



West College Scotland

# Students' Association

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## Constitution

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- I. Revision of Officer roles*
- II. Enrolment of Sabbatical Officers*
- III. Revision of timescales and frequency*

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Part II of the Education Act 1994 requires institutions to 'take such steps as are reasonably practicable to secure that any students' union for students at the establishment operates in a fair and democratic manner and is accountable for its finances'.

This constitution is a legal document that sets out the activities and procedures of the students' association.

It provides a framework for the operation of the students' association by:

- I. Defining what the association can or cannot do.
- II. Indicating how the executive can act on behalf of association members.
- III. Outlining how members can air their concerns.

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## **1. About**

### **a. Introduction**

There shall be a students' association in the name of the Students' Association. For the rest of this document, this will be referred to as "the Association".

### **b. Aims and Objectives**

The aims and objectives of the Association are:

- To advance the educational and social development of its members and students of the college as a whole.
- To represent the interests of its members and act as a channel of communication in dealing with the college and other bodies.
- To promote and protect the welfare of its members.
- To promote, encourage and co-ordinate student clubs, societies, sports and social activities.
- To provide a mechanism for liaison with other Students' Associations or Unions.

These aims and objectives shall be practised without discrimination. This includes discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, gender identity, disability or medical condition, except that action may be taken to promote equality of opportunity.

The Association shall practice the above aims and objectives independent of any political party or religious organisation.

## **2. Membership**

### **a. Membership of the Association**

All students who are enrolled at West College Scotland and aged of 16 or over shall automatically become members of the Association, unless they have decided to give up their membership.

Any Sabbatical Officer (full-time or part-time) shall be a full member of the Association. S/he shall be required to be enrolled on a named programme at West College Scotland (e.g. a programme to develop the knowledge and skills of the Officer in the execution of their duties).

Enrolled students of the college under the age of 16 shall not be members of the Association but may participate in certain activities, as agreed by the relevant Campus Committee. Students under the age of 16 will not be granted any card bearing the NUS logo.

### Ordinary membership

- All enrolled students attending the College shall be deemed Ordinary Members of the Association. This includes all students regardless of mode of attendance.
- The only students **not** to be Ordinary members of the Association shall be those who choose to opt out of membership and contact the Student President in writing, or are under the age of 16.
- All Ordinary Members should produce a student card when requested to do so by Officers or staff of the Association.

### Associate Membership

- All members of the college staff and former students may become Associate Members of the Association.
- They may take part in the social, sporting and cultural activities of the Association.
- They have no voting rights in terms of the running of the Association and no right to attend, speak or participate in its meetings, except at the invitation of the Student President.
- The Students' Representative Council (SRC) on the recommendation of the Executive Committee shall determine the fee for Associate Membership.

### Honorary Membership

- The Association shall have the power to elect a Patron or Patrons, and Honorary Members upon such terms as the SRC may recommend. A General Meeting of the students must approve all potential members in this category.
- All past Presidents, current and former employees of the Association shall be deemed to be Honorary Life Members without payment of a fee.
- Honorary Members shall have the same rights as Associate Members.

### Reciprocal Agreements

- Members of other Associations with which the Association has reciprocal membership agreements shall be entitled to use the facilities of the Association in accordance with those arrangements, on production of their Association card or any other acceptable means of identity.

## **b. Job Descriptions**

### **Student President**

The term of office of the Student President shall be from August 1<sup>st</sup> until July 31<sup>st</sup>.

The Student President Elect will be in place from election date to 1<sup>st</sup> August (handover period). This final date may be extended upon consultation with the SRC and the Board of Management until the election of a new Student President the following academic year. The Student President may be employed on either a full time or part time basis which they must declare prior to election.

Elected members cannot hold Office as Student President and/or Vice President for more than 2 years in total, with re-election at the end of 1 year.

### **Primary Objectives**

- To work in partnership with other Associations and external bodies to improve the quality of the experience for all students at West College Scotland.
- To represent the students on college committees, including attending meetings of the Board of Management.
- With other Associations and external bodies, to jointly lead the Association and represent the college at a national level.

