

# Schedule One: Election Regulations

## 1. Student Executive Elections

- i) Appointment to all student officer positions within the Students' Association and all of its affiliated groups will be by election unless explicitly stated elsewhere in the constitution.
- ii) All Executive Committee elections will be conducted by secret ballot using Single Transferable Vote (STV) or Alternative Transferable Vote (ATV), as appropriate to the number of vacancies, as laid out by the Electoral Reform Society.

## 2. Returning Officer

- i) In any election there will be a Returning Officer, appointed by the Elections Committee and in consultation with the College in terms of Section 22 of the Education Act 1994. The Returning Officer will be responsible for overseeing the efficient, fair and correct running of the election and for verifying the outcome of the election. The Returning Officer may appoint deputies to support them in their duties together with an Elections Committee. The Returning Officer's decision will be final.
- ii) The Returning Officer, and any member of the Elections Committee, will not be a candidate or an open supporter of any candidate.
- iii) A Returning Officer's duties include those of administering referenda.

## 3. Conduct of Elections Committee

- i) No member of Elections Committee will openly express any opinion about a candidate during the course of an election.
- ii) Any member of Elections Committee must inform the Committee and outline in writing the nature of, any conflict of interest they deem themselves to have in any election. If the Committee is satisfied with the basis for resignation then the member will be deemed to have resigned.
- iii) Any member of Elections Committee who, in the opinion of a simple majority of the Committee, has a conflict of interest that may interfere with, or be

perceived to interfere with, the fair running of the election will be deemed to have resigned temporarily from the Committee for all business relating in any way to that election.

- iv) All complaints about the running of the elections should in the first instance be directed, via the Standard Complaints Form, to the Deputy Returning Officer (as a representative of the Elections Committee) who will make a decision based on available evidence.
- v) Appeals about any decision of the Elections Committee should be made within 24 hours of the decision being notified to the complainant and submitted via the Standard Appeals Form to the Returning Officer. The decision of the Returning Officer will be final.

#### **4. Posts to be filled by Election**

- i) The members of the Executive Committee will be:
  - 1 President (Paid)
  - Between 1 and 3 Vice Presidents (Paid)
  - Up to 15 x Student Executive Officers (Voluntary)
- ii) The Board of Management will determine the hours of the paid posts. Postholders in paid positions are employees of the College and will be bound by the College's staff policies and procedures.

#### **5. Eligibility**

- i) Only Ordinary Members of the Association are eligible to stand in any election.
- ii) Only Ordinary Members of the Association may vote in any election.
- iii) Individuals with current disciplinary sanctions under any of the College's disciplinary procedures will not be eligible for election to the post of President or Vice President or to any paid post.
- iv) Should a paid officer of the Student Executive receive a disciplinary sanction during their period of employment (e.g as President or Vice President) their ongoing employment with the City of Glasgow College may be reviewed and may become untenable.
- v) All successful candidates for Executive Office positions (including President and Vice President) will be required to complete a Protection of Vulnerable Groups

(PVG) submission. College may refuse the appointment of any individual who does not have a satisfactory PVG record.

- vi) The College recognises that the Students' Association Executive Officers, especially the President and Vice Presidents, have an important leadership role and act as important role models for the students they lead and represent. For this reason, the College will exercise particular care over any PVG notification that involves theft, violence, substance misuse, possession of banned substances. In these cases a candidate may be considered ineligible to stand for election or for appointment to a paid role.

## **6. When Elections Should Happen**

- i) Elections for the President and Vice President will take place before the end of May each year.
- ii) Once elected, the President and Vice Presidents will take office on an agreed date around July 1st of that year. Student Officers will serve for no more than 12 months from the date they take office.
- iii) Where the holder of a paid post steps down from that post (e.g through illness or other reasons), elections may be held to fill the vacant post. The decision to hold such elections will be at the discretion of the Student Representative Council and the Executive Committee, working with the Elections Committee.

## **7. Notification of Elections**

- i) The date of elections for Executive Committee members, a copy of the election timetable and a copy of the election regulations will be posted on the Students' Association notice- boards at least 20 college days before the elections.
- ii) Notification of Poll will include: the positions available, the timetable of elections, and contact details for the Returning Officer.

