenge or complaint concerning the administration and conduct of the election will be heard and determined by the Deputy within 48 hours of such a complaint being lodged by any member or the candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Deputy before the close of voting.

2.13.2. A challenge or complaint during or following the close of the vote, must only relate to the results, and be lodged with the Deputy who shall resolve the complaint within 48 hours of it being lodged.

2.13.3. In determining a resolution to the complaint, the Deputy after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Deputy on any complaint shall be final subject only to a successful challenge of a greater than 75% majority of a meeting of Union Council, in which case the complaint shall be passed onto the President who will discuss with the General Manager and make a final decision. This will be confirmed with the Executive Committee.

2.13.4. Any irregularities in voting will be referred to the Returning Officer.

2.14. Vacancies for Positions on the Union Executive Committee

2.14.1. Bye-elections shall be held if:

- 2.14.1.1. no nominations are received for a post in elections for the Executive committee or for non-executive roles

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2.14.1.2. the candidate RON wins an election

2.14.1.3. any of the posts in 1.2.1. or 1.3.1. 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.

2.14.1.4. If the post of the President becomes vacant the Union Council will confirm the vacancy.

2.14.2. All other election regulations in these bye-laws apply in bye-elections.

2.15. Election of Course Representatives

2.15.1. Course Representatives shall be elected in the autumn term by a meeting of those students eligible to stand. Up to two course representatives shall be elected from each course year group. Only those students eligible to stand for the position (e.g. first years for year one representative) will be eligible to vote.

2.15.2. Nominations shall require a proposer and seconder who must be present and who are eligible to stand.

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

2.15.4. The position of Junior AVS representative shall be open only to students who will enter Bio Veterinary Medicine year two the following academic session. This shall be a training position for Senior AVS representative. Only students eligible to stand shall be eligible to vote.

2.15.5. Nominations shall require a proposer and seconder.

2.15.6. Student representatives shall be elected in all undergraduate and postgraduate courses to ensure representation of all students.

2.16. Method of Appointments

2.16.1. Posts within the Union which are not elected offices include the positions for Bar Managers, Shop Managers, Website Manager, General Manager, Administrator and other support staff. Positions shall be advertised to students when appropriate or through the College's Human Resources systems.

2.16.2. All positions will come under review following the completion of elections in the summer term, to fill the position for the following academic year except General Manager and other support staff who have employment contracts with the Royal Veterinary College.

3. Bye-law Clubs and Societies

3.1. Recognition of Clubs and Societies:

3.1.1. The Union may recognise a club or society given that the club or society's objects 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.

3.1.2. A new club or society may apply to be a funded, or an unfunded club or society of the Union.

3.1.3. To be eligible for funding in the academic year, a grant application must be submitted 15 days before AGM and will be discussed at the AGM.

3.1.4. Unfunded clubs or societies may apply to be recognised by the Union at any time and shall be discussed at the next Council meeting.

3.1.5. Any new club or society that wishes to be recognised by the Union as an unfunded club or society shall present the following to VP Activities:

3.1.5.1. A list of five signatures of members supporting its recognition.

3.1.5.2. A constitution for the club or society to include:

3.1.5.3. The name of the club or society;

3.1.5.4. The aims and objects of the club or society;

3.1.5.5. Regulations of membership eligibility, demonstrating equal opportunities;

3.1.5.6. Provision for the election of a Committee to include a Chair or Captain, a Secretary, and a Treasurer who must be 21 or over;

3.1.5.7. The responsibilities of the Committee;

3.1.5.8. Provision for General Meetings for all members of the club or society;

3.1.5.9. Provision for an Annual General Meeting (AGM) at which accounts shall be presented and approved;

3.1.5.10. Documentation of expected use of funds from membership fees.

3.1.6. Any new club or society that wishes to be recognised by the Union as a funded club or society shall present the following to the Union Council 15 days before AGM:

3.1.6.1. A list of five signatures of members supporting its recognition.

3.1.6.2. The proposed membership fee.

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- 3.1.6.3. A constitution for the club or society to include:
 - 3.1.6.4. The name of the club or society;
 - 3.1.6.5. The aims and objects of the club or society;
 - 3.1.6.6. Regulations of membership eligibility, demonstrating equal opportunities;
 - 3.1.6.7. Provision for the election of a Committee to include a Chair or Captain, a Secretary, and a Treasurer who must be 21 or over;
 - 3.1.6.8. The responsibilities of the Committee;
 - 3.1.6.9. Provision for General Meetings for all members of the club or society;
 - 3.1.6.10. Provision for an Annual General Meeting (AGM) at which accounts shall be presented and approved;
 - 3.1.6.11. Documentation of expected use of funds, whether from membership fees or both membership and Union funding.
- 3.1.7. Existing clubs and societies shall submit by the 30th of June each year the following to VP Activities:
- 3.1.7.1. The names of Committee members voted at AGM,
 - 3.1.7.2. Proposed membership fee,
 - 3.1.7.3. Grant proposal.
- 3.1.8. The procedure for allocating funds to clubs and societies shall be set by the Executive Committee and shall be published on the Union website.
- 3.1.9. The recognition of a Club or Society may be withdrawn by the Executive Committee and confirmed by the Union Council in cases of breach of the Union Constitution, these Bye-laws, the Code of Practice or failure to provide information in 3.1.4.
- 3.1.10. If a funded club or society fails to submit a grant proposal or other information in 3.1.4., by 30th June it will be considered a non-funded club or society and must return all Union equipment.
- 3.1.11. If the Union dissolves a club for any reason it must return all Union equipment.
- 3.1.12. The funding status of clubs does not provide any exclusivity in their use of the Union facilities.

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3.1.13. Funding for a club or society will be obtained and handled according to the regulations stipulated in Bye-Law 4.

3.1.14. No club or society may receive funds from the Union, nor use Union facilities without recognition in each Academic year by the AGM or formal confirmation email from VP Activities and Campaigns.

3.2. Meetings of Clubs and Societies

3.2.1. 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.

3.2.2. There shall be at least one Clubs and Societies general meeting per term which VP Activities and Campaigns is responsible for arranging the dates of. All Committee members shall attend unless reasonable apologies are submitted.

3.2.3. Committee members shall consist of club or society president or chair (or the highest-ranking captain), the treasurer and a secretary. In the case of mixed gender clubs, both male and female representatives must attend.

