

Key Changes:

- Officer structure updated to ensure that School of Popular Music will be represented on the Union.
- Definition of 'Student' has been clarified with reference to CPD, PGR, and Associate Students.
- Minor language updates to be consistent with terms used by the College.
- Minor updates to the role descriptions in consultation with current non-Sabbatical Officers.

Royal Northern College of Music
Students' Union Constitution
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The Royal Northern College of Music ('the College') recognises the Royal Northern College of Music Students' Union ('the Union') as a democratically run organisation, committed to serving and representing the students of the College, and to conducting its business in a manner that does not bring the College into disrepute.

The Board of Governors of the College ('the Board') has a responsibility to 'take such steps as are reasonably practicable to secure that the Union operates in a fair and democratic manner and is accountable for its finances'.

This Constitution sets out the activities and procedures of the Union. It provides a framework for the operation of the Union by:

- defining what the Union may or may not do;
- indicating how the Officers of the Union can act on behalf of Union members;
- outlining how Union members can air their concerns.

It is made up of two sections plus an appendix:

Section 1 – Articles

This section defines the aims and objectives of the Union as well as setting out what can or cannot be done.

Section 2 – Schedules

This section gives further operational details in relation to how things get done.

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SECTION 1

The Articles

1 Name

There will be a Students' Union of the Royal Northern College of Music the name of which will be the RNCM Students' Union (hereafter referred to as 'the Union'). The Union will be governed according to this Constitution and operate in accordance with the Schedules described within this Constitution. This Constitution and any amendments made to it are subject to the approval of the College's Board of Governors (hereafter referred to as 'the Board'). The Constitution will be reviewed at least every five years.

2 Aims and Objectives

The Union seeks to enhance the student experience by providing representation, welfare services, recreation facilities and opportunities for student development within the Union, the College and the local community. The aims and objectives of the RNCM Students' Union will be:

- a) To support and advance the health and well-being of students.
- b) To represent students and/or pursue, where deemed appropriate by the Students' Union Executive any matter of interest to its members.
- c) To provide recognised channels of and facilitate communication between the students, the Board of Governors, Academic Board, senior staff, Principal and any relevant external bodies.
- d) To create and maintain a sense of community across the student body through social events, activities or collaborative projects.
- e) To contribute to the overall life and culture of the College.

3 Code of Conduct

The Union will operate without prejudice or discrimination against any person or group of persons on the grounds of their age, disability, neurodiversity, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

4 Membership

- a) All registered students at the College, including associate, CPD, and PGR students, will be members of the RNCM Students' Union together with the Sabbatical Student Officer.¹
- b) Membership is not compulsory and students eligible for membership have the right not to be a member of the Union (Schedule One). Any student exercising this right will not be

¹ PGR students will be members, PGCE Students will not, and it is proposed that CPD/Associate Students would be represented by the Union but would not be eligible to run for the Union Executive, as they are not registered on a programme of study.

unfairly disadvantaged. Any claim of unfair disadvantage will be dealt with according to the Complaints Procedure detailed in this Constitution.

- c) Members will be entitled to make use of all facilities and services provided for them by the Union, subject to any particular conditions of use, and may participate fully in the governance structures and processes of the Union and its clubs and societies. Members are therefore entitled to participate in open meetings of the Union Executive.
- d) Students who are eligible for membership and who have exercised their right not to be such members may:
 - i) join any recognised club or society of the Union but take no part in the decision-making of that club or society;
 - ii) use the services and facilities of the Union made available to them but take no part in the governance of the Union, hold the post of a non-Sabbatical Officer or lead an officially recognised clubs or society.

5 Governance and Administrative Arrangements

5.1 Student Officers

- a) The Union will comprise:
 - i. An elected Sabbatical Officer to act as President.
 - ii. Five elected non-sabbatical student officers².
- b) The President and the Officers of the Union must be students of the College enrolled on a programme of study³ and will undertake the duties prescribed by the respective role (Schedules Two and Three).
- c) The term of office will be from the first day of August and will last for one academic year.
- d) The President may serve in that role for no more than two periods of office. All Student Officers are charitable trustees of the Union.
- e) All the Student Officers of the Union, while executing their prescribed duties for the Union will be indemnified by the Union in respect of any loss, damages or costs of any legal proceedings, provided that the Officer has acted in good faith and has taken proper professional advice as and when appropriate. This provision also extends to the staff member of the Trustee Board.
- f) Any Student Officer of the Union may be removed from their position according to the procedure set out in this Constitution.
- g) Should the President not be able to, or nor wish to complete their term of office, a new President will be appointed according to the procedure set out in this Constitution.

