



MORLEY COLLEGE CONSTITUTION OF STUDENTS' REPRESENTATIVE BODIES

As ratified by the Governing Body on 17 July 2007

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1.0 ABBREVIATIONS

AGM	Annual General Meeting
CRA	Class Representatives' Association
SEC	Students' Executive Committee
CCG	Clubs Co-ordination Group

2.0 DEFINITIONS

- 2.1 **Class Representatives' Association (CRA)** The Class Representatives' Association meets the Principal once each term to discuss College affairs and to share information and concerns. Each course chooses a representative to attend. The Class Representatives' Association elects 10 members to the Students' Executive Committee during the Autumn term.
- 2.2 **Students' Executive Committee (SEC)** The purpose of the Students' Executive Committee is to represent students on Governing Body and College committees and to work on issues or projects that impact on student life at Morley. SEC members are elected from the Class Representatives' Association (10 representatives), from Morley Clubs (5 representatives) and by popular vote via the Direct Elections held during each Autumn term (5 representatives). The Committee meets at least twice each term.
- 2.3 **Direct Elections** Any student enrolled on a course at Morley may stand for election to the SEC, so long as they can get support from four other Morley students. Nominations open at the start of the Autumn term. If five or fewer Morley students are nominated, all are deemed appointed to the SEC. If six or more people are nominated an election takes place, which is completed ahead of the Student Representation Day. The five students with the most votes are elected to the SEC.
- 2.4 **Morley Clubs** Clubs have been a part of Morley life from the earliest days of the College, reflecting a wide range of interests. Clubs are usually formed by or at the request of students who share similar interests and wish to meet regularly to pursue a particular activity. The formation and operation of clubs is overseen by the SEC and the Executive Management of the College, although club members run activities on an everyday basis.
- 2.5 **Student Representation Day** A day, usually held on the fourth Saturday of the Autumn term, during which representatives of Morley Clubs, the Class Representatives' Association and the Students' Executive Committee meet. The Annual General Meetings of each body are completed, together with elections for all student representatives. The day provides an opportunity for all of the

student bodies to meet, together with representatives from Morley clubs and discuss issues that affect students at Morley.

- 2.6 ***Morley Magazine*** *Morley Magazine* is published for students by the Students' Executive Committee, managed by an appointed Editor who is supported by an Editorial Board. *Morley Magazine* has been published regularly since 1892.
- 2.7 **Clubs Co-ordination Group** A group that includes representatives of the SEC, Club Representatives and Executive Managers from the College. The purpose of the Clubs Co-ordination Group is to oversee the operation of Clubs (to the degree that is needed to check that Clubs are operating constitutionally), approve the application of new Clubs and act to resolve any issues concerning any of the Clubs. The Clubs Co-ordination Group will not usually be involved with the day to day management, operation or administration of Clubs.

3.0 PURPOSE, VALIDITY AND AMENDMENT OF THE CONSTITUTION

- 3.1 This scheme provides that every student shall have a voice in College affairs, within the terms of reference set out in the scheme, and directly in the election of Class Representatives and Club Officers, and through them in the election of the executive student body which shall be known as the Students' Executive Committee (SEC).
- 3.2 Any previous scheme and constitution shall be null and void, as from and including the date of the approval of the following scheme and constitution by the SEC, the Class Representatives' Association and the Governing Body.
- 3.3 This Constitution may be amended by a resolution passed by the SEC and agreed to by a joint or separate meeting of the Class Representatives' Association and ratified by the Governing Body.
- 3.4 Standing Orders can be added, deleted, amended or suspended at any time by a majority vote of the SEC.

4.0 STUDENTS' REPRESENTATIVE BODIES

- 4.1 The students' representative bodies shall be:
 - 4.1.1 Students' Executive Committee whose constitution and terms of reference are as set out in paragraphs 8 and 9 of the scheme.
 - 4.1.2 Class Representatives' Association whose constitution and terms of reference are set out in paragraph 5 of the scheme.
- 4.2 The Vice Chair of a Students' Representative Body may deputise for any duty assigned to the Chair of that Body in the absence of the Chair.

