

# WESTON HALL RESIDENTS' ASSOCIATION

## AN UNINCORPORATED ASSOCIATION

### CONSTITUTION

#### 1. NAME AND INTERPRETATION

The name of the organisation shall be Weston Hall Residents' Association ("**Association**"). This constitution includes the Appendices; in the event of any conflict between the body of this constitution and the Appendices, the body of this constitution will take precedence.

#### 2. OBJECTIVES OF THE ASSOCIATION

- a) To develop a cohesive residential hall community within Weston Hall.
- b) To represent the views of members of the Association to the University of Manchester Students' Union ("**Students' Union**"), the University of Manchester ("**University**") and external parties.
- c) To uphold equal opportunities and work towards good relations amongst all members of the residential hall community, and not discriminate or harass, or tolerate any discrimination or harassment, on the grounds of race, religion, age, gender reassignment, pregnancy, maternity, disability, political belief, sex or sexual orientation.

#### 3. MEMBERSHIP

##### Full Membership

- a) Full membership of the Association shall only be open to all residents living in Weston Hall who are registered students at the University ("**Student**").
- b) If at any time a resident of Weston Hall wishes to withdraw from the Association, s/he should contact a member of the pastoral team in Weston Hall.
- c) Membership shall cease immediately upon a Student leaving Weston Hall.
- d) Membership is charged annually; membership monies shall be collected by the University, who will pass them to the Students' Union, who will hold such monies on behalf of the Association.

##### Associate Membership

(e) Individuals with links to Weston Hall may apply to the Committee (as defined at paragraph 4(a) below) to become associate members of the Association. For the avoidance of doubt, no associate member of an Association will be entitled to vote or stand for election to the Committee.

#### 4. THE COMMITTEE

- a) A committee shall be elected for the Association in accordance with the Elections Guidance set out at Appendix 1 ("**Elections Guidance**"), normally by the 4<sup>th</sup> week of semester 1 ("**Committee**"). The Committee shall normally serve for a period of 12 months, with a reasonable handover period, wherever possible.

- b) The Committee shall consist of at least five full members, who shall all be elected by a secret ballot available to all full members of the Association in line with the Elections Guidance. Guidance on the roles and responsibilities of Committee positions can be found at Appendix 2.
- c) The Committee shall make and carry out decisions in accordance with the objectives of the Association.
- d) Meetings of the Committee shall be open to any member of the Association who wishes to attend.
- e) There must be at least 50% plus one of the Committee present for any decisions to be made at a Committee meeting.
- f) Non-members of the Association may attend Committee meetings as and when invited by the Committee.
- g) If a Committee member has not attended three consecutive Committee meetings without good reason and has not submitted their apologies for any of those three consecutive meetings, they may be removed from the Committee by way of a majority vote, at the next Committee meeting, of Committee members present.
- h) Committee members and other members of the Association attending any Committee meeting must declare any interest they may have in a topic under discussion and the Committee will decide whether or not the member may continue to be present and/or contribute to discussion for that part of the meeting. For the avoidance of doubt, any individual who declares any interest in a topic under discussion will not be permitted to take part in any vote on, or around, such topic.
- i) A register of interests must be maintained by the Committee. The Committee must supply such register to the Students' Union when any changes are made to it and/or upon request.
- j) The Committee may be supported by the Students' Union Residents' Association Support Coordinator, Students' Union staff and the University's pastoral staff, as required and on request.

## **5. CONDUCT OF BUSINESS OR STANDING ORDERS**

- a) The Committee meetings will be run in accordance with the meeting guidelines set out in Appendix 3 ("**Meeting Guidelines**").
- b) Decisions at Committee meetings will be made by either a paper ballot, consensus or show of hands by the Committee members and formally recorded. Decisions made outside of Committee meetings will be made in accordance with the procedure set out in the Meeting Guidelines.
- c) The Chair or nominee shall deal with all correspondence.
- d) Minutes of Committee meetings will normally be available for members of the Association to see within one week of a Committee meeting taking place.
- e) Any appeal against, or complaints about, action taken or not taken by the Committee must be made to the Students' Union in the first instance, through its complaints procedure. The Residences Pastoral Care Manager will be informed of any complaints made.

## **6. FINANCES**

- a) The Association may raise funds by obtaining grants from other bodies or by fundraising schemes ("**Funds**"). All Funds raised by or on behalf of the Association must be applied to further its objectives.
- b) All Funds shall be held by, and accounted for at, the Students' Union on behalf of the Association.
- c) The Committee shall nominate two Committee members to be signatories on all Association accounts, the Treasurer and normally the Chair or another member of the Committee.

