



NKC STUDENTS' UNION

-- CONSTITUTION --

Version 1 – March 2017

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on behalf of the North Kent College Students' Union.**

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Name

- 1 The Union shall be called the 'North Kent College Students' Union' and referred to as NKCSU when appropriate (for the rest of the document referred to as "the Union").

What does the Union do?

- 2 Promote and maintain the educational, social, cultural, welfare and general interests of its members. Encourage and co-ordinate sport, charity, welfare, and social activities.
 - 2.1 Act as a channel of communication and represent the interests of students, in dealing with the College and other bodies.
 - 2.2 Act as a channel of communication and represent its members in the National Union of Students (NUS)
 - 2.3 Organise and promote campaigns, and support NUS campaigns, which are relevant to its members.

Membership of the Union

- 3 All registered students of the College shall be members of the Union unless they have decided to relinquish their membership in accordance with the 'opt out' regulation, contained in Appendix 2 to this Constitution.
 - 3.1 The Union shall have the power to elect Honorary Officers.
 - 3.2 Members of the College staff may become associate members of the Union during the course of their employment by a vote of the Executive Committee.
 - 3.3 All members shall be entitled to enjoy the facilities of the Union and take part in its educational, social, sporting and cultural activities.
 - 3.4 Only members of the Union may stand for election to the Executive Committee.

The Learner Council Representatives.

- 4 The Learner Council Representatives are formed as follows:
 - i. Class meetings - A representative from each full time class.
 - ii. Curriculum meetings - A representative of the Curriculum area.
 - iii. Departmental meetings – One or Two representatives of the Departmental area.

- 4.1** Class Representatives and Curriculum Representatives details should be passed to the Student Engagement Team by course tutors by the deadline at the end of October.
- 4.2** Class Representative Elections will be held by class vote and conducted by the Class Tutors using the relevant support guide.
- 4.3** Curriculum Representative Elections will be held by representative vote and conducted by the Curriculum Managers using the relevant support guide.
- 4.4** Departmental Representative Elections will be held by representative vote and conducted by the Student engagement team.
- 4.5** The Learner Council executive committee is formed as follows:
- i. The Departmental Representatives.
 - ii. The Assistant Principal of Teaching and Learning.
 - iii. The Students' Union Presidents.
 - iv. The Student Governors.
 - v. The Students engagement team.
 - vi. The college Principals.
 - vii. A Minutes taker.
 - viii. A select amount of Governors and Assistant Principals at the Assistant Principal of Teaching and Learnings discretion.
- 4.6** In the event of a tie during representative elections the post holder should be re-balloted or a decision of two Class Representatives may be discussed with the Student Engagement Team having the final decision.
- 4.7** The functions of the Learner Council Representatives shall be:
- i. To receive reports from the Student Engagement Team and Class Representatives.
 - ii. To represent North Kent College Students' Body and Voice.
 - iii. To feedback and discuss information to all fellow Class Mates.
 - iv. To form a working partnership with the college and student body.
- 4.8** All Learner Council representatives will attend mandatory training within the first 10 weeks .
- 4.9** The Class meeting of the Learner Council Representatives shall be held once the Class Representative has received the relevant training and will be chaired by the Course Tutors.
- 4.10** The Curriculum meeting of the Learner Council Representatives shall be held after the Class meeting has taken place and will be chaired by the Curriculum managers.
- 4.11** The Departmental meeting of the Learner Council Representatives shall be held after the Curriculum meeting has taken place and will be chaired by the Student engagement team.
- 4.12** An ordinary Learner Council Representative meeting shall be called at least a minimum of twice per academic year by the Student Engagement Team.
- 4.13** An emergency Learner Council Representative meeting may be requested by :

- i. The President.
- ii. The Executive Committee (Departmental Representatives and NKCSU Officers).
- iii. By the Student Engagement Team.
- iv. Learner Council Representatives via any of the above.

4.14 If requested as above, the Union shall hold an Emergency Learner Council Representative meeting within ten (10) college working days. Such a meeting shall discuss only that business for which it was called, which must be specified in the written request. Notice of each meeting shall be placed on the Union notice board and details included in all available Union publications.

4.15 All Learner Council Representative meetings shall be conducted in accordance with the Meeting Regulations laid down in Schedule 2.

The NKCSU Executive Committee

5 The Executive Committee of the Union shall run the Union on a day to day basis and in accordance with the decisions of the Learner Council Representative Meetings and terms of the Constitution, Schedules and relevant legislation.

