



RAVENSBOURNE STUDENTS' UNION CONSTITUTION 2026

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Introduction

- (a) This Constitution shall take effect from 2nd April 2026 and invalidates all former Constitutions of this Union. This Constitution shall be subject to review by the Students' Union and by the Board of Governors at least every five years, in accordance with the Education Act 1994 (the Act).
- (b) Part II of the Act requires Universities to 'take steps as are reasonably practicable to secure that any Students' Union at the establishment operates in a fair and democratic manner and is accountable for its finances'. Ravensbourne Students' Union ('the Union') therefore works alongside Ravensbourne University London ('the University') in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of the Union's members are met.
- (c) The University recognises Ravensbourne Students' Union as a democratically run organisation, committed to serving and representing the students of the University. The University will endeavour to ensure that the activities of the Union do not contravene the University's Equal Opportunities Policy nor bring the University into dispute.
- (d) The Constitution is a legal document that sets out the activities and procedures of the Union. It provides a framework for the operation of the Union by:
 - (e) Defining what the Union can or cannot do
 - (f) Indicating how the elected Officers can act on behalf of Union members
 - (g) Outlining how members can air their concerns
- (h) The Constitution should be read in conjunction with the Relationship Agreement and Memorandum of Understanding ('the Agreement') between the University and the Union for the purposes of the Education Act 1994. The Agreement has been structured to give Ravensbourne Students' Union Advisory Board ('the RSU Advisory Board') reasonable authority to manage the affairs of the Union in a professional manner.
- (i) The members of the Union enjoy the right to elect and dismiss a proportion of the members of the RSU Advisory Board. The RSU Advisory Board will give the utmost consideration to the views of the members of the Union, whilst fulfilling their responsibilities to act at all times in the best interests of the Union.

1. Name

There shall be a Student Union the name of which shall be 'The Ravensbourne Students' Union.

2. Objectives

The Union's objectives are the advancement of education of students at the University for the public benefit by:

- (a) promoting the interests and welfare of students being taught directly at the University during their course of study and representing and supporting them;
- (b) being the recognised representative channel between directly-taught Ravensbourne students and the University and any other external bodies;
- (c) encouraging engagement and collaboration between students and the University; and
- (d) providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of the members of the Union.

3. Membership

- (a) All directly-taught students registered on and pursuing a full-time or part-time course of study within the University shall become full members of the Union. The definitive list of the enrolled students shall be that held by the University Registry.
- (b) Members of the full-time and part-time teaching and non-teaching staff employed by Ravensbourne University London shall be entitled to associate membership. Associate members may not vote in elections or referenda or be present at any official meetings of the Union.
- (c) All members of the Union shall be entitled to the use of Union services, premises, etc, and subject to the terms of any University or Union Regulations.
- (d) Elected Officer(s) shall be full member(s) of the Union during their term of office.
- (e) If the Union has reciprocal membership with other Students' Unions, members shall be entitled to use the facilities in accordance with those arrangements on production of their University cards.
- (f) A member of the Union may be suspended from membership or expelled only in accordance with the Union's Disciplinary Regulations.
- (g) Any member of the Union may opt out of the Union membership by notifying the University or the Union of his or her wish not to be a member of the Union but will not be allowed to vote or stand in elections, attend Student Parliament meetings or take any role within the Union, but will be allowed access to all facilities and services of the Union and (if requested by such person) Associate Membership of the Students' Union.

4. Officers

The Union shall have the following elected Officers, whom shall serve terms as defined in this Constitution:

- (a) Students' Union President (1.0 FTE)
- (b) Students' Union Vice President (1.0 FTE)

Elections

All positions shall be elected in accordance with Schedule 1.

Review of Officers' Role

The number of Officer posts to be filled by election each year shall be reviewed at least every five years when the Constitution is reviewed by the Board of Governors and the Students' Union Executive.

Terms in office

No Officer, whether elected or co-opted, may serve for more than two terms of paid office in total, whether consecutive or not and whether in more than one post. This is in accordance with the Education Act 1994.

Payment

Each of the elected officers shall be paid as per their job description, subject to a contract

offered by the University. Officers' payment shall be reviewed by the Student Parliament as advised by the Students' Union Executive and with consultation with the RSU Advisory Board.

Compliance

Executive Officers shall comply with the policies and procedures of the University as they apply to employees.

4.1 Duties and Responsibilities

- (a) All Officers shall have a job description confirmed by the Student Parliament and only amended or revised by the Student Parliament as advised by the Student Union Executive Committee.
- (b) The President is the principal representative of the student body within the University's governance system and the principal officer of the Union. They are the principal liaison between the Student Union Executive and the Ravensbourne University London Executive Team. The President shall be a key contact for the Student Representatives.
- (c) The Vice President shall be primarily responsible for activities and events, campaigns and welfare. The role holder shall provide support to the societies. They shall also encourage society leaders to organise regular activities and events. The Vice President shall also work closely with the University on the green initiatives.
- (d) Officers will be subject to the supervision and direction of the Student Parliament and shall conduct their duties in accordance with this Constitution and any regulations and policies set by the Union and the University, and the law.
- (e) Elected Officers shall serve Ravensbourne boards and committees as the student representative. All places on University boards, committees and working parties allocated to students shall be filled in accordance with Schedule 5.

