Item 07c
For Approval

GLASGOW KELVIN COLLEGE

Board of Management – June 7 2021

Students Association Update Report and Student Constitution

Report by Student Association Presidents

1. Introduction

This report is to provide an update on Student Association activity and provide for consideration and agreement, a revised Student Association constitution.

2. Student's Association Update

The Student Association is looking to finalise our activities and begin the handover process for the next Presidents who will come into post at the beginning of the July.

Nominations for the Student Association elections opened on Tuesday 4 May and closed on Friday 14 May. One nomination was received for the part time role of President of Learning and Teaching and two nominations were received for the full time role of President of Welfare, Sustainability and Community. Subsequently one of the nominations was withdrawn for the full time role before the election process commenced, leaving both roles uncontested. The outcome for the election process is as follows: Lauren McLaren will continue in her role as President of Welfare, Sustainability and Community and James MCGunnigle will take up the post of President of Learning and Teaching for academic year 2021-22.

The final class representative meetings of the academic year will be conducted on Thursday 27th May and Tuesday 1st June.

We are pleased to hear that EIS strikes were resolved to a satisfactory outcome as we received concerns from students over completion of their courses.

The College Development Network will be hosting their "Choose A Virtual College" event on Wednesday 26th May and the Student Association will be present for any enquires alongside colleagues from the College.

Both Presidents have been involved in the planning process for the Summer Awards Ceremony which will be delivered online in a similar capacity to the Graduation which took place earlier in the year.

After careful consultation with the student body and support from the Learner Engagement Officer, we have decided on spending the additional funding from the Scottish Funding Council and using it to fund a Digital Assistant position on a part-time basis. The Digital Assistant would be responsible for social media, digital support, and to increase engagement with all students.

We are planning for our final quiz of the year which will take place in mid-June.

3. Student's Association Constitution

The Student Association Constitution is due for review and approval by the Board of Management. The attached refreshed constitution has been reviewed by the Association and revised to provide more support and guidance for sabbatical officers. The updated constitution is attached at Appendix 1.

The attached Student Association Constitution has recently gone through a consultation process with class representatives on these revisions. The draft also includes amendments suggested by the Board Secretary and the Director of Corporate Services. It is proposed that going forwards, this constitution will be reviewed on a two yearly basis.

4. Resource Implications

There are no resource implications arising directly from this report

5. Equalities

There are no equality implications arising directly from this report.

6. Risk and Assurance

This report provides assurance that the Student Association are effectively engaging with students and encouraging the student voice to be heard.

7. Data Protection

There are no data protection implications arising directly from this report.

8. Recommendations

Members are recommended to:

- **i** note the contents of this report; and
- **ii** approve, subject to any amendments the attached refreshed Students Association constitution.

9. Further Information

Members can obtain additional information on the contents of this report from Student Presidents Lauren McLaren and Sarah Loughran.

Glasgow Kelvin College
AS/LM/SL
27/05/2021

Student Association
Glasgow Kelvin College

STUDENT'S ASSOCIATION CONSTITUTION

June 2021

Glasgow Kelvin College

Contents

Foreword 3
Aims & Objectives 3
Powers 3
Membership 3
Student Executive Committee 4
Schedule: 4
Elections 4
- Returning Officer 4
- Nominations 5
- Voting 5
- Publicity & Campaigning 5
- Job Descriptions 5
  - President of Welfare, Community & Sustainability 5
  - President of Learning & Teaching 7

The Student Executive Committee 7
Meetings 9
- Minutes 9
- Chair 9
- Motions 10
- Procedural Motions 10
- Voting on Motions 10
- Amendments 11

Guidance Of The Constitution 11
Accountability 11
Association Clubs And Societies 12
- Finance Procedures 12

Appendix 1 14
- Student's Association Election Regulations 14

Foreword

There shall be a Student Association at Glasgow Kelvin College, the name of which shall be Glasgow Kelvin College Student Association (hereafter referred to as the Association).

Aims & Objectives

The aims and objectives of the Association shall be:

- To advance the entirety of the learner experience of its members.
- To provide facilities for recreation or other leisure time occupations, which will improve their conditions of life, enabling or assisting them to participate in the intellectual, social and other activities of or connected with Glasgow Kelvin College; of which they have need by reason of being learners.
- To act as a channel of communication between its members and the College Board of Management and College Management team .
- To pursue matters of interest to its members.
- To represent the views and interests of learners in the college and the wider community.

