

UNIVERSITY OF LONDON UNION

CODE OF PRACTICE IN COMPLIANCE WITH THE EDUCATION ACT 1994

1. The University of London Union (hereinafter called the Union) is established for the promotion of the general interests of Students and to afford a recognised channel of communication between Students and the University authorities.
2. The Constitution of the Union shall be consistent with the provisions of the University's Statutes, Ordinances, any other Regulations of the University concerning the Union, and the Regulations of the Union prepared and approved in accordance with section (6) below. The Constitution shall comply with the terms of section 43 of the Education (No 2) Act 1986 and Part II of the Education Act 1994, and shall be presented to the Board of Trustees of the University at least every five years. Copies of the Constitution shall be made freely available for inspection by any member of the University in the offices of the Union, the Senate House Library, and in such other places as the Union may designate.
3. The members of the Union shall be the Full, Honorary Life, Associate, Affiliate and Trustee members as defined in Section 8 of the University of London Union Constitution.

However, any registered Student of the University shall have the right not to be a member of the Union if he/she so wishes and shall not be unfairly disadvantaged by reason of having exercised that right. Students wishing not to be members of the Union must indicate this wish in writing as provided in paragraph 4 below.

4. The opportunity to opt-out of membership of the Union is available to Students once a year from the beginning of the first term until the end of October. Students who have exercised their right to opt-out of membership may resume membership of the Union during the session with the approval of the President. They may take up membership in any subsequent session provided that they indicate their wish to do so in writing to the President of the Union by the end of October in the session in which they wish to resume membership.
5. The General Manager of the Union shall have overall responsibility for the implementation of the financial aspects of this Code of Practice and of any Regulations of the University concerning the Union. The General Manager shall also have a duty to advise the Union through the ULU Senate and ULU Board of Trustees if at any time any action or policy under consideration by the Union appears to be in conflict with any statutory requirements, the terms of this Code of Practice, the Constitution of the Union, Regulations of the University concerning the Union, and the Regulations of the Union, or any other agreement between the Union and the University.
6. Regulations shall be prepared by the Union for the furtherance of the objects of the Union and shall provide *inter alia*: for the election of officers by secret

ballot; clear rules and procedures in respect of all financial transactions of the Union, its standing committees and sub-committees, and recognised clubs and societies; for the publication of an annual report and accounts; for the affiliation of various students' societies and sports clubs to the Union; for the allocation of resources to affiliated clubs and societies; for the affiliation of the Union to external organisations; and for appropriate procedures governing these activities.

7. The conduct of the elections of officers of the Union shall be under the supervision of the Returning Officer appointed under section 10.3(d) of the Constitution of the Union.
8. No person shall hold sabbatical office, or paid elected office, in the Union for more than two years. Sabbatical Officers must be re-elected after one year.
9. The ULU Board of Trustees shall report to the University Board of Trustees on the administration of the finances of the Union as provided in the Constitution of the Union.
10. The budget of the Union for the forthcoming financial year shall be prepared in accordance with the Financial Regulations of the Union and shall be presented to the ULU Senate and ULU Board of Trustees who will report to the University's Collegiate Council for consideration and approval on behalf of the University Board of Trustees.
11. The Union shall make a termly report on its income and expenditure against the approved budget to the University's Collegiate Council.
12. The Union shall incur no expenditure nor take any other action which is inconsistent with the Union's derived charitable status.
13. The accounts of the Union shall at the end of each financial year be audited by a public accountant in the active practice of his profession, and copies of the accounts, with the signed report of the auditor, shall be subject to the approval of the University Board of Trustees. The audited accounts shall be made freely available for inspection by any member of the University in the offices of the Union, the Senate House Library, and in such other places as the Board of Trustees may designate.
14. The Annual Report and Accounts of the Union shall be presented to the University Board of Trustees annually and shall contain:
 - (a) a list of any external organisations to which the Union has made donations in the period to which the report relates, and details of those donations; and
 - (b) a list of any external organisations to which the Union has been affiliated in the period to which the report refers, and details of the subscriptions or fees paid to such organisations in the same period.