3.3. Responsibilities of Clubs and Societies

3.3.1. Clubs and society treasurers must follow the regulations stipulated in Bye-Law 4.

3.3.2. The club or society shall be responsible for promoting itself during Fresher's Week to encourage new membership.

3.3.3. The club or society Social Secretary shall be responsible for the running of social events or activities.

3.3.4. 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.

3.3.5. It is the responsibility of the elected committees of a club or society to ensure its members abide by the Code of Conduct of the Union and the College Charter.

3.3.6. 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.

4. Bye-Law Finances

4.1. The Union shall be funded from a number of sources to include, but not limited to:

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- 4.1.1. A block grant from the Royal Veterinary College;
- 4.1.2. Income from commercial outlets;
- 4.1.3. Sponsorship and other corporate activities, all of which must be declared to the Union Treasurer and go through the Union accounts.

4.2. Budget

- 4.2.1. The Union Treasurer in conjunction with the General Manager shall be responsible for:
 - 4.2.1.1. Overseeing the Union funds, ensuring debts are collected, and monies owed are paid.
 - 4.2.1.2. In conjunction with the General Manager, to construct an annual budget proposal to be submitted and presented in full to the first Union Council meeting of the academic year (AGM).
 - 4.2.1.3. Reporting on the previous year's accounts at the first Union council meeting of the academic term.
- 4.2.2. Approval
 - 4.2.2.1. The budget shall be approved by the Unions' Executive Committee prior to submission to the Union Council.
 - 4.2.2.2. The budget will be submitted for approval by College Finance Committee, and shall be available to members, after approval by Union council.
 - 4.2.2.3. The budget shall include the breakdown of proposed spending and funding of the Union accounts for the following academic year.
 - 4.2.2.4. The Union Council shall have the power to accept, reject, or request an amended version of the proposed budget.
- 4.2.3. Any member of Union Council shall have the power to request clarification or documents supporting the budget at any time during the year, which shall be provided by the Treasurer or General Manager within seven working days.
- 4.2.4. Any member of the Union may make a formal complaint about any aspect of the Union budget to the Union Executive Committee, which shall be addressed at the next Council meeting.
- 4.2.5. The Union budget may be re-evaluated subject to approval of the Union Council at any point during the year.

4.3. Funding of Clubs and Societies

4.3.1. The Union shall allocate a sum in the Union budget which shall be for grant aid of affiliated clubs and societies.

4.3.1.1. No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the Executive Committee unless specific authorisation is given by the Union Council.

4.3.1.2. The Union shall be responsible for maintaining proper security for all stock including but not limited to stores, furniture, equipment and cash under its control.

4.3.1.3. The Union Treasurer in conjunction with the College Finance Officer, shall be responsible for ensuring that proper insurance cover is undertaken, including for fire risks, theft, damage and loss of property.

4.3.1.4. 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 charity.

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

4.3.3. The maximum grant allocation for a Club or Society in its first year of Union affiliation is £500.00 except in exceptional circumstances and will require Council approval.

4.3.4. Allocations made for clubs and societies shall be approved at the Union AGM.

4.3.5. 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 Union Executive Committee, which shall be addressed at their next meeting.

4.3.6. CST may apply for additions or modifications to their grant by submitting an additional funds form to the Union Treasurer and President with agreement of the Union Executive Committee. Additions or modifications will not be reconsidered for 12 months.

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4.3.7. Club and Societies Treasurers shall submit a grant application form and relevant documentation, including budget proposals and account books, annually, 15 days prior to AGM for the Union Treasurer for the coming financial year. Allocations will be made based on the level of activity in the club or society, special equipment needs and travel considerations.

4.3.7.1. Club and Societies Treasurers that do not adhere to 4.3.7 will not receive funding for the next year subject to Council ruling.

4.4. Clubs and Societies Treasurers

4.4.1. Clubs and Societies Treasurers (CST) will be provided with a copy of these regulations by the Union Treasurer at the start of the academic year, and should be made aware of potential legal implications of infringing, as well as Union disciplinary procedures laid out in the Code of Conduct.

4.4.2. CST will sign a document stating that they have read and understood these bye-laws.

4.4.3. CST must attend a training session in the autumn term, organised by the Union Treasurer. CST that fail to comply will be removed as treasurers.

4.4.4. CST shall comply with all reasonable requests made to them by the Executive Committee or the General Manager.

4.4.5. CST shall ensure that all members pay a membership fee of no less than £5.00 per year to join the Club or Society.

4.4.6. CST shall only apply for funding under the terms allowed in these regulations.

4.4.7. CST or any member of the CS shall not commit either the Club or Society or the Union to any expenditure without prior authorisation through the Union Treasurer.

4.4.8. Union grant income:

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

4.4.8.2. CST shall not spend Union funds on refreshments, unless this is a requirement for normal sporting fixtures, and shall not spend Union funds on alcoholic beverages and may not put Union funds towards other aspects of social events.

4.4.9. CST may use non-grant income for any use that promotes the Club or Society's aims, within the Union Constitution and Code of Conduct.

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4.4.10. Club and Societies Treasurers:

- 4.4.10.1. shall ensure that all non-Union income is in the form of a cheque, and receipts shall be issued.
- 4.4.10.2. Social events where tickets are sold shall be sold through the Union website.
- 4.4.10.3. will administer all finances through the Union and will not hold their own bank account for the CS. Accounting of accounts will be the responsibility of the CS Treasurer through the supervision of the Union Treasurer and General Manager.
- 4.4.10.4. shall be permitted to make an application for a tour grant throughout the year, providing the aim of the tour supports the aims of the Club or Society's Constitution, of a value approved by the Union Treasurer, after providing a list of members going on tour.
- 4.4.10.5. shall ensure that funds belonging to their Club or Society are used responsibly and not in any way that may be in contravention of the Union Constitution, bye-laws or common law.
- 4.4.10.6. shall ensure that receipts or ticket stubs are provided for all ticket sales and that there is evidence of sale for all consumable items sold.
- 4.4.10.7. shall ensure that receipts are kept for all payments received or made by the Club or Society.
- 4.4.10.8. shall be responsible for ensuring that their Union account for which they have responsibility does not go overdrawn.
- 4.4.10.9. shall be permitted to apply for a petty cash allowance to the Union Treasurer. The Union Executive Committee shall then agree on an amount the CS Treasurer shall be permitted to keep in cash to pay for nominal items.
- 4.4.10.10. shall cash all credits within three days or hand to the Union Treasurer by prior arrangement.
- 4.4.10.11. shall ensure money is deposited in a bank or in a locked safe on campus overnight should be made by CS Treasurers.
- 4.4.10.12. on the evening of a social event, be responsible for all monies unless prior written approval from the Union Treasurer is given for a separate designated person to be responsible.