All Officers must also:

- (a) promote representation, activities, welfare, development and participation within the Union and University;
- (b) proactively seek regular opportunities to engage with students, collect their views and represent them to the University;
- (c) promote the best interests of students and of the Union at all times, in all places and in all decision making;
- (d) to promote and actively participate in Students' Union events, activities and campaigns;
- (e) be available and known to students and present at their location on a regular basis;
- (f) take an active involvement in the review, development and implementation of the Union's mission and values;
- (g) work to deliver the Students' Union Strategic Plan;
- (h) ensure that the Union complies with all legal and regulatory requirements and acts according to its Constitution;
- (i) ensure that the Union operates democratically and in accordance with the Constitution, with which they will need to become familiar;
- (j) encourage the cultural perspectives, diversity and social integration of all members of the Union into the University;
- (k) attend appropriate meetings and conferences and report back to Committees, and

- the membership;
- (l) build and maintain efficient, professional and supportive working relationships with other Officers, staff members, and key contacts in the Union, University and Community;
 - (m) engage in debate with team colleagues holding each other to account and setting the Students' Union's priorities;
 - (n) take an active involvement in the review, development and implementation of the Union's mission and values;
 - (o) provide regular update to students on their area of work via the Union Website and social media;
 - (p) provide a detailed written brief for incoming post-holders one month prior to leaving office;
 - (q) ensure that the Union does not discriminate on the basis of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation or any other irrelevant characteristic.

5. RSU Advisory Board

- (a) The RSU Advisory Board is a formal sub-committee of the Ravensbourne Board of Governors. The Education Act 1994 requires institutions to 'take steps as are reasonably practicable to secure that any Students' Union at the establishment operates in a fair and democratic manner and is accountable for its finances'.
- (b) The RSU Advisory Board is required to report annually to the Ravensbourne Board of Governors the following:
 - i. A report regarding any elections held that year
 - ii. An end of year financial report
 - iii. An annual list of all external organisations to which the union has made donations and details of those donations
 - iv. A list of all external organisations to which the RSU Advisory Board has agreed for the Union to affiliate to, including details of any subscription or similar fee paid or proposed to be paid
- (c) The RSU Advisory Board shall be responsible for the management and administration of the Union and (subject to the Education Act, this agreement and the Students' Union Constitution) may exercise all the powers of the Union.
- (d) The RSU Advisory Board's powers shall include but not be limited to responsibility for:
 - i. the governance of the Union;
 - ii. the budget and finances of the Union; and
 - iii. the strategy of the Union.
- (e) The RSU Advisory Board may override any decision or Policy made by the Student Parliament or Extraordinary Meeting of the Student Parliament which the members of the RSU Advisory Board consider (in their absolute discretion):
 - i. has or may have any financial implications for the Union;
 - ii. is or may be in breach of, contrary to or otherwise inconsistent with the education law or any other legal requirements (including ultra vires); or
 - iii. is not or may not be in the best interests of the Union or all or any of its

objects;

- (f) No alteration of the Students' Union Constitution or the Agreement shall invalidate any prior act of the members of the RSU Advisory Board which would have been valid if that alteration had not been made.
- (g) Membership of the RSU Advisory Board shall include all elected Officers, a student member, two Lay members appointed by the Board of Governors, two Governor members appointed by the Board of Governors, one Ravensbourne teaching staff and one Ravensbourne non-academic staff member with appropriate authority in respect of financial and operational decisions appointed by the University Executive Team.
- (h) The Students' Union President shall chair the RSU Advisory Board meetings and a Governor/Lay member shall be the Vice Chair of the committee.

6. The Students' Union Executive Committee

- (a) The Students' Union Executive Committee (SU Executive Committee) shall be responsible for co-coordinating the Union's activities. All elected Officers shall be members of the SU Executive Committee.
- (b) The SU Executive shall meet formally at least once a month. The President of the Union shall be responsible for convening all SU Executive Committee Meetings and shall chair the meetings. The quorum of the SU Executive Committee shall be all Officers. Decisions made at an inquorate meeting shall be endorsed at a later meeting or submitted to the Student Parliament for approval.
- (c) Any Officer who does not attend three consecutive SU Executive Committee Meetings will cease to be an Officer after the conclusion of the third meeting unless the Student Parliament determines otherwise following a report of the matter to the following Student Parliament meeting.
- (d) A report of the attendance of SU Executive Committee meetings shall be given to each Student Parliament, whereby the Parliament shall have the authority to determine if the number of meetings attended is adequate to fulfil the role of the Officer.
- (e) The SU Executive Committee may constitute subcommittees subject to approval by the Student Parliament.

7. Student Parliament

- (a) The Student Parliament shall be the supreme decision-making body of the Union, subject to this Constitution and the Instrument and Articles of Government of the University and restrictions imposed by Law.
- (b) The Student Parliament Meeting shall be convened at least once in each term and three times in one academic year.
- (c) All full members of the Student Parliament shall be entitled to speak and vote on all matters. Ordinary members of the Union may attend any meeting of the Student Parliament. While such attendees may speak or make proposals to the Parliament, they may not vote.
- (d) Members elected to serve on the Student Parliament shall cease to hold office:-
 - i. Upon receipt of written notice of resignation by the Chair of the Student Parliament; or
 - ii. If they are directly or indirectly interested in any contract with the University or Students' Union and fails to declare the nature of his interest

- and the Student Parliament passes a resolution that by such a failure they should cease to be a member of the Student Parliament; or
- iii. If they are unable or unfit to discharge the functions of a member of Parliament, and the Parliament passes a resolution that they are, by reason of being unable or unfit to discharge the functions of a member of Parliament, removed from office; or
 - iv. Is given notice in writing of their removal by resolution of the Parliament provided that not less than three-quarters of the Parliament so resolve; or
 - v. Upon the passing of a motion of 'no confidence' as defined in Schedule 3.

