

Student Policy Handbook

**solent
students'
union**

Dear Student,

If you find yourself reading this, then someone has asked you to find out about a Solent Students' Union policy! Whether you are looking for information about elections or fundraising for charity or perhaps you need to know the rules about holding a society event, then look no further, this is your one stop guide to all the rules and regulations here at the SU.

We know this stuff can be a bit dull, but we need to have it in place for the safety of all our students, so there are clear outlines on how to make sure everything is inclusive and fair to everyone. As well as this, we've tried to keep the whole thing as easy reading as possible, each policy has been put on a handy contents page, in alphabetical order for your viewing needs.

If you ever need clarification on any of the contents, please do get in touch. Here at the Students' Union, we love hearing from our students whether big or small.

Joshua Whale

Head of Membership Services (21/08/23)

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1) Additional Funding Policy

- 1.1. Solent Students' Union sets aside an amount of money every year to help support societies and student groups to develop and grow their activities
- 1.2. Applications are open between 1st September and 10th April annually.
- 1.3. There are 3 decision dates for the funding rounds, which close on 31st October, 31st January and 10th April.
- 1.4. The total additional funding amount is split between these deadlines by (a 40%, 40%, 20% split respectively) so that one bid does not use up the entire budget.
- 1.5. A completed Additional Funding Application Form (including Risk Assessment) must be submitted within this timeframe to be considered for funding.
<https://additionalfunding.paperform.co/>
- 1.6. Please be prepared, if requested, to provide 3 quotes from 3 different suppliers if applying for equipment/assets. These quotes must be from a UK supplier in Great British Pounds (£) and not a foreign currency.
- 1.7. Funding requests are reviewed within 14 days (if applying for under £300) and within 21 days (if applying for over £300) of the application deadline.
- 1.8. There is no limit to how many requests a society or student group can submit in an academic year, however your previous applications will be taken into consideration.
- 1.9. Additional funding cannot be applied for items that your society or student group have already purchased.
- 1.10. Successful applicants must spend their funds within 28 days of the confirmation date, April successful applicants must spend their funds by 31st of May.
- 1.11. Any Society or student group can apply for additional funding as long as the Society has:
 - 5 registered members
 - An elected committee comprising of at a least President and Treasurer (or equivalent).
 - A constitution logged with the Students' Union.
 - A risk assessment logged with the Students' Union.
 - Entire committee has Completed GDPR training with the Students' Union
 - An elected committee that attended the mandatory training in the current academic year.
- 1.12. Additional funding is to help societies and student groups grow their activities, become more sustainable, and develop their recruitment.
- 1.13. The fund must benefit all members of your society or student group.
- 1.14. Additional funding is for unexpected costs that may arise during the year. For example, replacing broken equipment, or purchasing new equipment that enhances the activity of your society.

- 1.15. Additional funding is not for general running costs. Similarly, the fund cannot be used for social events like seasonal celebrations or end of year gatherings. Nor is it for personal clothing or items that do not benefit all your members.
- 1.16. Requests below £300 will be reviewed by the Additional Funding panel, which consists of the Head of Membership Services, Finance Manager, Activities Coordinator.
- 1.17. Requests above £300 will be taken to the Students' Union Leadership Team. The Leadership team usually meet once every 2 weeks.
- 1.18. If the Head of Membership Services or the Vice-President of Engagement are away for more than the 14 days, the decisions will be delegated to their nominated persons.
- 1.19. For your application to be granted, the Additional Funding panel will assess your application based on the following criteria:
- Applications must contribute to at least one of the below three priority outcomes:
- Transferable Employability Skills
e.g. does your application provide transferable skills and employment training or improve educational attainment?
 - Benefiting Students
e.g. does your application benefit and engage students, and how will this be achieved? How will you evidence this?
 - Making a Short and Long Term Impact
e.g. does your application make an impact on student life both at Solent and in the community, in either a short or long term manner?
- 1.20. Applications must also contribute to at least one of the below five values:
- Inclusive (ensuring that all students can partake in the project)
 - Passionate (ensuring the project is delivered in a way that excites people)
 - Progressive (ensuring that there is a positive outcome for students)
 - Trust (ensuring a community of trust is built between the Students' Union, students and external stakeholders)
 - Balance (ensuring that students balance their studies with extracurricular activities for maximum achievement)
- 1.21. They will also consider what they reasonably believe will bring the most benefit to the widest number of students and that your society or student group have evidence that you have tried to raise funds for themselves through fundraising, membership contribution and sponsorship.
- 1.22. Further criteria that might affect the success of your application:
- If the society or student group is running in accordance with Union policies
 - Good financial management of the society e.g. annual budgeting, appropriate membership fees to meet costs.
 - Membership numbers
 - The societies' previous applications for Additional Funding

- Whether a feedback form was returned on any previously granted funding bids.
- If the society has lots of funds and no acknowledged reason for not spending them

2) Advice Service Confidentiality Policy

1. Introduction

- 1.1. The Students' Union Advice Service is committed to confidentiality. Any information that you provide will be treated with confidence, respect and in accordance with data protection legislation. This policy outlines the Advice Service responsibilities and practice in relation to confidentiality.
- 1.2. For the purposes of this document, the Advice Service includes the Academic Caseworker, the Head of Membership Services and any relevant Student Union Staff.

2. Definition of confidentiality

- 2.1. The Advice Service understands confidentiality to mean that no information regarding a student will be given, directly or indirectly, to any other party without a student's consent. This includes information being passed to University staff or to parents/guardians of students.
- 2.2. Any third-party enquirer will be directed to our confidentiality policy and requests for information will be declined unless the request fits the criteria listed in 6.0.
- 2.3. It is important that students feel secure when accessing the Advice Service. Students will be seen in a private advice space and care will always be taken to ensure that no breach of confidentiality can occur inadvertently.

3. Consent to disclose information

- 3.1. It is important that all students feel secure in the knowledge that any information they disclose will be treated with the strictest of confidence within the Advice team and will not be disclosed to other parties without permission.
- 3.2. The Advice team is comprised of the Head of Membership Services, the Academic Caseworker and any relevant Student Union staff when required. Only members of the team will have access to students' written and computerised records. Sometimes it is necessary for caseworkers to discuss cases with members of the team for a second opinion. However, discussions about student cases will be limited to members of the team and will only take place in a confidential environment.
- 3.3. It may be appropriate to discuss your case with third parties. Express permission will always be sought from yourself before doing so and no information will be shared without your permission. A note of your express permission will be noted on our file.

4. Records

- 4.1. It is necessary for members of the Advice team to keep records of student cases in order to ensure that the advice given is accurate. All case records are kept on a password protected secure computerised case recording system that only the Advice Service and Students' Union Chief Executive has access to. These documents will be securely stored for seven years after the academic year in which the last piece of work was carried out, in case any student returns to the service, and in case the information is requested. After this time the records will be confidentially destroyed.

4.2. If a data breach occurs, this will be reported to the Information Commissioner's Office within 72 hours, following the General Data Protection Regulation (2018).

4.3. A student may wish to request to see their own case records. Any requests should be in writing to the Student Involvement Manager, outlining the reasons for the request. Access to a file will normally take around five working days

5. Statistical recording

5.1. The Advice Service records accurate statistical data in order to monitor service usage, identify trends or policy issues. Figures are monitored on a monthly basis and are published in an annual report. All cases included in the service publications are anonymous.

6. Breaches of confidentiality

6.1. The Advice Service maintains that confidentiality is vitally important; however there are exceptional circumstances in which information about a student may need to be shared with relevant parties. These are:

- If we receive a court order requiring us to share information
- If there is an issue relating to safeguarding
- Where there is good reason to believe that a student may cause harm to themselves or others.
- Where there is reason to believe that the student is involved in an act of terrorism, drug trafficking or money laundering

If an advisor believes that a student's confidentiality may need to be breached then their concerns will be discussed immediately with the Head of Membership Services. If appropriate, an independent specialist such as a Solicitor may be consulted for guidance; however, details that could identify the student will not be shared with this third party.

The student will be informed that confidentiality will be breached unless it is deemed that informing them could be detrimental or unsafe.

7. Questions

7.1. If you have any questions about this agreement please discuss these with a member of the Advice Service or email su.advice@solent.ac.uk.

3) Advice Service Member Service Standards

Inclusive

Positive action will be taken to identify and remove barriers to service use, ensuring opportunities for student feedback. This feedback will ensure the service is fit for purpose.

Advice Service drop-in times are:

- Monday: 10:00 – 12:00 and 14:00 – 16:00
- Tuesday: CLOSED
- Wednesday: 10:00 – 12:00 and 14:00 – 16:00
- Thursday: CLOSED
- Friday: 10:00 – 12:00 and 14:00 – 16:00

The above opening hours are during term time only. If your query is outside these times, please email su.advice@solent.ac.uk to report your case.

If your query requires more than 15 minutes, you will be required to book an appointment, which will be 45 minutes in length. This is outlined in our Service User Agreement.

4) Advice Service Restrictions to Service Policy

1. Introduction

- 1.1. The Advice Service is committed to providing high quality advice and service to all students at Solent University. However, in exceptional circumstances, it may be necessary to place restrictions on the service offered to a student. Furthermore, in exceptional circumstances the service may have to be withdrawn. This policy outlines the circumstances in which access to the service could be restricted or withdrawn.

2. Restrictions to Service

- 2.1. The Advice Service will not normally place restrictions on a student's use of the service. However, in some circumstances it may be necessary, these include:
 - If the student consistently fails to keep appointments or undertake agreed actions without good reason
 - If the level of assistance required is outside the remit of the service
 - Where a Conflict of Interest has been identified
 - If the service user is not a current student of Solent University
 - If the level of support required is limiting time available for other students
 - If the student has made a serious complaint against the Advice Service and this is being investigated.
 - If the student displays behaviour that is aggressive, discriminatory or violent

3. Withdrawal

- 3.1. In exceptional circumstances, it may be necessary to withdraw a student's access to the service, these include:
 - If a student fails to comply with the Service User Agreement
 - If the student displays behaviour that is aggressive or violent
 - If the student is considered to pose a threat to the safety of staff or other students
 - If a student continues to raise issues that are malicious or knowingly untrue
 - If a student acts in any way that contradicts Solent Students' Union's Equality, Diversity and Inclusion policy which can be read at www.solentsu.co.uk/about/publications
 - If a student acts in any way that breaks the policies outlined in the Solent Students' Union's Student Groups Code of Conduct which can be read at www.solentsu.co.uk/about/publications
 - If we feel you are making inappropriate or excessive use of Advice Centre resources. We have limited resources and aim to allow as many students as possible to have appointments with advisers. If we feel that you are consistently asking staff to undertake actions that you could undertake yourself, or if we feel that your support needs are more appropriate to another service (e.g. a legal service, or counselling), we may withdraw access to the Advice Centre.
- 3.2. Where an advisor believes that a restriction to or withdrawal from the service is necessary, this will be discussed with the Student Involvement Manager. Any student that is withdrawn from the service will be notified in writing and directed to the Students' Union's Student Complaints Procedure.

4. Questions

- 4.1. If you have any questions about this policy please discuss these with the Academic Caseworker or email su.advice@solent.ac.uk.

5) STUDENTS' UNION Advice Service: Service User Agreement

The Advice Service is independent from the University and as a result can offer impartial, free, confidential advice on a range of issues. The Advice Service provides advice on a range of issues relating to your academic experience.

The purpose of this document is to outline what you can expect from the Advice Service and what we expect from you as a user of our service.

When using the Advice Service, it should be noted that you are entering into this agreement.

Using the Advice Service:

The Advice Service is open Monday, Wednesday and Friday, 10am to 12pm and 2pm to 4pm, and is situated on the ground floor of the JM building next to East Park Deli, inside the Student Union.

You can access the service for appointments, drop in and telephone calls during these times. However, when the service is busy, drop-ins and phone calls may not be possible. Therefore, we recommend that you arrange an appointment with the Advice Service in advance.

The Academic Caseworker prioritises their workload according to urgency and where deadlines apply will always try to give advice within this timeframe. However, it is helpful if you seek advice as soon as the issue arises.

Getting in touch:

If you email the service, you will normally receive a reply within two working days, although you will often receive a response sooner. During particularly busy periods this response time may need to be extended.

You can book an appointment with an advisor to discuss any issues that you have. Appointments are booked for 45 minutes but can be shorter depending on the issue. You can arrange an appointment with the Advice Service by emailing su.advice@solent.ac.uk or dropping into the office at the times listed above.

What you can expect from the Advice Service:

We will offer advice, assistance and guidance to students which will enable them to make informed choices and decisions with regard to the options available and the consequences of any such options

We will empower students accessing the Advice Centre services to act for themselves or where appropriate and by agreement for the Advice Centre to act on behalf of the students to achieve the best possible outcome

We will represent or accompany students at internal university hearings and signpost or refer students to appropriate alternative agencies if it is in their best interests

Create an environment in which everyone feels safe, valued and respected. Deliver the highest standards of care to students who will be treated with courtesy and respect at all times

Advise students that abusive behaviour, violence or the threat of violence will not be tolerated. Neither will abuse which is considered discriminatory towards a protected characteristic in the Equality Act 2010

Implement policies which uphold the safety and dignity of the Advice Service staff and students

Convey to all students the standards of courtesy and behaviour we expect

What the Advice Service expects from you:

Be on time for your appointments. Please give the Advice Centre sufficient notice if you are unable to attend in order that the appointment may be offered to another student

Adhere to all agreements made between the student and the Student Adviser

Keep the adviser informed of any significant changes that could affect your situation or case

Not to use bad or offensive language

Inform us if you are seeking advice from another service so we are aware

Treat the Advice Centre staff and fellow students with courtesy and respect

Not engage in any action that could be considered discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity or class

Complaints:

If you wish to lodge a complaint against the Students' Union Advice Service then please follow the procedure outlined in Solent Students' Union's Student Complaints Procedure, which can be located here: <http://www.solentsu.co.uk/about/publications>. Alternatively, please feel free to visit us in person to discuss any issues you have.

6) Election Rules

In addition to the Articles of Association and Bye Laws of Solent Students' Union all candidates and people acting on candidates behalf must abide by the following rules:

Treat all students and staff with respect:

Candidates must behave in a professional, honest and ethical way. All candidates must respect each other's right to not be personally attacked. Campaign material must not discriminate against any individual or group.

All candidates must act in the interests of a fair election.

All candidates are liable for the actions of anyone acting on their behalf.

Candidates will be held responsible if a member of their team breaks any of the election rules.

If someone does something which could be seen as being in a candidate's name but was not authorised by them they must inform the returning officer immediately.

If candidates "sack" the team member and then tell us about their behaviour then we may be able to consider the matter closed.

Registering votes:

No student may be pressured into voting a particular way by a candidate. They must have the opportunity to make an independent choice as to how they register their vote.

Votes may only be registered at official Solent Students' Union polling booths or by students independently accessing the voting website.

Candidate's smartphones may not be used by students to submit votes.

Candidates may not campaign near polling stations or physically enter a student's vote.

Breach of Rules:

All breach of election rules will be dealt with by the Returning Officer as per the Bye Laws. Sanctions may include disqualification from the election.

Breach of Regulations:

The Students' Union Articles of Association and Bye-Laws must be followed at all times and any breach of these governing documents may result in disqualification.

These are available online here: <https://www.solentsu.co.uk/about/publications>

Don't Break University Rules:

Don't campaign in the library.

Don't place campaign materials in the Spark, apart from on designated

noticeboards. Estates have the right to take down any campaign materials. Don't bring animals on to any campus.

Don't Break The Law:

Don't place campaign materials on public property, such as roads or in the park. Don't cause harm or offence to any other person.

Campaigning rules:

Candidates must not run in a slate (as a team) but can campaign together. Candidates must not pool campaign budgets or materials.

Candidates must attend a candidate briefing and a campaign training session.

Campaign Budget and Expenses:

All candidates can only spend up to the following amounts:

- £25 for Sabbatical Officer Elections
- £10 for Student Officer Elections
- £5 for NUS Delegate Elections

Election funds can only be spent on campaign materials (Not food and drink for yourself). It is assumed all candidates have access to stationary, paper and cardboard.

All expenses must have an itemised till receipt showing clearly what each expense is for.

Receipts for candidate expenses must be brought with their Student Card to the Students' Union Finance Office no later than 2pm on the day that voting closes, so any issues can be resolved before the election count happens.

Candidates must provide their bank account number and sort code so payments can be made directly into the candidates' bank accounts.

Any discrepancies will be reported to the Returning Officer and may lead to the disqualification of candidates from the election.

For further information or support email: elections@solent.ac.uk.

7) Electrical Equipment Disposal Policy

1. Summary

- 1.1 This policy was reviewed by Solent Students' Union Leadership Team in July 2023 and will be reviewed no later than July 2026.
- 1.2 This policy explains the process followed by Solent Students' Union with regards to the disposal of all electrical equipment owned by the Union, including its student groups.
- 1.3 Any electrical equipment belonging to Solent University should be disposed of following their relevant policy, found at: <https://portal.solent.ac.uk/documents/ict/it07-disposal-of-it-equipment-and-media-policy.pdf>
- 1.4 From 2004, all IT equipment is subject to the Waste Electronic and Electrical Equipment (WEEE) Directive. It is illegal to dispose of IT equipment in external rubbish bins or waste skips. This procedure for the collection and removal of IT equipment maximises the reuse and recycling of such equipment. This procedure applies to all electrical hardware including any associated equipment such as laptops, printers, keyboards, mice, cables, hard drives, network cards.

2. Society Disposal of Electrical Equipment

- 2.1 Society groups wishing to dispose of electrical equipment may in the first instant consider selling the equipment by following the 'Buying and Selling Society Equipment' policy.
- 2.2 If the society is unable to sell the equipment under the 'Buying and Selling Society Equipment' policy they should inform Student Involvement and pass over the equipment; who will then take responsibility of the item(s). Student Involvement may then dispose of the equipment following section 3.
- 2.3 If society property is left disused in Students' Union residences for longer than 3 years, as dated from the society's last recorded asset register, the Students' Union will claim ownership of the property as dispose of in the same manner.
- 2.4 Any society group who disposes of electrical equipment without following this policy may be subject to the Unions disciplinary procedure.

3. Union Staff Disposal of Electrical Equipment

- 3.1 Union staff wishing to dispose of electrical equipment should in the first instant notify the Chief Executive who may then raise it with the Unions Leadership Team.
- 3.2 The Leadership Team may take any of the following actions to dispose or reuse the equipment:
 - Offer the equipment for use by any Union Department
 - Offer the equipment for society hire
 - Offer the equipment to a society
 - Sell the equipment to a third party
 - Sell the equipment to Union Staff or Student
 - Donate the equipment to a local charity or organisation
 - List the equipment on Warp-It

3.3 If the Leadership Team have made valid attempts to dispose of the equipment by various methods listed above and are unable to dispose of the equipment, then it may either:

- Be donated to a Student or Union staff member
- Be disposed of via Solent University ICT team

4. Disposal of Data Storage Devices

4.1 Any device which is capable of data storage should be sent to ICT for all data to be wiped prior to disposal by any means, except where that equipment is being reused by Union Staff for Union Purposes and there are legitimate reasons not to wipe the data.

4.2 Any removable storage media such as CD's DVDs and USB storage requiring to be destroyed should be sent to Solent University ICT team for secure discard.

5. Key Contacts

Organisation	Contact Name	Contact Details
Student Union	Chief Executive	Lorna.Reavley@solent.ac.uk
Solent University	ICT	lct.servicedesk@solent.ac.uk

8) Equality, Diversity and Inclusion Policy

1. Equality, Diversity and Inclusion Policy Statement

- 1.1. Solent Students' Union has a mission to enrich the student experience through opportunities, support, influence and action. One of our five values is to be Inclusive, ensuring our members feel valued and that they belong; that we strive to be a welcoming diverse organisation. We recognise that our members have differences and to achieve our vision we have a responsibility to create an environment that is free from discrimination and is accessible for all our students.
- 1.2. We are committed to ensuring equality, diversity and inclusion across all our student services and offer training to our student groups to equip our members to create a safe and welcoming environment for all students, staff and visitors. Solent Students' Union has achieved level 2 of the Investing in Diversity award. The practical implications of this commitment are outlined in this document.
- 1.3 This policy exists to;
 - Ensure that Solent Students' Union is proactive in ensuring equality, diversity and inclusion for all our members, helping us to make full use of the talents, knowledge and experience of all our students
 - Ensure that students understand how they are responsible for ensuring equality, diversity and inclusion through their involvement with Solent Students' Union
 - Ensure that students understand sanctions that may be put in place to deal with those who fail to comply with equality, diversity and inclusion in accordance with our Student Groups Code of Conduct
 - Commit Solent Students' Union to continual improvement in all areas of equality, diversity and inclusion.
- 1.4 If you would like the information provided within this policy in a different format, or require more information on any sections of this policy, please contact the Students' Union President. Visit the Sabbatical Office, first floor of the Students' Union, email su.president@solent.ac.uk or telephone 023 8201 3553.

2. Equality, Diversity and Inclusion Definitions

- 2.1. Equality: Every student has equal rights and every student has a fair chance. Equality recognises that different people have starting points and that steps may need to be taken to ensure a 'level playing field'.
- 2.2. Diversity: Diversity means difference. Every student is different so diversity includes every student. Diversity encompasses respect and valuing difference, recognising that every student is unique and has individual differences.
- 2.3. Inclusion: Where every student feels welcome and respected.

