

# EKC Group Students' Union Constitution



This document outlines agreed operating procedures for EKCG Students' Union and its membership.

EKC Group provides funds to the Union to enable it to pursue its objects, in partnership with EKC Group (EKCG) Management and Board of Governors.

This document will be published on the EKC Groups website under Policies and Procedures. It will also be circulated with all Student Union Presidents to ensure updated versions are accessible.

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Policy Nominee: Director of Safeguarding and Student Experience  
Approving Body: Full Governing Body  
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### Objects:

1.0 The Union's objectives are the advancement of education of Students attending EKCG by:

1.0.1 Promoting the interests and welfare of Students at EKCG during their course of study and representing, supporting, and advising Members.

1.0.2 Being the recognised representative channel between Students and EKCG and any other external bodies.

1.0.3

Providing social, cultural, sporting, and recreational activities and forums for discussions and debate for the personal development of its members.

### Powers of the Union:

- To provide and promote activities, services, and facilities for its members
- Raise funds and make grants and donations.
- Do anything which is lawful to achieve the Union's objectives.

### Membership:

All registered Students of EKCG over the age of 16 will be full Members of the Union, unless they have decided to opt out of their membership according to regulations contained in 'Schedule Seven: Opting Out' of this Constitution.

Any student can choose to opt out of the Union Membership. To do this, the student must indicate their decision *in writing* to the Student Union President of their college.

Any Officer will be a full member of the Union and will be accountable to the Membership of the Union through constitutional processes.

Only members will be entitled to stand and vote in Students' Union elections and hold office according to the regulations contained in 'Schedule One: Election Regulations' of this constitution.

Members will be allowed to speak and vote at Students' Union meetings; to nominate, to stand, and to vote in Students' Union elections; and to hold office in clubs and societies.

### EKCG SU Local Leadership Teams:

Each College within the EKC Group will have an SU Local Leadership Team (LLT), elected by Members at that site only in accordance with Schedule One: Election Regulations of this constitution.

The SU Local Leadership Team will run the Students' Union on a day-to-day basis at their respective colleges, in accordance with the terms of the constitution and any relevant legislation, and on behalf of the Membership of the Students' Union.

Each SU Local Leadership Team will consist of Officers elected to positions outlined in 'Schedule Six: Role Descriptions' of this constitution.

Each college will elect an SU President during the fifth term and once appointed, will support the recruitment/election of the SU Local Leadership Team at the end of the first term of each academic year in accordance with 'Schedule One: Election Regulations' of this Constitution.

Each college SU President and SU Local Leadership Team will serve from 1st August in the year in which they are elected to 31st July of the next year.

A Student Experience Officer (SEO) will sit on the SU Local Leadership Team in a non-voting capacity.

Their role will be to represent the College leadership team and provide guidance to the SU Local Leadership Team on matters relating to finance and legislation.

A maximum of two members of the SU Local Leadership Team will be invited to represent the membership of their college on the Local College Board. One of these will be the President.

The SU Local Leadership Team (LLT) will operate under guidelines set out in "Schedule Three: Meeting Regulations" of this constitution.

### The function of the SU LLT will be:

To manage a budget in accordance with 'Schedule Four: Finance Regulations' of this constitution.

To work with the Director of Student Experience and Safeguarding and the Careers and Student Experience Manager to prepare a report for the final term of the academic year, detailing the activities of the Students' Union across the college for presentation to the Local College Board.

To discuss and debate all matters relating to college Students' Union policy and the running of the Students' Union.

To be responsible for communication between the Membership, college management, Trustee Board, and third parties.

To appoint delegates to NUS conferences, as appropriate. The EKC Group has 2 allocated places at this conference, therefore 1 to automatically go to the EKCG SU Committee Chair, and the other is to be allocated with the support of the Director of Student Experience and Safeguarding based on availability.

## The President

Each local President of the Students' Union will be elected by the Membership in an election in accordance with the regulations set out in 'Schedule One: Election Regulations' of this Constitution.

The local college President of the Students' Union will be a current student under the Title 'College Student Union President'.

Each President will be elected at the end of the fifth term of each academic year prior to their appointment. They will serve as President from 1st August of that year to 31st July of the following year.

The President will carry out duties as outlined in 'Schedule Five: Role Descriptions' of this constitution.

