



Fairfield School of Business

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# Fairfield School of Business Student Union Constitution

Version	1.0
Last updated	August 2025
Category	Student Union
Approved by	Board of Governors TBC FSB Student Union Council TBC

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**The Fairfield School of Business Student Union (FSB SU)** is a representative body made up of FSB's students.

These articles set out:

- the aims and objectives of the FSB SU,
- how the leaders of the FSB SU are appointed and what their responsibilities are,
- how the FSB SU can represent its members by participating in the management and governance of FSB,
- how the FSB SU is funded and the constraints on how it spends these funds,
- how the FSB SU will be supported by FSB and the conditions that apply to that support.

It should be read in conjunction with:

- *The Student Voice Policy*
- *The Student Charter*
- *The FSB Student Protection Plan*

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## **1. Definitions**

1.1. Within this constitution, unless the context requires otherwise, the following terms shall have the following meanings:

- |         |                            |   |
|---------|----------------------------|---|
| 1.1.1.  | The Student Union (FSB SU) | The Fairfield School of Business Student Union (FSB SU) is a representative body within the meaning of the Education Act 1994, devoted to advancing the educational and social interests, and welfare of its Student Members. |
| 1.1.2.  | Members                    | Any students enrolled on a higher education programme taught at Fairfield School of Business (FSB) that has not opted out of the FSB SU.  |
| 1.1.3.  | Representatives            | Refers broadly to any student who represents the collective opinion their peers in any capacity (including the SU Executives and Class Representatives).  |
| 1.1.4.  | President                  | The President of the Student Union as elected by the Members in accordance with these articles, who shall undertake the duties set out herein.  |
| 1.1.5.  | Vice President             | A deputy of the President who represents the interests of the students at their campus.   |
| 1.1.6.  | SU Executive               | Collectively refers to the SU President and the Vice Presidents.  |
| 1.1.7.  | SU Council                 | The SU's primary decision-making body, composed of the SU Executive and Student Representatives from each programme.  |
| 1.1.8.  | SU Coordinator             | A person appointed by FSB to facilitate the needs of the Student Union Council and ensure it acts in accordance with its brief.   |
| 1.1.9.  | Class Representative       | A student nominated by their cohort to represent the interests of their classmates.   |
| 1.1.10. | Election                   | The process by which Members appoint the SU President and Vice Presidents.  |
| 1.1.11. | Board of Governors         | FSB's most senior decision-making body, of which the SU President is a member.  |

1.1.12.	Academic Board	A governing body with oversight of academic standards and quality at FSB, of which the Student Union Executive are members.
1.1.13.	Course Committee	A meeting held to review quality and standards on each course that FSB delivers, which Class Representatives are invited to.
1.1.14.	FSB Committees	The committees and subcommittees of FSB that support the work of the Board of Governors and Academic Board.
1.1.15.	Chair of the meeting	A person who is responsible for planning and conducting meetings in accordance with their terms of reference.
1.1.16.	Committee secretary	A person who assists the chair in planning and meeting and who keeps a record of what is discussed or decided at the meeting.
1.1.17.	Meeting 'Terms of Reference'	The rules governing when and how a meeting should be held, who should be invited to it and what decisions it is empowered to make.
1.1.18.	Management of FSB	The collective senior officers of FSB appointed within its Executive Committee.
1.1.19.	Codes of Conduct	A document produced by FSB which outlines expectations for the behaviour of members of its academic community.
1.1.20.	Conflict of Interest	Any direct or indirect interest of a member of the SU Executive or student representative (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Union.
1.1.21.	Policy	A course or principle of action adopted or proposed by FSB or the FSB SU, which is documented and published.

## **2. Aim and Objectives**

- 2.1. The aim of the FSB SU is to develop and maintain a meaningful, and reciprocal relationship with FSB students, to support them benefit from their learning at FSB and enable a free and independent student voice at the institution.

2.2. The objectives of the FSB SU are to:

- represent and advance the interests of FSB students within FSB's management committees,
- foster a sense of community that promotes engagement with studies,
- provide guidance and assistance to students on accessing FSB's facilities and services,
- provide support students who are subject to disciplinary action or involved in an official investigation by FSB,
- signpost students to recognised resources and services outside of FSB that exist to protect their legitimate interests and wellbeing (such as the Office for Students, the Office for the Independent Adjudicator or other public services).

