

J.2. RELATIONSHIP BETWEEN CITY, UNIVERSITY OF LONDON AND ITS STUDENTS' UNION

J.2.1 EDUCATION ACT 1994

The Council of City, University of London has a number of duties in relation to City, University of London Students' Union (the Union), as set out in the Education Act 1994.

In particular, Section 22(3) requires City to provide a Code of Practice to set out how City will fulfil its responsibilities under the Act, which is set out in this ordinance.

J.2.2 ARTICLES OF ASSOCIATION

The Students' Union will be governed by a written constitution which shall comply with the Education Act 1994 and which is approved by City's Council. The Students' Union is a company limited by guarantee with charitable status, registered through the Charities Commission. The constitution therefore takes the form of Articles of Association. It should be reviewed and approved by Council at intervals of not more than five years.

J.2.3 MEMBERSHIP AND SERVICES FOR NON-MEMBERS WHO ARE STUDENTS

All registered students of City, and sabbatical officers of the Union, shall automatically on registration each academic year be members of the Union. Registered students of City shall have the right to opt-out from that membership. A decision to opt-out, once made, shall hold good for the remainder of the academic year. If a student wishes to exercise the right to opt-out from Union membership, they shall inform the Union's Chief Executive in writing, who shall notify the Trustee Board and City of the student's decision. For the avoidance of doubt a student who has opted out in one academic year will be considered a Union member in the next unless they opt out again.

Non-members shall be entitled to use the services of the Union, subject to such Bye Laws as may from time to time be in force, including access to Union advisory and welfare services.

Non-members shall not be entitled:

- (a) to participate in Union affairs (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the Union including Course or School Representatives);
- (b) to participate in Union Societies' decision-making processes as officers or members of Committees;
- (c) to hold student representative positions within City which are filled via the Union.

Arrangements governing the provision of services for non-members shall be reviewed from time to time by the Trustee Board.

J.2.4 ELECTIONS

- i. Major Office Holders shall be elected by secret ballot open to all Students' Union members in accordance with the Union Articles of Association and Bye-Laws.
- ii. The University Secretary will receive a report from the Returning Officer following the election process to assure Council that the elections were fairly and properly conducted.
- iii. The total period of sabbatical office which any one individual may hold in the Union shall be limited to a maximum of two years.

J.2.5 FINANCIAL ARRANGEMENTS

- i. City will make an annual grant to the Students' Union to fund its Objects. This shall be agreed via a defined planning and budgetary processes, and the Union shall be accountable to the Council for the expenditure of the funds allocated to it.
- ii. The Union is responsible for ensuring that a sound system of financial management and internal control applies.
- iii. The Union shall present its budget and accounts annually to Council or to such other body as Council may nominate. The Students' Union will submit its Financial Statements to City's Chief Financial Officer within a mutually agreed time each year.
- iv. The Trustee Board will be responsible for ensuring that the annual accounts are finalised and submitted to the Charity Commission each year and are made publicly available when they have been finalised.
- v. The audited accounts will include full details of any external organisations to which the Union has made donations.
- vi. The procedure for allocating resources to clubs and societies should be fair with a clear appeals process and shall be set out in Bye Laws which have been approved by the Trustee Board and be available on the web.
- vii. The appointment of an External Auditor will be confirmed by the Board of Trustees on an annual basis.
- viii. City reserves the right to instruct its internal auditors to at any time review the activities of the Students' Union, particularly in relation to assessing whether the University grant has been used for the purposes for which it was given.
- ix. The financial relationship between City, University of London and its Students' Union will be further defined in a separate Financial Memorandum which will be overseen by the Senior Leadership Team and the Union's Board of Trustees.

J.2.6 AFFILIATIONS & DONATIONS

- i. If the Students' Union affiliates to an external organisation it will publish a notice via the website of this decision showing details of the name of the organisation and any subscription or fee paid or donation made to such an organisation.
- ii. The Union will review its affiliations annually and a report detailing any external organisation to which the Union is affiliated and any monies paid to such organisation shall be published on the Union's website.
- iii. Student members of the Union can require a referendum to be held in accordance with the Articles of Association, Section 15, as to whether an affiliation should continue.

J2.7 STUDENT COMPLAINTS PROCEDURE

- i. The Students' Union shall have a complaints procedure set out in the Bye Laws and approved by the Trustee Board. It shall be available to all students or groups of students who are dissatisfied in their dealings with the Union.
- ii. Students who claim to be unfairly disadvantaged by reason of their having exercised the right not to be a member of the Union will be able to make a complaint to City.
- iii. Both procedures will include provision for an independent person appointed by Council to investigate and report on complaints.

- iv. Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.

J.2.8 INDEMNITY AND INSURANCES

- i. City will obtain, on behalf of the Union, appropriate insurance cover in respect of the activities of members of the Trustee Board, Executive Committee, Union Council and Union staff when engaged on Union business.
- ii. City will be responsible for insuring the buildings it provides for use by the Union against material damage including terrorism and also obtaining employer's insurance for the Union staff.

J.2.9 SYSTEMS, PROCESSES AND POLICIES

- i. The Union must take all reasonable steps to comply with all legal and statutory requirements and meet its obligations under City's policies and regulations including inter alia those for Freedom of Speech, Health & Safety, Information, Equality, Diversity & Inclusion and Staffing. This is whilst recognising that the Union may not have the same legal requirements as City.
- ii. The Union will be responsible for setting their own policies and processes regarding purchasing and financial matters and these will need to be reviewed and agreed by the Chief Financial Officer as part of City's annual planning process.

J.2.10 STAFF

Union staff will be employed jointly by City and the Students' Union, to perform such functions as are agreed by the Trustee Board and will be subject to the normal terms and conditions of employment and policies of City.

J.2.11 ACCOMMODATION AND SERVICES

The Union will occupy such space within City as City agrees from time to time and the detailed arrangements around such occupancy and access to services will be set out in the Financial Memorandum between City and the Students' Union, noted in J.2.5.

J.2.12 RESPONSIBILITIES

- i. The Chief Operating Officer will have delegated power to act for City in all the above matters except for those responsibilities overseen by the University Secretary.
- ii. The University Secretary will also receive the election report and the annual report from the Union under J.2.4.vi.