Powers

The Association shall have the following powers:

- To appoint and replace such officers according to the Constitution, in line with the schedule detailed.
- To enter into such responsible contracts and agreements in line with the college's financial regulations as are necessary to pursue the objectives of the Association, under direct supervision of the Learner Enagement Officer.
- To hold such property and equipment as is necessary to pursue the affairs of the Association.
- To report to Glasgow Kelvin College Board of Management on a regular basis.
- To propose to the appropriate standing committee of the Board of Management any course of action which will enhance the welfare of the learner body.
- To enter into membership of any body, corporate or otherwise, whose aims and objectives are in keeping with those of the Association and in partnership or with the agreement of College Management.
- To appoint Committees and Sub-Committees as required.
- Keeping within the laws, anything that will benefit the Association objectives.

These powers will be limited by the budget allocation determined by the College Management Team and as approved by the Board of Management and by the need to ensure that agreements entered into can be discharged within the same financial year unless with the prior approval of the Board of Management.

Membership

- Full membership of the Association is open to enrolled learners of Glasgow Kelvin College (hereafter referred to as the College).
- Members of the College academic and support staff may become Associate Members of the Association; take part in its social, sporting and cultural activities but not in the governance and policy making of the Association.

- Members of other Associations and Trades? Unions with which the Association has reciprocal membership arrangment shall be entitled to use the facilities of the Association in accordance with those arrangements, on production of their NUS or college card.
- Learners can opt out of membership. Any member can resign their membership in writing to the Association Student Executive Committee.
- Past learners may become Associate members by payment of a fee to be decided annually by the General Meeting following recommendation from the Executive. Such Associate members may take part in the social sporting and cultural activities of the Association but not in the governance and policy making of the Association.

Student Executive Committee

The Student Executive Committee shall consist of the following positions:

- 1 President of Learning and Teaching
- 1 President of Welfare,Sustainabilty and Community
- 3 Vice Presidents
- 1 Campaigns Officer
- 1 Equality and Diversity Officer
- 1 Womens Officer
- 1 LGBTQ+ Officer
- 1 ESOL & International Officer
- 1 Care Experienced Officer

The members of the Student Executive Committee shall be elected in accordance with the Schedule

The Learner Engagement Officer shall be responsible to the Association for the keeping of accounts and shall exercise supervision over all Association finances, subject to the decisions of the Student Executive Committee and of the General Meeting and with the approval from the relevant budget holder.

All executive officers of the Association shall be full members of the Student's Association.

Schedule:

Elections

The Sabbatical Officers, President of Learning and Teaching and the President of Welfare, Community & Sustainability, shall be elected, on an annual basis, no later than the last week in May. When elected both of the Presidents will represent the student body on the College Board of Management. Elections for the remaining positions of the Student Executive Committee shall take place no later than the last week in October. The dates of all elections and a copy of the election regulations shall be posted on the Association notice boards no later than six weeks after the beginning of the first term.

Student Association Election Regulations are available as an appendix to the Constitution.

Returning Officer

The Returning Officer will be nominated by the Learner Engagement Officer prior to the elections and shall not be a member of the Association. The Returning Officer may appoint nominees to act on their behalf in the day to day supervision of the elections. They shall be responsible for the fair conduct of

the elections. Any complaints relating to the running of the elections shall be directed to the Returning Officer and their decision will be final.

Nominations

Nomination forms must be signed by the candidate, proposer and seconder, all of whom must be registered learners at the College and full members of the Association. Nominations must be posted into nomination boxes which will be placed at each campus reception. In the event of an Electronic election, nomination forms shall be emailed to all students on the opening day of nominations and completed forms must be sent via email to the Learner Engagement Officer before the closing date and time stated on the nomination form, any forms received after this will not be included in the process. A list of candidates shall be sent to all students via email after the closure of nominations.

Voting

All enrolled students of the College are entitled to vote.

Votes shall be cast by an online voting system using Microsoft Teams or other such similar process as agreed by the Association.

Students who vote only need their college email address to do so and then click on the candiate who they are voting for.