2.3. The FSB SU shall pursue the above objectives in accordance with the provisions of the Equality Act 2010 via lawful means.

2.4. The elected officers of the FSB SU (the SU Executive) shall hold positions on FSB's senior management and governance meetings and will be part of their decision-making quorums.

2.5. Where FSB seeks to make changes that will have a significant impact on taught higher education courses and related services, it will consult with the student body via the FSB SU in accordance with the FSB Student Protection Plan.

2.6. Additionally, the FSB SU shall be involved in the general wellbeing of students and will receive support and training from FSB in how to discharge responsibilities relating to general safeguarding and the Prevent Duty.

### **3. Legal form and authority**

3.1. FSB SU is a society within FSB, which is supported (both financially and administratively) by FSB. It is **not** an independently incorporated legal entity like some university students' unions, however it is granted general autonomy to manage its own affairs and resources, within the constraints of FSB's general regulations and codes of conduct, and that it operates in a legal, democratic and accountable manner.

3.2. For clarification, the FSB SU shall have the autonomy to:

- devise the means by which it consults members and canvasses opinion,
- schedule and hold of meetings of the SU Council,
- oversee the formation of any student clubs, societies or subcommittees and the terms for these,
- create its own spending plan,
- raise funds and manage its own finances,

- managing FSB SU-branded spaces (either physical or online) that are provided by FSB for its use,
- design and distribute FSB SU-branded publicity materials (both physical and electronic) and information about the FSB SU and its work,
- secure freedom of speech in accordance with the law,
- investigate and seek to resolve complaints about the FSB SU at the informal and formal stages.

3.3. It does not have the authority to:

- apply its own disciplinary procedures for breaches of conduct; all breaches of conduct will be investigated by FSB under the School's procedures,
- withdraw a student's membership to the FSB SU without the approval of the management of FSB (although it may suspend their access to events, activities or FSB SU spaces where there is a risk of harm),
- organise external speaker events on FSB's premises, or FSB SU-branded events off-campus without using FSB's approval procedure,
- officially represent or act on behalf of FSB, or present the views of its executives or members as being those of FSB,
- Establish affiliations with any external organisations without the approval of the Management of FSB.

#### **4. How FSB will support the FSB SU**

- 4.1. The support that the SU receives annually from FSB shall be agreed annually between the SU Council and the Management of FSB.
- 4.2. FSB may provide support in the form of monetary grants, reservation of space on its premises for SU activities, provision of online space and access to FSB's commercial marketing and design services for the purposes of communications.
- 4.3. FSB will provide training and guidance for SU Executives and Class Representatives in the form of in-person training and guidance materials that help Representatives to understand their respective roles and how they can effectively represent the interests of their peers.
- 4.4. Student Union (SU) Coordinators will be appointed by FSB to support the work of the FSB SU and regularly liaise FSB's Student Services. The role of the SU Coordinator is to:
- provide administrative support for the SU Executive and service the SU's Council meetings,
  - assist in organising yearly elections and making sure these are conducted in line with this Constitution,
  - assist with financial matters and drawing down funding,
  - advise on its constitution and terms of reference,
  - help the SU to organise events and activities

- 4.5. The SU Coordinator is an active student of FSB. Given the workload and responsibility that the role carries, the SU Coordinator will receive a salary from FSB and shall be treated as a part time employee of FSB will full benefits. They will abstain from making decisions on the SU Council.
- 4.6. In return for its support, FSB expects that the SU Executive and its Representatives will actively engage with SU business and effectively discharge the brief in Section 2; where FSB has concerns about the performance of the FSB SU in fulfilling its brief, it may withdraw some or all of the agreed support until it has confidence that this will be put to good use.
- 4.7. FSB may also impose restrictions or conditions on access to support and resources to mitigate the risk of misuse (whether through inefficiency or deliberate misappropriation).
- 4.8. FSB will provide the FSB SU with its own email account, which shall be managed by the SU Coordinator and which will be used for all formal correspondence. FSB will authorise the FSB SU to communicate with the whole student body on the condition that any such communiques are cleared with the Management of FSB first.
- 4.9. FSB will provide space for FSB SU Council meetings and access to its conferencing software to host online meetings.