Upon occasions where disciplinary matters relating to the President or President-Elect of the Union cannot be covered by the constitution, they will be passed to the local college management team.

For operational management purposes, the President and President-Elect of the Union will liaise with the College Services Manager or Assistant Principal.

## EKCG SU Committee:

The SU Committee will be made up of each of the local Students' Union Presidents. Quoracy of the committee will be 50%, and no decisions will be made without this.

The Chair of the Committee will be elected by a simple majority of the membership. The Chair will be the designated lead for the Group Union where relevant. This includes making representations to the National Union of Students and other associated bodies.

The Committee will be responsible for the organisation and decision-making of matters that affect the entire union. This includes making representations and sending delegations to outside organisations and events in accordance with the regulations set out in this constitution.

The Careers and Student Experience Manager will be invited to meetings in an advisory and non-voting capacity. They will have a standing item on the agenda to provide any updates relevant to the Committee as well as provide guidance on Group policies and procedures.

Meetings of the Committee will take place at least once per term and must follow the regulations set out in “Schedule Three: Meeting Regulations – Section 17.2” of this constitution.

## 2. Removal of Elected Officers

Any elected Officer of the Union may be removed from their post by:

- 2.1 A successful vote of no confidence raised at a meeting of the LLT
- 2.2 Failing to adhere to Clause 17.1 of ‘Schedule Three: Meeting Regulations’.

For salaried posts removal can also be for:

- 2.3 Failure to meet the staff probationary procedures of the EKC Group.
- 2.4 Failure to display appropriate conduct as detailed in the postholders’ contract.

## 3. Referenda

A Referendum may be called on any issue by:

- 3.1 A majority vote of the LLT
- 3.2 A Petition, including name, course, and signature of at least 50 Members
- 3.3 A resolution may be passed by Referendum if a simple majority of the votes cast are in favor of the resolution.

## 4. Annual General Meeting (hereafter AGM)

- 4.1 The local Union will hold an AGM once each year.
- 4.2 Not more than 18 months will pass between the date of one AGM and the next
- 4.3 The AGM will be held at such time and place as the LLT thinks it is suitable to allow the maximum number of Members to attend.
- 4.4 At least 14 days’ notice shall be given of the meeting, including the date, time, place, and agenda for the meeting.
- 4.5 Each President of the local College Students’ Union or in their absence, the Vice President will preside as chair of the meeting. In the absence of these Officers, those Officers present will choose one of their numbers to be chair.
- 4.6 A Trustee may, even if not a member, attend and speak at the AGM

4.7 Every Member has the right to attend the AGM and the right to vote. A resolution put to the vote of the AGM will be decided on a show of hands, and every Member will have one vote

4.8 Every resolution put to the vote of the AGM will be decided by a simple majority of the votes cast, where the chair will have the deciding vote in the event of a tied vote

## 5. Clubs and Societies

5.1 Clubs and Societies may be recognised by the Students' Union, if they meet the requirements set out in 'Schedule Two: Clubs and Societies' of this constitution and do not breach the Students' Union's objects, aims and objectives

## 6. Affiliation with External Organisations

6.1 Any proposal to affiliate with an external organisation will be subject to the approval of SU LLT.

6.2 The Union will not affiliate with any political party or religious organisation

6.3 Notification of all new affiliations to external organisations will be made to the Membership. Such notice will include the name of the organisation and the affiliation or subscription fee

6.4 Any such affiliations will be reported to EKCG Board of Governors as part of the SU annual report.

## 7. Union Finance

7.1 The Students' Union will receive funds from EKC Group to enable it to effectively pursue its aims and objectives. This annual allocation of funding will be decided by Governors at the last meeting of the academic year, on the presentation of the Students' Union's estimates for the forthcoming academic year and the Students' Union Annual Report.

7.2 The Director of Student Experience and Safeguarding will oversee all Students' Union finances and ensure that proper accounts are maintained and that these books are audited annually by the EKCG Finance Team.

7.3 A copy of each college Students' Unions budget and the audited accounts will be presented to EKCG Governing Body on behalf of the Director of Student Experience and Safeguarding each financial year for approval and be made available to all students.