5.1 The Executive Committee and Student Engagement Team shall have an annual report from the President on the state of the Students' Union termly activity.

5.2 The Executive Committee shall consist of the following major Union officers.

- i. The President
- ii. Vice President
- iii. Activities officer
- iv. Higher Education officer
- v. Welfare officer
- vi. Communications officer
- vii. Publicity officer
- viii. Campaigns officer
- ix. LGBT+ officer
- x. Events officer
- xi. Student Governors (One on Dartford campus, one on Gravesend campus)

5.3 Executive Committee Officers will also be elected during the academic year in late April/ Early May. They will shadow any existing officers to be trained and will take place of position from week one (1) of the next academic year. In addition a by-election will take place in October to fill vacant positions.

5.4 The President and the Executive Committee shall be elected in accordance with Schedule ① to this Constitution. They may serve from the date of election up to two academic years.

5.5 The function of the Executive Committee shall be:

- i. To be responsible for communication between the membership, the College Management and Governors, and other organisations.
- ii. To attend NUS, KFE and other relevant events when appropriate, on behalf of the Union.
- iii. To establish and receive reports from working groups.
- iv. To prepare the Union's annual report detailing the activities of the Union and information required under current legislation.
- v. To fulfil specific responsibilities as laid down in Schedule③.

5.6 Executive Committee shall meet at least once every ten (10) college working days. The Chair will be the President or his/her nominee with the assistance of the student engagement team.

5.7 The quorum for Executive Committee meetings shall be 40%.

5.8 Any member of the Executive Committee who fails to attend two consecutive meetings without submitting apologies to the President, and does not provide satisfactory reasons acceptable to the Executive Committee will be subject to vote from the Executive Committee on whether they can continue in their current position.

5.9 Members of the Executive Committee and Students' Union Volunteers are expected to maintain at least 90% lesson attendance to support cooperation between the College and the Union.

Clubs and Societies

6 Clubs and Societies may be recognised by the Learner Council Representatives and Executive Committee provided they meet the requirements of Schedule ② to this Constitution and do not contravene the Union's aims and objectives.

Affiliations to External Organisations

7 Any proposal to affiliate to an external organisation shall be subject to the approval of the Student Engagement Team.

7.1 Notification of all new affiliations to external organisations shall be made to the College. Such notice shall include the name of the organisation and the affiliation or subscription fee.

7.2 Details of all affiliations to external organisations including the name of the organisations and the affiliation fee in each case shall be included in the Union's annual report.

7.3 In the event of a challenge to an existing affiliation to any particular external organisation, a petition signed by at least 100 full members of the Union must be submitted to the President. A referendum shall be held on the issue. A referendum shall be conducted in accordance with Clause 12. A further referendum on the same affiliation cannot be called in the same academic year.

Complaints and Removal of Officers

- 8** Complaints about an individual Officer, the Executive Committee, the Committees or any member of the Learner Council Representatives shall be dealt with via the complaints procedure as laid out in Appendix①. Members who complain will also be referred to the mechanisms in this constitution to remove officers and change the policy of the Union.
- 8.1** The Executive Committee Officers may be removed from the office by :
- i. A two-thirds majority vote at a quorate meeting of the Learner Council Representatives.
 - ii. By a referendum of the members of the Union.
 - iii. By a breach of the student disciplinary regulations on the grounds of gross misconduct resulting in exclusion from the college.
 - iv. Any officer asked to leave position may not re apply for an Executive Committee position for a period of 2 years
- 8.2** Class Representatives can be removed from the office by :
- i. A two-thirds majority vote at a quorate meeting of the Learner Council Representatives.
 - ii. A two-thirds majority vote of a meeting of the students from that class.
 - iii. By a breach of the student disciplinary regulations on the grounds of gross misconduct resulting in exclusion from the college.
- 8.3** The conduct of a removal from office ballot shall be determined by the Student Engagement Team.
- 8.4** Any member of the Learner Council Representatives or any other Committee of the Union shall cease to hold office if they have been absent from two consecutive ordinary meetings without submitting apologies to the chair of the meeting, the contents of which satisfy the majority on the particular body.
- 8.5** Any resignation must be in writing to the President. Resignations shall take effect immediately, and be reported to the Student Engagement team.