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- 4.4.10.13. shall keep an accurate record of all transactions in the Club or Society accounts book.
- 4.4.10.14. shall hold no funds whatsoever outside the Union accounts.
- 4.4.10.15. shall ensure that all expenditure is in the interests of the club or society, in keeping with the grant proposal and constitution and that it does not exceed the Club or Society's allocation for that year.
- 4.4.10.16. shall ensure that all income received by the Club or Society is paid directly into the Union accounts.
- 4.4.10.17. shall ensure that an income and expenditure account for the previous academic year is presented to the AGM of the Club or Society and copies are sent to the Treasurer of the Union.
- 4.4.10.18. shall present union account books to the Union Treasurer 14 days prior to the published end of summer term.

4.5. Other Union Account Holders

4.5.1. The Haxby, Buttery and Shop managers are Treasurers of their respective accounts, and must ensure they abide by these Bye-laws.

4.6. The Union Treasurer

4.6.1. The Union Treasurer shall:

- 4.6.1.1. hold overall responsibility for all the Union's accounts.
- 4.6.1.2. ensure as far as reasonably possible that no account goes overdrawn, and is responsible for ensuring that the main Union account does not go overdrawn.
- 4.6.1.3. deposit all cash and cheques given to them within three working days.
- 4.6.1.4. keep any Union funds in a Union safe until cashed.
- 4.6.1.5. pay all invoices to the Union accounts within three working days.
- 4.6.1.6. have all grants and loans approved by the Union Executive Committee and include a repayment schedule if required, except for tour grants to Clubs and Societies.

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- 4.6.1.7. be permitted to authorise payments from the main Union account up to a value of £1000.00. The Union President's authorisation shall be required for payments from the main account up to £5000.00 and the Union Executive Committee shall be consulted for expenditure above this amount.
- 4.6.1.8. be responsible for ensuring there is a Union member responsible for each Union account to act as CST, and that they have signed a document to say they have read and understood these bye-laws.
- 4.6.1.9. be responsible for ensuring that the main Union account is audited on an annual basis by auditors agreed at AGM. The Union Treasurer is responsible for auditing all other Union accounts. The Union Treasurer shall report to the Union Executive Committee the outcome of these audits.
- 4.6.1.10. decide in consultation with the President and VP Activities, the level of grant to be given to each club or society applying for funding.
- 4.6.1.11. not hold any elected position within a Club or Society.

4.7. Cheque Signatories

- 4.7.1. The following Union Officers shall be signatories for all Union accounts:
 - 4.7.1.1. The President;
 - 4.7.1.2. The VP Treasurer;
 - 4.7.1.3. The VP Activities;
 - 4.7.1.4. The Entertainment Officer;
 - 4.7.1.5. One other from the Executive Committee;
 - 4.7.1.6. General Manager
- 4.7.2. The Union Treasurer shall be responsible for ensuring that the previous year's signatories are removed from authorisation at the start of the academic year.
- 4.7.3. Two authorised signatories shall sign each cheque to be debited from a Union account.
- 4.7.4. All cheques presented for signatures must be accompanied by the appropriate receipt or invoice.

4.7.5. The Union Treasurer shall be informed in writing by the person responsible for an account of any expenditure over £500.00 from that account within one working day. This applies to all accounts.

4.7.6. Signatories shall not sign any cheque that has not been correctly completed and for which a full explanation cannot be given.

4.7.7. Signatories shall be responsible for reporting any suspicious activity immediately to the President and Union Treasurer.

4.8. Financial Penalties

4.8.1. Any club suspected of using Union grant funds for activities other than those prescribed above will be investigated by the Union Treasurer.

4.8.2. All complaints about a Union account shall be made in writing to the Union Treasurer.

4.8.2.1. Upon receipt of a complaint, a meeting of the Union Executive Committee will be convened between three and 10 working days after receipt of the complaint. This meeting will be open to all Union members unless requested otherwise.

4.8.2.2. The Club or Society associated with the account in question shall be informed of the date, time and venue of the meeting in 4.9.2.1. and shall be asked to submit all relevant information. The meeting will be no sooner than a week in advance.

4.8.2.3. The Union Treasurer shall be responsible for collating evidence and shall present this to the Union Executive Committee. Personnel of the Club or Society associated with the account in question including the CS Treasurer will be given the opportunity to respond at the next meeting of the Union Executive Committee which shall not be sooner than 3 working days.

4.8.2.4. Individuals involved shall be subject to disciplinary procedures laid out in the Union Code of Conduct.

4.8.2.5. The Union Treasurer will be responsible for calculating losses incurred by any infringement. Clubs or Societies must repay all lost funds, in accordance with a repayment plan imposed by the Union Executive Committee.

4.8.3. The Union Executive Committee may impose any combination of the following penalties against a Club or Society found to be in contravention of these regulations:

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- 4.8.3.1. repayment of misused funds;
- 4.8.3.2. a fine of a value decided by the Union Executive Committee;
- 4.8.3.3. partial or complete withdrawal of Union grant funding;
- 4.8.3.4. withdrawal from league or competition;
- 4.8.3.5. temporary or permanent closure of the Club or Society.

4.8.4. Depending on the penalty imposed against the Club or Society, one or two named members of the Union Executive Committee shall be responsible for ensuring the penalty's execution.

4.8.5. Any transactions contravening common law shall be reported to the police.

4.9. Employees of the Union

4.9.1. All employees of the Union will have an employment contract which shall include a job description.

4.9.2. All finances relating to employees of the Union including Bar and Shop staff will be dealt with in accordance with their individual contracts.

4.9.3. Managers

4.9.3.1. All SU staff are paid an hourly rate set by the General Manager.

4.9.3.2. The Union General Manager and other support staff will be paid a salary by the Royal Veterinary College in accordance with their individual contracts.

