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Solent Students' Union

Education Act 1994 Code of Practice

1. This Code of Practice includes the University's provisions for compliance with Part II Section 22(3) of the Education Act 1994 and incorporates the requirements of Sections 22(3) to 22(5)
2. The University's Board of Governors shall notify each student of this Code of Practice by publishing it on the University's website.
3. This document should be read in conjunction with the Students' Union Memorandum and Articles of Association and Bye Laws which are available on the Students' Union website (www.solentsu.co.uk).

Memorandum and Articles of Association of the Union

4. The Students' Union has a written Memorandum and Articles of Association agreed by the Board of Governors and the members of the Union.
5. Copies of the Memorandum and Articles of Association are available upon request and free of charge from the Student's Union.
6. The Memorandum and Articles of Association has been approved by the University's Board of Governors and will be subject to review every five years.
7. Any interim amendments to the Memorandum and Articles of Association will require the approval of the University's Board of Governors.
8. Any concerns the University's Board of Governors has with a draft Memorandum and Articles of Association or any subsequent amendments should be discussed by the Clerk to the Governors of the University with the Students' Union Board of Trustees with the intention of seeking agreement before a final draft is considered by the University's Board of Governors.

Membership of Solent Students' Union

9. At the start of every academic year, every registered student is automatically registered as a member of the Union.
10. Every student has the right to opt out of membership of the Union and may do so by the procedures outlined in Bye Law 1.
11. Students who opt out of our membership of the Union;
 - will **not** be able to participate in Union affairs (as electoral candidates, voter or officer);

- will be able to use the Union's services and support facilities
- will be able to participate in Union activities subject to any fee set by Trustees.

Election of Executive Officers

12. The members of the Union annually elect Sabbatical Officer Trustees under article 33 of the Memorandum and Articles of Association. The election is by way of secret ballot (conducted in accordance with Byelaw 6) at which all ordinary members are entitled to vote.
13. The Board of Governors aims to satisfy itself via the Student Liaison & Experience Committee that elections are conducted fairly and properly, through the appointment by the Students' Union Board of Trustees of a Returning Officer
14. No Sabbatical or paid Union Officer may hold office for more than two years.

Solent Students' Union Finances

15. The Students' Union annual budget is approved by the University's Board of Governors.
16. The Students' Union Board of Trustees is responsible for ensuring that funds from the University are used in accordance with its Memorandum and Articles of Association and will ensure proper accounting records are kept and that there is a sound system of internal financial management and control.
17. The Union's Finance Committee manages the Union's financial affairs and will send, for monitoring purposes:
 - i. monthly management accounts and reports against budget to the University's Director of Finance and Resources or equivalent nominee
 - ii. quarterly management accounts to the Student Liaison & Experience Committee.
18. Annual accounts will be produced and approved at the Students' Union's Annual General Meeting of the Board of Trustees, to be held under article 15 of the Memorandum and Articles of Association.
19. Annual accounts will also be presented annually to the University's Board of Governors and will be available to members on the Students' Union website.
20. The Union aims to ensure the procedure to allocate resources to societies will be fair.

External Organisations

21. Any affiliation by the Union to an external organisation will be decided in accordance with Bye Law 13.

22. A review of affiliation to existing organisations is one of the items on the agenda for each Annual General Meeting of the Union.
23. An annual referendum, in which all members are entitled to vote, is held to determine the continuity of affiliation to any external organisation. As part of this referendum the Union publish details of the affiliation fees.
24. On the written requisition signed by at least 150 Members of the Union, a referendum will be held to confirm the continuation of any affiliation.

Complaints Procedure

25. A complaints procedure is available from the Students' Union website for students who are dissatisfied with their dealing with the Union.

Charitable Restrictions

26. Funding or resources provided through the University should not be used other than for charitable educational purposes. They must not be used for any purposes other than for the benefit of its members as students at the University. The funds and resources of the Union must be used in accordance with the Students' Unions charitable objects, which may include the social and general wellbeing of its members as students of the University.
27. The University wishes to ensure that freedom of speech within the law is secured for students and visiting speakers. In carrying out its objects, the Union has an obligation to have regard to that freedom.

Data Protection

28. The Students' Union is registered under the Data Protection Act 1998. It may, on occasion receive, in accordance with a data transfer agreement with the University, information concerning students provided for its use in accordance with the academic and other aims of the Students' Union, and of the University, as set out in its approved Memorandum and Articles of Association. In using such information, the Students' Union will comply with the following statutory principles. Information will be:
 - fairly and lawfully processed;
 - processed for limited purposes;
 - adequate, relevant and not excessive;
 - accurate;
 - not kept longer than necessary;
 - processed in accordance with the data subject's rights;
 - secure;
 - not transferred to countries without adequate protection.

Freedom of Information Act

29. The Freedom of Information Act provides all members of the public with a right of access to recorded information held by public authorities. All members of the public have a right of access to information held in Southampton Solent University's publication scheme and to other recorded information.