



	1994.c.30
1 Introduction	
This Code of Practice is issued by the Board of Governors of Leeds Beckett University ("the University") in accordance with section 22 of the Education Act 1994 and regulates the activities of Leeds Beckett Students' Union ("the Students' Union").	§22(3)
2 Membership	
2.1 Every student has the right to join, or not to join, the Students' Union. The University will draw these rights to the attention of students at the point of registration.	§22(2)(c)(i)
2.2 Students are able to choose whether or not to be a member of the Students' Union during the registration process. Thereafter, any student wishing to join or leave the Students' Union may do so by notifying the University by email to registrarsecretary@leedsbeckett.ac.uk	
2.3 Students who choose not to be a member of the Students' Union will not be eligible to (re)join until the beginning of the next academic year.	
2.4 Students who choose not to be a member of the Students' Union will not be unfairly disadvantaged by having done so, and are entitled to make use of any of the services and facilities of the Students' Union upon payment of any applicable fee. Any such fee will not be higher than that charged to members of the Students' Union.	§22(2)(c)
2.5 Students who choose not to be a member of the Students' Union will not be entitled to the following rights or privileges that are granted to members: (a) to participate in the governance, management, and administration of the Students' Union, its groups, or its societies; (b) to vote in elections, hold an elected office, or nominate candidates for election for posts in the Students' Union; (c) to vote in or propose motions for referendums; (d) to represent the Students' Union on any Board or Committee of the University.	
2.6 Students are advised that the University has not made any special arrangements for the provision of services or facilities to non-members of the Students' Union because it is satisfied that non-members are not unfairly disadvantaged within the meaning of the Education Act 1994 by the provisions of this clause 2.	§22(5)(b)
3 Constitution	
3.1 The Students' Union conducts its affairs in accordance with a written constitution which is approved by the University's Board of Governors and in	§22(2)(a)



- bye-laws approved by its Board of Trustees. In accordance with company law, the Students' Union's constitution consists of a Memorandum and Articles of Association. The constitution will be reviewed by the Students' Union Board of Trustees and the University's Board of Governors every five years. §22(2)(b)
- 3.2 The Students' Union's constitution is available to all students on the Students' Union's website and on request by email to su-helpdesk@leedsbeckett.ac.uk.
- 4 Election of Student Officer Trustees**
- 4.1 The constitution includes provision for the election by secret ballot of up to six Student Officer Trustees who are the "major union office" holders and "sabbatical union office" holders for the purposes of the Education Act 1994. All members of the Students' Union are entitled to vote in elections for Student Executive Trustees. §22(2)(d)
- 4.2 Student Officer Trustees hold office for a term of 12 months and may be elected to a second term of 12 months. The maximum total term that Student Officer Trustees may serve is 24 months. §22(2)(f)
- 4.3 An Independent Returning Officer is responsible to the University's Board of Governors and the Board of Trustees of the Students' Union for ensuring the fair and proper conduct of elections of Student Executive Trustees. §22(2)(e)
- 5 Financial Matters**
- 5.1 The Students' Union's Trustees are responsible for the proper conduct of the Students' Union's financial affairs. The Students' Union's financial regulations will be incorporated as a bye-law and a procedure approved in accordance with the Students' Union's constitution. The Board of Trustees will prepare an annual budget which will be subject to the approval of the University's Board of Governors (or its nominee). The Board of Trustees will submit management accounts to the University's Board of Governors (or its nominee) if required). §22(2)(g)
- 5.2 The constitution requires the Students' Union's Board of Trustees to comply with the provisions of the Education Act 1994, the Charities Act 2011, and the Companies Act 2006 as regards keeping financial records, the audit or examination of accounts, and the filing of accounts and other returns with the Charity Commission and the Registrar of Companies.
- 5.3 The Students' Union will publish annual accounts which will be submitted to the University's Board of Governors and made available on the Students' Union's website and on request by email to su-helpdesk@leedsbeckett.ac.uk. The annual accounts will include: §22(2)(h)
- §22(2)(k)



