

# West College Scotland Student Association

## Constitution 2013-14



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

This constitution is a legal document that sets out the activities and procedures of the students' association.

It provides a framework for the operation of the students' association by:

- Defining what the association can or cannot do
- Indicating how the executive can act on behalf of association members
- Outlining how members can air their concerns

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## **1. About**

### **a. Introduction**

There shall be a student association in the name of the Students Association. For the rest of this document, this will be referred to as “the Association” or “West College Scotland”

### **b. Aims and Objectives**

The aims and objectives of the Association are:

- To advance the education and social development of its members and students of the college as a whole.
- To represent the interests of its members and act as a channel of communication in dealing with the college and other bodies.
- To promote and protect the welfare of its members.
- To promote, encourage and co-ordinate student clubs, societies, sports and social activities
- To provide a mechanism for liaison with other Student Associations or Unions

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

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

## **2. Membership**

### **a. Membership of the Students Association**

All students who are registered at the college, over the age of 16, shall be members of the association unless they have decided to give up their membership.

Any sabbatical officer (full-time or part-time) shall be a full member of the association

Registered students of the college under the age of 16 shall not be members of the association but may participate in certain activities, as agreed by the relevant Campus Committee. Students under the age of 16 will not be granted any card bearing the NUS logo

### Ordinary membership

- All registered students attending West College Scotland shall be deemed Ordinary Members of the Association. This includes all students regardless of mode of attendance.
- The only students not to be Ordinary members of the Association shall be those who choose to opt out of membership and contact either the President or Returning Officer in writing.
- All ordinary members produce a student card when requested to do so by Officers or staff of the Association.

### Associate Membership

- All members of the college staff and former students may become Associate Members of the Association.
- They may take part in the social, sporting and cultural activities of the Association.
- They have no voting rights in terms of the running of the Association and no right to attend, speak or participate in its meetings, except at the invitation of the Student President.
- The Student Representative Council on the recommendation of the Executive Committee shall determine the fee for Associate Membership

### Honorary Membership

- The Association shall have the power to elect a Patron or Patrons, Honorary Members upon such terms as the SRC may recommend. A general meeting of the students must approve all potential members in this category
- All past presidents, current and former employees of the Association shall be deemed to be Honorary Life Members without payment of a fee
- Honorary Members shall have the same rights as Associate Members

### Reciprocal Agreements

- Members of other Associations with which the Association has reciprocal membership agreements shall be entitled to use the facilities of the association in accordance with those arrangements, on production of their association card or any other acceptable means of identity

### **b. Job Descriptions**

#### **President**

The term of office of the Sabbatical Officer shall be from the date they are elected until the 30<sup>th</sup> June. This final date may be extended upon consultation with the Student Representative Council and the Board of Management until the election of a new President the following academic year. The Sabbatical President may be employed on either a full time or part time basis which they must declare prior to elections.

The position of President will be 2 years in total.

### Primary Objectives

- To work in partnership with other Associations and external bodies to improve the quality of the experience for all students at West College Scotland.

- To represent the students on their campuses on college committees, including attending meetings of the Board of Management.
- With other Associations and external bodies, to jointly lead the Student Association and represent the college at a national level.

### Main Objectives

- To develop a strong Student Association representing all students at the college
- To build and maintain a positive and high profile for the students association on their campus' and encourage students to get involved
- To work to mainstream the activity, policies and ethos of the Student Association within the life and work of the college
- To jointly convene and chair meetings of the Executive Committee with the other Presidents
- To attend meetings of the Board of Management and other committees and report back to the Student Association
- To support and organise the class representatives in their campus'
- To regularly visit the campus' you represent
- To work with the college to produce an annual development plan
- To pay particular attention to equalities issues and to work closely with the Student Association Equalities Officers
- To act as an advocate for students
- To jointly coordinate the Student Associations work in relation to the college's quality enhancement process with the other Presidents
- To advise students in relation to college policies and procedures, or to direct students to people that are able to assist

- To lead charity fundraising, social and sporting events within the college
- To organise welfare and awareness-raising campaigns
- To liaise with NUS and attend NUS and other national conferenced and training events as required
- With the other Presidents, manage the student associations' finances and expenditure.
- To undertake staff development (CPD)
- To work within all college procedures, including health and safety, equal opportunities and safeguarding procedures
- In partnership with the other Presidents, provide updates to the Board of Management on the work of the Student Association and provide an annual report at the end of the year
- To undertake other reasonable duties laid down by the Executive Committee.