4.9.4. Remuneration of members of the Executive Committee

4.9.4.1. The President and Vice Presidents will be part time officers and are paid a salary provided by the College.

4.9.4.2. The President will be paid £6000 per annum subject to inflationary increases as agreed with the College.

4.9.4.3. The Vice Presidents will each be paid £4000 per annum subject to inflationary increases as agreed with the College.

4.9.4.4. Other officers will not be paid.

4.9.5. Officer expenses

4.9.5.1. Expenses are defined as necessary costs incurred by an officer on Union business.

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- 4.9.5.2. Reimbursement for expenses may be claimed by any member of the Union Council or its subsidiary committees.
 - 4.9.5.3. Expense claims must be submitted to the Union Treasurer using the correct form within three months of incurring the expense.
 - 4.9.5.4. All claims must be substantiated by proof of expenditure.
 - 4.9.5.5. Fuel expenditure shall be reimbursed on a per mile basis, the value of which shall be agreed each year in the annual budget.
 - 4.9.5.6. The Union Treasurer shall be responsible for approving all hospitality costs.
 - 4.9.5.7. The Union Executive Committee reserves the right to withhold the reimbursement of expenses.
 - 4.9.5.8. Costs incurred by the Treasurer shall be approved by the President.
 - 4.9.5.9. Unsubstantiated expenses will not be paid for.
- 4.9.6. Trustee expenses
- 4.9.6.1. Expenses are defined as necessary costs incurred by a Trustee on Union business.
 - 4.9.6.2. Reimbursement for expenses may be claimed by any member of the board of Trustees.
 - 4.9.6.3. Expense claims must be submitted to the Union Treasurer using the correct form within three months of incurring the expense.
 - 4.9.6.4. All claims must be substantiated by proof of expenditure.
 - 4.9.6.5. Fuel expenditure shall be reimbursed on a per mile basis, the value of which shall be agreed each year in the annual budget.
 - 4.9.6.6. The Union Treasurer shall be responsible for approving all hospitality costs.
 - 4.9.6.7. Unsubstantiated expenses will not be paid for.
- 4.9.7. Staff expenses
- 4.9.7.1. Expenses are defined as necessary costs incurred by an employee of the Union.
 - 4.9.7.2. Reimbursement for expenses may be claimed by an employee of the Union on official Union business.
 - 4.9.7.3. Expense claims must be submitted to the Union Treasurer or General Manager using the correct form within three months of incurring the expense.

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- 4.9.7.4. All claims must be substantiated by proof of expenditure.
- 4.9.7.5. Fuel expenditure shall be reimbursed on a per mile basis, the value of which shall be agreed each year in the annual budget.
- 4.9.7.6. The Union Treasurer shall be responsible for approving all hospitality costs.
- 4.9.7.7. Unsubstantiated expenses will not be paid for.

4.10. Social Events

4.10.1. Every Union social event committee must ensure that they have both a Treasurer and a Chair.

4.10.1.1. The Treasurer of the event committee is responsible for ensuring that said event does not run into a financial loss.

4.10.1.2. The Union Executive Committee reserves the right to cancel any event if they have sufficient grounds for concern.

4.10.1.3. The event committee must present a budget proposal with proof of research, to the Union Executive Committee prior to committal of funds.

4.10.2. Discounts for social events

4.10.2.1. The Executive Committee shall receive free tickets to Fresher's events and a 50% discount to balls throughout the academic year:

4.10.2.2. Ticket prices where profit is for charity shall be paid in full by all committee members.

4.10.2.3. Organisational committee members of dinners and balls shall be granted a 20% discount of ticket prices (maximum of 10 persons per committee).

4. 10. 2. 4. AVS congress and Sports Weekend tickets for the Senior and Junior AVS representatives will be funded according to the AVS constitution.

5. Job Descriptions

5.1. President

The President Shall:

- Be the primary representative of the Union and chair to the Board of Trustees.
- Ensure that there is a comprehensive handover from one officer / trustee team to the following year's team.
- Be the owner of the president account and ensure that emails are responded to effectively and hastily.
- Be the voice of the Union to all media both internally and externally.
- Meet with the relevant staff within the college to further the aims and objectives of the SU.
- Attend college meetings, including but not limited to College Council, Academic Board and Teaching and Learning Committee, and report back to the Union.
- With the VP Representation and Communications, SU Administrator, General Manager and College Academic Team to ensure good student representation across the College committees.
- Be the prime representative of the Union to liaise with the College over any matters affecting students and Union staff.
- Compile a report on his/her activities for consideration at the Students' Union Council.
- With 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.
- Call General Meetings, Trustee Boards and Council meetings in accordance with the constitution.
- Arrange training and strategic planning for all officers of the SU after elections.
- Promote the National Student Survey and respond to Union comments following the survey.
- Be a member of the Students' Union Council and ensure that the decisions made are implemented where they do not conflict with Charity or other laws and are practicable.
- With the other officers take overall responsibility for campaigns run through the year.

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- Maintain good relationships with relevant external bodies including but not limited to, NUS, NUS London, SAVMA, IVSA, AVS, RCVS, BVA.
- Be the main conduit between the trustees and the General Manager and through he /she the SU staff team.
- Work with the General Manager to ensure the Officers and Trustees are fulfilling their job roles effectively
- Lead on delivering the SU Strategic and Operational Plans, ensuring the plans stay relevant and SMART.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of your duties.
- Work with officers and SU staff to deliver events such as Freshers Fairs and Varsity
- Deputise to the SU VP Officers where appropriate.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.

5.2. Vice President Activities and Campaigns

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Be responsible for encouraging the formation, and success of societies and sports teams within the Union.
- Be responsible with the General Manager and SU Staff to organise the Annual Fresher's Fair and other events relating to societies.
- Also, be the main point of contact with the British Universities and Colleges Sport (BUCS), LUSL and seek Sport Development opportunities from National Bodies.
- Be responsible for preparing an up-to-date list of the active societies and publicising this in electronic and print media. S/he shall also be responsible for the Sports and Societies area of the website and promoting its use.
- Oversee the Union's events publicity policy and ensure Union events are publicised on the Union website, other digital platforms and via printed publications.