## **8. Timetable for Nominations**

- i) There will be a period of open nominations during which nominations may be submitted to the Students' Association. Nomination forms will be made available at various outlets throughout the College and online, 20 days before the election.
- ii) Nominations will close at a pre-arranged time, which is advertised to the electorate and prospective candidates.

- iii) Nominations will be open for a length of time that is no less than 5 calendar days, to allow a fair opportunity for all prospective candidates.

## **9. Nominations**

- i) All nominations must include the name, matriculation number and signature of the candidate.
- ii) Nominations may be spot-checked on the authority of the Returning Officer and will be deemed valid or not by the Returning Officer.
- iii) The list of candidates will be announced within 48 hours of the close of nominations.
- iv) No nomination may be accepted after the Close of Nominations – except in exceptional circumstances (at the discretion of the Returning Officer).

## **10. Conduct in Elections**

- i) Candidates may only criticise another candidate's policies where those policies have appeared in the campaign. They may not criticise the persona of another candidate.
- ii) During the nominations open period, 'face-to-face canvassing' (direct contact with individuals – either in person or electronically) of students is allowed but the publication of campaign materials (i.e. literature, advertising, public electronic communication, etc) is not.
- iii) Candidates will in no way attempt to undermine the fair and democratic running of the election.
- iv) Candidates will be responsible for the conduct of those campaigning on their behalf.

## **11. Candidate Guidance Notes**

- i) There will be a candidate election pack issued by the Elections Committee.
- ii) The candidate guidance notes will include written documentation detailing the election rules, information relating to the structure of the Association and each position being elected and any further information deemed necessary by the Elections Committee.

- iii) Candidates will be advised that if they are successful they will be subject to a PVG Disclosure check (Protection of Vulnerable Groups). In line with the College Safeguarding Policy the outcome of the PVG check will determine if the candidate is suitable to take office.

## **12. Publicity and Reporting**

- i) The Elections Committee must approve all candidates' publicity before it is used in the election.
- ii) All publicity promoting the opening of nominations and further information pertinent to the running of the elections is the responsibility of the Elections Committee.
- iii) The Elections Committee will not approve candidate's publicity that directly, or indirectly, criticises the persona of any other candidate.
- iv) Only personal online communication or social media sites may be used by candidates to promote their election campaigns. All online campaign activity must adhere to the principles outlined in section 10: Conduct in Elections.
- v) Candidates may not use society, sports club, commercial, or group email lists or social media sites to refer to individual candidates or their policies. Candidates should make every attempt to ensure emails are not sent out on their behalf by these groups, as disciplinary actions may be instigated against them. Neither may these groups, clubs or societies actively endorse any candidate.
- vi) The Elections Committee may publicise elections by electronic means.
- vii) Candidate's manifestos will be made available on the College VLE and the Students' Association's website.
- viii) All reporting and publicity for cross-campus elections must endeavor to give equal coverage and representation to all candidates.

## **13. Candidates' Campaign Publicity and Reporting**

- i) Each candidate will be given a budget for publicity and sundries, the amount of which will be determined annually by the Elections Committee.

- ii) Candidate's publicity and sundries expenditure must not exceed the given budgets.
- iii) Candidates failing to hand in their expenses sheet within 7 calendar days after the close of voting may not receive their expenses.
- iv) The only name that candidate's publicity may mention is that of the candidate, unless approved by the Elections Committee.
- v) Canvassing or campaigning of any variety before the campaigning period opens will not be permitted, unless as outlined elsewhere in this schedule (for example, face-to-face canvassing is permitted during the nominations period).

## **14. Hustings or Question Time**

- i) There will be Hustings or Question Time event arranged by the Students' Association and supported by the Student Engagement Team.
- ii) At Hustings, the chair will be a member of the Elections Committee or someone nominated by the Elections Committee.
- iii) At Hustings, each candidate will be entitled to speak for an allotted time, with the order of speakers decided by ballot.
- iv) All questions should be addressed through the Chair and must be directed to all candidates standing in that position.
- v) The times and venues of Hustings will be publicised by Elections Committee.
- vi) All candidates must attend or send written apologies to the Elections Committee for each Hustings where they are due to speak.