The Single Transferable Vote System shall be employed to determine the results of the election of the Executive Officers and the Student Executive Committee.

Publicity & Campaigning

The election shall be publicised with the location and arrangements for voting and the list of candidates.

Candidates may display posters in designated areas as specified by the Learner Engagement Officer but such posters shall not be put up until the Learner Engagement Officer has certified the candidate's nomination.

No manifesto, leaflet or other publicity shall be used, displayed or distributed or shall be caused to be used, displayed or distributed by any candidate until their nomination has been certified. Learners who may need assistance in producing such material should approach the Learner Engagement Officer.

The elections shall run in accordance of the election regulations, agreed by the Student Executive Committee and Board of Management, and as interpreted by the Returning Officer.

Job Descriptions

President of Welfare, Community & Sustainability

The post-holder's remit is welfare, community, sustainability and other related matters. The term of office shall be from 1st July until 30th June.

Elected officers cannot hold office as Student President for more than 2 years in total, with re-election at the end of year 1.

Leading on Welfare

As the Officer in charge of improving welfare, their role will involve:

- Representing and championing students' interests in matters related to welfare at a local and a national level.
- Mental health, physical health and wellbeing (working with the NHS and other partners to promote sports, healthy eating, sexual health and drug/ alcohol awareness)
- Hardship support & student poverty
- Liberation (ensuring that the views of under-represented students are heard and that they are supported to take on leadership positions)
- Student opportunities and setting up peer support
- Working with Think Positive on the college's Mental Health Agreement
- Working with care-experienced students.
- Attending boards related to welfare (including Health & Safety Committee etc.) and sector events run by Think Positive, Scottish Association of Mental Health (SAMH), the NHS and other partners.

Leading on Developing Community & Promoting Sustainability

As the Officer in charge of leading on community development and sustainability, this role will involve:

- Developing relationships and broadening the sense of community both within the college and between the college and the surrounding community.
- Leading on fundraising for local organisations and representing the college to the wider community.
- Representing the college on the Glasgow Regional Board and liaising with other colleges and universities across Glasgow to identify areas for collaboration.
- Leading on student development: identifying and creating opportunities for students to get involved with the Students' Association and develop their skills.
- Establishing and supporting clubs, societies and sports.
- Sitting on relevant College Boards and/or College Committees
- Engaging with local sustainability initiatives, campaigning within the college to switch to sustainable resources, move closer to carbon neutrality and to work with the Glasgow Regional Board on wider national projects such as the climate summit in Glasgow, November 2021.

President of Learning & Teaching

The post holders remit is learning & teaching and other related matters. The term of office shall be from 1st July until 30th June.

Elected officers cannot hold office as Student President for more than 2 years in total, with re-election at the end of year 1.

The post holder will:

- Act as the key contact for student-staff forums
- Help to support and develop the class rep system (including attending rep meetings, ensuring that reps are properly supported and trained etc.)
- Work with college staff and students to promote partnership work in learning and teaching. This includes ensuring that student feedback is properly implemented at course/ curriculum level.
- Establish and support peer learning projects across the college
- Lead on the development of the Student Partnership Agreement
- Lead work on the Gender Action Plan
- Coordinate Association involvement with the Education Scotland quality process, How Good Is Our College (HGIOC) and Outcome agreements
- Sit on Boards related to education (including the Learning & Teaching Committee)
- Attend education and quality events hosted by Sparqs and College Development Network.

Both post holders will have shared additional responsibility for the following:

- Working closely with the Learner Engagement Officer to allocate workload to the Student Executive Committee, identify learning/ development needs and to undertake supervision of the Student Executive Committee.
- Recruiting and supporting a range of student volunteers to assist them with projects related to their remit. This will increase capacity further and increase the reach and effectiveness of the projects.
- Increase the awareness of the Association at each campus, undertaking extensive outreach activity.
- Identifying, planning and running relevant awareness-raising and call-to-action campaigns.
- Working closely with the Careers Service and the Learner Engagement team on employability, skills development and student opportunities.
- Ensuring that the Association acts within the terms of its constitution and is accountable to its members, both democratically and financially.
- Working with NUS Scotland and Sparqs on further development projects such as constitutional review, reform of the election process, accountability structures etc.
- Collaborating with the college on projects of shared interest and running events such as Welcome Week and induction talks.
- Any administrative tasks associated with the role.

