

Norwich University of the Arts Students' Union Code of Practice

This Code of Practice is approved by the Norwich University of the Arts Board of Governors in accordance with the requirements of clause 22 of the Education Act 1994. The Board of Governors shall take such steps as are reasonably practicable to ensure that the Students' Union operates in a fair and democratic manner and is accountable for its finances. The Code of Practice forms an appendix to the Students' Union Constitution.

Constitution

The Students' Union shall have a written constitution which is approved by the Board of Governors and subject to review at intervals of not more than 5 years. Any amendments to the constitution or its schedules shall be approved by the Board of Governors.

Elections

The appointment of the Students' Union President shall be by election and secret ballot in which all members of the Union are entitled to vote.

The Students' Union President will appoint an independent Returning Officer to conduct the elections. The Returning Officer will report to the Vice-Chancellor on the conduct and outcome of the elections.

Students' Union President

No person shall hold the office of Students' Union President for more than 2 years in total.

Membership

All registered students at the University shall be members of the Union unless they choose to opt out of membership in accordance with the regulations outlined in Schedule Four of the Constitution. Students opting out of Union membership shall not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.

Students who opt out of Union membership may not participate in the democratic processes of the Union, stand in elections or vote on any issue regarding the policy making of the Union or the election of its officers.

They shall be entitled to participate in Union social events and to take part in any other Union organised activities and to access information, advice and guidance from the Students' Union.

Finances

The financial affairs of the Union shall be properly conducted in accordance with section 8 of the Constitution and include appropriate arrangements for the approval of the Union's budget and the monitoring of expenditure by the Board of Governors.

The annual accounts of the Union shall be presented annually to Board of Governors and made available to all students.

Allocation of resources to clubs and societies

The procedure for allocating resources to clubs and societies shall be fair in accordance with section 6 of the Constitution and shall be made available in writing to all students.

Affiliation to external organisations

Any decision to affiliate with an external organisation shall be published stating the name of the organisation and details of any subscription or fee paid. The Union shall publish a list of the external organisations to which it is affiliated on an annual basis, which shall be made available to the Board of Governors and all students.

The Students' Union Steering Committee shall approve the list of affiliations annually. Union members may call for a referendum on the continuation of an affiliation in accordance with section 7 of the Constitution. The referendum will be conducted in accordance with Schedule Three.

The Students' Union shall not affiliate to any political party or religious organisation.

Complaints

Complaints about the Students' Union, the Students' Union President, or the Students' Union Steering Committee shall be heard according to the regulations in accordance with section 9 of the Constitution.

A student who considers that they have been unfairly dealt with by the Students' Union on any matter, or that they have been unfairly disadvantaged by opting out of Students' Union membership, shall have the right to complain and to have that complaint dealt with promptly and fairly.

The Complaints Procedure shall be published on the Students' Union pages of the intranet.

Section 22 (4) (b) – Information for students

Under section 22(4)(b) of the Education Act 1994, the University is obliged to draw to the attention of students the restrictions imposed on the activities of the Students' Union by the law relating to charities.

Resources provided to the Union through the University should be used only for the charitable purposes of the Students' Union. The charitable purposes of the Students' Union are defined by section 2 of the Constitution and are defined as:

The advancement of education of students at Norwich University of the Arts for the public benefit, through the following aims:

- to promote the interests and welfare of students at Norwich University of the Arts through representation, support and advice.
- to be the recognised representative channel between the student body and Norwich University of the Arts and any other relevant external organisations.
- to provide social, cultural, and recreational activities, and forums for discussions and debate for the personal development of its students.
- the Students' Union shall function as an equal opportunities organisation and as far as possible will offer equality of opportunity to all students regardless of age, disability, gender and gender reassignment, marital or civil partnership status, pregnancy and maternity, race, socio-economic background, sexual orientation, nationality or religion or belief.