



Royal Conservatoire of Scotland Students' Union Constitution

This Constitution was approved by the Royal Conservatoire of Scotland's Students' Union at a General Meeting held on **24 January 2023** and was subsequently approved by the Royal Conservatoire of Scotland's Board of Governors on **27 January 2023**.

Signed _____
Print Name _____
Students' Union President

Signed _____
Print Name _____
Chair of the Board of Governors

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Constitution

1. Introduction

1.1. Background

The Royal Conservatoire of Scotland Students' Union (SU) is a Students' Union within the meaning of the Education Act 1994.

The SU Constitution is the fundamental principle and established precedence that determines how the SU is governed.

1.2. Definitions

The following terms have the following meanings:

Board of Governors means the Board of Governors of the Royal Conservatoire of Scotland.

Conservatoire means the Royal Conservatoire of Scotland.

Constitution means this Constitution together with the Schedule, which is incorporated into and forms part of this Constitution.

Officer means any Student elected or appointed to a SU position in accordance with this Constitution.

Member means a member of the SU being a Student who has not opted out of membership of, the SU under the terms of the Education Act 1994 or an SU Officer.

Schedule means the Schedule in four (4) parts annexed to this Constitution and is deemed to form part of this Constitution.

Appendix means the Appendix in two (2) parts annexed to this Constitution and is deemed to form part of this Constitution.

Student means any individual who is formally registered on an approved programme of higher education at the Conservatoire leading to an award at SCQF Level 7 or above (undergraduate or postgraduate degrees). For the avoidance of doubt, the Conservatoire will determine whether an individual has Student status.

Student Disciplinary Procedure means the Student Disciplinary Procedure used by the Conservatoire in section 13 of the Conservatoire's Regulations, Codes of Procedure, and General Rules.

Disciplinary and Complaints Procedure means Students' Union Disciplinary and Complaints Procedure used by the Students' Union in section 14.

SU means the Royal Conservatoire of Scotland Students' Union.

Societies means any student group affiliated with the SU, regardless of name (Club, Association, Networks, etc.), as set out in Schedule Part Three.

Words in the singular include the plural and vice versa.

1.3. Amendments and review

The Constitution may only be amended by a resolution passed at a General Meeting and subsequently agreed by RCS Board of Governors. Additionally, this Constitution will be subject to review by the Board of Governors at intervals of no more than five years.

1.4. Interpretation

In the event of a dispute as to the interpretation of any part of the Constitution, the ruling of the SU President will be sought. In the event of a challenge to the SU President's ruling, the decision of a General Meeting will be final. The President will vacate the Chair for that item of business.

2. Objects

The objects of the SU are:

- To promote the educational interests and welfare of its Members, to represent them, and to work in partnership with other groups and individuals within the Conservatoire in the furtherance of the educational interests and welfare of its Members.
- To provide support and development opportunities to meet the diverse needs of all Students and to work to enhance the quality of the student experience in all of its aspects independent of any political party or religious group.
- To work in partnership with other groups and individuals within the Conservatoire to promote the well-being and educational interests of the entire Conservatoire community.
- To promote equality of opportunity, religious and racial harmony and to celebrate diversity throughout the Conservatoire community.
- To work in partnership with a range of external organisations in the furtherance of the educational interests and welfare of its Members.

3. Powers

The powers of the SU are applied exclusively in the furtherance of the SU's objects and are exercised by the SU, its Executive Committee and SU Council as appropriate. The SU's powers include, but are not limited to:

- Administer SU financial affairs and to pay all expenses out of SU funds
- Enter into contracts in the furtherance of its objects
- Make amendments to Standing Orders and to propose amendments to this Constitution to the Board of Governors
- Apply its disciplinary codes and election protocols
- Represent the student body as a whole within the Conservatoire and externally
- Represent individual Students within the Conservatoire as and when necessary or appropriate and to provide advice to Students on a range of issues related to their student life
- Campaign on issues of relevance to its Members
- Promote, initiate, develop and carry out any education or training in pursuit of its objects
- Form relationships with external bodies that are consistent with its objects

4. Membership

All Students as defined in 1.2 are automatically Members of the SU.

4.1. Membership rights

Members are the only individuals entitled to vote, speak, and propose motions and resolutions at General Meetings or to nominate and stand in Elections.

4.2. Non-Membership

A Member will cease to be a Member if they:

- Cease to be an RCS Student or Sabbatical Officer
- Opt out of membership of the SU
- Have their membership withdrawn in accordance with the Disciplinary and Complaints Procedures

All Students have the right to opt out of SU membership. Any Student who wishes to exercise this right must inform the Deputy Registrar in writing, who will inform the SU President.

Students who choose to opt out will not be unfairly disadvantaged with regard to the provision of SU Services. They will, however, lose the right to:

- Attend, speak, and vote at SU Meetings
- Vote, nominate, and run in SU Elections

5. The Executive

The Executive is comprised of six elected Officers:

- President
- Vice President
- Student Health Officer
- Events Officer
- Societies Officer
- Equality, Diversity, and Inclusion (EDI) Officer

Role profiles for Executive Officers are in accordance with Appendix I.

The term of office for Executive Officers is from 1st August to 31st July.

Any Member of the SU is eligible for an Executive Officer post.

If an Executive Officer post is not filled, or falls vacant, a by-election will be held in accordance with Schedule Part One- Section B.

5.1 Sabbatical Officers

The posts of SU President and SU Vice President are full-time sabbatical positions. A sabbatical year may take place either as an interruption to a Student's programme of study or immediately following graduation. Sabbatical Officers can hold office for no more than two years.

If the post of SU President falls vacant, the SU Vice President will assume the duties and responsibilities of the SU President until a replacement has been elected.

If the post of SU Vice President falls vacant, the SU President will assume the duties and responsibilities of the SU Vice President until a replacement has been elected.

If both Sabbatical Officer posts fall vacant, the Executive Committee will nominate a member of the Executive to assume the duties and responsibilities of the SU President, and a member of the Executive to assume the duties and responsibilities of the SU Vice President until replacements have been elected.

The SU President and Vice President are ex-officio members of all SU Committees and Sub-Committees.

The SU President and Vice President are the SU's nominated members of the Board of Governors.