## **Vice-President**

- To support their President to improve the quality of the experience for all students at West College Scotland
- To represent students at their campus'
- To deputise as appropriate for their President
- To develop a strong Student Association representing all students at the college
- To build and maintain a positive and high profile for the students association on their campus' and encourage students to get involved
- To work to mainstream the activity, policies and ethos of the Student Association within the life and work of the college
- To support and organise the class representatives in their campus'
- To promote all aspects of equality and diversity
- To act as an advocate for students



- To direct students in relation to college policies and procedures, or to direct students to people that are able to assist
- To support charity fundraising, social and sporting events within the college
- To support welfare and awareness-raising campaigns
- To liaise with NUS and attend NUS and other national conferenced and training events as required

## **Committee Members**

The committee member's roles will be agreed by the elected President and the candidates prior to election.

- Represent the views of students (in relation to their area of responsibility) to the Association and the college
- Ensure the views and opinions are reflected throughout the whole of the Association's work
- To promote all aspects of equality and diversity
- Provide a student's perspective on all matters concerning the association and the college in their area of responsibility
- Ensure there is a regular forum/group where students associated with their area of responsibility can meet
- Liaise with NUS on campaigns related to their area of responsibility and attend relevant conferences on behalf of the association
- Establish and maintain contact with groups and organisations working on relevant issues
- Promote the positive involvement of students in all areas of the associations activities
- Present reports to the relevant Campus Committee
- Carry out other duties as laid down by the Campus Committee and Executive Committee
- Act reasonably and prudently in all matters, and in the best interests of the Association

### **c. Executive Committee**

The Executive Committee of the association shall run the association on a day to day basis according to the terms of this construction, its schedules and appendices, relevant legislation and the decisions that have been made by representative council and by referendum.

They will act in the absence of the Executive Committee and work with the opposite campus' to build cross-campus links and coordinate campaigns

The Executive committee officers shall be made up of the following major association officers, elected by a secret ballot that is open to all students of the College

- President
- Vice-President
- Education and Welfare Officer
- Women's Officer
- Disabled Officer
- International Officer
- Student Activities and Entertainment Officer
- Communications Officer
- LGBT officer
- Mature Students Officer

This list is not exhaustive

#### **Role**

- Set the policy, campaigns and priorities of the Association
- Amend the constitution and schedules as appropriate, subject to eh approval of the Board of Management
- Monitor and discuss the events and decisions of the formal college decision making bodies and to raise concerns of members to college management and the Board of Management

- Elect delegates to attend appropriate NUS conferences and events
- Approve reports from committees and working parties
- Monitor and oversee the finances and budgets of the Association

The Executive Committee will meet at least twice per term. The chair shall be decided as the first item of business at the first meeting of each academic year.

The dates of Executive Committee meetings shall be agreed between the Presidents and the Chair, if chosen at this point.

An emergence Executive Committee meeting may be called to discuss a particular issue of requested to the Chair in writing by one-third of the members of the Executive Committee.

For a meeting of Executive Committee to be quorate and make decisions, at least 50% of the eligible membership must be in attendance.

Members of the association who are members of the Executive Committee may attend meetings as observers and speak with the permission of the Chair.

If a vote is called by the Chair, members of Executive Committee who are present at the meeting shall be the only people permitted to cast a vote. The Chair will only vote in the event of a tie.

The Presidents and Chair shall be responsible for publication of details of all Executive Committee ten days before the meeting.

## **d. Elections**

### **Returning Officer**

- The Returning Officer for the election shall be a member of staff, with interests in the Students Association's wellbeing.
- The Returning Officer can name persons to act as their deputy or agents in his or her absence
- The Returning Officer shall be responsible for the good and fair conduct of elections
- The Returning Officer will not be a member of the Association.
- Any complaints relating to the conduct of the election shall be directed to the Returning Officer or his/her agent
- In the case of complaints, candidates will have the opportunity to make representation to the Returning Officer. Any decision of the Returning Officer shall be final, with the exception of a complaint relating to the result of the election.

### **Election Process**

- Any registered student can stand for election unless such a person has held the office of President on two separate occasions or has opted out of membership of the Students Association. Candidates must submit their signed nominations to the Returning Officer or his/her agents by the advertised deadline.
- Only students who self-define can run for Officer's positions
- Nomination forms will be available from the Returning Officer ten days before the election.
- Students may stand for election on completion of a nomination form signed by the candidate, at least one proposer and one seconder with valid matriculation numbers.