(e) There shall be the following officers of the Student Parliament –

- i. The Chair, who shall be elected by the Student Parliament members from the Student Course Representatives, at the Student Rep Reception. The Chair will serve until the expiry of the Academic year.
- ii. The Vice-Chair, who shall be elected by the Student Parliament members from the Student Course Representatives, at the Student Rep Reception. The Vice-Chair will serve until the expiry of the Academic year and chair the meetings in the absence of the Chair.
- iii. The Secretary, who shall be Students' Union Manager or equivalent. The Secretary shall be responsible for arrangements for the preparation of minutes of every meeting of the Parliament and the Executive Committee shall approve such arrangements.
- iv. The Students' Union President shall chair meetings in the absence of Chair or Vice-Chair.

(f) The Student Parliament shall consist of elected representatives as follows –

- i. Elected Officers
- ii. All elected Student Course Representatives

(g) Two Student Course Representatives plus 1 representative per 100 students in each level shall be elected from each course, level and intake point at the beginning of academic year before the first Student Parliament Meeting and a minimum of two from each level.

Size of course	Number of Course representatives
50	2
101+	3
201+	4
301+	5

- (h) Where constitutional change alters the numbers of Course Representatives this will be addressed at the next start of year.
- (i) The meeting must always be quorate. The quorum shall be 35 percent elected Student Parliament members.
- (j) The Student Parliament Meetings shall be conducted in accordance with Schedule 3.

8. Extraordinary Meetings of the Student Parliament and Referenda

- (a) There may be some issues which either the Students' Union Executive Committee or Student Parliament believe should be referred to the general membership of the Student Union. In such cases, an Extraordinary Meeting of the Student Parliament may be convened by the President. Alternatively, the views of the general membership may be sought through a referendum.
- (b) The quorum for an Extraordinary Meeting of the Student Parliament shall be 20 per cent of the full members of the Union (rounded up to the nearest whole number). The Chair of the Meeting is required to take a count of those present at the commencement of the meeting and/or prior to any vote or decision to establish whether a quorum exists. Decisions made by an inquorate meeting shall be made available for view and comment by all students via Students' Union Website and other media. Should any objections to the decisions be raised as a consequence, the item shall be brought forward to the next meeting of the Student Parliament who will make a decision. If no objections are made within 7 days of publication, the decision will be confirmed.
- (c) When a referendum of the full membership of the Union takes place, this shall be conducted by secret ballot and the result shall only be considered valid when at least 20 percent of the full members of the Union participate (rounded up to the nearest whole number). When a referendum result is invalid by dint of low participation, then the matter shall be brought forward to the next meeting of the Student Parliament who will make a decision.
- (d) The President shall convene an Extraordinary Meeting within seven working days of the receipt of a request for a meeting giving details of the matter to be discussed signed by 20 per cent of the Student Parliament members (rounded up to the nearest whole number).
- (e) The President shall publicise the Extraordinary Meeting of the Student Parliament. The Chair or Vice-Chair of the Student Parliament shall chair the meeting. In the absence of Chair or Vice-Chair of the Student Parliament, the President shall chair the Extraordinary Meeting of the Student Parliament.

9. Minutes

- (a) At all formal RSU Advisory Board meetings, Students' Union Executive Committee meetings, Student Parliament and Extraordinary Meetings of the Student Parliament, minutes shall be taken which shall be read and then confirmed, with the necessary corrections at the next appropriate and relevant meeting.
- (b) A copy of the Minutes of each RSU Advisory Board meeting, Student Parliament and Extraordinary Meeting of the Student Parliament shall, as soon as possible after the meeting, be placed on the Students' Union Website (excluding any reserved item).
- (c) Confirmed Minutes shall be displayed as soon as possible after confirmation. Payments may only be made after publication of the minutes of meetings authorising such drawings or payments.

10. Affiliations

- (a) The Union may be affiliated to the National Union of Students (NUS) as a constituent organisation.
- (b) Where it is intended that the Union or a subsidiary club or society is to affiliate to, or make a donation to any other external organisation, that intention must be made in the form of a motion to a Student Parliament Meeting [see paragraph 6 above]. This shall be published on the Students' Union Website at least four days

in advance of the Student Parliament where a decision is to be made. It shall also be forwarded to the Clerk to the Board of Governors at the same time. The motion must include:

- i. the name of the organisation;
- ii. details of any subscription or similar fee to be paid, and of any donation proposed to be made to the organisation;
- iii. a case arguing that the affiliation and/or donation is consistent with the objects of the Union and with the charitable status of the University.

- (c) A petition signed by five percent of Union members may require that a secret ballot of members be held on the question of continued affiliation to any particular organisation.

11. Union Clubs and Societies

All recognised Union Clubs and Societies shall be formed and administered in accordance with Schedule 2.

12. Amendments

- (a) The Student Parliament shall be the sole student body competent to recommend amendments to the Constitution and Schedules.
- (b) All amendments to the Constitution and Schedules shall require the support of two-thirds of those present and entitled to vote.
- (c) No amendment to this Constitution shall be proposed as 'emergency business' at any Student Parliament meeting.
- (d) In accordance with law, as expressed in the Articles of Government of the University, only the Board of Governors of Ravensbourne may formally approve amendments to the Constitution.