3. Policy Implementation

- 3.1. This policy applies to all members of Solent Students' Union. All members are responsible for ensuring that their individual actions and areas of responsibility comply with this policy and the Student Groups Code of Practice.
- 3.2. Serious breaches of this policy may be treated as disciplinary issues through the Student Groups Disciplinary process. This policy is available on the Students' Union website, www.solentsu.co.uk.

4. Student EDI Training and Student Feedback

- 4.1. Solent Students' Union will ensure that all student volunteers will receive training in equality, diversity and inclusion. Student volunteers include; elected Student Officer, society committee members, student trustees and general volunteers.
- 4.2. Student feedback in all areas of equality, diversity and inclusion is vital for the continual development of Solent Students' Union. On an annual basis, Student Equality Audits will be delivered by our students to assist Sabbatical Officers and staff to identify the impact of Students' Union services, facilities and activities on different student groups.
- 4.3. Student Equality Audits will be available for all students to participate in. For more information on Student Equality Audits visit our website www.solentsu.co.uk/volunteering or speak with a Sabbatical Officer.

5. Student Responsibilities

- 5.1. All individuals are responsible for their own actions and for ensuring equality, diversity and inclusion across all activities they are involved in.
- 5.2. All individuals and groups will ensure that:
 - no individual is unfairly excluded from student group or society activities,
 - all groups and society activity are accessible for all individuals,
 - the views of all individuals are listened to and valued,
 - every society promotes a welcoming and inclusive environment which is open to all members. This will include ensuring members who have difficulty accessing events, facilities or resources are able to do so through other means.
 - all communications, marketing or publicity materials produced by individuals or groups should avoid discriminatory stereotyping, and avoid all discrimination, harassment and victimisation. The Students' Union Communications department can provide advice and support to groups if required.
 - reasonable adjustments are attempted by all groups and societies to their events or activities to enable individuals who may have difficulty getting involved. This might mean changing the way things are done such as changing meeting dates or venues, or requesting software to support disabled students.
 - all individuals act if something is not right, by getting support or by asking for training from the Students' Union.

5.3. All individuals and groups will act against:

- the objectification of any individual or group and 'lad culture' (see glossary in section 8),
- hate groups, hate speech, hate incidents and hate crime,
- mental health stigma,
- exclusion of student groups,
- all forms of discrimination, harassment or victimisation.

5.4. In accordance with the Equality Act 2010, discrimination could be direct, indirect, based on perception or based on association. Definitions and examples of discrimination, harassment and victimisation are below:

Direct Discrimination includes actions that directly affect individuals and put them at a clear disadvantage to others. This might include a student group refusing membership, access to facilities or involvement in events to a student because of their age, disability, race (including colour, nationality, ethnic or national origin), gender, sexual orientation, gender reassignment, religion and belief (including lack of belief) or pregnancy. This list is the nine protected characteristics of the Equality Act.

Discrimination based on association includes actions that put individuals at a disadvantage to others because they are associated to others who have one or more of the nine protected characteristics. This might include a student being mistreated because a friend or family member has undergone gender reassignment.

Discrimination based on perception includes actions that put individuals at a disadvantage because of the way they are perceived. This may include a student being refused access to an event or activity because an assumption is made that they are a particular gender, whether they are that gender or not.

Indirect discrimination includes actions that appear acceptable or neutral but might disadvantage students with protected characteristics. This could be only offering an event on a Friday which could discriminate against observant Muslim students.

Harassment includes unwanted actions or contact which create an intimidating, hostile, degrading, humiliating or offensive environment, or that violates another person's dignity. This might include making jokes or banter about another student in a way that makes that student, or other students, uncomfortable. It may include hate speech, verbal or written (including online remarks), demeaning images cyber bullying or unwanted sexual advances or demands.

Victimisation includes actions where one person treats another less favourably because they have carried out a protected act, for example they have raised a concern in line with the Equality Act or have helped someone else to do so. This might include behaving hostile to a student who has raised a complaint or concern about sexist behaviour to the Students' Union.

6. How to raise a concern

6.1. All members are responsible for reporting issues or concerns with regards to equality, diversity and inclusion to the Students Union so appropriate action can be taken. This may

be things that have been heard, seen (either in person or online) or experienced.

- 6.2. Concerns or complaints can be regarding any form of discrimination that is direct, indirect, based on perception or based on association, or any form of harassment or victimisation. For a list of examples, see section 9.
- 6.3. Concerns should be raised with the Vice President Welfare & Community, or with another member of the Sabbatical Officer team.
- 6.4. If you want to make a direct complaint to the Students' Union this can be done through the Student Complaint Procedure. This is available online at www.solentsu.co.uk/. An explanation of our complaints procedure and how to use it can be found at the end of this document.
- 6.5. If you want to speak confidentially to a member of staff regarding any issue you can access the Students' Union Advice Service. You can email suadvice@solent.ac.uk or contact the Academic Adviser directly <http://www.solentsu.co.uk/about/contactus>

7. Further Information

- 7.1. For further information about the contents of this policy please contact the Vice President of Welfare & Community or another member of the Sabbatical Team. Visit the first floor of the Students' Union, email su.welfare@solent.ac.uk or telephone 023 8201 3553. Contact details for other Officers or staff members are available online at <http://www.solentsu.co.uk/about/contactus>
- 7.2. Solent Students' Union is an organisation that strives for improvement. If you have any suggestions as to how this document could be improved, please contact a member of staff.

8. Glossary of Terms

- 8.1. This section gives a glossary of terms for wording used within this policy.

Lad Culture: "Lad Culture" is a term used by the National Union of Students (NUS) to refer to sexist and harassing activities that are being identified on University campuses.

The NUS have defined 'lad culture' within their That's What She Said report as a group or pack mentality residing in activities such as sport and heavy alcohol consumption, and banter which is often sexist, misogynist and homophobic.

Hate Speech: "Hate Speech" refers to expressions of hatred towards an individual or group using any means of writing speech or other form of communication. This includes (but it not limited to), verbal comments, written comments, comments online in blogs, text messages, websites, social media or apps. It can also include gestures of body language.

Hate Crime: "Hate Crime" refers to any crime that targets an individual or group because of prejudice or hostility towards that person because of a disability, race or ethnicity, religion or belief, sexual orientation or transgender identity. Hate crime can be committed against a person (i.e. violence, harassment or bullying including offensive writing, emails, social media posts) or against a person's property (i.e. criminal damage, graffiti, etc.). Hate crime is illegal in the UK. Anyone can be a victim of a hate crime, you do not have to be a member of the 'group' the hate crime is targeted at.

Hate Groups: A "hate group" means an organised group or movement that advocates or practices hatred, hostility or violence towards individuals or groups.

Objectification: This means treating individuals as if they have no opinion, feeling or rights of their own. The Oxford English dictionary defines objectifications as degrading an individual to

the status of a mere object.

Stigma: “Stigma” is the term used to explain assumptions that are made about individuals who are members of certain groups. It is often used in relation to assumptions about how mental health problems will affect a person’s behaviour. Stigma (assumptions) make it more likely that a person will be singled out, labelled as different, dangerous or strange, which would make them a victim of discrimination.

9. Liberation Definition

- 9.1. This section defines the term ‘Liberation Group’.
- 9.2. Solent Students’ Union defines a liberation group as any group of students seeking equal status or just treatment for any group believed to be discriminated against that fits within the protected characteristics of the Equality Act 2010.
- 9.3. Any student group that fits the description above but is not included as a protected characteristic in the Equality Act 2010 is advised to get in touch with the Students’ Union.

Appendix A: Examples of complaints or concerns

If you are unsure what might be considered a complaint or concern, a list of examples has been put together. A complaint or concern may include, but is not limited to:

- Conversations or comments that make you feel uncomfortable, including language used or the topics of conversations. This would include broadcast conversations or comments through Student Media;
- Any form of unwanted attention, including touching, emailing, contact on social media or in person. This can also include people constantly asking you if you are alright if you have asked them not to, as this could be a form of harassment if you are finding it upsetting;
- Any damage to your property from another person, this can include damage to property of other people that are aware of and would like to raise a concern about;
- Any comments about you or another person’s age, disability, race (including colour, nationality, ethnic or national origin), gender, sexual orientation, gender reassignment, religion and belief (including lack of belief) or pregnancy (these are the nine protected characteristics of the Equality Act);
- Opportunities that you are denied access to, for example not being able to go on a group activity or trip because of your religious beliefs or disability, not being able to attend an event because of poor accessibility or feeling like your requests to make the opportunity more accessible to you have not been listened to or ignored;
- Any occasion where you have asked for information or materials to be available to you in a different format (i.e. larger print or another colour scheme) and it has been refused or ignored without explanation;
- Any occasion where you have been put at a disadvantage because of your age, disability, race (including colour, nationality, ethnic or national origin), gender, sexual orientation, gender reassignment, religion and belief (including lack of belief) or pregnancy
- Any behaviour from another person or group that make you feel hurt, confused or frightened,

9) Equipment Upgrade Policy

1. Solent Students' Union recognises that societies wish to update their equipment in order to remain up to date with technological advances, in order to provide their members with the best experience possible. This procedure outlines the steps to take if you wish to sell any society equipment to buy more up to date equipment.

2. Selling Equipment:

2.1. Inform the Activities Coordinator what you would like to sell and the reasons why.

2.2. Each item of equipment that you wish to sell will need to be valued to the current market value no matter how small or how old. This can be done in several ways:

- At a shop
- Online
- Scrap merchant

2.3. Methods of disposal may include sale to an external individual or organisation, trading in as part-exchange for new equipment or sale as scrap.

2.4. Advertise the equipment for sale and make sure it is clear that the equipment is 'Sold as Seen' and there is no guarantee or return of the item and inform them of the payment options outlined below.

2.5. Please inform the Activities Coordinator once you have a buyer.

2.6. Buyer payment options:

- If buyer wants to pay by card/cash, they must come to the Students' Union office to pay.
- If Card – we will need to wait for payment to go through (approx. 3 days) before releasing the equipment.
- If Cash – The buyer can take the equipment straight away.
- The buyer can pay by bank transfer to the Students' Union with the Students' Union bank details – Funds are usually cleared within the same day. Once cleared the equipment can be released. The buyer must give clear reference of the Society they are paying. Bank details can be obtained through the Activities Coordinator or finance department.

3. Buying Equipment:

3.1. You can pay for equipment yourself and claim back through a payment request form with an itemised receipt as proof of purchase.

3.2. If you do not have the funds to do this then you can:

- Check if the shop/company accepts a cheque - The shop will need to email/provide an invoice to Students' Union saying how much the equipment is.
- If they provide an invoice of the equipment to SU, we can pay it to them by bank transfer.

Please be aware that:

- The company will not release the equipment until the payment is complete.
- Society Payments are processed in Finance on Thursdays.

- Requests need to be taken to the Activities Coordinator before Wednesday each week if you want the payment to be processed that week. It will then take 3-5 working days to go through. This will take you to the following week.

10) External Speaker Code of Practice

1. Summary

- 1.1 Solent Students' Union is committed to providing a forum that facilitates Freedom of Speech while providing a safe space for our students and the public. We support events that contribute to the development of students whilst requesting that all speakers and attendees are respectful of the beliefs and opinions of others. This includes the laws that protect individuals and groups from intimidation, discrimination and harassment.
- 1.2 Solent Students' Union is a registered charity. Regulation by the Charity Commission places legal responsibility on the Solent Students' Union Board of Trustees to ensure no activities are undertaken by the Solent Students' Union that might place the charity's endowments, funds, assets or reputation at risk. Activities include those organised by the Solent Students' Union, elected officers, affiliated clubs and societies, media groups, registered volunteers and approved volunteer projects/groups, and by Course Reps. It also includes any events which are Union-affiliated, funded or branded, but take place outside of the Students' Union or the campus of Solent University.
- 1.3 The Students' Union issues the following Code of Practice to ensure any activity involving external speakers take place within the confines of the law and the University code of practice for external events and visiting speakers

2. Individuals or Groups to which this Code of Practice applies

- 2.1 External speakers include any individual or organisation who is not a student or staff member of Solent University or Solent Students' Union. This includes any individual who is a student or staff member from another institution or Students' Union.
- 2.2 External speaker events include:
 - Events organised by an affiliated club, society or student group.
 - Events organised by the aforementioned groups held outside the Solent Students' Union building, i.e. in the University, off campus or in another country.
 - Events organised by the aforementioned groups where external speakers are streamed live into an event, or where a pre-recorded film is shown.

3. Principles

- 3.1 Solent Students' Union has a vision that every student will have an excellent student experience at Solent University. Solent Students' Union organisational values are; Inclusive, Progressive, Passionate, Trust and Balance, and these values underpin all Solent Students' Union activities.
- 3.2 Solent Students' Union welcomes the development of students' ideas through the provision of external speakers but acknowledges the freedom to express views may sometimes be tempered by the need to secure freedom from harm for students and communities. Where there is a potential for these rights to come into conflict in relation to external speakers, Solent Students'

Union is committed to a collaborative approach in order to reach a sound, evidenced judgement about the organisation or person in question.

- 3.3 All speakers will be made aware of their responsibility to abide by the law, the policies of Solent Students' Union and the policies of Solent University, including that;
- They must not incite hatred, violence or call for the breaking of the law
 - They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
 - They must not spread hatred or intolerance in the community and thus aid in disrupting social and community harmony
 - Within a framework of positive debate and challenge they must avoid insulting other faiths or groups
 - External organisations or groups are not permitted to raise or gather funds without the express permission of the Trustees
 - Gender segregation will only be permitted under instances of collective religious worship, communal accommodation, toilets and changing facilities, sports and welfare provision as per guidance of the Equality and Human Rights Commission 2014.
- 3.4 The President or Presidents of the organising student society/societies, Project Leader or named student group leader is responsible for the activities that take place within their events. Any breach of Solent Students' Union policy and procedures may result in disciplinary or further action being taken.
- 3.5 Solent Students' Union has the right to refuse any event or external speaker organised by individuals and groups who threaten the safe environment or reputation of Solent Students' Union.

11) External Speaker Procedure

1. Summary

1.1 This procedure highlights the step-by-step process to be followed by Solent Students' Union with regards to external speaker events organised by student groups associated with the Students' Union. For the purposes of this procedure, student groups include elected officers, affiliated clubs and societies, media groups, registered volunteers and approved volunteer projects/groups, or course reps. It also includes any events which are Union-affiliated, funded or branded, but take place outside of the Students' Union or the campus of Solent University.

2. External Speaker Process

2.1 All student groups will be trained on the external speaker booking process at committee or induction training at the start of each academic year or at their induction with the Students' Union. Details of this process and all associated documents will be included within individual student group handbooks and available on the Students' Union website. A flowchart showing this procedure can be found at the end of this document.

2.2 All student groups should inform a member of the Communities department if they wish to organise an external speaker to allow the relevant staff member to fully support them through the planning and organisation of their event. The Students' Union staff member is responsible for meeting with the student group and informing them of the external speaker procedure in full.

2.3 The Students' Union staff member will send the External Speaker Booking Form to the student group, clearly outlining the requirement for the form and all supporting documents to be returned at least 28 days before the event. Occasionally the specific speaker may not be confirmed, but the event will be allowed to continue at the approval of the Head of Membership Services or Chief Executive following the outcome of a risk assessment.

2.4 On receipt of the contact details of the external speaker, a privacy notice will be sent to them by the Communities department, detailing how their data will be used.

2.5 On receipt of the completed External Speaker Booking Form, or where the details of the External Speaker have been identified before the form is completed in full, the Students' Union staff member will take responsibility for undertaking a risk assessment for the event. This may include a background check on the External Speaker which may include taking advice from external stakeholders.

2.6 On completion of the risk assessment and any required background checks, the Students' Union staff member must get approval from their direct Line Manager, or the Chief Executive. Once the event is approved by the Students' Union all details will be passed to the university's prevent officer at least two weeks prior to the event with all supporting documentation. The prevent officer will issue a statement either granting or withholding permission for the use of university premises for the event within 5 days of receiving the documentation. Approved events will be communicated to the student group and authorisation to proceed granted.

2.7 Referred events will be further considered by the Head of Membership Services or Chief Executive, who will be required to inform a member of University staff, in accordance with the University External Events & Visiting Speaker Code of Conduct. It is recommended that an Students' Union staff member is present at all events to support the organising student group, to raise the profile of the event through marketing and promotion and to raise awareness of the

Students' Union to the wider student body.

- 2.8 Students' Union presence is required at all medium and high-risk events, which will be decided on review of the event risk assessment by the Communities Department.
- 2.9 Societies, student members or student groups who do not declare external speakers may be subject to disciplinary action.

3. Key Contacts

Organisation	Contact Name	Contact Details
Hampshire Constabulary	Lisa Stoner Prevent Officer	Lisa.Stoner2@thamesvalley.pnn.police.uk
Solent University	Caroline Barfoot	caroline.barfoot@solent.ac.uk
Solent Students' Union	Communities department	student.involvement@solent.ac.uk

12) Financial Procedures

Societies, RAG & Volunteering

1. Societies

- 1.1. Any member of Solent Students' Union can join a society by paying the annual membership fee (if applicable).
- 1.2. The society's financial year is the same as the Unions, 1st August to 31st July.

2. Society Membership Fees

- 2.1. Societies must charge a membership fee. The membership fee must be decided by the committee when completing the society renewal pack or when the society is founded. The membership must be a minimum of £1.
- 2.2. The membership fee is paid annually by all members of the society including the committee.
- 2.3. A membership fee can last for a singular term, with the price proportionate to the fee for a full academic year. This membership will not last the full academic year, committee members must have membership for the full academic year.
- 2.4. The amount of the membership charged cannot be changed during the year.
- 2.5. A society may charge different levels of memberships for social members and participating members, this must be set at the start of the year and be clearly stated on all the membership forms.
- 2.6. All membership money must be paid into the Unions Society account.
- 2.7. Memberships can be paid for either online or in person at the Students' Union office.

3. Society Membership Refunds

- 3.1. Under the United Kingdom's distance selling regulations, those who have purchased a membership to a society have a Fourteen day cooling off period during which they have the right to cancel the membership and receive a full refund. This should be requested through Membership Services.
- 3.2. Within the Fourteen days, no reason is needed to be given to cancel the membership.
- 3.3. To receive a refund, a valid receipt must be presented. If there is no receipt, a refund cannot be given.
- 3.4. An additional 7-day taster period is offered, the Union may refund up to 75 % of the membership costs within this period. For the sake of clarity, the taster period begins 15 days after the time and date of purchase and ceases 21 days after the time and date of purchase. Thereafter no refund will be given.
- 3.5. If a member chooses to cancel the membership after 21 days of the original payment (including the fourteen day cooling off period and an additional fourteen days to allow for

taster sessions and trials), then the Union will not refund the payment as it is considered that the individual will have benefited from being an active member by having access to member information, obtaining any associated discounts, and participated inactivity.

- 3.6. Membership Services must inform the Finance Department immediately when a refund has been requested.
- 3.7. All the relevant communications about the refund must be forwarded to the Finance department. Only the Finance department can issue the refunds through the MSL system.
- 3.8. All the relevant communications about the refund must be forwarded to the Finance department. Only the Finance department can issue the refunds through the MSL system.

4. Society Finances

- 4.1. Societies are not permitted to hold funds in external bank accounts.
- 4.2. All funds must be held by the Union on behalf of the societies.
- 4.3. All societies will be issued a four-digit society number.
- 4.4. Societies must complete a budget each year and submit it to the Activities Coordinator, a template is supplied by the Membership Services.
- 4.5. It is the responsibility of the treasurer to ensure that all income received is passed to the Unions Welcome Centre using the correct society number.
- 4.6. We recommend that Society treasurers/committee members do not collect in cash from individual members, but that individuals pay in monies at the Students' Union office so that they are given a receipt.
- 4.7. If these financial procedures are not followed the union cannot intervene and any money collected will not be covered by our insurance policy.
- 4.8. Societies are not insured to carry or store cash.
- 4.9. All monetary dealings should be initially discussed with the Activities Coordinator.
- 4.10. Expenditure must be spent on goods or services that benefit the society's membership.
- 4.11. It is the responsibility of the treasurer to ensure all expenditure is within the society's available funds.
- 4.12. A student group payment request form must be completed and authorised by the treasurer, president or vice-president and passed to the Activities Coordinator or Finance Department along with the relevant receipts.
- 4.13. The Activities Coordinator is responsible for checking all requests on behalf of the Finance Department for payment.

- 4.14. The Finance Department will process all requests received on Thursdays via BACs.
- 4.15. Society's accounts will not be allowed to go overdrawn.
- 4.16. Treasurers should be sufficiently aware of their overall income and expenditure that their account will not be overdrawn.
- 4.17. The Finance Department will not process any payments if sufficient funds are not in the account.

5. Student Group Finance (SGF)

- 5.1. Students can process payment requests online through the Union website, once the student has logged in, they can access the finances application through the website.
- 5.2. From the platform select New Money Request and Complete all the required information requested on the online form, remembering to upload a copy of your receipt then click submit.
- 5.3. Once Membership Services has approved the request it is passed to the Finance department for payment.
- 5.4. The Finance Department will process all requests received on Thursdays via BACs. If at any stage the authoriser's cannot approve your request, they will send it back to you with a reason why approval has not been made.
- 5.5. The student can amend the claim and send it back for approval.
- 5.6. Committee members cannot authorise their own requests it must be approved by another committee member.