## **15. Voting**

- i) For all online elections the following will be posted on the Students' Association notice boards at least 3 calendar days before the commencement of voting:
  - Official notification of voting times
  - Official list of candidates and their nominated post
  - A description of each post

- The Manifesto of each candidate, where submitted and a link to one social media or other website.

- ii) Where the Elections Committee prescribes an election to be held using the Online Voting System, paper ballots will not normally be allowed, so as to ensure double voting does not occur. Only in exceptional circumstances where a student does not have access to, or is unable to use, the internet, may the Returning Officer, at her or his sole discretion, allow a paper ballot, accompanied by evidence of identification, to be cast in an Online Election. Any such paper ballot will be opened by the Returning Officer and entered into the voting software before counting commences for the post concerned.
- iii) All votes cast online will be recorded and processed anonymously. The Returning Officer will have the power to know who has cast a vote but not the content of that vote. The personal details of those who have voted will be covered by the College Data Protection Act; not disclosed to any third party/ies, and physically deleted once the relevant election result is no longer open to challenge.
- iv) A voter may vote at any computer with internet access upon input of their College user ID and password. This will act as their unique access code to vote.
- v) Only those matriculated students who have a User ID and password provided by the City of Glasgow College will be eligible to vote online. Students will be ineligible to vote if their User ID has been invalidated by the College.
- vi) No candidate or supporter may provide assistance to or influence a student in the process of voting.
- vii) Once a vote is cast for a position in a ballot then voters will be unable to cast a vote for that position again.
- viii) The Online Voting system will automatically randomise the order in which the candidate's names appear for each position, thus negating any alphabetical advantage.
- ix) Any situations that arise with regard to Online Elections that have not been addressed in this Schedule will be dealt with in the first instance by the Elections Committee. The decision of the Elections Committee may be appealed within 24 hours to the Returning Officer whose decision will be final.

## **16. The Count**

- i) The count will be undertaken using either the Single Transferable Voting system (STV) or Alternative Transferable Voting System (ATV) counting software, as appropriate to the number of vacancies and as previously agreed by the Returning Officer. Both systems will be operated following the most recent counting procedures as prescribed by the Electoral Reform Society of Great Britain and Ireland.

## **17. Procedure in the Event of Systems Failure**

- i) In the event of data corruption, loss of data or intentional alteration in an Online Election, the Elections Committee will be required to investigate the situation and determine the validity of the election data and will submit all findings to the Returning Officer, who will make a decision on how to proceed.

## **18. Complaints About Elections**

- i) Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within 48 hours of such a complaint being lodged by any full member or the candidate or their nominee.
- ii) Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
- iii) A challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the returning officer who will resolve the complaint within 48 hours of it being lodged.
- iv) In determining a resolution to the complaint, the returning officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the returning officer on any complaint will be final, subject only to a successful appeal to the Board of Management or their appointee.

## **19. By-Elections**

- i) A by-election may be held if any of the Executive Committee positions are not filled or a position become vacant. The decision to hold by-elections will be at the discretion of the Student Representative Council and the Executive Committee, working with the Elections Committee.
- ii) If an Executive Committee position is not filled after the by-election, then subsequent by- elections may be held until the position is filled.

## **20. Re-opening of Nominations**

- i) In any election where Re-Open Nominations is elected, the Elections Committee will initiate a re-election within 14 calendar days.
- ii) Any candidate not elected will be entered on the re-opened ballot paper unless they inform the Returning Officer in writing that they wish to withdraw.

## **21. Other Elections**

- i) Members of Student Representative Council will be elected by a meeting of the class representatives in each Faculty before the end of November, once elected they will serve until the end of the academic year.
  - a. Nominations will open at the start of the meeting.
  - b. If more than one nomination is received a secret ballot will be held. There will be representation for each Faculty.
- ii) All conference delegates (e.g for NUS UK conference) will be elected by a simple majority at a meeting called for that purpose by and from those students who self-define in attendance at the meeting.