### **Main Objectives**

- To develop a strong Students' Association representing all students enrolled at West College Scotland.
- To build and maintain a positive and high profile for the Students' Association and encourage students to get involved.
- To work to mainstream the activity, policies and ethos of the Students' Association within the life and work of the college.
- To convene jointly and chair meetings of the Executive Committee with the Vice Presidents.
- To attend meetings of the Board of Management and other committees and report back to the Association.
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- To visit each campus regularly.
- To work with the College to produce an annual development plan.
- To produce, alongside the Vice Presidents, an annual operational plan for the Association prior to the start of each academic year.
- To actively promote equality issues and to work closely with the Association's Equalities Officers.
- To act as an advocate for students.

- To contribute directly to the development and awareness of College policies and procedures which impact on students.
- To ensure that feedback from students is acted upon, and that actions are communicated effectively to students.
- To lead charity fundraising, social and sporting events within the College.
- To organise welfare and awareness-raising campaigns.
- To liaise with the National Union of Students (NUS) and attend conferences and training events as required.
- With the Vice Presidents, manage the Association's finances and expenditure.
- To undertake staff development (CPD).
- To work within all College procedures, including health and safety, equal opportunities and safeguarding.
- In partnership with the Vice Presidents, provide updates to the Board of Management on the work of the Association and provide an annual report at the end of the year.
- To undertake other reasonable duties laid down by the Executive Committee.

## **Vice President**

The term of office of the Vice President shall be from the date on which curriculum staff return to work following summer recess. The end date shall be one week following the final teaching date of the current academic session. This final date may be extended upon consultation with the SRC and the Board of Management. until the election of a new Student President the following academic year.

Elected members cannot hold Office as Student President and/or Vice President for more than 2 years in total, with re-election at the end of 1 year.

- To support the Student President to improve the quality of the experience for all students at West College Scotland.
- To deputise as appropriate for the Student President.
- To build and maintain a positive and high profile for the Association and encourage students to get involved.
- To represent all students and act as an advocate.
- To contribute directly to the development and awareness of College policies and procedures which impact on students.
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- To ensure that feedback from students is acted upon, and that actions are fed back timeously and appropriately.
- To work to mainstream the activity, policies and ethos of the Association within the life and work of the College.
- To work with relevant college staff to plan and co-ordinate the recruitment, training, support, organisation and activity of Class Representatives.
- To promote all aspects of equality, diversity and inclusion.
- To support charity fundraising, social and sporting events within the College.
- To support welfare and awareness-raising campaigns.
- To liaise with the National Union of Students (NUS) and attend conferences and training events as required.
- To produce, alongside the Student President, an annual operational plan for the Association prior to the start of each academic year.

## **Committee Members**

The committee members' roles shall be agreed by the elected Student President and the candidates prior to election of the Committee.

The remit of Committee Members shall include:

- To represent the views of students (in relation to their area of responsibility) to the Association and the College.
- To ensure the views and opinions are reflected throughout the whole of the Association's work.
- To promote all aspects of equality, diversity and inclusion.
- To provide a student's perspective on all matters concerning the Association and the College in their area of responsibility.

- To ensure there is a regular forum/group where students associated with their area of responsibility can meet.
- To liaise with NUS on campaigns related to their area of responsibility and attend relevant conferences on behalf of the Association.
- To establish and maintain contact with groups and organisations working on relevant issues.
- To promote the positive involvement of students in all areas of the Association's activities.
- To present reports to the relevant Committee.
- To carry out other duties as laid down by the Committee and Executive Committee.
- To act reasonably and prudently in all matters, and in the best interests of the Association.

### **c. Executive Committee**

The Student President and Vice Presidents of the Association shall run the Association on a day to day basis according to the terms of this constitution, its schedules and appendices, relevant legislation and the decisions that have been made by Students' Representative Council and by referendum.

The Vice Presidents will act in the absence of the Executive Committee and shall work to build cross-campus links and co-ordinate campaigns.

