

GKCSA

Glasgow Kelvin College Student Association

STUDENT ASSOCIATION CONSTITUTION

December 2025

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Foreword

Glasgow Kelvin College has a Student Association called the **Glasgow Kelvin College Student Association** ("the Association").

Aims & Objectives

The Association exists to:

- Improve every part of the student experience.
- Provide opportunities for recreation, socialising, and personal development that support students' wellbeing and help them get involved in college life.
- Act as a link between students, the College Board of Management, and the College Leadership Team.
- Raise and act on issues that matter to students.
- Represent students' views both within the college and in the wider community.
- Communicate clearly and regularly with students through digital platforms, social media, campaigns, newsletters, and events.
- Use student feedback—through Class Reps, surveys, and engagement activities—to shape campaigns, priorities, and representation.
- Recognise the contribution of Class Reps and volunteers through certificates, awards, or references.
- Promote equality, diversity, and inclusion, ensuring all students can take part fully and fairly.
- Support environmental awareness and sustainability initiatives across campuses.

Powers

To carry out its aims, the Association can:

- Appoint and replace officers as set out in the Constitution.
- Enter into responsible contracts and agreements (following College financial rules and under supervision of the Learner Engagement Officer).
- Hold property or equipment needed for Association activities.
- Report regularly to the College Board of Management.
- Suggest actions to improve student welfare to relevant College committees.
- Join external organisations with similar aims, with College Leadership Team agreement.
- Create Committees or Sub-Committees where needed.
- Take any legal action that benefits the Association's aims.
- Work in partnership with Glasgow Kelvin College through the Student Partnership Agreement.

These powers must follow the annual budget set by the College Leadership Team and approved by the Board of Management.

Membership

- All enrolled students of Glasgow Kelvin College are full members of the Association.
- Students may opt out of membership or resign in writing to the Student Executive Committee.

Elections

- Presidents are elected annually by the last week of May. Both Presidents represent the student body on the College Board of Management.
- All other Committee positions are elected by the last week of October.
- Election dates and regulations will be shared through college communication channels within six weeks of the start of term.

Returning Officer

- The Returning Officer (not a member of the Association) is appointed by the Learner Engagement Officer.
- They may appoint others to assist with election duties.
- They ensure elections are fair and handle any complaints. Their decision is final.

Nominations

- Students will be informed at least two weeks before nominations open.
- Nomination forms are submitted through Microsoft Forms before the deadline.
- A full candidate list will be shared through email and Teams after nominations close.

Voting

- All enrolled students can vote.
- Pre-enrolled students for the next academic year may vote but cannot stand for election.
- Voting takes place online through Microsoft Teams or a similar system.
- Students log in with their college email and select their chosen candidates.
- **Single Transferable Vote (STV)** is used for all elections.

Publicity & Campaigning

- Elections will be publicised, including voting arrangements and candidate lists.
- Candidates may only display posters in approved areas.
- No campaigning materials can be used until nominations are confirmed.
- Learners who need help creating campaign materials can ask the Learner Engagement Officer.

Job Descriptions

The following outlines the roles and responsibilities of each elected President.

President of Welfare, Community & Sustainability

The post-holder's remit is welfare, community, sustainability and other related matters. The term of office shall be from 1st July until 30th June. Elected officers cannot hold office as Student President for more than 2 years in total, with re-election at the end of year 1.

Leading on Welfare

As the Officer in charge of improving welfare, their role will involve:

- Representing and championing students' interests in matters related to welfare at a local and a national level.
- Mental health, physical health and wellbeing (working with the NHS and other partners to promote sports, healthy eating, sexual health and drug/ alcohol awareness)
- Hardship support & student poverty
- Liberation (ensuring that the views of under-represented students are heard and that they are supported to take on leadership positions)
- Student opportunities and setting up peer support
- Working with Think Positive on the college's Mental Health Agreement
- Working with care-experienced students.
- Attending boards related to welfare (including Health & Safety Committee etc.) and sector events run by Think Positive, Scottish Association of Mental Health (SAMH), the NHS and other partners.