5.2 Non-Sabbatical Officers

The posts of Student Health Officer, Events Officer, Societies Officer, and Equality, Diversity and Inclusion Officer are non-sabbatical and undertaken by Students concurrently with their programme of study. Non-Sabbatical Officers must be Members of the SU at the time of their election and throughout their term of office. If a Non-Sabbatical Officer wishes to resign, they must inform the SU President in writing with at least 7 working days' notice.

5.3 The Executive Committee

The Executive Officers of the SU form the membership of the SU Executive Committee, which manages the SU on a day-to-day basis, according to the terms of this Constitution and the decisions that have been made by the SU General Meetings and the SU Council.

5.4 Executive Sub-Committees and Forums

Executive Sub-Committees and Forums are an integral mechanism for Executive Officers to carry out their role and duties.

Executive Sub-Committees and Forums are exempt from Schedule Part Two Section C.

5.4.1 *Education Forum*

The Education Forum is chaired by the SU Vice President.

The membership, frequency, and agenda of the Education Forum is at the discretion of the SU Vice President in the fulfilment of their role.

The Education Forum's remit is to:

- Enable the engagement of the Vice President with Students to improve the Conservatoire's academic experience.

5.4.2 *Student Health Forum*

The Student Health Forum is chaired by the Student Health Officer.

The membership, frequency, and agenda of the Student Health Forum is at the discretion of the Student Health Officer in the fulfilment of their role.

The Student Health Forum's remit is to:

- Promote improvements to student health provisions both within the Conservatoire and the SU.
- Provide an opportunity for Societies focused towards promoting student health to have a closer working relationship with the SU Executive and Council.

5.4.3 *Events Forum*

The Events Forum is chaired by the Events Officer.

The membership, frequency, and agenda of the Events Forum is at the discretion of the Events Officer in the fulfilment of their role.

The Events Forum's remit is to:

- Enable Member consultation and provide support for SU Events which may include Events organised by Societies.

5.4.4 *Societies Sub-Committee*

The Societies Sub-Committee is chaired by the Societies Officer.

The membership of the Societies Sub-Committee is:

- Societies Officer
- Vice President (or another Executive Officer)
- Two other Executive Officers

The Societies Sub-Committee will meet when required to:

- Approve Society affiliations to the SU.
- Conduct disciplinary action in accordance with 14.5.
- Approve Society grant bids.
- Approve and publish an annual procedure for allocating resources to Societies in accordance with the Education Act 1994.
- Monitor Society conduct in accordance with Schedule Part Three.

5.4.5 *Equality, Diversity, and Inclusion Forum*

The Equality, Diversity, and Inclusion (EDI) Forum is chaired by the EDI Officer.

The membership, frequency, and agenda, of the EDI Forum is at the discretion of the Events Officer in the fulfilment of their role.

The EDI Forum's remit is to:

- Enable Member consultation to promote improvements to EDI initiatives at both SU and Conservatoire level.
- Provide an opportunity for Societies focused on promoting EDI to have a closer working relationship with the SU Executive and Council.

6. The Council

The SU Council is a committee of the SU and comprises the Executive Committee and the Discipline Representatives, as set out in 6.1.

6.1 Council members

The SU Council comprises the Executive Committee and an elected representative for the following disciplines:

- Drama
- Dance
- Production
- Film
- Music Performance & Composition
- Teaching & Education
- Research

Discipline Representatives will be elected in accordance with Schedule Part one- Elections.

Role profiles for Discipline Representatives are in accordance with Appendix I- Elected Officer and Representative roles and duties.

If a Discipline Representative wishes to resign, they must inform the SU President in writing with at least 7 working days' notice.

6.2 Council Meetings

The SU President chairs all meetings of the SU Council. If they are absent, the SU Vice President will chair the meeting. If both are absent, the Chair will be a member of the SU Council as chosen by the meeting.

The SU Council will be concerned with all matters relating to the operation of the SU.

The SU Council will have the power to make and amend regulations, governing all matters under its control. Regulations will not contradict this Constitution.

SU Council meetings are conducted in the following way:

- At least seven days' notice will be given for all Ordinary SU Council meetings.
- The Chair of the SU Council meeting is responsible for organising the agenda. They are responsible for including any matters that have been brought to their attention by the student body and any officer/committee of the Conservatoire, as well as any matters raised by other members of the SU Council.
- Any member of the SU Council present at the meeting may raise further relevant business with the permission of the Chair.
- The SU Council will meet at least once per month during term time.

A member of the SU Council, with the support of two other Council members, may request an emergency SU Council Meeting which the Chair of the SU Council must call.

At least five days' notice will be given for any Emergency Meeting of the SU Council.

Voting at SU Council meetings:

The quorum for SU Council meetings is 7. Motions will be passed by a simple majority of the voting quorum.

In the event of an SU Council member failing to attend three meetings during their term without giving apologies, the SU President may deem that member to have resigned from their role.

7. General Meetings

A minimum of three General Meetings will be held in the academic year, one of which will be the Annual General Meeting.

No General Meeting will be held on a Conservatoire holiday or within seven days of the beginning of any Term.

All SU Members will be entitled to attend and vote at all General Meetings.

Notice of any resolution proposed to be moved at a General Meeting will be given in writing by the proposer and seconder to the SU President at least 4 days in advance of the meeting.

No business will be transacted at a General Meeting unless a quorum is present. Twenty Members form a quorum. If such a quorum is not present the meeting may continue as deemed appropriate by the Chair, though no business will be transacted. In the event of there being insufficient numbers to form a quorum the Chair may adjourn the meeting to such a time and place as they determine.

7.1 Annual General Meeting

The Annual General Meeting (AGM) will be conducted in accordance with Schedule Part Two.

7.2 Ordinary General Meetings

Ordinary General Meetings (OGM) take place once during term one and once during term two, and are conducted in accordance with Schedule Part Two.

7.3 Extraordinary General Meeting

An Extraordinary General Meeting (EGM) will be called by the Executive Committee if the SU Council approves a motion to call an EGM or if 20

Members submit a written request to convene an EGM to a Member of the Executive Committee.

An EGM may be called at any point throughout the year to address issues affecting SU Members.

If necessary, the Executive Committee may arrange for an external Chair to convene an EGM.