6. Sonar Film Safe and Door Takings

- 6.1. Sonar film run a cinema on the University premises.
- 6.2. The Union has provided Sonar Film with a safe which has a safe limit of £3,000. This safe may be used by other Societies with permission from Membership Services
- 6.3. The Union has issued Sonar film with a safe limit for their door takings and floats of £1,500.
- 6.4. There is an additional £1,500 safe limit that can be utilised by other societies if needed with permission from the Membership Services.
- 6.5. All cash must be stored in the safe.
- 6.6. In accordance with the Union's insurance conditions and as a security measure keys must be kept in the custody of a committee member; the key must be removed from the premises at the close of business. The minimum number of people possible should have access to safe keys.
- 6.7. Access to the safe must be kept to authorised key holders only. Keys must not be handed to

another society member.

- 6.8. Under no circumstances should the safe keys be left lying around, left in desk draws or filing cabinets.
- 6.9. If the safe key is lost it must be reported to the Membership Services immediately to ensure the insurance policy is not compromised.
- 6.10. The maximum safe limit must be adhered to at all times.
- 6.11. Negligent handling of cash may invalidate the Unions insurance.
- 6.12. A safe reconciliation should be made and recorded weekly. In the event of any loss or discrepancy of funds a full investigation must be completed within 24 hours. This must be reported immediately to the Membership Services.
- 6.13. Best practice is to always have two people present when opening the safe.
- 6.14. A safe log form should be completed every time you open the safe.
- 6.15. The safe log form comprises of:
 - Date
 - Time
 - Name
 - Reason for opening
- 6.16. Cash may be taken on the door as long as a receipt is given to every customer this may be their ticket.
- 6.17. The weekends door takings must be banked to the Welcome Centre on the following working day.
- 6.18. The door takings must be banked at the Welcome Centre at least twice a week.
- 6.19. The takings must be transported to the welcome centre in a locked box and concealed in a bag, always take the most direct route, do not stop to talk to anyone, ensure no one is watching you leaving the room where the safe is.
- 6.20. Sonar film must charge a different entrance amount for members and non-members.
- 6.21. Sonar film's treasurer is responsible for keeping accurate records of door takings and these must be given to the Finance Manager termly.

7. Additional Funding

- 7.1. Solent Students' Union sets aside an amount of money every year to help support societies and student groups to develop and grow their activities.
- 7.2. Applications are open between 1st September and 10th April annually.

- 7.3. There are 3 decision dates for the funding rounds, which close on 31st October, 31st January and 10th April.
- 7.4. The total additional funding amount is split between these deadlines by (a 40%, 40%, 20% split respectively) so that one bid does not use up the entire budget.
- 7.5. A completed Additional Funding Application Form (including Risk Assessment) must be submitted within this timeframe to be considered for funding.
<https://societyadoptionform.paperform.co/>
- 7.6. Please be prepared, if requested, to provide 3 quotes from 3 different suppliers if applying for equipment/assets. These quotes must be from a UK supplier in Great British Pounds (£) and not Dollars or Euros.
- 7.7. Funding requests are reviewed within 14 days (if applying for under £300) and within 21 days (if applying for over £300) of the application deadline.
- 7.8. There is no limit to how many requests a society or student group can submit in an academic year, however your previous applications will be taken into consideration.
- 7.9. Additional funding cannot be applied for items that your society or student group have already purchased.
- 7.10. Successful applicants must spend their funds within 28 days of the confirmation date, April successful applicants must spend their funds by 31st of May.
- 7.11. Any Society or student group can apply for additional funding as long as the Society has:
 - 5 registered members
 - An elected committee comprising of at least President, Vice-president and Treasurer (or equivalent).
 - A constitution logged with the Students' Union.
 - A risk assessment logged with the Students' Union.
 - Entire committee has Completed GDPR training with the Students' Union
 - An elected committee that attended the mandatory training in the current academic year.
- 7.12. Additional funding is to help societies and student groups develop and grow their activities.
- 7.13. The fund must benefit all members of your society or student group.
- 7.14. Additional funding is for unexpected costs that may arise during the year. For example, replacing broken equipment, or purchasing new equipment that enhances the activity of your society.
- 7.15. Additional funding is not for general running costs. Similarly, the fund cannot be used for social events like seasonal celebrations or end of year gatherings. Nor is it for personal clothing or items that do not benefit all your members.
- 7.16. Requests below £300 will be reviewed by the Additional Funding panel, which consists of the

Head of Membership Services, Finance Manager, and Activities Coordinator.

- 7.17. Requests above £300 will be taken to the Students' Union Leadership Team. The Leadership team usually meet once every 2 weeks.
- 7.18. Requests above £300 will be taken to the Students' Union Leadership Team. The Leadership team usually meet once every 2 weeks.
- 7.19. If the Head of Membership Services are away for more than the 14 days, the decisions will be delegated to their nominated persons.
- 7.20. In order for your application to be granted the Additional Funding panel will assess your application based on the following criteria:

Applications must contribute to at least one of the below three priority outcomes:

- Transferable Employability Skills
e.g. does your application provide transferable skills and employment training or improve educational attainment?
- Benefiting Students
e.g. does your application benefit and engage students, and how will this be achieved? How will you evidence this?
- Making a Short and Long Term Impact
e.g. does your application make an impact on student life both at Solent and in the community, in either a short or long term manner?

- 7.21. Applications must also contribute to at least one of the below five values:
 - Inclusive (ensuring that all students can partake in the project)
 - Passionate (ensuring the project is delivered in a way that excites people)
 - Progressive (ensuring that there is a positive outcome for students)
 - Trust (ensuring a community of trust is built between the Students' Union, students and external stakeholders)
 - Balance (ensuring that students balance their studies with extracurricular activities for maximum achievement)
- 7.22. They will also take into account what they reasonably believe will bring the most benefit to the widest number of students and that your society or student group have evidence that you have tried to raise funds for themselves through fundraising, membership contribution and sponsorship.
- 7.23. Further criteria that might affect the success of your application:
 - If the society or student group is running in accordance with Union policies
 - Good financial management of the society e.g. annual budgeting, appropriate membership fees to meet costs.
 - Membership numbers
 - The societies' previous applications for Additional Funding
 - Whether a feedback form was returned on any previously granted funding bids.
 - If the society has lots of funds and no acknowledged reason for not spending them

8. Sponsorship Agreements

- 8.1. Under the Students' Union's financial procedures, the Union must ensure that there is clear and fair allocation to all societies on obtaining sponsorship.
- 8.2. All societies will have the opportunity to be trained on this process at the start of each academic year or at their induction with the Students' Union. Details of this process and all associated documents will be made available on the Students' Union website.
- 8.3. Societies seeking sponsorship should approach businesses to sponsor their activities. The Head of Membership Services can be consulted to offer their expertise in this area.
- 8.4. Society committee members should decide what they are prepared to provide in exchange for sponsorship.
- 8.5. The committee member should then email Student.involvement@solent.ac.uk to inform the Students' Union of their proposed sponsorship agreement.
- 8.6. A meeting between the Activities Coordinator, and the Head of Membership Services can be arranged. The expectations of the society will be clarified in order to find the most appropriate sponsorship arrangement. Membership services will liaise with the Finance Department to ensure that sponsorship agreements do not conflict with existing funding that the Students' Union receives from existing businesses.
- 8.7. Once a sponsorship arrangement has been proposed, the Activities Coordinator, Head of Membership Services and appointed society committee member will meet to discuss the contract.. A contract and risk assessment will be signed, stating the responsibilities of all parties.
- 8.8. Regular catchups can be scheduled between the society committee member, the sponsor and the Activities Coordinator to discuss progress.
- 8.9. At the end of the academic year or the end of the contract, a meeting will be set up with the society committee member, Activities Coordinator, and the Head of Membership Services and sponsor to evaluate the agreement and discuss whether it should be renewed, amended or annulled.
- 8.10. If you have any questions, please contact Membership Services.

9. Society Asset Register

- 9.1. It is the responsibility of the Activities Coordinator to maintain a complete overview of all society's asset register.
- 9.2. It is the responsibility of the society's committee to complete/update a society asset register at the beginning of the academic year.
- 9.3. Societies are responsible for informing the Activities Coordinator of any purchases or movements of assets throughout the academic year.

- 9.4. The Asset register will record the following information:
- Description;
 - Location;
 - Date of Purchase;
 - Cost;
 - Asset number
 - Serial number/licence number (if applicable)
- 9.5. The assets on the Assets Register can be subject to physical verification by the auditors annually.
- 9.6. The Activities Coordinator will conduct an annual review of equipment against the Asset Register.
- 9.7. All Society equipment remains the property of Solent Students' Union.
- 9.8. Society equipment is for the use of the society and cannot be hired out to third parties without express permission from the society President themselves.
- 9.9. If society property is left disused in Students' Union residences for longer than 3 years, as dated from the society's last recorded asset register, the Students' Union will claim ownership of the property as dispose of in the same manner.

10. RAG

- 10.1. Solent Students' Union will at all times adhere to the Charities Act 2011 and other relevant statute where appropriate. All guidance in this policy is superseded by changes to the law and the fundraiser is responsible for ensuring they adhere accordingly.
- 10.2. Solent Students' Union will work in partnership with Solent University to ensure all fundraising activity undertaken by students is appropriately and properly recorded through the RAG account so it can be accurately reported to the student body, the University and external stakeholders each year.
- 10.3. Raising and Giving (RAG) collects money for charity throughout the year through the RAG society and members of the Union.
- 10.4. The procedures as detailed below are in place to ensure the security of the cash, the safety of the volunteers collecting the cash and the proper accounting of such collections.
- 10.5. Solent Students' Union has a selection of collection buckets or pots which can be used by students. These can be booked through the Activities, Events and Income department with 48 hours' notice. A deposit is required for any student groups who are not part of a society affiliated with Solent Students' Union. All deposits are refundable on the safe return of the collection buckets or pots. Deposits should be paid directly to the Students' Union Welcome Centre or Finance department so a receipt can be given.
- 10.6. A collection bucket sign out process is in place to manage the safe borrowing, use and return of collection buckets or pots. This procedure is available online and from the Activities Coordinator.
- 10.7. All collection buckets will be secured with industry approved tamper proof seals which must

only be removed by Solent Students' Union Finance department staff, who will ensure that at least two people are involved in handling and recording the money received, which will take place behind a locked door. All returned collection buckets or pots will be kept in a safe until this procedure has been completed. For any bucket which is lost or returned with a broken seal, the student who signed the bucket out will be liable for a £50 fine. The fine will be paid to the charity being fundraised for.

- 10.8. Someone must remain in possession of the collection bucket or pots at all times. This person must remain sober and responsible at all times.
- 10.9. The collection buckets or pots must be returned within 24 hours of the agreed date on the sign out sheet. The funds will usually be counted within 48 hours of return and the student who signed out the bucket or pots will be notified of the amount raised.
- 10.10. If a fundraiser intends to return collection buckets outside normal Union working hours (10.00 – 16.00 weekdays) they must obtain permission from the Activities Coordinator. An appropriate plan for securing the funds will be agreed.
- 10.11. All funds will be paid into the RAG account before being transferred directly to the charity the funds were raised for. This will be paid at the end of each academic year.
- 10.12. Society members can raise money for their own society using the charitable status of Solent Students' Union, or could split funds jointly between their society and another charity providing this is clearly stated on all fundraising materials.
- 10.13. Solent Students' Union will aim to hold all fundraising activities in the local area to ensure that there are minimal costs incurred by students.
- 10.14. Some fundraising events may incur a registration fee. Payment of this fee is the responsibility of the participant.
- 10.15. All staff employed at Solent Students' Union are responsible for ensuring fundraising pots positioned in their place of work are approved by the Activities Coordinator and remain secured and sealed throughout the period of time on display.
- 10.16. Any collection outside of the University or the Students' Union premises requires a street collection licence, available free of charge from Southampton City Council.
- 10.17. To collect money on private property you must obtain written permission from the owner or manager of the land. All permission must be given to the Activities Coordinator when the collection pots or buckets are collected.
- 10.18. Failure to obtain the appropriate licences for fundraising is a criminal offence and could result in court action.
- 10.19. Any charity chosen must be registered with the Charity Commission and have a registered charity number. This number must be displayed on all fundraising materials relating to the fundraising event.

11. Volunteering

- 11.1. The Students' Union aims to ensure volunteering activity is accessible and as part of this that volunteering activity should not incur any costs to students. This outlook concerns in- house and student led opportunities only and does not concern opportunities that are offered by external organisations.
- 11.2. If you think you may incur an expense whilst volunteering with the Students' Union you should contact the Activities Coordinator before spending any money.
- 11.3. If you need to claim expenses you will be required to complete a volunteer expense form which are available from the Membership Services, and provide evidence of all receipts.
- 11.4. Volunteering opportunities undertaken with an external organisation should be covered by the expenses policy of that organisation. If a student is embarking on a volunteering opportunity with an external organisation which has not been pre-arranged by the Students' Union, it is their own responsibility to ensure the external organisation covers the cost of volunteers' expenses.
- 11.5. For specific information on expenses, students are advised to contact the membership Membership Services.

12. Societies Buying and Selling policy

- 12.1. Solent Students' Union recognises that societies wish to update their equipment in order to remain up to date with technological advances, in order to provide their members with the best experience possible. This procedure outlines the steps to take if you wish to sell any society equipment to buy more up to date equipment.

Selling Equipment:

- 12.2. Inform the Activities Coordinator what you would like to sell and the reasons why.
- 12.3. Each item of equipment that you wish to sell will need to be valued to the current market value no matter how small or how old. This can be done in several ways:
 - At a shop
 - Online
 - Scrap merchant
- 12.4. Methods of disposal may include sale to an external individual or organisation, trading in as part-exchange for new equipment or sale as scrap.
- 12.5. Advertise the equipment for sale and make sure it is clear that the equipment is 'Sold as Seen' and there is no guarantee or return of the item and inform them of the payment options outlined below.
- 12.6. Please inform the Activities Coordinator once you have a buyer.
- 12.7. Buyer payment options:

- 12.8. If buyer wants to pay by card/cash they must come to the Students' Union Office to pay.
- 12.9. If Card – we will need to wait for payment to go through (approx. 3 days) before releasing the equipment.
- 12.10. If Cash – The buyer can take the equipment straight away.
- 12.11. The buyer can pay by bank transfer to the Students' Union with the Students' Union bank details – Funds are usually cleared within the same day. Once cleared the equipment can be released. The buyer must give clear reference of the Society they are paying. Bank details can be obtained through the Activities Coordinator.

Buying Equipment:

- 12.12. You can pay for equipment yourself and claim back through a payment request form with an itemised receipt as proof of purchase.
- 12.13. If you do not have the funds to do this then you can:

- Check if the shop/company accepts a cheque The shop will need to email/provide an invoice to Students' Union saying how much the equipment is.
- If they provide an invoice of the equipment to the Students' Union, we can pay it to them by bank transfer.

Please be aware that:

- The company will not release the equipment until the payment is complete.
- Society Payments are processed in Finance on Thursdays.
- Requests need to be taken to the Activities Coordinator or Finance Department before Wednesday each week if you want the payment to be processed that week. It will then take 3-5 working days to go through. This will take you to the following week.

13. Societies with commercial activities

- 13.1. A price list for your services must be compiled and agreed by the committee and a copy passed to the Membership Services by the 30th September each year.
- 13.2. A quote must be sent to the customer detailing all the costs involved, a template can be obtained from the Membership Services.
- 13.3. Once the customer has agreed your quote a contract must be drawn up clearly stating:
- Costs
 - Timeframe
 - Cancellation period
 - Signatures from both parties
- 13.4. Templates for contracts and help completing them can be obtained from Membership Services.

- 13.5. Societies cannot issue invoices; all invoices must be issued by the Union's Finance Department.
- 13.6. An invoice request form can be obtained from the Membership Services.
- 13.7. The invoice request form contains the following information:
- Name and address of the customer
 - Details of the services being provided
 - Amount to be charged to the Customer
 - Name of the society and account code
- 13.8. Once the signed contract has been returned a copy along with the invoice request form must be passed to Membership Services within 48 hours.
- 13.9. The Finance department will issue the invoice to the customer and once payment has been received the funds will be transferred to the Societies account.
- 13.10. All Societies with commercial activities must have a complaints procedure.
- 13.11. The treasurer is responsible for keeping accurate financial records for all their commercial activities and these must be given to the Finance Manager termly.
- 13.12. All society members work on these commercial activities on a voluntary basis and cannot be paid for their time.
- 13.13. Some expenses incurred such as fuel costs may be allowed to be reclaimed from the society account but must be agreed by the committee prior to the event.
- 13.14. The Union would recommend the following mileage rates:

Use of Own Car/Van	40p per mile for the first 125 miles 25p a mile thereafter
Motorcycle	25p per mile

14. Investment & Sustainability Funding

- 14.1. The Investment and Sustainability fund is a fund that the Board of Trustees offer out to societies to purchase equipment/assets in order for the society to become more sustainable in the long term.
- 14.2. The fund is not guaranteed to happen every year it is at the Trustee Boards discretion and available funds.
- 14.3. In order for a society to apply for the funding they must have supplied Membership Services with the following information and completed the following training:
- A constitution for your society
 - A risk assessment for your society

- An annual budget for your society
 - Election results of your society
 - Attended Societies training
 - Completed Society GDPR training
- 14.4. When the funding is available the Membership Services will contact all Societies via email with the information on how to apply.
- 14.5. The application must be completed in full and all requested documentation must also be submitted by the deadline.
- 14.6. Only the applications forms and requested information will be shortlisted any additional information submitted cannot be included in the shortlisting process.
- 14.7. All applications must be emailed to sudent.involvement@solent.ac.uk
- 14.8. All applications must be received by the specified deadline.
- 14.9. Any late applications will not be submitted for shortlisting.
- 14.10. All applications received by the deadline will be shortlisted by a panel comprising of: The Vice-President of Engagement, Finance Manager, and ActivitiesCoordinator.
- 14.11. The shortlisting will be scored against the following criteria:
- Has the application been completed fully and all requested documents received?
 - Does the application meet at least one of the three priority outcomes?
 - Does the application meet at least one of the Unions' five values?
 - Are all the items being requested Assets?
 - Is the equipment sustainable for 3 years or more?
 - Is the spend per head a fair use of charitable funds?
 - How realistic are the expectations of the fund application?
 - Overall, would you shortlist this Application for approval?
- 14.12. The panel will take their recommendations to the Trustee Board for their approval.
- 14.13. If your application is successful, the society member who applied for the grant will become the Fund Officer for your application and will be responsible for liaising with the Union to purchase your equipment.
- 14.14. Unsuccessful applications will be notified by email within 21 days of the Trustee board's decision.

13) Fundraising Policy

1 Policy Summary

- 1.1 This policy was adopted by Solent Students' Union Leadership Team in April 2020. The policy was reviewed August 2023 and will be reviewed no later than September 2024.
- 1.2 This policy highlights the legal requirements that Solent Students' Union and all students fundraising through the support of Solent Students' Union must abide by.
- 1.3 At the time of publication this policy follows all relevant statutory guidance.

2 Policy Statement

- 2.1 Solent Students' Union will at all times adhere to the Charities Act 2011 and other relevant statute where appropriate. All guidance in this policy is superseded by changes to the law and the fundraiser is responsible for ensuring they adhere accordingly.
- 2.2 Solent Students' Union is committed to offering all students at Solent University the opportunity to take part in fundraising activities during their studies.
- 2.3 Solent Students' Union aims to offer support for a range of fundraising activities which appeal to our diverse student membership through involvement in the Raise and Give (RAG) society and through the hiring of fundraising equipment for other society or individual student group activity.
- 2.4 Solent Students' Union will work in partnership with Solent University to ensure all fundraising activity undertaken by students is appropriately and properly recorded through the RAG account so it can be accurately reported to the student body, the University and external stakeholders each year.
- 2.5 Society members can raise money for their society by using the charitable status of Solent Students' Union, or could split funds jointly between their society and another charity providing this is clearly stated on all fundraising materials. The following sections clearly outline how to do this.

3 Support, Guidance and Training

- 3.1 Solent Students' Union employ permanent staff to support students wishing to fundraise, either socially or as part of their course. Support and guidance will be offered to all students by the Activities Coordinator. All students taking part in Solent Students' Union organised fundraising, including those organised by the RAG Society, should approach the Activities Coordinator for support before commencing the fundraising activity.
- 3.2 Should the Activities Coordinator be unavailable, students should either contact the Head of Membership Services.
- 3.3 Solent Students' Union is committed to ensuring all students engaging in fundraising activities are provided with training. All students groups will have access to training in fundraising as part of Society Committee training. The Union may also invite external charity guest speakers to deliver fundraising training. Staff at the Union may run ad-hoc training for individuals who wish to engage in fundraising.

- 3.4 Often charities provide their own fundraising training before allowing participants to take part in their events. Where possible, the Union will ensure that this training complies with the terms laid out in this policy. Should it be found that the training does not comply, the Union will supplement the training.

4 Expenses

- 4.1. Solent Students' Union will aim to hold all fundraising activities in the local area to ensure that there are minimal costs incurred by students. This is part of our organisational mission to enrich the student experience through cultivating fun activities which develop a sense of community, and part of our strategic theme 'money' to address and reduce increasing financial pressures facing students.
- 4.2. Some fundraising events held by Solent Students' Union and its affiliates may incur a registration fee. Payment of this fee is the responsibility of the participants and will not be accepted as a reasonable expense.
- 4.3 Some fundraising events held by Solent Students' Union and its affiliates may incur other administration fees such as vaccinations for overseas trips. Payment of these fees is the responsibility of the participants and will not be accepted as a reasonable expense. All queries regarding additional fees to a registration fee should be directed to the Activities Coordinator.