- d) The Treasurer is responsible for keeping the accounts of the Association and shall make them available at every Committee meeting where they may be inspected. The Students' Union will hold the Association's accounts and report on them, as required.
- e) All expenditure shall be agreed and controlled by the Committee, authorised with the signatures of two Committee members. Receipts should be acquired for all expenditure over one pound sterling or equivalent.
- f) All transactions shall be conducted in line with the financial procedures guidance set out at Appendix 4 ("**Financial Guidance**").
- g) Once a year, the Students' Union will audit the accounts of the Association and the Committee will present them to the annual residents meeting of the Association ("**Annual Residents' Meeting**").
- h) All correspondence of the Association, including the transaction reports, shall be available to the Committee members and, upon request, to the Students' Union.

## **7. ANNUAL RESIDENTS' MEETING**

- a) An Annual Residents' Meeting shall be held every year to discuss the activities of the Association, to receive the audited accounts and to receive the impact report compiled by the Association.
- b) The Annual Residents' Meeting shall be held at a suitable venue to accommodate as many members of the Association as possible.
- c) At least 14 days' notice of the Annual Residents' Meeting needs to be given to members of the Association.
- d) Annual Residents' Meetings shall be conducted in accordance with the Meeting Guidelines.

## **8. SPECIAL RESIDENTS' MEETING**

- a) Any full member of the Association, having the written support of 20 other full members of the Association, may request the Committee to call a special residents' meeting of the Association ("**Special Residents' Meeting**"). The Committee shall call the meeting within 7 days of this written request.
- b) Special Residents' Meetings shall be conducted in accordance with the Meeting Guidelines.

## **9. CHANGES TO CONSTITUTION**

- a) Proposed changes to this constitution may only be voted upon through an online vote of all full members of the Association.
- b) Any full member of the Association may call for such a vote with the support of 5% of the Association or 25 full members, whichever is greater.
- c) For decisions to be taken in relation to proposed changes to the constitution, there must be a quorum of at least 25% of all full members of the Association. The voting shall be by simple majority.
- d) All members of the Association shall be given 7 days' notice of the vote and proposed changes to the constitution.
- e) Proposed changes to the constitution must be submitted to the Residents' Association Group, which will comprise the General Secretary and Director of the Students' Union, the University's Director of Residential Services, Head of Pastoral Care and a representative from its Office of the General Counsel, in writing not less than 14 days before the vote. The Residents' Association Group has the sole discretion to either approve or veto any proposed changes to this constitution and will act in accordance with the principles set out in Appendix 5.
- f) For the avoidance of doubt, only the Returning Officer may amend the Elections Guidance.

## **10. SAFEGUARDING**

- a) The Association will ensure that any activities they are involved with will provide, and take place in, a safe environment for its members and that it will comply, and procure that its members do the same, with relevant safeguarding guidance

#### **11. HEALTH AND SAFETY**

- a) All activities of the Association will be carried out in accordance with the Health and Safety Guidelines set out in Appendix 6.

#### **12. DATA PROTECTION**

- a) The Association will comply with the Data Protection Act 1998 and all other associated laws and regulations. The University's data protection website provides guidance around data protection matters.

#### **13. LEASES AND AGREEMENTS**

- a) As trustees for and on behalf of the Association, the Committee signatories may enter into leases and access agreements, that are transferable to their successor Committee members, to further the objectives of the Association in line with the Financial Guidance.

#### **14. DISSOLUTION OF THE ASSOCIATION**

- a) A proposal to dissolve the Association may only be voted upon at a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of the Committee members being submitted to the Chair.
- b) All full members of the Association shall be informed of such a meeting at least 21 days before the date of the meeting.
- c) A proposal to dissolve the Association shall only be approved if agreed by two thirds of the full members present and voting at that meeting.
- d) A proposal to dissolve the Association must be submitted to the Residents' Association Group in writing not less than 14 days before the vote. The Residents' Association Group has the sole discretion to either approve or veto the proposed dissolution of the Association. If it approves such dissolution and the dissolution is ratified by the Association, the Residents' Association Group will be responsible for deciding how to deal with the assets and liabilities of the Association.

**This constitution was adopted at a General Meeting of the Weston Hall Residents' Association on 18<sup>th</sup> March 2014.**

Shihabul Alam Bhuiyan	Gurpreet Kapoor	Piyush Pradhan
Chair	General Secretary	Treasurer

# Appendix 1 - Elections Guidance

## General Regulations for Elections and All Member Votes

1. The Returning Officer will be appointed by the University of Manchester Students' Union ("Students' Union") and will normally be a member of staff of the Students' Union.
2. The Returning Officer will appoint Deputy Returning Officers to deal with specific areas of the election process as required.
3. The Returning Officer will publish all election details for the elections, including election rules for candidates.
4. Only full members of the Association shall have a vote. No full member shall have more than one vote.
5. Voting shall be by secret ballot using the single transferable vote (STV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland. Voting shall be conducted online and may be facilitated by the Students' Union.
6. The Returning Officer shall be responsible for the conduct of all matters regarding the elections.
7. The Returning Officer will have the duty to determine and amend this document as necessary.