Vacancies

- 8.6** In case of any vacancies, the Executive committee may vote in an honorary officer to fill the position until the next elections.
- 8.7** Any Students' Union member who wishes to be put forward for an honorary role, must email the Students' Union with the officer position they wish to occupy.
- 8.8** If more than one Student Union member has requested to become an Honorary Officer, then a vote will be held by all officers within the Executive committee with a minimum quorum requirement of 60% present.
- 8.9** In case of any vacancies arising, the Executive committee may choose to vote on holding a by-election in accordance with Schedule①, only if the quorum falls below 33%.

8.10 In the case of a draw, the President shall have the deciding vote.

Money for the Union

9 The Union shall follow the financial guidelines set out in Schedule ⑤ for all matters involving finance and/or handling of cash.

9.1 Changes to Schedule ⑤ can only being made in agreement within the Executive Committee, and with approval of the Student Engagement Team.

Freedom of Information

10 At all meetings of the Union minutes shall be taken which shall be read and circulated, with any necessary corrections, at the next appropriate and relevant meeting. Confirmed minutes shall be displayed as soon as possible after confirmation. Copies shall displayed on the Unions notice board.

10.1 A copy of the Constitution, including any amendments, a copy of the annual report and any plan for the Union activities, including the budget, shall be held in the Students' Union Head Quarters.

10.2 All meetings of the Union shall be considered open although the designated members of the meeting may vote to hold a specific meeting or an item of a meeting as a closed session. Attendance at any meeting, by associate or non members shall be determined by the Union's Executive Committee.

Changing how the Union runs

11 The Constitution and Schedules are to be amended by the President, in liaison with the Student Engagement Team subject to those guidelines and legislation as laid down by The Department of Education and Employment.

11.1 All amendments to the Constitution or Schedules shall require the support of two-thirds of those present and entitled to a vote by the Executive Committee or cross college ballot (referendum) and be in keeping with relevant guidelines and legislation laid down by The Department for Education and Employment.

11.2 The Constitution shall be reviewed every two years from the date of it taking effect.

11.3 At all meetings of the Union, minutes shall be taken which will be circulated. Confirmed minutes shall be saved on file and made available to all students online and on notice boards.

11.4 All meetings in the Union should be open to any member of the Union; if the members of the Executive Committee want to discuss a closed matter then they must vote on and arrange a closed meeting.

- 11.5** A copy of the Constitution, including amendments, a copy of the Annual Report and any plans for the Union's activities, including the budget, shall be made available to all of the members of the Union.

Polling students on their opinions

- 12** A referendum of students' opinions shall be held on any issue, if the Learner Council Representatives resolves by a two-thirds majority to call a referendum. The President may also call a referendum if handed a petition containing the name, course, college ID card number and signature of at least 100 students who are members of the Union.
- 12.1** The Returning Officer (Student Engagement Team) shall be responsible for deciding the wording of the question on the referendum ballot paper.
- 12.2** The referendum shall be supervised by the Student Engagement Team. Polling stations shall be open for a minimum of five (5) working college days.
- 12.3** The results of a referendum will take precedence over any existing policy on the same issue. The result will be binding on all members of the Learner Council Representatives.

Code of Conduct

- 13** The Executive Committee shall be required to draw up a code of conduct (see appendix 4) which shall be approved and from time to time be amended by the Executive Committee or Student Engagement Team.
- 14** The Student Engagement Team operate a 3 strike rule for any officer within the Executive committee who does not comply with the code of conduct on 3 separate occasions. (See appendix 3)
- 14.1** All officers may recede a strike if they are shown to redeem themselves within a six (6) week period from when the strike was received.
- 14.2** All members of the Union shall be required to conform to this code, when representing the Students' Union.
- 14.3** The code of conduct may include sanctions up to and including the indefinite suspension of any or all of the privileges of membership

Interpretation

- 15** In the event of a dispute as to the interpretation of any part of the Constitution, the ruling of the President shall be sought.
- 15.1** In the event of a dispute as to the interpretation of any part of the Constitution not being resolved by the President, advice or mediation from the Student Engagement Team shall be sought.

Schedule ① - Elections

How to run Elections and Election Regulations

- 1 This schedule outlines what to do for all elections for all positions in the Union. It also outlines the procedure to follow if a vacancy occurs in any position.
- 1.1 The Returning Officer, who shall normally be the Student Engagement Team, shall be responsible for the good conduct and administration of all Union elections and shall have the sole interpretation of the election regulations.

