



# KINGSTON COLLEGE STUDENTS' UNION CONSTITUTION

## Overview

This Constitution will take effect from 1st November 2013 and invalidates all former Constitutions of this Students' Union. This Constitution shall be subject to review by the Kingston College Governing Body at least every five years, in accordance with the Education Act 1994.

Part II of the education Act 1994 requires institutions to 'take steps as are reasonably practicable to secure that any student union for students at the establishment operates in a fair and democratic manner and is accountable for its finances.'

Kingston College Governing Body recognises and supports the Kingston College Students' Union as a democratically run organisation, committed to serving and representing the students of the College. The Governing Body will endeavour to ensure that the activities of the union do not contravene the college's equal opportunities policy nor bring the college into disrepute.

This constitution is the basis for the Students' Union to operate as one major vehicle for learner voice within the college, providing a number of important learning opportunities for active citizenship in a real but safe environment and building a sense of community awareness, including: voting and standing in elections; taking on representative roles; campaigning; involvement in discussion, debate and decision making on college and wider issues; and work with a range of college bodies and other organisations.

The Constitution is a legal document that sets out the activities and procedures of the Students' Union. It provides a framework for the operation of the Students' Union by:

- Defining what the Students' Union can do
- Indicating how the Executive Committee can act on behalf of the Students' Union
- How students can raise their concerns about College related matters with the College's senior management and the Corporation.

The Constitution is made up of two sections:

### Section 1: The Articles

This section defines the aims, objectives and structure of the Students' Union and what it can do.

### Section 2: The Schedules

This section gives further operational details in relation to some aspects of the Students' Union.

## Section 1 The Articles

### 1.1 Name and Status

There shall be a students' union in the name of 'Kingston College Students' Union' (referred to as the SU). The SU is an unincorporated association with exempt charitable status.



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## 1.2 Aims and Objectives

1.2.1 To represent the interests of its members and act as a channel of communication with the College Management, the Governing Body and other bodies.

1.2.2 To provide a major vehicle for learner voice and active citizenship within the college.

1.2.3 To promote the education, welfare, social and cultural interests of its members.

1.2.4 To provide training opportunities for representatives of the SU, involving external expertise as appropriate.

1.2.5 These aims and objectives shall be practiced without discrimination on the grounds of age, sex, race, religion, creed, sexual orientation, disability or medical condition, except that action may be taken to promote equality of opportunity.

1.2.6 The SU shall practice the above aims and objectives independent of any political party or religious organisation.

## 1.3 Membership of the SU

1.3.1 All students, over the age of 16, who are enrolled at Kingston College, will be members of the SU unless they write to the Head of Student Support/Head of Section to state they wish to 'opt out' of membership.

1.3.2 Students under the age of 16 who are registered at Kingston College will not be members of the SU but may participate in certain activities. Students under the age of 16 will not participate in the election process, nor policy making and governance. They will not be granted an NUS Extra Card or a card bearing the NUS logo.

1.3.3 All members shall be entitled to take part in SU educational, social and cultural activities. Members shall be allowed to speak and vote at SU meetings, to nominate, to stand and to vote in SU elections, and to hold office in clubs and societies.

## 1.4 Executive Committee

1.4.1 The Executive Committee will provide leadership and run the SU on a day to day basis, in accordance with the terms of this constitution, relevant legislation and decisions made through referendum.

1.4.2 The Executive Committee will comprise of the following officer positions elected by secret ballot of SU members:

(a) Vice-President: Higher Education

b) Vice-President: Further Education

c) Treasurer

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- d) LGBT & Gender Officer
- e) BME Officer
- f) Disabilities Officer
- g) HE Officer
- h) Sports Officer
- i) Events and Activities Officer
- j) Marketing and Communications Officer
- k) Environmental Officer

1.4.3 SU members may hold a particular Executive Committee post for one term of office.

1.4.4 The course representatives and two Student Governors will be elected and attend Executive Committee meetings as appropriate (termly) to report on and discuss Governing Body matters.

1.4.5 The Vice-President (Further Education) in fulfilling the terms of their job description will attend Governors meetings and chair the Executive Committee on the advice of the staff advisor. All Further education students will be eligible to stand and vote for the FE Vice-President post.