13. Conduct of Meetings

The business of formal meetings of the RSU Advisory Board, Executive Committee, Student Parliament, and Extraordinary Meeting of the Student Parliament shall be conducted in accordance with Schedule 3.

14. Interpretation

- (a) The University Secretary shall have the power to interpret the Constitution or to decide upon any matter not covered by the Constitution upon the advice of the Student Parliament and the SU Executive Committee.
- (b) Any ruling by the University Secretary shall remain final until the matter is resolved through the Student Parliament. The University Secretary, via the SU President, shall consult with the SU Executive Committee before making such a ruling.

15. Indemnity

- (a) Every Officer, appointee or member of staff of the Union shall be entitled to be indemnified out of the assets of the Union against all losses or liability which they

may sustain or incur in or about the execution of her/his office or otherwise in relation thereto, and no Officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the execution of the duties of their office or in relation thereto.

- (b) No provisions in this Clause shall affect the liability of Officers, appointees or members of staff of the Union for the consequences of any negligent act or misconduct on their part.

16. Complaints

Any student or any other person who may or may not be a member of the Union, may by letter to the President (which shall be copied to the Head of Quality or equivalent) register:

- (a) a dissatisfaction with their dealings with the Union, or
- (b) a claim of being unfairly disadvantaged by reason of having exercised the right not to be a member or not to be represented by the Union.

The process will be managed in accordance with the RSU Complaint Procedure.

SCHEDULE 1: ELECTIONS

1. Eligibility

- (a) The conduct of annual elections to elected Officers shall be the responsibility of the Union in accordance with the Union's Constitution and election regulations.
- (b) In accordance with the requirements of the 1994 Education Act, the University shall satisfy itself that the Union elections are fairly and properly conducted. Should the University become aware of irregularities in the conduct of elections it shall have the right to investigate these and to draw its conclusions to the attention of the Returning Officer. The University shall refuse to recognise the appointment of any elected Officer whom it believes, following such investigation, to have been elected improperly.
- (c) All candidates shall be enrolled students of the University at the time of election.

2. Post of President

Any full member of the Union shall be eligible to serve as the President of the Union provided that they shall be prepared to comply with the provisions of this Constitution. The President shall not continue their study during the tenure of office.

3. Post of Vice President

Any full member of the Union shall be eligible to serve as a Vice President provided that they shall be prepared to comply with the provisions of this Constitution. Vice Presidents shall not continue their study during the tenure of office.

4. NUS Delegate

One delegate for the Annual Conference of the National Union of Students (NUS) shall be elected during the Annual Election. The delegate shall attend the Conference alongside the Union President.

5. Returning Officer

- (a) The National Union of Students (NUS) shall serve as the Returning Officer and be responsible for ensuring that elections are conducted fairly, democratically, and in accordance with all the relevant rules and procedures. The Returning Officer's decision on all matters relating to the conduct of elections shall be final.
- (b) The Students' Union Manager or equivalent shall run the election on behalf of the Returning Officer as the Deputy Returning Officer.

6. Timing

The elections shall take place in the spring semester.

7. Method of Election

- (a) Elections shall be conducted by Single Transferable Vote (STV). All elections shall be conducted by electronic ballot and the services of an independent balloting company experienced in the conduct of such ballots shall be engaged by the Returning Officer, the costs of which shall be borne by the Union.

(b) All Officers shall be elected from and by all full members of the Union.

8. Election Regulations

(a) Regulations governing the conduct of elections including rules for candidates shall be prepared and maintained by the Returning Officer and issued to all candidates. The Returning Officer's interpretation of all rules shall be final and binding on all candidates.

9. Nominations

(a) All nominations for posts shall be submitted to the Returning Officer, before the prescribed closing date set, by a proposer and a seconder who shall be full members of the Union.

10. Tenure of Office

(a) The term of office for President, Vice Presidents shall be for one year, normally from 1 July to 30 June.

11. Re-open Nominations (RON)

(a) In any election voters shall be given the option of voting to re-open nominations. All candidates, including unopposed candidates, shall therefore run against "Re-open Nominations" (RON).

12. By-elections

(a) By-elections shall be held in the event of the following:

- i. "Re-open Nominations" (RON) is successful in any election;
- ii. a post holder elected in the annual election resigns before taking up post;
- iii. a position becomes vacant during the Winter or Spring term; and
- iv. an Officer is removed from office in accordance with the section 14 below.

(b) The Returning Officer shall make arrangements for a by-election to be held.

13. Co-options

(a) The SU Executive Committee may co-opt Officers in the event of following:

- i. if there is no candidate for a position during the annual election or by-election; and
- ii. if a position becomes vacant during the summer term.

(b) Such co-options are subject to rectification by the Student Parliament. In the event of more than one candidate for co-option for a single post, there will be a selection by the Student Parliament. The co-opted Officer will take up the position at the earliest possible time.

14. Removal from Office

If a motion of no confidence is passed in an elected post holder with a two-thirds majority of a Student Parliament Meeting, the post holder is removed from office

immediately and the vacancy so created will be filled by a by-election or co-option.