When Elections should happen

- 1.2 The Elections will take place 2 times per academic year. The First elections are held in May, Secondary elections will be held in late September.
- 1.3 The Elections will take place over a 4 week period;
Week 1 – Announcements
Week 2 – Nomination form deadline
Week 3 – Preparation
Week 4 – Live Votes
- 1.4 The officers of the Executive Committee of the Union are:
 - i. The President
 - ii. Vice President
 - iii. Activities Officer
 - iv. Campaigns Officer
 - v. HE Officer
 - vi. LGBT++ Officer
 - vii. Welfare Officer
 - viii. Communications Officer
 - ix. Publicity Officer
 - x. Events Officer
 - xi. Student Governor
- 1.5 Once elected, all officers shall serve from the time of election for no more than 24 months without re-election. Any officer shall be deemed to have resigned once s/he ceases to be a student of the college.
- 1.6 The dates of elections for Union Officers, a copy of the election timetable and a copy of the election regulations shall be posted on the Union notice boards, Moodle, NKCSU Facebook and Twitter Page at least 15 College working days before the elections.

How do you get to stand?

- 2 Nomination forms will be available from the Student Engagement Team. The nomination form should contain a copy of the description of each role of each position within the election.
- 2.1 Members of the Union can stand for election upon completion of a nomination form signed by the candidate. Nomination forms must reach the Student Engagement Team not later than 5.00pm on the closing day of nominations, which must allow at least 5 working days before the day of the election.

Getting students to vote

- 3 Election shall be held, at a time and date to be determined by the Student Engagement Team.
- 3.1 Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.

How do I get to vote?

- 4 The Student Engagement Team shall publicise the location and arrangements of the Election and voting station, together with a list of candidates and campaign slogan.
- 4.1 The Student Engagement Team shall ensure that full members of the Union have access to vote no matter their place of study or time of study.
- 4.2 All full members of the Union shall be able to vote for the positions.
- 4.3 The main vote will take place online. An electronic device will be provided by the Student Engagement Team for students unable to access online voting. Votes will have the student ID number of the voter identifiable for the purpose of cross checking online.

Counting the voting

- 5 The Student Engagement Team shall inform the candidates of the time of the count and results via Social Media.
- 5.1 The Student Engagement Team may be assisted in the count by a number of individuals appointed by them. The votes will be counted by the Student Engagement Team.
- 5.2 Once the votes have been counted they should be kept for a period of six months in case of appeals against the result.

Declaration of Results

- 6 Results of the elections shall be declared by the Student Engagement Team when the count for each post has been completed. A list of successful candidates will normally be posted within 1 working day of the declaration of results.

Complaints

- 7 Any challenge or complaint concerning the administration and good conduct of the election being lodged by any full member or the candidate or their nominee will be heard and determined by the Student Engagement Team.

Election for Class Representatives

- 8 Full time class representatives shall be elected by the vote of their class under the direction of the Tutor.
 - 8.1 If more than one nomination is received a secret ballot shall be held.
 - 8.2 Tutors must send through all details of Class Reps via the online form by October.

Vacancies for Position on the Executive Committee

- 9 If a 60% quorum of the above posts fall vacant then a by-election can be arranged by the Student Engagement Team and Executive Committee dependant on the next elections.

Schedule ② - Meetings

Meeting Regulations

1. Meeting regulations shall apply in full to all Learner Council Representatives meetings.

Who can come to Learner Council Representatives?

- 2 Any full member of the Union may attend Learner Council Representatives meetings in accordance with Clause 10.2 of the Constitution.

Who may speak at Learner Council Representatives?

- 3 Any full member of the Union may speak at Learner Council Representatives meetings.

- 3.1 Any member wishing to speak must raise their hand. The Chair of the meeting shall decide the order of speaking when this is not clear.
- 3.2 Any Class rep may request a meeting with any Executive Committee member if they are unable to raise any problems.

Who may vote at Learner Council Representatives?

- 4 Only full members of the Learner Council Representatives, who are present at the meeting may vote.
- 4.1 The Chairman of the Learner Council Representatives meetings may not vote unless the vote is tied, in which case they may have the casting vote.

Who runs the meeting?

- 5 Meetings shall be set in accordance with the NKC Learner Council. See schedule ⑥.

What is talked about at the meeting?