1.4.6 The Vice-President (Higher Education) in fulfilling the terms of their job description will attend Governors meetings and chair the Executive Committee on the advice of the staff advisor. All Higher education students who are SU members will be eligible to stand and vote.

1.4.7 The role of the Executive Committee and (through delegated powers) will be to:

- (a) Support the effective operation of the SU and promote maximum student participation in all SU activities
- (b) Carry out decisions made by the Executive committee and by referendum
- (c) Act as a channel of communication between SU members, the board of governors and college senior managers / other organisations
- (d) Be responsible for the direction of the SU through the development and implementation of an SU annual plan
- (e) Establish working groups, where relevant, and receive reports from those groups
- (f) Fulfil specific responsibilities as designated in the job Descriptions for each post (see section 2.3)
- (g) Approve in conjunction with the staff advisors, all statements made on behalf of the SU.

1.4.8 Executive committee meetings will normally be held at least once every 15 college days. Further meetings may be called by a written request of a majority of committee members to the Vice-President. Agendas and accompanying



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papers will be circulated to Executive Committee members at least two college days prior to a meeting (also see meetings regulations, section 2.2).

1.4.9 Executive committee meetings will be chaired by one of the Vice-Presidents, the chair may vote in the event of a vote being tied.

1.4.10 The quorum for Executive committee will be 60% of serving members.

1.4.11 Any member of the Executive committee (or a Sub-committee) who fails to attend three consecutive meetings of their committee without giving apologies to the Vice-President, and does not provide satisfactory reasons acceptable to the committee will be considered to have resigned.

### 1.5 Staff Advisors

The Head of Student Support/Head of Section and his/her nominees will act as staff advisors to the SU. Staff advisors will attend, and may speak, at Executive Committee and any Sub-committee meetings. Executive Committee members will meet staff advisors on a regular basis, and work in conjunction with them, to plan and review SU activity and prepare for meetings.

### 1.6 Clubs and Societies

1.6.1 Clubs and Societies may be recognised by the Executive Committee provided that they meet the requirements and do not breach the SU's aims and objectives.

1.6.2 To be considered for recognition, the club or society will put to the Executive Committee an acceptable constitution, a plan of activities and a list of prospective members.

1.6.3 No club or society will be recognised if its' objects or aims conflict with those of the SU or with the values and principles of the College or likely to bring the College into disrepute.

1.6.4 Any Club or Society that wishes to be recognised by the SU will apply to the Executive Committee who will take it to the Head of Student Support/Head of Section (or their nominee). For this the club or society will need a list of prospective members (at least five) and a constitution, to include:

- (a) The name of the club/society
- (b) The aims and objects of the club/society
- (c) Regulations relating to the membership eligibility to the club/society
- (d) Provision for the election of a committee for the club/society to include as a minimum a chairperson and a secretary
- (e) The responsibilities of the committee.

1.6.5 No club or society may receive funds from the SU or use SU facilities without recognition in each academic year by the Executive Committee and the College. Decisions to be made by the Head of Student Support/Head of Section will be final.



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## 1.7 Affiliations to External Organisations

1.7.1 Any decision to affiliate the SU to an external organisation will be approved by the Executive Committee and by the Head of Student Support/Head of Section.

1.7.2 Members of the SU will be informed of all the new affiliations to external organisations and any affiliation or subscription fee to be paid.

1.7.3 Details of all affiliations to external organisations will be included in the SU's annual report which will be made available to all members of the SU and to the Head of Support.

1.7.4 In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 200 members of the SU must be presented to the Vice-President. A referendum will be held on the issue. The referendum shall be carried out in accordance with the Referendum clause of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

## 1.8 Complaints Procedure

Complaints about an individual officer or the Committee shall be dealt with under the College's Complaints Procedure.

## 1.9 SU Finance

1.9.1 The SU will receive appropriate funds from the College to enable it to effectively pursue its aims and objectives.

1.9.2 The SU shall have its own bank account and budget code within the College's financial system.

1.9.3 The SU financial year runs from 1st August to 31st July.

1.9.4 A copy of the SU's budget and the audited accounts will be presented to the SU Executive and the Governing Body annually and shall be made available to all SU members.

