

## **CODE OF PRACTICE REGARDING THE OPERATION OF THE STUDENTS' UNION WITH PARTICULAR REFERENCE TO THE REQUIREMENTS OF THE EDUCATION ACT 1994 (the "Act")**

Section 22(3) of the Education Act 1994 requires universities to issue a code of practice setting out the manner in which the requirements of section 22(1) and (2) of the Act, relating to the organisation and activities of the Students' Union, are to be observed.

- 1 The University Court, which is the governing body of the University of Greenwich, monitors the Union's activities to ensure that it operates in a fair and democratic manner and is accountable for its finances. (S.22(1) of the Act)
- 2 The Students' Union Constitution has been approved by the University Court and is reviewed at intervals of not more than five years. (S.22(2)(a) and (b))
- 3 Students may opt out of membership of the Union and this right is set out prior to or at the time of enrolment for each academic year. The University ensures that students opting out are not unfairly disadvantaged, and that there are adequate services for students choosing not to be members of the Union. (S.22(2)(c))
- 4 The Secretary and Registrar or her nominee(s) as set out in the Union's Constitution scrutinises election procedures and deals with any appeals within the election regulations, and ensures that the elections are secret, and are fairly and properly conducted. Persons will not hold sabbatical union office, or paid elected union office, for more than two years in total. (S.22(2)(d), (e) and (f))
- 5 The University Court's Finance Committee ensures that the Union is accountable for its finances and complies with the Act where its financial affairs are concerned. The Union publishes financial reports annually. Reports will contain a list of any external organisations to which it has made donations, and details of those donations. The procedure for allocating resources to groups or clubs is set out by the Union. (S.22(2)(g), (h) and (i))
- 6 The Union's annual report shall contain details of all external affiliations, subscriptions, fees or donations. Any affiliation by the Union to an external organisation is reviewed by the Union annually, and details of affiliations published to the governing body and to all students. (S.22(2)(j), (k) and (l))
- 7 The Union has a complaints procedure. Any case which cannot be resolved promptly and satisfactorily is referred to the Secretary and Registrar, and if it remains unresolved to an independent person. There will be an effective remedy for upheld complaints. (S.22(2)(m) and (n))