## Elected Positions

8. The following positions shall be elected by an all member vote:
  - i. Chair/Senior Student/President ("Chair");
  - ii. Treasurer;
  - iii. Secretary/General Secretary ("Secretary");
  - iv. Social Secretary;
  - v. Sports Secretary; and
  - vi. all others as agreed by the committee which shall be added to the list of positions by the Returning Officer.

## Reserved Positions

9. Where a Committee includes a position reserved on the basis of personal characteristic (e.g., gender), the candidature eligibility for this position will be based on candidates' self-definition on the nomination form.

## Candidate Eligibility

10. To be eligible to stand in any election, a candidate must be a full member of the Association.

### **Timing of Elections**

11. Elections shall be held at times which are intended to enable the largest possible number of members resident in the year that the office will be held to stand and/or vote (normally within the first four weeks of residents moving in). Elections shall be scheduled by the Returning Officer in consultation with the Committee and the Warden.
12. Detailed notice of elections shall be given before nominations open.
13. Nominations shall be open for a period of days adequate to reasonably allow a member to complete the nominations form.
14. A candidates' meeting must be held following the closure of nominations, at a time specified by the Returning Officer, to outline the election regulations.
15. Polls shall be open for a period of days adequate to reasonably allow all full members to vote online.
16. Where a position falls vacant during the term of office, a bye-election shall be held, within a reasonable time, in accordance with this guidance.

### **Nominations**

17. Nomination forms must be available as soon as nominations open and available for submission online unless the Returning Officer has authorised a paper based method.
18. The Returning Officer or the Deputy Returning Officers will then check nomination forms and compile these at the close of nominations when the names and manifestos of the candidates will be published.
19. Each completed nomination form must include the full name and student number of those nominated.
20. A receipt must be issued by the Students' Union to confirm the submission of each completed nomination paper.
21. No nominations will be accepted after the advertised closing deadline.

### **Conduct**

22. Candidates must conduct themselves within the law and within the election regulations as set by the Returning Officer, as well as abide by any additional guidance produced at the close of nominations by the Returning Officer. See Note 1 below.

### **Complaints & Appeals**

23. Complaints and appeals will be solely dealt with in accordance with the election regulations. This will supersede any pre-existing constitutional processes in this regard.

24. Any complaints about election candidates should be made in writing to the Returning Officer before close of polling.

25. Appeals against the decision of the Returning Officer in relation to a complaint can be made only under the following circumstances:

- i) where a candidate feels that the Returning Officer's decision is not a fair interpretation of the rule/regulation that was allegedly breached; or
- ii) where a candidate feels that the Returning Officer has consistently shown bias towards a particular candidate.

In either case, the Returning Officer's decision can be appealed to the Appeals Panel (consisting of the Students' Union Community Officer and University of Manchester Pastoral Team General Manager) by submitting an appeal by email through the RA Support Coordinator within 2 working days of the Returning Officer's decision being made. This appeal should provide evidenced arguments to substantiate the appellant's case. The decision of the Appeals Panel is final.

### **NOTES TO APPENDIX 1**

Note 1:

Election rules for candidates can be found at [www.manchesterstudentsunion/raelectionrules](http://www.manchesterstudentsunion/raelectionrules) , these must be followed in addition to guidance issued by the Returning Officer specific to the election.

## **Appendix 2- Committee Positions and Role Descriptions**

Different Association Committees have different roles and positions. It depends on the size of the Association, as well as its traditions. All Committees must have a minimum of five members and the first five of the following positions are required. These positions will ensure that the Association is covering its constitutional responsibilities and fulfilling its objectives, but that is not to say that other positions are not valuable; in fact they add a great deal to Associations.

This is not a prescriptive list and it does not limit what positions Committees may have; a number of Committees have positions that are not listed below. The key thing is that all positions help the Associations achieve a sense of community and help students to enjoy their time in halls and Associations.

**The following positions must be elected in all Committees:**

### **1. Chair/Senior Student/President**

- Will chair meetings of the Association Committee, making sure that the meetings cover all the business in the time available, that all members have a say and that clear decisions are made.
- Will oversee and coordinate the work of the Association, ensuring that members of the Committee deliver on their responsibilities.
- Will be one of the signatories to the Association's funds at the Students' Union, responsible with the Treasurer for authorising expenditure in accordance with financial regulations.
- Will oversee and support the preparation of the annual budget and plan by the Treasurer.
- Will represent the hall at Student Forum, Senior Students' Council and other external bodies as a spokesperson for all members.
- Will ensure that information about decisions of the Committee is disseminated to all members and that members' input is sought before making substantial decisions.

