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**COLEG
CAMBRIA**

STUDENT VOICE CONSTITUTION

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**CONSTITUTION OF COLEG CAMBRIA STUDENT VOICE
(AN UNINCORPORATED ASSOCIATION)**

QUICK DEFINITIONS

MEMBERS

All Coleg Cambria students who are aged 16 and over are considered members of Coleg Cambria Student Voice (CCSV) and have a right to have their voice heard.

REPRESENTATIVES

Representatives (Reps) are the students who have been elected by a class vote, or by accepting a nomination, to represent the voice of their class.

CAMPUS COUNCIL MEMBERS

These are the Reps who have been selected to represent their classes and campus in meetings with members of the Senior Management Team.

STUDENT VICE PRESIDENTS

These are the Reps who have individually been elected to represent their campus and to perform additional duties, including chairing Campus Council meetings.

EXECUTIVE COMMITTEE

The Executive Committee is made up of Student Voice Officers, each responsible for different duties, across the campuses.

STUDENT GOVERNORS

2 Student Governors (eligible students aged 16 and over, during the time they are enrolled as current students) are chosen by a combination of election and interviews to represent the interests of the students on the Board of Governors. Student Governors may serve a term of two years subject to remaining as enrolled learners.

Coleg Cambria's Student Voice (CCSV) is a students' association within the meaning of the Education Act 1994, acting as a voice for our members, with a strong focus on educational interests and welfare. Coleg Cambria provides us with resources to help us meet our Objectives.

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OBJECTIVES:

We aim to advance the education of Coleg Cambria students for the benefit of all by:

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Providing social, cultural, sporting and recreational activities for students.

Providing forums for discussion and debate.

Keeping students aware of Student Voice activities.

Being the recognised Representative channel between students, Coleg Cambria and relevant external organisations.

Promoting the interests and welfare of Coleg Cambria Students by representing, supporting and advising them.

Promoting Coleg Cambria.



POWERS:

So that we can carry out our objectives, we have the power to:

- Provide and promote activities, services and facilities for our members;
- Raise funds and receive grants and donations; and
- Do anything which is lawful to achieve our objectives.

MONEY AND PROPERTY:

Our money and property must only be used to help us carry out our objectives.

The Executive Committee cannot receive any money or property from us except their reasonable out-of-pocket expenses.

Representatives may be awarded with vouchers for certain Student Voice events – including but not limited to assisting as a Student Ambassador at Open Events – but no other payment will be made.

MEMBERS:

The following conditions and eligibility requirements apply to membership of Coleg Cambria Student Voice:

All members of Coleg Cambria Student Voice are eligible to put themselves forward as Student Reps for their class.

Valid members are all students aged 16 and over, during the time they are enrolled as current students at Coleg Cambria.

All members are eligible for NUS/Totum discount and ID cards.

Membership of Student Voice ends when you stop being a Coleg Cambria student OR if a decision is made to remove you under the Coleg Cambria 'Code of Conduct'. The Executive Committee will use and monitor the 'Code of Conduct' that all members must keep to, including when members are involved in activities or events that are run or organised by us.

Members can use our facilities and take part in our educational, social, sporting and cultural activities.

Members can speak and vote at meetings, nominate other members for positions with additional responsibilities, stand and vote in our elections, and hold office in clubs, societies and on our Executive Committee.

Staff members who are also students are not members of Student Voice.

Current enrolled students of Coleg Cambria under the age of 16 cannot be members, but can take part in selected activities as approved by the Executive Committee. They are not eligible for NUS/Totum discount and ID

ELECTIONS:

Members are able to take up various roles made available to them through Coleg Cambria Student Voice. In line with the Education Act 1994, all Student/Class Reps, Student Vice Presidents and Student Presidents will be elected by secret ballots of relevant members (see page 4). Campus Council Reps and Student Officers will first be interviewed and final eligible candidates will be presented for elections by secret ballots of relevant members.