5 Health, Safety and Risk Management

- 5.1 All fundraising activities undertaken by Solent Students' Union, including the RAG society, are subject to our risk assessment procedures. All events and activities must be risk assessed before commencement, with comprehensive inductions and health and safety briefings specific to each activity arranged. The Activities Coordinator will advise you of your role in this procedure.
- 5.2 Solent Students' Union is committed to the enhancement of employment skills in all our students. To support the development of skills, it is actively encouraged that student fundraisers undertake their own risk assessments using Solent Students' Union templates and guidance documents, for the Activities Coordinator to review and approve, amending where required.
- 5.3 All student fundraisers are required to complete an events plan and submit it to the Activities Coordinator before their event is approved. Where necessary, additional outdoor licences may be required for some planned outdoor events. You will be informed by the Activities Coordinator if this is required.
- 5.4 Solent Students' Union will ensure that all activities have appropriate insurance cover through the completion of risk assessments approved with our insurers. Any activity that has not undergone a risk assessment with the Student Involvement department will not be insured and should not take place. If additional insurances need to be obtained the cost of such is the responsibility of the event organiser and student group.
- 5.5 All staff employed at Solent Students' Union are responsible for ensuring fundraising pots positioned in their place of work are approved by the Activities Coordinator and remain secured and sealed throughout the period of time on display.
- 5.6 To ensure honesty and transparency in fundraising, any fundraising with a specific purpose, i.e. to purchase equipment, must be stated clearly on all fundraising materials. An explanation

of what will happen with any funds raised if you do not raise enough, or raise too much, will need to be clearly given. It would be usual to donate these funds to the charity you are fundraising for. If you are in this situation advice can be obtained from the Activities Coordinator.

6 Hiring and Use of Charity Collection Buckets or Pots

- 6.1 Solent Students' Union has a selection of collection buckets or pots which can be used by students. These can be booked through the Student Involvement department with 48 hours notice. A deposit is required for any student groups who are not part of a society affiliated with Solent Students' Union. All deposits are refundable on the safe return of the collection buckets or pots. **Deposits should be paid directly to the Students' Union Welcome Centre or Finance department so a receipt can be given.**
- 6.2 A collection bucket sign out process is in place to manage the safe borrowing, use and return of collection buckets or pots. This procedure is available online and from the Activities Coordinator.
- 6.3 All collection buckets will be secured with industry approved tamper proof seals which must only be removed by Solent Students' Union Finance department staff, who will ensure that at least two people are involved in handling and recording the money received, which will take place behind a locked door. All returned collection buckets or pots will be kept in a safe until this procedure has been completed. For any bucket which is lost or returned with a broken seal, the student who signed the bucket out will be liable for a £50 fine. The fine will be paid to the charity being fundraised for.
- 6.4 Someone must remain in possession of the collection bucket or pots at all times. This person must remain sober and responsible at all times.
- 6.5 The collection buckets or pots must be returned within 24 hours of the agreed date on the sign out sheet. The funds will usually be counted within 48 hours of return and the student who signed out the bucket or pots will be notified of the amount raised.
- 6.6 If a fundraiser intends to return collection buckets outside normal Union working hours (10.00 – 16.00 weekdays) they must obtain permission from the Activities Coordinator. An appropriate plan for securing the funds will be agreed.
- 6.7 All funds will be paid into the RAG account before being transferred directly to the charity the funds were raised for. **This will be paid at the end of each academic year.**

7 Collection Permits or Permission

- 7.1 Any collection of money outside of the University or Students' Union premises requires a street collections licence, available free of charge from Southampton City Council (or the relevant council if the fundraising is taking place outside Southampton). To obtain a permit, all fundraisers should contact the Activities Coordinator.
- 7.2 To collect money on private property you must obtain written permission from the owner or manager of the land. All permissions must be shown to the Activities Coordinator when collection buckets are hired.
- 7.3 Failure to obtain the appropriate licences for fundraising is a criminal offence and could result in court action.

8 Selection of Charities

- 8.1 Any charity chosen must be registered with the Charity Commission and have a registered charity number. This number must be displayed on all fundraising materials relating to the fundraising event/s.
- 8.2 If more than one charity is selected, the details of all charities must be displayed on all fundraising materials relating to the fundraising event/s and must confirm the percentage allocation to each charity. Failure to do so is a criminal offence.

9 Fundraising for Solent Students' Union

- 9.1 Charitable funds can be raised on behalf of the Union. Solent Students' Union is a charitable company limited by guarantee, company number 8619653 and registered charity number 1153350.
- 9.2 All funds raised for Solent Students' Union will be ringfenced to provide additional funds for student activities, societies and volunteer activities.

The Board of Trustees and Chief Executive consider that all of its staff, students, trainees and visitors have a right to work in places where risks to their health and safety are properly controlled, and the Students Union is committed to:

- legal compliance
- meeting current best practice
- preventing injury and ill health by effectively controlling risk embedding health and safety in normal day-to-day work activities
- encouraging open and transparent health and safety processes, with a 'no-blame' culture
- the full involvement of all its staff, through their representative organisations, and continual improvements in standards of health and safety.

This policy can only be successfully implemented if there is total commitment from all staff and students. The Students' Union therefore requires all its staff, students and trainees to recognise their own personal responsibilities and to work safely and with due consideration for others, wherever Students' Union activities are taking place. Working safely is a condition of employment (or student registration with the University) and is required by law.

The Students Union has agreed a set of health and safety roles and responsibilities which describe individual responsibilities, and those associated with generic job titles, in more detail, these can be found in the H&S Process and Guidance Manual on the Students' Union N drive or in the Administration or Commercial offices.

In particular, all those in managerial and supervisory positions must be committed to meeting the highest standards of health and safety and to lead by example. Health and safety are important management responsibilities and support, training and advisory services to assist managers in the implementation of this policy are provided in the form of Students' Union H&S process and Guidance manual on the N Drive, in the Students' Union Administration & Commercial office and via the University Portal's Health and Safety pages.

Southampton Solent University has an annual, rolling Action Plan detailing how its health and safety policy will be delivered. The Students' Union is committed to supporting and implementing any agreed process under this plan.

Please see link below for the University Document:

<http://portal.solent.ac.uk/support/policies-and-procedures/official-documents/policies-procedures-guidelines/estates-facilities.aspx>.

The Action Plan is kept under regular review throughout the year and its implementation will be formally reviewed at least annually or more frequently in light of significant changes to legislation or work activities, or as a result of the outcome of audits or other University management review.

This health and safety policy is readily available to the Students' Union community and can be viewed on the N Drive and on the Students' Union website. It can be made available to third parties on request. Please read in conjunction with our Health and Safety Manual.

15) Livestreaming Policy

1. Summary

- 1.1. This policy was adopted by Solent Students' Union Leadership Team in November 2019 and will be reviewed no later than November 2022.
- 1.2. This policy explains the process followed by Solent Students' Union with regards to the livestreaming of events, games and content by student groups.
- 1.3. For the purposes of this policy, livestreaming is defined as transmitting or receiving live video and/or audio coverage of (an event, an individual stream etc.) over the Internet.

2. Livestreaming process

- 2.1. Students and student groups must adhere to the Student Groups Code of Conduct, which can be found at: www.solentsu.co.uk/about/publications/. This will also include any other relevant Union policy that applies. They can be found at: www.solentsu.co.uk/about/publications/.
- 2.2. It is crucial to protect the reputation of the Students' Union, the University, members of the Union and all student groups whilst livestreaming.
- 2.3. It is mandatory all student groups that livestream MUST book a training session on how to conduct themselves before any livestreaming can happen. This can be done by emailing communications@solentsu.co.uk.
 - 2.3.1. Throughout the year student groups may also request further information and support by emailing the Communications department (this additional support will be given at the discretion of the Communications manager based on staff resource).
- 2.4. Students seeking to livestream their events and/or content must complete a Notification of Livestreaming form to notify both the Community and Communications teams of the details of the proposed livestream. This completed form must be returned via email to both student.involvement@solent.ac.uk and communications@solentsu.co.uk where possible within a minimum of 7 working days in advance of their streaming activity for approval, support and/or advice.

Where 7 working days' notice is not possible due to the timescales of the event and short notice bookings or activity we will still be able to approve/disapprove the livestream but support and/or advice will only be given dependant on the available resource within the organisation at the time of the notification being received.

You must provide the following information within the returned Notification of Livestream form:

- A. Date and times of the livestream.
- B. Specific details of the broadcast and the platform it's streamed on.
- C. The risk assessment for the event and/or broadcast.
- D. Whether the stream is public.
- E. Whether the content, game and/or event being streamed has any controversial themes, age appropriate content or trigger warnings.

- 2.4.1. Students and student groups who livestream on behalf of any external booking or client

shall do so in line with the 3rd parties' livestreaming policies and procedures.

- 2.5. Student groups can request further support on the day of their livestream broadcast from the union's Communications team (communications@solentsu.co.uk). This would require 20 working days notification and is at the discretion of the Communications Manager.
- 2.6. The livestream may only deviate from the information provided if there are extenuating circumstances such as delays to the broadcast.
 - 2.6.1. If any deviation from your schedule has been made under extenuating circumstances, you must inform the Communities department via email at student.involvement@solent.ac.uk immediately.
- 2.7. If the live stream is considered to be high risk, the union has the right to monitor and if necessary, terminate the livestream at any point (see 4.1.).
 - 2.7.1. In the event of a cancelation of the livestream, the student group will immediately report this to any parties they have requested support from and provide a public notice.
- 2.8. If there are any issues, controversies or concerns with any aspect of the livestream, the student group is required to inform the Communities team at the earliest possible opportunity, with evidence to substantiate concerns where appropriate.
- 2.9. In the event of a breach of this policy, the individual streamer and/or student group, where applicable will be held responsible for their actions, but not the content of external comments and/or external media. Please see the Student Disciplinary Policy for further details (<https://www.solentsu.co.uk/about/publications/>).
- 2.10. Where possible, streamers are required to restrict the streaming of age appropriate content to the audience it was intended for, for example ensuring that films/games that are intended for audiences aged 18+ are only shown to people who are aged 18+.
- 2.11. Whilst streaming, students must:
 - A. Act to moderate offensive comments.
 - B. Always include trigger warnings if their content contains controversial and/or sensitive issues.
 - C. Provide photosensitive epilepsy trigger warnings.
 - D. Not intentionally bring the Union, Solent University, their society, or themselves into disrepute in any way.
 - E. If you commit libel and/or slander against anything or anyone, the responsibility for this will be the individual streamers.
 - F. Adhere to all Union policies and procedures.
 - G. Not engage in any behaviour which is deemed an act of discrimination, bullying or harassment.
 - H. Treat all Union and University property with respect and will not interfere with other people's enjoyment of Union or University facilities or events.
 - I. Conduct themselves at all times in a reasonable and responsible manner of mutual respect and understanding for all members of the University and external community.
 - J. Conduct themselves in a manner that shall not offend others and shall not use foul and abusive

language, either orally, in writing or by expression.

- K. Comply with relevant legislation, including but not solely copyright, libel and / or slander.
- copyright is the right to copy. This means that the original creators of products and anyone they give authorisation to are the only ones with the exclusive right to reproduce the work.
 - Libel is a published false statement that is damaging to a person's reputation
 - Slander is to make false and damaging statements about someone

2.12. Students and student groups who livestream on behalf of any external booking or client shall do so in line with the 3rd parties' livestreaming policies and procedures.

3. Livestreaming platforms

3.1. When using any platform that allows for livestreaming the individual or student group is responsible for the following:

- 3.1.1. The removal of all passwords and usernames on the device used for streaming;
- 3.1.2. The removal or reset of any data that can be used to livestream;
- 3.1.3. Clearing any cookies and other data packages that could result in the livestream being used by another party.

3.2. When using any device that could be used to livestream the individual or student group is responsible for the following:

- 3.2.1. Ensure that the device has an encrypted passwords and protection. This password should only be shared with the lead member for the livestream;
- 3.2.2. Ensure that all devices that could be used to livestream are locked when not in use. If not personal property, the devices should be locked away securely;
- 3.2.3. Ensure that all devices that could be used to livestream are never left unaccompanied when in use.

3.3. If the livestreaming platform and/or account has been hacked or used by another party without permission, you must immediately inform Solent Students' Union by emailing breach@solentsu.co.uk.

If the party responsible for the unauthorised use of the platform is known, please let the above manager know and include any evidence supporting this.

4. Security

4.1. **All** livestreaming accounts MUST be set up with the societies "@solentsu.co.uk" email, so that the Union can reset any passwords as a matter of urgency in the event of a breach.

4.1.1. Passwords will not be stored digitally.

4.2. **All** passwords are to be changed and updated at the start of each academic term.

4.2.1. **All** passwords should be unique to each platform they are for I.E. Different passwords for

Twitter as for Instagram.

- 4.3. Passwords should be limited to only the president / lead member of a student group and other relevant positions/ members,
 - 4.3.1. These passwords should be transferred to new positions and immediately changed during the handover period of any student group;
 - 4.3.2. This also applies if any changes happen with committee members' mid-year.
- 4.4. Any student group device that is set up for broadcast will only be accessible via members of the student group committee.
 - 4.4.1. The student group committee should keep a record of equipment sign-outs;
 - 4.4.2. A list of all individuals who have access to any device used for livestreaming will be given to the Activities Coordinators for a secure record.
- 4.5. **All** accounts must be logged out of any device and the log in details must not be saved to the device.
- 4.6. In the event of a breach you must report this to the Activities, Events and Income manger & the Communications manager immediately with any information and evidence of breach.

5. Key Contacts

- 5.1. If you have any questions, please contact the Communities team

Organisation	Reason for contact	Contact Details
Membership Services	Informing of livestream events, providing information about event, provide risk assessments, asking for initial support and help. Breach of contract or policies.	student.involvement@solent.ac.uk
Students' Union – Communications department	Asking for further support, asking for general advice.	students.union@solentsu.co.uk
Students' Union – Head of Student Voice	Complaints, disciplinary.	winston.alla@solent.ac.uk

16) Radio Booking Procedure

1. Summary

1.1 This procedure highlights the step-by-step process to be followed by Solent Students' Union with regards to booking the radios for society use.

2. Radio Booking Process

2.1 Details of the booking process and all associated documents will be included within individual student group handbooks and available on the Students' Union website. A flowchart showing this procedure can be found at the end of this document.

2.2 All student groups should inform a member of Membership Services if they wish to use the radios to allow the relevant staff member to fully support them through the planning and organisation of their event. The Students' Union staff member is responsible for meeting with the student group and informing them of the radio booking procedure in full.

2.3 Only a member of the society committee is allowed to book the radios, and must send a request to student.involvement@solent.ac.uk confirming the following:

- Society Name
- Name of committee member
- Committee position held
- Reason for radio use
- Date of signing out
- Date due to return
- Risk Assessment

This will then be logged by Membership Services and a confirmation sent to the request. The risk assessment will be sent to the Activities Coordinator to check.

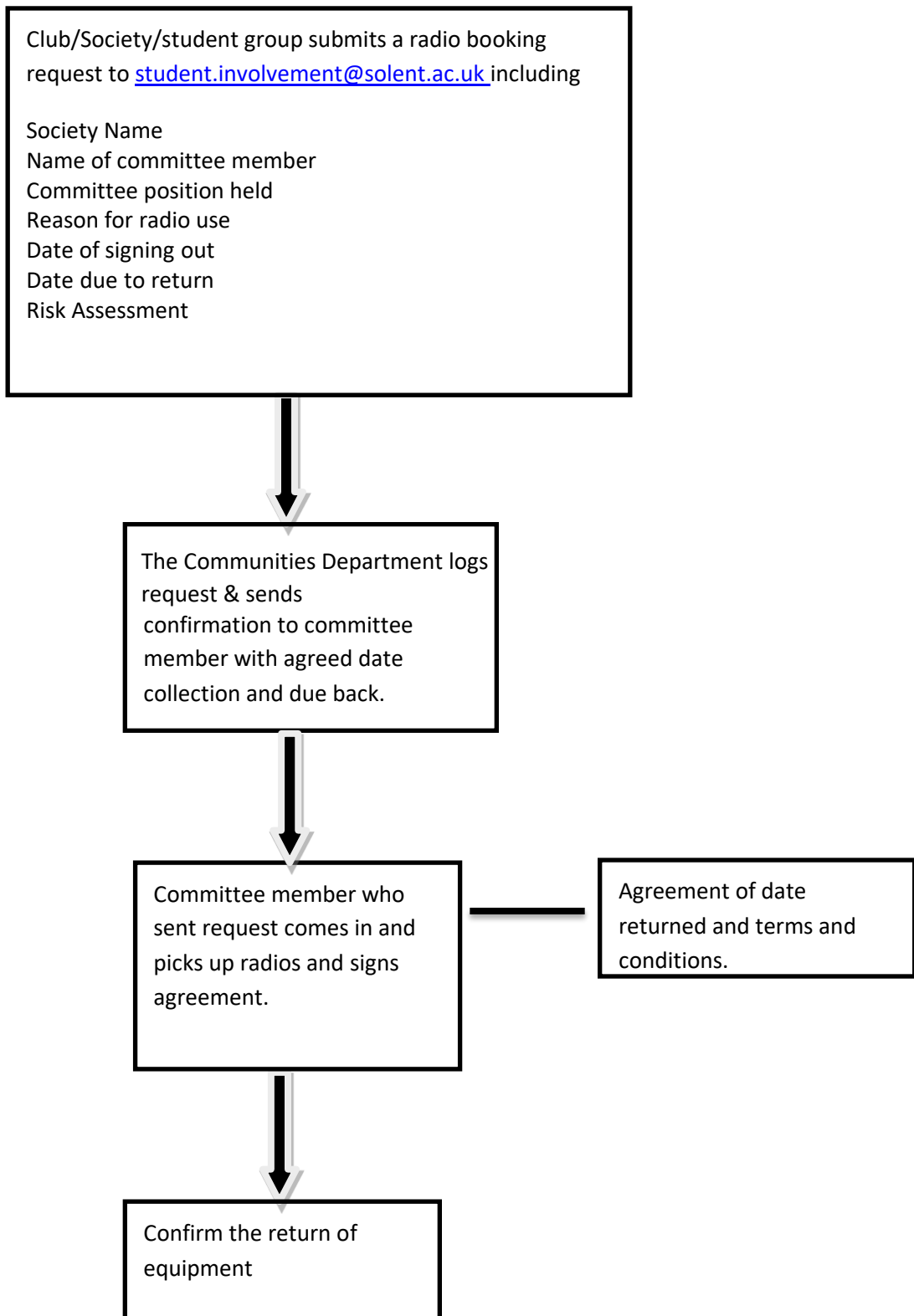
2.4 The committee member collects the radio and must sign an agreement of a return date. The committee member must also sign an agreement to say they understand the terms and conditions of using Students' Union equipment. If radios are lost or broken, the committee member must let the Students' Union know as soon as possible. If radios are destroyed purposefully, the committee member will be charged.

2.5 The same committee member must return the equipment on the date agreed and declare any damage, or loss of the property.

3. Key Contact

Organisation	Contact Name	Contact Details
Student Union	Membership Department	student.involvement@solent.ac.uk

Stage 1: Society Radio Usage Requests



17) Redundant Society Procedure

1. What is a Redundant Society?

A redundant Society is when an active Society has been dissolved, disaffiliated or has less than five members. In this case the Society will be moved onto the adoption list where, after three academic years, if the society has not been adopted, it will be classed as a redundant Society.

2. What happens to the Society's funds?

If the redundant society has not been adopted within three years (these will be three complete financial years 1st August – 31st July), then the society's funds will be moved into the Students' Union society account and used to purchase promotional materials of behalf of the current societies.

These promotional materials consist of:

- Personalised roller banner
- Personalised table stand – with a link to purchase membership

3. What is the Development Fund?

The development fund is there to support the development of societies with 20 members or less to help them promote and develop engagement in their society.

The development fund will be available for applications from October until March. A society wishing to apply for the society development fund must fill in the application form showing how the money would promote and benefit their Society.

Please note: You cannot apply for items that your society or student group have already purchased.

4. Criteria for successful applications

Any Society can apply for the Development Fund if the Society meets all of the following criteria:

- The required 5 members to be a Society.
- Less than 20 members signed up in the current academic year.
- A committee comprising of at a least President, Vice-president and Treasurer (or equivalent).
- A constitution logged with the Students' Union.
- A risk assessment logged with the Students' Union.
- Completed GDPR training with the Students' Union.
- A committee that have attended the mandatory training in the current academic year.

Applications must be submitted to the Membership Services at student.involvement@solent.ac.uk. The application will then be reviewed by the Head of Membership services and the Activities Coordinator. All funding requests will be reviewed within 21 days of their receipt and we will endeavour to reply to you with an outcome within this time frame.

Successful applicants must claim back their funds within one calendar month of the confirmation date.