The Executive Committee officers shall be made up of the following major Association officers, elected by a secret ballot that is open to all students of the College:

- President
- Vice President – Clydebank
- Vice President – Greenock
- Vice President – Paisley

This following list is suggestive of other Executive Committee Officers:

- Activities, Events and Fundraising
- Carers, Care Experienced and Vulnerable Groups
- Communications, Digital Media and Marketing
- Disabled Students
- Educational Improvement and Student Experience
- Estates and Infrastructure
- Health, Fitness and Wellbeing
- International Students
- LGBT+ Officer
- Student Parents
- Mature Students
- Vocational and Life-skills
- Women's Officer

## Role

- Set the policy, campaigns and priorities of the Association.
- Amend the constitution and schedules as appropriate, subject to the approval of the Board of Management.
- Monitor and discuss the events and decisions of the formal college decision making bodies and to raise concerns of members to College management and the Board of Management.
- Elect delegates to attend appropriate conferences and events.
- Approve reports from committees and working parties.
- Monitor and oversee the finances and budgets of the Association.

The Executive Committee will meet at least once per calendar month. The Chair will normally be the Student President.

The dates of Executive Committee meetings shall be set by the Student President.

An emergency Executive Committee meeting may be called to discuss a particular issue if requested to the Chair in writing by one-third of the members of the Executive Committee.

For a meeting of the Executive Committee to be quorate and make decisions, at least 50% of the eligible membership must be in attendance.

Members of the Association who are not members of the Executive Committee may attend meetings as observers and speak with the permission of the Chair.

If a vote is called by the Chair, members of Executive Committee, who are present at the meeting, shall be the only people permitted to cast a vote. The Chair will only vote in the event of a tie.

The Student President shall normally be responsible for publication of details of all Executive Committee agendas at least 3 working days before the meeting.

## **d. Elections**

### Returning Officer

- The Returning Officer for the election shall be a trained member of staff, with interests in the Association's wellbeing.
- The Returning Officer can name appropriately trained persons to act as deputies or agents.
- The Returning Officer shall be responsible for the good and fair conduct of elections.
- The Returning Officer will not be a member of the Association.

- Any complaints relating to the conduct of the election shall be directed to the Returning Officer or his/her agent.
- In the case of complaints, candidates will have the opportunity to make representation to the Returning Officer. Any decision of the Returning Officer shall be final, with the exception of a complaint relating to the result of the election.

### Election Process

- Any enrolled student can stand for election unless such a person has held the office of Student President on two separate occasions or has opted out of membership of the Association or is not eligible for membership. Candidates must submit their signed nominations to the Returning Officer or his/her agents by the advertised deadline.
- Only students who self-define can run for Woman's Officer.
- Nomination forms will be available from the Returning Officer at least 10 days before the election.
- Students may stand for election on completion of a nomination form signed by the candidate, at least 1 proposer and 5 seconders with valid matriculation numbers.
- Nomination forms must reach the Returning Officer or person appointed by him/her by the publicised deadline.
- The Returning Officer shall publicise the arrangements for Ordinary Members of the Association to vote. This shall include, where applicable, the location of voting stations, together with a list of candidates.
- The Returning Officer shall ensure that all students have fair and reasonable access to vote no matter their time, place or mode of study.
- All students may vote on production of a valid matriculation number or acceptable form of identification as decided by the Returning Officer.
- Candidates' names will be listed on the ballot paper in alphabetical order by surname, with the office being contested.
- The candidate with the most votes will be declared the winner.
- There will be a facility for reopening nominations if needed. In the event that a voter does not favour any of the candidates then they can vote for RON (re-open nominations).

### Election Publicity

- The Returning Officer shall produce a list of candidates which shall be displayed on the Association notice boards within 2 working days of the close of nominations.
- Candidates must produce a manifesto statement of 250-300 words, which must be handed in with the completed nomination form. The manifesto statement will be printed on the candidate's campaign poster.
- On receipt of a valid nomination form the Returning Officer or person appointed by him/her shall provide the candidate with an election campaign pack.

- The contents of the election pack shall be determined by the Returning Officer in conjunction with the Executive Committee.
- The Returning Officer will have responsibility for publicising the election across college and ensuring students have access to nomination forms.

