

Regulation A10-5: Student Networks

Revised: November 2020

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1. Student Network Governance

- 1.1 Robert Gordon University Student Association (the “Union”) shall facilitate and support a number of affiliated student networks which enhance the student experience and further the objects of the Union.
- 1.2 Student networks shall be overseen and governed by the Sabbatical Executive Committee and supported by Union Staff but shall be separately run and coordinated by Ordinary Members.
- 1.3 Student networks affiliated with the Union are expected to abide by the Union’s Student Activities Regulation along with all relevant policies of the Union which cover the undertakings of student activities.
- 1.4 The Staff Team at the Union shall have responsibility, as delegated by the Sabbatical Presidents and Trustee Board, to support the running of student networks. This support shall include, but is not limited to, management of the budgets and finances for student networks, assistance with promotion of student networks, training and development of student networks, and overseeing the administration of student networks.

2. Student Network Formation

- 2.1 All matriculated students shall be able to set up their own student network. Any student network must be based on one or more of the protected characteristics as designated in the Equality Act 2010. In order for student networks to be set up, or to affiliate with the Union, an application process must be completed.
- 2.2 The student network set-up process shall be:
 - 2.2.1 Meet with the President (Education and Welfare) and Vice President (Welfare) to discuss ideas and the purpose of the student network, as well as to receive information on how to run a student network;
 - 2.2.2 Complete an Application Form, detailing the student network name, objectives and purpose for the student network and plans for the year;
 - 2.2.3 Write a student network constitution detailing the objectives of the student network, the rules for the running of the student network and the positions on the committee;
 - 2.2.4 Additional paperwork such as risk assessments or insurance documents may be needed based on the nature of the proposed student network activities. Meet with the Union to discuss whether any additional paperwork shall be needed;
 - 2.2.5 Student network applications shall be reviewed and approved based on the information provided in the application, whether there is sufficient membership to sustain the student network, similarities with other student activities, rules and policies of the Union. The President (Education and Welfare), Vice President (Welfare) and appropriate staff members shall review all student network applications;
 - 2.2.6 Student networks must engage with the Union processes throughout the academic year and submit required paperwork to maintain their

affiliated status. Student networks which fail to engage for a period of one year, have to reapply for membership in future years.

3. Student Network Documentation

- 3.1 Student networks shall be required to complete constitution paperwork but may not be required to charge membership fees.
- 3.2 Student networks will be required to provide all appropriate paperwork required to abide by regulations and laws, such as around fundraising, food hygiene, personal disclosure, emergency contacts and more.
- 3.3 The Student Network Development Plan is for student networks to outline their name, purpose and proposed activities for the year. The plan will outline how they will improve the student network that year, engage new people, and participate in fundraising activities. Student networks should work with the President (Education and Welfare), Vice President (Welfare) and the Union's Student Development & Volunteering Co-ordinator to ensure plans are complete.

4. Student Network Membership

- 4.1 A membership may not be required to participate in the activities of a student network. However, membership may be obtained by engaging with the student network committee or the President (Education & Welfare).
- 4.2 Student networks are not required to charge a membership fee.
- 4.3 Student networks shall be able to accept members who are not students of Robert Gordon University, but 50% plus one of the current members must be students of Robert Gordon University.
- 4.4 Membership shall run from August to July each year, and membership can be obtained at any point throughout the year.
- 4.5 Student networks may offer incentives or benefits to members such as discount cards, merchandise or otherwise. The student network committee shall be responsible for managing the distribution of such items; however, the Union may assist.
- 4.6 All individuals shall be entitled to be a member of a student network and must not be discriminated against based on gender, race, sexual orientation, disability or other characteristic

5. Student Network Committees and Leadership

- 5.1 Each student network shall be expected to elect a committee comprised of a team of students who run the student network who shall undertake duties in the vein of a President, Vice President, Treasurer and Communication & Engagement Lead as a minimum. They shall be responsible for the running of the student network and shall be expected to work with the Union to ensure the proper running of the student network.

- 5.2 The duties expected of a student network committee and delegated to particular members may include, but are not limited to:
- 5.2.1 Organising regular student network meetings with members;
 - 5.2.2 Overseeing and implementing the objectives and functions of the student network;
 - 5.2.3 Liaising with the President (Education and Welfare) and Vice President (Welfare) no fewer than twice a semester to discuss the operations and development of the student network;
 - 5.2.4 Submitting all required paperwork to the Union;
 - 5.2.5 Attending Student Voice, the Union's Annual General Meeting and any other appropriate meetings;
 - 5.2.6 Management of the budget and finances of the student network and the authorising of expenses;
 - 5.2.7 Attending student network training and liaising with the Union on this matter;
 - 5.2.8 Organising events and activities for the benefit of student network members;
 - 5.2.9 Ensuring the sustainability of the student network by recruiting members, hosting an AGM and carrying out a handover.
- 5.3 A student networks may introduce new committee positions or make other key decisions if agreed by the student network committee at a meeting with no less than 50% plus one of the committee members in attendance.
- 5.4 The decisions of a student network committee may be subject to question by a quorum of 75% of the student network's membership, or subject to external ruling through the Union's Complaints Regulation.
- 5.5 In the situation where a decision is tied, the President of the student network shall have the casting vote. Where conflict arises in the Committee, the Union shall act as a mediator to deal with the situation in an appropriate manner