- Nomination forms must reach the Returning Officer or person appointed by him/her no later than **4pm** on the day, **2** days before the date of the commencement of the ballot.
- The Returning Officer shall publicise the location and arrangements of voting stations together with a list of candidates and make arrangements whereby provision is made for Ordinary Members of the Association to vote.
- The Returning Officer shall ensure that all students have access to vote no matter their time or place of study.
- All students may vote on production of a valid matriculation number or acceptable form of identification as decided by the Returning Officer.
- Candidates' names will be listed on the ballot paper in alphabetical order by surname, with the office being contested.
- The candidate with the most votes will be declared the winner.
- There will be a facility for reopening nominations if needed.

### Election Publicity

- The Returning Officer shall produce a list of candidates which shall be displayed on the Association notice boards within 48 hours of the close of nominations.
- Candidates must produce a manifesto and poster to a specification to be determined by the Returning Officer, which must be handed in with the completed nomination form
- Where more than one candidate is nominated for a post then candidates will be required to produce a 250/300 word statement indicating why they seek election to the post. This will be printed by the Student Association and distributed by the candidates.
- On receipt of a valid nomination form the returning officer or person appointed by him/her shall provide the candidate with an election campaign pack.

- The contents of the election pack shall be determined by the Returning Officer in conjunction with the Executive Committee.
- The Returning Officer will have responsibility for publicising the election across college and ensuring students have access to nomination forms

### Campaigning

- Candidates may commence campaigning at the close of nominations.
- Candidates cannot use any communication materials that are not sanctioned by the election campaign pack.
- There shall be no campaigning within the same room as any ballot box.
- Each candidate will receive a budget to spend on election publicity.
- Receipts must be obtained before these expenses will be reimbursed.
- In the interests of fairness, candidates can only use posters/flyers printed by the college.
- The Returning Officer or his/her agent will refuse to print any poster/flyer deemed offensive, prejudicial or inappropriate.
- The college will meet reasonable travelling expenses between campus'
- Any candidate requiring an advance of funds should contact the Returning Officer
- Each candidate will receive **50** A5 flyers and **20** A3 posters printed by the college of their own choice
- Candidates are encouraged to use the internet to promote their campaigns
- Links to candidates' internet pages will be available on the students intranet
- The Returning Officer will ask candidates to remove any content, either online or printed, deemed offensive, prejudicial

or inappropriate. Failure to remove such content after a request from Returning Officer may lead to disqualification of the candidate

- Candidates will be given a list of legitimate areas to display election posters. Any posters displayed in unauthorized areas will be taken down
- Candidates cannot purchase alcohol as part of their election campaign
- No candidate can distribute freebies etc. that would be unavailable to other candidates.
- Candidates are expected to act in a responsible and respective manner to all election officials. Any none appropriate behaviour will lead to a withdrawal from the election
- Defacing other candidates materials shall not be tolerated, and will be deemed to be gross misconduct

### Dates and times

The election of the Sabbatical Officer shall take place in the week prior to the Easter break. The election of all other places will take place before the Easter break, during the same time and after the class representatives have been elected with at least one SRC having taken place.

### Counting and Declaring votes

- The ballots cast will be counted after the close of elections
- The Returning Officer shall inform the candidates of the time and venue of the count. The candidate or their appointed

representative may, if they so wish, attend the counting of the votes as observers only.

- The Returning Officer may be assisted in the count by a number of individuals appointed by them.
- Once the votes have been counted, they should be kept for a period of six months in case of appeals against the result.
- Results of the elections shall be declared by the Returning Officer when the count for each post has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.
- A list of successful candidates will normally be posted at each site within one college day of the declaration of results. The Returning Officer should send a copy of the result to the Representative Council, the College Board of Management and the college.
- The results will become official 48 hours after they have been posted provided that no complaint has been lodged with the Returning Officer within those 48 hours.  
In the event of a complaint being received by the Returning Officer, the results will be suspended until the complaint has been resolved.

## Complaints

In most instances, the decision of the Returning Officer shall be final. In the most case of a complaint relating to the result of an election, a complaint shall be made in the first instance to the Returning Officer. If the parties involved are not satisfied with the Returning Officers decision, an appeal may be made to the college Principle. The decision of the college Principle is final.