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| (a) | a list of external organisations to which the Students' Union is affiliated and the details of subscriptions or similar fees paid, or donations made, during the financial year; | |
| (b) | a list of external organisations to which the Students' Union has made donations during the financial year and the details of those donations. | §22(2)(h) |
| 5.4 | The procedure for allocating resources fairly to the Students' Union's groups and societies will be incorporated within the bye-laws approved in accordance with the Students' Union's constitution as well as in relevant procedures. It will be made available to all students on the Students' Union's website and on request by email to su-helpdesk@leedsbeckett.ac.uk . | §22(2)(i) |
| 5.5 | The procedure for affiliating with external organisations will included in the constitution and be made available through that to all students on the Students' Union's website and on request by email to su-helpdesk@leedsbeckett.ac.uk . The procedure will comply with the requirements of the Education Act 1994, and in particular will include provision for: | §22(2)(j) |
| (a) | notifying all students and the University's Board of Governors of decisions to affiliate; | §22(2)(j) |
| (b) | providing a list of all affiliations for review and approval at the Students' Union's annual general meeting; | §22(2)(l)(i) |
| (c) | seeking review of affiliation to any particular organisation to be decided by secret ballot upon receipt of a requisition to that effect in accordance with the specified in the procedure. | §22(2)(l)(ii) |
| 6 | Complaints | |
| 6.1 | A complaints procedure will be approved in accordance with the Students' Union's constitution and made available to all students on the Students' Union's website and on request by email to su-helpdesk@leedsbeckett.ac.uk . | §22(2)(m) |
| 6.2 | The complaints procedure will: | |
| (a) | be open to all students or groups of students who are dissatisfied in their dealings with the Students' Union or claim to have been unfairly disadvantaged by having exercised their right not to be a member of the Students' Union; | §22(2)(m) |
| (b) | enable complaints to be dealt with promptly and fairly and, where a complaint is upheld, an effective remedy made; | |
| (c) | include a right of appeal to the University Registrar & Secretary. | §22(2)(n) |
| 7 | Freedom of Speech | §22(4)(c) |
| | Students should be mindful of the University's commitment to the principle, promotion, and protection of freedom of speech within the law, including academic freedom. A Code of Practice on Freedom of Speech sets out the | |



University's values and expectations in relation to freedom of speech, the steps the University will take to promote and secure freedom of speech within the law and summarises the University procedures in place to procure compliance. The Code of Practice on Freedom of Speech and Expression is available to all students free of charge on the University's website at <https://www.leedsbeckett.ac.uk/Our-university/Public-information/Regulatory-compliance-and-assurance/Freedom-of-Speech-and-Expression> or on request by email to governance@leedsbeckett.ac.uk

8 Charity Law Guidance

§22(4)(b)

- 8.1 The Students' Union is a company limited by guarantee and a registered charity. The Students' Union's Board of Trustees is responsible for ensuring that the conduct of its affairs complies with the provisions of charity law.
- 8.2 The Board of Trustees should ensure the Students' Union's funds are used only for purposes which are permitted by its constitution, and which promote its charitable objects for the advancement of education of the students of the University for the public benefit. Nothing in this provision prevents students joining together to collect their own funds for any lawful purpose for which the Students' Union funds cannot be used.
- 8.3 As a general rule, it is appropriate to use Students' Union's funds where this furthers the interests of the students and/or assists in the educational aims of the University. This includes the provision of advice and support services and providing a wide range of groups and societies as well as recreational and sporting services.
- 8.4 The Board of Trustees must not allow the Students' Union's funds to be used for party political purposes, directly or indirectly.
- 8.5 The Charity Commission Operational Guidance on Students' Unions is available at: https://khub.net/web/charity-commission-operational-guidance/resources/-/ddl_display/ddl/862921483/861774141/maximized



Policy	Students' Union Code of Practice
Organisation	Leeds Beckett University
Owner	Registrar & Secretary
Author(s)	Governance Services Manager
Developed in consultation with	Registrar and Secretary, Students' Union
Target audience	Students
Sensitivity	Public
Approved by	Board of Governors
Endorsed by	Governance & Nominations Committee
First effective from	2012 (first publication date)
Last review date	21/03/2025
Next review date	21/03/2028
Status	Published
Distribution	https://www.leedsbeckett.ac.uk/UP_SUCOP
External references	n/a
Internal links	n/a
Version reference	
Version History - summary of changes	Approved with minor amends on 21 March 2025 by the Board of Governors