5.2 The Students' Union Executive

The Union Executive comprises the President and non-Sabbatical Student Officers. The Executive will be chaired by the President, who will convene meetings and be responsible for:

² Should the School of Popular Music not be represented on the Union Executive, a co-opted student from the Popular Music programme, nominated by the School of Popular Music and agreed by the President of the Students' Union, will assume office as a sixth non-Sabbatical Student Officer.

³ This excludes Associate and CPD students.

- a) Overseeing and co-ordinating the day-to-day administration and business of the Union including all matters relating to Union property and facilities and the social, cultural, academic, and personal welfare of students.
- b) Facilitating communications between students, the College and external organisations.
- c) Reporting to the Principal, Board and such other bodies as may be appropriate.
- d) Ensuring that the Union complies with all relevant legal requirements.

5.3 Referendums

The Union may arrange for a referendum (Schedule Five) to be held on any issue within the scope of the Union, other than action being taken under the Complaints Procedure, provided that any referendum allows for:

- a) the participation of all members via a secret ballot;
- b) the outcome to be the final decision of the Union on the issue, subject to the participation of 25% of those entitled to do so.

5.4 The Trustee Board

The Trustee Board of the Union will be responsible for the financial affairs of the Union and ensure that any money is spent in accordance with the charitable objects of the Union. It will comprise the President of the Union and a senior member of the Finance Department (who will also be a charitable trustee of the Union), nominated by the Principal of the College, with the Deputy Registrar and Head of Student Services. The Trustee Board will meet twice a year, or as required, as determined by the President.

The role of the Trustee Board is to:

- a) Oversee the Union finances and ensure that the financial arrangements operate efficiently and effectively.
- b) Create the Union budget, which will be subject to the approval of the Union Executive.
- c) Prepare the Union's annual financial report detailing the Union finances, including any donations made to external organisations, and any other information required under current legislation.
- d) Submit the Union budget, annual report and any other information required under current legislation to the Board for approval.

5.5 Union Finance

- a) The Union will receive appropriate funds from the College to enable it to pursue its aims and objectives. The level of funds provided will be agreed between the Union and the College and an amount confirmed for each new financial year. The annual budget must be submitted to the Board (Schedule Six).
- b) The President will be responsible and accountable for the proper management of the income and expenditure of the Union.
- c) No financial agreement (contract) with a third party may be entered into by the Union which involves a financial commitment beyond the term of office of the Union Executive.
- d) The Trustee Board will, in supervising all Union finances, ensure that proper accounts are maintained and that these are audited annually by a person qualified to undertake audited accounting.

- e) Convenors of clubs and societies will be responsible for ensuring that no expenditure is incurred in excess of the total amounts authorised by the Union Executive to that club / society.
- f) The financial year of the Union shall run from 1 August to 31 July.

5.6 Complaints Procedure

Any student or students who are dissatisfied with their dealings with the Union or claim to be disadvantaged by reason of having exercised their right to withdraw from membership, have the right to complain. Complaints should be addressed to the President, who may convene a meeting of the Union Executive to consider the case. If the complaint is being made against the President, the complaint should be addressed to the Head of Registry.

If the complainant considers that the Union Executive, or the Head of Registry has failed to give due consideration to the complaint or has reached an unfair decision, they may take the complaint to the Director of Finance and Strategic Planning. The complaint should be made in writing and clearly state the grounds of the complaint. The Director of Finance and Strategic Planning will notify the complainant of their decision and remedy, if any, proposed.

If the complainant is dissatisfied with the fairness of the Director of Finance and Strategic Planning's response, they may request an independent review. The reviewer will be a person external to the College, with experience of Students' Union and university affairs and will be appointed by the Chair of the Board in consultation with the Principal. The outcome of this review shall be final.

