

CODE OF PRACTICE

LONDON SOUTH BANK UNIVERSITY STUDENTS' UNION

(Education Act 1994 Section 22)

1. Constitution

London South Bank University Students' Union ("the Union") is an unincorporated association separate from London South Bank University ("the University"). The Union has its own written Constitution, which is subject to approval by the Board of Governors of the University ("the Board"), and is reviewed by the Board at intervals of not more than 5 years. Anything described in this code as "constitutional" is contained in the Union Constitution. Minutes of the Board are accessible via the University's Freedom of Information Publication Scheme.

2. Opting Out

Any enrolled student of the University has a statutory right to opt out of Union membership, and information on that right on the University intranet is sign-posted in the Enrolment Declaration Form.

3. Election to major Union offices by secret ballot

There are constitutional regulations for elections to major offices by secret ballot.

4. Fair and proper conduct of Union elections

Union elections are monitored on behalf of the Board by the University executive.

5. Limit on terms of office

There is constitutional provision for no person to hold office for more than two years in total.

6. Union finances

The Union's management of its budgeting and expenditure is monitored on behalf of the Board by the University executive.

7. Financial reports

The University executive monitors compliance by the Union with the constitutional requirement to produce annual financial reports and publish them to the Board and all students, and also with the statutory requirement to list in each such report, each payment made to an external organisation as a subscription or similar fee or donation, with identifying details of each payee organisation.

8. Allocation of Union resources to groups or clubs

The University executive monitors fair application by the Union of constitutional procedure for allocation of Union resources to groups or clubs.

9. Notice of decision to affiliate

The University executive monitors compliance by the Union with the statutory requirement to publish to the Board and all students, notice of each decision to affiliate to an external organisation, with identifying details of the organisation's name and any subscription or similar fee or donation from the Union to the organisation.

10. Annual report on affiliations

The University executive monitors compliance by the Union with the statutory requirement to publish annually to the Board and all students, identifying details of each external organisation to which the Union is affiliated without payment.

11. Review of affiliations and right to requisition secret ballot

The University executive monitors compliance by the Union with the statutory requirement to submit the current list of affiliations for annual approval by a general meeting of members, and to publish to members the right of secret ballot in which all members are entitled to vote for or against continuation of any particular affiliation, provided that (a) 150 or more of members sign a requisition for the ballot and (b) 365 days or more have passed since the last requisition relating to the same affiliation.

12. Union complaints procedure

The University executive monitors (1) summary reports on all complaints pursued by means of the constitutional complaints procedure, including those from students who allege unfair disadvantage after opting out of membership

(2) each individual case report by the statutory independent investigator of complaints appointed by the Board.

Approved by the Board of Governors July 2012