The Student Executive Committee

The Student Executive Committee shall be constituted as follows:

- 1 President of Learning and Teaching

- 1 President of Welfare, Sustainability and Community
- 3 Vice Presidents
- 1 Campaigns Officer
- 1 Equality and Diversity Officer
- 1 Womens Officer
- 1 LGBTQ+ Officer
- 1 ESOL & International Officer
- 1 Care Experienced Officer

The functions of the Student Executive Committee shall be to oversee all general matters concerning the welfare of the student, to carry out the wishes of the general body as expressed by resolution of General Meetings. It may also advise the General Meetings on policy.

The term of office of the Sabbatical Officers and Student Executive Committee shall be the end of the academic year for which the elections are relevant.

The Student Executive Committee shall be responsible for the day-to-day administration and finance will be the responsibility of the Learner Engagement Officer.

The Student Executive Committee shall have the power to elect sub-committees as it decides, from time to time.

A minimum of seven college days notice shall be given for all Student Executive Committee Meetings. The notice for each meeting shall be placed on the Association notice boards and be distributed by e-mail.

The Student Executive Committee shall present duly approved accounts at each Annual General Meeting (AGM). The Learner Engagement Officer shall present to the AGM a duly audited balance sheet of the Association and an Income and Expenditure Account for the year to that date. The audited accounts shall be presented to the Board of Management following the AGM for their information.

The Student Executive Committee shall take such action, as it deems necessary and desirable in the interest of the Association subject to the approval of the General Meeting. The Presidents shall exercise plenary powers between Executive Meetings but shall be responsible to the Student Executive Committee and through it to the General meeting for any decision taken.

Both President postholders as Chairpersons of the Student Executive Committee will represent the student body at the Board of Management and all reports presented to the Board of Management will be prepared by members of the Student Executive Committee.

Conduct

The conduct of the Officer Team (both paid and voluntary Officers) are to the success and reputation of the Association. It is therefore important that you follow the College's values and observe the standards of conduct that the College expects.

As members of college staff, paid officers (i.e. the Presidents) must adhere to all College Policies and Procedures. Any disciplinary matters will be governed by the College's Disciplinary Policy and Procedure or **Student Charter, Code of Learner Behaviour as appropriate.**

All students involved with the Association (including any Voluntary Officers, class representative etc.) must adhere to the Student Charter/Code of Learner Behaviour as approved by the College.

Meetings

Student Executive Committee meetings will be held once a month, where practicable, by at least seven members of the Student Executive Committee. The Presidents and Vice Presidents must be in attendance, where practicable.

Class Representatives will meet with the Student Executive Committee no less than once in an academic block to discuss issues arising and the general opinion and mood of the student body.

Any other General Meetings shall be termed 'Special General Meeting' or 'Emergency General Meeting'. A special General Meeting must be held within seven college days by the Presidents of the Association upon receipt of the written request of any one of the following:

- The Vice Presidents.
- The Student Executive Committee.

The Annual General Meeting (AGM) shall be held towards the end of the first term, this meeting will discuss all Association business. The following must be in attendance:

- The Presidents.
- The Student Executive Committee.
- A minimum of twenty full members of the Association.

A minimum of seven college working days notice shall be given of the AGM and all Special General Meetings. The notice for each meeting shall be placed on the Association notice boards. Notices of motions, bearing the names of the proposer and seconder, shall be submitted to the Presidents of the Association in writing, not less than five college working days before the General Meeting at which they are to be discussed.

Minutes

At all Meetings, minutes shall be taken by the Learner Engagement Officer or a person selected by the Student Executive Committee. Minutes shall be confirmed with any necessary corrections at the next appropriate meeting. A copy of the minutes of each meeting shall, as soon as possible after the meeting, be e-mailed to all Class Representatives after the meeting and updated on appropriate places e.g. student areas on Microsoft Teams.

Chair

The Presidents of the Association shall chair all General Meetings on a rota basis or when the agenda dictates directly to that particular President's remit. If they are absent or relinquish the chair it shall be taken by a Vice President or another member of the Student Executive Committee as shall be chosen by the meeting.

The Chairperson shall be responsible for the conduct of the meeting.