### Campaigning

- Candidates may commence campaigning at the close of nominations.
- Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.
- Where a ballot box is required, there shall be no campaigning within the same room as the voting station.
- Each candidate will receive a budget to spend on election publicity.
- Receipts must be obtained before these expenses will be reimbursed.
- In the interests of fairness, candidates can only use posters/flyers printed by the College.
- The Returning Officer or his/her agent will refuse to print any poster/flyer deemed offensive, prejudicial or inappropriate.
- The College will meet reasonable travelling expenses between campuses.
- Any candidate requiring an advance of funds should contact the Returning Officer.
- Each candidate will receive a reasonable supply of A5 flyers and A3 posters.
- Candidates are encouraged to use the Internet (including social media) to promote their campaigns. The Returning Officer must be informed in writing of the Internet address/addresses being used (including social media).
- Links to candidates' Internet pages will be available on the students' intranet.
- The Returning Officer will ask candidates to remove any content, either online or printed, deemed offensive, prejudicial or inappropriate. Failure to remove such content after a request from Returning Officer may lead to disqualification of the candidate.
- Candidates' will be given a list of legitimate areas to display election posters. Any posters displayed in unauthorised areas will be taken down.
- Candidates cannot purchase alcohol as part of their election campaign.
- Candidates cannot distribute "freebies" etc. that would be unavailable to other candidates.
- Candidates are expected to act in a responsible and respectful manner to all election officials. Any non-appropriate behaviour will lead to a withdrawal from the election.
- Defacing other candidates' materials shall not be tolerated, and will be deemed to be gross misconduct.

### Dates and times

Student President - election process for the Student President shall commence no later than the week following the Spring break.

Vice Presidents and other Executive Committee Officers:

The election of Vice Presidents and Executive Committee Officers shall take place in parallel with that of the Student President or no later than eight weeks of commencement of the new academic year.

### Counting and Declaring votes

- The ballots cast will be counted after the close of elections.
- The Returning Officer shall inform the candidates of the time and venue of the count. The candidates or their appointed representative may, if they so wish, attend the counting of the votes as observers only.
- The Returning Officer may be assisted in the count by a number of individuals appointed by them.
- Once the votes have been counted, they should be kept for a period of six months in case of appeals against the result.
- Results of the elections shall be declared by the Returning Officer when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.
- A list of successful candidates will normally be posted at each site within one college day of the declaration of results. The Returning Officer should send a copy of the result to the Students' Representative Council, the College Board of Management and the College Principal.
- The results will become official 2 working days after they have been posted provided that no complaint has been lodged with the Returning Officer within those 2 working days.

In the event of a complaint being received by the Returning Officer, the results will be suspended until the complaint has been resolved.

### Complaints

In most instances, the decision of the Returning Officer shall be final.

In the case of an objection relating to the result of an election, a complaint shall be made in the first instance to the Returning Officer. If the parties involved are not satisfied with the Returning Officer's decision, an appeal may be made to the College Principal. The decision of the College Principal is final.

#### **a. Students' Representative Council (SRC)**

The Returning Officer shall ensure that elections take place for members of the Students' Representative Council before the October break. In cases where courses start at a different

time of the year, course/class representatives will be elected at the first available opportunity.

There will be a minimum of three student forum meetings per Faculty per campus in each academic year. The forums will comprise of student representatives from class and course groups from each campus.

The meetings will give information to students on current topics and campaigns, and will be a forum for students to share their views and raise any concerns.

Minutes and updates from the meetings will be made available for the whole student body.

### **b. General Meetings**

General Meetings determine the way in which the Association is governed.

The Annual General Meeting (AGM) shall be held at least once in the academic year. Any other General Meetings shall be termed Special General Meetings.

A Special General Meeting must be held within 15 clear college working days of it being requested. The Association will call a General Meeting at the request of any one of the following:-

- The President
- The Executive Committee (EC)
- The Students' Representative Committee (SRC)
- Any 25 Ordinary Members of the Association

Such a meeting shall discuss only the business for which it was called, which must be specified in the written request.