## **5. Terms and Rights of Membership**

- 5.1. All FSB higher education students are automatically members of the FSB SU upon enrollment unless they choose to opt out.
- 5.2. Members shall be allowed to
  - attend and speak at SU Council meetings or 'town hall' events,
  - vote in any referendum,
  - nominate, stand and vote in FSB SU elections
  - hold office in the SU Council, and clubs and societies.
  - use all of the FSB SU facilities
  - petition the SU President to raise and issue within the SU Council or to the management o FSB.
- 5.3. There is no membership fee, and Members are not under any obligation to support the FSB SU financially or actively engage in its events and activities if they do not wish to participate.
- 5.4. Membership shall cease:
  - on the last day of the term during which the Member terminates his/her studies, or
  - throughout any period in which a student is suspended from FSB, or

- upon withdrawal from the course for any reason.

### **Opting out**

- 5.5. Members may choose to opt out at any time during their studies, after which they will no longer receive notifications from the FSB SU about events, activities and services. However, the decision to opt out does not result in restricted access to services or another unfair disadvantage.
- 5.6. The right to opt out and how to do so will be brought to students' attention during the Induction Week presentations.
- 5.7. A student wishing to opt out may do so at any time by writing to the Student Union Coordinator; the SU
- 5.8. A student who opts out of the FSB SU 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 Representative position.
- 5.9. A student who opts out of the FSB SU will continue to have the right to attend Union run events and participate in the activities.

### **Referendum**

- 5.10. A referendum, in which all members will be allowed to vote, shall be held:-
  - on any issue, if the SU Council decides by a two thirds majority of those present to call a referendum;
  - if the SU President is handed a petition detailing the issue and containing the name, course, student number, and signature of at least 150 students who are members;
  - to approve any affiliations to external organisations.
- 5.11. The Student Union Coordinator shall be responsible for deciding the wording of the question on the referendum ballot paper or online poll. The referendum shall be supervised by the Student Union Coordinator, and be conducted either by establishing Polling stations as for an election, open for 14 days, or by an online poll on the Student Connect VLE.
- 5.12. The result of a referendum will take priority over any existing union policy on the same issue.

## **6. Leadership and Duties of the Officer Bearers**



- 6.1. The FSB SU is led by the SU Council, which is its decision-making body and is comprised of the SU Executive, and Class Representatives from each programme. The Council will meet four times a year in accordance with its Terms of Reference (Appendix A).
- 6.2. The SU Executive is made up of the senior elected officers of the FSB SU (the President, and the Vice Presidents). Its role is to carry directives set by the SU Council. The Members of the SU Executive will also hold positions in the management and governance committees of FSB. The duties and tenures of individual members are as follows:

5.1.1. **The SU President** will:

- be elected to office by their peers during the annual round of SU elections in November,
- hold their office for one year, after which they may resign or run for re-election (see Election Regulations; Section 7).
- be ultimately responsible for the whole FSB SU, its constituent parts, and its activities and governance,
- be ultimately responsible for the financial plan of the FSB SU,
- be ultimately responsible for staffing and discipline issues,
- be responsible for convening the SU Council in accordance with the terms of reference (Appendix A), for notifying meetings to members and circulating the agenda,
- be responsible for the promotion and organisation of FSB SU activities, events and initiatives,
- attend the FSB Board of Governors Meeting (as the 'Student Governor') 4 times a year for certain items of its business,
- prepare a short report for, and attend the FSB Academic Board meeting 3 times a year,
- attend the FSB Executive Committee when requested,

*The SU President may request support from the SU Coordinator in the discharge of their duties. This support might include secretarial support in organising the SU Council meetings and keeping minutes.*

5.1.2. **The SU Vice Presidents** will:

- be appointed in accordance with the rules in section 7 of this constitution,
- hold their office for one year, after which they may resign or run for re-election (see Election Regulations; Section 6).
- Liaise with Associate Deans to represent the interests of students at their respective campuses and participate in the SU Council Meetings,
- be responsible for promoting and overseeing FSB SU activities and facilities at their respective campuses,
- ensure students at their campuses have access to them and are aware of FSB SU activities,

- attend the FSB Academic Board meeting 3 times a year and contribute to the SU President's report,
- deputise for the SU President if required (including by representing them in the Board of Governors meeting,
- if requested, provide support to any student in raising a grievance or who is subject to disciplinary or investigatory proceedings led by FSB,

5.1.3. **Class Representatives** will:

- be nominated by their classmates at the end of course inductions,
- hold the position for the duration of the programme, or until they resign or leave the course,
- gather the views and concerns of other students in their class and feed them back to the lecturer directly, to the Programme Leader,
- liaise between their peers and the faculty teams and the Associate Dean,
- attend and contribute to Course Committee meetings and Programme Development and Review Groups relevant to the programmes they are studying on.
- if requested, provide support to any student in raising a grievance or who is subject to disciplinary or investigatory proceedings led by FSB,

6.3. All of the above Representatives must:

- act reasonably in all matters, and in the best interests of the FSB SU,
- participate in FSB management and governance meetings where required or if they cannot, then send their apologies and make alternative arrangements for the representation of their peers within that meeting,
- actively promote the work of the FSB SU and opportunities for students that it provides,
- act in accordance with FSB's safeguarding and Prevent Duty policies where someone raises a concern about a person's wellbeing.

6.4. Further to 6.3; any of the above Representatives may occasionally be requested to speak to third parties, such as FSB's awarding bodies or sector regulators (such as the OfS) about students' experiences at FSB. It is not mandatory for Representatives to participate in these exercises but where they do, it is expected that they will impart an honest, accurate and informed impression on behalf of the students they represent.

6.5. The SU Executive roles and Class Representatives are voluntary roles which are unpaid and role holders shall not have authorisation to pay themselves wages from FSB SU funds.

6.6. Further 6.5, in recognising the workload and challenges of sustaining the FSB SU, FSB and the SU Representatives may however agree non-monetary incentives for participation which

are appropriate and accord with FSB' corporate regulations for probity and transparency; such arrangements may be amended from time to time at the discretion of FSB.

- 6.7. FSB expects students to prioritise their studies over any duties they may hold as a Representative, and understands that there may be times when SU Executives and Class Representatives cannot fulfil their roles due to a conflict of study or personal life commitments. In such circumstances, Representatives should let their Associate Dean know at the earliest opportunity.

## **7. FSB SU Elections Regulations**

### **Election to the SU Executive**

- 7.1. Elections for SU Executive positions (i.e. President and Vice President) will be held annually in November.
- 7.2. One poll will be held for the position of SU President, which all FSB SU members will be eligible to vote in.
- 7.3. A candidate for SU President who is unsuccessful in their bid, but who has received the highest number of votes of anyone in their campus may be appointed as the Vice President of that campus. If this person does not wish to be Vice President, then the opportunity will pass to the person with the next highest number of votes, and so on and so forth.
- 7.4. Where an election result fails to produce a Vice President at any campus(es), then the Dean of that campus may work with the student body to nominate and appoint a Vice President.
- 7.5. The tenure of SU Executive positions shall expire after 24-months but may be extended to the conclusion of the subsequent election (provided this does not exceed two months after the 24-month tenure limit); incumbents may stand or re-election any number of times provided they continue to meet the eligibility requirement in 7.6 (below).

### **Eligibility to Stand for Election**

- 7.6. Any member of the FSB SU may stand as a candidate for election provided that:
- i. They are a student of FSB and not employed in any way by FSB,
  - ii. They have not opted out of the FSB SU,
  - iii. They are not in the final year of their programme and can be in post for at least 12 months following the election,
  - iv. They have no current disciplinary proceedings against them which are pending and have not been found to have breached the Student Code of Conduct in a serious way,

- v. They are actively attending and engaging with their programme of study.

### **The SU Executive Election Process**

- 7.7. A member of FSB's Management Team shall have delegated authority to oversee that SU Elections take place, and to vet candidates against the criteria in 7.6. They shall liaise with SU Coordinators and Associate Deans to plan elections in accordance with the procedures herein.
- 7.8. The delegated member of the FSB Management Team member shall be responsible for the timeliness and integrity of SU Elections; they shall be responsible for the good conduct and administration of all SU elections and shall have the sole interpretation of the election regulations.
- 7.9. The election process will take 5 weeks and adhere to the following timeline.

#### **Weeks 1-2:**

- The candidate registration platform will open,
- FSB will notify all SU members of the upcoming election date and how to apply to be a candidate,
- Candidates will prepare their manifestos and compete their applications,
- FSB will vet candidates against the entry criteria in 6.7,
- Eligible candidates will be confirmed and notified to the student body, and their manifestos will be published on the voting platform.

#### **Weeks 3-4:**

- Candidates will conduct their campaigning.
- FSB may facilitate debates or Q&A sessions with candidates, where there is an apparent interest for these.