SCHEDULE 2 - CLUBS AND SOCIETIES

- (a) Requests for recognition by any club or society must be presented to the Students' Union Executive Committee and a Constitution is supplied with the request. This Constitution is to include:
- i. the name of the club/society;
 - ii. the aims and objects of the club/society (which shall not be contrary to those of the Union);
 - iii. regulations relating to membership eligibility;
 - iv. provision for the election of a committee of officers;
 - v. the responsibilities of the committee of officers;
 - vi. provision for general meetings of all members of the club/society;
 - vii. provision for an AGM at which accounts shall be presented.
- (b) The club or society shall be recognised on approval by the RSU Executive Committee of its Constitution, and on receipt of verified membership figures that confirm that it has at least three officers and ten members.
- (c) The recognition of a club/society may be withdrawn by the RSU Executive Committee if it receives evidence that a club or society is contravening its Constitution.
- (d) The names and contact details of recognised clubs and societies shall be published on the Students' Union Website.
- (e) The club/society shall have the right to remove from office any Officer who fails to fulfil the obligations of their post.
- (f) The RSU Executive Committee may allocate funds to a club or society on the basis that such funds are used only in accordance with the objects of the Union and Financial Regulations of the University. Such allocation may not take place without the approval of Student Parliament.
- (g) All monies received/raised by a club or society shall be deposited to the Finance Department of the University via Students' Union Staff. The Union may match the amount from Union budget as/when the club or society organises events or activities that are in accordance with the objects of the Union, subject to approval by the Students' Union Executive Committee.

SCHEDULE 3 - COMMITTEES AND MEETINGS

1. RSU Advisory Board

1.1 Members of the RSU Advisory Board

The RSU Advisory Board shall comprise the following members:

- (a) All elected Officers shall be the members of the RSU Advisory Board. These members shall normally be elected as outlined in section 4 of this document. Elected Officers shall serve one year terms, for no more than two consecutive terms. The elected Officers shall be deemed to be “major union office holders” for the purposes of Section 22 of the Education Act.
- (b) The Chair of the Student Parliament shall serve as the Student Member of the RSU Advisory Board. This member shall be elected as outlined in section 7 of this document. The Student Member shall serve one year terms, for no more than two consecutive terms.
- (c) There shall be not more than 2 Lay Members of the RSU Advisory Board. These members shall be appointed by Ravensbourne Board of Governors. Lay Members shall serve two year terms, for no more than two consecutive terms.
- (d) There shall be not more than 2 Governor Members of the RSU Advisory Board. These members shall be appointed by Ravensbourne Board of Governors. The Governor members shall serve two years terms, for no more than two consecutive terms.
- (e) There shall be a Ravensbourne teaching staff and non-academic staff member on the RSU Advisory Board. These members shall be nominated by the Ravensbourne Executive Team. The non-academic staff member of the RSU Advisory Board shall have appropriate authority in respect of financial and operational decisions so as to ensure that decisions can be made without undue delay.

1.2 Resignation and Removal of the Members of the RSU Advisory Board

- (a) Members of the RSU Advisory Board may resign or be removed in the following circumstances:
 - i. in the case of an elected Officer, they cease to be an elected Officer of the Union or resign an employee of the Union;
 - ii. in the case of a Student Member, they cease to be a Student or resign from their position;
 - iii. in the case of an elected Officer or a Student Member, they are removed from membership of the Union in accordance with the Students’ Union Constitution;
 - iv. A lay member or governor member can only be removed by Ravensbourne Board of Governors.
- (b) All Members of the RSU Advisory Board may resign or be removed in the following circumstances:
 - i. the Members of the RSU Advisory Board reasonably believe they are 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;
- ii. they fail to attend three consecutive meetings of the RSU Advisory Board and in the opinion of the Members of the RSU Advisory Board there are no mitigating circumstances for that failure and the Members of the RSU Advisory Board therefore resolve that he or she be removed for this reason;
or
- iii. they submit a resignation to the Chair of the RSU Advisory Board.

1.3 Decision-Making by The RSU Advisory Board

- (a) The RSU Advisory Board shall hold a minimum of three meetings in any Academic Year, unless a further or emergency meeting is deemed necessary by the Chair, Vice-chair, or any two members of the RSU Advisory Board.
- (b) Members shall normally be given at least 7 days' notice of a meeting, unless circumstances require a meeting be held at shorter notice.
- (c) Guests or observers can attend meetings of the RSU Advisory Board at the discretion of the Chair of the meeting.
- (d) At a meeting of the RSU Advisory Board, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- (e) The quorum for a meeting of the RSU Advisory Board must never be less than four and such quorum must include at least two student members (either elected Officers or Student Member) of the RSU Advisory Board. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Members of the RSU Advisory Board have a Conflict of Interest, the quorum shall be four.
- (f) The RSU Advisory Board may take a unanimous decision without a meeting of the RSU Advisory Board by indicating to each other by any means, including without limitation by electronic means, so long as quorum has been met. Decisions taken outside physical meetings must be noted at the following meeting.
- (g) The Chair may take decisions by Chair's Action where necessary.
- (h) Questions arising at a meeting of the RSU Advisory Board shall be decided by a majority of votes. In the case of an equality of votes, the Chair of the meeting shall be entitled to a casting vote in addition to any other vote they may have.

1.4 Chair and Deputy Chair

- (a) The President of the Union shall be the Chair of the RSU Advisory Board.
- (b) The RSU Advisory Board shall appoint one of the Lay/Governor members as the Deputy Chair of the RSU Advisory Board and may at any time remove them from office. The role of the Deputy Chair will be to support the Chair.
- (c) In the absence of the Chair and the Deputy Chair, another Advisor appointed by the Members of the RSU Advisory Board present shall preside as chair of the meeting.
- (d) As well as chairing the meetings, the Chair, through the secretary of the Advisory Board, will be responsible for ensuring that decisions are appropriately communicated to the members of the Union.