- 6 The Agenda of meetings shall normally be taken in the following order :
 - i. Checking the minutes of the previous meeting for accuracy.
 - ii. Matters arising from the minutes of the last meeting.
 - iii. Reports from the Executive Committee.
 - iv. Reports from the Learner Council Representatives, class meetings.
 - v. Other Reports.
 - vi. Any other business.

Schedule ③ - Jobs in the Union

Job Descriptions

- 1 The **President** and **Vice President** shall:
 - i. Be the leaders of the Students' Union.
 - ii. Assist the Student Engagement Team with Learner Council Representative meetings and Executive Committee meetings.
 - iii. Meet with Senior Management about college issues.
 - iv. Ensure officers complete tasks on-time and properly.
 - v. Keep up to date with NUS activities and campaigns.
 - vi. Promote the Students' Union, and its activities and campaigns.
 - vii. Write an annual report about what the Students' Union has been up to.
 - viii. Meet with other Students' Unions to discuss ideas.
 - ix. Help to organise training for Student's Union Officers and Class Reps.
 - x. Be a contact for students making complaints to the college.

- xi. Support the Student Governors.
- xii. Ensure actions from Student Union meetings are carried out.

1.1 The **Activities Officer** shall:

- i. Talk to students about trips and activities they would like to be arranged.
- ii. Suggest trips and activities to the Students' Union Executive Committee
- iii. Assist to organise events at college at start of term for new students and throughout the year.
- iv. Run and support the activities committee.
- v. Help set up and improve Students' Union clubs and societies

1.2 The **Welfare Officer** shall:

- i. Organise welfare events such as World Aids Day, Sexual Health, and Student Finance.
- ii. Check NUS welfare campaigns and promote across college.
- iii. Keep in contact with welfare organisations and coordinate activities with them in college.
- iv. Attend college meetings about student welfare such as the disability forum and student finance meetings.
- v. Signpost students to in college and external welfare support.
- vi. Ensure that all students are able to access Students' Union activities.
- vii. Assist the Student Engagement Team to implement ~Equality and Diversity in the and around the college.

1.3 The **Higher Education Officer** shall:

- i. Hold HE rep meetings and keep a record of the minutes.
- ii. Discuss HE issues with the relevant members of senior management.
- iii. Write reports to keep other HE Students up to date with what's going on.
- iv. Assist in the organisation of HE events at college.
- v. Keep up to date with any HE campaigns via NUS and let all other HE students know about them.
- vi. Help keep the HE section of the SU page and news blog up to date.
- vii. Liaise with staff responsible for HE provision on HE matters.

1.4 The **Communications Officer** shall:

- i. Record actions from Students' Union meetings and ensure they are carried out.
- ii. Make sure all officers are kept informed of what is going on in the Students' Union.
- iii. Keep record of which Students' Union officers attend meetings.
- iv. Assist in keeping the Students' Union publicity and websites up to date.
- v. Assist in keeping the Students' Union Facebook and Twitter accounts updated and monitor content.
- vi. Assist with promotion of Students' Union elections.
- vii. Keep an up to date email list to communicate meetings, minutes and activities to Officers.
- viii. Ensure that all minutes are distributed within 48 hours following the meeting.

1.5 The **Publicity Officer** shall:

- i. Design Students' Union posters and web adverts.

- ii. Publicise Students' Union events, activities and campaigns to students.
- iii. Keep Students' Union websites up to date with accurate information.
- iv. Keep Students' Union Facebook and Twitter accounts updated and monitor content.
- v. Assist with promotion of Students' Union elections.
- vi. Send relevant publicity to the college marketing team and to the local press.
- vii. Organise Students' Union badges and clothing for all officers.

1.6 The **LGBT+ Officer** shall:

- i. Ensure that the views and opinions of LGBT+ students are reflected throughout the whole of the students' union work.
- ii. Establish and maintain contact with and provide information from groups and organisations that work with the LGBT+ committee.
- iii. Hold regular LGBT+ committee meetings.
- iv. Record actions from LGBT+ committee meetings.
- v. Promote the positive work of LGBT+ within the Students' Union.
- vi. Monitor and promote campaigns in relation to the LGBT+ committee.
- vii. Act responsibly in all matters regarding the Students' Union.

1.7 The **Campaigns Officer** shall:

- i. To take the lead on co-ordination of the Union's campaign work.
- ii. Research campaigns to bring to the executive meetings and share with other officers.
- iii. Keep up to date with NUS and their campaigns.
- iv. Keep up to date with National days that could work alongside any active campaigns.
- v. Assist promoting campaigns across the college.