EGMs will be conducted in accordance with Schedule Part Two. EGMs Called in accordance with a motion of no confidence (14.3) are exempt from conflicting sections of Schedule Part Two.

8. Students' Union Societies

All SU Societies will be formed and administered in accordance with Schedule Part Three.

9. Elections

All elections will be conducted in accordance with Schedule Part one- Elections.

10. Minutes

Minutes will be taken of all SU Meetings.

These minutes will be approved, with any necessary corrections at the next appropriate meeting.

A copy of the minutes of each meeting will, as soon as possible after being approved, be posted on the SU's website: <https://www.rcsunion.scot>.

Prior to making minutes public, the SU Administrator and Chair of the meeting will ensure that all sensitive material contained within the minutes is redacted.

Minutes from the SU Disciplinary Committee, Appeals Committee and Societies Committee – when conducting disciplinary action – are exempt from publishing minutes.

11. Interpretation

In the event of a dispute as to the interpretation of any part of the Constitution, the ruling of the SU President will be sought.

In the event of a challenge to the SU President's ruling, the decision of a General Meeting will be final. The President will vacate the Chair for that item of business.

12. Indemnity

All SU Members and staff members acting on behalf of the SU will be indemnified out of the assets of the SU against all losses or liability which they may sustain or incur in or about the execution of the office or otherwise in relation thereto. No SU Member or staff member acting on behalf of the SU will be liable for any loss, damage or misfortune that may happen to or be incurred by the SU in the execution of their duties, of their office or in relation thereto: provided that nothing in this clause will affect their liability for the consequences of any negligent act on their part.

13. Disciplinary and Complaint Procedure

The SU's Disciplinary and Complaint Procedure will not prevent a case being referred to the police for investigation.

The Deputy Registrar should be consulted for advice in individual cases.

13.1 SU President and Vice President

The SU President and Vice President, as members of staff of the Conservatoire, must comply with the Conservatoire's Dignity at Work and Study Policy. Failure of a member of staff to adhere to the policy may result in disciplinary action under the Conservatoire's Disciplinary and Dismissal Policy.

If any SU Member considers that the President or Vice President has behaved inappropriately or failed in their duty, they can either make a complaint as set out in 14.1.1. or submit a motion of no confidence as set out in 14.3.

13.1.1 *Reporting of a complaint*

Complaints about the President or Vice President should be made at <https://www.rcs.ac.uk/complaints/>.

13.1.2 *Acting on a complaint*

Complaints will be acted upon according to the Conservatoire's Complaints Procedure which can be found in the Regulations, Codes of Procedure and General Rules.

13.2 SU Council

This section applies to all SU Council members, except for the President and Vice President (see 14.1).

This section covers actions that:

1. Occur on SU premises
2. Occur whilst representing the SU or participating in SU activities
3. Are carried out by a visitor of a member

If any Member considers that a Non-Sabbatical Executive Officer or Discipline Representative has behaved inappropriately or failed in their duty, they can either make a complaint as set out in 14.4. or submit a motion of no confidence as set out in 14.3.

13.3 No Confidence

SU Members may submit motions of no confidence in elected SU Officers or Representatives. If this is for multiple Officers or Representatives, each individual must have their own motion.

A motion of no confidence must be signed by at least 50 SU Members and submitted to the Deputy Registrar, who will notify the Executive Committee to call an EGM with the sole agenda being this motion. If all members of the Executive Committee have motions of no confidence against them, the Deputy Registrar will chair the EGM.

A motion of no confidence requires a quorum of 75 Members. The carrying of such a motion by a two-thirds supermajority will require the immediate resignation of the Elected SU Officer or Representative concerned.

13.4 SU Members

13.4.1 *Definitions*

The individual making the complaint is referred to throughout this section as “the complainant”.

The Member being complained about is referred to throughout section 14 as “the respondent”.

The term “incident”, for the purpose of this section, refers to incidents where Members have been suspended from use of any SU facilities or participation in SU events.

The term “Elected Officer”, for the purpose of this section, refers to any member of the SU Council.

The term “Independent Complaints Officer”, for the purpose of this section, refers to the Independent Complaints Officer appointed by the SU Executive under 14.4.2.

Behaviour which may result in investigation includes but is not limited to:

- Bringing the Students’ Union into disrepute
- Anti-social behaviour contrary to the Students’ Union’s and Conservatoire’s policies

- Threatening behaviour towards Students or staff: this may be verbal or physical
- Inappropriate behaviour
- Vandalism and damage to SU or Conservatoire property
- Theft, including of intellectual property
- Assault on Students or staff
- Use, possession, or distribution of illegal or controlled substances
- Breach of the SU Constitution
- Fraud
- Bringing malicious complaints as part of this process

13.4.2 Overview

This section applies equally to all Members of the SU except for the President and Vice President (see 14.1).

This section covers actions that:

1. Occur on SU premises
2. Occur whilst representing the SU or participating in SU activities
3. Are carried out by non-Members participating in SU activities or using SU facilities

Following consultation with Conservatoire, the SU Executive will appoint an "Independent Complaints Officer". The appointment will be published before the beginning of the first term and normally run for a year.

13.4.3 Non-Disclosure

To ensure the SU maintains a confidential relationship with and between those involved in any complaint, information relating to the complaint will not be discussed with any third party, except for the police or a national governing body, when necessary.

13.4.4 Informal Action

Where possible, the SU will try to resolve matters informally by discussing the issue with those involved. However, if for any reason they are unhappy with the outcome of the informal action, they may choose to proceed to the formal stage as detailed in 14.4.6.

13.4.5 Incident Investigations

Full incident investigations will be undertaken by the SU.

13.4.6 *Formal Action*

There are some circumstances where the behaviour will constitute a disciplinary offence and, in such circumstances, the SU will move to the formal stage of 13.4.

13.4.7 *Reporting of a complaint*

Complaints should be in writing to the Independent Complaints Officer who will investigate the matter under 14.4.

Complaint forms can be located at: <https://www.rcsunion.scot>.

13.4.8 *Acting on a complaint*

The Independent Complaints Officer will either authorise an investigation or write to the complainant explaining why the complaint is not being pursued.