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- Work with IVSA, SAVMA and AVS Officers to ensure their associations' campaigns are promoted and run effectively at RVC
- Ensure clear communication between themselves and fellow officers in their team.
- 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 SU budget and to be ratified at the SU AGM.
- Be responsible for ensuring that societies are aware of the regulations pertaining to the running of societies and that they abide by them.
- Be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.
- 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.
- Be responsible for promoting and monitoring equality and diversity within sports societies and extracurricular student activities.
- Along with the two Social Secretaries be responsible for organising the Unions 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.
- Be responsible for funds raised for charity along with the RAG Chair and must ensure that any fundraising on campus by societies and by the Students' Union is followed through with an appropriate receipt and report. This is to be included in a report to Trustees.
- Oversee campaigns delivered by the Environment Officer as well as other cross campus campaigns from other SU Officers.
- Be responsible for the VP Activities and Campaigns email account and ensure that emails are responded to effectively and promptly.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.

- Deputise for the President / Chair where required.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Activities and Campaigns and a smooth hand over period.

5.3. Vice President Representation and Communications

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Be a member of College committees such as Teaching Quality Committee, College Services Forum, etc. as agreed by the Union Executive Committee.
- Be responsible for the running of the student representation system (RVCSU Course Reps), in liaison with the Union's SU Administrator, and for supporting the year representatives within the College.
- Identify areas for attention relating to the education of students and provide relevant information to VP Activities to aid in running campaigns where relevant.
- Work to develop the student representative programme providing training and support for all student reps and look to develop their leadership and employability skills.
- Ensure College-wide issues are identified and investigated before termly College-wide meetings (Course Management Committees, Student Development Committee, for instance)
- Coordinate information from the student reps and other students to provide an overview of issues and trends within the College.
- Along with the President and VP Activities, liaise with the appropriate members of College staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- To oversee on-line content on official SU digital outlets such as the SU Website, Facebook and Twitter.
- Work with the General Manager to publicise the SU in a positive way and promote its successes.

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- Be responsible for the VP representation and Communication email account and ensure that emails are responded to effectively and promptly.
- Ensure clear communication between themselves and fellow officers in their team.
- Assist SAVMA Representative, IVSA Representative and AVS Representative in integrating and creating greater ties with their relevant external organisations.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work with officers and SU staff to deliver events such as Freshers Fairs and Sports Day.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for the President / Chair where required.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Representation and Communications and a smooth hand over period.

5.4. Vice President Treasurer

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Regulate expenditure of the Union, and ensure funds are used appropriately.
- Ensure that all financial transactions are legitimate, and that the necessary paper work and receipts are kept for all transactions.
- Be responsible for the SU Treasurer Email account and respond to emails promptly.
- In conjunction with the General Manager and President, ensure that the Union draws up and approves an annual budget.
- Ensure that the Union pays its bills promptly and raises invoices in a timely manner.
- In conjunction with the VP Activities, allocate grants to clubs and societies.
- Meet with all Club and Society (CS) treasurers provide guidelines to all on financial control and planning, as well as offering support throughout the year.

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- Provide support and guidelines on financial control to student event committees e.g. final year review, half way dinner and grad ball)
- Reconciling the SU subs sales and ensuring the correct money is added to each of the club accounts monthly.
- Oversee the Haxby, Buttery and Shop accounts.
- 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.
- Ensure that the Union accounts are audited annually, and that they are presented to College Council.
- Liaise with budget holders to discuss, help cost and help budget their proposed activities of the year.
- To oversee that proper financial records are being kept and to check that there are no financial irregularities.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for the President / Chair where required.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Treasurer and a smooth hand over period.

5.5. Vice President Welfare

The Vice President Shall:

- Be a part time officer and trustee of the Students' Union.
- Refer students to appropriate internal or external bodies to help resolve a member's issue. S/he shall not take on casework for which s/he is not qualified.

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- Identify areas for attention relating to general welfare of students and run campaigns where relevant, specifically two in the first term, two in the second term and one in the third with the campaigns tailored to fit college wide issues.
- Help develop and chair the Welfare Sub-Committee.
- Ensure that statistical information is kept on all student contact regarding welfare ensuring that data protection is observed at all times.
- Refer students to appropriate internal or external bodies to help resolve a member's issue. S/he shall not take on casework for which s/he is not qualified.
- Run drop in surgeries for students on a regular advertised basis at each campus.
- Liaise with the College's Student Services on welfare issues and encourage the use of the services within the College. S/he shall also liaise with the college to organise the welfare roadshows and campaigns throughout the college.
- Campaign to raise awareness amongst students on welfare issues and on welfare services available to members.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Liaise with the appropriate VP Activities and Campaigns, SU staff and members of College staff to ensure that Union policy and campaigns are progressed.
- Be responsible for the Welfare email account and ensure that emails are responded to effectively and promptly.
- Ensure the Welfare phone is regularly checked for messages and is switched on for advertised on call periods.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for the President / Chair where required.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming VP Welfare and a smooth hand over period.

5.6. Postgraduate Officer

Nominees may run individually or as a pair for this role

- Be a part time officer and trustee of the Students' Union.
- Be the primary representative of all postgraduates and seek to involve as many postgraduate students in the Union as possible.
- Be the prime representative of the Union to liaise with the College over any matters affecting postgraduate students.
- Be responsible for the Postgraduate Officer Email account and ensure that emails are responded to effectively and quickly.
- Liaise with Graduate School and other Course Leaders to assist with induction events for incoming postgraduates
- Be responsible for the organisation of social and educational events for postgraduate students throughout the year, including the social after the annual Postgraduate Research Day.
- Ensure that the Union activities are well publicised to all postgraduates
- Develop and run campaigns to support and represent Post Graduate students.
- Be responsible for financial matters relating to post graduate events.
- Attend college meetings such as Academic Board, Campus Services Committee and Research Degree Committee. Arrange postgraduate representation at Learning, Teaching and Assessment committee and Teaching Quality committee.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming Postgraduate Officer and a smooth hand over period.