### **2. General Secretary/Secretary**

- Will produce an agenda for all Association meetings in consultation with the Chair.
- Will maintain an attendance register at all meetings and monitor whether a meeting is quorate.
- Will take minutes at all Association meetings, making particular note of decisions and actions points, along with details of who is responsible for carrying them out.
- Will circulate minutes to members of the Committee and publish them for members of the Association to read.



- Will notify members of the Committee of all meetings in advance, as well as promote general meetings to all members of the Association.
- Will maintain the members' declaration of interests.
- Will deputise for the Chair where requested.

### **3. Treasurer**

- Will be responsible for the supervision of all Association income and expenditure, so that the Association's money can be used however the Committee members decide.
- Will be one of the signatories to the Association's funds at the Students' Union, responsible with the Chair for authorising expenditure in accordance with financial regulations.
- Will be responsible for maintaining transparent and robust financial records of Association's income and spending.
- Will prepare the annual budget and plan with the Chair, in accordance with what the Committee members decide they want to do over the year.
- Will maintain the Asset Register.

### **4. Sport Secretary**

- Will be responsible for the sporting activity undertaken by the Association, including the organisation of teams in Campus Leagues, sports internal to the Association – competitive and recreational, and the acquisition and maintenance of sports equipment.
- Will be responsible for entering the sports teams in Campus Leagues and ensure that the Association is represented at fixtures and those members who choose to play can participate in a team that emphasises an enjoyment of the sport.
- Will look after sporting equipment owned by the Association.

### **5. Social Secretary**

- Will be responsible for the organisation, administration and running of successful, responsibly-run, well-attended social events and activities put on over the year. This may include parties, trips, nights-out and any other forms of entertainment that might be enjoyed by members.
- Will support the Chair and other members of the Committee in developing a plan of varied social events and activities over the course of the year.
- Will lead in organising the major social events of the year, such as balls, end of year parties, and Welcome Week.

- Will be responsible for the completion and submission of Events Packs pertaining to their role in consultation with other Committee members.

**The following are suggested positions that Associations may wish to elect. Other positions may also be elected depending on the needs of each Association:**

#### **6. Deputy Chair**

- Will deputise for the Chair as required.
- Will support the Chair in coordinating the work of the Committee.
- Will lead on particular projects as decided by the Committee.

#### **7. Communications Officer**

- Will promote and advertise the activities of the Association to ensure that members are kept well informed and are given plenty of opportunity to participate.
- Will create and distribute marketing material like posters.
- Will promote an online presence for the Association on social media and other appropriate digital media.

#### **8. Environmental Officer**

- Will promote sustainability and environmental issues through the Association, to raise members' awareness and changes in behaviour.
- Will run creative projects and campaigns to advocate greener living in halls.
- Will collaborate with the University's Environmental Coordinator.
- Will be responsible for the completion and submission of Events Packs for events pertaining to their role in consultation with other Committee members.

#### **9. Community/Charity Officer (this could be two separate roles)**

- Will be responsible for engaging with the University, local community and the wider world by developing a sense of social responsibility, through imaginative projects and events.
- Will lead on fundraising and charitable activity conducted by the Association.
- Will collaborate on projects and campaigns with Manchester Raise and Give, promote volunteering and training opportunities with Student Action, and liaise with the Students' Union's Community Officer about social engagement.

- Will be responsible for the completion and submission of Events Packs pertaining to their role in consultation with other Committee members.

