
TCCG Student Union Constitution

Responsible Senior Manager: Director of Student Experience

**Operational Supporting Manager: Student Experience Manager
(CCSU and Learner voice)**

Effective Date: March 2021

Approved by: Corporation

Next Review Date: March 2024



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1. Name and Status

- 1.1. Cornwall College Students' Union (the "Union") is a students' union within the meaning of the Education Act 1994. It is a voice for its members and is devoted to their educational interests and welfare. Cornwall College provides funds to the Union to enable it to pursue its objects, in partnership with the College Management and Corporation Board.

2. Aims and Objectives

- 2.1. To listen to the views, ideas and ambitions of all students
- 2.2. To always make decisions in the best interests of the full student body, developing strong leadership.
- 2.3. To use financial expenditure to benefit the educational, equality, wellbeing, social, cultural and general interests, ambitions and needs of students with full integrity.
- 2.4. To promote, develop and deliver Student Voice within our Union, campuses, students and wider community, for the benefit of current and future generations.
- 2.5. To promote, develop and deliver environmental sustainability within our Union, campuses, students and wider community, for the benefit of current and future generations.

3. Powers of the Union

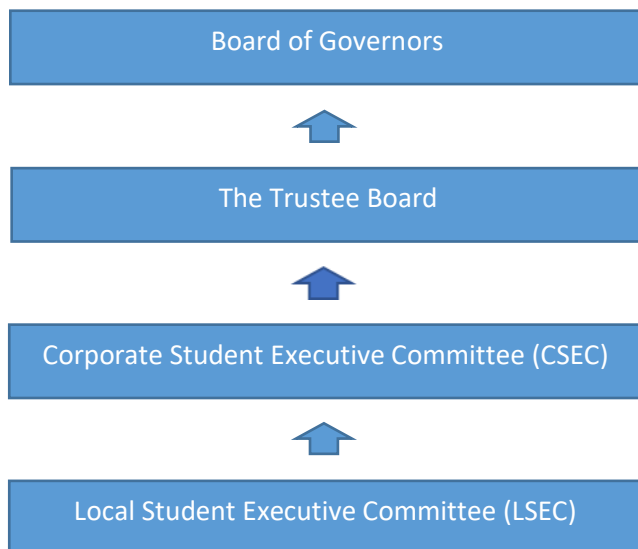
- 3.1. Provide and promote activities, services and facilities for its Members.
- 3.2. Raise funds and receive grants and donations.
- 3.3. Do anything which is lawful to achieve the Union's aim's & objectives.
- 3.4. To carry out its aims & objectives including fund raising activities as long as it is not expected to give rise to taxable profits

4. Membership of the Union

- 4.1. All registered Students of the College over the age of 16 will be full Members of the Union, unless they have decided to relinquish their membership.
- 4.2. Only Members will be entitled to stand and vote in Union elections and hold office according to the regulations contained in 'Schedule One: Election Regulations' of this Constitution.
- 4.3. Members will be allowed to speak and vote at Union meetings; to nominate, to stand and to vote in Union elections; and to hold office in clubs and societies.
- 4.4. Registered students of Cornwall College under the age of 16 shall not be Members of the Union but may participate in certain activities, as agreed by the Local Student Executive Committees.

5. Structure of the Student Union

5.1. The Student Union and its Executive members will contribute to the governance of the College through the structure set out below.



6. Local Student Executive Committee (LSEC)

- 6.1. Each Cornwall College site will have an LSEC, elected by Members at that site only in accordance with Appendix One: Election Regulations of this constitution.
- 6.2. The LSEC will run the Union on a day to day basis on their respective sites, in accordance with the terms of the Constitution.
- 6.3. Each LSEC will consist of a minimum of 4 officers elected to positions outlined in Appendix F: Role Descriptions of this Constitution.
- 6.4. Each LSEC will consist of a maximum of 12 officers: This number is to include the Chairperson & Vice Chairperson
- 6.5. Once elected, in the autumn term of each academic year. The members of the LSEC will decide on the naming of the roles and will assign each member a role
- 6.6. The Chairperson & or Vice Chairperson will submit a list of LSEC officer roles to the CCSU President & CCSU lead after the 1st meeting of the LSEC at their campus
- 6.7. LSEC Officers will serve from the 2nd Monday in October in the academic year which they are elected to 31st July of the next year.
- 6.8. A member of Student Experience Staff will sit on the LSEC in a non-voting capacity. The role of the Student Experience staff will be to represent the College management and provide guidance to the LSEC on matters relating to finance and legislation.
- 6.9. Two elected Officers of the LSEC will represent the LSEC on the Corporate Student Executive Committee. Normally, but restricted to the Chair plus one other.
- 6.10. The LSEC will operate under guidelines set out in Appendix C: Meeting Regulations of this Constitution.