Motions

Every motion shall be proposed and seconded. The proposer shall move the motion, it shall thereafter be open for discussion and may be withdrawn only with the consent of the meeting.

The proposer of any motion shall have the right to sum up on the debate immediately before the vote is taken. This summing up shall not exceed three minutes.

There shall be no new information or points of information during a summation speech.

In the absence of any discussion the motion shall be put to the vote.

Any motion or other items for inclusion on the agenda of an Student Executive Committee meeting shall be submitted to the Presidents or Vice Presidents of the Association in writing no less than seven days before the meeting at which they are to be discussed. All motions shall bear the names of proposer and seconder. The final agenda shall be posted five college days before the meeting.

Procedural Motions

The following Procedural motions may be put:

- A vote of no confidence in the Chair.
- A challenge to the Chair's ruling.
- That the motion be not put
- That the motion be now put.
- That standing order be suspended.
- That the meeting be temporarily adjourned for a specific time.
- That the matters lie on the table.
- That the motion be remitted to the appropriate Association Committee or Sub Committee.
- That the motion be referred back for investigation or re-examination.
- That the meeting be closed.
- That the motion be voted on in parts.

Procedural motions shall have a proposer and a seconder. If procedural motions 'A vote of no confidence in the Chair. ' or 'A challenge to the Chair's ruling.' are put, the Chair shall hand the chair to another member of the Student Executive Committee. The proposer shall state his case, the person who has just vacated the chair shall reply and the matter shall be put straight to a vote. In the event of it being carried he/she shall not resume the chair during the meeting.

Voting on Motions

Each full member shall exercise one vote. The Chair shall have a deliberative and casting vote.

No votes shall be recorded on behalf of any member not present.

Tellers shall be appointed by the Chair when the vote is taken.

Motions shall require a simple majority except where otherwise specified in the Constitution or Standing Order.

Amendments

All amendments for motions must be handed to the Learner Engagement Officer in writing.

There shall be only one motion or amendment before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed.

The proposer of the amendment shall have the right to sum up before a vote is taken on it.

When all amendments have been voted upon, the substantive motion shall be debated.

Guidance Of The Constitution

In the event of a dispute as to the interpretation of the Constitution, the guidance of the Learner Engagement Officer shall be sought.

Accountability

The following formal accountability measures shall be in place, and are outlined below:

- A motion of censure
- A motion of no confidence
- Removal or suspension from membership

Any member of the Student Executive Committee may propose a motion of censure against any other member of the Executive. This motion shall be a formal note of that person's dissatisfaction with the member's performance, but shall have no other consequences. The motion shall be heard at a quorate meeting of seven of the Student Executive Committee, with at least seven days' notice. The subject of the motion shall be given the opportunity to state their case. The motion will require a simple majority to pass.

In the event of a member of the Student Executive Committee failing to attend three consecutive meetings during their year of office without their apologies having being accepted by the meeting, they shall be deemed to have resigned.

A motion of no confidence can be proposed with at least seven days' notice at an Executive meeting, regarding any elected officer of the Student Executive Committee by a Student Executive Committee member. The subject of the motion shall be deemed to be suspended and given an opportunity to address the meeting. Such official shall be given seven days' notice of the proposed motion and an opportunity to reply to it at the Executive Meeting.

A motion of no confidence in any Student Executive Committee member may also be called by any member of the Association. This motion shall be presented to the Presidents of the Association accompanied by the signatures of at least twenty members of the Association. Upon receipt of such a motion the Presidents must hold a Special General Meeting within three weeks, giving at least seven college working days' notice to the membership via the Association notice boards. The quoracy for the meeting will be twenty, and the motion will require a two-thirds majority to pass.

In the event of a member of the Student Executive Committee being removed from office, the Student Executive Committee must have a replacement in place within a reasonable time period. With the help of the Learner Engagement Officer, a by-election will be run within four weeks from the date the

committee member was removed, with the elected person in position within the four weeks. If a byelection cannot reasonably be held, the Student Executive Committee may co-opt a non-voting member.

The Student Executive Committee shall have the power to exclude or suspend from active membership of the Association any member who may be found guilty of conduct seriously prejudicial to the Association, its interests or its members, provided that such member shall at all stages of the procedures be given an opportunity to state their case. This shall take place through a meeting of the Student Executive Committee, with a quoracy of seven, and it shall be proposed with a notice period of at least seven days. The member shall state their case at this meeting, and if deemed to have brought the Association into disrepute, the Student Executive Committee can revoke their membership with a two thirds majority vote.