5.7. Entertainment Officer

Nominees may run individually or as a pair for this role

- Be a part time officer of the Students' Union.
- In conjunction with VP Activities and Campaigns, SU General Manager and Administrator, 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.
- Run our fresher's 'angels, devils and heroes' team and be a point of contact during Fresher's Week for students and events staff
- Work with VP Activities and Campaigns SU General Manager and Administrator to ensure the smooth running of Fresher's Fair
- Agree budgets for social events with the VP Treasurer, General Manager and VP Activities and Campaigns to make sure that events are financially successful.
- Be responsible for the entertainment officer email address and ensure that emails are responded to effectively and hastily.
- Establish and maintain contact with relevant clubs, societies, to the advantage of students.
- Ensure that all social activities are well publicised to ALL students on both sites.
- To attend SU Council meetings and others required for the efficient performance of their duties.
- Liaise with other SU Officers, SU staff and members of College staff to ensure that Union policy and campaigns are progressed.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming Entertainment Officer and a smooth hand over period.

5.8. Equality and Diversity Officer

- Shall be responsible for the fair representation of interests of all student groups within the Students' Union, which shall include but are not limited to the following:
 - Disabled Students;
 - Mature Students;

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- Postgraduate Students;
 - Lesbian, Gay, Bisexual and Transgender Students;
 - International Students;
 - Students of all Faith Groups and non-believers;
 - Part-Time Students, distance learners, those on placement and field work;
 - Student Carers;
 - Care Leavers;
 - Student Parents; and
 - Women Students.
- Shall liaise with the University about all matters pertaining to equality, diversity and gender issues, and shall make effective representation and provide input to influence the policy making of the University regarding Equal Opportunities.
 - Shall be responsible for representing the interests of all student groups of particular student groups
 - Shall strive to ensure that a genuine spirit of diversity and equality of opportunity is present throughout the Students' Union and the University, and to support and represent those students who face discrimination.
 - Shall ensure that Students' Union services are provided and accessible to all students.
 - Shall maintain and promote regular communications with under-represented or disadvantaged groups, as listed above, to highlight and oppose this situation.
 - Shall read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution and all codes of conduct.
 - Ensure support for the incoming E&D officer and a smooth hand over period.
 - Work with officers and SU staff to deliver events such as Fresher's Fair and Sports Day.
 - Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
 - Maintain communication with the student body and inform them over any E&D events and changes.
 - Be responsible for the E&D email account and ensure that emails are responded to effectively and promptly.

BYELAWS OF THE RVCSU

- Liaise with the appropriate VP welfare, SU staff and members of College staff to ensure that Union policy and campaigns are progressed.
- Campaign to raise awareness amongst students on E&D issues and on welfare services available to members.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.

5.9. International Officer

- Be a part time officer and trustee of the Students' Union.
- Be the first point of Union contact for international students.
- Coordinate events every term specifically for international students, such as Thanksgiving, Diwali, Eid, and Chinese New Year.
- Be responsible, in conjunction with the College Advice Centre, for the delivery and the relevance of the International Induction Week.
- Meet students in Fresher's Week to introduce yourself and help them settle into life in London and at RVC.
- Co-ordinate with staff involved with international student relations and be proactive in organising induction events.
- Be responsible for the SU International Rep email account and ensure that emails are responded to promptly and effectively, especially those received before Fresher's week.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day.
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Develop and run campaigns to support and represent International students.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming International Officer and a smooth hand over period.

5.10. Veterinary Nurse Liaison Officer

- Be a part time officer and trustee of the Students' Union.

BYELAWS OF THE RVCSU

- Ensure that the interests of the Vet nurses are well represented across college and at council meetings.
- Be responsible for the Vet Nursing email account and ensure that emails are responded to effectively and promptly.
- Ensure that the Union activities are well publicised to the vet nurses.
- Keep in contact with the vet nurse year reps and ensure that any issues are brought to the Union immediately.
- Develop and run campaigns to support and represent Vet Nursing students.
- Work with the VP Activities and President to develop events for Vet Nursing Students to integrate with other students at RVC
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming Veterinary Nurse Liaison Officer and a smooth hand over period.

5.11. Raise and Give Officer

- Be a part time officer of the Students' Union.
- Recruit a RAG vice and student volunteers to ensure an even distribution of work load and to organise events at both campuses.
- Be responsible along with the SU Council for appointing the RAG Committee.
- Be responsible for the SU RAG email account and social media and ensure that emails are responded to effectively and hastily.
- Obtain the student bodies' opinion on the charity(s) that RAG will support that academic year.
- In co-ordination with the Union Social Secretaries, be responsible for the organisation of all RAG events, including RAG week in the second term and clothing in the second or third term, parties, non-alcoholic events and raffles etc.

BYELAWS OF THE RVCSU

- Work closely with the Union General Manager to ensure the prompt banking and correct distribution of all monies raised.
- Ensure that all events are effective and successful and report back to students on how much money was raised for which charities.
- Be a member of SU Council, and present reports to it.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming RAG Chair and a smooth hand over period.

5.12. Environment Officer

- Be a part time officer of the Students' Union.
- Represent the student voice with all issues involving the environmental impact of the college, at the college environments and campaigns meetings.
- Listen to the students, find out their concerns regarding environmental issues are and pass these to the appropriate members of staff.
- Endeavour to answer any questions students have about the college's environmental policy.
- Organise environmental campaigns along with the VP Activities and Campaigns (at least one a term) and fair-trade fortnight with the college caterers run at the end of February.
- Be a member of the SU Council, and present reports to it.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.

BYELAWS OF THE RVCSU

- Ensure support for the incoming Environment Officer and a smooth hand over period.

5.13. Camden Officer

- Be a part time officer of the Students' Union.
- Be a first point of contact at the Camden SU Office
- Have regular office hours for SU drop in s at the Camden Office
- Ensure clear communication between Camden students and fellow officers in their team.
- Be responsible for the Camden Officer Email account and ensure that emails are responded to effectively and promptly.
- To attend SU Trustee Board, Council meetings and others required for the efficient performance of their duties.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Deputise for other officers where required.
- Assist all HH based officers in selection and recruitment of officer teams and advertisement and organisation of events
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.

5.14. IVSA Representative

- Be a part time officer of the Students' Union.
- Collaborate with VP Activities and Campaigns to promote and run IVSA Campaigns at RVC
- Organise group and individual exchanges between veterinary schools around the world.
- Attend annual congress and symposia.
- Maintain effective communication with IVSA and inform the student body of any relevant and insightful updates such as grants or work placement advertisements
- Organise an exchange to promote and create greater ties with other European and global veterinary institutions.