7.4 Any money or property of the Students' Union may only be used to achieve its objectives

## 8. Freedom of Information

8.1 At formal meetings of the Students' Union, such as the SU Local Leadership Team meeting and EKCG SU Committee, minutes will be taken by an Executive Support staff member, and where possible there will be the same person that supports Local College Boards. Minutes will be circulated with any corrections, at the subsequent meeting. Confirmed minutes will be available for Membership to access as soon as possible after this confirmation.

8.2 A copy of the Students' Union constitution, along with a copy of the annual report and any plans for the Students' Union's activities, including the budget, will be made available to all Members.

8.3 The regulations for the organisation of Students' Union meetings will be contained in 'Schedule Three: Meeting Regulations' of this constitution.

## 9. Freedom of Speech

The Students' Union and its Members are bound to observe EKCG's code of practice in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986

## 10. Complaints

Complaints about an individual Officer, committee member, committee, or the Students' Union as a whole will be dealt with by the SU President in the first instance with support from the Student Experience Officer.

## 11. Amendments

11.1 The director of Student Experience and Safeguarding is the only person permitted to amend the constitution of the Union. The Director of Student Experience and Safeguarding will meet with SU presidents during term 4 to review the implementation of the constitution year on year. All amendments will be subject to the approval of the EKCG Governing Body before they may be implemented.

11.2 All amendments to the constitution, schedules, or appendices will require the support of a minimum of two-thirds of the Members present and entitled to a vote at a quorate meeting of the LLT.

11.3 The constitution will be reviewed every two years from the date of it taking effect. The LLTs and the EKCG Governing Body will be jointly responsible for this.

## 12. Interpretation

12.1 In the event of a challenge to the interpretation of any part of this constitution, the ruling of the local college president will be sought.

12.2 In the event of a challenge to the ruling of the local college president, the matter will be referred to the Local College Board, whose decision will be final.

### 13. Indemnity

13.1 Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall, and every officer or auditor of the Union may be indemnified out of the assets of the Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favor or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto

### 14. Effective Date

14.1 This constitution and schedules and any amendments there to will apply from the date of approval by EKCG Governing Body and supersede any previous constitutions, schedules and appendices.

### 15. Schedule One: Election Regulations

This schedule outlines the procedure for all elections for all positions in the Union

#### 15.1 Returning Officer

The Student Experience Officer will act as Returning Officer for all elections for all positions within the local College Union

The Returning Officer will be responsible for the good conduct and administration of all Students' Union Elections and will have the sole interpretation of the Election Regulations

The Returning Officer may engage in the services of a NUS representative to support them in this role

The Returning Officer will appoint an "Elections Committee" no less than one month before the election period to carry out the election processes and will appoint to this committee as he/she sees fit.

#### 15.2 Timing of Elections

Elections for the President will take place at the end of the fifth term of each academic year. Once elected these Officers will take office from 1st August of that year and serve until 31st July of the following academic year.

#### 15.3 Standing for Election

All Members of the Union enrolled at a specific college may stand for the following SU Local Leadership roles at that site. It should be noted that not all colleges will necessarily have all the roles below, depending on size and the views of members.

- President
- Vice-President (selected by the elected president once in post. The VP must be selected from those who expressed interest in applying for the role of president initially).

Volunteer positions representing liberation or other defined roles (listed below) will be promoted and advertised to new and existing students at the start of each new academic year. Additional roles can be introduced following approval from the EKCGSU Committee.

- Welfare Officer

Members of the Union enrolled at a specific site who self-define as black and minority ethnic may stand for the following position at that site

- Black and Minority Ethnic Students' Officer

Members of the Union enrolled at a specific site who self-define as disabled (this could be dyslexia, mental health issues or a physical impairment, but is not limited to these examples) may stand for the following position at that site

- Disabled Students' Officer

Members of the Union enrolled at a specific site who self-define as LGBTQ+ may stand for the following position at that site

- LGBTQ+ Students' Officer

Members of the Union enrolled at a specific site who self-define as women may stand for the following position at that site

- Women's Officer

All Members of the Union are entitled to stand for the position of President of the Union provided:

They will be students of the EKC Group in the academic year following that in which the election takes place.

Their nomination is accepted by the Returning Officer based upon criteria made available to the nominees

All students wishing to run for election to any of the Leadership roles within the Union must be nominated by five Members of the Union

Nomination forms will be available from the Elections Committee at least two weeks before the ballot.

Nominations will remain open for no less than five College Days

Nomination forms must reach the Elections Committee no later than 3.00pm on the day of the close of nominations.