# **Schedule Two: Clubs and Societies Regulations**

## **2.0 The Association will run and administer Clubs and Societies**

### **2.1 Setting up a club or society**

- i) No club or society may receive funds from the Association or use Association facilities without recognition in each academic year by Student Executive Committee.
- ii) To be considered for recognition, the club or society must provide the Student Executive with a plan of activities and a list of prospective members in accordance with this clubs and societies schedule
- iii) No club or society will be recognised if its objectives conflict with those of the Association or the College values. However, this restriction will not be interpreted in a way that prevents the establishment of political, religious or ethnically based clubs and societies.
- iv) Any club or society that wishes to be recognised by the Association shall present to the Executive Committee, a list of 10 signatures of proposed members and details of proposed club or society to include:
  - a) the name of the club/society;
  - b) the aims and objects of the club/society (which must not be contrary to those of the Association or the College values);
  - c) regulations relating to membership eligibility to the club/society

## **Money for clubs and societies**

- i) The Executive Committee shall agree a sum within the Association budget which shall be for grant aid of recognised clubs and societies.
- ii) To receive funding a club/society must submit a budget proposal to the Students' Association Executive Committee.
- iii) The Executive Committee shall meet and allocate funds. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and any special equipment and travel considerations.
- iv) The allocations shall be approved at the first meeting the Student Executive of the new academic year.

## **Responsibilities of clubs and societies**

- i) No-one from a club or society may commit either the club or society or the Association to any expenditure other than that previously agreed through the Executive Committee, including but not limited to the hiring of venues and associated costs.
- ii) The club or society shall be responsible for promoting itself during induction week to encourage new membership.
- iii) All clubs and societies' will produce an activities report to the Executive Committee at the end of each term, following a request from the President.
- iv) The club or society shall not hold its own bank account and all its finance will be administered through the Association.
- v) The club or society shall hold no funds whatsoever outside the Association accounts.
- vi) The chairperson of the club/society shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of meetings.
- vii) Failure to abide by these regulations and the Association constitution may result in suspension of the club or society by the Executive Committee.

# **Schedule Three: Meeting Regulations**

Meeting regulations will apply in full to all Executive Committee meetings and to the conduct to all Committee meetings of the Association in terms of conduct of meetings.

## **3.1 Executive Committee**

- i) The Executive Committee will meet a minimum of once every 14 days and agenda topics must be submitted 48 hours prior to the meeting.

## **3.2 Who can attend Executive Committee meetings?**

- i) All members of Executive Committee will be expected to attend all meetings of Executive Committee. Any member of Executive Committee who fails to attend three consecutive meetings without giving apologies to the Chair, and does not provide satisfactory reasons acceptable to Executive Committee, shall be considered to have resigned. Any full member of the Association may attend Executive Committee meetings in accordance with clause 3.4 of the articles of the constitution. Any individual/s who are not members of the Association who wish to attend must receive permission from the meeting by submitting a request to the chair. The chair shall then take a vote on whether the individual/s may attend.

## **3.3 Who may speak at Executive Committee?**

- i) Any full member of Executive Committee may speak at the Executive Committee. Any full member of the Association may attend Executive Committee and speak with the permission of the meeting. Any other individual may attend and speak as a guest, if invited to do so by the Executive Committee. Any member wishing to speak must raise their hand. The chair of the meeting shall decide the order of speaking.

## **3.4 Those eligible to vote on Executive Committee.**

- i) Only members of Executive Committee who are present at the meeting may

vote, unless other arrangements are made in advance and agreed to by the Executive Committee.

- ii) The chair of Executive Committee, should the vote result in a tie, will have the casting vote.

### **3.5 Progress of matters in relation to the Association**

- i) All items for debate shall be submitted to the Student Liaison Officer 48 hours prior to the meeting. Proposals for amendments to the constitution and schedules must be submitted seven College days before the start of the meeting.

### **3.6 Setting the Agenda and publicising meetings**

- i) The Student Liaison Officer shall be responsible for the agenda and publicising the meeting.
- ii) The President will take the chair of the first meeting of the academic year. There shall be an election for a chairperson and a deputy chairperson at this meeting.
- iii) In the event of the chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be resigned for the duration of the item under discussion to the deputy chair.

### **3.7 Content of meeting**

- i) The meeting will consist of :
  - Checking the minutes of the previous meeting for accuracy
  - Matters arising from the minutes of the last meeting
  - Reports from the Executive Committee
  - Agenda points for discussion
  - Items for debate
- iii) Any member may request that any item be discussed in full, provided that notice is given in advance of the meeting.

iv) All debates shall be run as follows:

- the proposer of the debate will make a speech
- any changes to the debate will be raised according to clause 3.8 of these regulations
- the chair will invite a speech against the debate
- the chair will balance the number of speeches for and against the debate
- the chair will invite any questions and statements relating to the debate
- the proposer of the debate will have the right to sum up
- the vote will be taken.