Students who are not a member of the Union, have recourse to the College's Student Complaints Procedure.

5.7 Facilities

The College will provide basic facilities for the Union, including suitable office space and, subject to availability, seek to provide appropriate storage space. The President and the Deputy Principal (Operations) will review the details of the facilities required and/or available as necessary.

6 External Affiliations

Affiliations to external organisations will be subject to annual approval by members of the RNCM Union Executive.

Details of all affiliations to external organisations, including the names of the organisations and each affiliation fee paid, will be included in the President's report to the Board.

The Union will have no links with external political or religious organisations.

7 Clubs and Societies

Clubs and societies may be affiliated to the Union by the Union Executive provided that they meet the requirements set out in Schedule Seven and do not conflict with the Union's aims and objectives.

8 Amendment

Amendments to this Constitution will be formally proposed by the President. Proposals to amend the Constitution will be notified to all members of the Union. Before being incorporated, amendments to the Constitution will require approval by the Board.

This Constitution is subject to review by the Board, at intervals of not more than five years. This review may make recommendations to the Union Executive for any amendments to this Constitution.

9 Interpretation

In the event of a dispute as to the interpretation of any part of the Constitution, the ruling of the President will be sought. In the event of a challenge to the President's ruling, the decision of the Union Executive, where the President is not the Chair, will be final.

SECTION 2

Schedules

Schedule One - Opting Out

1. Every registered student will be able to relinquish their right of membership of the Union.
2. Any student who opts out of membership of the Union will not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any officer or representative position, including those in affiliated clubs and societies.
3. A student who opts out of the Union will, however, continue to have the right to attend Union run events, use services and facilities of the Union, and participate in the activities of clubs and societies.
4. A student wishing to opt out must indicate this within six weeks of the start of their course, in writing, to the Clerk to the Board, who will then inform the President.
5. A student who has opted out, but who subsequently wishes to become a member of the Union, will notify the Clerk to the Board, who will inform the President.

Schedule Two – Students' Union President Role

The President has overall responsibility for the day to day running of the Union and for all matters conducted and administered in the name of the Union. They will be responsible for ensuring that the Student Officers and Student Representatives work as a motivated team, and that the Union Executive members fulfil their duties.

In addition, the duties of the President will include the following:

- a) Acting as the principal channel of communication between the Union and the College and representing the Union in all external matters.

- b) Acting on behalf of Union members to resolve matters of a minor, non-contentious, or urgent nature, having taken into consideration the opinions of the Union Executive.
- c) Signing all contracts, agreements and undertakings into which the Union may enter.
- d) Devising the Union's yearly strategy and goals, taking into consideration the views of the Union Executive.
- e) Devising; in discussion with the Trustee Board, and administering, the Union budget and monitoring expenditure.
- f) Organising in conjunction with the Education Officer, Union representation on College committees and working parties, either in person, or by other appropriate Student Officers or Representatives.
- g) Facilitating, along with the Union Executive, the collection of student feedback on matters pertinent to their relationship with the College.
- h) Chairing meetings of the Union Executive.
- i) Attending the College committees and working groups of which the President is a member.
- j) Attending conferences and training events relevant to the role.
- k) Acting as the representative of the Union at the National Conferences of the Conservatoires UK Student Network.⁴
- l) Acting as the representative of the Union on the Board of the Greater Manchester Student Partnership, attending conferences and meetings as required.
- m) Being available to take part in special College events.
- n) Being responsible for upholding this Constitution.
- o) Administering the allocation of student lockers as necessary throughout the year.

Should the President not be in a position to fulfill their term of office or wishes to step down from the role the Union Executive will appoint an interim President from amongst the non-Sabbatical Officers for the remainder of the academic year. All members of the Union, the Principal and the Clerk to the Board of Governors will be informed of the appointment of a new President.

Schedule Three – Non-Sabbatical Officer Roles

The following will be non-Sabbatical Student Officers of the Union:

The **Welfare Officer** will:

- a) Be responsible for the co-ordination and planning of the welfare, rights, and advice services of the Union.
- b) Be a visible point of contact for students; responding to student enquiries within a reasonable period of time.
- c) Provide information to the student body on welfare provisions made by the College and from groups and organisations which work on welfare issues.