1.5 Conflict of Interest

- (a) Whenever a Member of the RSU Advisory Board finds themselves in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the RSU Advisory Board unless, or except to the extent that, the other Members of the RSU Advisory Board are or ought reasonably to be aware of it already.
- (b) Where a Member of the RSU Advisory Board has a Conflict of Interest in respect of that matter they must:
 - i. remain only for such part of the meeting as in the view of the other members of the RSU Advisory Board is necessary to inform the debate;
 - ii. not be counted in the quorum for that part of the meeting or decision-making process; and
 - iii. withdraw during the vote and have no vote on the matter.

1.6 Secretary and Minutes

- (a) A Secretary shall be appointed by the RSU Advisory Board. The Secretary shall not be a voting member of the RSU Advisory Board but shall be responsible for ensuring that the agenda and Board papers are circulated well in advance of the meetings and minutes produced for each meeting.
- (b) The Secretary shall also be responsible for ensuring that actions agreed at meetings are noted and those responsible informed and reminded of their responsibilities to complete actions agreed.
- (c) The Secretary shall be responsible for ensuring that records of the following are kept up to date and published online for members:
 - i. all appointments of officers made by the RSU Advisory Board;
 - ii. all resolutions of the Union and of the RSU Advisory Board; and
 - iii. all proceedings at meetings of the Union and of the RSU Advisory Board, including the names of the Members of the RSU Advisory Board present at each such meeting.
- (d) The minutes of the meetings referred to above shall normally be considered open and shall be available to the Members on the Union's website, except where those minutes relate to any reserved or confidential matters.

2. Ravensbourne Students' Union Executive Committee

The RSU Executive Committee shall prepare terms of reference and standing orders for the conduct of meetings of the Executive Committee and these shall be submitted annually to the first meeting of the Student Parliament for approval.

3. Student Parliament

- (a) The Secretary of the Parliament shall provide notice of the time, date and place of all Student Parliament Meetings, to be circulated to all Parliament Members and to be posted on Students' Union Website at least ten days before the meeting.
- (b) Notice of emergency meetings of Parliament must be circulated and posted at least forty-eight hours before the meeting.
- (c) The Chair will call an emergency meeting of the Parliament upon receipt of a

written request from twenty per cent of the total Student Parliament Members other than the Students' Union Executive Committee members.

3.1 Agenda

- (a) The agenda for a Parliament Meeting shall be drawn up in accordance with the following:
- 1) Opening remarks – Chair (including apologies)
 - 2) Elections
 - 3) Minutes of the last meeting
 - 4) Matters arising from the minutes
 - 5) Briefing the Management Team of Ravensbourne
 - 6) The Students' Forum
 - 7) Executive Report
 - 8) Motions
 - 9) Emergency Motions
 - 10) Guest Speakers (who may not be present at the meeting prior to their being called to speak)
 - 11) Any other business – exceptionally and by leave of the Chair
- (b) The Secretary will circulate the agenda, executive report and motions to all members of the Parliament, at least forty-eight hours in advance of the meeting.

3.2 Officers Reports

- (a) The elected officers shall present a written report prepared by the President to every Parliament Meeting which shall outline past work performed by each member and indicate which areas of work they have been responsible for.
- (b) The report shall:
- i. List the contents of all directions from the previous Parliament Meetings, which have been delegated to named Officers.
 - ii. Indicate whether all or part of the directions has been fulfilled.
 - iii. List all outstanding actions.
- (c) The Students' Union Executive Committee shall present the report and then the Chair shall invite questions and discussions.
- (d) The following motions may be moved on the report:-
- i. Adoption of the report
 - ii. Reference back of the report or specified parts
 - iii. The instruction that an unfulfilled direction be fulfilled
 - iv. The censure of a named member or members of the whole Executive Committee.
 - v. The removal of responsibility for a specific area of work from a named member of the Executive Committee.
- (e) Any elected member of the Parliament may present a report if they so desire, or if requested to do so by the Parliament. This shall be in accordance with the above

regulations.

3.3 Motions

- (a) There shall be three categories of motions to Parliament Meetings:
 - i. Motions
 - ii. Emergency Motions
 - iii. Motions of “no confidence”
- (b) All motions shall be proposed and seconded by elected Parliament Members.
- (c) All motions except Emergency Motions must be submitted at least 10 working days before the meeting. The text of such motions shall be circulated to all Parliament Members and available to all Union members at least 8 working days before the meeting.
- (d) Amendments to motions must be submitted to the Chair, proposed and seconded by a Member of Parliament, in writing, at least 4 working days before the meeting.
- (e) The Chair may rule an amendment out of order if:
 - i. It is not relevant to the original motion;
 - ii. It is a variation of a previously defeated amendment;
 - iii. If it is a negation of the motion.
- (f) An Emergency Motion may be submitted, only if its contents deal with matters, which have arisen since the closing date for the submission of motions, and its content cannot await the next Parliament meeting. The Chair alone shall decide on whether an Emergency Motion shall be considered.
- (g) Emergency Motions must be submitted in writing at least 48 hours before the meeting.