FE STUDENT VOICE REPRESENTATIVES:



The following roles make up the framework of the Coleg Cambria Student Voice system – each of these positions of responsibility has its own election processes:

<p>STUDENTS</p> <p>All Students being represented by the below roles. Student Voice (CCSV) and have a right to have their voice heard.</p>	<p>All Students being represented by the below roles. All Students have the opportunity to have their voice heard. This can be done by providing feedback to Student Reps, taking part in focus groups, using their votes to select their Student President, using the Have Your Say platform and taking part in groups, clubs and activities.</p>
<p>STUDENT / CLASS REPRESENTATIVES</p> <p>Approx. 1 – 2 per Class, Tutor, Pastoral, Progress or ILP Group</p>	<p>Students are invited to express an interest in becoming Student Reps, also referred to as Class Reps, to their Progress Coaches. These candidates are elected/nominated by their class for the role. Each class puts forward 1 or 2 Student Reps on equal standing as the voice of their class. Speak to your Progress Coach about becoming a Student Rep.</p>
<p>CAMPUS COUNCIL REPRESENTATIVES</p> <p>Approx. 12 per Campus</p>	<p>Following their Training period, Student Reps will be invited to submit proposals and ideas to members of senior management during a Campus Council, within term 1 and term 2.</p>
<p>STUDENT VICE PRESIDENT</p> <p>1 per Campus</p>	<p>Each academic year, all Campus Council Reps* are given the opportunity to campaign for the position of Student Vice President for their campus. All students are eligible to vote. Votes will be concluded by the end of May. As the only eligible candidates, Student Vice Presidents are requested to campaign for the Student President roles in September- October.</p>
<p>STUDENT PRESIDENT</p> <p>1 per 3 Campuses</p>	<p>Student Vice Presidents are requested to campaign for the Student President roles in September-October. 2 x Student Presidents are elected in November. All students with membership status are eligible to vote. Campus Group coverage: North-East: Yale, Bersham Road & Llysfasi North-West: Deeside, Deeside 6th & Northop</p>

Each level of elected/nominated Representative status is awarded for one academic year only, with the exception of Student Vice Presidents, who take up their positions from 1st July – 30th June, overlapping the academic years.

* If no Campus Council Reps apply for the Student Vice President position, applications will be opened up to Student Reps and then Students respectively.

DUTIES OF FE STUDENT VOICE REPRESENTATIVES:



Each StudentVoice Representative role has its own responsibilities:

<p>STUDENTS</p> <p>All Students being represented by the below roles.</p>	<p>As all Students are members of Coleg Cambria Student Voice (subject to the guidelines stated on page 3) all Students have the responsibility of making sure their views are fed into the Student Voice platforms. If a class does not have a Student Rep, they can offer to become the Student Rep or they can contact the Student Voice Engagement Officer directly</p>
<p>STUDENT / CLASS REPRESENTATIVES</p> <p>Approx. 1 - 2 per Class, Tutor, Pastoral, Progress or ILP Group</p>	<p>All Student Reps will receive training for their role, with the first sessions taking place in October, and additional sessions taking place as required throughout the academic year. Training sessions can be delivered by the Student Voice Engagement Officer, other appropriate members, staff or guest speakers. Student Reps are responsible for gathering the views of their class for presenting at meetings E.g Via a google form in preparation for Campus Council Meetings.</p>
<p>CAMPUS COUNCIL REPRESENTATIVES</p> <p>Approx. 12 per Campus</p>	<p>Campus Council Reps are required to attend one Campus Council meeting per term - If they are unable to attend, they are able to submit their ideas via a Google Form. At Campus Council meetings they are responsible for representing their area of study.</p>
<p>STUDENT VICE PRESIDENT</p> <p>1 per Campus</p>	<p>Student Vice Presidents hold the additional responsibility of chairing Campus Council meetings. Vice Presidents should also be prepared to take the lead on Student-led Student Voice activities and campaigns. In the September-October of their Vice-Presidency, they are also required to prepare a campaign for Presidency of their campus group.</p>
<p>STUDENT PRESIDENT</p> <p>1 per 3 Campuses</p>	<p>Each Student President is responsible for overseeing 3 campuses. Both Presidents are jointly responsible for chairing the Student Parliament - at least one President must be in attendance. Student Presidents are also responsible for overseeing campaigns and Student Voice-led projects across their campus group to ensure they are kept up to date and on track.</p>

Representatives who fail to complete the relevant level of training within a reasonable period may be asked to hand their role over to another member of their class.