⁴ Following a referendum in May 2020, The Union is no longer a member of NUS UK, though it is still a member of the NUS Charity.

- d) Develop and maintain a strong professional relationship with other non-Sabbatical Officers and College staff they need to liaise with to fulfil their role.
- e) Supply information to, but not attempt to counsel, students who have welfare problems, respecting confidentiality at all times. When necessary, refer students to the College Counselling Service or other relevant organisations.
- f) Work with the College / President to run welfare campaigns, activities and awareness days, and support the organisation and running of Wellbeing Week, or any similar initiative relevant to the post.
- g) In the absence of the President, represent students on the relevant College committees.
- h) Attend all Union Executive and related meetings unless absence is agreed with the President in advance. If required, attend conferences and training events relevant to the post.
- i) Alongside the President, represent students on working groups as appropriate.

The Events & Societies Officer will:

- a) Be responsible for organising and publicising a variety of events to reflect the interests of all sections of the student body.
- b) Be responsible for the sale and distribution of tickets and the collection of monies for activities.
- c) Ensure that all technical requirements for Union events and activities are fully met and that risk assessments are undertaken prior to the event where required.
- d) Ensure the safety and upkeep of all Union technical equipment including including items loaned out.
- e) Develop and maintain a strong professional relationship with other non-Sabbatical Officers and College staff they need to liaise with to fulfil their role.
- f) In conjunction with the President, be responsible for organising and delivering Freshers' Week and any awareness weeks associated with the post.
- g) Administer and support all Union clubs and societies and other student-led activities. Encourage the development of new societies.
- h) In the absence of the President, represent students on relevant College committees.
- i) Attend all Union Executive and related meetings unless absence is agreed with the President in advance. If required, attend conferences and training events relevant to the post.
- j) Alongside the President, represent students on working groups as appropriate.

The Community & Environment Officer will:

- a) Foster a strong sense of identity and social responsibility across and between the students and wider community.
- b) Direct the Union's work on matters concerning student accommodation, crime, safety, and the environment, both inside and outside of College.
- c) Develop and maintain a strong professional relationship with other non-Sabbatical Officers and College staff they need to liaise with to fulfil their role.
- d) Work with Halls in conjunction with the senior residents to strengthen the experience of students in Halls.
- e) In conjunction with the President, be responsible for the organisation and running of Green Week, or any similar initiative relevant to the post.

- f) Keep students up to date with community-related news through use of the appropriate channels of communication including social media.
- g) Alongside the President, represent students on working groups as appropriate.
- h) In the absence of the President, represent students on relevant College committees.
- i) Attend all Union Executive and related meetings unless absence is agreed with the President in advance. If required, attend conferences and training events relevant to the post.
- j) Be responsible for the organisation of the Climate Action Group.

The **Diversity Officer** will:

- a) Direct the Union's strategy in making the Union and College more representative of International, LGBTQ+, mature, postgraduate, disabled, D/deaf, and neurodiverse students.
- b) Represent the needs and interests of International, LGBTQ+, mature, postgraduate, postgraduate, disabled, D/deaf, and neurodiverse students in College.
- c) Develop and maintain a strong professional relationship with other non-Sabbatical Officers and College staff they need to liaise with to fulfil their role.
- d) Work together with the President and Events & Societies Officer to run a program of successful events throughout the year directed specifically at International, LGBTQ+, mature, postgraduate, postgraduate, disabled, D/deaf, and neurodiverse students, and the organisation and delivery of any awareness weeks associated with the post.
- e) Monitor equality, diversity and inclusion and update the Union accordingly.
- f) In the absence of the President, represent students on the relevant College committees.
- g) Be a member of the College's Belonging, Equality, Diversity and Inclusion Forum.
- h) Attend all Union Executive and related meetings unless absence is agreed with the President in advance. If required, attend conferences and training events relevant to the post.
- i) Alongside the President, represent students on working groups as appropriate.