# Appendix 3 – Meeting Guidelines

## Part 1 - Committee Meetings

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|-----------------------------|--|
| <i>Collective decisions</i> | <ol style="list-style-type: none"><li>1. All actions and decisions of the Committee may only be taken in accordance with these rules, either by a majority decision in a properly convened meeting or by an out-of-committee decision.</li><li>2. Any decision made by the Committee that is not in accordance with these rules will be invalid.</li></ol>   |
| <i>Convening meetings</i>   | <ol style="list-style-type: none"><li>3. Meetings of the committee will be called by the Chair, President or Senior Student (“the Chair”). Any member of the Committee may call for a Committee meeting, by writing to the Secretary of the Committee.</li><li>4. When convening a meeting, the Secretary must give notice in writing to every member of the Committee at least 3 days in advance of the meeting, including the date, time and proposed location of the meeting.</li><li>5. When giving notice of the meeting, the Secretary must invite items for consideration to be submitted. The full list of items (“the agenda”) must be circulated to all members of the Committee at least one day in advance of the meeting.</li></ol> |
| <i>Quorum</i>               | <ol style="list-style-type: none"><li>6. The required number of Committee members (“the quorum”) for every meeting is at least 50% plus one of the Committee.</li><li>7. No decision may be made by the Committee if the quorum is not satisfied except to decide upon the date of another meeting.</li></ol>  |
| <i>Chair</i>                | <ol style="list-style-type: none"><li>8. The Chair will chair all Committee meetings. If they are absent, they will appoint a substitute, or the Committee will elect another member to chair the meeting.</li><li>9. The Committee member in the chair will moderate discussions in the meeting as they see fit, ensuring all Committee members have the opportunity to speak, and keep to time.</li><li>10. In the event of a tie on a vote, the Committee member in the chair may use a casting vote and vote a second time to break the tie.</li></ol>   |
| <i>Minutes</i>              | <ol style="list-style-type: none"><li>11. The Secretary of the Committee will keep minutes of all meetings, which will include details of the members present, items discussed, and all decisions and actions that were agreed to.</li><li>12. Minutes will be circulated to all the members of the Committee no later than one week after each meeting, and will be kept on</li></ol>   |

record.

13. The minutes of the previous meeting will be presented to the next meeting of the Committee for approval. Minutes will not be considered valid until they have been approved by the Committee as a true and accurate record. Minutes will be published so that any member of the Association can read them.

*Out-of-Committee Decisions*

14. Decisions made without a meeting (“out-of-Committee decisions”) can only be made if the following procedure is followed:
  - a. the precise text of the proposed decision must be provided in writing to all the members of the Committee;
  - b. the members of the Committee will write to the Secretary indicating either their approval or disapproval of the proposed decision;
  - c. when sufficient responses have been received, the Secretary will write to all the members of the Committee, indicating whether the proposed decision has been approved or not; and
  - d. if approved, the decision will be attached to the minutes of the next meeting.
15. An out-of-Committee decision will be agreed to if either:
  - a. no Committee member indicates their disapproval of the decision (“a unanimous decision”); or
  - b. where a unanimous decision is not reached, at least 50% plus one of the total Committee members indicate their approval of the decision.
16. Out-of-Committee decisions will have the same status as that of decisions made in Committee meetings.

*Conflicts of Interest*

17. If a Committee member is in a situation where they are reasonably likely to have a conflict of interest (financial or otherwise), they must declare this to the other Committee members. This declaration must be recorded in the minutes.
18. The Secretary of the Committee must maintain a register of members’ interests, and supply this to the Students’ Union on request or when any changes are made.
19. If a Committee member has a conflict of interest, they must leave the room for that part of the discussion and will not be counted towards the quorum.
20. In the case of an out-of-Committee decision, the member with a conflict of interest will not take part in any discussion or vote,

and will be ignored for the purpose of determining whether an out-of-Committee decision is approved.

21. In the case of a dispute, the decision as to whether or not a Committee member has a conflict of interest will be made by a majority decision of the other Committee members.

*Guests*

22. Any member of the Association may attend Committee meetings.

23. Any person who is not a member of the Association may attend meetings of the Committee at the invitation of the Chair.

24. Only members of the Committee will have the right to vote in Committee meetings, and other persons may only speak during meetings with the permission of the Chair.

## Part 2 – Residents’ Meetings

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| <i>Entitlement of Members</i>        | 1. At all Residents’ Meetings, all members will be entitled to attend and speak at the meeting, and all full members will be able to vote on all business at the meeting.  |
| <i>Convening Residents’ Meetings</i> | 2. The Committee may convene a Residents’ Meeting.<br>3. The full members of the Association may require the Committee to call a Residents’ Meeting. The Committee will be required to do so if it receives a petition signed by a minimum of 20 full members.<br>4. If the Committee receives a petition for a Residents’ Meeting which has the requisite number of signatures attached to it, the Committee must call a Residents’ Meeting within 7 days of receiving the petition. A meeting called in this way must take place no later than 21 days after the Committee calls for the meeting.<br>5. Any properly convened Residents’ Meeting that is not the Annual Residents’ Meeting shall be known as a Special Residents’ Meeting. |
| <i>Notice of Residents’ Meetings</i> | 6. For all Residents’ Meetings, at least 14 days’ notice of the meeting must be given to members.<br>7. Notice must be given either by writing to members, or by displaying notice of the meeting on a website and in a prominent place in the hall.<br>8. Notices must state the time, date and location of the meeting, and how members may exercise their rights to question the Committee and propose resolutions.   |
| <i>Quorum</i>                        | 9. At Residents’ Meetings, at least 25% of the total number of full members must be present.<br>10. If the quorum is not satisfied at the opening of the meeting, the person in the chair may wait for up to 30 minutes for more full members to attend. If, after this period of time, the quorum is still not satisfied, the meeting will be adjourned and reconvened at a date and time set by the Committee, provided that the reconvened meeting takes place within 14 days of the original meeting date.<br>11. While the meeting waits for more full members to attend, no business may be proceeded with, except a decision to adjourn the meeting.<br>12. At a reconvened meeting which was postponed for lack of                   |

quorum, if insufficient full members are present after 30 minutes have lapsed, the business of the meeting may be proceeded with despite the absence of quorum.