If a Vice-President or President resigns, another election will be held, or if there is not sufficient time (to be negotiated with Senior Management), the second place candidate should be offered the Presidency.

THE STUDENT VOICE PLATFORM:

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The following meetings, events and tools form the main platform of Coleg Cambria Student Voice, with details of and access to each being available through the StudentVoice website:

STUDENT REP MEETINGS

The Student/Class Reps for each class are required to gain feedback, concerns, suggestions and ideas from the students in their class or tutor group. These are then raised through the Student Voice Channels below and Student Rep Meetings once per term.

STUDENT REP MEETINGS – SUB-DIRECTORATE / DIRECTORATE

Student Reps are often asked to meet as a sub-directorate / directorate at least once per term. These meetings are often held in the presence of a Vice Principal, Assistant Principal or Curriculum Director.

CAMPUS COUNCIL MEETINGS

The Campus Council is responsible for setting our policy (which can be overturned at Student Parliament or Referendum), making and amending Schedules – Representative roles/duties, training, Student Voice calendar – and acting as a consultation forum for raising matters discussion and action. Campus Council members can include the CEO, deputy CEOs, the Principal, and representative Vice Principals, Assistant Principals or Curriculum Directors.

STUDENT PARLIAMENT

At least once per academic year, a Student Parliament will be held, with a minimum of 40 Student Reps attending, to bring together all Student Reps, Campus Council Reps and Student Vice-/Presidents from all campuses. Where policies are brought forward for discussion, only these representative members are eligible as voting delegates.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for the day-to-day running of Student Voice in line with the constitution and any schedules, any relevant legislation and any decisions made by the Campus Council, or by members at a Parliament or Referendum.

FOCUS GROUPS

All members are eligible to attend focus groups to discuss in depth a focused topic – e.g. catering, Additional Learning Needs, young carers, Etc.

HAVE YOUR SAY

All members have access to the Have Your Say tool on the Student Voice website. Through this platform, members can share ideas, suggestions or requests and encourage other members to upvote or downvote according to their agreement.

REFERENDUMS:

A referendum, in which all members are allowed to vote, may be called on any issue by a majority vote of at least two thirds of all Campus Council members, or, agreement by both Student Presidents if they receive a petition setting out the issue and the name, course, student number and signature of at least 200 members. In the instance of a referendum, policy set by a referendum can overturn policy set by the members at the Student Parliament or by the Campus Council.

EXECUTIVE COMMITTEE:

The Executive Committee will include the Student Presidents and Student Governors, Vice Presidents, Student Officers, the HE Officer and the WBL Officer. The Chairs of Student Social Groups can also sit on this committee. All members of the Executive Committee are known as Executive Officers.

The Executive Committee can add to its membership by co-opting up to 8 Student Reps.

The Executive Committee will run Student Voice on a day-to-day basis in line with the constitution and the schedules, any relevant legislation, any decisions the members make at a Parliament or a referendum, or decisions made by the Campus Council.

A full list of Student Officer positions available within the Executive Committee can be found on Page 8.

The Executive Committee will meet a minimum of twice per academic year, either in person, or virtually where officers are unable to attend in person.

EXECUTIVE OFFICERS WILL NO LONGER BE OFFICERS IF:

a) They resign by giving notice;

Because the position of an officer is a privilege of membership, Executive Officers can also have their position withdrawn if they break the Coleg Cambria 'Code of Conduct'.

THE STUDENT VOICE PLATFORM:

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POWERS OF THE EXECUTIVE COMMITTEE:

The Executive Committee are responsible for overseeing the way our Student Voice is managed, our governance (having proper arrangements in place for overseeing what we do), proposed spending and strategy.

The Committee can override any decision or policy made by the members at a Parliament, a referendum and by the Campus Council which:

- Has or may have serious financial effects for us;
- Is or may be against the law; or
- May not be in our best interests.

EXECUTIVE COMMITTEE – STUDENT OFFICERS

Campus Leaders

- Student Governors
- Presidents
- Vice Presidents

Details of Student Officer duties can be found on Pages 9–12 and are designed to be supporting roles for the Campus Leaders team.