The **Education Officer** will:

- a) Ensure that all comments and feedback are acted on where appropriate by the College and that students are made aware of the changes made or reasons why changes are not possible.
- b) Source, manage, organise, and support the work of the student representatives throughout the College, acting as the primary contact for any academic or Principal Study related issues.
- c) Develop and maintain a strong professional relationship with other non-Sabbatical Officers and College staff they need to liaise with to fulfil their role.
- d) In conjunction with the President, be responsible for the organisation and running of any awareness weeks associated with the post.
- e) Alongside the President, represent students on any College committees that involve the student representatives.
- f) In the absence of the President, represent students on relevant College committees.

- g) Attend all Union Executive and related meetings unless absence is agreed with the President in advance. If required, attend conferences and training events relevant to the post.
- h) Alongside the President, represent students on working groups as appropriate.

If, as stated in **Section 1, Article 5.1**, the School of Popular Music is not represented on the Union Executive, then:

The **Popular Music Officer** will:

- a) Be responsible for ensuring that the interests of Popular Music students are represented across all activities of the Students' Union, including any events or awareness campaigns organised throughout the year, working alongside Students' Union Officers as required.
- b) Represent Popular Music students on relevant College Committees/Working Groups as required.
- c) Develop and maintain a strong professional relationship with other non-Sabbatical Officers and College staff they need to liaise with to fulfil their role.
- d) In the absence of the President, represent students on relevant College committees.
- e) Attend all Union Executive and related meetings unless absence is agreed with the President in advance. If required, attend conferences and training events relevant to the post.

The following will be the procedure for removal from office:

- a) An elected Officer of the Union may be removed from office by the passing of a vote of no confidence in the Officer concerned (by a majority) at a meeting of the Union Executive provided that when the meeting is called, it is stated that it is for the purpose of holding a vote of no confidence in the Officer concerned. The Officer concerned should not be present at the meeting. The Officer will be informed, in writing, of the details and purpose of the meeting at least 14 College days in advance.
- b) If the vote of no confidence is passed, the Officer concerned will be required to resign at once. A vacancy will be declared, and a by-election held as soon as procedures allow.
- c) An Officer removed from their post by a vote of no confidence may stand for re-election, and if re-elected, the period between removal and re-election shall not be counted as a break in service to the Union post.
- d) If the President is removed from office by a vote of no confidence, they will be entitled to four weeks' severance pay.

Schedule Four - Elections

This Regulation outlines the procedure for all elections in the Union. It also outlines the procedure to follow if a vacancy occurs in any position.

1. Returning Officer

The Returning Officer will be appointed annually by the Union Executive or sourced externally. The Returning Officer will be responsible for the good conduct and administration of all Union elections and will have the sole interpretation of the election regulations. The Returning Officer will be held accountable for the fairness of Union elections.

2. When elections should happen

The Returning Officer will ensure that election of the Sabbatical Student Officer and the Non-Sabbatical Student Officers takes place before the end of May each year. The successful candidates will take office from 1 August of that year, although they may act as 'Officers elect' at any point from the publication of the election outcome.

The dates of elections, a copy of the election timetable and a copy of the election regulations will be communicated to all Union members at least three weeks before the elections.

3. The election timetable

The elections shall follow the following timetable of events:

- a) Communication to Union members of the roles available and how to apply.
- b) Nomination period.
- c) Announcement of candidates.
- d) Campaigning and voting period.
- e) The count.
- f) Declaration of results.

4. Election principles

All RNCM Students' Union elections are based on principles of trust and fairness for everyone involved. Any candidates in doubt about any aspect of the election procedures outlined in this section should contact the Returning Officer.

All students wishing to stand for election must attend compulsory candidate briefings following the closure of the nomination period. Failure to do so may result in disqualification.

5. Standing for election

To stand in Union elections, students must be members of the Union and enrolled on a programme of study. They must complete and submit the relevant application before the stated deadline. Only fully completed forms can be accepted.

All applications must be supported by two members of the Union Executive. It will be the duty of the Returning Officer to inform applicants as to whether they were successful prior to the start of the campaigning period.

6. **Manifestos and Union website or Moodle page**

The Union provides space for all candidates to use to promote themselves.