**e. SRC**

The Returning Officer shall ensure that elections take place for members of the Representative Council before the October break. In cases where courses start at a different time of the year, course reps will be elected at the first available opportunity.

There will be a minimum of 3 student forum meetings per academic centre per academic year. The forums will comprise of student representatives from class and course groups from each campus.

The meetings will give information to students on current topics and campaigns, and will be a forum for students to share their views and raise any concerns.

Minutes and updates from the meetings will be made available for the whole student body.

**f. General Meetings**

General Meetings determine the way in which the Association is governed.

The Annual General Meeting shall be held at least once in the academic year. Any other General Meetings shall be termed Special General Meetings.

A Special General Meeting must be held within 15 clear college working days of it being requested. The Association will call a General Meeting at the request of any one of the following :-

- The President
- The Executive Committee
- The Student Representative Committee
- Any 25 Ordinary Members of the Association

Such a meeting shall discuss only the business for which it was called, which must be specified in the written request.

At least 10 clear college working days' notice shall be given for all General Meetings. The notice for each meeting will be placed on the Association notice boards in each campus. Notices of motions, bearing the name of the proposer and seconder, shall be submitted to the Association, in writing, not less than 5 college working days prior to the meeting at which it is proposed that they should be discussed.

All proposed amendments to the Constitution shall be intimated, in writing, to the Association not less than 5 clear working college days prior to the meeting at which it is proposed the amendments should be discussed. All amendments to the Constitution will be available at the Students' Association Officer and sent to students on request.

The quorum for Ordinary and Special General Meetings shall be 30 full members of the Association.

In the absence of a quorum, meetings shall stand adjourned. The business remaining to be discussed shall be dealt with as the first item at the next General Meeting.

All General Meetings shall be conducted according to the rules in this Constitution

### **g. Liability of Members and Staff**

All members of the Association and staff of the Association or West College Scotland who incur costs in the carrying out of their official duties on behalf of the Association will have reasonable expenses reimbursed. Nor will any members or staff be liable for any loss, damage or misfortune that occurs in the carrying out of their duties

### **h. Expulsion of Members**

Any elected member officer of the Association shall be removed from office if one of the following occurs:

- Failure to attend or submit apologies to three consecutive meetings of the relevant Campus Committee or Executive Committee. In this case, the officer in question shall be deemed to have resigned from office
- If any President is handed a petition containing the name, course and signature of at least 75 students who are members of the Association calling for an officer to be removed from office, the President in question must take this to the next quorate meeting of Executive Committee to vote in favour of this action taking place. In all circumstances, the officer in question shall have the right of reply before any vote is taken.

The Executive Committee can expel any member of the Association on the grounds:

- Their conduct is such that it is bringing the Association into disrepute. The person concerned shall have the right to be heard prior to the Executive Committee making a decision

Any member so expelled shall have a right of appeal to the Student Representative Council. This must be made in writing within 14 days of the decision of the Executive Committee, and addressed to the Association

In the event of a no confidence being passed by the SRC on any member of that Council, he/she shall be deemed to have resigned. The person concerned shall have a right to be heard prior to the SRC reaching a decision.

The Executive Committee shall have the power to recommend to the SRC that any Executive Officer of the Association is removed and replaced if they:

- Miss three consecutive meetings without reasonable cause
- Their conduct is such that it is bring the Association into disrepute
- They are failing to carry out the duties assigned to them by the Constitution or by either the SRC or General Meeting

### **3. Activities**

#### **a. Clubs and Societies**

Clubs and societies may be recognised by the executive committee provided that they meet the requirements set out in this Constitution and do not breach the Association's aims and objectives

### Setting up a club or society

No club or society may receive funds from the Association or use Association facilities without recognition in each academic year by the Executive Committee. To be considered for recognition, the club or society shall lay before the Campus Committee its proposed objects, a plan of activities and a list of at least 10 prospective members, all of whom are students at West College Scotland.

No club or society will be recognised if its objects conflict with those of the Association. However, this restriction shall not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.

Any club or society must abide by the Association's equal opportunities commitments

### Money for clubs and societies

The Association may be able to provide financial support to any club or society. To receive funding a club or society shall submit a budget proposal to the relevant Campus Committee.