Student Reps are eligible to hold multiple roles, E.g. Campus Council Rep and Women's Officers, so long as complaints are not received from teaching staff that your academic progress has slipped. Students in positions whose work is beginning to become sub-standard or of concern may be removed from positions/additional positions.

STUDENT OFFICERS WILL BE RECRUITED THROUGH THE FOLLOWING PROCESS

- Student Reps will be invited to submit applications for their preferred position(s)
- Candidates will be invited to attend an interview panel
- Roles requiring a specific skill (e.g. Welsh Language Officer) will also be required to submit to an appropriate test of their skill
- Shortlisted candidates will then be chosen by way of election

STUDENT OFFICERS

- ALN
- Enterprise & Charity
- Sustainability
- Chaplaincy
- ESOL
- Welsh Language
- Wellbeing
- Mature Students
- LGBTQ+, Disabilities

EXECUTIVE COMMITTEE – DUTIES OF STUDENT OFFICERS:

All Student Officers will be responsible for assisting with and coordinating Student Voice activities within their role. They will be expected to come up with their own ideas and suggestions for sessions and updates related to their area of office e.g. The Enterprise and Charity Officer would need to think of and be involved in methods of raising funds for Coleg Cambria Student Voice in order that we can have funds for putting on sessions and activities and have the ability to invite guest speakers on relevant topics for our Members.

All ideas, suggestions and activities will be discussed as an Executive Committee before gaining approval and assistance from relevant staff at Coleg Cambria.

Student Officers will be primarily based on their campus of study but will be expected to also get involved in sessions on other campuses within reason.

THE STUDENT OFFICER ROLE IS VOLUNTARY AND IS FOR A TERM OF 1 ACADEMIC YEAR ONLY.

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STUDENT OFFICER ROLES

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ALN OFFICER

In this role, the Student Officer will be responsible for working closely with the ALN (Additional Learning Needs) & ILS (Independent Life Skills) teams to ensure that students with ALN or studying ILS courses have their needs fully represented. This Student Officer is also invited to take part in the following termly advisory groups as a representative of Students (with attendance from support staff where required): Equality & Diversity Group.

ENTERPRISE & CHARITY OFFICER

Are you innovative, enthusiastic and have a passion for charity & fundraising? We are currently recruiting for a new Student Enterprise & Charity Officer, to take a lead on our student-led enterprise committee. Calon is our charitable arm at Cambria that offers exciting opportunities to fundraise & volunteer.

ESOL OFFICER

In this role, the Student Officer will be responsible for helping to co-ordinate activities for, promote awareness of and represent the rights of International students across the campuses. This Student Officer is also invited to take part in the following termly advisory groups as a representative of Students: Equality & Diversity Group.

ETHNIC MINORITIES OFFICER

In this role, the Student Officer will be responsible for helping to co-ordinate activities for, promote awareness of and represent the rights of Ethnic Minority students across the campuses. This Student Officer is also invited to take part in the following termly advisory groups as a representative of Students: Equality & Diversity Group.

DISABILITIES OFFICER

In this role, the Student Officer will be responsible for helping to co-ordinate activities for, promote awareness of and represent the rights of disabled students across the campuses and any issues they may face. This Student Officer is also invited to take part in the following termly advisory groups as a representative of Students: Equality & Diversity Group; Disabled Students Group.

STUDENT OFFICER ROLES

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LGBTQ+ OFFICER

In this role, the Student Officer will be responsible for helping to co-ordinate activities for, promote awareness of and represent the rights of LGBTQ+ students across the campuses. This Student Officer is also invited to take part in the following termly advisory groups as a representative of Students: Equality & Diversity Group; LGBTQ+ Advisory Group

MATURE STUDENT'S OFFICER

In this role, the Student Officer will be responsible for helping to co-ordinate activities for, promote awareness of and represent the rights of mature students across the campuses. This Student Officer is also invited to take part in the following termly staff advisory groups as a representative of Students: Equality & Diversity Group.

SUSTAINABILITY OFFICER

In this role, the Student Officer will be responsible for working with other 'Rights' Officers and helping to co-ordinate environmental, ecological and sustainability activities and groups across the campuses. This Student Officer may also invited to take part in relevant termly advisory groups as a representative of Students.