7. Corporate Student Executive Committee (CSEC)

- 7.1. The CSEC will consist two members from each LSEC. The CSEC captures the voice and input of each campus into overall student voice to feedback to the Board.
- 7.2. CSEC meetings will take place once a term in accordance with 'Appendix Three: Meeting Regulations' of this Constitution.
- 7.3. In order for CSEC meetings to go ahead and be valid it must be attended by 50% plus one of its members.
- 7.4. To appoint delegates to NUS conferences, as appropriate.
- 7.5. The Director of Student Experience and or the Principal of TCCG will sit on the CSEC in an advisory, non-voting capacity

The Student Governors

- There will be two student governors: a Further Education representative & a Higher Education representative.
- The Further Education & Higher Education student governors will be selected through an application and recruitment process which reflects the appointment of other College governors.
- The Further Education & Higher Education student governors will ideally be appointed during the spring term of an academic year. They will serve for at least one term. A term of service consists of: from 1st August of that year to 31st July of the following year. Where an appointment in the Spring term has not been successful, a process will continue until posts are filled.
- Where a governor is replacing an existing post holder, a successfully selected candidate will take their position as "Further Education Governor and Higher Education Governor" for the remainder of the academic year they are appointed in as a period of handover.
- Each student governor will be given an option at the end of their first term to continue as student governor for the next academic year.
- A selection process to appoint the student governors will take place in the spring term of each academic year unless the serving student governor(s) choose to take the option of continuing as student governor for a second term.
- The student governors will serve a minimum of one year as student governor but no more than two.
- Student Governors will be invited to CSEC meetings in order to gather learner voice to inform the Board.

8. The President

- 8.1. The President of the Union will be elected by membership in a direct election in accordance with the regulations set out in Appendix A: Election Regulations of this Constitution
- 8.2. The President will be elected during the spring term of each academic year. They will serve as President from 1st August of that year to 31st July of the following year.
- 8.3. A successful election candidate will take their position as "President Elect" for the remainder of the academic year they are elected in as a period of handover.
- 8.4. The President will carry out duties as outlined in Appendix E: Role Descriptions of this Constitution.

8.5. The President will serve a minimum of one year as President of the Union but no more than two

9. Removal of Elected Officers

9.1. Any elected Officer of the Union may be removed from their post by:

9.1.1. A Successful vote of no confidence raised at a meeting of the CSEC.

9.1.2. Failing to adhere to Clause 1.1 of Appendix Three: Meeting Regulations.

10. Annual General Meeting (AGM)

10.1. The Union will hold an AGM once in a year.

10.2. No more than 18 months will pass between the date of one annual general meeting and the next.

10.3. The AGM will be held at such time and place as the CSEC think suitable to allow the maximum numbers of members to attend.

10.4. At least 14 days' notice shall be given of the meeting, including the date, time, place and agenda for the meeting.

10.5. The President of the Union or, in their absence the vice president, will preside as chair of the meeting. In the absence of these officers, those officers present will choose one of their number to be chair.

10.6. A trustee may, even if not a member, attend and speak at the AGM.

10.7. Every member has the right to attend the AGM and the right to vote. A resolution put to the vote of the AGM will be decided on a show of hands, every member will have one vote.

10.8. Every resolution put to the vote of the AGM will be decided by a simple majority of the votes cast, where the chair will be the deciding vote in the event of a tied vote.

11. The Trustee Board

11.1. There will be a Trustee Board of the Union whose powers will include but not be limited to:

11.1.1. The Governance of the Union

11.1.2. The Finance of the Union

11.1.3. The Strategy of the Union

11.2. The Trustee Board may override any decision and Policy made by the Members or by the CSEC which the Trustees consider (in their absolute discretion)

11.2.1. Is or may not be in the best interests of the Union or all or any of its charitable objects; or

11.2.2. Will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 4.1 of Appendix E: The Trustee Board of this constitution.

11.3. The Appointments, Dismissals and Powers of the Trustee Board will be contained within Appendix E - The Trustee Board of this constitution.

12. Clubs and Societies

12.1. Clubs and societies may be recognised by the Union provided that they meet the requirements set out in Appendix B: Clubs and Societies of this Constitution and do not breach the Union's objects aims and objectives

13. Affiliations to External Organisations

- 13.1. Any proposal to affiliate to an external organisation will be subject to the approval of the CSEC and the Trustee Board.
- 13.2. The Union will not affiliate to any political party or religious organisation.
- 13.3. Notification of all new affiliations to external organisations will be made to the Membership. Such notice will include the name of the organisation and the affiliation or subscription fee.
- 13.4. Any such affiliations will be reported to the Cornwall College Corporation Board.

14. Union Finance

- 14.1. The Union will receive funds deemed appropriate by the College to enable it to effectively pursue its objects aims and objectives. This annual allocation of funding will be decided by the Cornwall College Corporation Board at the last meeting of the financial year, on presentation of the Union's estimates for the forthcoming academic year and the Union Annual Report
- 14.2. The Trustee Board will oversee all Union finances and ensure that proper accounts are maintained and that these books are audited annually by a person qualified to undertake audited accounting.
- 14.3. The organisation of the Union's finances and systems of control will be in accordance with Appendix D: Finance Regulations of this Constitution
- 14.4. Any money or property of the Union may be used to achieve its objects.

15. Freedom of Information

- 15.1. At formal meetings of the Union minutes will be taken which will be circulated, with any corrections, at the subsequent meeting. Confirmed minutes will be available for Membership access as soon as possible after this confirmation.
- 15.2. A copy of the Union Constitution, along with a copy of the annual report and any plans for the Union's activities, including the budget, will be made available to all Members.
- 15.3. The regulations for the organisation of Union meetings will be contained in Appendix C: Meeting Regulations' of this Constitution.

