



Constitution

City of Glasgow College Students' Association

This constitution is a legal document that sets out:

- What CitySA can or cannot do
- How it should operate
- How members can raise their concerns or issues

This document is available in other formats by contacting the Students' Association at citysa@cityofglasgowcollege.ac.uk

Contents

Who we are and what we do	3
Part 1: The Articles	4
Article 1 – The Students’ Association	4
Article 2 – The Running of the Students’ Association	6
Article 3 – Administration and Governance of CitySA	7
Part 2: Schedules	9
Schedule 1 – Election Rules	9
Schedule 2 – Clubs & Societies Rules	9
Schedule 3 – How Student Parliament is run	9
Schedule 4 – Financial Procedures	9
Schedule 5 – Events and Charitable Fundraising	9
Schedule 6 – Meetings of CitySA	9
Part 3: Appendices	10
Appendices 1 – SA documents	10
Appendices 2 – SA Partnership Agreements	10
Appendices 3 – Policies	10
Appendices 4 – Legal Supplements	10
Appendix 5 – Definitions and Interpretations	10

Who we are and what we do

We (hereby referred to as CitySA) are a Students' Association body of the City of Glasgow College (the College) within the meaning of the Education Act (1994). CitySA's legal status is that we are a department of the College.

CitySA acts as a voice for our Members and their educational interests and welfare.

This constitution is a legal document which sets out:

- (a) What CitySA can or cannot do
- (b) How it should operate
- (c) How members (students) can raise their concerns or issues

The Education Act (1994) requires the college's governing body (the College's Board of Management) to take all reasonable and practicable action to ensure that CitySA operates in a fair and democratic manner and is accountable for its finances.

The Board of Management recognises CitySA as a democratically run organisation committed to serving and representing the students of the College.

Funding that CitySA receives helps us meet our aims as set out below. CitySA has sabbatical officers who are 'major union office holders' for the purposes of Section 22 of the Education Act (1994). The Sabbatical officers are supported by volunteers on each campus and come together to form the City of Glasgow College Student Parliament (referred to throughout this document as 'Student Parliament').

Student Parliament and the College Board of Management will review this document in partnership at least every five years, in accordance with the Education Act (1994). CitySA will take this document to the College Board of Management to have it agreed and approved.

Date approved: TBC
Takes effect from: TBC
To be reviewed by: 2026
Version: TBC

Part 1: The Articles

This section defines the aims and objectives of CitySA as well as setting out what can and cannot be done. This section is divided into chapters.

Article 1

The Students' Association

1.1 Name

The City of Glasgow College Students' Association is a Students' Association within the meaning of the Education Act 1994. CitySA acts as a voice for its members and is devoted to their educational interests and wellbeing. The City of Glasgow College provides CitySA with the funds to help facilitate the educational experience of the students.

1.2 Aims and Objectives.

1.2.1 CitySA will:

- Represent the interests and wellbeing of its members (students).
- Work with members and the College to ensure that every student has the best possible learning and wider student experience.
- Promote and coordinate clubs and societies and encourage participation in these.
- Represent student views to the College, its committees and contribute to the college's quality processes.
- Undertake its responsibilities as outlined in the Post-16 Education (Scotland) Act 2013.

1.2.2 We will operate free from any discrimination and will take actions to promote equality of opportunity and without the influence of any political party or religious organisation.

1.2.3 We will work in partnership with the College in line with our aims and objectives, which will be set out in our Strategic Plan.

1.3 Powers of CitySA:

1.3.1 CitySA has the powers to:

- Provide and promote activities, support services and facilities to members.
- Raise funds and receive grants and donations.
- Trade whilst carrying out any other objectives and carry on any other trade which is not expected to lead to taxable profits, as agreed within the CitySA and College Management Board Memorandum of Understanding.
- To do anything which is lawful to achieve the objectives of CitySA, if agreed by the College.

1.4 Money and Property of CitySA:

1.4.1 Money and property must only be used to carry out the aims and objectives of CitySA as defined in this document and the Strategic Plan.

1.4.2 Student Parliament Members cannot receive any money or property from CitySA other than:

- Reasonable expenses subject to approval of CitySA.
- Salary payments, other relevant employment costs and expenses paid to Sabbatical Officers

1.4.3 CitySA is eligible to receive appropriate funds from the College to assist in the achievement of agreed objectives and will present a budget to the College and account for any expenditure as required. CitySA will prepare annual accounts to meet statutory requirements.

1.4.4 The designated full-time administration staff of CitySA will maintain and record the finances of CitySA in line with the agreed Memorandum of Understanding.

1.4.5 The Students' Association staff will ensure that the annual budget, amendments to the budget, and all other short-term financial reports and financial proposals are discussed and approved by the Sabbatical Officers.