Both the respondent and complainant will be informed, in writing, within 7 working days of the complaint being raised and given notice of a date for any Disciplinary Committee Meeting.

13.4.9 *Investigation of a complaint*

The complaint will be investigated by a Non-Sabbatical Elected Officer and the Independent Complaints Officer.

Following on from the complaint investigation, three courses of action may be recommended:

1. No further action is deemed necessary, and the complaint is dropped.
2. The complaint is to be resolved informally or formally either through a written warning or establishing a mediation process.
3. The complaint is passed onto the Disciplinary Committee.

During the period of investigation, the respondent may be suspended from SU activities.

The Independent Complaints Officer will formally notify the respondent and complainant of the outcomes of the investigation.

13.4.10 *Disciplinary Committee*

The SU Disciplinary Committee will comprise:

1. The SU Vice President, or a nominated SU Officer
2. Another SU Officer

No member of the Disciplinary Committee will have a conflict of interest or previous involvement with the offence under consideration.

Before the Disciplinary Committee meeting the respondent will be provided with formal details of the nature of the complainant's original complaint and any additional witness statements relating to the complaint.

The author of a complaint, incident and/or supporting information will be treated with the highest regard for confidentiality.

The respondent will be allowed to bring a fellow conservatoire Student with them to the hearing who will submit their student number to the chair of the committee no later than 48 hours in advance of any meeting.

13.4.11 Disciplinary Committee investigation process

The hearing will proceed in the following manner:

1. Results of the investigation will be presented.
2. Witnesses will be called as appropriate.
3. The Disciplinary Committee will have the opportunity to ask questions.
4. The respondent will respond to the complaint, either in person or in writing, calling witnesses where appropriate.
5. The Disciplinary Committee will have the opportunity to ask questions to the respondent and witnesses.
6. Everyone apart from members of the disciplinary committee will leave the meeting.
7. The committee will make a decision based only on the evidence presented.

Although the respondent's attendance at the Disciplinary Committee is not mandatory, the complaint will be heard in their absence and action taken, unless good reason is given for non-attendance. An alternative date may be arranged if the SU deems it appropriate.

Where necessary the SU will make every endeavour to ensure that the complainant and their witnesses do not come into direct contact with the respondent and their witnesses during the Disciplinary Procedure.

All issues raised at the Disciplinary Committee are confidential.

If police or a national governing body is involved in the investigation of an incident, the SU disciplinary action will be suspended until the police or other body's action is concluded, or the outcome of any court case known.

During a police investigation, the respondent will be barred from SU premises and activities until the conclusion of the investigation; this is not an assumption of guilt.

It is the responsibility of the respondent to formally inform the SU that the police action is concluded, providing appropriate paperwork for the purpose of the SU disciplinary file.

13.4.12 Disciplinary Committee sanctions

The disciplinary committee may take the following actions as a result of the hearing:

1. No action
2. Request for a written apology
3. Fine to the value of damage done and/or meet losses and/or costs
4. A final written warning
5. Suspension from the SU and its activities
6. Inform the Conservatoire and any relevant authorities

All decisions of the disciplinary committee will be communicated in writing to the respondent and complainant within 7 working days of the hearing.

The SU can bring procedures against a complainant if a complainant is deemed to be malicious.

13.4.13 Appeals process

Appeals against the decision may be made within 7 working days if additional, previously unconsidered information is made available which may have a significant impact on the original decision made by the Disciplinary Committee.

The appeal must be in writing to the Deputy Registrar stating the reasons for the request.

13.4.14 Appeals Committee

The SU appeals committee will comprise of:

1. The SU President, or another SU Officer
2. Another SU Officer

No member of the Appeals Committee will have either a conflict of interest or previous involvement with the offence under consideration or with the conduct of the Disciplinary Committee.

Appeals will be heard as soon as practicable after the appeal has been submitted.

The appeals hearings will follow the procedures laid out in 13.4.11.

The Appeals Committee has the authority to change or confirm the sanctions issued by the Disciplinary Committee.

The decision of the Appeals Committee is final and binding.

13.4.15 Disciplinary records and accrued sanctions

Records of all SU investigations will be maintained for a duration of 3 years.

The SU reserves the right to accrue the sanctions issued by the Disciplinary Committee.

The SU reserves the right to reopen an investigation or disciplinary issue at any stage.

13.5 SU Societies

This section applies to SU-affiliated Societies as groups, not to their individual members. If any Member considers that another Member has, in attendance of or association with an SU-affiliated Society, behaved inappropriately, they can make a complaint as set out in 13.5.

13.5.1 Definitions

The Member making the complaint is referred to throughout this section as “the complainant”.

The Society being complained about is referred to throughout section 13 as “the group”.

The Member representing the Society being complained about is referred to throughout section 13 as “the respondent”.

The term “incident”, for the purpose of this section, refers to incidents where members have been suspended from use of any SU facilities or participation in SU events.

The term “Elected Officer”, for the purpose of this section, refers to any member of the SU Council.

The term “Independent Complaints Officer”, for the purpose of this section, refers to the Independent Complaints Officer appointed by the SU Executive under 13.4.2.

Behaviour which may result in investigation includes but is not limited to:

- Bringing the Students’ Union into disrepute

- Anti-social behaviour contrary to the Students' Union's and Conservatoire's policies
- Threatening behaviour towards students or staff verbally or physically
- Inappropriate behaviour due to intoxication or otherwise
- Vandalism & damage to SU or Conservatoire property
- Theft, including intellectual property
- Assault on students or staff
- Use, possession or distribution of illegal or controlled substances
- Breach of the SU's Constitution
- Fraud
- Bringing malicious complaints as part of this process

13.5.2 Overview

This section applies equally to all SU-Affiliated Societies.

This section covers the behaviour of SU Affiliated Societies as a collective group of Members.

Following consultation with Conservatoire, the SU Executive will appoint an "Independent Complaints Officer" The appointment will be published before the beginning of the first term and normally run for a year.

13.5.3 Non-Disclosure

To ensure the SU maintains a confidential relationship with and between those involved in any complaint, information relating to the complaint will not be discussed with any third party, except for the police or a national governing body, when necessary.