6. Student Network Elections

- 6.1 Student network committee positions shall be filled through an election from members of the student network at the Annual General Meeting for the student network. All members are eligible to stand for election as long as they shall continue to be a matriculated student of Robert Gordon University the following year.
- 6.2 Elections may be decided either by an open vote or a secret ballot. Votes shall be cast by current members of the student network by a show of hands, ballot slips, or by electronic means where appropriate. During the elections any member of the student network may ask for a secret ballot, where the ballot slips shall be counted by an impartial individual.
- 6.3 Student networks may ask a representative from the Union to support and oversee their elections to ensure a fair and democratic process.
- 6.4 A candidate must achieve a majority of the vote to be elected to a student network committee position.
- 6.5 Student networks are expected to engage and vote for positions in the main Union elections, particularly in promoting the President (Education and Welfare) and Vice President (Welfare) Elected Officer positions.

7. Student Network Finances

- 7.1 Student networks may be allocated funding by the Sabbatical Executive Committee from the Union budget on a needs basis. Student networks may work with the Sabbatical Executive Committee to discuss budgeting and present proposals; however, funding will be allocated separate to the society funding and respective of the Union's overall budget.

8. Student Network Activities

- 8.1 Student networks shall be required to hold an Annual General Meeting ("AGM") once a year to elect their new committee and to review the year's activities.
- 8.1.1 The AGM usually takes place at the end of the academic year and may be a stand-alone event or part of another social event.
 - 8.1.2 All members of the student network must be invited to attend and given at least fourteen days' notice of the meeting. Only fully matriculated members of the student network may vote or speak during the meeting.
 - 8.1.3 The agenda for the meeting should be sent in advance to members and should normally include the minutes from the previous AGM, summary of student network activities, annual financial report, election of new committee and approval of the constitution.
 - 8.1.4 The minutes of the meeting must be taken as a record of all the items discussed and the votes cast. The minutes of a student network AGM must be circulated to the President (Education and Welfare) within 10 working days of the AGM.
 - 8.1.5 The quorum for a student network AGM shall be 50% plus one of the current members of the members of the student network.
 - 8.1.6 The AGM will be chaired by the President of the student network, or another committee member, and the student network may invite a representative of the Union to support the AGM.
- 8.2 If a quorum is not present at a student network AGM within half an hour, or is not sustained throughout, then the meeting shall be adjourned and rescheduled within ten working days of the original notice.
- 8.3 If a quorum is not present at a rescheduled meeting, all matters on the agenda shall be delegated to the student network committee and dealt with in consultation with the President (Education and Welfare) and Vice President (Welfare).
- 8.3.1 Any decisions of a student network committee may be subject to question by a quorum of 50% plus one of the current members, or subject to external ruling through the Union's Complaints Regulation.
- 8.4 Student networks shall be issued with an e-mail address and print code by the Union, which must be used appropriately. Student networks will be expected to treat all Union and University facilities and equipment respectfully.
- 8.5 Student networks may set up social media accounts for their group. Any social media accounts created for a student network must use their Union issued e-mail address, and any social media usage and activities must be respectful and adhere to the Union and Universities social media policies. Student networks using the 'RGU' and 'RGU:Union' brand must not make any statements or issue communications which are false or could bring the reputation of the Union or University into disrepute.

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- 8.6 All student network members must behave in a manner that positively reflects the student network, Union and University. It is unacceptable to engage in any discrimination or anti-social behaviour. Students must be cautious whilst under the influence of alcohol during social activities so that they do not damage the reputation of the Union or University. The use of drugs, or the consumption of alcohol, while using transport, is strictly prohibited.
- 8.7 Student networks shall not be permitted to undertake or condone any initiation activities. All members must be treated equally and allowed the opportunity to join and participate without any discrimination or harassment.
- 8.8 Student networks which breach stated regulations or policies may be investigated by the Sabbatical Executive Committee. If misconduct takes place, the student network may be referred to a Discipline Committee of the Union. Individuals may also make complaints about student networks, which will be investigated under the Union's Complaints Regulation.
- 8.9 In the event of an accident during a student network event or meeting, members should follow the accident procedure, contact the Union and complete the required Accident Report Form.