



## Student Association Constitution and Governance 24-25

### (UKMCSA - All Campuses)

| Date                                   | Author   | Summary of Changes  | Version | Authorised     |
|--|--|---|---------|----------------|
| 24/06/2025                             | Dr Abbas Mohammed  | Establishes governance framework and operational standards for UKMCSA | 1.0     | Academic Board |
| Policy Management and Responsibilities |  |   |         |                |
| Policy Owner                           | The policy is overseen by the Student Experience, Engagement and Employability Committee. Day-to-day implementation and review are supported by the UKMC Academic Board and Registry.            |   |         |                |
| Additional Responsible Parties         | All UKMCSA Officers, members, and representatives must adhere to this Constitution. UKMC staff supporting elections, events, and governance forums also have responsibilities under this policy. |   |         |                |
| Assessment                             | Relevant Details   |   |         |                |
| Equality Analysis                      | 1. Completed in June 2025, aligned with UKMC, Equality, Diversity, and Inclusion Policy  |   |         |                |
| Legal                                  | 2. Not a legal or charitable entity; internal governance only  |   |         |                |
| Information Governance                 | 3. Incorporates UKMC's data use and transparency principles  |   |         |                |
| Student-Facing Procedures              | 4. Structured around student feedback, elections data, and governance audits   |   |         |                |
| Consultation                           | Relevant Contributions   |   |         |                |
| Student Association via HR             | Supported constitutional drafting  |   |         |                |
| Students via Course Reps (CRs)         | Consulted on executive roles, representation needs, and accountability procedures  |   |         |                |
| Relevant External Stakeholders         | Benchmarked with sector union governance   |   |         |                |
| Other (if applicable)                  | Contributions from UKMC Quality and compliance and Finance departments   |   |         |                |
| Authorisation and Version Control      |  |   |         |                |
| Authorised by                          | Academic Board   |   |         |                |
| Authorisation Date                     | 24 June 2025   |   |         |                |
| Effective From                         | 1 July 2025  |   |         |                |

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| <b>Next Review Date</b>                  | July 2027 (Biennial review, with reminder from Student Experience Committee)   |
| <b>Document Access and Communication</b> |  |
| <b>Document Location</b>                 | UKMC Student-Facing Procedures page - [ <a href="https://ukmc.ac.uk/policies-and-legislation">https://ukmc.ac.uk/policies-and-legislation</a> ]                    |
| <b>Dissemination Plan</b>                | The policy will be distributed via Officer induction and training, AGM presentation, Student Portal Governance Page, Staff briefings and student engagement events |

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## **Article I: Name and Status**

1.1 The Association shall be called UKMC Student Association (UKMCSA).

1.2 UKMCSA is an unincorporated association, not a charity or autonomous union. It operates within UKMC's governance framework.

1.3 UKMCSA shall act independently in decisions on representation and activities, supported (not directed) by UKMC staff such as the Student Engagement Lead.

1.4 A development clause permits UKMCSA, with Academic Board approval, to transition to charitable or incorporated status in future.

## **Article II: Definitions**

For the purposes of this Constitution, the following terms shall have the meanings set out below:

2.1 UKMCSA: The UK Management College Student Association, established under this Constitution.

2.2 Executive Committee: The elected officers responsible for leading the Association and implementing its decisions.

2.3 Officer: Any student elected to a position within the Executive Committee under Article IV.

2.4 Student Council Forum: The representative body bringing together Class Representatives, society leaders, and officers to debate student issues.

2.5 Class Representative: A student elected or appointed to represent a defined class or cohort of students.

2.6 AGM: (Annual General Meeting) The annual open meeting of the Association, at which students may review reports, question officers, and approve key matters.

2.7 By-election: An election held outside the normal annual election cycle to fill a vacant officer post.

2.8 Impeachment: The formal process of removing an officer from their position for misconduct, breach of duty, or persistent absence.

2.9 Returning Officer: The independent person appointed to oversee elections, ensuring fairness and compliance with procedures.

2.10 UKMC: UK Management College, within whose framework the Association operates.

2.11 Member: Any student enrolled at UKMC who is automatically a member of UKMCSA.

### **Article III: Aims and Objectives**

UKMCSA shall:

- Represent academic and non-academic interests of all UKMC students.
- Promote student participation in governance processes.
- Foster an inclusive, diverse, and vibrant student community.
- Support wellbeing, personal development, and employability.
- Advance sustainability and civic responsibility in student life.
- Organise events, activities, and campaigns to enrich student experience.