All candidates are able to submit a manifesto (up to two sides of A4) and any other content, such as photos and videos, to encourage students to vote for them. This must be submitted before the deadline set by the Returning Officer. These will be available for students to view on the Union Moodle page, sent out via email, or communicated to the student body in any other way the Returning Officer sees fit.

7. **Campaign expenditure**

The Union will agree annually whether all candidates will be reimbursed for campaign expenditure. If it is agreed that candidates be reimbursed, a spending limit will be agreed in advance by the Union, which all candidates will be made aware of prior to the elections. Reimbursement will be dependent upon the provision of valid receipts.

8. **Campaigning and publicity**

In principle, candidates must only do what all other candidates have had an equal opportunity to do. For example, candidates should not make use of personal connections to gain commercial advantages or use resources which are made available to them by way of their position. All candidates are encouraged to be fair and must refrain from making negative comments or campaigning negatively about other candidates as individuals.

Candidates and supporters of candidates who have an official role or position inside or outside the Union may continue to act in this capacity, but they must not abuse their position for any purpose directly related to the election.

All candidates must respect that every student has the right to vote confidentially and freely. Any complaints raised by students about being unfairly pressured to vote for any particular candidate will be taken extremely seriously.

Candidates are permitted to organise in teams, sometimes known as 'slates', and may produce shared publicity and encourage voters to support all the members of the team. However, slates may not pool their resources, or engage in activities that give them an unfair advantage over independent candidates.

Societies, groups, and clubs may endorse candidates and promote their candidacy using free resources available to them, e.g. Facebook pages and websites. Societies may not use any of their funds to support a candidate.

Union Executive Officers are able to support and endorse candidates, but are subject to the campaigning and publicity rules outlined above.

9. **Complaints**

Any complaints about candidate conduct should be raised directly to the Returning Officer via email. All complaints must be substantiated with evidence and explicitly state which rule has been broken. The Returning Officer reserves the right to consider complaints as vexatious and may take disciplinary action accordingly.

10. **Voting**

Voting for Union elections will be conducted by online secret ballot. Students rank candidates in order of preference and can rank as few or as many of the available candidates as they wish. Online ballots shall bear the name of each candidate and the position being contested and where possible the order of candidates will be randomised. They may include other information at the discretion of the Returning Officer. There will be a facility for voting for "Re-Open Nominations".

12. **The Count**

Votes will be counted following the close of voting when the Returning Officer is satisfied that any complaints relating to the conduct and administration of the election have been resolved. Complaints received later than one hour after the close of voting may only relate to the conduct of the count. The count will be conducted according to the rules laid down by the Electoral Reform Society for running elections by the Alternative Vote system.

13. **Results**

Election Results will be declared by the Returning Officer or their nominee when the count has been successfully completed. However, the Returning Officer reserves the right to delay the announcement of the result.

Schedule Five - Referendums

1. A referendum can be called by the President after the issue has been discussed by the Union Executive if there has been:
 - a) a resolution of the Union Executive authorising a referendum; or
 - b) upon presentation of a petition signed by 5% of the Union's Members
2. The wording of questions that put in referendums will require 'yes', 'abstain', or 'no' as the response. The Union Executive will determine the wording, making the question as clear, as simple, and as unambiguous as possible.
3. Referendums will be conducted under the same regulations as Union Elections.
4. A referendum will be declared null and void if either:
 - a) the total valid votes cast fail to reach 25% of the Union's Membership; or
 - b) a majority of the voters indicate their wish to abstain.

Schedule Six - Finance

1. The Students' Union will receive a grant from the funds of the College.
2. The financial year of the Union will run from the 1 August each year.

3. The President will be responsible for the keeping and safe custody of the accounts for all RNCM Students' Union financial transactions and must keep all supporting vouchers and receipts.
4. All monies will be banked in accordance with Finance Department procedures.
5. The following information will be submitted annually to the Clerk to the Board and be made available to all students:
 - a) The audited accounts of the Union.
 - b) The budget for the forthcoming year, and
 - c) A report listing the external organisations to which the Union has made donations in the year to which the report relates, and details of those donations shall form part of the audited accounts of the Union.

The Union will also provide the Board with any information it may additionally request.