18) Societies Constitution

Section 1 – Purpose

- 1.1 Introduction
- 1.2 Governance
- 1.3 Amendments & Interpretation

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- 4.1 Running Your Elections
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Section 5 – Societies Council

- 5.1 Societies Council Chair/Deputy Elections
- 5.2 Societies Council membership
- 5.3 Powers and Duties of the Societies Council
- 5.4 Societies Council Meetings
- 5.5 Vote of No Confidence (VNC) in the Societies Council Chair/Deputy

1.1

Appendices

- Appendix A – Society Council Roles
- Appendix B – Email Elections
- Appendix C – Criterion for Additional Funding
- Appendix D – Society Documents
- Appendix E – Amendments to the Constitution

SECTION 1 – PURPOSE

1.1 Introduction

- 1.1.1 This constitution has been produced to support the smooth and democratic running of student societies at Solent Students' Union. This constitution outlines the requirements and benefits of running a society, including the running of Societies Council, Societies' AGM and other requirements throughout the year.
- 1.1.2 If you would like any support understanding this constitution, including the processes, the technical terms or accessing any of the policies or documents referred to in the constitution, please contact Head of Membership services.
- 1.1.3 Solent Students' Union is committed to equality & diversity and will try to make suitable arrangements to meet your needs. If you require this document in a more accessible format, please contact Head of Membership services.

1.2 Governance

- 1.2.1 This constitution should be read alongside the Students' Union's Memorandum and Articles of Association and Bye Laws, Student Handbook and other Union policies. These can be found on the website.
- 1.2.2 This Constitution should be ratified at the first Societies Forum of each year.
- Ratification is the action of signing or giving formal consent to a treaty, contract, or agreement, making it officially valid.

1.3 Amendments & Interpretation

- 1.3.1 Student Council should be notified of any amendments approved by Societies Forum.
- 1.3.2 Date of amendments shall be logged under Appendix E of this document.
- 1.3.3 When Union Bye Laws are updated due to policy change this document will be amended as per 1.3.4.
- 1.3.4 Amendments can be made by the Activities Coordinator and the Head of Membership Services and raised by Society Forum Members.
- 1.3.5
- 1.3.6 Any issues with this document should be taken to the Vice-President of Engagement for clarification.
- 1.3.7 Disagreements with the Vice-President of Engagement's decision can be taken to Societies Forum to be further discussed.

SECTION 2- RUNNING A SOCIETY

2.1 Membership of Societies

- 2.1.1 Any member of Solent Students' Union (as outlined in the Union's Bye Laws 1.1) can join a society by paying the Societies membership fee (if applicable) and registering via the website.
- 2.1.2 Alumni members must obtain alumni membership from the Union in order to join a society as per Bye Law 1.1.2 (Associate Members).

- 2.1.3 They cannot vote or hold a committee position in a society unless there is an Alumni Committee Member position.
- 2.1.4 Staff members of the Students' Union cannot vote or hold a committee position in a society and are also classed as Associate Members.
- 2.1.5 Carers may accompany members to any society meeting or event however cannot benefit nor take part in any democratic process unless they are also full members of that society.
- 2.1.6 Memberships are annual, and students must register and pay membership fees each academic year. Committee members must register and pay to be members each year.
- 2.1.7 A membership fee can last for a singular term, with the price proportionate to the fee for a full academic year. This membership will not last the full academic year, committee members must have membership for the full academic year.

2.2 Recognition of Societies

- 2.2.1 A society shall be recognised by the Union provided that they meet, and have registered with the Students' Union, all of the following:
- A new society application form (or an society renewal, or society adoption form) is forwarded to the Activities coordinator.
 - The aims and objects of a society do not contravene Union policy.
 - The aims and objects of a society are not duplicating an existing society.
 - It passes ratification by the Sabbatical Officers.
 - The society has a minimum of five members who have joined through the Students' Union and paid any membership fees due.
 - An elected committee comprising of at a least President and Treasurer (or equivalent).
- 2.2.2 As a recognised Solent Students' Union society, there are a number of benefits in becoming affiliated to the Union:
- Support in booking rooms in the University. This should be conducted through Membership Services.
 - An email account and a society page on the website.
 - Societies will not have to process their finances. This will be done on their behalf through Membership Services, who will liaise with the Finance department.
 - Support from the Vice-President of Engagement and Membership Services.
 - A free stall at Fresher's Fayre and any society fayre throughout the year based on availability.
 - Access to any Students' Union opportunities.
 - Potential access to the additional funding.

2.3 Membership Fees

- 2.3.1 Societies must charge a membership fee, of which the minimum is £1.
- 2.3.2 The decision on membership fee levels must be made by the society's committee when filling in the society renewal pack or when the society is founded.

3.3.1 The membership fee amount also cannot be changed mid-year.

2.4 Membership Refunds

2.4.1 Under the United Kingdom's distance selling regulations, those who have purchased a membership to a society have a Fourteen day cooling off period during which they have the right to cancel the membership and receive a full refund. This should be requested through the Membership Services.

2.4.2 Within the Fourteen days, no reason is needed to be given to cancel the membership, 5.6.3. To receive a refund, a valid receipt must be presented. If there is no receipt, a refund cannot be given.

2.4.3 An additional 7-day taster period is offered; the Union may refund up to 75 % of the membership costs within this period. For the sake of clarity, the taster period begins 15 days after the time and date of purchase and ceases 21 days after the time and date of purchase. Thereafter no refund will be given.

2.4.4 If a member chooses to cancel the membership after 21 days of the original payment (including the fourteen day cooling off period and an additional fourteen days to allow for taster sessions and trials), then the Union will not refund the payment as it is considered that the individual will have benefited from being an active member by having access to member information, obtaining any associated discounts, and participated in activity.

2.4.5 The Membership Services must inform the Finance Department immediately when a refund has been requested.

2.4.6 All the relevant communications about the refund must be forwarded to the Finance department. Only the Finance department can issue the refunds through the MSL system.

2.5 Society Finances & Additional Funding Requests

2.5.1 Each society's finances shall be processed through the Solent Students' Union finance department.

2.5.2 Any financial queries should be initially discussed with the Activities Coordinator.

2.5.3 To request additional funding from the Union, a completed Additional Funding Application Form (including Risk Assessment) must be submitted within this timeframe to be considered for funding. <https://societyadoptionform.paperform.co/>

2.5.4 Please be prepared, if requested, to provide 3 quotes from 3 different suppliers if applying for equipment/assets. These quotes must be from a UK supplier in Great British Pounds (£) and not Dollars or Euros.

2.5.5 Applications are open between 1st September and 10th April annually.

2.5.6 There are 3 decision dates for the funding rounds which close on 31st October, 31st January and 10th April.

2.5.7 The total additional funding amount is split between these deadlines by (a 40%, 40%, 20% split respectively) so that one bid does not use up the entire budget.

- 2.5.8 Funding requests are reviewed within 14 days (if applying for under £300) and within 21 days (if applying for over £300) of the application deadline.
- 2.5.9 Requests below £300 will be reviewed by the Head of Membership Services
- 2.5.10 Requests above £300 will be taken to the Students' Union Leadership Team. The Leadership team normally meet once every 2 weeks.
- 2.5.11 There is no limit to how many requests a society or student group can submit in an academic year, however your previous applications will be taken into consideration.
- 2.5.12 Additional funding cannot be applied for items that your society or student group have already purchased.
- 2.5.13 Successful applicants must spend their funds within 28 days of the confirmation date, April successful applicants must spend their funds by 31st of May.
- 2.5.14 Society members are expected to fund their own kit. This includes personalised clothing and any equipment. Additional funding will not be granted for this use.
- 2.5.15 The panel will follow criteria for additional funding when reviewing applications. Please see Appendix C.

2.6 Dissolving your society and forced disaffiliation

- 2.6.1 If you wish to disaffiliate your society, you need to inform the Vice-President of Engagement and the Activities Coordinator.
- 2.6.2 If your society does not have five members or is without a full committee for three months at any time of the year, or as a result of disciplinary action is given by the Students' Union, a society may need to be dissolved.
- 2.6.3 The process of a society dissolving is:
- The Society's funds will be frozen for 3 years.
 - Withdrawal of free use of University rooms.
 - Society will be added to the 'adopt a society' list.
 - After 3 years, if a new committee has not been elected and/or the total number members is below five, the society will be removed from all contacts lists, the account will be closed, refunds (if applicable) will be given, the society will be officially closed and access to additional funding will be denied.

SECTION 3 – THE ROLE OF THE COMMITTEE

3.1 Your Responsibilities

- 3.1.1 As an affiliated Society of Solent Students' Union, the following responsibilities must be adhered to:
- To adhere to this Societies Constitution, the Memorandum, Articles of Association, Bye Laws, the Student Handbook and all other policies and procedures at the Students' Union.
 - To complete all society documents – stated in Appendix D
 - To ensure a free and democratic election of committee members each academic year, with help from the Activities Coordinator or a member of Membership Services.

- To send at least one representative to each meeting of Societies Forum, in addition to all Students' Union AGM and any called EGMs.
- It is compulsory that all money is processed through Solent Students' Union either via the Solent Students' Union website or directly through the finance department.
- To allow for all members of the Union to be eligible for membership.
- To ensure that all society members are full members or associate members of the Union.
- Complete an annual risk assessment for your society and for each event you hold, with support from the Communities department.
- To pass on any information to their own society members, received from any Students' Union staff member or from the Societies Forum meetings.
- To complete a Society renewal pack before the start of each academic year. This pack will include all key information the Union needs to know about the society. Failure to fill out the form may jeopardise the society's table at Freshers' Fayre, impact funding requests and the ability for Solent Students' Union to communicate with potential society members.
- To complete the annual mandatory societies' training. This training must be completed by at least the top two committee members i.e. President, and Treasurer (or equivalent).

3.2 Your Committee

- 3.2.1 Each Society can decide upon its own committee structure. However, each committee must have a minimum of 2 positions, which include a President, and a Treasurer (or equivalent).
- 3.2.2 An individual can hold only one committee position within the same society, however, if they wish to hold another committee position in a different society they are able to do so.
- 3.2.3 Only full members of the society are able to run for a committee position. Alumni members can run for Alumni Committee positions as per 2.1.2.

3.3 Disciplinary

- 3.3.1 In accordance with the Union's disciplinary policy, all grievances with other members should be brought to the attention of the Head of Student Engagement, who will inform you of what steps are to be taken.

SECTION 4 – ELECTIONS

4.1 Running Your Elections

- 4.1.1 Elections for a new committee should take place via the website during the Election period in April/May. Any positions not filled during the election period must be filled via a by-election within the first 3 months of the new academic year.
- 4.1.2 Notice of Elections must be given to all society members no less than 14 days before the election. This must be communicated via email to the societies' entire registered membership list. It is also advised that supporting posts on the societies' social media and/or webpages are conducted.
- 4.1.3 Details of the Election must be sent to the Activities Coordinator at least 7 days before the nomination period opens, so the election can be set up on the website.
- 4.1.4 Only standard society members can vote, not associate members.

- 4.1.5 No Society member may stand for more than one committee position in the same election.
- 4.1.6 The option to Re-open Nominations (RON) must be available for each position.
- 4.1.7 Those committee members who wish to stand down from their committee roles will need to inform the other committee members of their society and the Activities Coordinator. Once they have been informed, a by-election can take place.
- 4.1.8 Under exceptional circumstances, if your society cannot hold an election through the website, your society may have the option to hold an election via email or show of hands at an AGM. This will be conducted by the Activities Coordinator. This will be at the discretion of the Head of Student Engagement. Please see appendix C for more details regarding email voting.
- 4.1.9 Your society must ensure that it runs a fair and democratic election. Every standard member of your society is eligible to run for a position.
- 4.1.10 Members participating in society elections must adhere to the Society Committee Election Rules.

4.2 External Society Elections

- 4.2.1 Elections for additional society committee roles (outside of President, Vice-president, and Treasurer, which must be elected through the Students' Union Website) can be run through an external society run election. External elections refer to elections that are not run on the Students' Union website or through email voting however these elections are still under Students' Union jurisdiction and are subject to the same rules.

External elections can also be used for bye-elections throughout the academic year through the discretion and approval of the Activities Coordinator.

- 4.2.2 External elections must be approved by the Activities Coordinator at least 7 days before the election is due to begin to ensure time for any necessary changes. The Activities Coordinator of Membership services has the authority to approve, deny or stop an external society election at any time if there is significant belief these rules are not being followed.
- 4.2.3 Only full society members can vote in external elections.
- 4.2.4 External elections must be run by a current committee member that is not running for any of the proposed positions and does not have the capacity to do so.
- 4.2.5 The option to Re-open Nominations (RON) must be available for each position.
- 4.2.6 Election results must be shared with the Activities Coordinator before announcing to society members. Results must be shared within 3 working days of the polls closing.

4.3 Your Annual General Meeting (AGM)

- 4.3.1 An AGM must take place after your elections and can follow this suggested agenda:
- Introductions
 - Welcoming and introduction of newly elected committee

- Society's year in review
- Society's finance review
- Society's finance forecast (including updating of budget and setting membership fee)
- Society's asset review and update
- Society's year forecast
- Freshers' Fayre planning
- Complete Society Renewal pack
- Any other business (A.O.B)

4.4 Vote of No Confidence (VNC)

- 4.4.1 A VNC can be submitted for any member of a society's committee.
- 4.4.1 A VNC can either be submitted by a signed petition (50% of the society's membership), or by a petition signed by two-thirds of the societies' committee.
- 4.4.1 The completed petition needs to be forwarded to all members of the society's committee and the Vice-President of Engagement.
- 4.4.1 An Emergency General Meeting (EGM) must then be called, with the announcement of dates and times to members at least 7 days before it is due to take place.
- 4.4.1 The Vice-President of Engagement must be invited to the EGM as an impartial observer. If unavailable, another Sabbatical Officer may take their place.
- 4.4.1 For the VNC to be passed there must be a majority vote.
- 4.4.1 If passed, the committee member shall give up their seat, but will still be a member of the society.
- 4.4.1 If the VNC is not passed, the committee member shall continue in their position.
- 4.4.1 If the VNC is not passed, another VNC against the same person cannot be presented until 28 days after the vote.
- 4.4.1 If a new VNC is introduced after 28 days it must be based on new material. If it is too close in nature to the original VNC, the Vice-President of Engagement, with the approval of the Head of Membership Services, may dismiss it.

SECTION 5 – SOCIETIES' Forum

5.1

5.2 Societies' Forum Membership

- 5.2.1 The Societies' Forum Membership consists of these Executives:
- At least 1 committee member from each society
 - Vice-President of Engagement
- 5.2.2 Society members can attend Societies' Forum however, there shall only be one vote per society. The Vice-President of Engagement will have the casting vote in the event of a tie.
- 5.2.3 The Vice-President of Engagement cannot represent any society at Societies Council.

5.2.4 The Vice-President of Engagement is the chair of the Societies' Forum. If the Vice-President of Engagement is unable to attend the Forum will be notified and a member of Membership Services will take their place.

5.3 Powers and Duties of the Societies Council

5.3.1 To communicate with the Vice-President of Engagement to ensure concerns of society members are fully represented.

5.3.2

5.3.3 To ensure that all Societies attend mandatory training.

5.3.4 Societies Forum will be held at least, but not limited to three times per annum.

5.3.5 The Chair shall be accountable to Student Forum.

5.3.6 The Chair shall produce a report to be delivered at the Union's AGM.

5.3.7 Any standard society member can submit a policy or motion concerning Societies to Societies' Forum by sending it to the Vice-President of Engagement.

5.3.8 If a motion needs to be referred to Student Council, it can be taken by a student, the Vice-President of Engagement. Only the Vice-President of Engagement can refer a motion to the Board of Trustees.

5.4 Societies Council Meetings

5.4.1 Students (who are not society members), Students' Union staff (with the approval of the chair) and other Trustees can attend but not vote.

5.4.2 Voting shall be made by a show of hands.

5.4.3 Meetings may be called by 5% of societies or Vice-President of Engagement.

5.4.4

5.4.5 The agenda of the meetings should include the following:

-
- Minutes of the last meeting
- Matters arising from the last meeting
- Report from the Vice-President of Engagement
- Motions and Policy items
- Any other business
- Time and date of next meeting

5.4.6 No voting may take place unless the meeting is quorate. Quoracy is achieved when more than 10% +1 of the members attend a meeting.

5.4.7 The Societies Chair will take any motions voted by the Societies Council to the next Student Council.

- 5.4.8 Training and support for minute taking is available from the Activities Coordinator.
- 5.4.9 Union staff support can be given to assist the running and administration of Societies' Forum at the discretion of the Chair. This can be agreed at the start of each academic year.
- 6 The Vice-President of Engagement is the chair of the Societies' Forum. If the Vice-President of Engagement is unable to attend the Forum will be notified and a member of Membership Services will take their place. Finally, a member of the floor will be elected by a show of hands, if none of the above can attend.
- 5.5 Vote of No Confidence (VNC) in the Societies' Forum Chair**
- 5.5.1 A VNC for the Vice-President of Engagement as chair may be submitted via a different process, which can be found in Bye Law 10.

1

APPENDICES

Appendix B – Email Elections

If for any reason the election is not able to be conducted online via the website, voting can be conducted via email at the discretion of the Activities Coordinator. Nominations must be sent to student.involvement@solent.ac.uk during the 14-day nomination period. Voting will take place the day after nominations close (if it is a working day) between 10am and 4pm (emails sent out of these times will not be counted).

Email structure:

Subject: *Name of Election*

Body of email:

Student Name:

Student Number:

Committee

Position: Please list Candidate Names in order of preference Sign email

Emails without this information will not be counted. Votes will be counted & announced within a week.

Appendix C – Criterion for Additional Funding

Any Society or student group can apply for additional funding as long as the Society has:

- 5 registered members
- An elected committee comprising of at a least President, and Treasurer (or equivalent).
- A constitution logged with the Students' Union.
- A risk assessment logged with the Students' Union.
- Completed GDPR training with the Students' Union
- An elected committee that have attended the mandatory training in the current academic year.

Appendix D – Society Documents

The following documents must be completed by the society committee:

- Individual Society Constitution
- General Risk Assessment
- Asset Register
- Budget Plan
- Data Handling
- Data Processing Agreements – to be signed after completing online GDPR training.

Appendix E – Amendments to the Constitution

This Constitution was amended on August 2023.

19) Society Membership Refund Policy

1. Society Membership Refunds

- 1.1. Under the United Kingdom's distance selling regulations, those who have purchased a membership to a society have a Fourteen day cooling off period during which they have the right to cancel the membership and receive a full refund. This should be requested through the Membership Services.
- 1.2. Within the Fourteen days, no reason is needed to be given to cancel the membership.
- 1.3. To receive a refund, a valid receipt must be presented. If there is no receipt, a refund cannot be given.
- 1.4. An additional 7-day taster period is offered, the Union may refund up to 75 % of the membership costs within this period. For the sake of clarity the taster period begins 15 days after the time and date of purchase and ceases 21 days after the time and date of purchase. Thereafter no refund will be given.
- 1.5. If a member chooses to cancel the membership after 21 days of the original payment (including the fourteen day cooling off period and an additional fourteen days to allow for taster sessions and trials), then the Union will not refund the payment as it is considered that the individual will have benefited from being an active member by having access to member information, obtaining any associated discounts, and participated inactivity.
- 1.6. The Membership Services must inform the Finance Department immediately when a refund has been requested.
- 1.7. All the relevant communications about the refund must be forwarded to the Finance department.
Only the Finance department can issue the refunds through the MSL system.

20) Society Sponsorship Policy

1. Summary

- 1.1 This policy was adopted by Solent Students' Union Leadership Team in June 2017 and was reviewed in August 2023 will be reviewed no later than August 2025.
- 1.2 This policy explains the process followed by Solent Students' Union with regards to the sponsorship of societies.

2. Society Sponsorship Process

- 2.1 Under the Students' Union's financial procedures, the Union must ensure that there is clear and fair allocation to all societies on obtaining sponsorship.
- 2.2 All societies will be trained on this process at the start of each academic year or at their induction with the Students' Union. Details of this process and all associated documents will be made available on the Students' Union website.
- 2.3 Societies seeking sponsorship should approach businesses to sponsor their activities. The Head of Membership Services can be consulted to offer their expertise in this area.
- 2.4 Society committee members should decide what they are prepared to provide in exchange for sponsorship.
- 2.5 The committee member should then email Student.Involvement@solent.ac.uk to inform the Students' Union of their proposed sponsorship agreement.
- 2.6 A meeting between the Activities Coordinator, Head of Membership Services and society committee member will be arranged. The expectations of the society will be clarified in order to find the most appropriate sponsorship arrangement. The Membership team will liaise with the Finance Team to ensure that sponsorship agreements do not conflict with existing funding that the Students' Union receives from local businesses.
- 2.7 Once a sponsorship arrangement has been proposed, Solent Students' Union's Leadership Team will meet to discuss the contract. If an agreement is reached, a meeting between will be set up between the society committee member, the sponsor, the Activities Coordinator, and the Chief Executive. A contract and risk assessment will be signed, stating the responsibilities of all parties.
- 2.8 Regular catch-ups will be scheduled between the society committee member, the sponsor and the Activities Coordinator to discuss progress.
- 2.9 At the end of the academic year or the end of the contract, a meeting will be set up with the society committee member, Activities Coordinator, Head of Membership Services, and sponsor to evaluate the agreement and discuss whether it should be renewed, amended or annulled.
- 2.1 If you have any questions, please contact the Community team.