*Chair*

13. The person who at the time of the meeting occupies the position of Chair of the Committee will normally chair all Residents' Meetings.
14. If this person is absent or unwilling to take the chair, the Committee will appoint another person from within their number to chair that Residents' Meeting. If no members of the Committee are present or willing to take the chair within 10 minutes of the start of the meeting, the meeting will elect a full member present to chair the meeting.

*Right of Members to Question Committee*

15. At any Residents' Meeting, time must be made available during the meeting for members to ask questions of the Committee on any matter concerning the Association.
16. The Committee must answer any questions put to them by members during a Residents' Meeting.

*Resolutions*

17. At any Residents' Meeting, any resolution may be proposed by full members, provided that the resolution is signed by at least 20 full members.
18. The Committee may propose resolutions of its own accord.
19. Any resolution that is passed by a Residents' Meeting shall be binding upon the Committee and Association.

*Voting*

20. All decisions will be made by a Residents' Meeting on a show of hands unless a ballot is requested.
21. A request for a ballot must be accepted if at least 5 full members present at the meeting make the request.
22. The person in the Chair or the Committee may call a ballot on any decision of their own accord.
23. If a ballot is to be taken, it will be taken by a secret vote of all full members present. The person in the chair may appoint other persons (who may not be members of the Association) to scrutinise the counting of the ballot.
24. If at least a quarter of the full members present demands it, a vote on a decision at a Residents' Meeting may be taken by a vote of all full members.

*Records of Residents' Meetings*

25. For every Residents' Meeting, minutes will be kept of all proceedings by the Secretary. These minutes will include details of the Committee members present, the number of full



members present and the resolutions that were agreed to.

26. Records of Residents' Meetings will be kept in such a manner that they are able to be viewed by all members of the Association.

*Annual  
Residents'  
Meeting*

27. A Residents' Meeting will occur as the Annual Residents' Meeting each year in the second semester of the University Calendar, at a date and time specified by the Committee.

28. The Committee will present to members at the Annual Residents' Meeting a report upon its activities throughout the year, and a statement of financial accounts.

## **Appendix 4 – Financial Guidance**

1. Associations will remain financially independent of the Students' Union, but in order to make financial processes more efficient, as well as making Association finances more transparent, accounts are held in the Students' Union financial systems, rather than in holding external accounts. Committees can decide how to spend their own funds in accordance with the Association's objectives.
2. All expenditure by an Association must be for the objectives of the Association.
3. Associations will need to submit original receipts or invoices and, in the case of any significant expenditure - as defined at paragraphs 19 and 20 below - appropriate democratic authorisation to show they are spending their membership money appropriately and as agreed through formal student-led decision making processes.
4. Signatories from the Committee shall be required to authorise all payment requests. Invoices can be raised and payments may be made through the Students' Union credit card via the Residents' Association Support Coordinator (e.g., online purchases); wherever possible, payment will be paid directly from the Students' Union and then deducted from the Association's account. This will eliminate the need for Committee members to carry large quantities of cash.
5. To request a payment or any form of expenditure transaction (including reimbursing expenses), the signatories will need to complete a Payment Request form and pass it and associated receipts/quotations to the RA Support Coordinator for processing.
6. Anything that cannot be paid for directly (e.g., through invoice, bank transfer or Students' Union managed credit card), the signatory will be given cash from the Association's funds and required to produce proof of expenditure to the Students' Union within 1 week.
7. Account balances will be readily available for full members of the Association and will be produced on a fortnightly basis to the signatories. Account balances shall also be made available upon request to authorised members of the Pastoral Team.
8. Associations shall not be bound by the policies of the Students' Union; however, they shall adhere to operational regulations and processes and their own constitution.

## **2013/14 Finance Regulations**

### **Budget Setting**

9. Chairs and Treasurers are required to attend annual budgeting training organised by the Students' Union. Each Committee is required to produce a budget after annual training which must be made available to all members of the Association. Assistance in the budgeting process shall be provided by Students' Union staff.