16. Freedom of Speech

- 16.1. The Union and its Members are bound to observe the College's code of practice in relation to freedom of speech as required by section 43 of the Education (No. 2) Act of 1986.

17. Complaints

- 17.1. Complaints about an individual Officer, committee member, committee or the Union as a whole will be dealt with by the Cornwall College Complaint Management Policy.

18. Amendments to the Constitution

- 18.1. The CSEC will be the only body permitted to amend the Constitution of the Union. All amendments will be subject to the approval of the Trustee Board and the Cornwall College Corporation Board before they may be implemented.

18.2. All amendments to the Constitution, schedules or appendices will require the support of a minimum of two-thirds of the elected Members present and entitled to a vote at a quorate meeting of the CSEC.

18.3. The Constitution will be reviewed every three years from the date of it taking effect. The CSEC and the Trustee Board will be jointly responsible for this.

19. Interpretation

19.1. In the event of a challenge to the interpretation of any part of this Constitution, the ruling of the President will be sought.

19.2. In the event of a challenge to the ruling of the President, the matter will be referred to the Trustee Board, whose decision will be final.

20. Indemnity

20.1. Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall, and every officer or auditor of the Union may be indemnified out of the assets of the Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgement is given in his or her favour or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

21. Effective Date

21.1. This Constitution and Schedules and any amendments thereto will apply from the date of approval by the Cornwall College Corporation Board and supersede any previous Constitutions, Schedules and Appendices.

Appendix A: Election Regulations

1. Returning officer

- 1.1. The CCSU lead, Student Experience Coordinator and current President of the Union (where not running for re-election) will act as Returning Officer for all elections for all positions within the Union. A member of the Student Experience Team will be identified as the campus specific Returning Officer.
- 1.2. The Returning Officer will be responsible for the good conduct and administration of all union elections and will have the sole interpretation of the election regulations.

2. Timing of Elections

- 2.1. Elections for the President and Vice President positions will take place during the spring term of each academic year. Once selected these officers will take office from 1st August of that year and serve until 31st July of the following year.
- 2.2. Elections for the Chairperson and Vice Chairperson positions of site based LSEC's will take place during the spring term of each academic year. Once selected these officers will take office from 1st August of that year and serve until of 31st July of the following year
- 2.3. Elections for site based LSEC Officers, (Apart from Chairsperson and Vice-Chairsperson) will take place during the first four (4) calendar weeks of the start of each academic year. Once elected these officers will take office from the fifth (5) Monday of that academic year to 31st July of the following year.
- 2.4. The elected President and Vice President during the spring term of each academic year will be known as the 'President elect' and 'Vice President elect' until such a time as they take office on 1st August of that academic year.
- 2.5. The elected Chairsperson and Vice Chairsperson during the spring term of each academic year will be known as the 'Chairsperson elect' and 'Vice Chairsperson elect' until such a time as they take office on 1st August of that academic year.
- 2.6. There will be a transition period from the start of the summer term until the 31st July, where the outgoing President and Vice President will advise the President elect and Vice President elect on the responsibilities of the role.
- 2.7. There will be a transition period from the start of the summer term until 31st July, where the outgoing Chairsperson and Vice Chairsperson will advise the Chairsperson elect and Vice Chairsperson elect on the responsibilities of the role.

3. Standing for Election

- 3.1. All members of the Student Union enrolled at a specific site may stand for the following LSEC positions at that site.
 - 3.1.1. Equality Diversity & Inclusion (ED&I) Officer
 - 3.1.2. Sustainability Officer
- 3.2. All members of the Union enrolled at a specific site may stand to become non role specific site based LSEC officers.

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- 3.3. Only officers of the site based LSEC and Class Representatives (who are involved in the academic learner voice) are entitled to stand for the position of President and Vice Presidents of the Union and the site based roles of Chairperson & Vice Chairperson provided:
 - 3.3.1. They are an active student during the term of office.
 - 3.3.2. Their nomination is accepted by the Returning Officer based upon criteria made available to the nominees.
 - 3.4. All students wishing to run for election to any position within the Union must be nominated by five members of the Union on an official union nomination form.
 - 3.5. Nomination forms will be available from the Returning Officer for that site at least two weeks before the ballot.
 - 3.6. Nominations will remain open for no less than five College Days.
 - 3.7. Nomination forms must reach the Elections Committee not later than 4:00pm on the day of the close of nominations.

4. Publicity about the Elections

- 4.1. The Returning Officer will check the eligibility of nominated candidates and will publicise a list of all the eligible candidates within two College days of the close of nominations and at least three College days for voting opens.
- 4.2. Candidates may produce a manifesto and a poster and or video presentation to a specification to be determined by the Returning Officer.
- 4.3. The contents of the election campaign pack will be determined by the Returning Officer(s)
- 4.4. Responsibility for the general publicity of the elections will lie with the Returning Officer.