At least 10 clear college working days' notice shall be given for all General Meetings. The notice for each meeting will be placed on the Association notice boards in each campus. Notices of motions, bearing the name of the proposer and seconder, shall be submitted to the Association, in writing, not less than 5 college working days prior to the meeting at which it is proposed that they should be discussed.

All proposed amendments to the Constitution shall be intimated, in writing, to the Association not less than 5 clear working college days prior to the meeting at which it is proposed the amendments should be discussed. All amendments to the Constitution will be available at the Students' Association Office within each campus and sent to students on request.

The quorum for Ordinary and Special General Meetings shall be 30 full members of the Association from each campus.

In the absence of a quorum, meetings shall stand adjourned. The business remaining to be discussed shall be dealt with as the first item at the next General Meeting.

All General Meetings shall be conducted according to the rules in this Constitution.

### **c. Liability of Members and Staff**

All members of the Association and staff of the Association or West College Scotland who incur costs in the carrying out of their official duties on behalf of the Association will have reasonable expenses reimbursed. Members of staff will not be liable for any loss, damage or misfortune that occurs in the carrying out of their duties.

### **d. Expulsion of Members**

Any elected Officer of the Association shall be removed from office if one of the following occurs:

- Failure to attend or submit apologies to three consecutive meetings of the relevant Campus Committee or Executive Committee. In this case, the officer in question shall be deemed to have resigned from office.
- If any Officer is handed a petition containing the name, course and signature of at least 75 students who are members of the Association calling for an officer to be removed from office, the Officer in question must take this to the next quorate meeting of the Executive Committee to vote in favour of this action taking place. In all circumstances, the Officer in question shall have the right of reply before any vote is taken.

The Executive Committee can expel any member of the Association, including any Officer, on the following grounds:

- Their conduct is such that it is bringing the Association into disrepute. The person concerned shall have the right to be heard prior to the Executive Committee making a decision.

Any member so expelled shall have a right of appeal to the SRC. This must be made in writing within 14 days of the decision of the Executive Committee, and addressed to the Association.

In the event of a no confidence vote being passed by the SRC on any member of that Council, he/she shall be deemed to have resigned. The person concerned shall have a right to be heard prior to the SRC reaching a decision.

The Executive Committee shall have the power to recommend to the SRC that any Executive Officer of the Association is removed and replaced if:

- they miss three consecutive meetings without reasonable cause,
- their conduct is such that it brings the Association into disrepute,

- they are failing to carry out the duties assigned to them by the Constitution or by either the SRC or General Meeting.

### **3. Activities**

#### **a. Clubs and Societies**

Clubs and societies may be recognised by the Executive Committee provided that they meet the requirements set out in this Constitution and do not breach the Association's aims and objectives.

#### Setting up a club or society

No club or society may receive funds from the Association or use Association facilities without recognition in each academic year by the Executive Committee. To be considered for recognition, the club or society shall lay before the Campus Committee its proposed objects, a plan of activities and a list of at least 10 prospective members, all of whom are students at West College Scotland.

No club or society will be recognised if its objects or objectives conflict with those of the Association. However, this restriction shall not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.

Any club or society must abide by the Association's equal opportunities commitments.

#### Money for clubs and societies

The Association may be able to provide financial support to any club or society. To receive funding a club or society shall submit a budget proposal to the relevant Campus Committee.

The Campus Committee shall be responsible for allocating funds to clubs and societies up to the limit of what has been allocated to the Campus Committee by the Executive Committee. Allocations will be made on the basis of the level of activity of the club or society, the number of members it has and special equipment and travel considerations.

#### Meetings of clubs and societies

Each club or society should have an elected President, Secretary and Treasurer who shall be the key points of contact between the Association and the club or society.

Each club or society should have a minimum of one General Meeting per term where all committee members of the respective club or society should attend, unless reasonable apologies are submitted.

The club or society's secretary is responsible for arranging the dates of meetings and must inform the members at least five college days in advance.

Changes to the objects or objectives of a club or society must be approved by the relevant Campus Committee before they can come into force.