The Campus Committee shall be responsible for allocating funds to clubs and societies up to the limit of what has been allocated to the Campus Committee by the Executive Committee. Allocations will be made on the basis of the level of activity on the club or society; the number of members it has and special equipment and travel considerations.

### Meetings of clubs and societies

Each club or society should have an elected President, secretary and treasurer who shall be the key points of contact between the Association and the club or society.

Each club or society should have a minimum of one General meeting per term where all committee members of the respective club or society should attend, unless reasonable apologies are submitted. The club or society's secretary is responsible for arranging the dates of meetings and must inform the member at least five college days in advance.

Changes to the objects of a club or society must be approved by the relevant Campus Committee before they can come into force.

### Responsibilities of clubs and societies

- No-one from a club or society may commit either the club or society or the Association to any expenditure without prior authorisation from the association
- The club or society shall be responsible for promoting itself to students to encourage new membership
- All clubs and societies' committees will produce and activities report and the treasurer will submit an income/expenditure sheet to the relevant Campus Committee at the end of each term
- The club or society shall not hold its own bank account and all its finances will be administered through the association
- The club or society shall hold no fund whatsoever outside the Association accounts
- The club or society shall not donate any funding to any external organisation, charity, religious body, political party or trade union
- The President of the club or society shall be responsible for the smooth running of any social events and activities and shall be responsible for convening meetings
- The secretary shall be responsible for publicising meetings and taking minutes

- The treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year and ensure that a record of all income and expenditure is kept.
- The treasurer shall ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the association at the end of the academic year
- The treasurer shall ensure that all income received by the club or society is paid directly into the Association accounts and that no funds received by the club or society are withheld
- Failure to abide by these regulations and the Association Constitution may result in suspension of the club or society by the relevant Campus Committee or Executive Committee

### **b. Affiliation**

The Associations may decide through referenda to affiliate to external organisations.

Each year, the Presidents shall provide details of all affiliations to external organisations, including names of the organisations and each affiliation fee paid

### **Affiliations to External Organisations**

In order to affiliate to an external organisation, a petition signed by at least 150 members of the Association must be presented to one of the Presidents.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year

## Disaffiliation from External Organisation

In the event of an objection to a current affiliation to any particular external organisation, a petition signed by at least 150 members of the Association must be presented to one of the Presidents.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year

### **c. Referendum**

A referendum, in which all members are allowed to vote, shall be held on any issue, if the Executive Committee decides by a two-thirds majority to call a referendum. A President shall call a referendum if he/she is handed a petition detailing the issue and containing the name, course and signature of at least 150 students who are members of the Association.

A referendum shall be held within ten and twenty college days of a referendum being called.

The Returning Officer shall be responsible for deciding the wording of the question on the referendum ballot paper and for publicising the details of the question being asked.

The referendum shall be supervised by the Returning Officer. Polling stations shall be open for three college days.

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



## Complaints

Any complaints relating to the conduct of the referendum shall be directed to the Returning Officer or his/her agent.

In the case of complaints, students will have the opportunity to make representation to the Returning Officer. Any decision made by the Returning Officer shall be final, with the exception of a complaint relating to the result of a referendum.

In the case of a complaint to the result of a referendum, a complaint shall be made in the first instance to the Returning Officer. If parties involved are not satisfied with the Returning Officer's decision, an appeal may be made to the College Principle. The decision of the College Principle shall be final.

## **4. General Practices**

### **a. Code of Practice, Disciplinary and Complaints Procedure**

The Executive Committee have put in place a Code of Practice, a Disciplinary and a Complaints procedure which is available to students who are not satisfied with their dealings with the Association.

If a student feels that they have been unfairly dealt with by the Student's Association or that they have been unfairly disadvantaged

by opting out of the Student's Association membership then they will have an opportunity to address the matter through the procedures outlined below:

- All complaints should be dealt with promptly and fairly. The informal procedures outlined in point (2) below, should in normal circumstances, be stated within 5 working days and completed as soon as is practicable.
  - At all times, the principles of Natural Justice should be followed.
    - Both side of the case should be heard
    - A person involved in the complaint should not be involved in the investigation.
  - The Association must at all timed act within the powers it possesses by virtue of legislation and the Constitution.
1. All the rules for meetings of the Student's Association as contained in the Constitution, shall be adhered to. Repeated breaches of the rules will result in disciplinary action and may ultimately lead to expulsion by the processes described in the Constitution.
  2. Any complaint concerning Members of the Association shall be made, in the first instance, to the Student President who shall endeavour to resolve the matter to the satisfaction of the complainant.
  3. The person complaining, and the person the complaint relates to, shall have a right to be heard by the Executive Committee prior to it reaching a decision.
  4. The right of appeal contained in the Constitution shall apply to all complaints.
  5. Matters that are covered by this procedure would include:
    - Disorderly behaviour
    - Damage to the Student's Association or other member property