5. The Election Campaign

- 5.1. Candidates may commence campaigning once the list of eligible candidates has been posted.
- 5.2. The campaign may continue until the close of voting.
- 5.3. Campaign supports material must be authorised by the Returning Officer

6. The Ballot

- 6.1. All members of the Union of the site based LSEC and elected Class Representatives are entitled to vote for the position of CCSU President, CCSU Vice President, LSEC Chairperson & LSEC Vice Chairperson on production of a Cornwall College student ID card or via their unique college login.
- 6.2. All Members of the Union enrolled at a specific site may vote for the roles outlined in 3.1 and 3.2 at that site on production of a Cornwall College student ID card.
- 6.3. Votes may only be cast at designated ballot points which may include Internet voting.
- 6.4. The College will treat as a serious disciplinary offence:
 - 6.4.1. Any attempt to vote more than once.
 - 6.4.2. Any attempt to coerce or bribe other students to vote for a particular candidate.
- 6.5. The Returning Officer for each site will be responsible for the ballot box and its movements at all times during writing will be responsible for the ballot box and its movements at all times during voting.

7. The Count

- 7.1. Once the Ballot has closed, the Returning Officer for that site will count the votes cast.
- 7.2. The Returning Officer will ratify the count result.
- 7.3. All candidates will be informed of the time and place of the count by the Returning Officer. The candidates may attend the counting of the votes as observers only.
- 7.4. Once the votes have been counted, they will be kept for a period of six weeks in case of appeals against the result.

8. The Declaration of Results

- 8.1. The Returning Officer or nominated person will firstly notify all candidates of results.
- 8.2. A list of successful candidates will be publicised at each site within one College day of the declaration of results. This list will be circulated to the Trustee Board, CSEC, LSEC and Executive Leadership Team, as well as being posted on the Union website.
- 8.3. The results will become official two College days after they have been publicised, provided that no complaints have been received by the Returning Officer in those two days. In the event of a complaint being received by the Returning Officer, the results will be suspended until the complaint has been investigated.

9. Complaints

- 9.1. Any challenge or complaint concerning the administration and good conduct of the election must be submitted to the Returning Officer in writing before the close of voting.
- 9.2. Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within two College days of the complaint being lodged.
- 9.3. A challenge all complaints received during or following the count may only relate to the conduct of the count.
- 9.4. In determining a resolution to a complaint, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; all may halt elections for specified post(s) or disqualify specified candidate(s) if, in their view, any candidate(s) has breached election regulations.
- 9.5. In determining a resolution to a complaint regarding the conduct of the count, the Returning Officer, after hearing all the appropriate evidence may not uphold the complaint; or may order a re-count for one or more positions.
- 9.6. Any complaints regarding the conduct of the Returning Officer should be taken to the Trustee Board, whose decision on such matters will be final.

10. Election of Course Representatives

- 10.1 The Director of Student Experience will ensure that elections take place for course representatives by the end of September of each year.
- 10.2 Once elected, course representatives will take office with immediate effect and will serve for no more than twelve (12) months without re-election.
- 10.3 In cases where a course begins at different time of year, course representatives will be elected at the first available opportunity.

10.4 Course Representatives may be co-opted into post throughout the year with agreement from the LSEC and guidance from the Returning Officer.

11. Vacancies for LSEC Positions

11.1. If any post on an LSEC falls vacant then interested Union Members may be co-opted onto the LSEC. This decision can be approved by any member of the CSEC.

12. Review

12.1. At the end of each election period, the Returning Officer will be responsible for ensuring a review of the election process.

Appendix B: Clubs and Societies

1. Setting up a Club or Society

- 1.1. No club or society may receive funds from the Union or use Union resources without recognition in each academic year by the relevant LSEC or CSEC.
- 1.2. To be considered for recognition, the club or society must lay before the relevant LSEC or the CSEC, an acceptable Constitution and a plan of action in accordance with the clubs and societies appendix.
- 1.3. No club or society will be recognised if its objects conflict with those of the Union. Any club or society that wishes to be recognised by the Union will present to the their LSEC and or CSEC:
 - 1.3.1. A list of 5 signatures of Members
 - 1.3.2. The proposed membership fee.
 - 1.3.3. A Constitution for the club or society which includes:
 - 1.3.3.1. The name of the club or society
 - 1.3.3.2. Aims and objectives of the club or society (which will not be contrary to those of the Union)
 - 1.3.3.3. Regulations relating to membership eligibility to the club/society.
 - 1.3.3.4. Provision for the election of a committee for the club/society.
 - 1.3.3.5. Provision for an annual general meeting where a union representative will be present.
 - 1.3.3.6. Provision for the Union statement on equality, diversity and inclusion.

2. Money for Clubs and Societies

2.1. To receive funding and eligible club or society must submit a budget proposal to the relevant LSEC, which may be passed to the CSEC in cases of corporate clubs or societies.

3. Responsibilities of Clubs and Societies

- 3.1. No-one from the club or society may commit either the club or society or the Union to any expenditure without prior authorisation from the Union.
- 3.2. The club or society will be responsible for promoting itself to encourage new membership.
- 3.3. The club or society will be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society budget for that year.

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- 3.4. Failure to abide by these regulations and the Union Constitution may result in suspension of recognition of the Club or Society by the CSEC.