WELLBEING OFFICER

To come up with ideas for wellbeing activities we can run in the hubs. Support with setting up for events (Mental health weeks etc). Provide feedback. Support with spreading the word for mental health and wellbeing.

WELSH LANGUAGE OFFICER

In this role, the Student Officer will be responsible for working closely with the Coleg Cymraeg Cenedlaethol Branch Officer to promote the Welsh Language across all campuses and to ensure that Coleg Cambria Student Voice maintain a strong connection with the Welsh language. A further element of this role will be to assist with recruitment and co-ordination of Welsh Ambassador students. This Student Officer is also invited to take part in the following termly advisory groups as a representative of Students: Equality & Diversity Group.

EXECUTIVE COMMITTEE – MEETINGS:

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The Executive Committee must hold at least two meetings each academic year. Executive Committee meetings can be called (arranged) by any two Executive Officers.

At least seven days' notice will normally be given for an Executive Committee meeting. Shorter notice can be given if all Executive Officers agree or if a meeting needs to be held urgently and so it is not possible to give seven days' notice.

At least four members must be present at Executive Committee meetings in order to be able to make decisions. The Student Presidents will chair and vice-chair the Executive Committee meetings. If neither of the Student Presidents are available, the attendees at the meeting will appoint another Executive Officer to act as a chairperson.

The Executive Committee will make decisions by a majority vote. If there are an equal number of votes on an issue, the Chair person will have a casting vote on top of any other vote they may have.

An Executive Committee meeting may be held in person where practical, by phone or by any other electronic or virtual means agreed by the Executive Committee.

EXECUTIVE COMMITTEE DECISIONS WITHOUT A MEETING:

If all of the Executive Committee officers agree on a matter, they may make a decision without holding an Executive Committee meeting, by telling each other that they agree.

STUDENT GOVERNORS:

Each academic year, two students take up the positions of Student Governors on the Coleg Cambria Board of Governors. These students remain in position for 1 full academic year, after which the recruitment process starts again.

STUDENT GOVERNORS – ELIGIBILITY & RECRUITMENT PROCESS:

In April, Campus Council Reps returning for study in the next academic year are invited to submit an application for the Student Governor positions. Applications should be accompanied by a reference written on Coleg Cambria headed paper from at least one of the applicant's lecturers. Applications for the Student Governor positions will be shortlisted to a maximum of 3 candidates per campus. Shortlisted candidates will be required to provide a short statement on why they should be chosen to be put forward as the candidate for their campus. Candidates will then be voted on by Student Voice members.

Following elections, the chosen candidate from each campus will be interviewed by members from the Board of Governors and 2 will be chosen as Student Governors. Interviews will take place mid-June before recommendation takes place at the end of June Board.

STUDENT GOVERNORS – JOB DESCRIPTION:

Additional information relating to the role of Student Governor can be found on the following links:

- Student Governor Preparation Pack
- AOC: The Role of the Student Governor as a Member of a College Governing Body

CLUBS AND SOCIETIES:

Clubs and societies may be recognised by the Campus Council as long as they meet the requirements of Coleg Cambria and contribute to student development, either academically or personally.

CONFLICTS OF INTEREST:

Whenever a matter is to be discussed at a meeting and a member has a conflict of interest, they must tell the other members about the interest. They will have to temporarily leave the meeting while the matter is discussed and voted on before they can return.

AFFILIATION TO OTHER ORGANISATIONS:

Any proposal to affiliate to another organisation must be approved by the members at a Student Parliament or by a referendum and is subject to approval by Coleg Cambria. We will tell Coleg Cambria about all proposed new links to other organisations, including the name of the organisation and the fee to be paid.

We will include details of all links to other organisations and each fee paid on the Student Voice Website. Our Student Voice Website is available to all our members and to Coleg Cambria.

If our members want to object to a current link to any particular organization, they must present a petition, signed by at least 200 members and including their Student Number, to one of the Presidents. We will call a referendum on the issue. We cannot hold a referendum about the same matter in the same academic year.