5.0 CLASS REPRESENTATIVES' ASSOCIATION – Constitution and Terms of Reference

- 5.1 **Election of Class Representatives** Not later than the second meeting of each class the tutor shall conduct an election of the class representative. All nominations must be made by the students themselves and students may volunteer. If there is more than one nomination the tutor shall ask the class to vote. In the event of a vacancy occurring through the Class Representative leaving or retiring, then a new election shall take place.
 - 5.1.1 A memorandum shall be handed to the tutor before the first class explaining the election and duties of class representatives and the tutor shall be asked to read it to the class before the election takes place. A copy of the memorandum shall be handed to the Class Representative when elected. Newly elected Class Representatives must notify the CRA Secretary as to which class they represent and their contact details.
 - 5.1.2 A list of the names of the Class Representatives and the class that each person represents shall be kept in the College Office and shall be open to inspection.
- 5.2 **Operation of the Class Representatives' Association** The Class Representatives' Association shall consist of all the Class Representatives and shall meet at least once a term to discuss with the Principal all matters concerning the students and to receive reports from the Principal and the SEC. Meetings shall be called by the CRA Chair, Vice Chair or the Principal if the CRA Chair and Vice Chair positions are vacant. A special meeting shall be convened by the Chair at any time at the written request of not less than fifteen Class Representatives or on request from the Principal.
 - 5.2.1 The Principal shall be invited to attend. The first meeting shall be called no later than the fifth week of term and will be held on Student

Representation Day, together with the Clubs AGM and the SEC AGM.

- 5.2.2 At the first meeting the Class Representatives shall elect a Chair, Vice Chair, Secretary and their representatives to the SEC as defined in the SEC's constitution. Nominees to the SEC shall be Class Representatives and may be nominated by any Class Representative at the meeting. The representatives to the SEC shall serve until the next Student Representation Day, provided only that the student rejoins the College as an enrolled student.

6.0 CLUBS AND CLUB COMMITTEES

- 6.1 The constitution and organisation of clubs is defined in a document titled *Constitution of Morley Clubs*. All clubs shall operate in accordance with that constitution.
- 6.2 Morley Clubs are entitled to elect up to five representatives to the SEC at the Student Representation Day, as described in the *Constitution of Morley Clubs*.
- 6.3 Club Representatives to the SEC shall serve until the next Student Representation Day.

7.0 DIRECTLY ELECTED MEMBERS OF THE SEC

- 7.1 Up to five students shall be elected by secret ballot at an election by College students in Direct Elections held during the Autumn term and to be completed before the Student Representation Day.
- 7.2 The Secretary of the SEC shall issue a notice of the direct elections (which may also include reference to the Class Representatives' and Clubs' elections to the SEC) to all classes via class registers in the first week of the Autumn term.
- 7.3 Nominations on forms issued by the SEC Secretary shall be supported by at least four current students. Nominations shall be invited by notices issued by the SEC through the Returning Officer, who shall be a senior administrative officer of the Company and on the notice boards of College buildings during the first term. In the event of there being fewer than six nominations, the nominees shall be deemed to be elected unopposed.
- 7.4 The representatives to the SEC shall serve until the next Student Representation Day, provided only that the student rejoins the College as an enrolled student.