Appendix C: Meeting Regulations

1. LSEC

- 1.1. The business of the LSEC will be to discuss and debate all matters relating to their own site with an emphasis placed on the student experience of members of the Union at that site.
- 1.2. Elected members of the LSEC will be expected to attend all meetings of the LSEC as organised by the Chairperson and or a member of TCCG Staff. Any member of the LSEC who fails to attend three consecutive meetings and/or fails to attend a minimum of four meetings per term without giving apologies to the Chair, and does not provide satisfactory reasons acceptable to the LSEC, will be considered to have resigned.
- 1.3. Any full member of the Union or other individual may attend the LSEC in accordance with clause 3.4 of the articles of this Constitution. Any individual/s who are not Members of the Union who wish to attend must receive permission by submitting a request to the Chair
- 1.4. Any full member of the Union or other individual may attend the LSEC meeting and speak with the permission of the meeting.
- 1.5. Only elected members of the LSEC who are present may vote, unless voting otherwise has been agreed by the meeting.
- 1.6. An agenda should be circulated to all members of the LSEC as well as the president and CCSU lead via online methods at least 24 hours prior to the meeting.
- 1.7. The Chair will be responsible for the agenda and publicising the meeting, or for delegating this responsibility.
- 1.8. In the event of any situation arising not been covered by meeting regulations then the will rule on the procedure to be adopted.
- 1.9. In the event of the Chair being in conflict or alleged to be in conflict having an interest with the item under discussion, the chair should be relinquished for the duration of the item under discussion.
- 1.10. The agenda of meetings will normally be taken in the following order:
 - 1.10.1. Welcome from the Chair
 - 1.10.2. Checking minutes of previous meetings for accuracy.
 - 1.10.3. Matters arising from the minutes of the last meeting.
 - 1.10.4. Reports from Officers
 - 1.10.5. Information from staff members
 - 1.10.6. Reports from recent events
 - 1.10.7. Debates & Vote
 - 1.10.8. Any other Business
- 1.11. Debates will require a simple majority to be decided.
- 1.12. For LSEC meetings to be valid; 50% plus one of elected officers of the LSEC must be present
- 1.13. A minimum or 24-hour is notice must be given of all meetings of the LSEC.

2. CSEC

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- 2.1. Two elected representatives from each LSEC will be expected to attend all meetings of the CSEC.
 - 2.2. The Student Union President or CCSU Lead will act as Chair for all meetings of the CSEC; in exceptional circumstances, this responsibility may be delegated by the President.
 - 2.3. Any full member of the Union or other individual may attend the CSEC meeting and speak with the permission of the meeting.
 - 2.4. A member of the Executive Leadership Team (ELT) or a member of the Trustee Board will be present at each meeting of the CSEC
 - 2.5. Only elected Officers of the Union who are present may vote, unless voting otherwise has been agreed by the meeting.
 - 2.6. Any member wishing to speak must raise their hand. The chair of the meeting will decide the order of speaking.
 - 2.7. All items for debate will be submitted to the president or CCSU Lead, no less than two weeks before the meeting.
 - 2.8. All debates will require a simple majority vote from one LSEC to be submitted to the CSEC.
 - 2.9. An agenda will be circulated to all members of the CSEC and all invitees at least one week in advance of the meeting.
 - 2.10. The President or CCSU Lead will be responsible for the agenda and publicising the meeting, or for delegating this responsibility.
 - 2.11. In the event of any situation arising not being covered by meeting regulations then the President will rule on the procedure to be adopted. Such ruling will be subject to the approval of the meeting.
 - 2.12. In the event of the Chair being in conflict or alleged to be in conflict with the item under discussion, the chair should be relinquished for the duration of the item under discussion to the Vice President.
 - 2.13. The agenda of meetings will normally be taken in the following order:
 - 2.13.1. Welcome from the Chair
 - 2.13.2. Checking minutes of previous meetings for accuracy.
 - 2.13.3. Matters arising from the minutes of the last meeting.
 - 2.13.4. Reports from President
 - 2.13.5. Report from Officers
 - 2.13.6. Information from staff members/guests
 - 2.13.7. Reports from recent events
 - 2.13.8. Financial Update
 - 2.13.9. Debates & Vote
 - 2.13.10. Any other Business
 - 2.14. Any motion may be withdrawn with the consent of the meeting.
 - 2.15. Debates will require a simple majority to be decided.
 - 2.16. The Chair may not vote other than in instances where the vote is tied, in which case they will have the casting vote.

Appendix D: Finance Regulations

1. Accounts

- 1.1. There will be a 'ring-fenced' College budget which will be held in the name of the Union. There will be three signatories to the Corporate Union budget:
 - 1.1.1. The President
 - 1.1.2. The CCSU Lead
 - 1.1.3. The Director of Student Experience
- 1.2. Payments will be signed off by the President and either the CCSU Lead or The Director of Student Experience.
- 1.3. In the case of the President not being over 18, the CSEC will elect a new signatory on behalf of the Student Union President
- 1.4. Funds from the Corporate Union budget may be distributed to Local Union budget for the use of the LSEC at each site
- 1.5. The Engagement & Progression Officer (EPO) or Student Experience Manager at each site will be the signatory for these budgets, and their expenditure may only be approved by a minuted decision of the LSEC.
- 1.6. Student Union budgets will be received regularly by the Trustee Board, to demonstrate that proper financial processes and records are being maintained.