13.5.4 Informal Action

Where possible, the SU will try to resolve matters informally by discussing the issue with those involved however, if for any reason they are unhappy with the outcome of the informal action, they may choose to proceed to the formal stage as detailed in 14.5.6.

13.5.5 Incident Investigations

Full incident investigations will be undertaken by the SU.

13.5.6 Formal Action

There are some circumstances where the behaviour will constitute a disciplinary offence and, in such circumstances, the SU will move to the formal stage of 13.5.

13.5.7 Reporting of a complaint

Complaints should be in writing to the Societies Officer who will investigate the matter under 13.5.

Complaint forms can be located at: <https://www.rcsunion.scot>

13.5.8 Acting on a complaint

The Societies Officer will either authorise an investigation or write to the complainant explaining why the complaint is not being pursued.

Both the respondent and complainant will be informed, in writing, within 7 working days of the complaint being raised and given notice of a date for any Societies Sub-Committee Meeting undertaking disciplinary action.

13.5.9 Investigation of a complaint

The complaint will be investigated by the SU President and the Societies Officer.

Following on from the complaint investigation three courses of action may be recommended:

1. No further action is deemed necessary, and the complaint is dropped.
2. The complaint to be resolved informally or formally either through a written warning or establishing a mediation process.
3. The complaint is passed onto the Societies Sub-Committee.

During the period of investigation, the Society may be suspended from SU affiliation.

The Societies Officer will formally notify the respondent and complainant of the outcomes of the investigation.

13.5.10 Societies Sub-Committee

The Societies Sub-Committee membership is set out in 5.3.4.

No member of the Societies Sub-Committee will have a conflict of interest.

Before the Societies Sub-Committee meeting the respondent will be provided with formal details of the nature of the complainant's original complaint and any additional witness statements relating to the complaint.

The author of a complaint, incident and/or supporting information will be treated with the highest regard for confidentiality.

The respondent will be allowed to bring a fellow conservatoire student with them to the hearing who will submit their student number to the chair of the committee no later than 48 hours in advance of any meeting.

13.5.11 Societies Sub-Committee investigation process

The hearing will proceed in the following manner:

1. Results of the investigation will be presented.
2. Witnesses will be called as appropriate.
3. The Societies Sub-Committee will have the opportunity to ask questions.
4. The respondent will respond to the complaint, either in person or in writing, calling witnesses where appropriate.
5. The Societies Sub-Committee will have the opportunity to ask questions of the respondent and witnesses.
6. Everyone apart from members of the Societies Sub-Committee will leave the meeting.
7. The committee will make a decision based only on the evidence presented.

Although the respondent's attendance at the Societies Sub-Committee is not mandatory, the complaint will be heard in their absence and action taken, unless good reason is given for non-attendance. An alternative date may be arranged if the SU deems appropriate.

Where necessary the SU will make every endeavour to ensure that the complainant and their witnesses do not come into direct contact with the respondent and their witnesses during the Societies Sub-Committee proceedings.

All issues raised at the Societies Sub-Committee are confidential.

If there is police or a national governing body involvement in the investigation of an incident, the SU disciplinary action will be suspended until the police or other body's action is concluded, or the outcome of any court case known.

During the course of a police investigation the Society will be suspended from SU affiliation until the conclusion of the police action; this is not an assumption of guilt.

It is the responsibility of the respondent to formally inform the SU that the police action is concluded, providing appropriate paperwork for the purpose of the SU disciplinary file.

13.5.12 Societies Sub-Committee sanctions

The Societies Sub-Committee may take the following actions as a result of the hearing:

1. No action
2. Request for a written apology
3. Fine to the value of damage done and/or meet losses and/or costs
4. A final written warning
5. Suspension of SU affiliation till recommended actions are taken
6. Immediate de-affiliation from the SU.
7. Inform the Conservatoire and any relevant authorities

All decisions of the Societies Sub-Committee will be communicated in writing to the respondent and complainant within 7 working days of the hearing.

The SU can bring procedures against a complainant if a complainant is deemed to be malicious.

13.5.13 Appeal process

Appeals against the decision may be made within 7 working days if additional, previously unconsidered information is made available which may have a significant impact on the original complainant by the Societies Sub-Committee.

The appeal must be in writing to the Independent Complaints Officer stating the reasons for the request.

13.5.14 Appeals Committee

The SU appeals committee will comprise:

1. The SU President, or a nominated elected Officer
2. An Elected Officer

No member of the appeal committee will have either a conflict of interest or previous involvement with the offence under consideration or with the conduct of the Societies Sub-Committee.

Appeals will be heard as soon as practicable after the appeal has been submitted.

The appeals hearings will follow the procedures laid out in 13.5.11.

The Appeals Committee has the authority to change or confirm the sanctions issued by the Societies Sub-Committee.

The decision of the Appeals Committee is final and binding.

13.5.15 Disciplinary records and accrued sanctions

Records of all SU investigations will be maintained for a duration of 3 years.

The SU reserves the right to accrue disciplinary penalties issued by the Societies Sub-Committee.

The SU reserves the right to reopen an investigation or disciplinary issue at any stage.

Schedule

Schedule Part one- Elections

The Deputy Registrar will be responsible for overseeing the good conduct of elections.

Section A- General Elections

All Members may vote.

The Executive Committee will decide the date of the election and the SU President will communicate this to all Members. The elections will take place at least six weeks before the end of undergraduate session.

Members may only be nominated for one post.

Nomination forms signed by the candidate, proposer, and seconder, all of whom will be Members, will be given to the Deputy Registrar. If the Candidate wishes to produce a manifesto, this must be submitted with the Nomination form.

Nominations will remain open for a minimum of two weeks.

The Deputy Registrar will email a list of candidates to all Members within 24 hours of the closure of nominations.

Voting will take place via an electronic voting slip emailed by the Deputy Registrar on the morning of the Election Day. Voting will be open between 7:00 am and 10:00 pm on the date chosen for the election.

Voters will be given the opportunity to re-open nominations on every voting slip. If this reaches a majority, a by-election will be held in accordance with Schedule Part One, Section B.

A simple majority system will be employed to determine the results of elections.

The Deputy Registrar will email all Members the results of the vote within 48 hours of the voting closure.