## 1.10 Minutes

At all meetings of the SU the Communications Officer will ensure that appropriate minutes are taken. These will be circulated and any necessary corrections made, at the next appropriate meeting. Confirmed minutes will be filed and made available to all students and a copy provided to the Head of Student Support/Head of Section.

## 1.11 Attendance at Meetings

All meetings of the SU shall be considered open to all SU members. However, the members of the Executive Committee, Sub-committees may vote to hold a specific meeting or an item of a meeting as a closed session.

## 1.12 Amendments to the Constitution



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1.12.1 The Constitution shall be reviewed at least every 5 years from the date of the current document's implementation.

1.12.2 The College has the right to propose changes to this Constitution and will require the SU to conduct a vote in relation to any proposed changes. Any such proposal will be effective if passed by a majority of at least two-thirds of those voting.

1.12.3 Amendments to this Constitution may be proposed by the Executive Committee or by a requisition signed by not less than 10% of the members of the SU, subject to the approval of the College. Any such approved proposal will be put to the members of the SU by secret ballot and will be effective if passed by the majority of at least two-thirds of those voting, and subsequently approved by the Governing Body.

**1.14 Indemnity**

Every Executive Officer and person approved to make decisions on behalf of the SU shall be entitled to be indemnified out of the assets of the SU against all losses or liability which she/he may incur in or about the execution of his or her office or otherwise in relation thereto; and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the SU in the execution of the duties of his or office or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

**1.15 Referendum**

1.15.1 A referendum, in which all members will be allowed to vote, shall be held on any issue, if the Head of Student Support/Head of Section so decides. In addition the Vice-President may call a referendum within two weeks of being handed a petition detailing the issue and containing the name, course and signature of at least 200 students who are members.

1.15.2 The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper.

1.15.3 The referendum shall be supervised by the Returning Officer. Polling by secret ballot will be open for 5 College days, and the location of ballot boxes widely publicised.

1.15.4 The result of a referendum will take priority over any existing SU policy on the same issue.

**1.16 Code of Conduct**

1.16.1 The Executive Committee, in conjunction with the Head of Student Support/Head of Section, will draw up a Code of Conduct which will be approved and amended as necessary from time to time.

1.16.2 All members of the SU will be required to adhere to this Code, particularly when attending events organised by the SU or its clubs or societies in accordance to the SU's aim and objectives. Serious breaches of the Code will be dealt with on an individual



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basis by the Committee and the Head of Student Support/Head of Section or their nominee.

1.16.3 The Code of Conduct may include restrictions up to and including the unlimited suspension of any membership to a club or society. Representation of the SU will not be effected.

**1.17 Interpretation**

1.17.1 In the event of a challenge to the Vice-President's ruling, following legal advice from the College Solicitor, the decision shall be taken to the Committee.

1.17.2 If a member of the SU remains unsatisfied with the ruling of the Committee they may appeal to the Governing Body via the Clerk to the Governing Body.

1.17.3 The ruling of the Governing Body shall be final.

**Section 2 The Schedules**

**2.1 Election Regulations**

This Schedule outlines the procedures for all elected positions within the SU. It also outlines the procedure to follow if a vacancy occurs in any position.

**2.1.1 Returning Officer**

The Returning Officer, who shall not be a full member of the SU, shall be appointed annually by the Head of Student Support/Head of Section. The Returning Officer shall be responsible for the good conduct and administration of all SU elections and shall have the sole interpretation of the election regulations. The Returning Officer may appoint assistants to support them in their duties.

**2.1.2 When elections should happen**

(a) The Returning Officer shall ensure that the election of the Executive Committee is complete before the end of November each year.

(b) Once elected the members of the Executive Committee shall take office from the day following the declaration of voting and shall serve in the same position for no more than 12 months.

**2.1.3 Election Process**

(a) Only members of the SU may stand for any position or vote in the elections (with the exception of the student governors, where any student may stand and vote).