2. Funding

- 2.1. The Cornwall College Corporation Board will annually review the identified funds in clause 1.0 of Appendix D: Finance Regulations the allocation of sufficient funds to the Union, which in the view of the Board will enable the Union to pursue its aims and objectives effectively.
- 2.2. The Union may be funded by other sources of income legitimately received
- 2.3. The costs of maintaining LSEC Offices (outside of necessary general maintenance of College property) will come from the LSEC budget, supported where necessary by the Corporate Student Union budget
- 2.4. The cost of maintaining designated "Common Room" areas (outside of necessary general maintenance of College property) will come from the Local Student Union budget, supported where necessary by the Corporate Student Union budget
- 2.5. A list will be kept of all assets of the Union and their estimated value.
- 2.6. The Union financial year will run from the 1st August – 31st July each year.
- 2.7. Funds will be made available to students and student groups on completion of a Union Financial Request Form. Each financial request will be considered by the LSEC of the site at which it was submitted on an individual basis
- 2.8. There will be an annual limit placed on the funds that may be made available throughout the financial year to students on each site during the Union budgeting process undertaken by the CSEC.
- 2.9. There will be a maximum limit of £200 on any financial request except for in exceptional circumstances. In these circumstances, the request must be passed to the CSEC for a final decision.
Funds will not be allocated to cover costs that should normally be covered by another College department
- 2.10. Financial Request Forms will only be considered if they have been submitted by a student or group of students of Cornwall College

3. Limits on Payments

- 3.1. The President will have the power to authorise expenditure on activities, goods or services up to £200 provided that such expenditure is ratified subsequently by the CSEC.
- 3.2. All corporate expenditure over £200 must be approved by the CSEC.
- 3.3. The LSEC will have the power to authorise expenditure on activities, goods or services up to £200.
- 3.4. All local expenditure over £200 must be authorised by the Student Union President.

4. Contracts

- 4.1. No financial agreement (e.g. a leasing contract) may be entered into which involves a financial commitment beyond the term of office of the President and/or exceeds a total value of £200 unless authority is given by the CSEC.
- 4.2. All contracts will have two signatories, who will be the President and either the Director of Student Experience or the CCSU Lead.

5. Budgets and Financial Statements

- 5.1. Budgets will be drawn up for all areas of proposed expenditure to be submitted to the last meeting of the Cornwall College Corporation Board in each academic year. These areas will be determined by the Annual General Meeting of the Union, with advice from the Trustee Board.
- 5.2. The President, under the direction of the Trustee Board, will provide the elected members of the Union and the Cornwall College Corporation Board with financial statement once a term.

6. Loan Agreements

- 6.1. No loan agreement may be entered into by the Union.

7. Security and Insurance

- 7.1. The Union will be responsible at all times for maintaining proper security for stock, stores, furniture, equipment, cash etc. under its control.
- 7.2. The Trustee Board will inform the elected members of the Union in any case where security is thought to be defective or where it is considered that special security arrangements may be needed.
- 7.3. The Union will report to the Trustee Board regularly to demonstrate the ways in which it is ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss etc. of property.

8. Events

- 8.1. All events undertaken or provided by each LSEC must be costed and budgets prepared.
- 8.2. Following each event, the Social Activities Officer, in consultation with the Chair or Vice Chair, President and Engagement & Progression Officer will draw up a financial report of the event, to include expenditure, income, profit/deficit and any moneys donated to charity.

9. Expenses to Union Members

- 9.1. Any elected Officer of the Union may receive expenses for costs incurred whilst on Union business.

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- 9.2. Expenses must be authorised by the Student Union President, CCSU Lead or Student Experience Coordinator.
 - 9.3. Expenses must be claimed in accordance with the College's Expenses Policy, and no costs may be claimed for the purchase of alcohol.

10. Petty Cash

- 10.1. The petty cash limit will be £25. The CCSU Lead will ensure that a record is kept of all advances and expenditure.

11. Donations

- 11.1. The Union will not make donations or affiliation to any organisation outside the aims and objectives of the Union.
- 11.2. Only the net profit from any event may be donated to a charity.
- 11.3. Any elected member of the Union under the age of 18 will not sign any contract or financial agreement authorise any expenditure take responsibility for any budget sign cheques or make any financial decisions

Appendix E: The Trustee Board

1. Appointment of Trustees

- 1.1. The Trustees will be made up of the following persons:
 - 1.1.1. The President of the Union, in the case that the Student Union President is under 18, an election will be held at the Annual General Meeting to appoint a replacement trustee.
 - 1.1.2. One Student Trustee, who will be a Student Governor, in the case that both the Student Governors are under 18, an election will be held at a meeting of the CSEC
 - 1.1.2.1. One member of the Cornwall College Executive Leadership Team
 - 1.1.2.2. One member drawn from Cornwall College Corporation Board
 - 1.1.2.3. One External Trustee.

