



West College Scotland Students' Association

Constitution September 2025

ARTICLE 1: NAME

The Students' Association is called 'West College Scotland's Students' Association'. In the rest of the Constitution, our name appears as West SA'.

ARTICLE 2: PURPOSE

West SA is established for the following purposes:

- ◆ **To represent the interests of West College Scotland students and to act as a voice for the student body.**
- ◆ **Represent our members at local and national levels.**
- ◆ **To provide opportunities for personal and leadership development.**
- ◆ **To advance the educational and social development of its members and students of the college as a whole.**
- ◆ **To promote and protect the welfare of its members.**

These aims and objectives shall be practised without discrimination. This includes discrimination on the grounds of any protected characteristics as defined by the Equality act 2010.

How we achieve these aims and objectives will be detailed in the West SA Strategic and Operational plans, and appropriate partnership working agreements with the College.

ARTICLE 3: MEMBERSHIP

All students who are enrolled at West College Scotland and aged of 16 or over shall automatically become members of the Association unless they opt out of membership.

Any Sabbatical Officer shall be a full member of the Association. They must be enrolled as current student at the time of nomination.

3.1 Ordinary membership

- ◆ **All enrolled students attending the College shall be deemed Ordinary Members of the Association. This includes all students regardless of mode of attendance.**
- ◆ **The only students not to be Ordinary members of the Association shall be those who choose to opt out of membership by contacting the Students' Association in writing or are under the age of 16.**
- ◆ **All Ordinary Members should produce student identification when requested to do so by Officers or staff of the Association.**

3.2. Executive Membership

All ordinary members can join the West SA Executive. The Executive Membership shall be constituted as follows:

- ◆ **Sabbatical officers**
- ◆ **At least six other liberation officers**

We have a variety of roles, all of which help deliver the work of West SA. Executive members make up our Executive Committee. If the Executive members are unable to fulfil their duties as an executive committee due to not meeting the required membership number, governance will be handled by the sabbatical officers and the Student Rep Council until the executive committee can resume their responsibilities.

3.2.1 Sabbatical Officers

In a student association, a sabbatical officer is an elected student representative who received remuneration to work on behalf of the student body. They are elected by the student body and their role is to represent the interests of students and ensure that their voices are heard by the College and other external organisations. As sabbatical officers receive remuneration for their services, they are accountable to a terms of service agreement, an officer code of conduct, constitutional obligations, and relevant College policies. Sabbatical officers oversee the day-to-day operations of West SA and, in addition to their remits as part of their role description, are also responsible for activities such as:

- ▢ **Developing and implementing policies:** Sabbatical officers work on developing and implementing policies that address the needs and concerns of the student body.
- ▢ **Supporting student groups:** Sabbatical officers provide support to student groups and organisations, helping them to achieve their goals and ensuring that their voices are heard.
- ▢ **Running campaigns:** Sabbatical officers run campaigns on issues that affect students, such as mental health, student welfare, and access to education.
- ▢ **Working with college officials:** Sabbatical officers work closely with college officials to ensure that student concerns and needs are addressed.

Overall, sabbatical officers are a vital part of a student association as they provide a dedicated and focused voice for the student body, ensuring that their interests are represented, and their needs are met.

3.2.2 Liberation Officers

A liberation officer is a student who volunteers their time to work on behalf of the student body and assist in the running of the association. Liberation officers can hold a variety of roles and responsibilities, depending on the needs and goals of the Students' Association. Some examples of liberation officer roles include:

- ▢ **Black and Minority Ethnic (BAME) Liberation Officer,** including students of African, Asian, Arab and Afro-Caribbean descent, those from minority ethnic groups including Jewish and Romani students, and those who identify as having mixed or multiple ethnicities
- ▢ **Disabled Liberation Officer,** including students with a physical disability, mental health condition, or a Specific Learning Difference
- ▢ **LGBTQ+ Liberation Officer,** including but not limited to students who identify as lesbian, gay, bisexual, trans, queer, intersex, and asexual.
- ▢ **Mature Students Liberation Officer,** To identify and organise campaigns to raise awareness of the relevant issues affecting mature students.
- ▢ **Womens Liberation Officer,** A Women's Officer may advocate for gender equality and support initiatives that address the specific needs and concerns of female students within the student body.

Liberation officers can be elected at the beginning of the academic session or be 'Co-opted' by a simple majority vote of the Executive Committee.

Liberation officers are important for the success of a students' association as they provide valuable support and assistance in a variety of areas. Their contributions are a testament to the spirit of community and volunteerism that often characterises student life.

3.3. Student Representative Council

The Student Representative Council hereafter referred to as the SRC is comprised of maximum of 15 reps. These Representatives serve as a channel for feedback to both the College and the Students' Association. They hold the West SA Executive accountable and relay feedback from class representatives.

