



**BORDERS
COLLEGE
STUDENTS'
ASSOCIATION**

Constitution of Borders College Students' Association

There shall be a Students' Association for the learners studying at Borders College (hereafter referred to as "the College"), the name of which shall be "Borders College Students' Association" (hereafter referred to as "BCSA").

1. AIMS AND OBJECTIVES

- 1.1. To support and celebrate every students' studies, activities, and wellbeing.
- 1.2. Providing advice, support and referral to learners at the College in relation to personal, financial or educational difficulties they are experiencing.
- 1.3. Providing a formal channel of communication between the College and the student body.
- 1.4. Providing encouragement and support for the development of students.
- 1.5. Supporting and facilitating the creation of clubs and societies to enrich and enhance the educational, social and cultural provision at Borders College.
- 1.6. Providing a means by which the views of the members can be co-ordinated and expressed on matters of common concern to the appropriate external bodies.
- 1.7. Providing a mechanism for liaison with other Students' Associations or Unions.
- 1.8. To work alongside national bodies (e.g. the National Union of Students) to facilitate and support the above objectives.
- 1.9. Engaging in any other activity that facilitates or is conducive to the above objectives.

2. POWERS

BCSA shall have the following powers:

- 2.1. To appoint and dismiss such officers as are provided for in the Constitution.
- 2.2. To enter into such contracts and agreements as are necessary to pursue the objectives of BCSA with agreement from the College Principal where necessary to release funds.
- 2.3. To hold such property and equipment as is necessary to pursue the objectives of BCSA.
- 2.4. To propose to the Regional Board any course of action that will enhance the welfare of the student body.
- 2.5. To enter into membership of any body, corporate or otherwise, whose aims and objectives are in keeping with those of BCSA, including the provision of facilities.
- 2.6. To propose amendments to the terms of the Constitution in accordance with the procedures contained herein.
- 2.7. To appoint committees and sub-committees as required.

3. MEMBERSHIP

- 3.1. All registered students attending Borders College shall be deemed Ordinary Members of BCSA, regardless of mode of attendance.
- 3.2. The only students not ordinary members of BCSA shall be those that choose to opt out under the procedures laid down in the 1994 Education Act.
- 3.3. All Ordinary Members must produce a student card when requested to do so by Officers or staff of BCSA at a meeting or be requested to leave the meeting.

- 3.4. Persons who are not Ordinary Members of BCSA (including college staff, and past students) may become Associate members of BCSA subject to a fee to be decided each year by the Student President
- 3.5. Associate members will be entitled to attend clubs and societies.
- 3.6. Associate members will not be entitled to vote in elections.
Associate members are not entitled to prevent changes to BCSA through voting in referenda or other means.

4. RECIPROCAL AGREEMENTS

- 4.1. Members of other Associations with which BCSA has reciprocal membership agreements shall be entitled to use the facilities of BCSA in accordance with those arrangements, on production of their Association card or any other acceptable means of proving their membership of a partner Association.

5. RETURNING OFFICER

The Returning Officer shall be an independent person chosen by BCSA in advance of each election, subject to the approval of the College Board of Management They shall not be an Ordinary Member of BCSA.

- 5.1. They shall be responsible for the good and fair conduct of all elections.
- 5.2. The Returning Officer's interpretation of election regulations shall be final except as indicated in (5.5) below.
- 5.3. The Principal shall have the responsibility of appointing an individual to investigate any irregularities in elections drawn to their attention.
- 5.4. The Returning Officer may appoint deputies to support them in their duties.

6. ELECTION OF BCSA OFFICERS

- 6.1. All Ordinary Members are eligible to stand for election for Executive Team positions.
- 6.2. All Ordinary Members are eligible to vote in elections.
- 6.3. Officers shall be voted in for the following terms:
 - 6.3.1. Vice President Terms will run from their election to the end of the academic year, excluding student holidays.
 - 6.3.2. Presidential Terms will run for one calendar year beginning in June; with the date to be set each year according to the academic calendar¹.
 - 6.3.3. Presidential Terms shall not overlap at any point, the outgoing president must finish their term before the incoming president takes up their position.
- 6.4. No person shall be elected to the post of President more than two times.

7. REMOVAL OF BCSA OFFICERS AND EXECUTIVE TEAM MEMBERS

An Elected Officer shall be removed from office if they:

7.1 resign or die;

7.2 are removed from office as an Elected Officer by:

7.2.1 A motion of no confidence in the Elected Officer is passed a simple majority of student members voting in a Referendum. Such a motion shall only be triggered by a Secure Petition signed or agreed to by at least 10% of full time student members.

¹ Presidential terms should begin as soon as is practical after the conclusion of the academic year to allow the elected president to complete their course of study at the college before taking up their role.

7.2.2 A motion of no confidence in the Elected Officer is passed by a two thirds majority in a vote of the Executive Team. Such a motion shall only be triggered by a Secure Petition signed or agreed to by at least 10% of student members.

7.2.3 Provided that, in the case of a Sabbatical Officer, such removal shall be subject to the Association having first carried out any steps it is required to take under the Sabbatical Officer's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.

7.3 If a Vote of No Confidence passes, the officer in question will immediately be removed from their post, and therefore the Executive Team of BCSA, and any other positions help by right of that post.

7.4 If an officer has been voted out of office, or an officer has resigned, their position will be deemed free and an immediate by-election will be called.