### **Article IV: Representation Framework**

4.1 Student Officers represent defined cohorts.

4.2 Class Reps report to the Academic Affairs Officer.

4.3 Academic Affairs Officer escalates feedback into Programme Boards and governance committees.

4.4 A Student Council Forum, meeting termly, will bring together Class Representatives, society leaders, and officers to debate key issues.

### **Article V: Executive Committee Composition**

5.1 Executive Committee positions:

| <b>Position</b>          | <b>Core Responsibilities</b>  |
|--------------------------|---|
| President (Chair)        | Strategic leadership, chairs Executive Committee, primary student voice to UKMC and partners. |
| Vice President           | Supports President, acts as deputy.   |
| General Secretary        | Meeting admin, records, correspondence.   |
| Treasurer                | Financial oversight, budget reporting.  |
| Public Relations Officer | Communications, publicity, social media.  |
| Welfare Officer          | Wellbeing, equality, diversity and inclusion support.   |
| Events Coordinator       | Leads social and cultural event planning.   |
| Academic Affairs Officer | Academic representation, liaising with Class Reps and staff.                                  |
| Diversity Officer        | Promotes inclusive practice and cultural engagement.  |

Non-Elected Support Roles:

- UKMC Student Engagement Leads (non-voting)
- Campus Oversight Leads (as observers)

## **Article VI: Elections - Rules, Eligibility, and Transparency**

6.1 Elections held annually, June-July.

6.2 Eligibility: good academic standing, active enrolment, compliance with Code of Conduct.

6.3 Contested posts decided by secret ballot of eligible students.

6.4 Independent Returning Officer (appointed from UKMC staff or external partner) oversees elections.

6.5 By-elections held if posts fall vacant mid-year.

6.6 All elected officers must complete mandatory governance and safeguarding training before taking up their roles.

## **Article VII: Accountability, Impeachment, and Complaints**

7.1 Impeachment grounds: persistent absence, misconduct, breach of Code.

7.2 Removal requires two-thirds Exec majority and ratification by the Student Council Forum.

7.3 Complaints:

- Stage 1: Submitted in writing to Student Engagement Lead.
- Stage 2: Reviewed by an independent panel (staff and external representative).
- Stage 3: Appeal to Academic Board if unresolved.

7.4 Student complaints about the Association (e.g. elections, finance, exclusion) follow the same three-stage process.

Any officer, staff or adviser with a conflict of interest in a complaint, impeachment decision, or financial approval must recuse themselves from decision-making, investigation, voting, or appeal discussions.

## **Article VIII: Financial Control and Audit**

8.1 Financial activities must comply with UKMC Financial Regulations.

8.2 Spending limits requiring additional authorisation by UKMC Finance.

8.3 Financial reports overseen by Treasurer, reviewed by UKMC staff, and presented annually at the AGM and on the student portal.

### **Article IX: Linked Bye-laws and Policies**

- Code of Conduct
- Elections and Voting Procedures
- Societies Constitution Template
- Events and Campaigns Policy
- Freedom of Expression Policy
- Safeguarding and Prevent Policy

### **Article X: Transparency and Public Access**

- Minutes of Executive and Student Council Forums published on the Portal.
- AGM livestreamed where possible.
- Annual impact and finance reports presented to all students.
- Quorum: AGMs require at least 30 students or 5% of the student body (whichever is higher). If quorum is not reached, the AGM may continue for discussion only, and formal decisions shall be deferred or ratified electronically

### **Article XI: Equality, Access, and Participation**

- Commitment to inclusive elections, events, and officer roles.
- Student-led networks e.g. BAME, Women, LGBTQ+, and Disabled students.
- Annual diversity monitoring reported at AGM.

### **Article XII: Advisory Oversight Mechanism**

Governance liaison group: Student Engagement Lead and senior UKMC staff. Provides oversight, ensures compliance with safeguarding, Prevent, and EDI duties, and supports independence.

Where safeguarding, legal, regulatory, or Prevent concerns arise, UKMC retains ultimate authority to suspend an activity, decision, policy or officer action if necessary to protect student welfare, institutional compliance, or legal duties.

### **Article XIII: Amendments and Review**

13.1 Amendments require two-thirds Executive approval and ratification by the Student Council Forum or AGM.

13.2 Biennial review by UKMCSA and Academic Board.

13.3 Revised versions published with tracked changes.

**Approved by: Academic Board**

**Date: 10 June 2025**