1.8 The **Events Officer** shall:

- i. Organise charity events at the college.
- ii. Help organise events related to Students' Union Campaigns.
- iii. Organise other events (concerts, sports) at the college throughout the year
- iv. Ensure all Students' Union events are coordinated.
- v. Contact both staff and students for cooperation with all events.
- vi. Ensure all provisions required are available.
- vii. To support all officers within meetings.

1.9 The **Student Governors** shall:

- i. Student Governors attend College meetings to represent the views of students at the College's highest decision making level.
- ii. Each year two Student Governors will be elected by the Students' Union.
- iii. Student Governors work with the Governing Body to support and develop all areas of the college
- iv. MUST attend Governors' meetings and Committees.
- v. Write termly reports updating the Board of Governors on Student Union activity.

1.10 All Officers shall also:

- i. Put up SU posters/info when required.
- ii. Attend fortnightly SU meeting and 'ad hoc' as required.
- iii. Attend Students' Union and NUS training and networking events.
- iv. Write and submit termly reports of what you have been doing to the president.
- v. Deal with enquiries in Students' Union office.
- vi. Help run the SU Zone.
- vii. Spend 2 hours in the office per week.
- viii. Have at least a 90% lesson attendance record.
- ix. Have No Disciplinary record within the last Academic year.
- x. Attend Learner Council Representatives meetings – Approx. 2 per Academic year.

Schedule ④ - College Staff and the Union

Student Engagement Team

- 1** To support the Students' Union, Learner Council Representatives and Executive Committee.
- 1.1** To act as a Returning Officer and to officiate at elections and co-ordinate the inaugural meeting.
- 1.2** To support all officers and offer guidance and advice as from time to time will be necessary.
- 1.3** To oversee and guide the work of the President.

Student Union Finance Co-ordinator

- 2** To support the Students' Union, Learner Council Representatives and Executive Committee.
- 2.1** To monitor income and expenditure of the Union.
- 2.2** To support all officers and offer guidance and advice as from time to time will be necessary.
- 2.3** To receive reports from the president and the Student Engagement Team on the running of the Union, and verify that the Union is run effectively.
- 2.4** To verify that Students' Union accounts are run in a proper manner and in line with college finance procedures where necessary.
- 2.5** To receive annual accounts and budgets from the Students' Union
- 2.6** To receive and consider applications for funding (such as block grants) from the Students' Union.

All Staff

- 3 To support elections and meeting attendance of the Learner Council Representatives and Executive Committee.
- 3.1 To support members and offer guidance and advice when necessary.
- 3.2 To act on and respond to relevant feedback from the Students' Union and Student Engagement Team.

Schedule ⑤ – Financial Regulations

Financial Accountability

1. The Union acting through the Student Engagement Team will ensure that the College financial regulations are followed at all times and that a proper book of accounts are maintained and that these books shall be submitted annually to the Student Union Finance Co-ordinator.
- 1.1 The Union acting through the Student Engagement Team shall ensure that the annual budget, amendments to the budget, and all necessary interim financial reports and proposals are submitted to the Student Union Finance Co-Ordinator.
- 1.2 The financial year of the Union shall run from September to August.

Bank Accounts

2. There shall be a bank account held in the name of the Union. There shall be two signatories to the account;
 - i. Teaching and Learning Assistant Principal.
 - ii. The Student Union Finance Co-Ordinator
- 2.1 Cheques need to be signed by at least two signatories.

Collection of Money

3. The Executive Committee, under the direction of the Student Engagement Team are responsible for the collection of money due to the Union.

Limits on Payments

- 4 All expenditure up to £50 can be approved by the Student Engagement Team providing that such expenditure is ratified subsequently by the Executive Committee.

- 4.1 All expenditure on student activities over £50 shall be approved by the Student Union Finance Co-Ordinator.
- 4.2 Any expenditure over £250 should be approved by majority vote by the Executive Committee, Finance Co-ordinator and Student Engagement Team.
- 4.3 All invoices over £50 must be approved by the Student Engagement Team and Finance Co-ordinator before they are paid.