Section B- By-Elections

If any of the elected posts falls vacant, a by-election will be held in accordance with the following procedure:

In the event of an Executive Officer position falling vacant, the Deputy Registrar will give notice of the by-election and will immediately arrange for the vacancy to be advertised to all SU Members.

In the event of an Discipline Representative position falling vacant, the SU President or Vice President will give notice of the by-election and will immediately arrange for the vacancy to be advertised to all SU Members.

All clauses in Section A will apply.

Section C- Campaigning

Candidates may campaign after the Deputy Registrar has confirmed their nomination to the membership.

Posters and any other publicity appearing before the candidate's nomination has been confirmed to the membership will be removed.

Candidates must not spend above £50 for their campaign. Candidates must account for all expenses and will account to the SU Administrator for such expenses. This account will be available for inspection by any Members on request.

If any Member is able to provide authenticated evidence that the campaign spend limit has been exceeded, the Deputy Registrar will have the power to disqualify the candidate concerned, providing the evidence has been given within one week of the election being held.

Schedule Part Two- SU Meetings

Section A- Standing Orders

Standing Orders apply to all SU Council and General Meetings unless otherwise specified in this Schedule Part Two.

Only SU Council members may vote at SU Council meetings.

In cases where non-members have been invited to attend SU meetings, they will be entitled to speak with permission from the Chair, but not to vote.

The SU Administrator is responsible for the production of minutes of all meetings of the SU. In exceptional circumstances, this role can be taken up by an SU Council member.

Section B- Agenda

Council Meeting Agenda

The business of all Council Meetings will be taken in the following order:

- a) Apologies for absence
- b) Approval of the minutes of the previous Council Meeting and any intervening Emergency Council Meeting
- c) Executive Officer reports
- d) Discipline Representative reports
- e) Vote on any motion(s) submitted
- f) Matters arising
- g) Any other business

Emergency Council Meeting Agenda

The business of all Council Meetings will be taken in the following order:

- a) Apologies for absence
- b) Vote on any motion(s) submitted

AGM Agenda

The business of an AGM will be taken in the following order:

- a) Apologies for absence
- b) Approval of the minutes of the last General Meeting and any intervening General Meetings
- c) President and Vice President reports on the activities of the SU over the academic year
- d) Financial report and accounts of the SU for the financial year
- e) Current list of affiliations to external organisations and details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report)
- f) Current list of affiliations to external organisations.
- g) Vote on any motion(s) submitted
- h) Vote on any proposed changes to the Constitution
- i) Any other business

OGM Agenda

The business of an OGM will be taken in the following order:

- a) Apologies for absence
- b) Approval of the minutes of the last General Meeting and any intervening special General Meetings
- c) President and Vice President reports on the activities of the SU over the term
- d) Financial report for the term
- e) Vote on any motion(s) submitted
- f) Vote on any proposed changes to the Constitution
- g) Any other business

EGM Agenda

The business of an EGM will be taken in the following order:

- a) Apologies for absence
- b) Vote on any motion(s) submitted

Section C- The Chair

The SU President chairs all General Meetings of the SU. If they are absent, the Chair is taken by the SU Vice President. If both are absent the Chair will be a member of the Executive Committee as agreed by the Executive Committee.

The Chair is the sole interpreter of the Standing Orders.

The Chair is responsible for keeping order in the meeting.

The Chair must give a minimum of 7 days' notice for all SU Meetings except for Emergency Council Meetings and EGMs which require a minimum notice of 24 hours.

No Member may use offensive language or gestures. In the event of any Members so doing the Chair will ask them to withdraw their remark. Should a situation arise where said Member fails to comply with this request they may be asked to withdraw from the meeting. This decision is at the discretion of the Chair.

Section D- Voting

Each Member will exercise one vote.

The Chair's vote may only be exercised to break a deadlock in which their vote is in favour of the status quo.

Voting on motions put forward at SU Councils, Extraordinary or Annual General Meetings will be by show of hands, secret ballot, electronic voting or

as decided by the Executive Committee before the meeting or as the meeting decides.

Any Members not able to attend a meeting with a pre-approved motion request can submit a proxy vote to any Member of the Executive Committee.

If necessary, tellers may be appointed by the Chair when a vote is taken.

Schedule Part Three- Society Affiliations

All SU Societies must abide by the values laid out in the SU Constitution and relevant Equality laws.

Section A- Affiliation of a Society

Any Society will be recognised by the SU provided that a proposal for its formation signed by at least five SU Members is presented to the SU Society Sub-Committee.

The proposal for the Society will contain:

- The name of the Society
- The aims and objects of the Society (which will not be contrary to those of the SU)
- Regulations relating to membership eligibility
- The name(s) of the Student(s) involved in the management of the Society and an outline of their role
- Details of expected income and expenditure (when financial support is requested)

New Societies need to run unique core activities without overlapping with pre-existing groups.

In order to be ratified, Societies must comply with the SU's Objects in the Constitution.

All aspects of the Society must be approved by the SU Society Sub-Committee. The SU Society Sub-Committee may not approve a Society which has similar aims and objects to those of an existing Society or which it deems discriminatory.

Section B- Running a Society

Every Society must have at least two members: a President, and a Treasurer, responsible for running the Society. The structure and governance protocol are to the discretion of the individual Society as long as:

- There is always a President and a Treasurer;
- The Society adheres to the SU Constitution.

Section C- Finance

Grants to Societies will be determined by the SU Society Sub-Committee according to the activities, membership and budget of the Society concerned. SU Financial Support to Societies will be no more than £300 per Society, per year.

Records of income and expenditure will be maintained by each Society's Treasurer and a financial statement given to the Societies Officer at least once a term.

All money raised by or on behalf of the Society is only to be used to further the aims of the group.

The grant to a specific Society may be withdrawn by the SU Council in the event of:

- Evidence of financial mismanagement
- Evidence of contravention of the SU constitution

Presidents of SU Societies will be responsible for ensuring that any grant from the SU is paid into an authorised account. This will be monitored by the Societies Officer and any grant must not be paid into any personal account or be used for any purpose that has not been approved by the SU Society Sub-Committee.

Section D- Support

All affiliated Societies can receive support from the Societies Officer to realise their goals.