(b) Normally, elections will be decided on a simple majority of the votes cast ('first past the post'). However, the Students' Union may decide to adopt a different voting system for a particular election or period of time.

(c) Voting will take place online and by secret ballot across all college sites.

(d) There shall be a nomination period of 30 college days, a minimum campaigning period of 5 college days and a voting period of 4 college days.



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(e) The returning officer shall ensure and supervise elections ‘hustings’ within the campaigning period.

#### 2.1.4 Vacancies for positions on the Executive Committee

(a) If any post on the Committee falls vacant then a by-election shall be arranged by the returning officer. All other election regulations apply.

(b) If a Committee member wants to resign from their position they must give two weeks’ notice in writing to the Vice-President who will report to the Committee.

### 2.2 Meetings regulations

These regulations shall apply to all the SU Executive Committee and any Sub-committee meetings.

#### 2.2.1 Prior to Meetings

(a) All items for discussion and debate shall be submitted to the Vice-President four college days before an Executive Committee.

(b) Resolutions for a meeting must be signed by a proposer and a seconder.

(c) The Communications Officer and the Vice-President will be responsible for publication of final agendas two days before an Executive Committee meeting.

#### 2.2.2 Content of Meetings

Final agendas for meetings will be decided by the Vice-President in conjunction with the staff advisors. Agendas may include:

- (a) Welcome from the chair
- (b) Checking the minutes of the previous meeting for accuracy
- (c) Matters arising from the minutes of the last meeting
- (d) Reports and/or items from the College
- (e) Reports from other Committees
- (f) Other reports
- (g) Management and/or Executive Committee question time
- (h) Discussion groups
- (i) Invited speakers
- (j) Debates and voting on resolutions
- (k) Any other business



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(l) Date of next meeting.

#### 2.2.3 Conduct of debates on resolutions submitted:

- (a) The proposer of the resolution shall make a speech.
- (b) The chair will invite a speech against the resolution.
- (c) The chair shall balance the number of speeches for and against the resolution.
- (d) The chair shall invite any questions relating to the resolution.
- (e) Any proposed amendments to a resolution shall be considered with speeches for and against, with a vote taken on whether to accept the amendment.
- (f) The proposer of the resolution shall have the right to sum up.
- (g) The vote on the final resolution shall be taken, with a simple majority of those voting required to pass the resolution, except where otherwise stated in the constitution.
- (h) The Chair shall not vote except in the case of a vote being tied.

#### 2.2.4 Emergency Resolutions

Emergency resolutions may only be discussed if they deal with matters that have arisen since the date for submission of resolutions for a meeting.

Majority vote for the discussion of this resolution. The resolution should be submitted in writing to the chair before the start of the meeting.

#### 2.2.5 Chairing of Meetings

The Chair shall be responsible for facilitating participation in meetings by as many members as possible, ensuring fair representation of different views on all areas of discussion and ensuring that all contributions to discussion are directed through the Chair.

### 2.3 Job Descriptions

#### 2.3.1 Vice President x 2 Roles: 1 Higher Education and 1 Further Education

The Vice President will represent the voice of the student body, you will promote the Student Union and the student body across all sites. You will also be responsible for taking the lead as part of Learner Voice and speaking on behalf of the student body.

**Weekly Hours:** Officers must be available for weekly meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.



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**Duties are:**

- Be a member of, chair and participate fully in/report to, the SU Executive Committee.
- Ensure the views/interests of Higher Education / or Further Education students are represented at the College on the Executive Committee/to and communicate regularly with the other Executive Committee members.
- To promote and take an active role in the Learner Voice forums.
- Be one of the prime representatives of the SU, liaising with the college and other bodies over any matters affecting students; represent the student body at presentation days, as well as performing presentation speeches at College campuses.
- To attend meetings where appropriate and as requested by the Governing Body and Senior Management Team.
- Seek to actively involve as many students as possible in the SU.
- Lead delegations to the NUS annual conference, regional conferences and any area conference and report back to the SU.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- To support the other officers of the Executive and to ensure that policy decisions are consistent among all sites.
- To represent the College at promotional events such as open days/marketing events.
- To work closely with the Enrichment/Student Support Services team.
- To undergo training and keep records for the following Executive handover.
- To be part of the College self-assessment process and to attend meetings as required.
- To ensure equality of opportunity and all SU activities are promoted/publicised and represented in all aspects of College life.