Leading on Developing Community & Promoting Sustainability

As the Officer in charge of leading on community development and sustainability, this role will involve:

- Developing relationships and broadening the sense of community both within the college and between the college and the surrounding community.
- Leading on fundraising for local organisations and representing the college to the wider community.
- Liaising with other colleges and universities across Glasgow to identify areas for collaboration.
- Leading on student development: identifying and creating opportunities for students to get involved with the Students' Association and develop their skills.
- Establishing and supporting clubs, societies and sports.
- Sitting on relevant College Boards and/or College Committees
- Engaging with local sustainability initiatives, campaigning within the college to switch to sustainable resources, move closer to carbon neutrality.

President of Learning & Teaching

The post holders' remit is learning & teaching and other related matters. The term of office shall be from 1st July until 30th June.

Elected officers cannot hold office as Student President for more than 2 years in total, with re-election at the end of year 1.

The post holder will:

- Act as the key contact for student-staff forums
- Help to support and develop the class rep system (including attending rep meetings, ensuring that reps are properly supported and trained etc.)
- Work with college staff and students to promote partnership work in learning and teaching. This includes ensuring that student feedback is properly implemented at course/ curriculum level.
- Establish and support peer learning projects across the college
- Lead on the development of the Student Partnership Agreement

- Sit on Boards related to education (including the Learning & Teaching Committee)
- Attend education and quality events hosted by Sparqs and College Development Network.

Both post holders will have shared additional responsibility for the following:

- Working closely with the Learner Engagement Officer to allocate workload to the Student Executive Committee, identify learning/ development needs and to undertake supervision of the Student Executive Committee.
- Recruiting and supporting a range of student volunteers to assist them with projects related to their remit. This will increase capacity further and increase the reach and effectiveness of the projects.
- Increase the awareness of the Association at each campus, undertaking extensive outreach activity.
- Identifying, planning and running relevant awareness-raising and call-to-action campaigns.
- Working closely with the Student Support Services and the Learner Engagement team on employability, skills development and student opportunities.
- Ensuring that the Association acts within the terms of its constitution and is accountable to its members, both democratically and financially.
- Working with NUS Scotland and Sparqs on further development projects such as constitutional review, reform of the election process, accountability structures etc.
- Collaborating with the college on projects of shared interest and running events such as Meet Your Classmates, Freshers and induction talks.
- Any administrative tasks associated with the role.

The Student Executive Committee

Membership

The Student Executive Committee includes:

- President of Learning and Teaching
- President of Welfare, Community and Sustainability

At least six other elected members, which may include:

- Vice Presidents
- Campaigns Officer
- Equality and Diversity Officer
- Women's Officer
- LGBTQ+ Officer
- ESOL & International Officer
- Care Experienced Officer

All Committee members must be full members of the Association and are elected according to the Constitution.

The Learner Engagement Officer manages the Association's accounts and oversees all financial activity, following decisions by the Committee.

Responsibilities

- Oversee student welfare and represent student interests.
- Carry out decisions made at Committee meetings.
- Manage day-to-day Association operations (with financial oversight from the Learner Engagement Officer).

Meetings

- The Committee meets monthly where possible.
- Class Representatives meet with the Committee at least once per academic block.
- A Special General Meeting must be held within seven college days if formally requested by:
 - A Vice President
 - The Student Executive Committee
- At least seven days' notice will be given for each meeting.
- Presidents have decision-making power between meetings but must report all decisions back to the Committee.
- Both Presidents represent students at the Board of Management. All Board reports are prepared by the Presidents.

Conduct

- All officers must follow College values and behaviour standards.
- Presidents (as paid officers) must follow all College Policies and Procedures.
- All student volunteers must follow the Student Charter / Code of Learner Behaviour.
- Training will be provided for all Officers and Class Reps.