Section E- Abeyance and Dissolution

If a Society does not have a President or a Treasurer, then the Society will be held in abeyance pending further interest in continuing activities.

The recognition and affiliation of a Society may be withdrawn in line with the Disciplinary and Complaints Procedure section 13.5.

If the Societies Committee makes the decision to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to the SU.

Schedule Part Four- Finance

Section A- Finance

The SU receives a block grant from the Conservatoire. This is delivered in two instalments: one at the start of the academic year and the other during term two. It is the SU Administrator's responsibility to request these from the

Conservatoire. The transfer is made by the RCS Finance department deposited direct into the SU bank account(s).

The SU President will be responsible and accountable for the proper management of the income and expenditure of the SU.

Section B- Bank Accounts

There may be up to two bank accounts, one of which is a current account.

There may be a debit card in the Treasurer's name for the SU current account.

The signatories to the account will be the SU President, Treasurer, and Deputy Director of Finance.

Expenditure requires the approval of both the SU President and Treasurer.

It is the responsibility of the Treasurer to ensure the bank account(s) are updated with the correct signatories by 1st July of each year.

The Treasurer will be responsible for the keeping and safe custody of the accounts for all SU financial transactions and must keep all supporting vouchers and receipts. In the event of a receipt not being presented, no monies will be released.

Section C- Financial Reports and monitoring

The Treasurer will submit a report of the SU financial affairs to the SU OGMs and AGM for approval. This report will include the duly balanced books and any expected outgoings for the following term.

The Treasurer will be responsible for recording all financial incomings and outgoing for the SU. This includes petty cash forms, cheques, online bank payments/receipts and bank statements.

The SU year end accounts will be presented to the Conservatoire's finance department by the end of July each year for review and audit before being submitted to the Finance and General Purposes Committee in September each year. All financial documents should be made available to the Conservatoire's finance department on request.

The books and accounts of the SU will be subject to annual approval by the Board of Governors (at the Finance and General Purposes Committee).

Appendix

Appendix I- Elected Officer and Representative roles and duties

All roles and duties are subject to consultation between the SU President and HR.

President

The President plays a key role in the representation of the Students. They undertake the leadership of the SU and SU Council and convene SU meetings. The President is responsible for managing external relationships (such as NUS, CUK, local business, etc.) and work to maintain and develop these relationships. They work to improve the day-to-day life of Students and facilitate all aspects of the SU, working closely with the Executive Committee and SU Council in order to lead a productive SU.

This role is a commitment that goes beyond weekdays and office hours, but it is an extremely rewarding experience with a high level of responsibility. It requires an ability to work both alone and within a team, requiring a clear sense of leadership and initiative.

Duties

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Administration and up-keep of the SU office
- Up-keep of Student Zone, notice boards and SU pantry
- Monitor and cover welfare sessions and resources
- Manage email, telephone and face-to-face enquiries and requests
- Arrange and manage appropriate training for all SU Officers
- Manage and Chair SU Council meetings and General Meetings
- Meet regularly with CSMT members
- Manage the output of all publicity and social media
- Ensure information is up to date across campuses
- Annual events such as Freshers' Week and the Summer Ball

Representation

It is a large part of the President's role to provide representation. This includes:

- Managing all affiliations with the Unions and appropriate organisations (such as NUS, HE institutions, art bodies, etc.)

- Dealing with communication to and from external bodies
- Attending conferences, meetings and workshops with NUS and other appropriate bodies, both nationally and internationally
- Offering representation to all Students in cases of internal disciplinary procedures, appeals and formal meetings

Boards, Committees and Meetings

The President will, in addition to being a member of the Board of Governors, represent and promote student interests and wellbeing at the following boards and committees:

- Academic Board
- Enhancement-Led Institutional Reviews
- EDI Forum
- External reviews and consultations
- Health, Safety and Wellbeing Committee
- Internal-led Reviews
- Programme Validation / Review Panels
- School Committees
- Student/Staff Forum
- Sustainability Forum
- Wellbeing Forum
- Organise SU sessions at all open days
- Organise and coordinate Executive Committee transitions

Development of the SU

- Monitor the Constitution and strategic planning of the SU
- Keep up to date with national and international student-specific political issues
- Actively investigate and coordinate any external funding projects
- Research student deals and useful resources

Payment

The role of President is full-time and will attract a stipend that will be paid monthly via the Conservatoire's payroll.

Vice President

The Vice President plays a key role in the representation of the Students. They work to improve the day-to-day life of Students, working closely with the Executive Committee and SU Council in order to lead a productive SU.

This role is a commitment that goes beyond weekdays and office hours, but it is an extremely rewarding experience with a high level of responsibility. It requires an ability to work both alone and within a team, requiring a clear sense of leadership and initiative.

The Vice President is appointed Treasurer of the SU, and reports to the SU President.

Duties

- Administration and up-keep of the SU office
- Up-keep of Student Zone, notice boards and SU pantry
- Monitor and cover welfare sessions and resources
- Manage email, telephone and face-to-face enquiries and requests
- Arrange and manage appropriate training for all Student Representatives
- Meet regularly with the Director of Music and Director of DDPF
- Manage the output of all publicity and social media
- Ensure information is up to date across campuses
- Annual duties and events such as Freshers' Week and the Summer Ball
- Oversee all monthly events and manage the running of all SU education and training events

Representation

It is a large part of the Vice President's role to provide representation. This includes:

- Offering representation to all Students in cases of internal disciplinary procedures, appeals, and formal meetings

Boards, Committees and Meetings

The Vice President will, in addition to being a member of the Board of Governors, represent and promote student interests and wellbeing at the following boards and committees:

- Academic Board
- Enhancement-Led Institutional Reviews
- Equality and Diversity Forum
- External reviews and consultations
- Health, Safety and Wellbeing Committee
- Internal-Led Reviews
- Programme Validation / Review Panels
- School Committees

- Student Staff Forum
- Sustainability Forum
- Wellbeing Forum
- Organise the creation of new SU Council ensuring full representation of all Discipline Representatives and other titled officers?
- Organise SU sessions at all open days

Representation

It is a large part of the Vice President's role to provide representation. This includes:

- Offering representation to all Students in cases of internal disciplinary procedures, appeals and formal meetings
- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.

