



LIVERPOOL
HOPE
UNIVERSITY

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Student Union's Code of Practice

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Students' Union Code of Practice

The Education Act 1994 requires Liverpool Hope University Council to prepare and issue, and when necessary revise, a Code of Practice as to the manner in which the requirements of that Act are to be carried into effect in relation to Liverpool Hope Students' Union (hereafter known as the Students' Union) and setting out in relation to each of the requirements details of the arrangements made to secure its observance.

In implementing this Code of Practice the University Council is aware of its duty to take such steps as are reasonably practicable to secure that the Students' Union operates in a fair and democratic manner and is accountable for its finances.

1. Constitution

The Students' Union shall have a written constitution whose provisions are subject to the approval of the University Council and to review by that Body at intervals of not more than five years.

2. Requirements of Charity Law

Liverpool Hope's Students' Union is governed by the law relating to educational charities. In particular, whilst it may engage in political debate, it may not support political or other causes which have nothing to do with its members' education or welfare as students.

3. Membership

Membership of the Students' Union will be available to all registered students of Liverpool Hope. There will be an assumption that all students wish to enjoy the privileges of membership. However, each student of Liverpool Hope has the right not to be a member of the Students' Union and to signify that they do not wish to be represented by any such representative body. The Students' Union and Liverpool Hope University will make students aware of the right to opt out via their respective websites and to make clear that students will not be unfairly disadvantaged in terms of services offered if they choose to exercise their right to opt out.

Those wishing to exercise an opt-out should notify the General Manager (at Liverpool Hope Students' Union, Hope Park, Liverpool, L16 9JD) of that intention in writing within two weeks of the start of the academic year in each year of registration. The loss of privileges entailed will be detailed on the form; such loss of privileges will exist until the month of August following the decision to opt out of the Students' Union. The General Manager will provide a list of any students choosing to exercise their right to opt out of membership of the Students' Union to the University Secretary by no later than the end of the fourth week after the start of the academic year.

Students exercising the right to opt out of membership of the Students' Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so. Non-members will, for example, be entitled to use the Students' Union welfare services; to join its clubs and societies; and to use its facilities. However, they will not be entitled to participate in the Students' Union's

democratic processes (including voting and standing for office); will not be represented by Students' Union representatives on Liverpool Hope Committees (though they may make their opinions known by writing to the Chair of the appropriate Committee); will not hold office in any Students' Union club or society or any editorial position on Students' Union publications; and may not obtain any financial discounts which the Students' Union may make to its members for entertainment or club membership, etc.

4. Elections

Appointment to major Students' Union offices shall be by election in a secret ballot in which all full members are entitled to vote. Major Union offices are defined as the sabbatical (paid) posts available. No person shall hold sabbatical office for more than two years in total.

The University Council will need to be satisfied that elections are fairly and properly conducted. It will appoint a designated representative, who shall normally be the Clerk to Council, to verify the conduct of election procedures.

5. Finance

The financial affairs of the Students' Union will be open to rigorous scrutiny both by its members and by the University Council. The Students' Union budget will be approved annually after submission to its members and Trustee Board and after consideration by the University's Finance & General Purposes Committee, which will also monitor expenditure from time to time (and at least once per year) and report to the University Council.

Executive Director of Finance, Services and Resources at the University will monitor the Union's expenditure throughout the year. At one meeting of the University Council within each academic year the Students' Union's accounts, as passed at its AGM and by the Union's Trustees, will be presented after consideration at Finance & General Purposes Committee. The Officers and Trustees of the Union are responsible for ensuring that statutory requirements, including deadlines for the submission of accounts to the Charity Commission, are met

This report and accounts will also contain a list of the external organisations to which the Students' Union has made donations in the period to which the report relates and details of those donations.

All clubs and societies have the right to apply for Students' Union grants or donations, the methodology of application and appeal procedure being detailed in the Students' Union Constitution.

6. Allocation of resources

The procedure for allocating resources to clubs, societies and groups shall be fair and shall be set down in writing by the Students' Union and freely accessible to all students on application to the Union President.

7. Affiliations

The current list of affiliations will be submitted annually for approval by members.

If the Students' Union should decide to affiliate or re-affiliate to an external organisation it will publish notice of its decision in a prominent location within the Students' Union, stating the name of the organisation and details of any subscriptions, fees or donations proposed to be made to that organisation. Any proposals for re-affiliation can be for no more than one year at a time. Such notice will be made available to any student on request and also to the University Council and will advertise the fact that a petition of 5% of members may call a referendum by secret ballot to challenge either a proposed affiliation or re-affiliation. The referendum will be conducted in accordance with the appropriate Schedule of the Students' Union Constitution.

The report and accounts presented by the Students' Union to its AGM and to the meeting of the University Council (see 4. above) will list the external organisations to which the Students' Union is currently affiliated and give details of any subscriptions, fees or donations made since the last report.

8. Freedom of Speech

Liverpool Hope University's Students' Union and its members are bound to observe the University's Code of Practice on Freedom of Speech.

9. Complaints Procedure

The Complaints Procedure is available to all students or groups of students who are dissatisfied in their dealings with the Students' Union, including those who claim to be unfairly disadvantaged by reason of their having exercised the right to opt out of membership. This includes provision for an independent person appointed by University Council to investigate and report on complaints where the Vice-Chancellor & Rector sees fit.

Complaints will be dealt with fairly and promptly, as detailed in the procedure. Where a complaint is upheld an effective remedy will be implemented without delay.

10. Monitoring

The University Secretary will be responsible to the University Council for monitoring compliance with the Constitution, the Code of Practice and the Complaints Procedure and for advising Council at least on an annual basis. In order to fulfil this statutory function, he/she shall have reasonable access to the Students' Union and its Officers, and Students' Union records to monitor compliance.

11. Sanctions

Liverpool Hope University Council needs to ensure that its obligations under the Education Act 1994 are being fulfilled. Both Liverpool Hope and its Students' Union recognise the need to comply with the provisions of the Constitution, the Code of Practice and the Complaints Procedure. However, should there be clear evidence of serious breach of the Act's requirements by the Students' Union, University Council in full meeting (at which the Students' Union has every opportunity to present a verbal and written case) reserves the right to take appropriate action. In extreme

cases this may include the withdrawal of funding or other resources from the Students' Union.