**3.8 Changes to the debate** will be run as follows:

- any changes to the debate will be raised after the proposer has spoken
- The chair will invite and take a speech against the changes
- The chair will attempt to balance the number of speeches for and against the changes
- The chair will leave time for questions and statements before the vote
- When all changes have been voted upon, the main debate will be discussed
- and voted upon.

**3.8 General rules**

- i) Every debate will have a proposer and a seconder.
- ii) Any motion may only be withdrawn with the consent of the meeting.
- ii) Debates will require a simple majority to be decided except where otherwise specified in the constitution.
- iii) Emergency debates may only be discussed if they deal with matters that have arisen since the 48 hour deadline for agenda submission.

# Schedule Four:

## Students' Association Finance Procedure



Date: June 2015

As well as raising some of our own revenue, the City of Glasgow College Students' Association receives funds from the College Board of Management to assist with operational costs. As such, the funds are closely monitored and are subject to external and internal audit at any point throughout the academic session. Annual accounts will be published in City SA's Annual Report and reviewed by the Board of Management at the end of the academic year.

It is important that **all money is accounted for** and this procedure must be followed by all people in receipt of Students' Association money. Any breach of this procedure may result in disciplinary procedures.

**All requests for money from the Students' Association must be approved in advance by the Student Executive or Presidential Team via the CitySA Funding Proposal Form.**

**A Purchase Order has to be raised by the Students Association Administrator and approved for all methods of spend (invoices, credit card and manual cheques) before goods or services are ordered.**

At the beginning of each year, block proposals may be made by the Students' Association Liaison Officer (SALO) or Presidential Team to set ring-fenced budgets. Money may be spent as detailed in these proposals **without** submitting further funding requests.

If all money is spent from ring-fenced amount, further funding requests are required.

Money spent from within ring-fenced budgets still needs to follow the appropriate finance procedures and be submitted to the SA Administrator.

From the election of the Student Executive committee, until the final meeting (last week of teaching), all funding proposals must be approved by a simple majority of those in attendance at meetings of the Student Executive.

Urgent funding proposals may also be passed by a majority of the exec by e-mail.

Out-with the sitting period of the Student Exec committee, the Presidential Team (Student President; Vice President Learning & Teaching; Vice President Social & Activities) and SALO are able to authorise funding proposals.

### **When money is required in advance of purchase**

- a) On occasion (where other alternatives have been explored and are not possible), Petty Cash can be requested in advance of purchase from the Students' Association Administrator who will fill in the relevant paperwork with the claimant. If the Students' Association Administrator is unavailable please speak to the Students Association Liaison Officer.
- b) An Approved Funding Proposal form must be evidenced for all advance cash requests. A copy of the signed and stamped Funding Proposal should be presented along with the original signed and coded Petty Cash form to the Finance Office. "From Approved Spend" must be written on the top of the petty cash form.
- c) The Petty Cash form must be coded correctly with the Cost Centre and Subjective Code.
- d) A photocopy of the signed Approved Funding Proposal form and Petty Cash form should be made and retained for City SA records.

For amounts over **£100** a signature is required from an Executive Director.

### **Authorisation**

Students' Association petty cash requests can be authorised by:

- Students' Association Liaison Officer
- Student President
- Student Vice Presidents (up to £100)
- Student Engagement Manager
- Head of Student Development

The Petty Cash form should be taken to the Finance Office, where the funds can be released.

When buying the items a receipt **MUST** be obtained and the original returned to the Finance Office, a copy **MUST** be made and returned to the Students' Association Administrator to be stored for audit purposes.

The receipt and the change must be returned to the Students' Association Administrator within 24 hours of submitting the petty cash voucher, except in exceptional circumstances. All change must be accounted for.

The change and receipts will then be passed to the Finance Office by the Students' Association Administrator and copies retained for reference.