10. The budget will be based on the annual plan of the Committee and will form a vital measure of the effectiveness of the Committee in delivering best value benefit to the members of the Association over the year. The budget will be made available to the Residents Association Support Coordinator.
11. The Association will be provided with price lists for goods and services they may purchase from the Students' Union, e.g., for minibus rental and catering, to inform their budget setting.
12. Committees can amend their budgets in order to take into account changes to activities and new ideas; however, any amended budget must be provided to the Residents' Association Support Coordinator.

### **Limitations of Residents' Association funds**

13. Committees may not authorise Association funds to be used in the following ways:
  - a. party political campaigning; or
  - b. personal items for private (i.e., not Association-wide) benefit. Goods may be funded if they are considered to be key equipment for the Association's legitimate activities and can be retained by the Association and recorded on its asset register.
14. Committee members' expenses cannot be claimed for private and personal benefit, which includes alcohol, social events, personal subsidies to events, or personal food.
15. Associations' funds may also not be used for donations to charities; money collected for the express and public purpose of charitable donation must be clearly marked as such when paid in and will be kept by the Students' Union in a separate account from the main funds of the Association.

### **Signatories**

16. The Students' Union requires that each Association provides named signatories for their financial transactions. These will normally be the Chair and Treasurer. Full contact details shall be provided for these signatories to allow effective communications.
17. Requests for payment will only be considered legitimate from these named signatories and both individuals shall be required to sign-off payment requests. In the case of email requests, it is acceptable for the email request to be sent from one signatory and the second to be copied in to the email; however, the Students' Union reserves the right to seek formal (written/verbal) agreement from the second signatory before authorising payment.
18. Associations may at the Committee's request define up to two 'oversight' contacts. These are individuals (such as Wardens) who the Association and the Students'

Union will copy into any correspondence concerning payment requests and account balances. These individuals will not be considered signatories in terms of being able to authorise payments unless documentary evidence is provided from the Association (such as minutes of a democratic meeting).

19. Where payment requests exceed a pre-arranged level (which will be set according to paragraph 20 below), payment will only be authorised with the evidence of authentic minutes from a Committee meeting where the expenditure was approved.

20. The bands shall be set according to the annual membership fee income of each Association:

Annual Membership fee income	Expenditure request level at which proof of democratic mandate is required
Up to £10,000	£750
Above £10,000	£1000

21. Associations may sign up and pay for University Sport league entry without a minuted democratic mandate by asking the Students' Union to raise a payment to the appropriate University department through the Payments Request form. This exception is based on an Association signing up for the same (or fewer) number of teams and sports as the previous year. If an Association wishes to sign up additional teams or for more sports, this must be approved at a Committee meeting if it will be over the threshold, usually at the end of the previous academic year.

### **Accessing funds**

22. Requests for withdrawal of funds can be made via email or by visiting the Residents' Association Support Coordinator. These requests, where appropriate, must be accompanied by minutes of a meeting proving that the expenditure had been formally approved in line with the Association's democratic decision making processes.

23. All requests for fund withdrawals must be accompanied by a Payment Request form available in the Activities Centre or online via the following link:  
<http://manchesterstudentsunion.com/rafinance>.

24. The Students' Union reserves the right to challenge expenditure requests where:

- i. insufficient proof of legitimate democratic decision making is provided by the signatory;
- ii. where expenditure is not in line with the objectives of the Association; and/or

- iii. where the object of the expenditure is deemed to be inefficient, wasteful or an alternative supplier could return better value for money for the membership of the Association.
25. This challenge shall take the form of correspondence between the Residents' Association Support Coordinator and the signatories.
  26. Money will only be issued to the signatories unless exceptional arrangements have been made between the Association and the Students' Union.
  27. Payments will be made directly to suppliers where possible, to avoid signatories carrying cash. Where impossible, signatories may be given cash and they will need to produce receipts within 1 week of issue.
  28. Payments can be requested via email to the Residents' Association RA Support Coordinator. Payments will be made twice a week (Tuesday & Friday) to ensure activities are not held up by processing times. Payment request forms must be provided by 3pm on those days to be processed, otherwise the request will be held over until the next payment date.
  29. The claim-back system will be in place for signatories wishing to buy low-cost items and claim the money back retrospectively.
  30. Associations may request payment for items using the Students' Union credit card.
  31. Where possible, Association should request an invoice which can be paid by the Students' Union. In this case, once the Association has sourced the goods/items it wishes to purchase, it simply needs to submit a Payments Request form with invoice to the Residents' Association Support Coordinator.