**All members of the Student Union must be prepared to work as part of team in order to produce successful results.**

**2.3.2 Treasurer**

The aim of this role is to keep all student finances and associated paperwork in order. The Treasurer is responsible for presenting the Student Union as a professional organisation to the student body and the College.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- To attend forums and contribute ideas and opinions regarding the financial standing of the Union.
- To undergo training and to work with the College finance team to ensure all finances can be accounted for.



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- To work closely with the Student Union Executive when costing events and gaining supplies.
- Regularly meet and work closely with the Student Support Services team to plan and review SU events/activities and prepare for meetings.
- Be a member of, and participate fully in, the Executive Committee.
- With support from staff advisors, draft the SU annual budget and monitor income and expenditure.
- Present all accounts and draft budgets to the SU Executive Committee and College Corporation as required.
- Ensure that the staff advisor receives all relevant paperwork relating to SU financial transactions.
- Ensure that all bills are paid promptly and the relevant paperwork is forwarded to the staff advisor (Finance).
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive.
- To be part of the College self-assessment process and to attend meetings when required.

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#### 2.3.4 LGBT & Gender Officer

The aim of this role is to challenge the under-representation of LGBT students/women, and issues important to LGBT students/women at Kingston College. As a result, the role ranges widely - from representing LGBT/female students in decision-making bodies, facilitating campaigns, engaging with LGBT/feminist campaigns and events, and supporting individual female students with issues arising.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- Be a member of, and participate fully in the Executive Committee.
- Work to ensure that interests and issues relating to LGBT students/gender discrimination are represented in the range of students' union activities and events.
- Represent students, receive enquiries/liase with NUS and campaign on issues relating to LGBT and gender for all students, either on a general basis, or in support of an individual student's case.
- Work closely with the BME and Disabilities officers to provide representation and to develop relevant awareness raising events/activities or groups to support and improve the student experience for LGBT students.
- Provide LGBT students with perspective on all matters concerning the SU/college and ensure there is a regular forum where LGBT students can meet.
- Seek to actively involve as many LGBT students as possible in the SU.



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- Lead on or support campaigns related to LGBT/gender issues.
- Establish and maintain contact with and provide information from groups and organisations which work on LGBT issues.
- Be fully aware of College policies relating to LGBT/gender/equality and diversity and, if invited, attend any related College committee or group meetings.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- Attend any relevant training required.

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### 2.3.5 BME Officer

The aim of this role is to challenge the under-representation of Black and Ethnic Minority students, and issues important to BME students at Kingston College. As a result, the role ranges widely - from representing BME students in decision-making bodies, facilitating campaigns, engaging with relevant national/local campaigns and events, to supporting individual BME students with issues arising.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

- Be a member of, and participate fully in, the Executive Committee.
- Work to ensure that interests and issues relating to Black and ethnic minority students are represented in the range of students' union activities and events.
- Represent students, receive enquiries/liase with NUS and campaign on issues relating to Black and ethnic minority students, either on a general basis, or in support of an individual student's case.
- Work closely with the LGBT/gender and Disabilities officers to provide representation and to develop relevant awareness raising events/activities or groups to support and improve the student experience for Black and ethnic minority students.
- Provide Black and ethnic minority students with perspective on all matters concerning the SU/college and ensure there is a regular forum where BME students can meet.
- Seek to actively involve as many BME students as possible in the SU.
- Lead on or support campaigns related to BME issues.
- Establish and maintain contact with and provide information from groups and organisations which work on BME issues.
- Be fully aware of College policies relating to equality and diversity and, if invited, attend any related College committee or group meetings.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.



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- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- Attend any relevant training required /be the delegate leader of the SU’s delegation to NUS Black students’ conference.