BYELAWS OF THE RVCSU

- Create fundraising events relevant to IVSA and its goals.
- Be responsible for the IVSA email account and ensure that emails are responded to effectively and hastily.
- Attend the IVSA AGM at one of the UK vet schools.
- Be a member of the Students' Council, and present reports to it.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming IVSA Representative and a smooth hand over period.

5.15. Senior AVS Representative

- Be a part time officer of the Students' Union.
- Collaborate with VP Activities and Campaigns to promote and run AVS Campaigns at RVC
- Organise RVC Students Annual Attendance at Sports Weekend and Congress.
- Promote AVS Campaigns at RVC
- Be a member of the AVS Committee and attend 2 meetings a year at BVA Headquarters (London)
- Be a member of an AVS sub-committee (welfare, policy or member services) and attend 2 meetings a year at BVA Headquarters (London)
- Organise Sports Weekend and AVS Congress (and promote them!) when it is the RVC's turn to host.
- Create fundraising events relevant to AVS and its goals.
- Be responsible for the AVS email account and ensure that emails are responded to effectively and hastily.
- Be a member of the Students' Council, and present reports to it.

BYELAWS OF THE RVCSU

- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Work with officers and SU staff to deliver events such as Fresher's Fairs and Sports Day
- Work collaboratively with other SU Officers and staff to deliver the Strategic and Operational Goals of the SU.
- Have read all the SU documents and assist the Union in enforcing their content, including but not limited to the constitution, regulations and all codes of conduct.
- Ensure support for the incoming AVS Representative and a smooth hand over period.

5.16. Junior AVS Representative

- Work with the Senior AVS rep to act as a link between the RVC, the other vet schools and the AVS 24
- Have involvement in organising AVS events across the RVC, selling tickets for Sports Weekend and Congress.
- Organise events throughout the year such as animal welfare lectures, the 'New Vet School discussion' and a Fresher's Welfare Lunch.
- Attend two meetings a year representing RVC students in discussions about topical issues.
- Be a member of Students' Council.
- Automatically becomes the Senior AVS Representative.
- Ensure support for the incoming Junior AVS Representative and a smooth hand over period.

5.17. Shop Manager Hawkshead

- SU Shop Managers must:
- Ensure that the products stocked in the shop are appropriate for all our courses at RVC and that stock is maintained at suitable levels, securely.
- Ensure that all products are bought at the best available price.

BYELAWS OF THE RVCSU

- Be responsible for the SU Shop email account and respond to emails effectively and quickly. *
- Maintain the online SU shop.
- Send items to the Camden shop frequently and quickly. *
- Maintain a thorough accurate ledger and make sure accurate VAT documentation is kept continually.
- Ensure that the shop is open a reasonable amount of time per week as agreed by Students' Council, and that opening times are published on the Union website, on the shop door and on Union noticeboards.
- Be responsible for prompt banking of monies taken and for the upkeep of the shop account under the supervision of the Union Treasurer.
- Be a member of Students' Council.
- Ensure that the Unions shop activities do not run at a loss.
- Ensure support for the incoming Shop Manager(s) and a smooth hand over period.
(*only for Hawkshead managers)

5.18. Shop Manager Camden

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

5.19. The Haxby Manager

- Haxby Manager and Assistant Manager must share out the following job roles:
- Keep all regular business and events related to the Haxby within the licensing laws.
- Be responsible for the Haxby email account and respond to emails effectively and quickly.
- Hire responsible staff.

BYELAWS OF THE RVCSU

- Ensure staff members can work the rota provided.
 - Notify security of who can collect the Bar keys, ensure they are notified following any changes to staff members.
 - Enforce the code of conduct for the bar.
 - Ensure that the staff members abide by the law and the staff code of conduct, and support the code of conduct for customers of the Haxby.
 - Pay wages by cheque only, and only for regular staff hours. Managerial hours are paid from the main account from the treasurer.
 - Keep record of stock.
 - Maintain the tills and teach all staff how to use them effectively.
 - Ensure that the Haxby remains open for a reasonable amount of time per week as agreed by Students' Council (Once opening hours are set, these must be strictly followed by staff), and that events/promotions are organised regularly
 - Maintain an accurate thorough ledger in a state that can be audited, bank all monies promptly and be responsible for all payments and receipts.
 - Maintain an on-going VAT ledger and submit VAT when requested by Treasurer.
 - Be responsible for maintaining an acceptable level of cleanliness and hygiene and ensuring all equipment is safe and working.
 - Maintain all stock at a reasonable level and display clearly all available choices and prices.
 - Be a member of the Students' Council.
 - Ensure that the Haxby at the very least breaks even each academic session and that the bar does not run at a loss.
 - Liaise with Campus security when needed, notifying them of events or problems with customers.
 - Ensure support for the incoming Bar Manager(s) and a smooth hand over period.
- Applicants must be over 18.

5.20. The Buttery Managers

- Buttery Manager and Assistant Manager must share out the following job roles:
- Keep all regular business and events related to the Buttery within the licensing laws.
- Be responsible for the Buttery email account and respond to emails effectively and quickly.
- Hire responsible staff.
- Ensure staff members can fill the available shifts.
- Notify security of who can collect the Bar keys, ensure they are notified following any changes to staff members.
- Enforce the code of conduct for the bar.
- Ensure that the staff members abide by the law and the staff code of conduct, and support the code of conduct for customers of the Buttery.
- Pay wages by cheque only, and only for regular staff hours, not managerial hours, these are paid from the main account from the treasurer.
- Keep record of stock.
- Maintain the tills and teach all staff how to use them effectively.
- Ensure that the Buttery remains open for a reasonable amount of time per week as agreed by Students' Council (Once opening hours are set, these must be strictly followed by staff), and that events/promotions are organised regularly.
- Maintain an accurate thorough ledger in a state that can be audited, bank all monies promptly and be responsible for all payments and receipts.
- Maintain an on-going VAT ledger and submit VAT when requested by Treasurer.
- Be responsible for maintaining an acceptable level of cleanliness and hygiene and ensuring all equipment is safe and working.
- Maintain all stock at a reasonable level and display clearly all available choices and prices.
- Be a member of the Students' Council.

BYELAWS OF THE RVCSU

- Ensure that the Buttery at the very least breaks even each academic session and that the bar does not run at a loss.
- Liaise with Campus security when needed, notifying them of events or problems with customers.
- Ensure support for the incoming Bar Manager(s) and a smooth hand over period.
Applicants must be over 18.

