



Code of Practice regarding the operation of the Students' Union with particular reference to the requirements of the Education Act 1994 (the "Act")

Under Section 22 of the Education Act 1994 the Board of Governors must approve a Code of Practice detailing the steps taken by the University to ensure that it fulfils its obligations pursuant to the Act in relation to the Students' Union.

The Act requires that each university take such steps as are reasonably practicable to secure that its' Students' Union:

- operates in a fair and democratic manner; and
- is accountable for its finances.

This Code of Practice shall be amended by the Board of Governors, in consultation with the Students' Union, from time to time.

1. The University Board of Governors monitors the Students' Union's activities to ensure that it operates in a fair and democratic manner and is accountable for its finances.

Constitution

2. The Students' Union's Constitution is approved by the University Board of Governors and is reviewed at intervals of not more than five years.

Membership

3. Students may opt out of membership of the Students' Union and this right is set out in the student admissions terms and conditions. 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 Students' Union.

Elections

4. The NUS or equivalent body shall act as the Returning Officer for full-time officer elections. The Students' Union will appoint an appropriate Deputy Returning Officer/s from within the Students' Union, or from the University staff, or from another Students' Union. Appointment to major Students' Union offices will be by election in a secret ballot in which all members are entitled to vote. Persons will not hold sabbatical union office, or paid elected union office, for more than two years in total.

Worcester Students' Union is responsible for the organisation of Student Activities Elections (Club and Society Committees).

Finance

5. The University's Board of Governors ensures that the Students' Union is accountable for its finances and complies with the Act where its financial affairs are concerned. The Students' Union publishes an audited financial report annually which is presented to the Board of Governors. This report contains details of all external affiliations, subscriptions, fees or donations.

Resource allocation

6. The procedure for allocating resources to clubs and societies will be fair and explained on the sports and societies pages of the Students' Union's website (www.worcsu.com)

Affiliation

7. Any affiliation by the Students' Union to an external organisation is reviewed by the Students' Union annually, and details of affiliations published to the University Board of Governors and to all students.

Complaints

8. The following [process](#) applies to any student (or group of students) who: (a) is dissatisfied with their dealings with the Students' Union; or (b) claims to be unfairly disadvantaged by reason of having exercised the right to opt out of membership of the Students' Union. If you are a student and feel your complaint has not been fully resolved you may refer the matter to unisec@worc.ac.uk.

Annual notifications to the student body

9. The University is required under the provisions of the Education Act (1994) to provide students annually with notice of whether there have been:
 - Any amendments to the Code of Practice relating to the operation of the Students' Union; and/or
 - Any restrictions imposed on the activities of the Students' Union as a result of charity law

In addition the University is required to inform students of the right of freedom of speech in universities and colleges, insofar as it relates to the activities of the Students' Union.

Item	Notes
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