



- 2.3 The Clerk to the Board will also be responsible for ensuring, on behalf of the Board, that arrangements are in place to implement this Code of Practice and that it is brought to the attention of students at least once per year.

### **3. LINKS TO OTHER DOCUMENTS**

- 3.1 The Union's written Articles of Association and Bye-laws will be made available on the Union website.
- 3.2 The Board has a responsibility under the Act to bring to the attention of all students, at least once a year, the University's obligations under section 43 of the Education (No.2) Act 1986 in relation to all





5.6 The Union will make its Articles of Association and Bye-laws available to all students through its website (and a link to this will be available from the 'Student Portal' of the University's website).

## **6. MEMBERSHIP OF THE STUDENTS' UNION**

6.1 Under the Union's Articles of Association, all enrolled students of the University, including those studying a franchised BU course at a partner institution, shall be Student Members of the Union, unless they choose to opt-out of membership. This right to opt-out of membership is a requirement of the Act and is brought to the attention of students every year through the enrolment process.

6.2 Students who exercise the right not to be a member of the Union must not be unfairly disadvantaged with regards to the provision of services or otherwise by reason of their having done so. Students who choose not to be members of the Union may not be prohibited from accessing facilities and services except in instances where the Union and the University have agreed in writing signed by duly authorised officers (who in the case of BU shall be the Vice-Chancellor) that this would not constitute an 'unfair disadvantage' under the Act. Rights which are reserved to Union members, such as voting and eligibility for election, are set out in the Union's Bye-laws.

6.3 Students who choose not to join the Union and who feel that they have been 'unfairly disadvantaged' may register a complaint and follow the University student complaints procedure which is published on the University website under Important Information.

6.4 The Union's Articles of Association allow it to offer alternative categories of membership from time to time, and as appropriate.

## **7. STUDENTS' UNION ELECTION AND OFFICES**

7.1 The Union's Bye-laws (Bye-law 3) contain detailed provisions for the election to all major union offices by secret ballot by all members entitled to vote. The Union is responsible for ensuring the fair and proper conduct of elections and for the appointment of an appropriately independent returning officer who is required to submit an annual report to the Clerk to the Board. The Clerk will receive the report on behalf of the Board and raise any concerns with the Board, to enable the Board to satisfy itself that elections are properly conducted in accordance with the requirements of the Act.

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## **8. THE FINANCIAL AFFAIRS OF THE STUDENTS' UNION**

- 8.1 The Union's Articles of Association state that the Trustees shall comply with the requirements of the Act and the Charities Act 2011 as to keeping financial records and the audit or examinations of accounts. Details of financial
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9.4 In addition to 9.3, the Union will ensure that there is a procedure in place to provide that once a year a requisition may be made by not more than 5% of members that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.

## **10. COMPLAINTS PROCEDURE**

10.1 The Act requires that a complaints procedure be available to all students who are dissatisfied in their dealings with the Union or who claim to be unfairly disadvantaged because they have chosen not to be a member. This procedure will include the provision for an independent person appointed by the Board to investigate and report on complaints.

10.2 The Union has a complaints procedure available from the Union's website at <https://www.subu.org.uk/complaints/> The University has a complaints procedure available

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