3.4 Discussion of Motions

- (a) The member proposing the motion shall make a speech in favour to be followed by the Chair inviting a speech against. Each of these speeches shall be no longer than three minutes.
- (b) There shall then be a second round of speeches for and against, each not to exceed three minutes and then the motion shall be open for discussion, at the discretion of the Chair. The proposer may make a summation immediately before the vote is taken.
- (c) After a motion has been proposed, amendments, if any, must be dealt with and they should be proposed and seconded in the same way as motions.
- (d) Any amendment may be incorporated immediately with the consent of the proposer and seconder of the original motion.
 - i. Once an amendment is before a meeting, it must be dealt with before dealing with ‘the Substantive’:
 - ii. If an amendment is carried, the motion as amended becomes the substantive motion;
 - iii. Only one amendment shall be before the meeting at any one time;
 - iv. Once an amendment has been passed the proposer of the original motion

shall have the right to pass the summation speech for the substantive to the proposer of the amendment;

- v. No amendment may be moved after the summation speech has either begun or finished.
- (e) All motions shall be passed by simple majority of the members present in favour except for motions proposing “no confidence” which shall require a two-thirds majority, and constitutional amendments which shall require two-thirds majority. Voting shall be by show of hands unless there is a request of secret ballot by any member of the Parliament.
- (f) Any motion or amendment proposed and seconded can only be withdrawn by a simple majority of Parliament. A motion withdrawn by the proposer is still open to the seconder and another Parliament Member to propose, providing this immediately follows the withdrawal.
- (g) Should there be no discussions when a motion or amendment has been proposed, the Chair shall:
- i. Formally ask if there is any opposition or questions
 - ii. Advise the Parliament that if there is no opposition, the motion or amendment will be carried
 - iii. In the event of there still being no opposition declare the motion or amendment carried.
- (h) A motion which is defeated or a motion or amendment which is substantially the same as a defeated motion shall not be considered again at the same Parliament Meeting.

3.5 Motion of “no confidence” in SU Executive Committee Members

- (a) Motions of “no confidence” must name the individual or individuals who are the subject of the motion and the reason or reasons why the motion is proposed. The motion will then be discussed as above and move to a vote at the discretion of the Chair.
- (b) If a motion of “no confidence” is passed the person named shall cease to hold office immediately and they shall be paid up until the end of the day the motion is passed.
- (c) Motions of “no confidence” shall not be allowed as Emergency Motions.

3.6 Point of Order

- (a) A point of order may be raised at any time, except during a speech or during a vote, unless relating to that vote. A Point of Order will have precedence over all other business, and have the following descending order of priority:
 - i. A request for a quorum count;
 - ii. A request for a ruling or interpretation from the Chair;
 - iii. A request for a re-vote;
 - iv. Other points of order relating to the procedure of the meeting.
 - v. A point of order only requires one Parliament Member to make it.

3.7 Procedural Motions

- (a) Procedural Motions are next in precedence to points of order. Their descending order of priority is as follows:
- 1) That this meeting has no confidence in the Chair;
 - 2) That the Chair's ruling be overturned;
 - 3) That the meeting be adjourned;
 - 4) That the meeting be closed;
 - 5) That the motion be not put;
 - 6) That the motion be now put;
 - 7) That the question be now put;
 - 8) That the question be not put;
 - 9) That the question be adjourned to later in the same meeting or to a later meeting;
 - 10) That the question be referred to another body or person;
 - 11) That the question be voted on as a whole;
 - 12) That the question be voted on in parts.
- (b) All procedural motions shall have a proposer and seconder. They shall be voted upon after at least one speech in favour and one against and shall require a simple majority to be passed.
- (c) For a motion of "no confidence" in the Chair, the President shall take the chair for the duration of the Parliament consideration of that motion. If the motion is passed the Chair shall immediately revert to being an ordinary Parliament Member and the Parliament shall elect a new Chair.

3.8 Point of Information

- (a) Points of Information may be raised while a member is speaking, except when the Chair is making her/his opening remarks or when a member is summing up.
- (b) They shall consist of information offered or a question asked of a member, providing the member accepts the point. They shall contain no point of argument.

3.9 The Chair

- (a) Until such time as the Members of Parliament have elected the Chair, the Chair shall be taken to be the President.
- (b) The President shall chair the Parliament until the appointment of a Chair.
- (c) The Chair shall have the general power to direct the proceeding of the meeting and their ruling on any point shall be final.
- (d) The Chair shall not participate in debates, s/he shall vacate the chair to the Vice-Chair or President for the whole of any business that s/he wishes to speak upon.
- (e) The Chair shall ensure that the meeting is in order, that remarks are relevant to the questions under debate and that no racist, sexist, homophobic, intimidatory, threatening, harassing or defamatory remarks are made, either generally or by one member concerning another.
- (f) Members shall, when speaking, always address themselves by name to the Chair.
- (g) The Chair shall decide the right of priority in speaking. If more than one member

wishes to speak at the same time priority shall go to whoever “catches the eye” of the Chair first.

- (h) Whenever the Chair speaks, any member speaking or offering to speak must desist. If the Chair calls a member to order, the member speaking shall cease to do so and stand down. No other person shall speak to the meeting until the Chair gives permission for the debate to continue.
- (i) Any member refusing to comply when called to order by the Chair shall be expelled from the meeting and not allowed to return. The Parliament may by a majority vote also require that a member so suspended from one meeting be suspended for a further two meetings.

3.10 Voting

- (a) All elected Parliament Members shall have one vote, except the Chair, who shall only have the casting vote when the Parliament is equally divided.
- (b) Only those able to prove membership of Parliament shall vote.
- (c) Voting shall be by show of hands unless there is a request of secret ballot raised by any Parliament Member. The Secretary will be responsible for the conduct of such votes.