#### Responsibilities of clubs and societies

- No-one from a club or society may commit either the club or society or the Association to any expenditure without prior authorisation from the Association.
- The club or society shall be responsible for promoting itself to students to encourage new membership.
- All clubs and societies' committees will produce an activity report and the Treasurer will submit an income/expenditure sheet to the relevant Campus Committee at the end of each academic block.
- The club or society shall not hold its own bank account and all its finances will be administered through the Association.
- The club or society shall hold no fund whatsoever outside the Association's accounts.
- The club or society shall not donate any funding to any external organisation, charity, religious body, political party or trade union.
- The President of the club or society shall be responsible for the smooth running of any social events and activities and shall be responsible for convening meetings.
- The Secretary shall be responsible for publicising meetings and taking minutes.
- The Treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club's or society's allocation for that year and ensure that a record of all income and expenditure is kept.
- The Treasurer shall ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Association at the end of the academic year.
- The Treasurer shall ensure that all income received by the club or society is paid directly into the Association accounts and that no funds received by the club or society are withheld.
- Failure to abide by these regulations and the Association Constitution may result in suspension of the club or society by the relevant Campus Committee or Executive Committee.

## **b. Affiliation**

The Association may decide through referenda to affiliate to external organisations.

Each year, the President and Vice Presidents shall provide details of all affiliations to external organisations, including names of the organisations and each affiliation fee paid.

### Affiliations to External Organisations

To affiliate to an external organisation, a petition signed by at least 150 members of the Association must be presented to the Student President or a Vice President.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

### Disaffiliation from External Organisation

In the event of an objection to a current affiliation to any external organisation, a petition signed by at least 150 members of the Association must be presented to the Student President or a Vice President.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

## **c. Referendum**

A referendum, in which all members are allowed to vote, shall be held on any issue if the Executive Committee decides by a two-thirds majority to call a referendum. The Student President shall call a referendum if he/she is handed a petition detailing the issue and containing the name, course and signature of at least 150 students who are members of the Association.

A referendum shall be held within ten to twenty college days of a referendum being called.

The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper and for publicising the details of the question being asked.

The referendum shall be supervised by the Returning Officer. Voting shall be open for a minimum of three college days.

The result of a referendum will take priority over any existing Association policy on the same issue.

## Complaints

Any complaints relating to the conduct of the referendum shall be directed to the Returning Officer or his/her agent.

In the case of complaints, students will have the opportunity to make representation to the Returning Officer. Any decision made by the Returning Officer shall be final, with the exception of a complaint relating to the result of a referendum.

In the case of a complaint to the result of a referendum, a complaint shall be made in the first instance to the Returning Officer. If parties involved are not satisfied with the Returning Officer's decision, an appeal may be made to the College Principal. The decision of the College Principal shall be final.

### **4. General Practices**

#### **a. Code of Practice, Disciplinary and Complaints Procedure**

The Executive Committee have put in place a Code of Practice, a Disciplinary and a Complaints procedure which is available to students who are not satisfied with their dealings with the Association.

If a student feels that they have been unfairly dealt with by the Association or that they have been unfairly disadvantaged by opting out of the Association membership then they will have an opportunity to address the matter through the procedures outlined below:

- All complaints should be dealt with promptly and fairly. The informal procedures outlined in point (2) below, should, in normal circumstances, be stated within 5 college working days and completed as soon as is practicable.
  - At all times, the principles of Natural Justice should be followed.
    - Both sides of the case should be heard
    - A person involved in the complaint should not be involved in the investigation.
  - The Association must, at all times, act within the powers it possesses by virtue of legislation and the Constitution.
1. All the rules for meetings of the Association as contained in the Constitution shall be adhered to. Repeated breaches of the rules will result in disciplinary action and may ultimately lead to expulsion by the processes described in the Constitution.
  2. Any complaint concerning Members of the Association shall be made, in the first instance, to the Student President who shall endeavour to resolve the matter to the satisfaction of the complainant.