Contracts

- 5 No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the Executive Committee and/or exceeds the value of £250 unless authority is given by the Student Engagement Team and the Teaching and Learning Assistant Principal.
- 5.1 All contracts shall have two signatories. Contracts shall normally be signed by a member of the Student Engagement Team and Finance Co-Ordinator.

Budgets and Financial Statements

- 6 Budgets shall be drawn up for all areas of proposed expenditure in September. These areas shall be determined by the Executive Committee and the Student Engagement Team.
- 6.1 The Student Engagement Team shall provide the Teaching and Learning Assistant Principal with a financial statement once per year.

Loan agreements

- 7 No loan agreements shall be entered into by the Union.

Security and insurance

- 8 The Student Engagement Team shall be responsible for ensuring proper security at all times for all stock, stores, furniture, equipment, cash etc, under its control.
- 8.1 The Executive Committee shall inform the Student Engagement Team of any case where security is thought to be defective or where it is considered that special security arrangements may be needed.
- 8.2 The Finance Co-ordinator shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc, of property and employers' liability.

Events

- 9** All events undertaken by the Union must be costed and have budgets prepared by the Student Engagement Team.
- 9.1** Annually, the Events Officer and the Activities Officer in consultation with the President and the Student Engagement Team shall draw up a proposed activities budget. This shall form the basis of all activities expenditure.
- 9.2** Records of all expenditures for events shall be kept. The Finance Co-ordinator shall advise the Executive Committee and the Student Engagement Team when the limits laid down in the budget are likely to be exceeded.
- 9.3** The Events Officer, Activities Officer and The President, under the direction of the Student Engagement Team, are responsible for ensuring that agreed budgets are not exceeded, unless the necessary approval has been given before the proposed expenditure.

Expenses to Union Members

- 10** Any member of the Executive Committee may receive expenses from costs incurred whilst on Union business.
- 10.1** Expenses must be authorised by the President and the Student Engagement Team.

Donations

- 11** The Union shall not make donations or affiliations to any organisation outside the aims and objectives of the Union.
- 11.1** The Union may allow for its facilities to be used for special events which raise money for specific charity and causes. Only the net profit from such events may be passed to the charity.

Schedule ⑥

North Kent College- Learner Voice Student Elected Representative Meetings Structure

Class Representatives elected, elections carried out formally by tutors overseen by CMs. Meeting held	Class Representative Meeting per Curriculum Area facilitated by Curriculum Managers and ACMs	Curriculum Council Lead Learner Representative Meeting facilitated by the Student Engagement Officers	Department Council- Lead Representatives facilitated by the Student Engagement Officers	Cross College Learner Council supported by the Student Engagement Officers
STAGE 1- Week 7 elections and meeting, 19-meeting, 27 meeting (week before half term) <ul style="list-style-type: none"> • Cross College 'Election Week' • 1 representative per class is elected • Elections carried out formally by tutors overseen by CMs • Class reps collect the views of the class based on the 12 key points 3 main headings, student experience, facilities, teaching and learning. • 1 meeting per term 	STAGE 2- Week 9,21,29 meetings <ul style="list-style-type: none"> • Each group represented • Meeting run by CM/ACM of each curriculum area • Semi-formal meeting based on 3 main headings, student experience, facilities, teaching and learning. • Maximum of 12 key points summarised (4 per theme) • Nominations and elections for Lead Reps, 2 per curriculum area • CM invited to deal with local issues • Key points to be taken to next level • 1 meeting per term 	STAGE 3-Week 10,22,30 meetings <ul style="list-style-type: none"> • Department Council Lead Learner Reps meeting, 2 from each curriculum area • Run by Student Engagement Officers • Departmental 12 key points negotiated (4 per theme) based on 3 main headings, student experience, facilities, teaching & learning. • Action plan created by Student Engagement Officers • Key points to be taken to next level • 2 Departmental Council reps elected Dartford , 1 Departmental Council reps elected Gravesend • 1 meeting per term 	STAGE 4- Week 11,23,31 Meetings Department Lead Reps <ul style="list-style-type: none"> • Meeting focussed on 3 main themes and refined to approximately 6 points from each team, key points taken to next meeting • Key points to be taken to next level • Run by Student Engagement Officers • Refining the key points in a pre-meeting before the Cross College Learner Council • 1 meeting per term 	STAGE 5- Week 12/13 (corporation 3), 24 (corporation 6), 32 (corporation 8) meeting before Governors Corporate Board <ul style="list-style-type: none"> • Whole college Student Council Gravesend and Dartford • Governors • Assistant Principals • Principal • Deputy Principal Students bring the 12 points to the meeting focussed on 3 main themes • Outcomes to be reported by the Student Governors on the college plasma screen • 1 meeting per term before the corporate boards
Class Action Plan created by class reps supported by their tutor using the election pack (voting slip).	Local Action Plan created to be dealt with by CM/ACM	Departmental Action Plan created by Student Engagement Officers to be referred to the Assistant Principal	Departmental Council Action Plan to be created by Student Engagement Officers and presented to Senior Leadership Team	Governor/Student/ Senior Leadership Team Action Plan and feedback within 4 weeks