15. The ULU Senate and ULU Board of Trustees shall have authority to affiliate the Union to outside organisations subject to legislation, the University's Statutes, the provisions of this Code of Practice, any other Regulations of the University concerning the Union, and the Regulations of the Union. Any such new affiliations shall be announced by means of a notice stating the name of the organisation and details of any payments made or proposed. The notice shall be displayed in the offices of ULU, and shall be made available for display in such other places as the Union may designate.
16. The Regulations of the Union shall include procedures for the review of affiliations to external organisations annually. A request from at least five per cent of the Full Members of the Union as defined in Section 32 of the Union Constitution may, by way of a signed requisition, call for a ballot of all members on the continuation of affiliation to a specified external organisation or organisations, provided that no organisations may be the subject of such a ballot more than once in any academic year.
17. The Regulations of the Union shall include procedures for the consideration of any complaints by Students (whether members or not) who are dissatisfied in their dealings with the Union. The complaints procedure established under the Regulations of the Union shall include provision for a review by a senior Student officer of the Union, normally the President, who has not been involved previously and, if the complainant is not satisfied, the complaint shall be examined by an appeal committee consisting of two non-Student members of the ULU Board of Trustees. Complainants shall have a final right of appeal to an independent person appointed by the University Board of Trustees. Students who, not being members of the Union, claim to have been unfairly disadvantaged as a consequence, may have their complaints regarding breaches of the Regulations of the Union or this Code of Practice considered by the University's Director of Administration and shall have a right of appeal thereafter to an independent person.

15 October 2008

Code of Practice in Compliance with the Education Act 1994

Supplementary Regulations

A. Opting-Out

1. The opportunity to opt-out of ULU is available to Students as provided for in this Code of Practice. Students should exercise their right to opt-out of ULU by obtaining an opt-out form from the office of the President, ULU. The completed opt-out form should be submitted to the President of ULU.
2. The University of London Union is not a federation of College student unions, but a Union for all Students of the Colleges and Institutes of the University of London. Any decision by a Student to opt-out of a College or Institute union does not, as such, constitute an opt-out of the University of London Union and *vice versa*.
3. The opportunity for Students to opt-out should be publicised by the University with the following information at the end of promotional publicity for ULU – 'Under the terms of the Government's 1994 Education Act, students have a right to opt-out of ULU without financial recompense. Any student of the University wishing to take up this provision should contact the office of the President, ULU for an opting-out form.
4. This sentence should be included in any University prospectus, in ULU's annual publication *The Essential Student Guide*, and in any information concerning ULU in the prospectus of the constituent Colleges of the University.
5. The services and opportunities to which opted-out Students deny themselves access should be as limited as possible. The aim of ULU and the University is not to create conflict with opted-out Students and the following arrangements should ensure that the University is not obliged to provide alternative services to Students who have exercised their right to opt-out.
6. Specifically, opted-out Students should **not** be able to:
 - Stand for election and to hold any elected office within ULU, eg as a sabbatical officer or as a member of the ULU Senate.
 - Hold membership of the Societies or Sports Executives, and *London Student* Management Committee, or be editor of *London Student*.
 - Hold office (Secretary, Treasurer, etc.) within a sports club or society.

Opted-out Students **should** have access to:

- Bars (as a *bona fide* guest of a member if required by licensing regulations), catering, entertainments, shops, ordinary membership of clubs and societies, the welfare unit, and all other ULU services.

B. Financial Controls

1. The annual ULU budget agreed by the ULU Senate in the summer term should be submitted to the ULU Board of Trustees and then the University's Collegiate Council for approval on behalf of the University Board of Trustees. Audited accounts, together with the external auditors' report, should be submitted to the University Board of Trustees annually and, in addition, termly management accounts should be submitted to the University's Collegiate Council which will report on the financial position of ULU to the University Board of Trustees at least annually.
2. All affiliations by ULU to external bodies should be submitted by the ULU Senate to the first meeting of the ULU Board of Trustees in each academic year for approval. This list of affiliations should include the name of the organisation and the level of subscription.
3. Any affiliation should be able to be challenged on receipt by the chair of the ULU Senate of signatures of five per cent of ULU's membership.