1.4.6 The financial activity of CitySA must follow the College's procurement and financial procedures.

1.5 Membership of CitySA:

1.5.1 CitySA's members are:

- All students aged 16 and over who are enrolled at the College and have not opted out of membership of our SA; and
- Our Sabbatical Officers who are our elected and paid representatives.

1.5.2 CitySA's members can:

- Attend, vote and speak at SA meetings.
- Vote in SA elections
- Hold voluntary posts with CitySA.
- Use CitySA's facilities (except in circumstances where this may impact on CitySA's ability to ensure it complies to Information Governance and GDPR regulations)
- Take part in CitySA's activities.
- Hold office in CitySA approved clubs and societies.
- Run for SA Officer positions

1.5.3 Registered students at the College under the age of 16 (although not able to be members of CitySA) can take part in certain activities, as agreed by the Student Parliament. They may apply via CitySA for Associate Membership. Due to employment law, members must be at least 16 years old to hold a Sabbatical Officer position.

An Associate Membership can be applied for by any registered student of the College under the age of 16. This form of Membership shall revert to that of a full SA member upon the student reaching the age of 16, unless the student advises they do not wish to be a member.

1.5.5 Members of CitySA cannot transfer their membership to anyone else. Membership will automatically end when:

- The member ceases to be a registered student of City of Glasgow College, or
- The member provides written notice to CitySA that they do not wish to be a member of CitySA, or
- In the case of members who are not elected Student Officers, a decision is made at Student Parliament where two thirds of those present decide that the student should be expelled

from CitySA, as continuation as a member could be harmful or prejudicial (or likely to be harmful or prejudicial) to CitySA.

Regarding the last point, CitySA will provide the student with at least 14 days' written notice before this decision. The notice will explain the grounds on which the intended expulsion is being sought. The student will be provided instructions on how to appeal any such pending decision or any decision made following the Student Parliament meeting.

- 1.5.6 We welcome contributions from all members in developing CitySA in line with the Strategic Plan. Students may contact any of our elected Officers if there is an issue they wish to raise.

Article 2

The Running of the Students' Association

2.1 Elections

- 2.1.1 In line with the Education Act (1994), all office holders will be elected by a secret ballot of SA members.
- 2.1.2 The way in which elections will be run is outlined in Schedule 1 of this constitution.
- 2.1.3 The Sabbatical Officers will be elected between the months of February and May during each calendar year in accordance with Schedule 1.
- 2.1.4 In line with Education Act (1994) no member will hold a Sabbatical Officer post for more than two years.

2.2 Student Parliament

- 2.2.1 CitySA has a Student Parliament which includes a President and such other Sabbatical Officers and non-sabbatical Officers who are elected in line with the schedules.
- 2.2.3 A Sabbatical Officer role can be held by more than one member. However, no member may hold more than one role at any one time.
- 2.2.4 The number, structure and main responsibilities of the Sabbatical Officers will be agreed by the students through Student Parliament and in keeping with CitySA's budget.
- 2.2.5 The Sabbatical Officers will have a job description and contract issued by the College as their employer and agreed by CitySA and Student Parliament, which explains how Sabbatical Officers are accountable to the College's terms and conditions of employment, policies and CitySA's constitution (and other CitySA documentation where applicable).
- 2.2.6 Student Parliament members will no longer be Student Parliament members if:
- they resign by giving the President notice in writing.
 - if sabbatical, a motion of no confidence in the officer is passed by a 66% majority in a General Meeting of students, in person or online as specified in the Schedules.

- Sabbatical officers can also have the office removed under the College’s Code of Conduct, which sets out consequences for a breach of the Code of Conduct, including suspending or removing any or all rights and privileges of membership (including ability to hold office).
- 2.2.7 CitySA will hold an Annual General Meeting (AGM) for members, at which it will review activities, aims and objectives and account for budget spend. It may not be branded as an AGM, but the purpose will remain the same.
- 2.2.8 An Extraordinary General Meeting (EGM) may also be called, in which all members will be allowed to vote by:
- a 66% majority vote of the Student Parliament; or
 - a Petition setting out the issue and the name, course, student number and signature of at least 100 members of CitySA.
- 2.2.9 How the Student Parliament is run, including how meetings are called is fully outlined in Schedule 3 of this constitution.

Article 3

Administration and Governance of CitySA

3.1 Governance

- 3.1.1 The College’s Board of Management responsibility includes:
- Ensuring CitySA operates in a fair and democratic manner. This includes ensuring elections are democratic and that the constitution enables CitySA to carry out its aims and objectives.
 - CitySA is accountable for its own finances; however, the Board of Management will be invited to approve CitySA’s budget annually.