6. The following financial procedures shall be adhered to:
 - a) All monies received will be recorded.
 - b) Monthly bank reconciliations are to be performed, reconciling bookkeeping records to bank statements.
 - c) Any cash floats are to be reconciled monthly.
 - d) Cash floats will not exceed an amount to be determined by the Trustee Board and shall only be topped up on submission of the relevant receipts. Cash floats shall be kept in safe custody.
 - e) The cash book and bank statements for each month are to be scrutinised to identify any unusual items.

Schedule Seven - Clubs and Societies

1. Any Union club or society will be recognised by the Union provided that:
 - a) A petition for its formation signed by at least 10 students is presented to the Union Executive.
 - b) A proposal for the club will contain:
 - i) The name of the club or society.
 - ii) The aims objectives of the club or society (which will not be those contrary to those of the Union).
 - iii) Regulations relating to membership eligibility.
 - iv) The name of the student/s involved in the management of the club or society and an outline of their role.
 - iv) Arrangements for conducting the business of the club/society including details of expected income and expenditure, where financial support is requested.
2. The club will be accountable to the Union Executive and, ultimately, the President.

3. The recognition of a club may be withdrawn by the Union Executive if the Executive receives evidence that the club or society is not operating in accordance with its constitution.
4. The Union Executive will make decisions regarding the allocation of funding, which will be made according to any budget submitted and with reference to the level of benefit to be derived by students from the club or society.
5. Any funding provided to a specific club or society may be withdrawn by the Union Executive in the event of:
 - i) Evidence of financial mismanagement.
 - ii) Evidence of contravention of the Students' Union Constitution.

Appendix

Royal Northern College of Music Students' Union President

Role Summary

The President of the Students' Union is a full-time elected role from 1 August to 31 July in the academic year in which the President is serving. The President of the Students' Union is elected by the student body. They are independent of the College, not an employee of the College, and do not have a formal contract of employment.

Your role:

- a) To represent and seek the views of students at the College.
- b) To be the figurehead and lead the strategic development of The Students' Union at the College.
- c) To lead The Students' Union Executive Team to ensure effective working.
- d) To campaign on issues that affect students at the College and nationally.

What you will receive:

- Free tickets to The Students' Union events and activities.
- Free tickets to College events and activities where the President is formally representing the Students' Union.
- Access to full quota of Principal Study one-to-one lessons relevant to your School/instrument/voice.

[Exceptionally, at the discretion of the Head of School and with the permission of the Deputy Principal (Performance and Programmes), you may be able to participate in a minimal amount of selected ensemble activity]

Your main responsibilities:

- You will act as the principal channel of communication between the Union and the College and represent the Union in all external matters.
- On behalf of the student body, you will seek to resolve matters of a minor, non-contentious, or urgent nature, having taken into consideration the opinions of the Union Executive.
- You will be required to sign all contracts, agreements, and undertakings into which the Union may enter.
- Together with your Executive, you will devise the Union's yearly strategy and goals.
- In discussion with the Trustee Board you will administer the Union budget and monitor expenditure.

- You will organize, in conjunction with the Education Officer, Union representation on College committees and working parties, either in person, or by other appropriate Student Officers or Representatives.
- You will facilitate, along with the Union Executive, the collection of student feedback on matters pertinent to their relationship with the College.
- You will work with your Executive and the College to promote and enhance the health and wellbeing of students and be a point of contact for students in distress.
- You will Chair meetings of the Union Executive.
- You will be expected to attend the College committees of which you are a member.
- You will be a member of the College Board of Governors.
- You will represent the Students' Union at the Conservatoires UK Student Network and the Greater Manchester Student Partnership.
- You will be responsible for upholding the Students' Union Constitution.
- You will take steps to foster a student community which respects the diversity of its membership.
- You will be required to liaise with senior managers about the planning of student services and activities.
- You will work with the marketing team to actively promote yourself via social media through official channels and promote the work of The Students' Union encouraging students to engage and maximise the opportunities available to them.
- You will be required to speak; on behalf of the students, at the Congregation of Awards ceremony.
- You will support activities such as Open Days, Induction, and official Students' Union events.