Appendix ①

Complaints Procedure

- 1 Any complaint about the Union shall be addressed to the President or Student engagement team
- 1.1 The President or Student engagement team shall make a written reply within ten (10) college days.
- 1.2 If the complainant is not satisfied with the response they may appeal to the President or Student engagement team. They shall respond to the complainant within ten (10) college days.
- 1.3 If the complainant remains unsatisfied with the response provided by the President or Student engagement team, the College shall appoint an independent person to consider and resolve the complaint.

Appendix ②

Opting Out

- 1 Every student shall be able to relinquish their right of membership of the Union.
- 1.1 A student who opts out of the Union shall continue to have the right to attend Union run events and participate in the activities of Clubs and Societies.
- 1.2 A student who opts out of the Union shall not be able to participate in the democratic and decision making function of the Union. This includes not being able to stand for any officer or representative position, not being included within club and society committees, as contained in the Union constitution.
- 1.3 A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Student Engagement Team.
- 1.4 A student who has opted out who wishes to become a member of the Union shall notify the Student Engagement Team in writing via the Students' Union email. They shall then inform the President. If the application falls within twenty (20) college days of nominations opening for a Union election, the student will not be eligible to take up certain privileges of membership until the nomination period has closed.
- 1.5 Students who opt out of membership from the Union will not be disadvantaged or discriminated against in any way.

Appendix ③

Disciplinary Procedure

- 1 Members of the Union shall be expected to abide by this Constitution and its schedules at all times, as well as the Colleges Equality and Diversity Policy.
- 1.1 If a student is deemed to have seriously breached the rules of the Union their conduct shall be examined by a panel of three Executive Committee officers normally including the President, known as the Disciplinary Committee. The Student Engagement Team shall also attend in an advisory capacity.
- 1.2 The Disciplinary Committee shall be convened within ten (10) working days of the alleged offence occurring. The student shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three (3) days before the hearing.
- 1.3 The Disciplinary Committee shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses. The student or his/her representative may also ask questions of the witness.
- 1.4 The student or his/her representative may call their own witnesses to give evidence. They may ask questions of the witnesses. The Committee may also ask questions of the witnesses.
- 1.5 The Disciplinary Committee shall then deliberate on the matter and then decide on the appropriate action to be taken. The ultimate sanction shall be the suspension of the Union membership.
- 1.6 If the student is unhappy they may appeal to an Appeals Committee made up of students appointed by the Learner Council Representatives. The student shall be notified in writing at least five (5) working days in advance of the meeting.
- 1.7 The Appeals Committee shall hear the reason for the appeal and the rationale behind the original decision. They shall also hear any new evidence that has emerged since the disciplinary meeting. The matter shall be put to the vote and the decision shall be final.

Appendix ④

Code of Practice

- 1 NKC Students' Union will operate in a fair and democratic manner.
- 1.1 The Union, Teaching and Learning Assistant Principal and Student Engagement Team will be accountable for the management of its finances in accordance with the Union Constitution.

- 1.2** A registered student who has chosen not to be a member of the Union will not be disadvantaged or discriminated against in any way.
- 1.3** The Union will not discriminate on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that positive action may be taken to aid any disadvantaged section of society.
- 1.4** The Union shall not affiliate to any political party or religious organisation.
- 1.5** All appointments to the executive committee will be by election in a secret ballot and the Student Engagement Team will ensure that elections are fairly and properly conducted.
- 1.6** The Union will allocate resources to clubs or societies in a fair and democratic manner. Decisions regarding allocation will be set down in writing and made available to all students.
- 1.7** The Union has a complaints procedure available to all students who are dissatisfied in their dealing with the Union or claim to have been unfairly disadvantaged by reason of having exercised their right to opt out of Union membership.