

**DE MONTFORT UNIVERSITY AND
DE MONTFORT UNIVERSITY STUDENTS' UNION**

CODE OF PRACTICE

1 Preamble

The De Montfort University Students' Union ("DSU"), which is governed by a constitution approved by the Board of Governors of the University, exists and is recognised by virtue of the prior establishment of De Montfort University ("the University"). The University has a public statutory obligation to establish and/or recognise an association of individuals drawn from and representing its whole student body. The University is placed under further formal responsibilities for the activities of DSU. Arising from those responsibilities and the totality of the environment in which the University conducts its affairs, the University properly expects that DSU will display in all its activities the conspicuous and continuing probity, accountability and transparency which is expected of the whole University community of which DSU forms part.

Within this context, the University recognises the spirit of its public statutory obligations in wishing to cede to DSU as much autonomy and self-regulation in its activities as will be consistent with the need for the responsible representation of the interests of the whole student body (whether or not members of the union). At the same time, the University wishes to provide DSU with appropriate assistance in fulfilling its strategy to enrich the experience of all registered students of the University. To this end, the Vice-Chancellor of the University normally designates a member of the Executive Committee of the University to be responsible for the implementation of University policies relating to DSU.

2 Freedom of speech

The Code of Practice on Freedom of Speech within De Montfort University (Ref Board of Governors 99-00/08) applies to all members and staff of DSU.

3 Voluntary membership in the DSU

The University will advise all students of their right not to be a member of DSU during the registration process.

If exercised, the right to opt out will remain applicable for the whole of the academic year to prevent frivolous or tactical opting out.

Opted out students will have the following rights:

All DSU clubs and societies will be open to all DMU University students and will be non-discriminatory in their aims and objectives. Different levels of membership fee may be determined for students who are members of DSU and for opted out members. An opted out student may not hold any office in DSU, its clubs or societies.

DSU shops and catering facilities will be open to all students. Other DSU services or facilities will be available to all students with DSU members being given priority.

Opted out students will not be eligible to stand for office or to vote in any DSU election.

An opted out student will only be entitled to enter DSU bar areas if signed in as a guest by a bona fide member.

An opted out student will only be entitled to enter any DSU social event if signed in as a guest by a bona fide member. Entrance fees may vary for members and non-members of the Union.

4 Associate Colleges

All De Montfort University registered HE students studying at Associate Colleges shall be full members of DSU unless they have decided to relinquish their membership in accordance with the “opt out” regulations.

5 Financial protocols

- 5.1** DSU is responsible for ensuring that funds provided to it by the University are used only in accord with the Education Act 1994, this Code of Practice and any other statutory or legal requirements or other conditions that the University may from time to time prescribe.
- 5.2** The Union General Manager is required to satisfy the University that all such conditions are complied with. The General Manager has the responsibility to advise the DSU, if at any time, any action or policy under consideration by DSU appears to the General Manager to be incompatible with the terms of this Code of Practice. Should DSU decide nevertheless to proceed, the General Manager is required to inform the University in writing.

In addition to the provisions of the constitution, DSU is required to:

- 5.3** Plan and conduct its financial affairs so as to ensure that its total income is at least sufficient, in every year, to meet its total expenditure and that its financial solvency is maintained.
- 5.4** Obtain the prior written consent of the University Director of Finance to any single transaction in excess of £25,000, including land, buildings or equipment.
- 5.5** Obtain the prior written consent of the University Director of Finance to the borrowing of any money for a period in excess of 12 months.
- 5.6** Not assign or transfer any of its rights or obligations to a third party without the prior written consent of the University.
- 5.7** Not give any guarantees or indemnities (including contingent liabilities) other than in the normal course of business without the prior written consent of the University.
- 5.8** Maintain adequate insurance cover.
- 5.9** Make a submission for grant aid, including detailed proposed budgets for the following financial year, as part of the University’s general budgeting process. This normally commences in the February preceding the financial year commencing 1 August.
- 5.10** Make available the books and accounting records of DSU to the University for inspection on request.
- 5.11** Submit monthly management accounts to the Vice-Chancellor’s designated representative.

5.12 Prepare audited annual accounts in accordance with generally accepted accounting principles no more than two months from the end of the financial year and submit them to the University for consideration by its Finance Committee and Board of Governors.

Failure to comply with this Code of Practice or any statutory requirements may require the repayment in whole or part of funds paid by the University to DSU, together with interest in respect of any period during which a sum due to the University under this or any other condition remains unpaid.

6 Definitions

Associate College shall mean any educational establishment with which the University has signed a collaboration agreement to provide educational services for students registered on University programmes.

University days shall mean working days during term time as defined in the University Academic Calendar.

7 DSU Senior Staff Protocol

All members of Senior Staff of DSU will be subject to the DSU Senior Staff protocol attached at annex A.