3. The person complaining, and the person the complaint relates to, shall have a right to be heard by the Executive Committee prior to it reaching a decision.
4. The right of appeal contained in the Constitution shall apply to all complaints.
5. Matters that are covered by this procedure would include:
  - Disorderly behaviour.
  - Damage to the Association's or other member's property.
  - Disorderly behaviour or damage to University of the West of Scotland Students' Union (*reciprocal agreement*) by either the Ordinary Member or their guest.
  - Anti-social behaviour.
  - Involvement in criminal activities.
  - Any other activity that may bring the Association into disrepute.
  - Breaches of the Equal Opportunity Policy of the Association.
6. Any student, who breaches the College Code of Discipline, and, as a result, is removed from their course, shall automatically cease to be a Member of the Association. This does not affect their right to be represented or assisted by the Association during the College Disciplinary Procedure and in any consequent litigation. This will be at the discretion of the SRC.
7. Any complaint relating to an employee of the Association or a member of College staff who works for or is seconded to the Association shall be made to the Student President in the first instance.
8. Complaints regarding Association staff shall be dealt with in the same manner as for the members outlined in this document.
9. Where the complaint relates to College staff, then the matter will be pursued by the Student President who will inform the appropriate member of management of West College Scotland.
10. All members and staff of the Association shall not discriminate, or be discriminated against, on the basis of their:
  - Age
  - Ethnic Origins
  - Medical Status
  - Physical Appearance
  - Religion
  - Sexuality and Gender Identity
  - Disability
  - Marital Status
  - Political Affiliation
  - Race
  - Sex
  - Social Class
11. The Students' Representative Council shall have the power to add or delete items at their discretion.
12. The anti-discriminatory policy applies to all clubs and societies set up and recognised by the Association.
13. In the event of a member not being satisfied with the Association's handling of a complaint or believing that the Association has been biased, prejudiced or unfair in

its treatment, they shall have a right of appeal to the appropriate Vice Principal of the College whose decision on the matter shall be final.

14. In the event of 13 above, the complainant will have the right to be heard prior to a decision being made.
15. None of the procedures outlined above limit in any way the civil rights of students.

#### **b. Amendments**

The Executive Committee shall be the only body to propose amendments to this Constitution. All proposed amendments will be subject to the approval of the College Board of Management before they can be implemented.

All amendments to the Constitution shall require the support of a minimum of two-thirds of the members present and entitled to vote at a quorate meeting of the Executive Committee.

The Constitution shall be reviewed by the Association and the College Board of Management at least every 3 years from the date of the current document's implementation.

#### **c. Finance**

The Association shall receive appropriate funds from the College to enable it to effectively pursue its aims and objectives.

The Student President and Vice Presidents shall supervise all Association finances and ensure that proper financial records are maintained. The Executive Committee shall be responsible for overseeing and approving the annual budget, accounts and all other financial reports.

Association cheques shall be signed jointly by the Student President and a nominated staff member.

Any member of the Executive Committee will receive expenses for costs incurred whilst on Association business.

Expenses must be approved in advance and must be authorised by a member of the Executive Committee, who must not be the person claiming the cash.

The Student President shall have the power to vire expenditure of up to £300 between budget heads, subject to the ratification of the SRC and provided the total expenditure does not exceed the overall budget total.

This power can only be exercised a maximum of 4 times in one financial year.

A copy of the Association's budget and audited accounts shall be given to the Board of Management each financial year and be made publicly available. The financial year of the Association shall run from **1<sup>st</sup> August to 31<sup>st</sup> July**

**d. Minutes**

At all meetings of the Association, minutes shall be taken which shall be circulated and any necessary corrections made at the next appropriate meeting. Confirmed minutes shall be filed and made available to the student body.

A copy of this Constitution, including any amendments, and any plans or reports on the Association's activities, including the budget, shall be made available.

All meetings of the Association shall be considered open to all members of the Association. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting in private.

**e. Interpretation**

In the event of a challenge to the interpretation of any part of this Constitution, a ruling by agreement of the Student President and Vice Presidents shall be sought.

In the event of a challenge to the Student President and Vice Presidents ruling, the decision shall be taken to the Executive Committee.

If a member of the Association remains dissatisfied with the ruling of the Executive Committee, they may appeal to the College Board of Management. The ruling of the College Board of Management shall be final.

West College Scotland  
Students' Association

Constitution  
2013, 2015

Signed

Witnesses