

## University of Bradford

### Code of Practice for the Students' Union of the University

#### Introduction

The University of Bradford Students' Union "UBU" is established under the Education Act 1994 and is an Unincorporated Association regulated by the Charity Commission. The Union is overseen by the Union Council and by a Board of Trustees which includes Sabbatical, student and lay member representation. The Union is recognised as the body through which the student voice is represented to the University.

The University of Bradford "the University" and UBU have a strong tradition of working in partnership under the "Team Bradford" banner to ensure all students have an excellent academic and wider experience.

The Education Act 1994 Section 22 sets out for governing bodies of higher education institutions a range of responsibilities in respect of the organisation and control of Students' Unions. It is for each institution to implement the Act's provisions in the light of local circumstances and to show how its requirements will be satisfied through a Code of Practice.

In accordance with the requirements of the Education Act 1994 Section 22, the University Council has adopted, and will review at least every five years in consultation with the Students' Union, this Code of Practice with a view to ensuring that the Students' Union continues to operate according to principles of choice, fairness, democracy and accountability.

#### Constitution

The Union shall have a written constitution which shall comply with the terms of the Education (No.2) Act 1986 and the Education Act 1994 and shall be subject to the approval of the University Council. The constitution will be reviewed by the University Council at intervals of not more than five years. The constitution will be made available to all students free of charge via the UBU website.

#### Membership

Except those who exercise their right not to be a Member under Clause 22-(2) (c) of the Education Act 1994, every student currently registered on a full-time or part-time programme of study at the University and all serving Sabbatical Officers shall be Members of UBU. Members shall enjoy all the rights and privileges of UBU.

Members shall be entitled, subject to the UBU constitution and byelaws, to:

- a. participate in the governance of UBU;
- b. participate in the activities of UBU and use the services and amenities provided by or for UBU;
- c. reasonable access to information about the conduct of UBU's affairs and finances;
- d. stand for UBU Council and UBU Executive Committee positions;
- e. attend, speak and vote in UBU General Meetings;
- f. attend and observe in UBU Council meetings;
- g. attend and observe at UBU Executive Committee meetings;
- h. be members of, and hold office in, all sports, societies and media recognised by the UBU, subject to individual sports, societies and media conditions and prices;
- i. call for Extraordinary General Meetings and vote in them;
- j. call for Referenda and vote in them.

#### **Services for non-members who are students**

The UBU shall provide services for students who choose to opt-out from membership of the Union, by agreement with the University.

Non-members **shall be** entitled to use the services of the UBU, subject to such rules and regulations as may from time-to-time be in force, including access to UBU advisory and welfare services.

Non-members **shall not be** entitled:

- a. to participate in UBU affairs (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, or stand as a candidate for or hold office in the UBU);
- b. to participate in UBU Societies' decision-making processes as officers or members of Committees;
- c. to hold student representative positions within the University which are filled via the UBU.

These arrangements governing the provision of services for non-members shall be reviewed from time to time.

## **Union Elections**

The UBU Sabbatical Officers shall be elected annually by secret ballot open to all UBU members in accordance with the regulations set out in the UBU constitution and byelaws. UBU Sabbatical Officers shall be the Major Union Officers as defined by the Act. These procedures shall be subject to scrutiny by the University Council from time to time.

The total period of sabbatical office which any one individual may hold in the UBU shall be limited to a maximum of two years.

## **Financial Matters**

The UBU Trustees are responsible for the proper conduct of the UBU's financial affairs. The UBU financial regulations will be incorporated as a byelaw approved in accordance with the UBU constitution. The Trustees will prepare an annual budget which will be subject to the approval of the University's Council (or its nominee). The Trustees will submit quarterly management accounts for review by the University's Council (or its nominee).

The constitution requires the UBU Trustees to comply with the provisions of the Education Act 1994, the Charities Act 1993 as regards keeping financial records, the audit or examination of accounts, and the filing of accounts and other returns with the Charity Commission.

The UBU will publish annual accounts which will be submitted to the University's Council and made available on the UBU website. The annual accounts will include:

- a. a list of external organizations to which the UBU is affiliated and the details of subscriptions or similar fees paid, or donations made, during the financial year;
- b. a list of external organizations to which the UBU has made donations during the financial year and the details of those donations.

The procedure for allocating resources fairly to the UBU's groups and societies will be incorporated as a bye-law approved in accordance with the UBU's constitution and made available to all students on the UBU website.

The procedure for affiliating with external organizations will be incorporated as a byelaw approved in accordance with the UBU constitution and made available to all students on the UBU website. The procedure will comply with the requirements of the Education Act 1994, and in particular will include provision for:

- a. notifying all students and the University's Council decisions to affiliate;
- b. providing a list of all affiliations for review and approval at the UBU annual general meeting;
- c. affiliation to any particular organization to be decided by secret ballot upon receipt of a requisition to that effect made by 5% of the members of the UBU.

## **Compliance**

UBU must take all reasonable steps to comply with all legal and statutory requirements currently in force and meet its obligations under all relevant University policies and procedures, and in relation to its obligations under the Charities Act 1993.

## **Complaints Procedure**

There shall be a complaints procedure available to all students or groups of students who:

- a. are dissatisfied in their dealings with the UBU, or
- b. claim to be unfairly disadvantaged by reason of their having exercised the right to opt-out from membership of the Union.

## **Information to Students**

In accordance with the requirements of the Education Act 1994 Section 22, the right of students to opt-out of Union membership and the services to which they are entitled shall be made known to all prospective students through reference in the University Prospectuses. This information shall also be made known to all students admitted to the University by reference in the Important Information which shall also draw attention to the following:

- a) The existence of this Code of Practice;
- b) The Union is subject to the law relating to charities. Advice may be offered from time to time by the Charity Commissioners and by the Law Officers of the Crown. General guidance on this and on other statutory requirements which affect the activities of students' unions is given in DES booklet: Students' unions: A Guide which is available as an Operational Document through the Charity Commission's website [www.charity-commission.gov.uk](http://www.charity-commission.gov.uk);
- c) The University Code of Practice on Freedom of Speech, issued under the provisions of the Education (No.2) Act 1986.

Copies of three documents listed above may be obtained from the University or from the UBU.

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