#### **Week 5:**

- Online polls open for one week, after which time the results are announced and the elected officials take up their roles.

### **Voting**

- 7.10. Voting will be conducted via the VLE portal by secret ballots.

- 7.11. At the closing of the polls, the votes will be counted by the Management of FSB and checked by the Student Union Coordinator. Once the votes have been counted they will be kept for a period of six months in case of any appeals against the result.
- 7.12. Results of the elections will be declared by the Student Union Coordinator when the count for each post has been completed, and any complaint has been resolved to the satisfaction of the officer.

## **8. Appointment of Class Representatives**

- 8.1. Class Representatives will be elected by verbal nominations and a show of hands vote during a class in the first few weeks of Semester 1 and Semester 2 of the course. By-elections for vacant Class Representative offices will take place at the next relevant class.

## **9. Resignations, Dismissals and By-Elections**

- 9.1. A member of the SU Executive or Class Representative may resign at any time, and does not need to give a reason for resignation. They must however notify their SU Coordinator of their resignation.
- 9.2. SU Executives and Class Representative may also be dismissed by the management of FSB if they become ineligible to hold office by reason of (for example):
- having committed a serious breach of conduct (including academic misconduct),
  - failure or inability to fulfil the requirements of their role, which includes attending meetings,
  - a petition by the students they represent to replace them,
  - failing to progress on their programme of study and being withdrawn as a student of FSB.
- 9.3. By-elections for Union Executive offices will be held within 28 days of any resignation or disciplinary expulsion taking effect, with nominations closing 7 days after the leaving officer's resignation/dismissal.
- 9.4. Where the next election is less than three months away, the SU Council may choose not to hold a by-election and opt instead to hold over to the next election.

## **10. Funding and Control**

- 10.1. The FSB SU will be supported financially by FSB. It may also generate income from:
- i. donations from members or other individuals,

- ii. the sale of goods and branded merchandise or other commercial activities, which must be approved by the Management of FSB,
- iii. entry fees for events and activities (e.g. tickets).

*Regarding ii and iii – the FSB SU will ensure that it protects the consumer rights of people who pay money to it for goods and services and that it has a refund policy which is consistent with consumer protection laws.*

- 10.2. The FSB SU will not charge a membership fee.
- 10.3. The funds of the FSB SU may be expended by the SU Executive only in furtherance of the objectives of the SU and the interests of the student body as a whole. All expenditure must be approved in advance by the SU Executive and declared to the Management of FSB.
- 10.4. The FSB SU will use all funds it receives for their intended purposes and will not generate a profit; surplus funds will be kept in reserve and must be spent during the tenure of the SU Executive or passed over to the next administration.
- 10.5. A member of the FSB Executive shall be appointed as the Finance Officer. Alternatively this function may be undertaken by the SU Coordinator.

### **Grant Allocation**

- 10.6. The FSB SU Executive, assisted by the SU Coordinator will prepare Draft Spending Plan for the coming semester within one month of the SU Elections. This will be circulated to the student body for consultation. The SU Council will sign off the Draft Spending Plan and meet with the Management of FSB to agree terms and conditions for the release of this funding, which may be in the form of:
  - A block grant to be paid in instalments as agreed by FSB and the SU,
  - An arrangement whereby purchases will be made by FSB on behalf of the FSB SU,
  - A combination of the above.
- 10.7. (10.6) will be repeated the following semester.
- 10.8. The appointed Finance Officer will keep a ledger of all transactions made by or on behalf of the FSB SU, as well as any income from donations or for paid-for events and activities.
- 10.9. The Finance Officer's ledger will be reviewed by FSB's Finance Board, who will advise the Management of FSB of any discrepancy or concerns about transparency giving rise to a risk of impropriety.

- 10.10. (As per clause 4.2) FSB may withdraw some or all of the agreed financial support and in the last instance refuse to authorise further support where it has concerns about misuse of funds or any financial impropriety occurring.

**Beneficiary Addendum:**

- 10.11. Should FSB SU cease to exist, any remaining funds granted by FSB will be returned to FSB; any money donated by Members will be returned to them.