#### 15.4 Publicity of the Elections

The Returning Officer will check the eligibility of nominated candidates and will publicise a list of all the eligible candidates within two College days of the close of nominations and at least three College days before voting opens.

Candidates may produce a manifesto and a poster to a specification to be determined by the Returning Officer

On receipt of a valid nomination form, the Returning Officer will provide the candidate with an election campaign pack.

The contents of the election campaign pack will be determined by the Returning Officer in conjunction with the LLT.

Responsibility for the general publicity of the elections will lie with the Returning Officer

#### 15.5 The Election Campaign

Candidates may commence campaigning once the list of eligible candidates has been posted.

The campaign may continue until the close of voting.

Campaign support material must be authorised by the Returning Officer

#### 15.6 The Ballot

All Members of the Union are entitled to vote for the position of President on the production of an EKCG College Group Student ID card, or authorisation via an EKCG Online account.

All Members of the Union enrolled at a specific college may vote for the Leadership roles outlined in 15.3.

Votes may only be cast using the designated Student Union Microsoft Forms or direct contact with the Returning Officer in the case of the Union member not having access to technology.

The College will treat it as a serious disciplinary offense if:

- Any attempt is made to vote more than once
- Any attempt is made to coerce or bribe other students to vote for a particular candidate
- The Returns Officer will be responsible for the form and the count at all times during voting

#### 15.7 The Count

Once the ballot has closed, the Returns Officer will count the votes cast.

The Returning Officer, with support from an NUS representative (if engaged), will ratify the count result.

The candidates will be informed of the time and place of the count by the Returning Officer. The candidates may attend the counting of the votes as observers only.

Once the votes have been counted, they will be kept for a period of six weeks in case of appeals against the result.

In the event of only one nomination being received by the specified deadline, an election must still go ahead following the Procedures outlined here. The election will be between the nominated candidate and 'Re-Open Nominations'. Should the candidate win, the election will be classed as fair and valid. The position of Vice-President will then be advertised as a standard officer position in Term 1 of the following academic year. If 'Re-Open Nominations' wins, the nomination period will open again within 5 college days of the announcement. Should the same candidate once again be the only nomination received by the deadline, they will automatically be appointed.

#### 15.8 The Declaration of Results

The Returning Officer will notify all candidates of the results.

A list of successful candidates will be publicised at each site within one College Day of the declaration of results. This list will be circulated to EKCG Governing Body, SU Local Leadership Team, and College Management Team as well as be posted on the Students' Union website.

The results will become official two College days after they have been publicised, provided that no complaint has been received by the Returning Officer in those

two days. In the event of a complaint being received by the Returning Officer, the results will be suspended until the complaint has been investigated.

Any challenge or complaint concerning the administration and good conduct of the election must be submitted to the Returning Officer in writing before the close of voting

Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within two College days of the complaint being lodged.

A challenge or complaint received during or following the count may only relate to the conduct of the count.

In determining a resolution to a complaint, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, any candidate(s) has breached election regulations

In determining a resolution to a complaint regarding the conduct of the count, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; or may order a re-count for one or more positions.

Any complaints regarding the conduct of the Returning Officer must be taken to the Principal whose decision on such matters will be final.

#### 15.9 Election of Course Representatives

The Student Union President will ensure that elections take place for course representatives by the end of October of each year.

Once elected, course representatives will take office with immediate effect and will serve for no more than twelve 12 months without re-election.

In cases where a course begins at a different time of year, course representatives will be elected at the first available opportunity.

Course Representatives may be co-opted into post throughout the year with agreement from the SU Local Leadership Team and guidance from the Returning Officer

#### 15.10 Review

At the end of each election period, the Returning Officer will be responsible for ensuring a review of the election process.

## 16. Schedule Two: Clubs and Societies

### Setting up a Club or Society

Policy Nominee: Director of Safeguarding and Student Experience  
Approving Body: Full Governing Body  
Date of Approval: February 2026  
Due For Review: February 2027

16.1 No club or society may receive funds from the Union or use Union resources without recognition in each academic year by the relevant SU Local Leadership Team

To be considered for recognition, the club or society must lay before the relevant SU Local Leadership Team an acceptable Constitution and a plan of action in accordance with the clubs and societies schedule.