For paid officers, any actions of misconduct will be dealt with through the College Disciplinary Policy and Procedure or any other relevant College policy. For issues related to performance the above accountability measures shall apply.

Elected Officers are employees of the college, and so are subject to all associated college HR processes. An elected officer can also be removed from office if, following performance management and usual HR processes, they are found to not be fulfilling the terms of their employment. Elected officers may also be removed from office in cases of gross misconduct.

Association Clubs and Societies

All recognised Association Clubs and Societies shall be formed and administered by the Student Executive Committee and sub-committee's formed. Any club or society may be withdrawn by the Student Executive Committee.

Grants to clubs and societies shall be made from Association funds in accordance with criteria agreed by the General Meeting upon recommendation of the Student Executive Committee as laid down in Glasgow Kelvin College Financal Regulations. The grant to a specific club or society may be withheld by the Student Executive Committee in the event of:

- Evidence of financial mismanagement.
- Evidence of contravention of the Society or Association Constitution.

In the event of such evidence being made available to the Student Executive Committee:

- The Learner Engagement Officer shall ensure that the Secretary and Treasurer of the club/society concerned are notified that such evidence has been received.
- The Learner Engagement Officer shall invite the Secretary and Treasurer of the club/society to attend and speak at the Student Executive Committee meeting at which the matter is to be discussed.

Finance Procedures

The Association may raise some of its own income. However, the vast majority of Association funds are provided by the College Management Team and approved by the College Board of Management. These funds are primarily to assist with The Association's operational costs. As such, the funds are closely monitored and are subject to external and internal audit at any point throughout the academic

session. Annual accounts must be published in the Association's Annual Report and reviewed by the Board of Management at the end of the academic year.

It is important that all money is accounted for and College finance procedures must be followed by all people in receipts of Students' Association money. Any breach of College finance procedures may result in disciplinary action.

The Association (and any persons spending money on behalf of The Association) must adhere to the College's financial and procurement processes. Failure to adhere to this may result in disciplinary action.

All requests for money from the Association must be approved in advance by the Student Executive Committee and the Learner Engagement Officer at Student Executive Committee meetings. A Purchase Order has to be raised by the Learner Engagement Officer and approved for all methods of spend (invoices and manual cheques) before goods or services are ordered.

At the beginning of each year, block proposals may be made by the Student Executive Committee and the Learner Engagement Officer to set ring-fenced budgets. Money may be spent as detailed in these proposals without submitting further funding requests. If all money is spent from ring-fenced amount, further funding requests are required.

Money spent from within ring-fenced budgets still needs to follow the appropriate College finance procedures and be submitted to the Learner Engagement Officer. All funding proposals must be approved by at least one of the Presidents , with the approval of the Learner Engagement Officer.

Concerns in relation to the conduct of the members of the Association, in the first instance, can be raised with the Learner Engagement Officer, who will endeavour to resolve issues of concern. Where this is not possible, the Learner Engagement Officer shall refer the matter to an appropriate College Manager to be handled under relevent college policies and procedures with sanctions applicable within the Code of Learner Behaviour as appropriate.

Appendix 1

Student's Association Election Regulations

1 GENERAL

1.1 The elections of the Presidents and Vice-Presidents (together being the "Sabbatical Officers") and any other elected officers of the Association ("Elections") shall be carried out in accordance with these regulations (the "Regulations").

1.2 The Association's administrative staff or College staff ceded to the Association shall implement the Election process ("the Association's administrative staff").

1.3 The Elections shall be by secret ballot of all Ordinary Members of the Association.

1.4 In addition to the Regulations, the Association shall be obligated to comply with;

1.4.1 the College rules, regulations and policies (including but not limited to IT, Health and Safety, bullying and harassment etc).

14.4.2 association rules, regulations and policies.

14.4.3. the laws of Scotland.

2 THE RETURNING OFFICER

2.1 A returning officer for the Elections ("Returning Officer") shall be appointed by the xecutive Board and shall not be a member of the Association or a member of staff of the Association.