**11. Code of Conduct**

- 11.1. All FSB SU members are expected to comply with the Code of Conduct. All breaches of conduct occurring within FSB SU activities or the will be investigated by FSB using its own procedures.
- 11.2. Members of the SU Executive and Class Representatives are expected to attend all committee meetings of which they are a part of the membership or inform the chair of that meeting if they cannot. This is clause is contingent upon FSB giving suitable notice (of no less than two weeks) of a requirement for their attendance and that the meeting does not coincide with any guided teaching or assessment activity.
- 11.3. Members of the Union Council are expected to act at all times in the members' best interests and avoid discrimination, bias, or conflict of interest.

**Freedom of Speech**

- 11.4. The FSB SU will take steps to secure legal free speech for students, staff and visiting speakers in accordance with section 43 of the Education (No. 2) Act of 1986 and the Higher Education Freedom of Speech Act (2023).
- 11.5. The FSB SU is encouraged to adopt the FSB 's code of practice in relation to freedom of speech but may implement its own, provided that this is acceptable to the Management of FSB and complies with the law.
- 11.6. Members should use the complaints procedure in section 14 to raise concerns about restrictions on their lawful freedom of speech in their interactions with the FSB SU.

**Safeguarding and Prevent**

- 11.7. The FSB SU will play an active role in helping to protect the wellbeing of students and the School's student safeguarding framework. To support the SU in this responsibility, FSB will provide role-specific training in how to implement safeguarding policy, receive, record and escalate disclosures, and how to safely share information about people who may be at risk of harm.
- 11.8. The FSB SU will assist FSB in complying with its Prevent Duty, having due regard to the risk of its members being drawn in terrorism. All FSB SU events involving external speakers or attendance at external events must be submitted to FSB for consideration under the School's External Speakers and Events Policy.

## **12. Clubs and Societies**

- 12.1. The FSB SU may sanction its members to set up clubs or societies. The responsibility for monitoring these shall be upon the SU Executive, who will keep a record of all active and dissolved club and societies.
- 12.2. No club or society may receive funds from the FSB SU or use its facilities without recognition by the SU Council.
- 12.3. No club or society will be recognised if its objects conflict with those of the FSB SU. However, this restriction shall not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.
- 12.4. Any club or society that wishes to be recognised by the FSB SU shall present to the SU Executive:
- a list of signatures of founding members,
  - the proposed membership fee (if any),
  - a written proposal for the formation of the club or society to include:
    - the name of the club/society;
    - the aims and activities of the club/society;
    - rules for membership eligibility to the club/society;
    - (where appropriate) provision for the election of a committee for the club/society to include as a minimum a chairperson, a secretary and a treasurer;
    - provision for how the society will meet and operate;
    - provision for an annual general meeting at which an income and expenditure account shall be presented and approved;
    - provision for how the club/society will be inclusive and not unlawfully exclusive or discriminatory.



- 12.5. The SU Executive will have its own procedures for vetting and approving the formation a club or society, however these must accord with FSB’s regulations and policies. FSB shall have exercise its powers of intervention (set out in section 13) where is has concerns about the activities or conduct of members of an FSB SU-sanctioned club or society.
- 12.6. The SU Executive shall meet to allocate the funds to recognised clubs and societies. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and special equipment and travel considerations. A contingency fund shall be set aside, the value of which shall be determined by the SU Executive.
- 12.7. To receive funding, an eligible club/society shall submit a budget proposal to the SU President.
- 12.8. The allocations shall be approved at the first meeting of Union Council of each academic year.

### **13. Interventions by the Management of FSB**

- 13.1. Where the Management of FSB should have concerns that:

- FSB SU is not acting in a fair democratic and accountable manner,
- FSB SU is not acting in accordance with FSB’s Codes of Conduct,
- FSB SU is not effectively discharging the duties set out herein,
- there is a risk to students’ wellbeing; and/or
- there is a risk to freedom of speech

then it may investigate in accordance with its procedures for management inquiry.

- 13.2. If the outcome of this investigation should find that such concerns are justified, then it will urgently request a plan remedial action from the SU President. Where concerns persist and the Management of FSB is not satisfied that remedial action has been effective, then it may take decisive action, up to an including the suspension of FSB SU activities, the cancellation of planned events and the dissolution of the Student Council.

### **14. Complaints**

#### **Complaints about the FSB SU**

- 14.1. The FSB SU is expected to operate its own complaints procedure which is consistent with the OIA’s good practice framework. This should seek to resolve complaints informally where possible. It should involve a formal procedure for investigating and remedying complaints which is fair, impartial and timely. It should also include a review stage which will be conducted by the Management of FSB.