No club or society will be recognised if its objects conflict with those of the Union. Any club or society that wishes to be recognised by the Union will present to the LLT:

- a list of ten signatures of Members
- the proposed membership fee
- a constitution for the club or society which includes:
  - the name of the club or society
  - the aims and objectives of the club or society (which will not be contrary to those of the Union)
  - regulations relating to membership eligibility to the club/society
  - provision for the election of a committee for the club/society
  - provision for an annual general meeting where a Union representative will be present
  - provision for the Union statement on equality and diversity
- Money for Clubs and Societies

To receive funding an eligible club or society must submit a budget proposal to their relevant Local Leadership Team

## 16.2 Responsibilities of Clubs and Societies

No one from a club or society may commit either the club or society or the Union to any expenditure without prior authorisation from the Union.

The club or society will be responsible for promoting itself to encourage new membership.

The club or society will be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society budget for that year.

Failure to abide by these regulations and the Union Constitution may result in suspension of recognition of the Club or Society by the LLT.

## 17. Schedule Three: Meeting Regulations

Meeting regulations will apply in full to all SU Local Leadership Team meetings, EKCG SU Committee, and any subcommittee meetings. They will apply to all committee meetings of the Students' Union in terms of conduct of meetings.

## 17.1 SU Local Leadership Team (LLT)

The business of the SU Local Leadership Team will be to discuss and debate all matters relating to their own college.

All elected members of the SU Local Leadership Team will be expected to attend all meetings of the SU Local Leadership Team as organised by the President. Any member of the SU LLT who fails to attend three consecutive meetings and/or fails to attend a minimum of four meetings per term without giving apologies to the President, and does not provide satisfactory reasons acceptable to the SU Local Leadership Team, will be considered to have resigned

Any full member of the Union may attend SU Local Leadership Team meetings in accordance with clause 1 (membership) of the articles of the constitution. Any individual/s who are not Members of the Union who wish to attend must receive permission by submitting a request to the President.

Any full member of the Union or other individual may attend the SU Local Leadership Team meeting and speak with the permission of the meeting.

Only elected members of the SU Local Leadership Team who are present may vote unless voting otherwise has been agreed by the meeting.

An agenda must be circulated electronically to all members of the SU Local Leadership Team and relevant Student Experience Officer at least one week before the meeting.

The President will be responsible for the agenda and publicising the meeting, or for delegating this responsibility.

In the event of any situation arising not being covered by meeting regulations then the President will rule on the procedure to be adopted

In the event of the President being in conflict or alleged to be in conflict having an interest with the item under discussion, the chair must be relinquished for the duration of the item under discussion.

The agenda of meetings will normally be taken in the following order:

- Welcome from the Chair
- Declaration of interests
- Checking minutes of the previous meeting for accuracy
- Matters arising from the minutes of the last meeting
- Reports from Officers
- Information from staff members
- Reports from recent events
- Motions
- Debates
- Any other business

Any motion may be withdrawn with the consent of the meeting.

Debates will require a simple majority to be decided.

The quoracy of SU Local Leadership Team meetings will be 50% plus one of the elected Officers of the SU Local Leadership Team

A minimum of 24 hours' notice must be given to all meetings of the SU Local Leadership Team

## 17.2 EKCG SU Committee

An agenda must be circulated electronically to all members of the EKCG SU Committee and the Careers and Student Experience Manager at least one week before the meeting.

The Chair will be responsible for the agenda and publicising the meeting, or for delegating this responsibility.

In the event of any situation arising not being covered by meeting regulations then the Chair, in coordination with the Director of Student Experience will rule on the procedure to be adopted.

In the event of the Chair being in conflict or alleged to be in conflict having an interest with the item under discussion, the Chair must be relinquished for the duration of the item under discussion.

The agenda of meetings will normally be taken in the following order:

- Welcome from the Chair
- Declaration of interests
- Checking minutes of the previous meeting for accuracy
- Matters arising from the minutes of the last meeting
- Executive Director of Student Experience and Safeguarding's updates
- Chair's Report
- Reports from Presidents'
- Motions to be agreed
- Debates
- Any other business

Any motion may be withdrawn with the consent of the meeting.

Debates and motions will require a simple majority to be decided.

## 18. Schedule Four: Finance Regulations

There will be a 'ring-fenced' EKC Group budget held in the name of the Union.