2. External Trustees

- 2.1. External Trustee will be appointed by a simple majority vote of the Trustee Board, provided that the appointment is proposed by a two thirds majority vote of the CSEC.
- 2.2. Unless their appointment is terminated External Trustees will remain in office for a term of up to four years commencing on a date determined by the Trustee Board.
- 2.3. External Trustees may serve a maximum of two terms which may either be consecutive or non-consecutive.
- 2.4. Before appointment an External Trustee will be subject to a Disclosure & Barring Service (DBS) check in accordance with Cornwall College procedure.

3. Disqualification, Resignation and Removal of Trustees

- 3.1. The office of a Trustee will be vacated if:
 - 3.1.1. He or she becomes prohibited by law from being a charity trustee
 - 3.1.2. In the case of the President of the Union, he or she ceases to be President of the Union

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- 3.1.3. In the case of the Student Trustee, he or she ceases to be a Student Governor
 - 3.1.4. He or she resigns by notice to the Union Trustee Board
 - 3.1.5. The Trustees reasonably believe he or she is suffering from mental or physical disorder and is incapable of acting as a trustee and they resolve that he or she be removed from office;
 - 3.1.6. He or she fails to attend three consecutive meetings of the Trustee Board and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that he or she be removed for this reason.
 - 3.2. A resolution to remove a Trustee in accordance with clause 3.0 of this schedule will not be passed unless the Trustee concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or making written representations to the Trustee Board.
 - 3.3. If an External Trustee resigns, is disqualified or removed from office, an External Trustee will be appointed to the vacancy in accordance with Clause 2.0 of this schedule.

4. Powers of the Trustee Board

- 4.1. The Trustees' powers will include but not be limited to responsibility for:
 - 4.1.1. The governance of the Union;
 - 4.1.2. The finance;
 - 4.1.3. The strategy of the Union.
- 4.2. The Trustee Board may override any decision and Policy made by the Members or by the CSEC which the Trustees consider (in their absolute discretion):
 - 4.2.1. Has or may have financial implications for the Union;
 - 4.2.2. Is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 4.2.3. Is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 4.2.4. Will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 4.0 of this Appendix

5. Delegation of day-to-day management powers to the Student Union President

- 5.1. In the case of delegation of the day-to-day management of the Union to the President of the Union
 - 5.1.1. The delegated power will be to manage the Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
 - 5.1.2. This constitution will provide the Student Union President with a description of his or her role and the extent of his or her authority;
 - 5.1.3. The Student Union President will report regularly to the Trustees on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union.

6. Trustees' meetings

- 6.1. The Trustees will hold a minimum of two meetings in any Academic Year.

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- 6.2. Two Trustees may call a meeting of the Trustees.
 - 6.3. Trustees meetings will be closed except that individuals may be invited to present to the Trustees.
 - 6.4. A Trustees' meeting will be called by at least seven clear days' notice unless either:
 - 6.4.1. All the Trustees agree to shorter notice; or
 - 6.4.2. Urgent circumstances require shorter notice.
 - 6.5. The quorum for Trustees' meetings will be four and such quorum must include the Student Union President or the Student Trustee.
 - 6.6. The Trustee Board shall elect from their number, a Chair and Vice Chair of the Trustee Board
 - 6.7. Questions arising at a meeting will be decided by a majority of votes. In the case of an equality of votes, the Chair will be entitled to a casting vote in addition to any other vote he or she may have.
 - 6.8. A Trustees' meeting may be held by telephone or by televisual or other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.
 - 6.9. The Trustees may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic communication, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.
 - 6.10. A Trustees' resolution which is made in accordance with Clause 6.8 of this schedule will be as valid and effectual as if it had been passed at a meeting of the Trustees duly convened and held, provided the following conditions are complied with:
 - 6.10.1. Approval from each Trustee must be received by one person being either such person as all the Trustees will have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may for the avoidance of doubt, be one of the Trustees;
 - 6.10.2. Following receipt of response from all of the Trustees, the Recipient will communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with this Clause;
 - 6.10.3. The date of the decision will be the date of the communication from the Recipient confirming formal approval; and
 - 6.10.4. The Recipient prepares a minute of the decision in accordance with Clause 6.10.

7. The Trustees will keep minutes of:

- 7.1. All proceedings at general meetings of the Union and of meetings of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting.
- 7.2. All resolutions of the Members and of the Trustees.
- 7.3. The minutes of Trustee Meetings will normally be considered open and will be available to the Members of the Union on their website, except where those minutes relate to confidential matters, including staff related or disciplinary matters.
- 7.4. Whenever a matter is to be discussed at a meeting or decided in accordance with Clause 4.1.1 of this schedule and a Trustee has a personal interest in respect of that matter then he or she must:
 - 7.4.1. Declare his or her interest to the Trustees;

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- 7.4.2. Remain only for such part of the discussion as in the view of the other Trustees is necessary to inform the debate;
 - 7.4.3. Not be counted in the quorum for that part of the meeting;
 - 7.4.4. Withdraw during the vote and have no vote on the matter.
 - 7.5. If any question arises as to whether a Trustee has an interest, the question will be decided by a majority decision of the other Trustees.