**All members of the Student Union must be prepared to work as part of team in order to produce successful results.**

### 2.3.6 Disabilities Officer

The aim of this role is to challenge the under-representation of disabled students and issues important to disabled students at Kingston College. As a result, the role ranges widely - from representing disabled students in decision-making bodies, facilitating campaigns, engaging with national relevant campaigns and events, to supporting individual disabled students with issues arising.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

- Be a member of, and participate fully in, the Executive Committee.
- Work to ensure that interests and issues relating to Disabled students are represented in the range of students’ union activities and events.
- Represent students, receive enquiries/liase with NUS and campaign on issues relating to Disabled students, either on a general basis, or in support of an individual student’s case.
- Work closely with the LGBT/gender and BME officers to provide representation and to develop relevant awareness raising events/activities or groups to support and improve the student experience for Disabled students.
- Provide Disabled students with perspective on all matters concerning the SU/college and ensure there is a regular forum where BME students can meet.
- Seek to actively involve as many Disabled students as possible in the SU.
- Lead on or support campaigns related to Disabled student issues.
- Establish and maintain contact with and provide information from groups and organisations which work on issues around Disability.
- Be fully aware of College policies relating to equality and diversity and, if invited, attend any related College committee or group meetings.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- Attend any relevant training/conferences required for this position.

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### 2.3.7 HE Officer



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The aim of this role is to consult with and represent the views of fellow HE students. This will range from representing HE students in decision-making bodies, to facilitating campaigns, engaging with national/local campaigns and events, and supporting individual HE students with issues arising.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- Be a member of, and participate fully in, the Executive Committee.
- Work to ensure that interests and issues relating to HE students are represented in the range of students’ union activities and events.
- Represent students, receive enquiries/liaise with NUS and campaign on issues relating to HE students, either on a general basis, or in support of an individual student’s case.
- Work closely with the HE Vice-President to provide representation and to develop relevant awareness raising activities or groups to support and improve the student experience for HE students.
- Provide HE students with perspective on all matters concerning the SU/college and ensure there is a regular forum where HE students can meet.
- Seek to actively involve as many HE students as possible in the SU.
- Lead on or support campaigns related to HE student issues.
- Establish and maintain contact with and provide information from internal departments/organisations that work specifically on issues relating to HE students.
- Be fully aware of College policies relating to HE students and, if invited, attend any related College committee or group meetings.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- Attend any relevant training/conferences required for this position.

**All members of the Student Union must be prepared to work as part of team in order to produce successful results.**

**2.3.8 Sports Officer**

The aim of this role is to organise and assist with all sporting events aimed at the students as well as to promote the enrichment sports teams within the College. You will also need to work towards encouraging a healthy attitude among students and other aspects associated with students’ wellbeing.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.



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**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- To organise, promote and publicise sports activities/events.
- To promote a healthy lifestyle, one which considers not only being active, but healthy eating, drug and alcohol awareness and the various ways to develop a healthy lifestyle.
- To work closely with and consider all Kingston College sites and to communicate effectively and regularly with all members of the Student Union Executive.
- To attends meetings as required.
- To attend the sports presentations at the end of the year and to ensure that all sports are represented.
- To work closely with Student Support Services team.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- Attend any relevant training/conferences required for this position.

**All members of the Student Union must be prepared to work as part of team in order to produce successful results.**

**2.3.9 Events, Campaigns and Activities Officer**

The aim of this role is to lead on organising SU events/activities which will promote SU priorities, or local/national campaigns as well as promoting/developing the Enrichment events within the College.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- Be a member of, and participate fully in, the Executive Committee.
- Take a lead with the organisation of a range of SU events/fundraising activities and campaigns throughout the college year, meeting the interests and needs of all students.
- Promote NUS campaigns and events and encourage the active participation of other students.
- To promote Events and the sale of NUS cards to help generate an income for all Student Union events.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings



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- Attend any relevant training/conferences required for this position.