8.0 STUDENTS' EXECUTIVE COMMITTEE (SEC) – Constitution

- 8.1 The Committee, to which only currently enrolled students or Officers of Morley Clubs may be elected or co-opted, shall consist of:
 - 8.1.1 Up to ten representatives of the Class Representatives' Association. In the event of there being less than ten nominations, the SEC's power of co-option in 8.3 shall be extended to fill the vacancies.
 - 8.1.2 Up to five Club representatives elected each year at the Clubs AGM to be held on Student Representation Day, according to the provisions described in the *Constitution of Morley Clubs*.
 - 8.1.3 Up to five directly elected representatives elected annually from the general body of students of the College in accordance with paragraph 7 of this Constitution.
 - 8.1.4 The Editor of *Morley Magazine* *ex-officio*.
- 8.2 The Committee shall elect a Chair, Vice Chair, Secretary and Treasurer annually. The Treasurer of the SEC also acts as Treasurer of the CRA and *Morley Magazine*. The officers shall not be eligible for re-election to the same office after serving in that office for three successive years, until the lapse of one year from the end of that term of office. In exceptional circumstances, officers may serve for a fourth successive year, subject to a majority vote of the SEC and approval from the Chair of the Governing Body.
- 8.3 The SEC shall have power to co-opt members to fill vacancies.
- 8.4 In addition the SEC shall have power by a vote of not less than two-thirds of the Committee to co-opt not more than two additional members for the current year.
- 8.5 The SEC shall meet at least once every two months during the academic year.
- 8.6 A quorum shall consist of not less than one third of the members of the SEC.
- 8.7 Everyone, including the Chair, to have one vote. If the voting is equal, the motion shall not be carried, but shall be reconsidered at a future date.
- 8.8 The Chair (or the Vice Chair) and the Secretary of the retiring SEC (or in default the Principal) shall be responsible for calling the first meeting of the new SEC.
- 8.9 A special meeting of the SEC shall be called within ten days by the Secretary at the written request of not less than six members of the Committee. The said request shall state the purpose of the meeting.

- 8.10 If a member of the Committee shall without explanation considered reasonable by the Committee fail to attend three successive meetings he/she shall be deemed to have resigned.

9.0 STUDENTS' EXECUTIVE COMMITTEE (SEC) – Terms of Reference

- 9.1 To consider and submit recommendations to the Governing Body or the Principal with regard to any matter, educational, social or recreational, affecting the student body.
- 9.2 To consider and determine (in consultation with the College officers when desirable) all matters relating to the social amenities of College life.
- 9.3 To appoint SEC representatives to the Clubs Co-ordination Group to ensure that the constitution and operation of Clubs is in accordance with the *Constitution of Morley Clubs*.
- 9.4 To appoint the Editor and Editorial Board of *Morley Magazine*.
- 9.5 The SEC shall maintain an account at a clearing bank or a building society into which all monies accruing to it shall be paid and from which all disbursements shall be made. The signatories to the account shall be the Treasurer, and three members of the Finance Committee for the time being, as elected at the SEC Annual Meeting, and any cheque or other disbursement from the account shall require the signature of any two of these signatories.
- 9.5.1 The Treasurer in consultation with the Finance Committee shall manage the finances of the SEC and present a report and accounts to the Annual Meeting of the SEC.
- 9.5.2 Subject to maintaining an overall credit balance the SEC shall be empowered to raise and spend monies on behalf of the students as it thinks fit, subject to a majority vote of the Committee.
- 9.5.3 The SEC's accounts shall be examined by the College's External Auditor annually.
- 9.6 In connection with their consideration of any matter within their terms of reference, the SEC shall be empowered to examine any College document at the discretion of the Principal or in the event of disagreement with the Principal, of the Chair of the Governing Body.
- 9.7 The SEC shall elect from among its members two representatives to the Governing Body of Morley College (1993) Limited, in accordance with the provisions of the Articles of Association of that Company.

- 9.8 The SEC shall elect from among its members representatives as required to the College Academic Board and other College Committees.
- 9.9 Only enrolled students will be eligible to serve on Governing Body and College Committees as nominated representatives of the SEC.

10.0 MORLEY MAGAZINE

- 10.1 The Editor of *Morley Magazine* shall be appointed by the SEC and shall be *ex-officio* a member of the SEC.
- 10.2 The *Morley Magazine* Editorial Board shall consist of the Editor, three SEC members elected annually by the SEC, and the SEC Chair *ex-officio*.
- 10.3 The SEC shall have the power to remove and replace the Editor or any other member of the Editorial Board at any time by a resolution agreed to by at least two-thirds of the full SEC.
- 10.4 In the event of the Editor retiring or being removed the SEC shall advertise the vacancy in the College.

11.0 STANDING ORDERS

- 11.1 Agenda to be circulated seven days in advance of a meeting and items to reach the Secretary at least eight days in advance.
- 11.2 Any single disbursement over £100 shall be authorised in advance by any two of the following officers of the SEC: Chair, Vice Chair, Secretary, Treasurer.
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