Appendix F: Role Descriptions

1. The President, should:

- 1.1. Be the prime representative of the Union and seek to involve as many students in the Union as possible.
- 1.2. Attend Cornwall College Corporation Board meetings and other relevant College committees, and report back to the Union.
- 1.3. Provide an annual written report to the Cornwall College Corporation Board.
- 1.4. Lead delegations to NUS conferences, or delegate this responsibility.
- 1.5. Be a signatory of the Union budget, if over the age of 18
- 1.6. Liaise with the College over any matters affecting Students.
- 1.7. Be responsible for publicising all CSEC meetings, and circulating agendas and minutes
- 1.8. Act reasonably and prudently in all matters, and in the best interests of the Union
- 1.9. Regulate the expenditure of the Union in such a way as to maximise Union activities.
- 1.10. Present an update of income and expenditure to each meeting of the CSEC.
- 1.11. Ensure that budgets and accounts are submitted to the Cornwall College Corporation Board annually.

2. Local Student Executive Committee Roles

2.1. The Chairperson, who will be a member of the LSEC should, on their site:

- 2.1.1. Organise and Chair bi-weekly meetings of the LSEC;
- 2.1.2. Produce, circulate and publish agenda at least two days before each weekly meeting.
- 2.1.3. Co-ordinate and support the activities of other LSEC members;
- 2.1.4. Continually encourage all Members to participate in Union affairs, and promote democracy in all participation;
- 2.1.5. Attend all other relevant meetings and report to the CSEC as appropriate;
- 2.1.6. Uphold the Union Constitution and report all student issues to LSEC, Engagement & Progression Officer and Student Union President;

2.2. The Vice-Chairperson, who will be a member of the LSEC should, on their site:

- 2.2.1. Be deputy to the Chairperson.
- 2.2.2. Support the Chairperson in their job role;
- 2.2.3. Co-ordinate LSEC attendance at Class Rep meetings;
- 2.2.4. Uphold the Union Constitution and report all student issues to LSEC, Engagement & Progression Officer and Student Union President.

2.3. The Sustainability Officer, who will be a member of the LSEC should, on their site:

- 2.3.1. Liaise with the College Management on matters regarding sustainability across the campus;

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- 2.3.2. Where appropriate, coordinate and manage a “Sustainability Committee” that reports directly to the LSEC through the Sustainability Officer;
 - 2.3.3. Seek ways to minimise CCSU’s impact on the environment.
 - 2.3.4. Share best practice throughout CCSU;
 - 2.3.5. Represent CCSU at cross campus Sustainability Forums;
 - 2.4. The Equality Diversity & Inclusion (ED&I) Officer who will be a member of the LSEC should, on their site:
 - 2.4.1. Ensure Equality, Diversity and Inclusion matters are considered at every decision made by the LSEC.
 - 2.4.2. Liaise with the College Management on matters regarding Equality Diversity & Inclusion across the campus;
 - 2.4.3. Be proactive in raising awareness of Equality Diversity & Inclusion across the college, including opportunities to celebrate diversity, to include advertisements, posters and online publications.
 - 2.4.4. Where appropriate, coordinate and manage a “Equality, Diversity & Inclusion Committee” that reports directly to the LSEC through the Equality Diversity & Inclusion Officer.
 - 2.4.5. Represent the CCSU at cross campus Equality & Diversity forums.
 - 2.4.6. Share best practice throughout the CCSU.
 - 2.5. The non-role specific LSEC Officer, who will be a member of the LSEC should, on their site, will make a commitment to:
 - 2.5.1. Be an active member of the LSEC, making regular contributions to discussions, resulting in decisions made by the LSEC.
 - 2.5.2. To take part in all LSEC debates and votes, when in attendance at LSEC meetings.
 - 2.5.3. Attend at least 90% of all scheduled LSEC meetings.
 - 2.5.4. To work with other members of the LSEC on student led activities.
 - 2.5.5. To champion the positive impact of the LSEC on the learner experience.

Appendix G: Opting Out

1. Every student will be able to relinquish their right of membership of the Union.
2. A student who opts out of the Union will not be able to participate in the democratic and decision-making functions of the Union. This includes not being able to stand for any Officer or representative position, including club and society committee members, as contained in the Union Constitution.
3. A Student who opts out of the Union will continue to have the right to attend Union run events and participate in the activities of Clubs and Societies.
4. A student wishing to opt out must indicate this in writing to the Student Union President.
5. A student who has opted out who wishes to become a member of the Union will notify the Student Union President in writing. If the application falls within twenty College days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Appendix H: Disqualification of CCSU officers.

1. An officer of the student union may be removed from office if:
 - 1.1. Any officer who has an attendance rating of below 90% to the site based LSEC & or CSEC meetings, will be required to meet with the officers sites Engagement & Progression Officer to discuss their commitment to being a LSEC officer.
 - 1.2. Any officer who is judged by the Engagement & Progression Officer to not sufficiently contribute to the business of the LSEC, will be required to meet with the Engagement & Progression Officer to discuss their commitment to being a LSEC officer.
 - 1.3. If the conduct of the officer is judged to fall below the standards of a CCSU officer, by the Engagement & Progression Officer. The CCSU officer will be required to meet with the Engagement & Progression Officer to discuss their commitment to being a LSEC officer.
 - 1.4. The decision to remove a CCSU officer will be the responsibility of the campus Student Experience Manager.