3.2 Referenda

- 3.2.1 A referendum, in which all members will be allowed to vote, may be called on any issue by
- a 66% majority vote of the Student Parliament; or
 - a Petition setting out the issue and the name, course, student number and signature of at least 100 members of CitySA.
- 3.2.2 Referenda will be held in line with the voting procedures outlined in Schedule 1.
- 3.2.3 Policy set by a referendum can overturn policy set by members in a general meeting or by the Student Parliament.

3.3 Affiliations to other organisations

- 3.3.1 Any proposal to affiliate to another organisation must be approved by the members. This can be done by:
- a majority vote at a general meeting (set out in Schedule 6);
 - a 66% majority vote of the Student Parliament; or

- a referendum (set out in Article 3.2).

3.3.2 We will include details of all links to other organisations, including the names of the organisations and each fee paid, in our Annual Report. Our Annual Report is available to all our members and to the College.

3.3.3 If our members want to object to a current link to any organisation, they must present a petition by following the process in Article 3.2.1.

3.3.4 We cannot hear the same matter in the same academic year.

3.4 Amendments

3.4.1 Any proposed amendments to the Constitution can be raised at Student Parliament or by referendum. They will require the support of a minimum of 66% of the members present to be accepted.

3.4.2 Amendments to the Constitution and the Articles of the Constitution will be submitted to the Board of Management for approval as per their role outlined in Article 3.1.

3.4.3 Amendments to the Schedules will be enacted straight away. Updated Schedules will be sent to the College Secretary on an annual basis (usually in June) for information.

3.4.4 CitySA must get approval through a general meeting (a majority vote as set out in Schedule 6) and the Board of Management before we make any amendment to clause 2.2 (Aims and Objectives), change our name, or start winding up or amalgamating with another association.

3.4.5 The Articles will be reviewed by CitySA at least every 5 years from the date of the current document's implementation. Amendments can be made at any point in the duration of the Constitution subject to Article 1.1 (above).

3.5 Interpretation

3.5.1 If anyone challenges any part of this Constitution, this is to be raised with the President. They will then hold discussions regarding the challenge with the other Sabbatical Officer(s) and CitySA staff. The interpretation will lie with the President.

3.5.2 If a member of CitySA is not satisfied with any decision, they may appeal to the Director of Student Experience with responsibility for CitySA and the College Secretary, who will gather the opinions of the College's Staff, Students and Equality Committee, before presenting the appeal to Student Parliament. Student Parliament will decide the outcome by a simple majority vote. Their decision will be final.

Part 2: Schedules

This section gives further direction on where to source operational details in relation to how things get done.

Schedule 1

Election Rules

This outlines how CitySA runs its elections and other formal voting structures. This includes but is not limited to: the election of Sabbatical Officers, the election Student Parliament Members, the process of undertaking a Referenda and the process for undertaking affiliation.

Schedule 2

Clubs & Societies Rules

This outlines how CitySA sets up and maintains its Clubs and Societies. This includes but is not limited to: the process of setting up a new club or society and the process to maintain existing clubs and societies.

Schedule 3

Student Parliament

This outlines how CitySA runs its Student Parliament. This includes but is not limited to: timelines for student parliament meetings, roles and responsibilities of parliament members, the process for adding agenda items, how decisions will be made and the process for appealing decisions.

Schedule 4

Financial Procedures

This outlines how CitySA manages its finances. This includes but is not limited to: how money is accounted for, how spending decisions are made and how monies are requested.

Schedule 5

Events and Charitable Fundraising

This outlines how CitySA sets up and runs its Events and Charitable Fundraising. This includes but is not limited to: the process for running an event, the process for making charitable donations and how suitable causes are agreed for fundraising.

Schedule 6

Meetings of CitySA

This outlines how CitySA manages its formal meeting process. This includes but is not limited to: the process for running an Annual General Meeting and the process for running an Extraordinary General Meetings.

Part 3: Appendices

This section includes other regulations that the Association must follow.

Appendices 1

SA documents

A copy of the following SA documents are available to all students on CitySA website:

- *annual report*
- *plans for CitySA's activities*

Appendices 2

SA Partnership Agreements

A copy of the following SA documents are available to all students on the SA website:

- *Student Partnership Agreement*
- *Student Mental Health Agreement*

Appendices 3

Policies

A copy of the following documents are available to all students on the CitySA and College websites:

- *Code of Conduct (Officers)*
- *Performance Support Policy (Officers)*
- *Attendance Support Policy (Officers)*
- *Equality, Diversity and Impact related policy*
- *Complaints Procedure*

Appendices 4

Legal Supplements

A copy of the following legal documents are available to all students on the UK Gov website:

- *1994 Education Act and any other relevant legal documents*
- *Post-16 Education (Scotland) act 2013*

Appendix 5

Definitions and Interpretations

[Jargon and Acronym Buster is to be inserted following approval]