8. ELECTION OF STUDENT REPRESENTATIVES

8.1. Each class attending the College shall normally be entitled to elect one Class Representative.

8.2. Each Curricular area in the College shall be entitled to have one Lead Representative nominated.

8.3. In addition one further Lead Rep shall always be appointed from the Access Courses at the College.

8.4. Class Representatives shall be elected by means of a secret ballot.

8.5. Lead Representatives will be nominated by the lecturing staff, and Curriculum and Learning Manager in each faculty area for confirmation by the BCSA Executive team.

8.6. It will be the first duty of the elected representatives to inform BCSA of their appointment.

9. OFFICERS

9.1. The executive officers of BCSA shall be:

9.1.1.A President, who shall represent BCSA on all official occasions and be a member of the Regional Board

9.1.2.A Vice President (Education) who will be a member of the Regional Board. They will be responsible for supporting BCSA's work around the learning and teaching at the College, including the Student Representative System.

9.1.3.Two further Vice Presidents whose titles and roles will be defined by the sitting student president to best support their manifesto, and the needs of the membership.

9.1.3.1. Job descriptions for these roles must be prepared in advance of the Vice President elections.

9.2. Vice Presidents of BCSA shall be accountable to the Student President.

9.3. The Executive Team may appoint Ordinary Members to additional non-executive officer roles where necessary to support BCSA's activities.

9.3.1.These Officers will be accountable to a nominated member of the Executive Team.

9.3.2.Any non-executive officers must have a job description prepared and approved by the Executive Team before their appointment.

10. EXECUTIVE TEAM MEETINGS

10.1 The members of the Executive Team are members by virtue of the office they hold.

Consequently, should they leave their elected office they will cease to be members of the Executive Team.

10.2 The Executive Team shall have responsibility for assisting and supervising the day to day administration and finance of BCSA through the Student President and BCSA Staff.

10.3 The Student President will chair meetings of the Executive Team except where a conflict of interests may occur, in which case, the chair will pass to an Executive Team member.

10.4 The Executive Team will meet a minimum of three times during each academic year, with a minimum of one meeting in each semester.

10.5 The quorum for the Executive will be no less than 50% plus one of the current serving members of the Executive Team.

11 EXECUTIVE TEAM

- 11.1 The Executive Team of BCSA shall consist of the elected officers of BCSA, namely the Student President and three Vice Presidents.
- 11.2 The function of the Executive Team shall be to exercise control generally on all matters relating to the work of BCSA.
- 11.3 The Executive Team have the power to appoint ad-hoc committees and to determine their remit.
- 11.4 The first meeting shall be held within 2 weeks of the conclusion of the Vice Presidential training.
- 11.5 Any item for inclusion on the agenda of an Executive Team meeting shall be submitted to the BCSA office in writing.
- 11.6 All motions shall bear the names of the proposer and seconder and should be submitted five working days prior to the meeting.
- 11.7 Proxies may attend meetings of the Executive Team where they have been selected to act as such and shall have the right to participate in meetings and vote in the absence of the regular member. Prior notice must be given to BCSA by any officer intending to send a proxy.

12 FINANCE

- 12.1 BCSA shall publish its budget by mid-June and accounts by mid-September, at the latest. The budget and accounts shall be submitted to the Executive Team for approval.
- 12.2 As BCSA operates as a department of Borders College for administrative purposes the budget and accounts shall be prepared by the College finance department and submitted to the Regional Board within the annual Borders College reports.

13 CLUBS AND SOCIETIES

- 13.1 BCSA have a duty to support and facilitate student clubs and activities as desired by the membership.
- 13.2 Any student or group of students who can demonstrate the want for a new club or society shall be entitled to reasonable support from BCSA². Providing the aims, objectives and values of the club are compatible with the aims, objectives and values of BCSA.
- 13.3 Any club or society wishing to formalise their structure may apply for a Tartan Monkey Mark. This recognises the club has in place a constitution and committee, and has completed a development plan with BCSA.
- 13.4 If any club or society is found to be acting contrary to the values of BCSA it may be disbanded by a majority vote of the BCSA Executive Team.

14 LIABILITY OF MEMBERS AND STAFF

- 14.1 All members of BCSA who incur costs in carrying out official duties on behalf of the Association will have reasonable expenses reimbursed subject to sufficient funds being available and receipts being produced for the expenses incurred.

15 AFFILIATION TO EXTERNAL ORGANISATIONS

- 15.1 Notice shall be published to students of all external affiliation annually and shall include the name of the organisation(s) and the cost of the affiliation.
- 15.2 Affiliations to external organisations or bodies shall be decided by the Executive Team.
- 15.3 Details of the affiliations, including the name of the organisation(s) or bodies and the cost of subscription shall be included in the Annual Report, which shall be available to all students.
- 15.4 In the event of a challenge to the affiliation(s), students may petition the Executive Team for a referendum. It may only be activated if the petitioners have the support of two per cent of Ordinary members in writing.

² Including promotion, facility bookings, and administrative support.

BCSA Constitution

- 15.5 The referendum shall be conducted in accordance with regulations for running referenda and will be the responsibility of the BCSA Staff Member.
- 15.6 No referendum may be reopened on the same affiliation within one calendar year.
- 15.7 BCSA cannot declare its absolute support for a political party, but it can support one side in a political decision.³
- 15.8 BCSA may facilitate the establishment of political societies provided support is granted by the Executive Team and the general rules of the BCSA are followed.

³ Including referenda, bills, legislations etc.