3. Key Contacts

Organisation	Contact Name	Contact Details
Student Union	Activities, Events and Income department	student.involvement@solent.ac.uk

21) Student Complaints Procedure

1. Policy Summary
2. Complaints
3. Informal process
4. Democratic/Governance Complaints
5. Operational Complaints
6. Appeals
7. Abuse of the Complaints Policy
8. Further Information

1. Policy Summary

1.1 This policy and procedure applies to all students wishing to make a complaint about:

- Elected representatives – Sabbatical Officers, Student Officers, Course Reps, Student Council Chair;
- Appointed Student Trustees
- Solent Students' Union Staff;
- Solent Students' Union's services

1.2 This policy aims to resolve all student complaints in a fair and consistent manner.

1.3 This policy will ensure a fair approach to investigation and any subsequent action for all matters where it is believed that accepted standards are lacking to a level that may be detrimental to Solent Students' Union, the University or the community, or student members, or where a breach of conduct is suspected to have occurred. Standards of conduct are those defined by the Union's policies, rules and procedures, legal requirements, elected representative role descriptions, staff policies and the members' code of conduct (Bye Law 17).

1.4 If you would like any support in understanding this policy or with any of the processes explained within this document please contact the Head of Student Voice or a member of the Sabbatical Officer team; email at su.president@solent.ac.uk, telephone on 023 8031 3553 or visit the Students' Union Office, JM117.

2. Complaints

2.1 Solent Students' Union welcomes student feedback and encourages students to speak to our team about any concerns you may have. We recommend that you speak to a member of the Sabbatical Officer team about your concerns in the first instance to see if they are able to resolve your concerns. If you do feel like you would like to make a formal complaint, please follow the procedure listed below.

2.2 There are two types of complaints you can make:

A complaint directed at the democratic or governance processes of the organisation, such as:

- A decision made at Student Council;
- The actions of an elected representative.

Or any Students' Union service

- The action of a Solent Students' Union staff member.

2.3 If you have been unable to share your feedback, you should take a complaint informally to a Sabbatical Officer. If your complaint is about a Sabbatical Officer, then it should be taken to the Head of Student Voice. If your complaint is about the Head of Student Voice, it should be taken to a different Sabbatical Officer. If all Sabbatical Officers are involved in the complaint, then it should be taken to the Chief Executive. Contact details for all Sabbatical Officers and the Chief Executive can be found on our website at www.solentsu.co.uk.

2.4 If your complaint is about a Sabbatical Officer, Student Officer or any other directly elected representative, and involves action within their elected remit, the complaint may be dealt with via section 4.0 of this document. If the complaint refers to the actions of an elected representative as a student outside of their elected duties, then the complaint may be dealt with under the Student Disciplinary Policy

3. Informal Process

3.1 All complaints will begin with an informal discussion between you and a member of the Union team aimed at resolving your concerns in the first instance.

3.2 If informal discussion is unable to resolve the issue, we would seek to offer arbitration or mediation as a further informal resolution:

- Mediation is a process whereby a person who is not involved in the complaint works together with the involved parties to try and achieve a resolution. This is usually through informal meetings. The Mediator may be a Sabbatical Officer or staff member.
- Arbitration is a process whereby an independent person collects information on the issue from both parties, and suggests a resolution based on this evidence. The arbiter may be a person from an external body such as the National Union of Students, or the University.

3.3 Mediation

3.3.1 Solent Students' Union will aim to arrange mediation within ten working days of this being agreed as the appropriate method to resolve your complaint.

3.3.2 The Mediator can be either a Sabbatical Officer or staff member. They must be a neutral party who should not be an expert in the area of dispute, or personally involved as a named party within the dispute.

3.3.1 Both parties must agree on the Mediator.

3.3.2 The outcome must be agreed in writing by both parties, after a meeting(s) arranged by the Mediator. If no agreement is reached the dispute will be taken to the formal stages as outlined below.

3.4 Arbitration

3.4.1 Solent Students' Union will aim to arrange arbitration within ten working days of this being agreed as the appropriate method to resolve your complaint.

- 3.4.2 The Arbiter will be an expert appointed by the Union on the basis of knowledge and experience. Both parties must agree on the Arbiter.
- 3.4.3 The Arbiter cannot be a Students' Union staff member or Sabbatical Officer and must be independent from the Students' Union. This may include either a University staff member, or someone from an external party, such as the National Union of Students.
- 3.4.4 The outcome must be arranged by the Arbiter for the best and fairest outcome that fits within the Vision, Mission and Values of Solent Students' Union.
- 3.4.5 Both parties must agree to the Arbitration in writing for it to be upheld. If no agreement is reached, then the dispute is escalated to the formal stages.
- 3.4.6 In most cases, informal discussion should resolve any difficulties identified. If this is not the case, the formal procedure as outlined below should be commenced.

4. Democratic/Governance Complaints

- 4.1 Democratic or Governance complaints are those involving the behaviour and decisions of Solent Students' Union members and political committees in their capacity as elected representatives and decision makers. These include complaints concerning the Union's Memorandum and Articles of Association and Bye Laws, rules, democratic structure, and Student Council. Political complaints include, but are not restricted to;
- Complaints regarding the behaviour of a Sabbatical Officer, Student Officer, Course Rep or other directly elected representative;
 - Complaints regarding the rules set out in the Memorandum and Articles of Association and Bye Laws;
 - Complaints regarding the failure of Student Council to enforce a Union policy.
- 4.2 If you are not sure whether your complaint is Democratic/Governance or about our operational services, you can seek advice from the Head of Student Voice. If your complaint involves the Head of Student Voice you can speak with another Sabbatical Officer or the Chief Executive.

Formal Stages

4.3 Bye Laws

- 4.3.1 If your complaint is about one of Solent Students' Union's Bye Laws and you would like to make a change, you can submit a motion to Student Council using the motions form, which can be found at <http://www.solentsu.co.uk/voice/committees/studentcouncil>.

4.4 Behaviour of an Elected Representative

Stage One

- 4.4.1 If your complaint is about the behaviour of an elected representative, you should put your complaint in writing to the Head of Student Voice. If the Head of Student Voice is also involved in the complaint, your complaint should be taken to a different Sabbatical Officer. The Chief

Executive should be copied into the correspondence. The written complaint should include as much detail as possible, for example the date and timing of any incident, names of the person(s) involved, evidence where possible, and what you see as an appropriate outcome. You should include your contact details so we are able to get back to you with a response. An acknowledgement of receipt of the complaint will normally be sent within five working days. All contact details for Sabbatical Officers and Students' Union staff can be found at <http://www.solentsu.co.uk/about/contactus>. If you are unable to put a complaint into writing or have any accessibility issue with presenting your complaint, contact one of the Sabbatical Officers to discuss how best to continue.

4.4.2 You will normally have written confirmation of whether any action will be taken, with details, within ten working days of the receipt of complaint being confirmed. This is to allow the Leadership Team to sit and discuss the complaint. If this has not been possible, then you will be contacted every five working days until the Leadership Team has reached a decision.

4.4.3 If action is to be taken, the Leadership Team will delegate a Sabbatical Officer to investigate the complaint. The investigator will then have ten working days to provide a result of their investigation. If the complaint is not upheld, you will be informed as such.

4.4.5 If the result of the investigation is for action to be taken, the elected representative in question will have 28 days in which to achieve the appropriate outcome. This will be decided upon by a panel of Student Council and the original complainant, who has the right to additional independent representation on this panel.

4.4.6 In most cases informal discussion should resolve any difficulties identified. If the individual or student group fails to improve or sustain improvement, stage two of the procedure as outlined below should be commenced.

4.5 Stage Two

4.5.1 The final stage of the procedure may be for the complainant to call a vote of no confidence in the elected representative in question, as per the rules set out in Bye Law 10 of Solent Students' Union's Bye Laws, which can be found at <https://www.solentsu.co.uk/about/publications>

4.6 Complaints regarding Student Council

4.6.1 If there is a complaint regarding the operation of Student Council, then you may submit a Procedural Motion to Student Council, according to Bye Law 4.9 of Solent Students' Union's Bye Laws.

4.6.2 If your complaint is regarding the actions of Student Council, or their supposed failure to uphold policy, the complainant should put their complaint in writing to the Head of Student Voice, or another Sabbatical Officer if the complaint involves the Head of Student Voice in any way. The Representation, Advice and Democracy Manager should be copied into the correspondence. The letter should include as much detail as possible, for example the date and timing of any incident, names of the person(s) involved, concrete evidence if possible, and what the complainant sees as an appropriate outcome. The complainant should include their contact details for a response. An acknowledgement of receipt of the complaint will normally be dispatched within five working days.

4.6.3 You will have written confirmation of whether action will be taken, with details of the action,

normally within ten working days of the receipt of complaint being confirmed. This is to allow Leadership Team to sit and discuss the complaint. If this has not been possible, then you will be contacted every five working days until Leadership Team has reached a decision.

- 4.6.4 If the Leadership Team decide action should be taken, they will delegate a Sabbatical Officer to investigate the complaint. The investigator will then have ten working days to provide a result of their investigation. If the complaint is not upheld, you will be informed as such.

5. Operational Complaints

- 5.1 Operational complaints are those not relating to the Union's democratic structure, elected officers or representatives, Memorandum and Articles of Association or Bye Laws, and procedures. These complaints will involve the quality of a service provided by the Union or the behaviour of a Union member of staff. Operational complaints include, but are not limited to;

- Complaints regarding the price, quality or service within any Solent Students' Union commercial activities
- Complaints regarding the availability and scope of services offered at non-commercial departments of Solent Students' Union (such as the Course Reps, Student Advice Service, non-commercial events e.g. Freshers Fayre);
- Complaints regarding the provision of volunteering and societies;
- Complaints regarding any written or visual communication disseminated by Solent Students' Union;
- Complaints regarding the behaviour and conduct of staff members.

5.2 Formal Stages

Stage One

- 5.2.1 A complaint regarding commercial or non-commercial services should be sent in writing to the Students' Union Chief Executive at lorna.reavley@solent.ac.uk. If the complaint is regarding the Chief Executive, then it should be sent in writing to the Head of Student Voice. An acknowledgement of receipt of complaint should be with the complainant within five working days. If you are unable to put a complaint into writing or have any accessibility issue with presenting your complaint, contact the Chief Executive to discuss how best to continue.
- 5.2.2 You will normally receive written confirmation of whether any action is due to be taken, within ten working days of the receipt of complaint being acknowledged.

6. Appeals

- 6.1 You can, if you wish, appeal the outcome of your formal complaint.
- 6.2 The appeal will be dealt with by a member of the Trustee Board. The appeal hearing will consider the original decision taken. You will have the opportunity to put forward the following:
- New evidence which was not available during the first hearing and/or
 - Criticisms or challenges to the original decision-making process such as a failure to follow the correct procedure or a failure to provide a fair hearing.

6.3 The Chief Executive will confirm receipt of your appeal request and the decision regarding whether there are grounds for appeal. This will be in writing and will aim to be within ten working days.

6.4 The appeal hearing decision is final and there is no further right of appeal.

7. Misuse of the Complaints Policy

7.1 Any person found in abuse of the complaints policy, for example by deliberately making clearly false accusations, may be disciplined by Solent Students' Union through the Student Disciplinary Procedure, which can be found at www.solentsu.co.uk

8. Further Information

8.1 For further information about the contents of this document, please feel free to contact the Students' Union President or the Chief Executive. Contact details are available at <http://www.solentsu.co.uk/about/contactus>.

8.2 Solent Students' Union is an organisation that strives for improvement. If you have any suggestions as to how this document could be improved, please contact the Head of Student Voice.

22) Student Disciplinary Procedure

1. Policy Summary
2. Informal Procedure
3. Investigation
4. Composition of the Disciplinary panel
5. Formal Procedures Stage 1-5
6. Disciplinary Sanctions
7. Appeals
8. Composition of the Appeals panel
9. Procedures for conducting a Disciplinary or Hearing

Appendices

1. Student Disciplinary Investigation Record
2. Investigation Record of Meeting
3. Notice of Disciplinary Hearing
4. Student Disciplinary Hearing Record
5. Notice of Written Warning / Final Written Warning
6. Confirmation of a Student Groups Elected Committee Removal
7. Confirmation of Disbanding the Student Group
8. Notice of Appeal Hearing
9. Letter Informing Student Group that Appeal is not Upheld.
10. Gross Misconduct

1. Policy Summary

- 1.1 This policy and procedure applies to all student groups and individuals of Solent Students' Union, including all groups which are student-led, societies, student media and volunteers.
- 1.2 This policy aims to ensure that there is a fair and systematic approach to investigation and any subsequent corrective action for all matters where it is believed that accepted standards are lacking to a level that may be detrimental to Solent Students' Union, the University or the community, or that a breach of conduct is suspected to have occurred. Standards of conduct are those defined by the Union's policies, rules and procedures, legal requirements and Code of Conduct (Bye Law 17).
- 1.3 Except in cases of gross misconduct or similar, the following procedure will apply. However, if after the initial investigation a matter appears sufficiently serious or if the student group or individuals alleged misconduct warrants such action, the procedure may be taken up at any appropriate stage, even when the group or individual had no current warnings on record.

2. Informal Procedure

- 2.1 Solent Students' Union will seek to resolve all matters regarding student groups or individuals on an informal basis. Where formal action is considered appropriate the informal procedure of

this policy will apply.

- 2.2 The details of any complaint or concern should be raised with the relevant member of the Students' Union management team in the first instance. In most instances, this will usually be the Head of Membership Services or Chief Executive. The relevant manager, or in some more serious cases the Leadership Team, will identify the appropriate Students' Union staff members or elected Officers to facilitate an informal discussion.
- 2.3 Solent Students' Union will facilitate an informal discussion with the relevant individuals or student groups to resolve all matters on an informal basis where possible.
- 2.4 In most cases informal discussion should resolve any difficulties identified. If the individual or student group fails to improve or sustain improvement, the formal procedure as outlined below should be commenced.

3. Investigation

- 3.1 In all cases of alleged misconduct, the appropriate staff member or elected Officer will investigate the matter and record the details on the form *Student Disciplinary Investigation Record (Appendix 1)*.
- 3.2 The investigation may involve interviewing witnesses, taking witness statements, viewing online or social media communications, checking group emails, viewing CCTV or video recordings or any other such evidence as may be deemed appropriate. At all stages within the investigation the rights to privacy will be adhered to in accordance with UK law.
- 3.3 The investigating elected Officer or staff member will meet with the individual/s involved, or the student group's elected committee to clarify the situation and establish facts. When any such investigation takes place, all individuals involved will be told at the outset the nature of the interview and will have the right to be accompanied by a representative. The representative may be;
 - A student at Solent University
 - A Sabbatical Officer, or
 - A member of Student Council

NB: The investigating elected Officer or staff member will make it clear to the individuals involved that the investigatory meeting is not a disciplinary hearing.

- 3.4 The investigating elected Officer or staff member will fully complete the Investigation Record Form **(Appendix 1)**.
- 3.5 When the investigation is complete the following options will be available;
 - No further action will be taken and the matter will be closed
 - Informal action should be taken without the recourse to the formal procedure
 - A disciplinary hearing should be arranged, as detailed below
- 3.6 Solent Students' Union reserves the right to suspend individuals from involvement in the activity related to the issue, or groups from operating as long as this is considered appropriate whilst an investigation and any subsequent disciplinary procedures are underway. This may include but is

not limited to the removal of funding, the request for return of funds granted through Additional Funding, or freezing society budgets.

4. Composition of the Disciplinary Panel

4.1 The disciplinary panel will consist of three people;

- A Trustee of Solent Students' Union
- Two members of Student Council

4.2 The disciplinary panel will be selected by the Chief Executive or Head of Membership Services . Where possible, the selection of Student Council members will be on a rotational basis across all members to avoid the same members sitting on multiple panels in one academic year.

5. Formal Procedures Stages 1-5

5.1 At all stages the matter will first have been fully investigated by the appropriate elected Officer or member of staff following the guidelines at section 3.0.

5.2 The individual/s involved, or the student group's elected committee will be notified in writing (**Appendix 2**) of the requirement to attend a hearing. The notification will specify the hearing date and time, the stage within the disciplinary process, the right to representation and the allegations that have been made. Where a selected companion for representation is not available to attend the hearing on the date notified, the hearing can be arranged for a more convenient time. Copies of any relevant papers will be made available to the student groups' elected committee members prior to the disciplinary hearing.

5.3 In all cases, a minimum of two working days' notice of the hearing will be given to the students involved. If the individual/s involved, or the student group's elected committee need to rearrange the hearing to a more convenient time, the hearing will not normally be postponed for more than five working days.

5.4 At the hearing, the Panel will be accompanied by a staff member who will take minutes (**Appendix 3**). The details of the investigation as logged (**Appendix 1**) will then be conveyed to the individual/s involved, or the student group's elected committee. The individual/s involved, or the student group's elected committee and/or their representative will be given the opportunity to state their case, ask questions, present evidence and call witnesses.

5.5 After general questioning and discussion the Panel should close the disciplinary hearing by summarising the main points concerning the offence, the main points raised by the individual/s involved, or the student group's elected committee and any matters that need to be checked. The hearing will then be adjourned:

- to allow matters raised during the disciplinary hearing to be investigated by the appropriate elected Officer or staff members, details of any further investigation will be logged (**Appendix 1**)
- to permit the individual/s involved, or the student group's elected committee to consider further the nature of the case made against them.

5.6 After the disciplinary hearing, the Panel should consider all the facts and come to a conclusion about what has happened. If the Panel is satisfied that the issue of concern is well founded and that there are no relevant or acceptable mitigating circumstances, they shall issue a disciplinary sanction at the relevant stage.

- 5.7 The panel shall notify the individual/s involved, or the student group's elected committee of the outcome of the disciplinary hearing within two working days of the hearing. The reason for the decision should be given along with any required improvements, over what period and how this will be assessed. The Panel will also notify the student groups' elected committee members of the period of time for which the warning will remain in force.
- A Written Warning will remain current for six months from the date of issue, after which it will be disregarded for the purposes of further disciplinary action.
 - A Final Written Warning will remain current for 12 months from the date of issue, after which it will be disregarded for the purposes of further disciplinary action.
- 5.8 In exceptional circumstances, the panel may take into account an individual/s or student group's "expired" warning where there is evidence of abuse (such as unsatisfactory conduct soon after the expiry of a warning) or a pattern emerges. In such exceptional cases the expired warning will not be treated as if it were still current but may be taken into consideration for example when determining the length of a subsequent warning, or in deciding not to impose a lesser disciplinary sanction for subsequent offences.
- 5.9 The individual/s involved, or the student group's elected committee will be issued with a copy of a letter (**Appendix 4**) confirming the fact they have been given a disciplinary sanction, detailing at what stage. The panel will also explain the rights of appeal and detail of how to exercise those rights to the individual/s involved, or the student group's elected committee. These details will be included in the notes being taken (**Appendix 3**) in the space provided. Any documents pertaining to the hearing should be sent to the appropriate staff member to be retained in the student groups' file.

6. Disciplinary Sanctions

- 6.1 If after the hearing the Panel feels a sanction is warranted, it may be decided to impose a sanction. The sanction stages are as follows:

- Stage 1: Written Warning and compulsory monthly development meetings with the appropriate Union staff member and, where deemed appropriate an elected Sabbatical Officer, for the period the warning remains current
- Stage 2: Final Written Warning and compulsory monthly development meetings with the appropriate Union staff member and, where deemed appropriate an elected Sabbatical Officer, for the period the warning remains current
- Stage 3: Final Written Warning plus suspension of the individual/s or student group from:
- activities and/or
 - training and/or
 - room bookings and/or
 - booking access to facilities and resources and/or
 - booking and access to transport and/or
 - access to and use of budgets and/or
 - attendance at Solent Students' Union events
- Stage 4: Individual/s or elected committee removed and group suspended pending EGM (**Appendix 5**)
- Stage 5: Disbanding of the student group (**Appendix 6**)
- Stage 6: Removal of the student from Students' Union membership, in accordance with

Solent Students' Union Bye Law 1 (1.5c)

Stage 7*: Referral to an external body, i.e. the University or Police Authorities

*Stage 7 may be required to be applied alongside any other stage in accordance with the policies of Solent University and the regulations of UK law.

- 6.2 If, after an investigation, it is decided that the formal procedures should be followed, the Panel should consider at which stage the formal procedures should be invoked. Except in cases of gross misconduct, depending on the seriousness of the matter the formal procedures 1-4 will normally be followed. However, if after an investigation a matter appears sufficiently serious or if the student groups alleged misconduct warrants such action, stages 1-4 may be omitted, even when a student group has no current warnings on record.
- 6.3 The panel may decide the length of any suspensions from operating, representing Solent Students' Union, competing, playing and/or training. This may be a:
- 2-week ban
 - 4-week ban
 - 8-week ban
 - 12-week ban
 - 1-year ban
 - Permanent ban

7. Appeals

- 7.1 Individual/s or student groups may appeal any disciplinary sanction or other decision related to the process. This must be done by informing the Chief Executive in writing within five working days of the written outcome of the disciplinary hearing.
- 7.2 All appeals must clearly set out, in writing, the grounds on which the appeal is being made (see 7.6).
- 7.3 The individual/s or student groups elected committee members will be invited to attend an appeal hearing. An invitation will be received in writing and will confirm their right to be accompanied by a representative.
- 7.4 The Chief Executive will confirm receipt of the appeal request and the decision regarding whether there are grounds for appeal. This will be in writing within five working days of receipt **(Appendix 7)**.
- 7.5 Solent Students' Union will appoint a panel to hear to appeal who, wherever possible, has not been involved in the original investigation or hearing. The appeal panel will hold the appeal hearing within seven working days of the appeal confirmation where this is possible.
- 7.6 The appeal hearing will consider the original decision taken at the Disciplinary hearing. The individual/s or student group's elected committee members will have the opportunity to put forward the following:
- New evidence which was not available during the first hearing and/or
 - Criticisms or challenges to the original decision-making process such as a failure to follow the correct procedure or a failure to provide a fair hearing.