### **When Exec use their own money**

If staff or Exec members use their own money to purchase approved items, they can be reimbursed through the Petty Cash system. Check that your items will be approved prior to purchase, do not assume that they will be. All requests for funding must be submitted via the Funding Proposal Form to the Student Executive for approval.

- a) A photocopy of the signed Petty Cash form should be made and obtained for City SA records.
- b) Receipts must be provided for all purchases. Originals should be presented along with the signed and coded Petty Cash form to the Finance Office. Photocopies of all receipts and the signed and coded Petty Cash form should be returned to the SA Administrator and stored as part of Financial Records. These could be audited at any point in the Academic Session.
- c) The Petty Cash form must be coded correctly with the Cost Centre and Subjective Code.

### **Authorisation**

Students' Association petty cash requests can be authorised by:

- Students' Association Liaison Officer
- Student President
- Student Vice Presidents (up to £100)
- Student Engagement Manager
- Head of Student Development

The Petty Cash form should be taken to Finance Office, where the funds can be released.

When buying the items a receipt **MUST** be obtained and returned to the Students' Association Administrator to be stored for audit purposes.

# Schedule Five: Students' Association Code of Conduct



## CODE OF CONDUCT

Date: June 2012

## **Introduction**

1.1 The conduct of the paid officials and Executive Officers is central to the success and reputation of the Students' Association. It is therefore important that you follow the College statement of values:

### **As a new College we value**

- *The individual*
- *Equality, diversity and inclusiveness*
- *Integrity, honesty and transparency*
- *Excellence and achievement*
- *Partnership*
- *Innovation and enterprise*

and observe the standards of conduct that the College expects.

1.2 Individuals carrying out paid roles such as President or Vice President are bound by City of Glasgow College's Staff Code of Conduct. Executive Officers, Student Representative Council members and other students acting on behalf of the Students' Association are bound by Students' Association Code of Conduct.

1.3 This Code defines the standards of conduct required of you within the College and, in some cases, outwith the College. You may meet difficult situations in the course of your duties and this Code is designed to enable you to know what is expected of you.

1.4 It is your responsibility to make yourself aware of the standards set out in this Code and to apply these standards at all times. Whenever there is any doubt, you should seek advice from the Head of Student Information & Funding.

1.5 If you are in breach of this Code, you may be liable to disciplinary action. The Code covers conduct at College and may also include conduct outside College which is relevant to your role within the Students' Association and as a representative of City of Glasgow College. Some misconduct will be treated as gross misconduct and in such cases dismissal/expulsion is the normal form of disciplinary sanction. Examples of misconduct are appended to the College Staff Disciplinary Procedure. These examples are neither exclusive nor exhaustive. Other actions not listed may be misconduct and result in disciplinary action being taken.

1.6 You remain free to question and test the views of others and to put forward new ideas and controversial or unpopular opinions on matters connected with the Students' Association. This Code is not intended to impinge on that freedom, but rather to ensure that it is reasonably exercised in a manner not detrimental to the College, its clients, its staff or its students.

## **1. Access to the code**

- 2.1 All Executive Officers and Student representatives must be aware of the contents of this Code and of the likely consequences of any misconduct. The Code will be published on the College websites and student intranets.
- 2.2 Ignorance of this Code will not be accepted as a mitigating circumstance.

## **2. The Seven Principles of Public Life**

- 3.1 The Committee on Standards in Public Life, an independent body, has established seven principles which it believes should apply to all in the public service. These form part of the Code of Conduct and you are expected to follow them, as appropriate, during the course of your involvement with the Students' Association.

### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

## **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

## **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## **Leadership**

Holders of public office should promote and support these principles by leadership and example.

3.2 As a student representative or Executive Committee members, you are in effect a “holder of public office”.

## **4. General conduct**

4.1 In carrying out the work of the Association, you must at all times:

- 4.1.1 Behave in a proper and responsible manner.
- 4.1.2 Carry out lawful and reasonable instructions, and observe any operational regulations, standing orders or established procedures of the College and the Association.
- 4.1.3 Be courteous, respectful and helpful to students and employees of the College, clients and members of the public and refrain from rudeness, insubordination, insolence, offensive or abusive conduct, or conduct likely to cause distress or be perceived as disrespectful, harassment or bullying of colleagues or peers.
- 4.1.4 Refrain from being under the influence of drink or drugs during College hours so that performance is detrimentally affected.
- 4.1.5 Refrain from committing a drink or drug offence, whether during or outside working hours, which could endanger anyone's safety or diminish the College's confidence in your suitability.
- 4.1.6 Not plagiarise the work of a third party.
- 4.1.7 Ensure that all College resources and materials are used efficiently and only used for College purposes unless specifically agreed otherwise.