**All members of the Student Union must be prepared to work as part of team in order to produce successful results.**

### 2.3.10 Marketing and Communications Officer

The aim of this role is to ensure all SU activities/events are publicised and communicated effectively across all college sites, this includes the communications for the Executive Committee meetings.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- Liaise with the other Executive Committee members to ensure effective publicity is produced for the SU and it’s events and activities, using the SU notice board, college communications systems and social media as appropriate.
- Ensure there is an efficient and accessible filing system in the Student Union Office, and that incoming mail and publicity materials are monitored.
- Ensure that the Executive Committee meetings are properly notified, with agendas, to those who are due to attend.
- Ensure that clear and appropriate minutes of the Executive meetings are taken and subsequently made available to SU members.
- Ensure that a register of all Course Representatives/Executive Committee members is drawn up and maintained, marking all attendances, apologies and absences for meetings.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.

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### 2.3.11 Environmental Officer

The aim of this role is to actively promote and be responsible for representing environmental issues on behalf of students across the college, as well as educating and increasing student awareness through effective campaigns/lobbying.

**Weekly Hours:** Officers must be available for meetings on Wednesdays afternoons and for lunch-time student surgeries on a rotational basis.

**Office:** Officers will have access to at least 1 shared hot desk computer in the Student Services centre on the Ground floor of Kingston Hall Road, room G75.

**Duties are:**

- To identify and bring to the attention of the Unions leadership, any issue specific to the environmental operations of the Union/College.



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- To run campaigns or activities relevant to these issues, in order to increase awareness and actions of students and the College.
- To increase student involvement in campaigning and lobbying for improved environmental practices in the Union and College.
- To be the lead officer in all matters related to the NUS Environmental campaigns.
- To convene and chair any meetings specifically relating to Environmental matters, through which issues can be discussed and passed through the Executive Committee.
- Give full support to, and help to publicise, all SU activities.
- Regularly report on activities to the Executive Committee.
- Regularly meet, and work in conjunction with, staff advisors to plan and review SU activity and prepare for meetings.
- Attend any relevant training, NUS conferences and events.

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## 2.4 Financial regulations

2.4.1 The financial year of the union will be 1 August to 31 July.

2.4.2 The Executive Committee and, in particular, the Finance Officer will be responsible for the proper conduct of its financial affairs.

2.4.3 Each term the treasurer shall submit a report showing the income and expenditure of the union to the executive and college appointed financial advisor.

2.4.4 The financial advisor will be allowed access at all times to the union’s financial and other records and the Executive Committee will co-operate at all times with the financial advisor in relation to the monitoring of the SU’s expenditure and financial affairs.

2.4.5 The Executive Committee and, in particular, the Finance Officer, will be responsible, in conjunction with the financial advisor for drawing up the SU’s budget for each academic year.

2.4.6 The Executive Committee will not approve or condone any expenditure, commitment to expenditure or commitment to any course of action which may result in expenditure falling outside the union’s budget, as approved by the corporation of the college.

2.4.7 No expenditure or commitment to expenditure greater than £50 will be entered into without the written approval of two members of the Executive Committee and the Head of Student Services/Head of Section (or their nominee).

2.4.8 All SU payment orders shall require two signatures one of which shall be either the Finance Officer or the President and the other, the Head of Section/Head of Student Services (or their nominee).

2.4.9 There will be a single petty cash float held for the purposes of the SU to be kept in a secure place in the Student Services area. The total maximum amount which may be held by the SU as petty cash at any time will be £30 and all



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expenditure from petty cash will be recorded in detail. All cash receipts of the SU and any of its clubs and societies must be banked as soon as practicable without deduction and must not be used as petty cash or for any other purpose.

2.4.10 The Executive Committee and, in particular, the Finance Officer, will be responsible for keeping accurate accounting records of all income and expenditure of the SU and its clubs and societies. The Executive Committee will publish a financial report including details of all income and expenditure of the SU each year. The report must be approved by the Executive Committee and submitted to the Head of Student Services/Head of Section for approval by the board of governors of the college. The report should contain a list of the external organisations to which the SU has made donations in the period to which the report relates and details of those donations.

## 2.5 NUS Card Sales

The SU Executive Committee will permit NUS extra cards to be sold as a benefit to all Kingston college staff. All college staff will be charged an additional £5 administration fee for their card purchase, which will be paid directly into the SU bank account. The SU will review any impact on sales and this process on an annual basis.

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