7.7 The outcome of the appeal will be confirmed in writing (**Appendix 8**) and be one of these options:

- The original decision is upheld and the sanction confirmed
- The original decision is overruled and the sanction rescinded
- The original decision is confirmed but an alternative sanction imposed. A sanction may be reduced but not increased.

7.8 The appeal hearing decision is final and there is no further right of appeal.

7.9 The Students' Union works commits to fairness and equality across all decision-making process. In the exceptional circumstance that the original complainant is not happy with the final decision made by the Students' Union, they may put their concerns in writing to the Chief Executive within 10 working days of the final hearing decision, however the complainant has no right to appeal decisions made by the panel. It is likely the concern will be dealt with as a formal complaint.

8. Composition of the Appeal Panel

8.1 The appeal panel will consist of three people who, wherever possible, have not been previously involved in the case:

- A trustee
- Two members of Student Council

8.2 The appeal panel will be selected by the Chief Executive or Head of Membership Services . Where possible, the selection of Student Council members will be on a rotational basis across all members to avoid the same members sitting on multiple panels in one academic year.

9. Procedures for conducting a Disciplinary or Appeal Hearing

9.1 The following procedure should be applied for all disciplinary or appeal hearings:

1. The disciplinary hearing or appeal will be chaired by a Trustee
2. The Chair will introduce the members of the panel and ascertain the status of anyone accompanying the individual/s or student group's elected committee
3. The Chair will inform the representative that he/she has speaking rights
4. Where a person is accompanying the individual/s or student group as a witness, the Chair will inform them that they have no speaking rights
5. If the individual/s or student group elected committee members are unaccompanied, the Chair will clarify whether it is their wish to proceed unaccompanied or unrepresented
6. Should the individual/s or student group express a wish not to proceed without representation, the Chair will adjourn the Hearing until such time as the individual/s or student group have arranged support. At this time the Hearing will reconvene
7. Should the individual/s or student group be satisfied and express a wish to proceed unaccompanied, the Chair will record the fact in the minutes and proceed
8. The Chair will invite the investigating elected Officer or staff member to make an opening statement
9. The Chair will invite the individual/s or student groups elected committee members or their representative to make an opening statement
10. The Chair will ask the investigating elected Officer or staff member to present their case and call

witnesses

11. Witnesses may be questioned through the Chair, the individual/s or student group elected committee members and / or their representative
12. The Chair will ask the individual/s or student group elected committee members to present their case and call witnesses
13. Witnesses may be questioned by the investigating elected Officer or staff member through the Chair
14. The Chair will summarise the meeting
15. At any point during the proceedings, members of the panel may ask questions or seek clarification through the Chair
16. The Chair will inform the individual/s or student group elected committee members that the outcome will be notified to the group in writing
17. The Chair will close the Hearing

Note: Witnesses will normally provide written statements to the investigating elected Officer or staff member during stage 5 of the Disciplinary Procedure. The individual/s or student group may request that new witnesses be questioned at the disciplinary hearing, if those witnesses were unknown at the time that the case was investigated. In such cases, the hearing may be adjourned by the Chair in order for the investigating elected Officer or staff member to interview those witnesses as a part of the investigation.

Appendix 1: Student Disciplinary Investigation Record

**Solent Students' Union PRIVATE AND CONFIDENTIAL
Student Disciplinary Investigation Record**

Student Name/ Group Name:	
Committee names and positions/titles	
Investigator:	
Date of Investigation:	

Stage of Procedure (tick as appropriate)			
Investigation Stage 1		Appeal Stage 1	
Investigation Stage 2		Appeal Stage 2	
Investigation Stage 3		Appeal Stage 3	
Investigation Stage 4		Appeal Stage 4	
Gross Misconduct		Gross Misconduct	

Details of concern raised and date of occurrence:

[insert detail summary here]

Investigation Summary and Conclusion:

[insert detail here]

Investigation Notes:

**Solent Students' Union PRIVATE AND CONFIDENTIAL
Investigation Record of Meeting**

Name:	[insert name of person interviewed]
Investigator:	[insert name of Investigating elected Officer or staff member]
Date:	[insert date of interview]

Detail: RE: [Title of investigation]

[insert notes]

Investigator Signature		Date	
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Appendix 2: Notice of Disciplinary Hearing

[insert on SU letterhead]

Date

Dear [insert name]

I am writing to inform you that you are required to attend a disciplinary hearing at Stage [insert] of Solent Students' Union Student Disciplinary Procedure. At this meeting the question of disciplinary action against you will be considered with regards to [insert summary of the concern raised].

The disciplinary hearing will be held at [insert date and time] and will take place in [insert location].

You are entitled to be accompanied by another student, a Sabbatical Officer or a member of Student Council. I have enclosed a copy of Solent Students' Union Student Disciplinary Procedure with this letter.

Please confirm your attendance at the disciplinary hearing as soon as possible.

Yours sincerely

[name of person leading the hearing]

Appendix 3: Student Disciplinary Hearing Record and minutes template

**Solent Students' Union PRIVATE AND CONFIDENTIAL
Student Disciplinary Hearing Record**

Student Name/ Group Name:
Committee Member names and positions
Date of Hearing:

Stage of procedure (tick as appropriate)			
General Procedure:		Gross Misconduct:	
Stage 1		Hearing	
Stage 2		Appeal	
Stage 3			
Stage 4			
Appeal			
Alleged breach of conduct and date of occurrence:			
Hearing conducted by:			
Name (and position):			
These notes taken by:			
Name and Job Title:			
Others present at the Hearing:			
Name (and position):			
Reason given for declining to be accompanied (if relevant). Note: If the right to be accompanied has not been taken up you must re-state that right and note the reason if still declined.			
Hearing Notes: When taking notes, identify those made following any adjournments/breaks			

--

Complete the following section only if issuing a formal written warning (stage 1 of the procedure).

Formal Written Warning Date	
Reason(s)	

Agreement of standards required in the future:

Agreed plan specified to assist improvement:

Chair		Note taker	
Signature:		Signature:	
Date:		Date:	

Completed form to be retained on file, or within the Student Group's file.

Appendix 4: Notice of Written Warning / Final Written Warning

[insert on SU letterhead] Date

Dear [insert name]

You are attending a disciplinary hearing on [insert date] to discuss [insert summary of the concern raised]. I am writing to confirm the decision taken at the disciplinary hearing that you will be given a Written Warning / Final Written Warning / Final Written Warning and Suspension* under the [insert stage] of Solent Students' Union's Student Disciplinary Procedure.

This warning will be placed on your record/Student group record [insert name of group]. The record will be disregarded after a period of 6/12* months providing your conduct improves to a satisfactory level. *delete as required

The nature of the unsatisfactory conduct was: [insert summary] The conduct or performance expected is: [insert summary]

The timescale within which the performance is required is: [insert]

The likely consequence of further misconduct or insufficient improvement is: [insert]

You have the right to appeal against this decision should you wish to do so. You must appeal in writing to Lorna Reavley, Chief Executive within five working days of receipt of this letter. You may email Lorna at lorna.reavley@solent.ac.uk, or bring your letter to the Chief Executive's Office, East Park Terrace campus.

Yours sincerely
[name of person leading the hearing]

Appendix 5: Confirmation of a Student Group's elected committee member removal

[insert on SU letterhead] Date

Dear [insert name]

On [insert date] you were informed in writing that you would be given a final written warning in accordance with stage 3 of Solent Students' Union's Student Disciplinary Procedure. In that letter you were informed that if your conduct or performance did not improve you were likely to be: [insert detail from previous letter]

At the disciplinary hearing on [insert date] it was decided that your conduct was still unsatisfactory and that the you*/the elected members* would be removed from their positions and the student group [insert student group name] suspended pending an EGM to elect new committee members/a new committee.*

*delete as appropriate

I am therefore writing to you to confirm the decision that [insert name]/your current elected committee members* have been removed in accordance with stage 4 of Solent Students' Union Student Disciplinary Procedure and the student group [insert name] is suspended until an EGM is held to elect new members. The reasons for the removal of elected committee members are:

You have the right to appeal against this decision should you wish to do so. You must appeal in writing to Lorna Reavley, Chief Executive within five working days of receipt of this letter. You may email Lorna at lorna.reavley@solent.ac.uk, or bring your letter to the Chief Executive's Office, East Park Terrace campus.

Yours sincerely

[name of person leading the hearing]

Appendix 6: Disbanding of a Student Group (following previous warnings)

[insert on SU letterhead] Date

Dear [insert name]

On [insert date] you were informed in writing that you would be given a final written warning in accordance with stage 3 of Solent Students' Union's Student Disciplinary Procedure. In that letter you were informed that if your conduct or performance did not improve you were likely to be: [insert detail from previous letter]

At the disciplinary hearing on [insert date] it was decided that your conduct was still unsatisfactory and that the student group [insert name] would be disbanded.

I am therefore writing to you to confirm the decision that the student group [insert name] will be disbanded in accordance with stage 5 of Solent Students' Union Student Disciplinary Procedure and that your last day of being affiliated as a student group will be [insert date]. The reasons for the disbanding of your student group are:

You have the right to appeal against this decision should you wish to do so. You must appeal in writing to Lorna Reavley, Chief Executive within five working days of receipt of this letter. You may email Andy at andy.squire@solent.ac.uk or bring your letter to the Chief Executive's Office, East Park Terrace campus.

Your sincerely

[name of person leading the hearing]

Appendix 7: Notice of Appeal Hearing

[insert on SU letterhead] Date

Dear [insert name]

You have appealed against the Formal Written Warning/Final Written Warning/Removal of elected committee members/disbanding of the student group [insert name]* confirmed to you in writing on [insert date of previous letter].

*delete as appropriate

Your appeal will be heard on [insert date and time] at [insert location]. Your appeal will be heard by [insert name of appeal panel].

The decision of the appeal hearing is final and there is no further right of review.

You are entitled to be accompanied by another student, a Sabbatical Officer or a member of Student Council.

Your sincerely

[name of person leading the hearing]

Appendix 8: Letter informing the appeal has NOT been upheld

[insert on SU letterhead] Date

Dear [insert name]

In the letter dated [insert date] you formally requested that an appeal meeting be arranged under Solent Students' Union's Student Disciplinary Procedure, to hear your appeal against [insert].

The hearing took place on [insert date] at which [either] you were accompanied by [insert details of representative] OR you declined your right to be accompanied by a representative.

You were invited to state the grounds on which the appeal was being made. These were as follows [insert].

The hearing was adjourned whilst the issues you raised were investigated. All the information provided was considered and the hearing was reconvened to make known that the original decision to take disciplinary action was the correct one. The reasons are as follows [insert].

In coming to the above conclusion, the points raised by you/your representation were considered but felt that they were not sufficient as mitigating factors/not relevant to the investigation. [include any description or explanation of the above statement].

I am therefore writing to state that the decision to [state decision] stands.

*delete as appropriate

Your sincerely

[name of person leading the hearing]

Appendix 9: Gross Misconduct

The following are examples of matters that are normally regarded as gross misconduct:

- 6.2.1 Theft or fraud;
- 6.2.2 Physical violence or bullying;
- 6.2.3 Deliberate and serious damage to property;
- 6.2.4 Serious misuse of the organisation's property or name;
- 6.2.5 Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- 6.2.6 Serious insubordination;
- 6.2.7 Unlawful discrimination or harassment;
- 6.2.8 Bringing the organisation into serious disrepute;
- 6.2.9 Serious incapability brought on by alcohol or illegal drugs;
- 6.2.10 Causing loss, damage or injury through serious negligence;
- 6.2.11 A serious breach of health and safety rules;
- 6.2.12 A serious breach of confidence.

This list is intended as a guide and is not exhaustive.

23) Student Groups of Conduct

1. Summary

- 1.1 This policy was adopted by Solent Students' Union Leadership Team in October 2017. The policy will be reviewed no later than September 2020.
- 1.2 This policy highlights the code of conduct to be abided by all students involved in student activities or groups as part of Solent Students' Union.
- 1.3 For the purposes of this policy, the terms 'student activities' or 'groups' includes all groups which are student-led and include; societies, student media and volunteers.

2. Policy Statement

- 2.1 Solent Students' Union recognises that there is a diverse range of student groups within the Students' Union who wish to undertake a large variety of organised and social activities.
- 2.2 Solent Students' Union is committed to the value of inclusivity and aims to ensure that all activities within Solent Students' Union are inclusive to all students who may wish to participate in them, and that students are free to participate in activities in a safe, non- threatening and enjoyable environment.
- 2.3 Solent Students' Union recognises that groups may wish to undertake welcome activities to new members each year as an important way of getting new and existing members to mix with each other. The Union is committed to ensuring that all activities take place in a considered, safe and inclusive manner without causing undue pressure and distress to student members or a nuisance to the local community.
- 2.4 Solent Students' Union is committed to ensuring the continued health and safety of all staff and student members and that all activities that take place have been riskassessed.
- 2.5 Solent Students' Union is committed to a zero tolerance approach to all forms of discrimination.

3. Activities

- 3.1 It is the responsibility of the society and/or group's committee members to ensure that all activities organised through or for group members are inclusive and in line with Solent Students' Union's Health and Safety Policy. It is the responsibility of the individual or group to ensure that all activities are enjoyable to all members that wish to participate and that no 'peer pressure', intended or otherwise, is placed on members to do anything that they would not like to do.

It is the responsibility of the individual or group to ensure that they provide activities that are free from discrimination, bullying and harassment. Failure to do so may result in disciplinary action against the group and/or individual members within it.

3.2 It is the responsibility of the individual or group to ensure that all members are made to feel part of the group and are able to participate in teams and/or group activities regardless of their willingness to participate.

3.3 As an individual or group within Solent Students' Union, the following guidelines must be abided by;

3.41 All individuals/groups will:

- Ensure that all activities, including social activities, are enjoyable to members in a safe and non-threatening environment.
- Ensure that the welfare of students at group events is paramount and is considered during the planning of all group events and activities.
- Ensure that membership of the group or any teams within it is not dependent on participation within activities.
- Ensure that all members are free from 'peer pressure', bullying and harassment, whether intended or not, when participating within group activities.
- Ensure that no member of the group is forced into consumption of any sort and that where alcohol is offered as part of an event that a suitable non-alcoholic alternative is available.
- Ensure that all communications from the group to its members are suitable and do not promote any activity that is in breach of any Union policy or procedure.

3.42 All individuals/groups will ensure they do NOT:

- Engage in any activities which are likely to bring the Students' Union or the University into disrepute.
- Promote abuse of alcohol consumption as a method of 'joining in' group activities.

3.4 Failure to abide by these guidelines may result in disciplinary action being taken using the Students' Union Disciplinary Procedures, which can be found online: (<https://www.solentsu.co.uk/about/publications/>). Student groups may also be subject to the University's Student Disciplinary Procedure: (<https://portal.solent.ac.uk/documents/student-services/student-disciplinary-procedure.pdf>).

4. Initiations

4.1 The Students' Union does not condone any behaviour which places members in a position in which they feel pressured into doing something they would rather not do, whether it is intended or not.

4.2 All activities must be non-compulsory for members to participate in at their choosing and non-participation must be treated respectfully, with no bullying or peer pressure applied.

4.3 Activities do not include enforced degradation or humiliation or fall outside of publicly acceptable standards of behaviour, e.g. nudity.

4.4 As with all activities, any activity carried out as 'initiations' must have an appropriate risk assessment completed and handed to the relevant Students' Union Coordinator prior to the event taking place.

4.5 Failure to abide by these guidelines may result in disciplinary action being taken using the Students' Union Disciplinary Procedures, which can be found online:

(<https://www.solentsu.co.uk/about/publications/>). Student groups may also be subject to the University's Student Disciplinary Procedure: (<https://portal.solent.ac.uk/documents/student-services/student-disciplinary-procedure.pdf>).

5. Individual Members

5.1 It is important that all members of student groups behave in such a way as to uphold the reputation of the Students' Union and University at all times when participating in activities.

5.2 As a member of a group, all members agree to abide by the following terms at all times when representing the Students' Union and the University, including during social activities;

5.21 Members WILL:

- Treat all Union and University property with respect and will not interfere with other people's enjoyment of Union or University facilities or events.
- Conduct themselves at all times in a reasonable and responsible manner of mutual respect and understanding for all members of the University and external community.
- Conduct themselves in a manner that shall not offend others and shall not use foul and abusive language, either orally, in writing or by expression.
- Adhere to all Union policies and procedures.

5.22 Members WILL NOT

- Engage in any activity or behaviour that is likely to bring either the Union or University into disrepute, or that causes either a nuisance or distress to members of the local community.
- Engage in any behaviour which is deemed an act of discrimination, bullying or harassment.

5.3 Failure to abide by these guidelines may result in disciplinary action being taken using the Students' Union Disciplinary Procedures, which can be found online: (<https://www.solentsu.co.uk/about/publications/>). Student groups may also be subject to the University's Student Disciplinary Procedure: (<https://portal.solent.ac.uk/documents/student-services/student-disciplinary-procedure.pdf>)

24) Vehicle Hire Policy

1. Policy Summary
2. Driver Application
3. Vehicle Hire
4. Key Collection & Journey Logging
5. Misuse of Students' Union Vehicles
6. Further Information

1. Policy Summary

- 1.1 This policy was adopted by Solent Students' Union Leadership Team in September 2023. The policy will be reviewed no later than September 2024.
- 1.2 This policy and procedure applies to all students and staff wishing to hire the Students' Union vehicle.
- 1.3 This policy aims to allow for vehicle hire in a fair and consistent manner.
 1. If you would like any support in understanding this policy or with any of the processes explained within this document please contact the Activities Coordinator student.involvement@solent.ac.uk

2. Driver Application

- 1.1. Applying to be a driver is open to all full and associate members of the Union as per bye-law 1.
- 1.2. Drivers must have held their licence for a minimum of 1 year and be over 18.
- 1.3. To apply to be a driver you will need to complete a Driver Application form which is available from <https://www.solentsu.co.uk/get-involved/vehiclehire/>
- 1.4. For insurance purposes the Students' Union is required to gather the following information; driver's license number, licence type, country of issue, date passed driving test, any medical conditions, any driving convictions in the past 5 years, any driving accidents or claims in the past 5 years and if an insurance company refused to insure in the last 5 years.
- 1.5. Once complete, the form should be emailed to student.involvement@solent.ac.uk. You will also need to attach a copy of your drivers' licence to the email request.

2. Vehicle Hire

- 2.1. Vehicle Request forms will only be accepted by individuals that have an approved driver application.
- 2.2. Vehicles are able to be hired by all student groups and Union staff. Individual students may be able to hire vehicles to support their academic studies, at the discretion of the Leadership Team. Vehicles will be booked out on a first come basis, however the Unions Leadership Team reserves the right to override vehicle bookings for Union events provided 5 days clear notice is given.

2.3. The driver is responsible for any charges / fines whilst hiring any vehicle including but not limited to; parking fees, speeding fines, toll roads, congestion charge.

2.4. If additional funding is used to hire Students' Union vehicles, it will be at a charge of 12p per mile. The hire rates are clarified in the table at the end of this section.

2.5. Student Groups Hire

2.5.1. Vehicle hire is available to all Solent Students' Unions Student Groups including Societies and Volunteers.

2.5.2. Solent University Student Groups are also able to hire out vehicles at the discretion of the Activities Coordinator.

2.5.3. Societies may have their application to hire vehicles rejected if they do not have sufficient funds in their accounts. Student groups without a Union account are required to pay in advance of using the vehicles.

2.5.4. Upon returning the vehicle and keys, the student group will be issued a charge for mileage. Where available societies may have this charged to their societies account, with permission from committee members.

2.5.5. Both the society committee and the driver will be responsible for paying the cost per mile to the Students Union. Any society or driver that has outstanding debts will be unable to hire out another vehicle.

2.5.6. If the full amount is not paid within 10 working days a reminder email will be sent out to both the society committee and the driver. If the full amount is still unpaid 20 working days after the return of the vehicle(s) then disciplinary action may be taken.

2.5.7. Block bookings can be made for the hire of the Students' Union vehicles for a maximum of 7 days in any one booking. Longer block bookings will be subject to approval via the Activities Coordinator and Leadership Team.

2.5.8. Block bookings will require the full payment of the estimated mileage to be used for the whole of the total booking before the first date of use.

2.5.9. Cancellations for any usage within a block booking can be made by giving 7 days' notice of cancellation by email to student.involvement@solent.ac.uk for a full refund of the cost of the individual use. If less than 7 days' notice is given then no refund will be given for the cancelled usage (*exceptional circumstances on notice given for a refund will be considered on a case by case basis*).

2.6. Student Union Staff Hire

2.6.1. Student Union staff may hire out vehicles for Union business in the same way as student groups.

2.6.2. When booking the vehicle the form should be authorised by the relevant budget holder and their budget code and description completed on the form. Upon returning the vehicle

the cost per mile will be transferred internally by the Finance department to the relevant budget. Any additional mileage would need to be authorised by the budget holder.