Minutes

- Minutes are taken by the Learner Engagement Officer or a nominated person.
- Confirmed at the next meeting and shared with Class Reps.

Chairing Meetings

- Presidents chair meetings on a rota or according to agenda relevance.
- A Vice President or Committee member chairs if Presidents are unavailable.

Motions

- All motions must be proposed and seconded.
- Proposers may summarise before a vote.
- Motions must be submitted at least five college days before the meeting.
- Agenda published at least two days before the meeting.

Procedural Motions

- Must be proposed and seconded.
- Motions such as “no confidence in the Chair” require the Chair to step aside during discussion.

Voting

- Each full member has one vote.
- Chair has a casting vote.
- Simple majority unless stated otherwise.

Guidance of the Constitution

Any disputes about interpretation should be directed to the Learner Engagement Officer.

Accountability

Formal accountability measures include:

- Motion of censure
- Motion of no confidence
- Removal or suspension from membership

Motion of Censure

- A formal statement of concern about performance.
- Requires seven days' notice and a simple majority.

Attendance

- Missing three consecutive meetings without accepted apologies results in automatic resignation.

No Confidence

- Can be proposed with seven days' notice.
- The officer is suspended during consideration.
- Association members can also call a motion with 20 signatures, requiring a Special General Meeting.
- Votes of no confidence in Presidents will be referred to the College Senior Leadership Team due to employment status.

Removal from Office

- A by-election must be held within four weeks (or a member co-opted if not possible).
- Officers may be removed for misconduct under College HR processes.

Suspension from Membership

- May occur if a member's behaviour harms the Association.
- Requires a meeting with seven-day notice and a two-thirds majority.

Association Clubs and Societies

Clubs and societies can be requested by any student through Microsoft Teams. Consideration will be given by the Student Presidents if appropriate. Once a club and society is established, that student will be responsible for the running and promotion of it, with the help from the Association.

Finance Procedures

The Student Association can raise some of its own money, but most funding comes from the College Leadership Team and is approved by the College Board of Management. This money is mainly used to support the day-to-day running of the Association. Because of this, all spending is closely monitored and can be checked by auditors at any time.

Everyone who handles or spends the Association money must follow the College's finance procedures. If these procedures are not followed, disciplinary action may be taken.

Anyone spending money on behalf of the Association must also follow the College's financial and procurement rules. Not following these rules may lead to disciplinary action.

Requesting Money

All spending must be approved *before* anything is bought. Approval must come from the Student Presidents and the Learner Engagement Officer. A Purchase Order must be raised by the Learner Engagement Officer for all types of spending, including invoices and manual cheques, before any goods or services are ordered.

Annual Budgets

At the start of each year, the Student Presidents and the Learner Engagement Officer may create "block proposals." These proposals set ring-fenced budgets for specific activities.

Money can be spent from these ring-fenced budgets without submitting separate funding requests. If all money in a ring-fenced budget is used, new funding requests must be made and approved. All spending from ring-fenced budgets must still follow the College's finance procedures and be submitted to the Learner Engagement Officer. Every funding proposal must be approved by at least one President and the Learner Engagement Officer.

Appendix 1: Student's Association Election Regulations

1. General

- These rules explain how elections for the Presidents, Vice Presidents, and other elected officers of the Association (“the Elections”) will be run.
- The Association’s administrative staff or College staff supporting the Association will manage the Elections.
- Elections will be conducted by secret ballot for all full members of the Association.
- Everyone involved must also follow College rules (e.g., IT, Health & Safety, bullying, harassment), the Association rules, and the laws of Scotland.