Development of the SU

- Monitor the strategic planning of the SU
- Keep up to date with national and international student-specific political issues
- Research useful resources

The role of Vice President is full-time and will attract a stipend that will be paid monthly via the Conservatoire's payroll.

Student Health Officer

This role is part of the Students' Union Executive team and reports to the SU President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing and administration of SU.
- Oversee activities relating to Student Health, both mental and physical.
- Support and champion campaigns and activities on Student Health issues.
- Be available for the period of SU Freshers' to help with the running of the events and welcoming Students to the Conservatoire.
- Take an active role in any Student Health campaigns and promote these to Students.
- Attend regular SU meetings, and all Conservatoire meetings delegated by the President that have relevance to the position. If they cannot attend for any reason, they must find an alternative attendee to ensure SU representation.

- Undertake all tasks delegated to them by the President and Vice President.
- Take initiative in the development and improvement of the SU, sharing their ideas with the Executive Committee.
- Present half-termly reports on their progress in the role to the Executive Committee

Events Officer

This role is part of the Students' Union Executive team and reports to the SU President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing, and administration of the SU.
- Ensure that all SU social events and activities are well publicised to every SU Member.
- Be available during Freshers' Week to help with the running of the events and welcoming Students to the Conservatoire. This is a particularly important time of year for this role as there will be lots of events to promote on social media.
- Discuss specific events with the relevant Officers of the SU and help them to make them a reality.
- Promote and champion involvement in, and the success of, SU societies and clubs.
- Ensure that the Societies Officer is supported in their role, especially with the facilitation of society-specific event nights.
- Attend regular SU meetings. If they cannot attend for any reason, they must send apologies in advance.
- Undertake all tasks delegated to you by the President and Vice President.
- Take initiative in the development and improvement of the SU, sharing your ideas with the SU Executive Committee.
- Present half-termly reports on your progress in the role to the SU President or Executive Team.

Societies Officer

This role is part of the Students' Union Executive team and reports to the SU President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Share responsibility for the day-to-day running, overall wellbeing, and administration of the SU.

- Ensure that all Society events, classes and activities are well publicised to every SU Member.
- Support other Executive Officers throughout the year, when required.
- Be available during Freshers' Week to help with the running of the events and welcoming Students to the Conservatoire.
- Promote and champion involvement in and the success of SU Societies.
- Working with SU Societies, help them realise their aims and assist them with achieving their individual goals.
- Discuss Society-specific events and, with the SU Events Officer, help them to make them a reality.
- Attend SU Executive, Council, and General Meetings.
- Chair the Societies Sub-Committee.
- Undertake all tasks delegated to them by the President and Vice President.
- Take initiative in the development and improvement of the SU, putting their ideas forward to the SU Executive Committee and Council.
- Present half-termly reports on their progress in the role to the President or Executive Committee.

EDI Officer

This role is part of the Students' Union Executive team and reports to the SU President.

- Participate in a handover period of induction and training prior to the beginning of the term of office, and, if requested, attend further training and development during the year.
- Support other members of the Executive Committee throughout the year.
- Ensure that the views of Students from minority and protected backgrounds are represented in all of the SU's work.
- Represent any member of the conservatoire who experiences discrimination due to their minority or protected background status.
- Be available during Freshers' Week to help with the running of the events and welcoming Students to the Conservatoire.
- Act as a general point of contact for all SU Members who have minority or protected background status.
- Work with the SU to raise awareness of relevant EDI campaigns.
- Take an active role in any relevant EDI campaigns and ensure all Students are well-informed.
- Organise EDI-related specific events, with the support of the Events Officer, and help to publicise and run them.
- Chair the EDI Sub-Committee.

- Attend regular SU meetings, and all Conservatoire meetings delegated by the SU President that have relevance to the position. If they cannot attend for any reason, they must send apologies in advance.
- Undertake all tasks delegated to them by the President and the Vice President.
- Take initiative in the development and improvement of SU by sharing ideas to the SU Executive Committee.
- Present half-termly reports on their progress in the role to the President or Executive Committee.

Discipline Representatives

Discipline Representatives roles and duties are subject to consultation between the SU President and Vice President. Baseline duties include:

- Attending SU Council meetings. When they cannot attend, Discipline Reps must send apologies prior to the meeting, along with a written update.
- Gathering feedback from their Discipline's peers prior to every Council meeting.
- Sharing this feedback with the SU Council as part of their update.
- Giving an update to the SU Council synthesising the feedback they have gathered from peers with their personal knowledge of recent developments in their Discipline.

Appendix II- Equality, Diversity and Inclusion Statement

The RCS SU Team is committed to ensure all RCS Students feel equally valued and included regardless of their sex, (dis)ability, gender identity, sexual orientation, age, socioeconomic status, ethnicity, nationality, religion, or any other distinguishing characteristic.

The SU is proud to work with other groups and individuals within the Conservatoire community to promote and celebrate diversity, which helps to make RCS the dynamic, inclusive and creative institution that it is.

The SU believes in the power and value of transparent communication and honest — but sensitive and empathetic — dialogue, along with the spaces and outlooks which make them possible. For this reason, the SU and its Associations organise events throughout the year to celebrate the richness of our diversity and help you connect with people who are like you. Because our community is an incredibly diverse one, and we believe that, far from dividing us, this diversity unites us and makes us grow, both as humans and as artists. It deepens our understanding of each other, of what it means to be ourselves, to be others. It opens our mind to new

horizons, our creativity to new inspirations, and contributes to art being the most universal language, making it one of the most powerful tools to overcome our differences. Yes, here in RCS, we will help you connect with people who are like you, but perhaps our ultimate goal is to help you connect with those who actually *aren't* like you.

The SU President, Vice President, and EDI Officer all attend the termly EDI Open Forums to ensure all Students are represented and propose improvements to EDI-related matters in RCS. The SU Team also works with staff and Students throughout the year to ensure works of underrepresented artists are celebrated and given the space they deserve.

The SU will not tolerate*:

- Ableism
- Homophobia
- Transphobia, including **intentional** use of incorrect pronouns
- Islamophobia, antisemitism, and hate or disrespect of any religion
- Racism
- Sexism, including any form of sexual harassment and gender-based violence

*non-exhaustive list