### **Accounting and auditing**

32. Any funds remaining in the Association's account at the end of the year remain the property of the Association and will be carried over into the next year.
33. Associations may hold up to £50 in petty cash for small transactions. Receipts must still be collected and submitted.
34. If Associations raise funds themselves, these must be paid into their Students' Union account within 7 working days.
35. Any commission received from ticket sales of Association events must be paid into the Association's Students' Union account within 7 working days.
36. Each Association must maintain an Asset Register detailing all assets owned by the Association worth more than £50. The Students' Union shall assist where appropriate in keeping the Asset Register up to date and may conduct an annual audit of the Association's assets. New assets purchased must be added to the Asset Register. The sale or disposal of assets must be approved by the Committee and appropriately recorded in the Asset Register.

37. The Students' Union will carry out all transactions, checks and balances within the Association's accounts in line with the Students' Union financial procedures. Where there are any discrepancies, the Students' Union will raise them immediately with the Committee and report the action to the University.
38. The Students' Union will arrange for the audit of the Association's accounts and the Association must comply with this.
39. The Students' Union staff may meet with the Committee to discuss matters of financial concern. Each Association shall follow any rules set out by the Students' Union with regard to taxation and comply with all regulations made by HM Revenue and Customs.

### **Suppliers**

40. Where Associations wish to use commercial opportunities through the Students' Union, separate arrangements will be made to facilitate these systems; however the principles of democratic accountability, financial good governance and transparency shall be adhered to. Requests to access these services should be made in the first instance through the Residents' Association Support Coordinator.
41. The Students' Union and Senior Students' Council will provide a list of suggested suppliers to which Associations may propose additions. For all expenditure over £200, the Association must obtain two or more quotations to ensure best value. These quotations must be kept on record.

## **Appendix 5 – Residents’ Association Group**

1. Proposed changes to the constitution or a proposal to dissolve the Association (“Proposal”) must be submitted to the Residents’ Association Group in writing not less than 14 days before the vote.
2. The Residents’ Association Group will be comprised of the General Secretary and Director of the Students’ Union, the University’s Director of Residential Services, Pastoral Care Manager and a representative from its Office of the General Counsel.
3. The Residents’ Association Group will consult with the members of Association making the Proposal before deciding whether to approve or veto the Proposal.
4. A Proposal in relation to the constitution that is approved by the Residents’ Association Group shall be presented to the Chairs of all Residents’ Associations of the University.
5. For the avoidance of doubt, a Proposal must be approved by the Residents’ Association Group before it may be put to a vote of the full members of the Association.
6. A change to the constitution shall only be ratified and come into force once it has been voted on, and approved by, all Residents’ Associations of the University.
7. A Proposal in relation to the dissolution of the Association will be ratified and come into force once it has been voted on, and approved by, the full members of the Association.
8. Where a Proposal to dissolve the Association has been ratified and come into force, the Residents’ Association Group, not the Association, will be responsible for deciding how to deal with the assets and liabilities of the Association.

## Appendix 6 - Health & Safety Guidelines

Associations at the University carry out an extremely wide range of activities, some of which involve risks that are new, or unpredictable, or unusual. They cannot provide a risk-free environment. However, they must strive to ensure that they make well-informed decisions, and are responsible and considerate about the risks they encounter during their activities.

This statement sets out what is expected of Associations' committees and members to ensure the safety and welfare of themselves and others. The Residents' Association Support Team at the Students' Union is available to provide support on matters of health and safety and any questions or concerns should be directed to it in the first instance.

**Committee members:** must take responsibility for health and safety for all Association activities and must:

- ensure all activities are properly planned and the health, safety and welfare of all attendees is fully considered;
- ensure risk assessments are put in place and recommended precautions are acted upon;
- raise any health and safety concerns or queries with the Residents' Association Support Team to ensure best practice is followed;
- attend any relevant training sessions offered to ensure they maintain up to date knowledge of health and safety procedures; and
- ensure that Events Packs are submitted where required by the University.

**All members:** are encouraged to participate in decision making processes and must:

- report any accident occurring during Association activities which results in personal injury or ill health, however minor and every dangerous occurrence, including fire, using the relevant procedure;
  - report "near miss" incidents which have the potential to cause injury or ill health, using the relevant procedure;
  - not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
  - familiarise themselves with relevant risk assessments for their activities; and
  - assist any visitors, who may not be familiar with relevant health and safety procedures, to the best of their abilities.
- a. **Review and update arrangements:** this policy statement will be reviewed annually by the Residents' Association Support Team and updated as necessary.
  - b. **Consequences of non-compliance:** health and safety management should provide a very positive contribution to the management and success of Associations. Non-compliance with this policy statement will therefore be viewed as a serious matter



which may ultimately be subject to the Students' Union's/University's procedures for misconduct of students and student groups.