- Disorderly behaviour or damage to Paisley University Students Union by either the Ordinary Member or their guest
  - Anti-social behaviour
  - Involvement in criminal activities
  - Any other activity that may bring the Student's Association into disrepute
  - Breaches of the Equal Opportunity Policy of the Association
6. Any student who breaches the College Code of Discipline, and as a result is removed from their course, shall automatically cease to be Member of the Association. This does not affect their right to be represented or assisted by the Student's Association during the College Disciplinary Procedure and in any consequent litigation. This will be at the discretion of the SRC
  7. Any complaint relating to an employee of the Student's Association or a member of College staff that works for or is seconded to the Student's Association shall be made to the Student President in the first instance.
  8. Complaints regarding Association staff shall be dealt with in the same manner as for the members outlined in this document
  9. Where the complaint relates to the College staff, then the matter will be pursued by the Student President who will inform the appropriate member of management of west College Scotland
  10. All members and staff of the Associations shall not discriminate, or be discriminated against, on the basis of their,
    - Age
    - Ethnic Origins
    - Medical Status
    - Physical Appearance
    - Religion
    - Sexuality and Gender Identity
    - Disability

- Marital Status
  - Political Affiliation
  - Race
  - Sex
  - Social Class
11. The Students Representative Council shall have the power to add or delete items to 11 at their discretion
  12. The anti-discriminatory policy applies to all clubs and societies set up and recognised by the Student's Association
  13. In the event of a member not being satisfied with the Student's Association's handling of a complaint or believing that the Student's Association has been biased, prejudiced or unfair in its treatment; they shall have a right of appeal to the Senior Assistant Principle of the College whose decision on the matter shall be final.
  14. In the event of 13 above, the complainant will have the right to be heard prior to a decision being made
  15. None of the procedures outlined above limit in any way the civil rights of students

#### **b. Amendments**

The Executive Committee shall be the only body permitted to amend this Constitution. All amendments will be subject to the approval of the College Board of Management before they can be implemented.

All amendments to the Constitution shall require the support of a minimum of two –thirds of the members present and entitled to vote at a quorate meeting of the Executive Committee.

The Constitution shall be reviewed by the Association and the College Board of Management at least every 5 years from the date of the current document's implementation.

### c. Finance

The Association shall receive appropriate funds from the college to enable it to effectively pursue its aims and objectives.

The Presidents shall supervise all Association financed and ensure that proper financial records are maintained. The Executive Committee shall be responsible for overseeing and approving the annual budget, accounts and all other financial reports.

Association cheques shall be signed jointly by the relevant President and a nominated staff member.

Any member of the Executive Committee any receive expenses for costs incurred whilst on Association business.

Expenses must be approved in advance and must be authorised by a member of the Executive Committee, who must not be the person claiming the cash.

The President shall have the power to vire expenditure of up to £300 between budget heads subject to the ratification of the SRC and provided the total expenditure does not exceed the overall budget total.

This power can only be exercised a maximum of 4 times in one financial year.

A copy of the Association's budget and audited accounts shall be given to the Board of Management each financial year and be made publicly available. The financial year of the Association shall run from **June to July**

#### **d. Minutes**

At all meetings of the Association, minutes shall be taken which shall be circulated and any necessary corrections made, at the next appropriate meeting. Confirmed minutes shall be filed and made publically aware.

A copy of this Constitution, including any amendments, and any plans or reports on the Association's activities, including the budget, shall be made publically available.

All meetings of the Association shall be considered open to all members of the Association. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting in private.

#### **e. Interpretation**

In the event of a challenge to the interpretation of any part of this Constitution, a ruling by agreement of the Presidents shall be sought.

In the event of a challenge to the President's ruling, the decision shall be taken to the Executive Committee.

If a member of the Association remains unsatisfied with the ruling of the Executive Committee, they may appeal to the College Board of Management. The ruling of the College Board of Management shall be final.

West College Scotland  
Student Association

Constitution  
2013-14