2.2 The Returning Officer may appoint nominees to act on their behalf in the day-to-day supervision of the Elections.

2.3 The Association's administrative staff shall, in acting on behalf of the Returning Officer, carry out the following functions:

2.3.1 oversee the procedure for the acceptance of nominations and the determination and publication of valid nominations;

2.3.2 fix the date of the Elections which will be then ratified by the Executive Board, the publication of the notices giving information about the date of the Elections and the arrangements for the Elections;

2.3.3 supervise and conduct the count; and

2.3.4 oversee the announcement of the result.

3 NOMINATIONS

3.1 Each Ordinary Member shall be eligible to stand as a candidate for an Election.

3.2 A candidate may only stand for election for one officer post within the Student's Association election.

3.3 The Association administration staff will post a notice on the Association's noticeboard at least eight days of College term-time before the date on which nominations open stating the;

3.3.1 period for nominations,

3.3.2 posts for which nominations can be made,

3.3.3 places from which nomination forms can be obtained and

3.3.4 places to which completed nomination forms must be returned.

3.4 Candidates are encouraged but not required to submit a manifesto alongside their completed nomination form. All manifestos received will be collated and published by the Association.

3.5 On closing of the nominations, the Association administrative staff will inspect all nominations and manifestos and verify that they comply with the Regulations.

3.6 The Association administrative staff will draw up a list of candidates after the close of the nominations and will post a notice on the Association noticeboard/website as soon as is reasonably practicable stating the date of the Election and the arrangements for voting.

3.7 Where appropriate the Returning Officer may allow electronic voting to take place in tandem with or instead of manual voting procedures.

3.8 The Returning Officer and the Association's administrative staff shall, as soon as reasonably practicable following the publishing of the notice in terms of Clause 3.6, arrange a meeting at which they shall brief the candidates on the Election process and procedure. All candidates will be afforded an opportunity to ask questions relating to the Election at the end of the briefing.

4 CAMPAIGNING

4.1 As soon as is reasonably practicable following the close of the nominations, a list of valid nominations and manifestos will be published by the Association.

4.2 The campaigning period shall commence at the end of the candidates' briefing at a time announced by the Returning Officer and shall end at the close of voting.

4.3 Any coverage of the Elections by the Association by whatever means or media shall be fair and balanced providing equal exposure to all candidates, as far as reasonably practicable.

4.4 Each candidate may receive a small budget from the Association for canvassing materials and no other monies shall be spent on canvassing by the candidate. Finances shall be confirmed at the candidates' briefing.

4.5 No offensive or derogatory election material shall be produced during the campaign by any candidate.

4.6 The Returning Officer and Association's administrative staff reserve the right to remove any election material which in their reasonable opinion is inappropriate.

4.7 "Hustings" shall be held at a designated time following the candidates' briefing and shall be chaired by a nominee of the Returning Officer.

4.8 Each candidate is encouraged to attend "Hustings".

5 ELECTION

5.1 The Elections of sabbatical officers shall be held no later than the final Friday in May of each academic year.

5.2 In the event that following the proper conclusion of the Elections, at least one post remains vacant; it shall be permissible to hold further elections with a view to appointing candidates to assume such vacant posts. The decision as to whether or not to hold such further elections shall be at the sole discretion of the Returning Officer.

5.3 In such cases, any further election(s) must take place by the third Thursday in November of the relevant year. The same procedure for nominations and campaigning shall apply as set out in Clauses 3 and 4 of these regulations except for the timing restrictions which shall be decided at the sole discretion of the Returning Officer.

6 VOTING

6.1 The responsibility for ensuring that voting is conducted in accordance with the provisions of this Clause 6 shall rest solely with the Returning Officer.

6.2 Voting shall take place at the appropriate voting stations or electronically at times to be determined by the Returning Officer.

6.3 The location and arrangements of voting stations and the list of candidates shall be publicised by the Association as an absolute minimum as soon as is reasonably practicable.

6.4 Ordinary Members of the Association may vote upon the production of a valid College matriculation card or via valid electronic access.

6.7 Votes shall be cast in sealed ballot boxes, or by electronic means where appropriate. All paper voting slips issued shall be placed in the sealed ballot box at the time of voting whether used or not.

6.8 Ballot papers shall bear the name of each candidate, the position being contested and a suitable space for indicating the voting preference of the voter.