EXECUTIVE COMMITTEE – MEETINGS:



COMPLAINTS PROCEDURE:

If we receive any complaints about a Representative, the Executive Committee or any member of the Student Council, we will deal with these under the complaints procedure set out by Coleg Cambria.

FINANCE:

We will receive appropriate resources from Coleg Cambria to allow us to carry out our objectives.

ACCOUNTS AND REPORTS:

The Executive Committee will entrust Coleg Cambria to keep to the Education Act 1994 and the Charities Act 1993 in relation to keeping financial records and auditing or examining accounts.

MINUTES:

The Executive Committee will ensure minutes of every meeting, including focus groups – unless protected due to the nature of their discussions (e.g. young carers, vulnerable adults or ALN focus groups) – are kept and made available to all members via the Student Voice Website.

AMENDMENTS TO THE CONSTITUTION:

The Campus Councils and Coleg Cambria will review this constitution a minimum of every five years.

The constitution can only be amended by a resolution passed at all Campus Council meetings by at least two thirds of those present and entitled to vote, as long as Coleg Cambria approves the amendments.

INTERPRETATION:

If anyone challenges any part of this constitution, we will ask our Presidents to make a decision.

If a President's decision is challenged, following legal advice, we will ask the Campus Council to make a decision.

If a member of our association is not satisfied with the Campus Council's decision they may appeal to the Chair of the Board of Governors, whose decision will be final.

MEETINGS NOT ALREADY SPECIFIED:

Any Student Governor/President, Vice President, HE, WBL or Student Officer can request any additional meetings and with the agreement of the Principal of Coleg Cambria, this can go ahead.

PROTECTION AGAINST LIABILITY:

Every member will be, and every other officer or auditor of our union may be, covered against any liability they face in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted, or in connection with any application in which the court finds:

- they have not been negligent,
- not failed to carry out their duties, or
- not broken trust in relation to our work, and against all costs, charges, losses, expenses, or liabilities they face in carrying out their duties in relation to StudentVoice activities.

WINDING UP:

debts have been paid will belong to and be held by Coleg Cambria in trust for the purposes of a students' association that represents the students of Coleg Cambria.

STUDENT VOICE CALENDAR:

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The following is an outline of the Student Voice activities as they happen, month-by-month, in the academic calendar.

TERM 1 - AUTUMN TERM

SEPTEMBER:

- Freshers Fairs
- Student Rep Registrations

SEPTEMBER/OCTOBER:

- Student President Campaigns & Elections

OCTOBER:

- Student Rep Training
- Student Rep Team Building Day

NOVEMBER/DECEMBER:

- Term 1 Campus Council Meetings
- Christmas Fairs

DURING TERM 1:

- Term 1 Student Rep Meetings
- Term 1 Executive Committee Meeting
- Term 1 Equality & Diversity Meetings

TERM 2 - SPRING TERM

JANUARY:

- Freshers Fairs

FEBRUARY:

- Student Parliament
- ILS Team Building Day

MARCH:

- Term 2 Campus Council Meetings

DURING TERM 2:

- Applications for Student Governors
- Applications for Student Vice-Presidents
- Term 2 Student Rep Meetings\
- Term 2 Executive Committee Meeting
- Term 2 Equality & Diversity Meetings

- * NUS Wales Conference
- * NUS National Conference
- * NUS Liberation Conference

* Can take place in either Term 2 or Term 3.

TERM 3 - SUMMER TERM

APRIL:

- Applications for Student Governors
- Applications for Student Vice-Presidents

MAY:

- Student Governor Campaigns & Elections for Shortlist
- Student Vice-President Campaigns & Elections

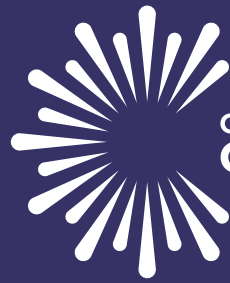
JUNE:

- Trade Olympics event - Bersham Road
- Student Governor Interviews
- Cambria Fest

DURING TERM 3*:

- Term 3 Equality & Diversity Meetings
- * Term 3 Student Rep Meetings
- * Term 3 Executive Committee Meeting

* If required. ** Can take place in either Term 2 or Term 3.



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