The Director of Student Experience and Safeguarding will be one signatory to the overall Union budget.

Funds from the Union budget will be distributed to each Local Union for the use of the SU Local Leadership Team at each college.

The Students' Union President at each college will be the signatory for these budgets in the first instance, and in the case of the President being under 18, the Student Experience Officer will be the signatory until such a time as the President turns 18. Major expenditure may only be approved by a minuted decision of the SU local Leadership Team, with minor expenditure being authorised directly by the President.

The Students' Union President must keep track of each expenditure and update the accounts. This must only be updated by the President upon their authorisation and signature of an expense.

Financial decisions made by the LLT and President can only be overridden/overruled by the Executive Director of Student Experience and Safeguarding

Student Union budgets will be received regularly by the Local College Board, to demonstrate that proper financial processes and records are being maintained.

#### 18.1 Funding

The EKC Group Governing Body will annually review the identified allocation of sufficient funds to the Union, which in the view of the Board will enable the Union to pursue its aims and objectives effectively.

The Union may be funded by other sources of income legitimately received.

A list will be kept of all assets of the Union and their estimated value.

The Union financial year will run from the 1st August – 31st July each year.

#### 18.2 Financial Requests

Funds will be made available to students and student groups on completion of a Union Financial Request Form. Each financial request will be considered by the SU Local Leadership Team of the college at which it was submitted on an individual basis

There will be an annual limit placed on the funds that may be made available throughout the financial year to students at each college during the Union budgeting process.

There will be a maximum limit of £200 on any financial request except for in exceptional circumstances. In these circumstances, the request must be passed to the line manager, unless responsibility has been delegated, for a final decision.

Funds will not be allocated to cover costs that should normally be covered by another College department.

Financial Request Forms will only be considered if they have been submitted by a student or group of students of EKCG.

### 18.3 Limits on Payments

The President will have the power to authorise expenditure on activities, goods, or services up to £200 provided that such expenditure is ratified subsequently by the SU LLT

All expenditure over £200 must be approved by the SU Presidents Line Manager (see point 18.2)

The SU Local Leadership Team will have the power to authorise expenditure on activities, goods, or services up to £200

### 18.4 Contracts

No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the President and/or exceeds a total value of £200 unless authority is given by the Director of Student Experience and Safeguarding

All contracts will have two signatories, who will be the President and Student Experience Officer or Director of Student Experience and Safeguarding

### 18.5 Budgets and Financial Statements

College SU budgets will be drawn up for all areas of proposed expenditure to be submitted to the last meeting of the Local Advisory Board in each academic year. These areas will be determined by the Annual General Meeting of the Union.

The President, with the support of the Director of Student Experience and Safeguarding, may choose to provide the elected members of the Union and Local College Board with a financial statement once a term.

### 18.6 Loan Agreements

No loan agreement may be entered into by the Union.

### 18.7 Security and Insurance

The Union will be responsible at all times for maintaining proper security for stock, stores, furniture, equipment, etc. under its control

The Local College Management Team will inform the elected members of the Union in any case where security is thought to be defective or where it is considered that special security arrangements may be needed

#### 18.8 Events

All events undertaken or provided by each SU Local Leadership Team must be costed and budgets prepared.

Following each event, the SU Local Leadership Team with support from the President and Student Experience Officer will draw up a financial report of the event, including expenditure, income, profit/deficit, and any moneys donated to charity

#### 18.9 Expenses to Union Members

Any elected Officer of the Union may receive expenses for costs incurred whilst on Union business.

Expenses must be provisionally approved by the SU president, for final approval by the Director of Student Experience and Safeguarding

Expenses must be claimed in accordance with the EKC Group's Expenses Policy, and no costs may be claimed for the purchase of alcohol.

#### 18.10 Donations

The Union will not make donations or affiliations to any organisation outside the aims and objectives of the Union.

Only the net profit from any event may be donated to a charity.

#### 18.11 Under 18's

Any elected member of the Union under the age of 18 will not sign any contract or financial agreement, take responsibility for any budget, or make any financial decisions without the approval of the budget holder.