2. Returning Officer

- The Learner Engagement Officer will appoint a Returning Officer to manage the Elections.
- The Returning Officer cannot be a member of the Association or its staff.
- They can appoint helpers to run day-to-day election tasks.
- The Returning Officer oversees:
 - Accepting and checking nominations
 - Setting and publicising election dates and arrangements
 - Supervising the vote count
 - Announcing the results

3. Nominations

- Any enrolled student can stand as a candidate.
- Students can only stand for one officer role per election.
- Notices will be shared at least five College term-time days before nominations open, including:
 - The nomination period
 - The roles up for election
 - Where to get nomination forms
 - Where to submit completed forms
- Candidates are required to submit a manifesto. All manifestos will be published.
- After nominations close, the administrative staff will check that all nominations and manifestos follow these rules.
- A confirmed candidate list will be shared through College communication channels,

along with voting arrangements.

- The Returning Officer may allow electronic voting, either alongside or instead of paper voting.
- All candidates will be invited to a briefing about the Election process and can ask questions.
- Part-time candidates must remain enrolled during their term.
- Students pre-enrolled for the next academic year may vote but cannot stand as candidates.

4. Campaigning

- Campaigning starts after the candidate briefing and ends when voting closes.
- The Association will provide fair coverage of all candidates.
- Each candidate may receive a small budget for campaign materials; no other campaign spending is allowed.
- Offensive or inappropriate materials are not allowed and may be removed by the Returning Officer.
- Hustings (meetings where candidates speak to voters) will be held and chaired by a Returning Officer nominee.
- All candidates are required to attend Hustings.

5. Election Timing

- Elections for Presidents must be completed by the last Friday in May.
- If any posts remain vacant, additional elections may be held, by the third Thursday in November, following the same nomination and campaign rules. The Returning Officer decides if and when these take place.

6. Voting

- The Returning Officer is responsible for making sure voting is fair.
- Voting can take place at designated stations or electronically.
- Details of voting stations and candidates will be publicised as soon as possible.
- Students can vote using their College ID card or via electronic access.
- Votes can be cast either by:
 - Marking an “X” next to the preferred candidate, or
 - Ranking candidates in order of preference
- Voters can only select the number of candidates equal to the vacancies.
- Paper votes are placed in sealed boxes; electronic votes are counted securely.

- Candidates and supporters must not be near voters while they vote.
- Voting processes will be accessible, including adjustments for disabilities, ESOL support, and alternative formats.

7. Counting and Results

- The Returning Officer and Learner Engagement Officer will oversee the count.
- Polling officers and counters may be appointed if needed.
- Ballot papers may be rejected if:
 - Defaced or vandalised
 - No clear preference is shown
 - Not stamped by polling officers
 - Not authentic
- A quota is calculated for election using:
 - Total valid votes \div (number of positions + 1)
 - Fractions can be rounded at the Returning Officer's discretion
- Candidates who reach the quota on the first count are elected.
- If no one reaches the quota, votes are redistributed using NUS Scotland guidance.
- If there's a tie after all votes are counted, first-preference votes decide the winner; if still tied, a coin toss by the Returning Officer decides.
- Results will be announced on the Association website and other appropriate channels.

8. Candidates

- All candidates follow the same rules.
- Candidates may only benefit from what is openly available to all candidates.
- Presidents running for a second term should take annual leave during campaigning to keep it fair.

9. Term of Office

- Presidents serve 12 months from 1st July.
- Officers may stand for a second term if eligible.
- Maximum period in any President role is two tenures.
- Other officers may be re-elected without limit, unless they have held the same post for two years.

10. Complaints and Appeals

- Complaints must be in writing with evidence to the Returning Officer.
- No one involved in a candidate's campaign can handle complaints.
- The Returning Officer can investigate and take action, including disqualifying candidates or annulling elections.
- Personal data will be handled according to GDPR and College Data Protection Policy.
- Disqualified candidates can appeal in writing to a College staff member appointed by the Executive Board.
- The Appeals Panel can:
 - Uphold or dismiss the appeal
 - Order a re-run of the election
 - Take any other reasonable action