3.11 Policy Lapse

- (a) At the beginning of the first Parliament Meeting of the academic year, the President shall notify the meeting of all Union policies that have been in existence for three years or more or that were last ratified three years earlier.
- (b) The text of these policies shall be circulated to all Parliament Members indicating when they shall lapse.
- (c) Any objections to the policy lapse should be raised under ‘Any Other Business’.
- (d) The Chair shall invite a speech moving each objection and a speech against and the meeting shall then move to a vote, where a simple majority shall retain policy.
- (e) If no objections are raised, that policy shall lapse immediately.

4. Extraordinary Meeting of the Student Parliament

- (a) The agenda for an Extraordinary Meeting of the Student Parliament shall be drawn up in accordance with the following:
 - 1) Opening remarks by the Chair
 - 2) Discussion on the issue(s) referred by the Students’ Union Executive Committee and/or Student Parliament
 - 3) Vote
- (b) The Meeting may not discuss any matter other than those listed above.
- (c) All decisions shall be made based on the fact that they are preferred by simple majority of the members present in a quorate meeting.

SCHEDULE 4 - ADMINISTRATIVE AND MISCELLANEOUS PROVISIONS

1. Day-to-Day Management of the Union

The RSU Advisory Board shall delegate the responsibility of the day-to-day management of the Union to the Students' Union Manager or equivalent:

- (a) the delegated power shall be to manage the Union by implementing the policies and strategy adopted by and within a budget approved by the RSU Advisory Board and if applicable to advise the RSU Advisory Board in relation to such policy, strategy and budget;
- (b) the RSU Advisory Board shall provide the Students' Union Manager or equivalent with the extent of their authority though the Students' Union Manager or equivalent's employment contract and line management will reside with the Head of Student Services.
- (c) the Students' Union Manager or equivalent shall report regularly to the RSU Advisory Board on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union;

2. Financial and Operational Administration

- (a) The Union shall submit a budget proposal to the RSU Advisory Board prior to the University budgeting cycle as required by the Director of Finance.
- (b) The University will agree, on an annual basis, a budget for the Union which will be administered by the RSU Advisory Board through the delegated authority of the Students' Union Manager or equivalent.
- (c) The Students' Union Manager or equivalent will have delegated financial authority up to £2000. Any amount above £2000 shall be approved in accordance with the University's financial procedure.
- (d) All expenditure must be authorised by a meeting of the Executive Committee of the Union and duly minuted. The Union Executive Committee may only agree expenditure on the basis of written proposals, submitted at least 2 working days in advance and circulated to committee members as part of the agenda.
- (e) The Students' Union Manager or equivalent will submit a Financial Update to every meeting of the RSU Advisory Board which outlines all expenditure and any income which has been received by the Union. An end of year financial report will be published online every year for members.

3. Human Resources Administration

- (a) The Union will for all intents and purposes be treated as a department of the University.
- (b) All employees of the Union shall be employees of the University and shall be subject to the same policies and procedures as any other employee at the University including all HR, Health and Safety and other operational policies and procedures.

- (c) The elected Officers will also be considered employees of the University in so far as all operational policies and procedures apply. In addition, elected Officers shall be subject to political accountability in line with the Students' Union Constitution.
- (d) The elected Officers shall be subject to the University's disciplinary procedure for staff and students.

4. Facilities, Equipment and Data

- (a) The University will provide the Union with an office, access to computers and other technology.
- (b) The University will also provide the Union with access to any other facilities, data and equipment which the Union may require as appropriate subject to approval by the Chief Operating Officer and compliance with the General Data Protection Regulation (GDPR).
- (c) The University is responsible for all data processing undertaken by the Union in accordance with the General Data Protection Regulations 2018.

SCHEDULE 5 - REPRESENTATION ON UNIVERSITY COMMITTEES

- (a) The Union will own, administer and support the representative and democratic structures of the Union in order to ensure that it is student-centred, well-informed and legitimately representative in all its activity. The Union will represent its members locally and nationally and keep members informed of the manner in which it is representing them.
- (b) The Union will provide a range of student-led activities for its members including but not limited to events, sports, societies and creative opportunities.
- (c) The University will ensure that the Union has sufficient access to facilities, resources and data to ensure that it operates in a fair and democratic manner. The University will actively ensure that the Executive Officers are openly and legitimately involved and/or consulted in decision-making at all levels of the University. The University will ensure that the elected Officers are given ample time and resources to fully consult with the members of the Union before inputting into any decision-making.
- (d) The University will provide the Executive Officers with a dedicated session each year by a way of induction on the roles and responsibilities of the University's decision-making bodies, including the role of the Chair and Secretary, compliance responsibilities, levels of personal responsibility, confidentiality and conflict of interest.
- (e) The University will continue to work in partnership with the Union to provide all students with the opportunity to feedback on their programme of study and their student experience at the University. The University will actively enhance the student experience based on student feedback and engagement where possible.
- (f) The Union will support students, ensure that they are treated equally and are aware of their rights and responsibilities as members of the Union. The Union will act on behalf of students in a representative fashion to ensure that the welfare and educational needs of its members are met.
- (g) The Union representation at the University boards and committees shall be as follows
 - i. Board of Governors
Students' Union President (as the elected Student Governor)
 - ii. Academic Board
Students' Union President
Vice President
 - iii. Other appropriate committees and meetings
Members of the SU Executive Committee