C. Constitutional and Organisational Matters

1. The constitution of ULU should be submitted by ULU to the University Board of Trustees for review at least once every five years, and when that takes place both the ULU Board of Trustees and the ULU Senate should make proposals for change if they see fit.
2. The supreme governing body of ULU is the ULU Board of Trustees. The election of the sabbatical officer positions will be the subject of a secret ballot. In order to satisfy itself that elections are fairly and properly conducted the ULU Senate should approve the appointment of the ULU Returning Officer.
3. A complaints procedure should be established along the following lines.
 - Complaints should be made in the first instance to the President of ULU or, if the President is directly involved, to the Vice-President who will ask the General Manager for a report and will adjudicate.
 - If necessary, an appeal against the President's (or Vice-President's) decision shall be heard by a panel made up from two non-student members of the ULU Board of Trustees.
 - A final appeal may be made to an independent person with a working knowledge of students' unions who is appointed by the University Board of Trustees.

15 October 2008

Regulations Relating to Sabbatical Officers of the University of London Union

The number of posts at ULU that may be held by sabbatical officers, their titles, duties, allowances, and other conditions are determined under arrangements given in the ULU Constitution. The following Regulations, also provided for under the Constitution, apply to all sabbatical officers at ULU. They may be amended by the University Board of Trustees and if any doubt arises about their interpretation the decision of the Vice-Chancellor shall be final.

1. Every candidate for election to a sabbatical post must be *either* a registered Student of the University *or* a serving sabbatical officer in the student union of a College¹.
2. A candidate who needs to defer or interrupt a course of study (for example, because the candidate is not in the final year of a course, or is in the final year and intends to register for another course in the subsequent year) must before taking up office obtain College permission for the interruption or deferment and is advised to discuss their candidacy with the authorities of their College before standing for election. Sabbatical officers remaining registered at a College during their sabbatical office must obtain the permission of their College for the interruption and are personally liable for any fees that the College charges, although the University has in the past asked Colleges to waive fees for serving sabbatical officers.
3. A candidate who has been elected to a sabbatical office but who, during that office, will not have the status of Student under Ordinance 14 shall have the status of Student for so long as they hold the sabbatical office, unless and until:
 - (1) the person has been barred from registration as a Student of the University;
 - (2) the status of Student is withdrawn by the operation of other University Regulations;
 - (3) they are registered as a full-time Student at another university or higher education institution.
4. Student status is a condition of holding a sabbatical office and if it is for any reason withdrawn the sabbatical office comes to an end immediately.
5. As a condition of taking up a sabbatical office and before any allowance can be paid, every elected officer must submit to the designated University Officer before the start of the session during which they will hold office a statement confirming their status. If any sabbatical officer waives the right to be paid an allowance this will not affect their status as a sabbatical officer nor the requirement to follow these regulations.

¹ 'College' for the purpose of these Regulations includes any institution at which Students may register as a Student of the University of London.

6. If, for whatever reason, a sabbatical officer leaves office, then they shall have a claim only to such proportion of their allowance as the General Manager of the Union may decide.

15 October 2008

**Regulations Relating to Sabbatical Officers of the
University of London Union**

Form of Certificate to be used by Candidates

.....
(Name of candidate)

.....
(a candidate for (title of ULU office))

I confirm:

1. I am standing for election to hold office from to as a sabbatical officer at the University of London Union
2. ***Either** for the period of this office **I shall not be registered** as a Student at a College

***Or I shall be registered** atCollege **and** I have the permission of my College to interrupt or delay the start of my course of study enabling me to hold a sabbatical office at ULU for the entire session concerned, and this has been confirmed by the College by completion of this section:

.....(Course)

.....(College)

.....(Signature of Registrar)

.....(Date)

3. I am **not** barred from registration as a Student of the University nor registered as a full-time Student at another university or higher education institution.
4. I **accept** all the conditions relating to sabbatical officers of the University of London Union including these regulations.

.....(Signature of Candidate)

Return after completion to:

* *Delete whichever section does not apply. If you will be a registered student at a College you **MUST** have this form completed by your College **BEFORE** you will be permitted to take up sabbatical office.*

15 October 2008