

**THE WHITE BOOK  
REGULATIONS (GENERAL)**

REGULATION G17

*Code of Practice for SSCSU  
(in compliance with the Education Act 1994, s. 22)*

*Written constitution*

1. The Sidney Sussex College Students' Union (SSCSU) shall have a written constitution, which shall be considered for approval by the Council every five years from the Easter Term 1995. No alterations to the Constitution shall be made without the approval of the Council.

*Opting out*

2. Any student who would otherwise be a member of SSCSU may, in a given academic year, give written notice to the President, by the division of the Michaelmas Term, that he or she does not wish to be a member of SSCSU for that year. SSCSU shall make all its services available to any student who opts out, and this shall be a condition of any College funding for SSCSU.
3. SSCSU shall normally continue to make payments to the Cambridge University Students' Union (CUSU) in respect of any student who has opted out, provided that CUSU continues to make all its services available to any such student.
4. Any resident undergraduate student, whether or not a member of SSCSU, shall have the right to stand for election as one of, and to vote for, the two elected student members of the Governing Body of the College. The Presidents of the JCR and the MCR serve *ex officio* as members of the Governing Body.

*Elections*

5. In accordance with the Constitution, elections to the major offices of SSCSU are conducted by secret ballot among all its members, in accordance with the procedures set out in the Constitution and approved by the Council as fair. In particular, the Council shall appoint annually one member of the Council who is a Fellow to act as returning officer in all SSCSU elections and ensure that they are properly conducted.

*Officers*

6. No student shall hold a sabbatical or paid electoral office in SSCSU for more than two years in total.

*Financial matters*

7. In accordance with the Constitution, the budget of SCSU shall be approved by the members of SCSU and by the Council. The President of SCSU shall be the officer responsible for the financial management of the union and shall be accountable to the Council. Financial reports shall be published annually, reviewed by the College's Head of Accounting and Finance, made available to all students of the College, and presented to the Council. Compliance with these requirements shall be a condition of any College funding for SCSU.
8. Funds may be provided by the College, and held or managed by SCSU, for the purpose of supporting College Clubs and Societies. SCSU shall allocate such resources fairly, in accordance with a written procedure approved by the Council and made available to all students of the College. No student shall be excluded from participating in the activities of a College Club or Society, or from benefiting from funds provided from SCSU, on the grounds that he or she has opted out of membership.

#### *External affiliation*

9. In accordance with the Constitution, SCSU shall give notice to all students of the College and to the Council of any decision taken by the union to affiliate to any external organisation. Such notice shall include the name and business of the organisation, and details of any subscriptions, fees, donations or other payments made or proposed to be made to it. A report of any external affiliations, listing the names of the organisations and providing the details above, shall be published by SCSU at least annually, made available to all students of the College and presented to the Council.
10. In accordance with the Constitution, the annual report on external affiliations shall, where three per cent of the members of SCSU so require, be submitted in the Lent Term for approval by the membership. Where five per cent of members then so require, continued affiliation to a particular organisation on the list shall be submitted to decision by a secret ballot among all members.

#### *Complaints*

11. Any student, or group of students, who is dissatisfied in his or her or their dealings with SCSU, or who claims to be unfairly disadvantaged by reason of having opted out of membership, may, where such complaint is not satisfactorily resolved by the officers of SCSU, refer it to the College Complaints Officer, under Ordinance C,XV and Regulation P12.
12. Any remedy or remedies determined by the College Complaints Officer or, where appointed, by a Student Complaints Committee or Complaints Review Committee, shall be implemented promptly and fairly by the officers of SCSU, as a condition of further College funding.

#### *Charity law*

13. As a student union governed by the laws relating to charities, the officers and members of SCSU shall comply with all relevant requirements and restrictions on their activities. The core requirements are that the expenditure and activities of SCSU shall be educational, in a wide sense, and shall not be political. Officers of SCSU shall ensure that they are aware of the relevant requirements and restrictions, by consulting the Charity Commission, and shall advise members of SCSU appropriately, for the conduct of their activities.

*General provisions*

14. At least annually, SCSU shall bring to the attention of all students the College's obligations under Ordinance B,XXII and the Codes of Practice in this Regulation and Regulation G13. This shall normally be effected by the distribution to all new students of an information booklet, and by including appropriate references in the electoral material ordinarily published by SCSU at the end of the Michaelmas and Lent Terms. Notice shall particularly be drawn to the right to opt out from union membership without disadvantage, and to the restrictions placed on the activities of students by the law relating to charities.
15. Information referring to the right to opt out from union membership without disadvantage shall be included in the College Prospectus for persons considering whether to apply for admission to the College.