- 4.1.8 Maintain professional standards, at whatever level, of conduct and behaviour reasonably expected of those in an influencing or leadership position.
- 4.2 These rules supplement and do not replace the disciplinary rules set out in the College's Disciplinary Procedures.

## **5. Health and Safety**

- 5.1 You must at all times:
  - 5.1.1 Observe fully the College's health and safety policies, procedures and codes.
  - 5.1.2 Wear the appropriate safety or protective clothing provided by the College for particular duties.
  - 5.1.3 Comply with accident reporting procedures.
  - 5.1.4 Comply with hygiene requirements.
  - 5.1.5 Follow approved safety Regulations and Codes.
  - 5.1.6 Avoid potential risk or injury or danger to yourself or other persons.
  - 5.1.7 Refrain from smoking on College premises including external areas designated as "no smoking" areas.

## **6. Use of your official position**

- 6.1 You must not at any time:
  - 6.1.1 Abuse your authority in relation to a colleague, client or member of the public.
  - 6.1.2 Breach the College's financial regulations and financial procedures including those in relation to petty cash, collection and handling of monies, keeping of accounts and authorisation of expenditure.
  - 6.1.3 Accept gifts or gratuities from individuals or groups who have or may seek to have dealings with the College or its Students' Association. Where you feel that you cannot refuse a gift, you should report the gift to the Head of Student Information & Funding who will decide what should be done with it. (The only exceptions to this rule are small gifts of a value up to £50), and small personal gifts when to refuse would have a detrimental effect on the employee's professional relationship with the client).
  - 6.1.4 Give or receive hospitality, except of a very minor nature. Hospitality should only be accepted when it is reasonably incidental to the occasion and not extravagant and where no suggestion of improper influence is possible.

**Note:** You must follow the College's procedure on declaring gifts and hospitality

- 6.1.5 Place yourself under a financial or monetary obligation to any person where this might affect, or be thought to affect, the proper performance of one's duties.
- 6.1.6 Breach the College's rules covering relationships between staff and students as set out in the Code of Practice covering such relationships.
- 6.1.7 Have any type of sexual or inappropriate relationship with a student under the age of 18 or a vulnerable adult (even if the relationship is mutual).

## 7. **Equality and diversity**

- 7.1 All individuals have a responsibility to promote equality and diversity.
- 7.2 You must not discriminate or commit an act of harassment against an employee of the College or a student/member of the public on grounds of age, disability, gender reassignment (including identity), marriage and civil partnership status (conditions are detailed in the Single Diversity & Equalities Scheme, Appendix 1), pregnancy and maternity, race (including colour, nationality, ethnic or national origins), religion and belief, sex (formerly gender) and sexual orientation.

## 8. **Criminal conduct**

- 8.1 An unsatisfactory PVG scheme record may render you liable to dismissal or removal from your role.
- 8.2 You must not commit a criminal offence at College. Those whose roles involve working closely with students should note that it is a criminal offence to engage in sexual activity with a student under the age of 18.

### **Notes**

- (i) a criminal offence committed outside College hours, having regard to the nature of the offence, the role of the individual and actual or potential damage to the reputation and integrity of the College, will be investigated under the College's Disciplinary Procedure; and
- (ii) failure when applying for a post or role within the Association to disclose a conviction for a criminal offence (unless the person is exempt by virtue of the Rehabilitation of Offenders Act 1974 from obligation to disclose it) may render the appointment null and void and/or may be viewed as gross misconduct.