- 14.2. In the absence of its own policy, the FSB SU may use FSB's complaints procedure and substitute the persons involved in each of the first two stages.
- 14.3. Using the FSB SU's complaints procedure will not prevent Members from using FSB's own complaints procedure to complain about the FSB SU.

#### **Complaints about FSB**

- 14.4. The FSB SU may assist students who want to make a complaint about the educational services they have received from FSB. Representatives will therefore be conversant with FSB's complaints procedure and students' recourse for external escalation of complaints, including referral to the awarding body and the OIA.
- 14.5. A Representative may accompany a student who is involved in a formal complaint, appeal or investigation for support, but may not advocate on their behalf or attend any formal hearing in their place.

#### **15. Amendments to the FSB SU Constitution**

- 15.1. All amendments to this Constitution, the Student Charter or the Terms of Reference for the Student Council must be made by mutual agreement for the FSB SU and the Management of FSB.
  - 15.2. All amendments to this Constitution, the Student Charter or the Terms of Reference for the Student Council will require the support of a minimum of two thirds of the members present at its meeting who have voting rights on the meeting.
  - 15.3. The constitution will be reviewed by the SU Executive annually, and by the School at least every 5 years, from the date of the current document's implementation.
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## **Appendix A: Student Union Council (Formerly “Committee”) Terms of Reference**

### **Authority:**

The FSB Student Union Council is the decision-making body of the FSB Student Union. Its purpose is to ensure there is an informed consensus on any decision made by the FSB SU Executive and the Members of the FSB SU. It will also reflect on its own performance and how it can best represent and advance the interests of students at FSB.

**Chair:** The Chair of the Meeting shall be the SU President. Any SU Vice president may act as Chair in SU President’s absence.

**Members:** The SU Executive Officers (President and Vice Presidents of each campus) and 1 Class Representative from each course. Members of FSB may be attend by special invitation of the Chair.

**Quorum:** Meetings will be quorate with the SU President and half of the Campus Vice Presidents. If no class reps are in attendance, they should make a report to their Campus Vice President before the meeting.

**Clerk:** The SU Coordinator will be the clerk of the meeting and will minute records of its decisions.

**Frequency:** The FSB Student Union Council will meet no less than once per semester

### **Protocols:**

- i. The dates of meetings will be decided by the Chair, who will make every effort to ensure that these do not clash with members’ study commitments.
- ii. Meetings can be held online in order to secure the participation remote campuses.
- iii. Meetings will be notified to members no less than three weeks before they are due to take place; meeting dates will additionally be notified to the student body who will have the opportunity to raise any matters for the SU Council to discuss.
- iv. The Chair will decide the agenda for the meeting with due regard for matters of interest or concern to the student body raised.
- v. Agendas and meeting papers will be circulated no less than 1 week prior to the meeting.
- vi. Typically the agenda will cover

- SU financial matters and sign off of the Draft SU Spending/Budget plan.
  - Academic, social and cultural event proposals and planning,
  - Matters of particular concern to students to raise with management,
  - Student survey outcomes,
  - Any petitions received,
  - Preparation for upcoming elections or by elections.
- vii. Decisions will be decided by a vote of all core members in attendance, in the event of a deadlock, the Chair shall have a deciding vote.
- viii. The FSB SU Council may appoint and instruct any subcommittee (for example an event planning committee) as it sees fit, and appraise the performance of that subcommittee but shall be ultimately responsible for the conduct said committee.
- ix. The SU Council will prepare and approve a report to the FSB Academic Board, the dates of which will be communicated to it in advance.
- x. The SU Council will periodically review these terms of references; any changes to them must be by mutual agreement between the SU Council and the Management of FSB as per clause 10 of the SU Constitution.
- xi. The minutes of meeting will be published on the FSB website with all personal information redacted.
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## Document governance

Document owner	<b>CEO of Fairfield School of Business</b> <b>FSB Student Union President</b>
Consulted parties	FSB Senior Management FSB Student Body
Next update due	September 2026
Classification	<b>Public</b> – Anyone can view this document

*\*Responsible for updates to this content.*

*\*\*To be consulted on updates to this content.*

## Versions

Version no.	Description of Changes	Approved by	Date
0.1/2 Draft	First draft, replaces all previous iterations. To be consulted with the student body.	-	-
1.0	Approved	SU President	August 2025