### 19 [Schedule Five: Student Governor for the EKC Group](#)

#### Appointment of a Governor

The Governor can be any registered student of EKCG over the age of 16. Providing that:

- They will be a student of the EKC Group in the academic year in which their term takes place
- Their nomination is accepted by the EKCG Returning Officer based upon criteria made available to the nominees

The process to appoint a student governor is as follows:

- Expression of interest forms to go out via email to all students, four weeks prior to voting,
- Voting takes place via MS Forms, with the link sent to students via email.
- Voting remains open from end of June until mid-September.
- Ballot via MS forms will end at 17:00 on day of the close of voting.
- The Board may co-opt a student in the absence of a volunteer being elected and, in the case where the Student Governor leaves the Group.

### 19.1 Appointment of a Governor

Before elections, there will be a meeting for all those who wish to apply for the position of Student Governor. An SLT member will lead the meeting and will include any relevant people who can offer advice and guidance on the role. The meeting will set out clear guidance around the expectations for the Student Governor in areas such as time commitment and ongoing duties. This is to ensure that any applicants are fully informed and prepared for the role before elections take place.

Once appointed, the Student Governor will receive comprehensive training with key staff members within the first four weeks of appointment. This support is designed to equip them with the necessary skills and knowledge to excel in their role.

### 19.2 Timings of elections

Elections for the EKCG Student Governor will take place at the end of the 5th term of each academic year following the successful appointment of local SU presidents. Dates for both local elections and Student governor will be agreed upon annually by Group Leadership. Once elected they will take office from 1st August of that year and serve until 31st July of the following year\*

### 19.3 Disqualification, Resignation and Removal of Trustees

The office of a Student Governor will be vacated if:

- In the case of the Student Governor, he or she ceases to be a student or resigns by notice to the Clerk of the Governing Body in which case the role would be offered in the first instance to the student who placed second in the last election, and in the second instance another election for a replacement would take place with immediate effect.

- They fail to attend three consecutive meetings of the Governing Body and in the opinion of the Chair there are no mitigating circumstances for that failure and the Governors therefore resolve that he or she be removed for this reason.

## 20. Schedule Six: Role Descriptions

The President, who will be the prime representative of the Students' Union and seek to involve as many students in the Union as possible

- Be the first of two students to attend the Local College Board
- Attend local College meetings and other relevant EKCG committees, and report back to the Students' Union
- Provide an annual report to the Local College Board
- Form part of delegations to NUS conferences, or delegate this responsibility with support from the Director of Student Experience and Safeguarding
- Liaise with relevant members of the College SLT over any matter affecting students
- Be responsible for organising & publicising all SU LLT meetings, receiving motions, and circulating agendas and minutes
- Act reasonably and prudently in all matters, and in the best interests of the Union
- Regulate the expenditure of the Union in such a way as to maximise Union activities
- Present an update of income and expenditure to each meeting of the SU LLT
- Ensure that budgets and accounts are submitted to EKCG Director of Student Experience and Safeguarding for preparation for the Full Governing Body annually
- Develop and maintain effective student voice systems, in conjunction with EKCG

### 20.1 SU Local Leadership Team

The Chairperson, who will be the President or Vice President of the SU Local Leadership Team must, on their campus:

- Organise and facilitate monthly progress meetings of the SU Local Leadership Team
- Co-ordinate and support the activities of other members of the SU Local Leadership Team
- Continually encourage all Members to participate in Union affairs, and promote democracy in all participation
- Attend all other relevant meetings as appropriate
- Uphold the constitution and represent the student voice at college

## 21. Schedule Seven: Opting Out

Every student will be able to relinquish their right of membership of the Union.

A student who opts out of the Union will not be able to participate in the democratic and decision-making functions of the Union. This includes not being able to stand for any Officer or representative position, including club and society committee members, as contained in the Union Constitution

A Student who opts out of the Union will continue to have the right to attend Union run events and participate in the activities of Clubs and Societies

A student wishing to opt out must indicate this in writing to the Student Union President

A student who has opted out who wishes to become a member of the Union will notify the Student Union President in writing. If the application falls within twenty College days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

\*19.1 – The term of the Student Governor role is for one academic year unless there is a specific request from the Chair of Governors for the elected student to serve a longer term for the purposes of continuity. This can only be extended where the student continues to be a member of the EKC Group learning community.<sup>22</sup>.  
Employment and HR Compliance

Paid student presidents, as employees of EKC Group, are bound by EKC Group HR policies, including (but not limited too) the Staff Code of Conduct, Staff Disciplinary Policy, and Staff Entitlement & Wellbeing Policy