5.21. Minibus Manager

- Generally, look after the minibuses owned by the Union and keep them in a well maintained, road worthy, respectable state.
- Be responsible for the Minibus email account and ensure emails are responded to effectively and quickly.
- Coordinate bookings by clubs and societies throughout the year.
- Arrange insurance for all the Union minibuses and for the drivers
- Maintain the Buttery Kitchen to a high standard and ensure that the Buttery Kitchen Rules of Use are strictly
- Following use, check the minibuses thoroughly for damage and filth and fine use according to rules for use of the minibuses.
- Frequently check water, oil and tyre pressures.
- Coordinate repairs for the vehicles when it is required.
- Organise MOTs and frequent maintenance servicing.
- Invoice clubs for mileage charge, the amount of which will be agreed by students' Council. This is to be done twice a year.
- Be a member of the Students' Council.
- Ensure support for the incoming Minibus Manager and a smooth hand over period.
- Applicants must be over 21 and have held a full UK driving licence for 3 years or more, with no accidents/claims/convictions within the last 3 years.

5.22. Website Manager

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

5.23. General Manager

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

BYELAWS OF THE RVCSU

- Coordinating meetings for the Student Union, including but not limited to two Council Meetings and two Executive meetings per term, including:
- Confirming booking of a room (one Council and one Executive meeting per term held at each campus)
- Informing relevant groups about meeting time, date, place at least two weeks in advance and inviting relevant members of staff, such as Vice Principals and the Director of Estates.
- Collect Agenda items and forward to the President and committee members at least two days prior to the meeting
- Send out relevant papers to meeting attendees.
- Taking accurate minutes during each meeting.
- Keep an accurate record of meeting attendance for each student representative and Executive member.
- Ensure that proposals at meetings can be ratified as per the SU Regulations
- Report back minutes within one week of the meeting to relevant groups
- Coordinate the Student Union Annual General Meeting, Including:
- Confirming booking of a room
- Advertise the meeting to the general Student body with regards to time, date, place at least two weeks in advance; meeting should take place in early October. Relevant members of staff should be invited as well, as above.
- Collect Agenda items and forward to the SU President and committee members at least two days prior to the meeting.
- Send out relevant papers to meeting attendees.
- Organise catering for the meeting.
- Collating the reports from outgoing and incoming officers, and inviting outgoing officers to the meeting.
- Taking minutes and attendance during the meeting.
- Ensure that proposals at meetings can be ratified as per the Union Regulations.
- Reporting back Minutes from the meeting within one week to the Student Union.

BYELAWS OF THE RVCSU

- Be responsible for the General Manager email account and ensuring emails are responded to effectively and quickly.
- Regularly meet with the President to discuss other roles and jobs within the Union.
- Keeping an accurate record of contact details for all Student Union officers (Executive and Non-Executive)
- With the Deputy, liaise with year representatives and Executive Officers about times and dates for Course Management, Campus Services and College Council meetings
- Collect updates from Student Union Officers twice per term and coordinate reports for the Union website on progress.
- Assist the Treasurer with account management.

6. Complaints Procedure

This policy applies to any complaints about the Students' Union (SU), regarding the conduct of the Union, its members or staff.

1. All complaints are treated as confidential matters by all parties involved.
2. Any problems or complaints should be raised directly with the SU President (supresident@rvc.ac.uk). If the complaint is regarding the President, contact the RVCSU General Manager (sucomplaints@rvc.ac.uk) who will address the complaint or refer it to the RVCSU Trustee board.
3. If there is an issue that cannot be resolved by the President, the complaint will be referred to the SU General Manager (dsherlockjones@rvc.ac.uk). If necessary, you will be contacted for further details. We aim to resolve all complaints within 10 working days; if we can't we will explain why. We will notify you with a proposal of a solution ask for your feedback. If you agree with the approach we propose the matter will be settled. If you are not content with the solution; the complaint will be addressed by article 4.
4. We will ask you for a proposal of a solution and this will be reviewed by two SU Trustees who have not been involved in the matter and who will try to respond within 10 working days. We may ask to meet you to discuss the issue at this point.
5. If you are still not content you may refer the matter to the RVCSU Trustee board by emailing rvcstrustees@rvc.ac.uk. If the complaint is about an Officer that may be involved we will be in touch with an alternative process. This process may take up to 12 weeks as the board of Trustees meet four times per year. Emergency Trustee meetings can be arranged if warranted.
6. If the matter can still not be resolved you may refer the matter to the Vice Principal for Learning and Student Experience of the Royal Veterinary College. Their decision will be final.

The RVCSU takes all complaints seriously and records them systematically and they are reported to the Trustees as a part of our quality system.

7. Equality and Diversity Policy

The Royal Veterinary College Student's Union (RVCSU) believes that equal opportunities for all, and that promoting diversity 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.

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.

The RVCSU recognises that students may be subject to the following discrimination:

age, ability or disability, ethnic origin, colour, caring or parental responsibilities, gender or gender identity, HIV status, marital and civil partnership status, national origin and nationality, religion and believe (non-believe), political views, physical appearance, race, sex, sexual orientation, spent or irrelevant criminal convictions, employment status, socio-economic background, medical condition, full or part time student status, mental health status, trade union membership or non-membership, pregnancy or maternity status, gender reassignment, being a part-time or fixed term worker, or any other irrelevant distinction.

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 procedures or services, support or funding may be reviewed or denied.

The RVCSU will:

- Publicise this statement and raise awareness of it and supporting policies amongst members and staff
- Operate fair and transparent procedure for the recruitment of staff and election of officers
- Promote the use of inclusive language and avoid the use of words and phrases which are discriminatory or exclusive in all its communication
- Introduce new and update existing policies and procedures to support equal opportunities practices.

BYELAWS OF THE RVCSU

This policy shall be made available to all members, staff, sports clubs, and societies with the requirement that they counter prejudice and discrimination.

If any member of the RVCSU feels they have been treated in a manner not in accordance with this policy, they have the right to make a complaint free of retribution according to the RVCSU Complaints Procedure.

The President and Vice-Presidents of the RVCSU will be responsible for day to day implementation of the policy through their work.

Equality and diversity objectives will be monitored annually by the Board of Trustees.

This statement will apply to all other policies and procedures within the RVCSU.