## **9. Confidentiality**

- 9.1 Whilst working with the Students' Association, you will have access to a variety of information concerning the College's business and restrictions exist regarding the use and disclosure of confidential information, i.e. information that is not publicly available.
- 9.2 You will not, either before or after termination of your role, disclose to any person or organisation or use for your own or another's advantage, any confidential information relating to the College or confidential information as to the state of its affairs except where that disclosure is expressly authorised by the College (through the Principal) in writing.
- 9.3 'Confidential information' shall include information which has been specifically designated as confidential by the College and any information which relates to the business and financial activities of the College, the unauthorised disclosure of which would embarrass, harm or prejudice the College. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.
- 9.4 Additionally, if you are asked to disclose information covered by the Data Protection Act, you should seek confirmation that the disclosure of such information is in line with the provisions of that Act and the College's registration under it. Specifically, information concerning a member of staff's or a student's private affairs or personal data (eg their address) shall not be supplied to any person unless the consent of that individual is first obtained or if the information is required to be supplied under a statutory provision.
- 9.5 Notwithstanding the above, the College acknowledges that this clause cannot extend to unlawful business or financial activities where this disclosure is handled in accordance with the College's Public Interest Disclosure Procedure.

## **10. Contact with the media/expression of views**

- 10.1 The consent of the College (through the Principal or nominated deputy) is required before speaking to the media about any aspect of the Student Association's affairs. If you wish to write an article or seek publication of an article in the media on any aspect of the College's affairs you must obtain permission in advance.
- 10.2 If you are contacted by the media, you should refer the matter to the Head of Student Information & Funding who will decide on the appropriate response which may or may not include your involvement.
- 10.4 As an individual, you are entitled to express your views provided you do not make use of any private information gained through your role with the College. You should not criticise the College either through the media or at a public meeting, or in any written communication with members of the public.

## **11. Fraud, bribery and corruption**

- 11.1 Corruption includes, for example, situations where an individual's actions/decisions are influenced by bribery.
- 11.2 It is important that you are aware that it is a serious criminal offence for you corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything, or for showing favour or disfavour to any person, in the course of your work with the Students' Association.

## **12. Declarations of interest/conflicts of interest**

- 12.1 If you (either directly or through a family member including family links through a partner) become aware of a potential conflict of interest between your role within the Students' Association and any dealings you may have with students, staff, clients, suppliers of goods or services, contractors, etc., you must declare the fact to the Head of Student Information & Funding in the first instance.
- 12.2 If it comes to your knowledge that a Contract in which you have any financial interest, whether direct or indirect, has been, or is proposed to be, entered into by the Students' Association, you shall, as soon as is practicable, declare the fact to the Head of Student Information & Funding in the first instance.
- 12.3 If you are not sure what to declare, or whether a declaration needs to be made, err on the side of caution and refer the matter to Head of Student Information & Funding.
- 12.4 Decisions about how to handle an actual or potential conflict of interest will be made by an appropriate member of the College's Senior Management Team.

## **13. Personal relationships at work**

- 13.1 The key aim is to ensure that personal relationships between colleagues do not affect the smooth running of the Association. The Association will aim to:
  - deal promptly and fairly with any instance of unfavourable treatment of one employee by another, for example where a relationship breaks down or comes to an end;
  - ensure that employee morale is not harmed as a result of personal or family relationships; and
  - seek to identify solutions in the event of any perceived conflicts of interest.

## **14. activities on college premises**

14.1 Individuals who wish to carry out the following activities on College premises need to seek permission from the nominated management representative (the Commercial Director):

- (i) placing posters on noticeboards;
- (ii) distributing leaflets; and/or
- (iii) setting up stalls and other related activities.

14.2 In relation to posters, these must only be placed on authorised noticeboards with the request submitted through the responsible manager.

## **15. Copyright and inventions**

15.1 The copyright in all records and documents made by you in the course of your role shall belong to the Students' Association and through the Association, to the College.

## **16. Monitoring and review**

16.1 The Students' Association Executive Committee will monitor this policy on a regular basis and ensure it is regularly reviewed and updated as required after consultation with the Student Representative Council.

## **17. Related policies and procedures**

17.1 The following College policies and procedures have been identified as relevant to and/or linked to the Students' Association Code of Conduct.

- Gifts and Hospitality
- Recruitment and Selection
- Discipline Policy
- Grievance Policy
- Freedom of Information Publication Scheme
- Anti Bribery Policy.
- Code of conduct covering personal relations between staff and students
- Protecting Vulnerable Groups Policy
- Equality and Diversity Policy

17.2 This list is neither exclusive nor exhaustive and can be accessed on the polices held on the College intranet.