Usage/Group	Students	Students' Union staff
Union vehicle	<p>If additional funding is used, the hire rate will be £0.12 per mile plus and additional £10 per day of usage.</p> <p>For regular society usage without additional funding, the hire rate will be £0.50 per mile, plus an additional £10 per each day of usage.</p>	<p>The hire rate will be £0.12 per mile, plus an additional £10 per each day of usage..</p>

3. Key Collection & Journey Logging

- 3.1. After submitting a hire application you will receive a confirmation email within 5 working days which will detail when to collect the keys. This will usually be at the Students' Union Office in the Spark building between 10:00am and 16:00pm
- 3.2. When picking up keys there will also be a pack which will contain information about the rules and guidelines when using the vehicles, emergency contact number.
- 3.3. The logging sheet must be filled in before you start your journey to account for any existing damage on the vehicle and the starting mileage.
- 3.4. At the end of the journey it is also important to complete the logging sheet with the end mileage and petrol levels. Failure to do so may result in a ban on hiring out vehicles and / or a small admin charge of £10 being made at the discretion of the Unions Leadership Team. The admin charge should be paid before future hiring requests.

4. Misuse of Student Union Vehicles

- 1.1 Any person found to be misusing Union Vehicles, such as by listing false reasons for hire, may be disciplined by Solent Students' Union through the Student Disciplinary Procedure.

25) Volunteering Policy

1. Introduction
2. Recruitment and Selection
3. Training and Support
4. Equality, Diversity and Inclusion
5. Data Protection and Confidentiality
6. Insurance, Health and Safety
7. Expenses
8. Grievances and Complaints
9. Review

1. Introduction

- 1.1 The purpose of this policy is to provide overall guidance to students engaged in volunteering activity and volunteer management. The policy is intended for guidance only and does not constitute either implicitly or explicitly a binding contractual agreement. This policy highlights the importance of volunteers to Solent Students' Union, explains how to access volunteering opportunities and the rights you have as a volunteer. It is designed to ensure that the time and enthusiasm given by volunteers is recognised, supported and valued, and that volunteering partnerships benefit all parties.
- 1.2 Volunteering is defined as 'any activity that involves spending time, unpaid, doing something that aims to benefit the environment, animals or someone (individuals or groups) other than, or in addition to, close relatives' (Source: Compact Volunteering, A Code of Practice, 2005, p 4).
- 1.3 Volunteering provides students with valuable skills, knowledge and experience which cannot be achieved from an academic degree alone, increasing employability. The Students' Union provides students with volunteering opportunities to allow them to:
 - Meet new people;
 - Follow their interest;
 - Increase their employability;
 - Support causes they care about;
 - Enhance their student experience;
 - Make a difference to the local community;
 - Gain new experiences and develop their skills.
- 1.4 Volunteers are issued with Volunteer Agreements which outline what they can expect from the Students' Union as a valued volunteer, and what the Students' Union reasonably expects in return from them. Volunteers will not be expected to undertake tasks they do not feel comfortable with or be asked to give more time than they feel able to. If they feel that pressure is being placed on them to undertake tasks they do not feel comfortable with, then they should approach the appropriate member of support staff within the Students' Union. Volunteers are expected to act responsibly and take reasonable care to ensure that their own safety and the safety of others are not at risk whilst undertaking voluntary duties.
- 1.5 Volunteers will be expected to undertake the relevant training needed for their role; work within the Union's values and visions; be polite, professional and inclusive to those who work

within and receive a service from the Students' Union; complete the relevant feedback and monitoring forms; comply with the relevant policies and procedures highlighted to them in their training. If a volunteer is unable to continue their volunteering or will be absent from volunteering for a significant period of time, they should make their supervisor or the Activities Coordinator aware of this as soon as practical.

2. Recruitment and Selection

- 2.1 Prior to recruitment it should be made clear why a volunteer is wanted for a role. A role description should be made available and should include an outline of duties, training requirements, support provided and any restrictions affecting who can take on the role.

Volunteers shall be recruited without regard to any distinction that may be viewed as discriminatory. The Students' Union has an Equality, Diversity and Inclusion policy which should be viewed in partnership with the Student Volunteering policy.

Volunteers shall be recruited proactively through the Solent Students' Union website, posters, internal press, events and social media, and will be assisted in finding volunteering roles that will best meet their skills, knowledge and interests.

- 2.2 Students may be required to complete an application form, stand in an election, attend an interview, provide references, attend a selection meeting and attend specific training before being recruited. The specific process will be decided on an individual basis, dependent upon the nature of the project and the role of the volunteer.

Where a volunteering opportunity has limited places, a selection criterion based on the role description will determine which applicants are most suitable to the role. Any unsuccessful applicants will be entitled to feedback on request and will be supported in finding alternative volunteering opportunities.

- 2.3 The Students' Union has a duty of care to protect its volunteers. This duty is upheld in the use of role descriptions, selection criteria and in following the Union's Safeguarding Policy.

Where volunteers will be working with vulnerable adults and/or with young people under the age of 18, references may be requested from applicants. They are required to have known these referees for two years or more and they must not be a friend or relative of the applicant. In some circumstances volunteers may not be able to participate in their desired activity until references are processed.

Volunteers working with vulnerable service users will be required to complete a Disclosure and Barring Service (DBS) check. In some circumstances volunteers may not be able to participate in their desired activity until this form has been processed.

Volunteers with a criminal conviction will not be considered automatically unsuitable for the role they are applying for. As only a small number of convictions would prevent a volunteer from being unsuitable for volunteering and this will be considered on an individual basis.

3. Training and Support

- 3.1 The Students' Union believes that training is a very important aspect of our work and recognises

that volunteers are more confident and effective when given appropriate training. As such, volunteers will be expected to attend any training specified in the role description which may include information on health and safety or other policies, procedures or support for a specific issue.

Students' Union staff will seek to ensure that, either through the Students' Union or the groups(s) with whom volunteers are working with, students receive adequate training for the specific tasks they have been asked to perform.

4. Equality, Diversity and Inclusion

- 4.1 Solent Students' Union is committed to encouraging a community in which all individuals may contribute as fully as they choose without fear of unfair or discriminatory attitudes and practices. The Students' Union has a Student EDI policy which exists to ensure we are proactively ensuring equality, diversity and inclusion for all our members. This policy can be found on the Students' Union website, www.solentsu.co.uk

All volunteers will be asked to sign a volunteering agreement and encouraged to complete an Equality and Diversity form when they commence a new volunteering opportunity. This will allow the Union to ensure that a broad range of opportunities are always available to suit the motivations and interests of our members.

5. Data Protection and Confidentiality

- 5.1 In accordance with the Data Protection Act 2018 and GDPR, information collected through the recruitment process will be used to ensure it is as diverse and accessible as possible. Volunteers have the right not to disclose information that is not essential to their volunteering placement (e.g. equal opportunities monitoring information).

In supporting volunteers, Solent Students' Union will also need to collect personal data relating to individuals' contact details. Only data that is relevant to the volunteering opportunity is required to be collected and access to this data is restricted to the Activities Coordinator, Head of Membership Services and the Chief Executive. Personal details will never be passed to any other party without permission from the volunteer.

In line with the GDPR Right of Access legislation, volunteers have the right to view all personal information held about them by the Students' Union. Volunteers can request to do so by submitting their request by post with a description of the information you want to see and the required proof of your identity to: Data Protection Solent Students' Union, East Park Terrace, Southampton, Hampshire, SO14 0YN

6. Insurance, Health and Safety

- 6.1 Solent Students' Union has Employers' Liability and Public Liability Insurance which covers normal activities carried out by volunteers. For any unusual activities further insurance may be required and arrangements will be made if reasonable. Any exceptions to this should be communicated to all involved in those activities prior to the activity taking place.

The Students' Union's current insurance will protect you as a member should you suffer injury or sustain damage to your property which is a result of the Union's negligence. Likewise, should

a member of the public allege injury to themselves or damage to their property as a result of normal volunteering activities, the insurance will protect you as a member against any allegations made providing you act in accordance with the Students' Union's guidelines and policies.

- 6.2 The Students' Union expects volunteers to co-operate with those responsible for the activity in order to ensure a healthy and safe working environment for themselves and others. Individuals are required to abide by the rules and requirements of the Student Groups Code of Conduct Policy to ensure that they and others do not harm whilst carrying out their roles.

This may include the following:

- Volunteers have the responsibility to do everything they can to prevent injury to themselves, fellow volunteers and others affected by their actions or omissions while volunteering;
- Volunteers must report any unsafe conditions or activities to the Activities Coordinator or to their supervisor, and report **ANY** accidents or near misses;
- Volunteers must make full use of any protective clothing or equipment supplied to ensure safer working conditions and must not undertake any task for which authorisation and/or training has not been given; and,
- Volunteers must seek the advice of the Activities Coordinator with reference to any special medical or other conditions which may affect the safe working of the individual.

7. Expenses

- 7.1 The Students' Union aims to ensure volunteering activity is accessible and as part of this that volunteering activity should not incur any costs to students. This outlook concerns in-house and student-led opportunities only and does not concern opportunities that are offered by external organisations.
- 7.2 If you think you may incur an expense whilst volunteering with the Students' Union you should contact the Activities Coordinator before spending any money. If you need to claim expenses, you will be required to complete a Student Group Funding request form which are available from the Activities Coordinator and provide evidence of all receipts.
- 7.3 Volunteering opportunities undertaken with an external organisation should be covered by the expenses policy of that organisation. If a student is embarking on a volunteering opportunity with an external organisation which has not been pre-arranged by the Students' Union, it is their own responsibility to ensure the external organisation covers the cost of volunteers' expenses.
- 7.4 For specific information on expenses, students are advised to contact the Activities Coordinator or the Head of Membership Services .

8. Grievances and Complaints

- 8.1 Solent Students' Union is committed to identifying and assisting in the solving of problems at the earliest possible stage and will help to resolve any issues that may arise as a result of volunteering with the Students' Union or with any organisation a student is volunteering with.

If a volunteer wishes to complain about the behaviour of another individual or organisation,

they are encouraged to follow the guidelines set out in the Students' Union's Student Complaints Procedure, contacting a member of staff at the earliest opportunity.

8.2 Volunteers are expected to abide by the Student Groups Code of Conduct which states that the following actions may lead to the instigation of disciplinary procedures (as laid out in the Student Disciplinary Policy & Procedure):

- Conduct which constitutes a criminal offence (e.g. assault, theft, fraud, deceit, deception or dishonesty);
- Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language;
- Sexual, racial or any other form of harassment;
- Misuse, misappropriation, theft or damage of property;
- Action, likely to cause injury or to impair Health and Safety procedures;
- Failure to respect the rights of others to freedom of belief and freedom of speech;
- Behaviour which brings the Union or University into disrepute (e.g. such as conduct as abusive, antisocial or discourteous behaviour, inconsiderate noise, disregarding the Highway Code, causing litter and especially criminal damage to private property, highway signs or vehicles);
- Disruption of or interference with the academic, administrative, sporting, social or other activities of the University;
- Obstruction of or interference with, the functions, duties or activities of any student, member of staff, or visitor of the University; and,
- Misuse or unauthorised use of University premises

26) Solent Students' Union Exchange

The Exchange is a community pantry created by the Students' Union to help the Solent students through the cost of living by providing a range of essentials. The Exchange is designed to assist students who are most in need by providing a range of essentials.

These policies were created in August 2023 and must be reviewed by the Membership Services before September 2024.

1. Access

1. The Exchange will be open between 11:00 and 16:00 on Tuesday, Wednesday and Thursday, staff availability permitting, throughout the academic year apart from bank holidays, University closures and the summer period.
2. Before closing the Exchange unexpectedly amongst the specified opening hours, the Students' Union must at least post on social media or providing a physical poster warning.
3. Only Students' Union Staff can open, close, and supervise the Exchange during the specified opening hours.
 1. The Exchange cannot be left open unattended unless there is an unexpected emergency.
4. Outside of the specified opening hours the Exchange shutter must be full closed and locked with the air-conditioning turned off.
5. The Exchange can only be opened outside of the opening hours for a one off even approved by the Membership Services.
6. The Exchange can be opened out of hours for repairs or maintenance under the supervision or permission of a key holder.

2. Key holder

1. Only Students' Union full-time or permanent staff can be a key holder for the Exchange.
2. The main key must be kept clearly labelled in a secure location.
3. There must be a spare key kept in a secure, separate lockable location from the main key.
4. Only key holders can open and close the Exchange.
5. If a key is lost or misplaced it must be reported immediately to the Head of Membership Services or the Leadership team, and the University estates team.
 1. The estates team will advise on the best course of action following their immediate informant.

3. Food handling

1. Only Students' Union staff who have achieved a Level 2 Food Hygiene and Safety (catering) certificate can handle the food stocked in the exchange.
2. If any food is spilt on the floor of shelves, it must be cleared up immediately to avoid contamination and the attraction of rodents or other animals.
3. When handling open food products, the handler must have clean, freshly washed, hands or wear gloves to avoid the cross-contamination of germs with the food.
4. If a Staff member is sick, they are not able to handle food or work in the Exchange until they return to full health to avoid contamination of the food.

4. Membership

1. Membership to the Exchange costs £5 for the full academic year, 1st of September through till the 31st of July
 1. A membership begins from the moment of purchase until the end of day on the 31st of July.
 2. Membership only lasts for one academic year and must be renewed in the following academic year to continue using the services of the Exchange.
2. Only Solent Students' Union members can access the services of the Exchange with a valid student identification card.
3. Membership to the exchanges gains you access to its products and services during the specified opening ours. Members can only take 5 different items once a week with a valid student identification card present.
 1. 5 Different items are defined as 5 items of clearly different substances, it is not permitted to take multiple of the same.
4. The services that members of the Exchange have access to when there are accompanied by their own valid student card includes:
 - The opportunity to take 5 free food or household items once a week, during specified opening hours, stock permitting.
 - Free access to sanitary products outside of the 5 items, when they are in stock. Stock is not guaranteed.
 - Use of the book exchange, where they can read the book and return it or replace the book with one of their own.
 - Access to donations the Exchange received and are in line with the donation policies as part of their 5 items.
5. When purchasing a membership to the Exchange, personal data is collected from the student for contact and identification purposes.

The personal data that will be collected will be:

- Full name
 - Student identification number
 - Phone number
 - Email address
1. No personal data will be shared that can identify the student outside of the Students' Union.
 2. The Exchange follows the same data handling agreement as the Students' Union which all members of the Students' Union agree to upon enrolment.
 3. Data regarding the Exchange can be shared with relevant parties, both internally and externally, with no identifiable features that could be traced to the individual users.
 4. Race and nationality of the members can be shared with relevant parties, both internally and externally, with no identifiable features that could be traced to the individual users
6. Members are only able to access the Exchange services if they have their own valid student identification card with them.
 1. Students are not able to use someone else's student identification card access the services.
 2. The member must be there themselves in person to be able to access the services.
 7. Membership to the Exchange can be revoked or restricted under the discretion of the Students' Union without a refund or reasons including but not limited to:
 - If the service user is not a current student at Solent University.
 - If the student has made a serious complaint against the Exchange and this is being investigated.
 - If the student displays behaviour that is aggressive, discriminatory, or violent.
 - If a student fails to comply with the Service User Agreement.

- If a student continues to raise issues that are malicious or knowingly untrue.
- If we feel you are making inappropriate or excessive use of Advice Centre resources. We have limited resources.

5. **Storing of stock**

1. If a package is opened and continued to be stored, the date of opening must be written on the packaging along with a new expiry date (such as three weeks after the opening date). This is to ensure that the stock stays fresh, and it is clear how long a package has been open.
2. Once new stock has been delivered it will be put into storage immediately, or as soon as possible to avoid blocking access to the Exchange or cause a tripping hazard.
 1. Only Students' Union staff that has received manual training can handle the produce, as it is delivered in heavy, hard to hold packages.
 2. No staff member should overexert themselves when lifting the produce to the extent of injury.
3. Storing of stock will follow the common practice of FIFO (first in first out) on a rotation basis to ensure that stock stays fresh when it is being moved to the display.
 1. Expiry dates, seals, and quality of produce in the stock room should be checked no less than once a month to ensure that no stock has expired, been contaminated or damaged.
4. All food products must be stored off the ground to avoid contamination.
5. All food produce will be stored separately from any cleaning, chemical, or hazardous products.
6. All produce of the exchange will be stored away from any rubbish material.
7. Any rubbish from the Exchange will be thrown away into an untampered bin bag and secured until it can be collected.
 1. Recycling and other rubbish is to be regularly collected by the estates team.
 2. If the rubbish is not disposed of regularly by the estates team it is the responsibility of the Students' Union staff to effectively dispose of the rubbish in accordance with the University's regulations.

6. **Displaying stock**

1. Displaying stock will be done on the common practice of FIFO (first in first out) on a rotation basis to ensure that stock stays fresh.
2. Stock can be displayed/ handed out if it has surpassed its best before date, however it will be disposed of if it has surpassed its expiry date.
 1. If there is only one date on the item's packaging it will be assumed that that date is the expiry date and disposed of once it has passed that date
3. Loose product, such as pasta and rice will be displayed in a sealable container, separate from any cleaning or chemical products.
4. The containers holding the loose produce will be cleared and cleaned at least once a month to maintain a sanitary containment.
5. The shelves displaying the product will be cleared and cleaned at least once every 2 months. As most of the products are sealed and there is no direct food contact with the surfaces. If food, or other spills, does make direct contact with shelves or any other surface it will be cleared and cleaned immediately.
6. All food products must be displayed off the ground to avoid contamination.
7. All food products will be displayed separately from any cleaning, chemical, or hazardous products.
8. All expiry dates will be regularly checked to ensure that none of the products have surpassed their expiry date. If a product has surpassed its expiry date, then it will be disposed of immediately.

7. Stock reporting

1. When new produce is being put into the storeroom it should simultaneously be recorded on the system to ensure that there is an up-to-date record of the contents of the storeroom.

This is to ensure it is clear if there is any missing or stolen stock, and to help identify when more produce needs to be purchased.

2. Stock should be recorded as the individual items a member is able to take and not the bulk packages.

8. Donations

1. The Exchange accepts good quality donations and has the authority to accept or deny the donations for any reason.
2. Donations must be dried goods in sealed packages before their expiration date, or good quality home goods. All products must be sealed and in good condition.
3. Fresh produce will not be accepted under any circumstance.
4. The Students' Union will endeavour to provide the members of the Exchange with the donated goods.

1. There is no guarantee that the donations accepted by the Exchange will definitely go to a member of the Exchange.

9. Exchange Service User Agreement

1. It is important that Members know what standards of conduct and performance that is expected of them and allow for fairness and consistency in the treatment of individuals.

1. Members are required to abide by this code of conduct whether:
 - On Solent Students' Union premises; or
 - At the Union Exchange

2. Disciplinary action may be taken in respect of any breach of discipline by members including but not limited to:

1. Threatening or harassing any other person, whether physically or verbally;
2. Assaulting any other person;
3. Any behaviour which is deemed an act of discrimination
4. Any behaviour which causes either a nuisance or distress to other members
5. Damaging Union property, whether deliberately or negligently;
6. Acting in contravention of the Unions Policies;
7. Acting without due regard for the safety of others;
8. Acting with dishonesty or with intent to defraud;
9. Any activity or behaviour which is likely to bring the Union or University into disrepute.

3. Any group or member found to be in breach of the Exchange code of conduct or the Students' Union code of conduct, byelaw 17, will have their membership revoked and be banned from entering the Exchange. Further disciplinary action may be taken with the Students' Union or the University depending on the severity of the offence.

1. The Students' Union disciplinary procedure which is available at www.solentsu.co.uk

27) Solent Students' Union Exchange

The food garden is run by a student and staff volunteer enterprise that is managed by Solent Students' Union. The food garden aims to provide a relaxing and safe space for students and staff to experience nature and socialise.

1. Access

1. The food garden will be open between 11:00 and 14:00 on every Tuesday and Thursday during term time, staff and weather permitting.
2. The code to access the food garden will be available to members of the food garden (have a planter assigned to them), non-members or part-time helpers will only have access during the specified times.
3. The food garden will remain locked outside of the specified times unless there is a member of Student's Union staff or a trusted volunteer there to supervise.

2. Allocation of Planter

1. All planters will be allocated by the Students' Union on a first come first serve basis and from the wait list thereafter.
2. Allocation of planters happens yearly, coinciding with the academic year 1st August to the 31st of July. Planters will need to be reapplied for in the September of the new academic year to give incoming students a fair chance.
3. If planters are not consistently maintained or utilised, the Student Union will provide a 1-month warning, after which the planters will be reallocated to a person on the waitlist.

3. Distribution of Produce

1. Produce will be returned to the person that initially planted the food in the garden if there is an accurate record of planting.
2. Excess produce, produce that is not claimed, or produce that is not clearly marked will be placed in the Students' Union Exchange.
3. Produce taken to the Students' Union Exchange will be clearly marked that it is from the food garden.
4. If produce/plants become overgrown, diseased, or tainted in a way that would be unsafe for human the plants/produce will be removed from the food garden. The person who initially planted the plants will be informed however, the Students' Union does not need express permission to remove overgrown, diseased, or tainted goods.

4. Maintenance of Planters

1. Maintenance and products for the planters should be supplied by the keeper of each planter. A reasonable amount of maintenance cost should be the responsibility of each person. These can include:
 - Seeds
 - Soil
 - Bug spray
 - Mesh coverings
2. A basis level of gardening equipment will be provided by the Students' Union to help food garden members to maintain their planters. Including but not limited to:
 - Hose pipe

- Watering cans
 - Shovel
 - Bamboo sticks
3. A food garden member can submit a request for additional garden equipment through the Students' Union to be reviewed by the Activities Coordinator.
 4. Members can submit requests for new equipment up to £50 at a time.