6.9 Voting shall be carried out by one of two means:

6.9.1 placing an “X” opposite the name of the voter’s preferred candidate; or

6.9.2 placing all, or some, of the candidates in the voter’s numerical preference;

6.9.3 as appropriate in and as directed by the circumstances.

6.10 Where a number of vacancies exist on one ballot paper, each voter may only vote for the number of vacancies which exist. Ballot papers shall bear a brief description of the voting procedure.

6.11 In all non-electronic elections, adjustments shall be made to ensure no voter shall be disenfranchised.

6.12 Candidates and their supporters should not be in the immediate vicinity of a voter when they are in the act of casting their vote.

7 ADMINISTRATION

7.1 The Returning Officer and the senior member of the Association's administrative staff shall administer the count.

7.2 Where appropriate, in the circumstances of any particular Election, the Returning Officer and the Association's administrative staff shall be entitled to appoint polling officers and counters.

7.3 On opening the ballot boxes, the Returning Officer will instruct all appointed counters to examine the voting papers.

7.4 Voting papers will be declared spoiled by the Returning Officer if they consider that:

7.4.1 the paper has clearly been defaced/vandalised; or

7.4.2 there is no clear indication of preference for any candidate; or

7.4.3 the paper has not been stamped by the polling officer; or

7.4.4 the paper is not authentic.

7.5 A quota will be calculated as follows:

7.5.1 the quota will be determined by dividing the total number of valid votes, having taken into account Clause 7.4, by the number of positions available (plus one)

7.5.2 in the event the quota contains a decimal it may be rounded up or down as the Returning Officer sees appropriate.

7.6 If the candidate reaches the quota on the first count then they will be deemed to be elected to that post.

7.7 If no candidate has yet reached the quota, the votes shall be redistributed in accordance with NUS Scotland's guidance.

7.8 In the event that the paper ballot count results there are fewer than five votes of a difference, there shall be an automatic recount of any paper ballots.

7.9 In the event of a tie at the exhaustion of all transferable votes the candidate with the highest number of first preferences shall be deemed the winner. If these are tied a coin toss, carried out by the Returning Officer, shall decide the Election outcome.

7.10 The Returning Officer shall be responsible for announcing and publicising the results of the Election both by way of the Association website and by any other reasonable means or media he shall deem appropriate.

8 CANDIDATES

8.1 Candidates already in office shall be given the same privileges and restrictions as the other candidates in the Election.

8.2 Candidates may only benefit from what is openly available to all candidates.

8.3 Candidates already in a full time sabbatical position, who are considering running for a second tenure, will be expected to take annual leave during the campaigning period to ensure a fair campaign.

9 TENURE OF OFFICE

9.1 The tenure of office for the Sabbatical Officers shall be a 12-month period commencing 1st July in the same year as the election from which they were elected to that post.

9.2 Depending on their original College status and the Education Act 1994, Section 22, the Sabbatical Officers may stand for re-election at the close of their first tenure of office.

9.3 The maximum period of office of Sabbatical Officer which may be held by an individual candidate is two tenures.

9.4 There shall be no restriction on the number of times that other officers of the Association may stand for re-election.

9.5 An officer may not run for re-election of any position if they have held that named position for a period up to 2 years.

10 COMPLAINTS AND APPEALS

10.1 The procedure for the consideration of complaints relating to elections shall be as follows:

10.1.1 no one involved in a candidate's campaign shall be involved in the appeals procedure;

10.1.2 formal complaints must be submitted in writing with any supporting evidence to the Returning Officer.

10.1.3 the Returning Officer reserves the right to investigate any unsound activity and make any rulings which are fair and reasonable in all the circumstances.

10.1.4 the Returning Officer shall investigate any formal complaint within the terms of Clause 10.1.2 and decide what action shall be taken, including but not limited to the disqualification of any candidate concerned, or the annulment of the relevant election.

10.2 Disqualified candidates may appeal the decision of the Returning Officer in writing to a member of College staff appointed by the Executive Board, who shall set up an appropriate appeals panel.

10.3 Options open to the Appeals Panel include but are not limited to;

10.3.1 upholding or dismissing the appeal;

10.3.2 request a re-running of the election;

10.3.3 any other reasonable request.