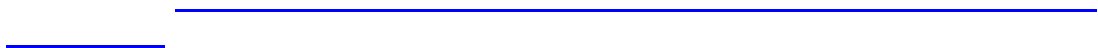




- 2.3 The Clerk to the Board will also be responsible for ensuring, on behalf of the Board, that arrangements are in place to implement this Code of Practice and that it is brought to the attention of students at least once per year.

3. LINKS TO OTHER DOCUMENTS

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



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

6. MEMBERSHIP OF THE STUDEN

- 6.1 Under the Union's Articles of Association, all enrolled students of the University, including those studying a franchised BU course at a partner institution, shall be Student Members of the Union, unless they choose to opt-out of membership. This right to opt-out of membership is a requirement of the Act and is brought to the attention of students every year through the enrolment process.
- 6.2 Students who exercise the right not to be a member of the Union must not be unfairly disadvantaged with regards to the provision of services or otherwise by reason of their having done so. Students who choose not to be members of the Union may not be prohibited from accessing facilities and services except in instances where the Union and the University have agreed in writing signed by duly authorised officers (who in the case of BU shall be the Vice-Chancellor) that this would not constitute an 'unfair disadvantage' under the Act. Rights which are reserved to Union members, such as voting and eligibility for election, are set out in the Union's Bye-laws.
- 6.3 Students who choose not to join the Union and who feel that they have been 'unfairly disadvantaged' may register a complaint and follow the University student complaints procedure which is published on the University website under Important Information.
- 6.4 The Union's Articles of Association allow it to offer alternative categories of membership from time to time, and as appropriate.

7. N ELECTION AND OFFICES

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

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8. THE FINANC

- 8.1 The Union's Articles of Association state that the Trustees shall comply with the requirements of the Act and the Charities Act 2011 as to keeping financial records and the audit or examinations of accounts. Details of financial controls and administration are contained in Bye-law 10 of the Union's Bye-laws. The University's Finance Director (or equivalent) is available to provide advice and guidance to the Union's officers if required.
- 8.2 The Board will approve the Union's budgets and monitor its expenditure in accordance with the Act. Annual scrutiny of the Union's budgets and audited financial reports shall be delegated to the Finance and Resources Committee and the Audit, Risk and Governance Committee respectively.
- 8.3 The financial reports of the Union will be published annually and will be made available to all students in addition to the Board.
- 8.4 The financial reports will include a list of the external organisations to which the Union has made donations in the period to which the report relates and details of those donations. In addition, the Higher Education (Freedom of Speech) Act 2023 requires the University and Union to provide financial information to the OfS, on request, regarding any overseas funding that may present a risk to freedom of speech and academic freedom.
- 8.5 The procedure for allocating resources to groups or clubs will be fair, set down in writing, and freely accessible to all students.
- 8.6 The Union is required to take out and maintain appropriate insurances to cover all of its activities to the satisfaction of the Board.

9. AFFILIATIONS

- 9.1 Where the Union decides to affiliate to an external organisation the Act requires it to publish notice of its decision stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation. This notice will be made available by the Union to the Board and to all students via the Union website <http://www.subu.org.uk/>
- 9.2 Where the Union is affiliated to any external organisation, a report will be published annually or more frequently containing a list of those organisations and details of subscriptions or similar fees paid or donations made to those organisations since the last report. The Union will make such reports available to the Board and to all students via the Union website <http://www.subu.org.uk/>
- 9.3 The Union will ensure that there is a procedure for the review of such affiliations under which the current list of affiliations is submitted for approval by members annually or more frequently.

- 9.4 In addition to 9.3, the Union will ensure that there is a procedure in place to provide that once a year a requisition may be made by not more than 5% of members that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.

10. COMPLAINTS PROCEDURE

- 10.1 The Act requires that a complaints procedure be available to all students who are dissatisfied in their dealings with the Union or who claim to be unfairly disadvantaged because they have chosen not to be a member. This procedure will include the provision for an independent person appointed by the Board to investigate and report on complaints.
- 10.2 The Union has a complaints procedure available from the Union's website at <https://www.subu.org.uk/complaints/> The University has a complaints procedure available
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