- ◆ **The SRC will also be able to hold a vote of no confidence on any Executive Committee member.**
- ◆ **The SRC shall meet at least three times in an academic year.**
- ◆ **An emergency SRC meeting may be called in the event of a vote of no confidence being triggered.**
- ◆ **SRC meetings will give information to students on current topics and campaigns and will be a forum for students to share their views and raise any concerns.**
- ◆ **A member of the Executive Committee must be present.**
- ◆ **Minutes and updates from the meetings will be made available for the whole student body.**

3.4. Expulsion of Members

3.4.1. Sabbatical Officers

Any Sabbatical member of the Association shall be removed from office if one of the following occurs:

- ◆ **Receiving a vote of no confidence from the student membership**
- ◆ **Receiving a vote of no confidence from the SRC.**
- ◆ **Non adherence to terms of service agreement, officer code of conduct, West SA constitution or other relevant college policies (GDPR, Health and Safety etc.)**
- ◆ **Missing three consecutive meetings without submitting apologies.**
- ◆ **Missing two consecutive votes without abstaining**

3.4.1.1 Membership Vote of No Confidence

The membership can hold a vote of no confidence via referendum. For this to happen the following conditions must be met:

- ◆ **Petition: First, you need to state your reasons for why you wish to call a no confidence vote for a Sabbatical Officer on a petition. This needs to be signed by at least 1% of all West SA Members. Once we've verified the signatures, a referendum vote will take place.**
- ◆ **Referendum: Voting will open and at least 5% of West SA membership must cast a vote.**
- ◆ **Majority Vote: A two thirds majority vote is required for the vote of no confidence to be implemented.**

3.4.1.2. SRC Vote of No Confidence

The Student Rep Council can hold a motion to implement a vote of no confidence on any sabbaticals, on the following grounds:

- ◆ **Sabbatical officers are not fulfilling their duties.**
- ◆ **Sabbatical officers are bringing West SA into disrepute.**

In order for the SRC to hold a vote of no confidence, the SRC must be presented a petition signed by 150 ordinary members.

Or

A Sabbatical Officer's report has been 'disapproved' twice by the rest of the Executive Committee or SRC, and a motion to hold a vote has been proposed and seconded by Executive Committee members or SRC members.

In the event of a no confidence vote being passed by the SRC on a sabbatical officer, they shall be deemed to have resigned. The person concerned shall have a right to be heard prior to the SRC reaching a decision.

A vote of no confidence is reached by a two thirds majority.

3.4.1.3. Non adherence to statutory, regulatory and governance policies and procedures

Failure to adhere to relevant statutory, regulatory and governance policies and procedures will be considered gross misconduct and will be addressed under the appropriate college disciplinary procedures.

3.4.1.4. Missing three consecutive meetings without submitting apologies.

Missing meetings without submitting an apology demonstrates a lack of commitment and responsibility, undermining the trust and effectiveness of the team. Consistent attendance is crucial for maintaining communication and ensuring that all members contribute to decision-making processes; hence, failure to adhere to this expectation will result in gross misconduct.

3.4.1.5. Missing two consecutive votes without abstaining

Missing two consecutive votes without formally abstaining constitutes gross misconduct because it indicates a neglect of duty and undermines the decision-making process. Active participation in voting is essential for representing the interests of the student body and ensuring all voices are considered in governance. Note that this does not apply in cases of annual leave or sickness.

3.4.2. Executive Committee members excluding sabbaticals

Any member of the executive committee will be subject to a vote of no confidence by the SRC if

- ▮ **their report has been 'disapproved' twice by the rest of the Executive Committee or SRC.**
- ▮ **They miss two consecutive votes without abstaining.**

3.4.3. Ordinary members

Any ordinary member who discontinues studying with WCS, will automatically cease to be a Member of the Association.

3.4.4. Student Representative Council

Any SRC member who misses two consecutive votes without abstaining will be considered to have resigned, and the vacant position will be offered to other ordinary members.

ARTICLE 4: GOVERNANCE

The WCS SA shall be governed by the Executive Committee consisting of Sabbatical and Liberation Officers and the SRC.

The Executive Committee membership shall be elected by the student body through a democratic process, such as an election, for a term of one academic year.

Liberation officers may be co-opted by a simple majority of the Executive Committee. Sabbatical officers cannot be co-opted.

Any ordinary member is eligible to run for a position on the Executive Committee.

The Executive Committee shall have the power to make decisions on behalf of West SA.

4.1 Executive Committee Duties

The duties of the Executive Committee shall include, but not be limited to:

- **Setting policies and priorities for the West SA in conjunction with the SRC.**
- **Providing a forum for West College Scotland students and the SRC to discuss issues and make suggestions for improvement.**
- **Monitor and discuss the events and decisions of the formal college decision making bodies and to raise concerns of members to College management and the Board of Management.**
- **Approve reports from committees and sabbaticals.**
- **Monitor and oversee the finances and budgets of the Association.**
- **Organising and promoting events and activities for West College Scotland students.**
- **Address any concerns raised by the SRC.**

4.2 Executive Committee Meetings

The Executive Committee shall meet at least once a month.

- **WCS staff may be in attendance to support the Executive Committee but will not have any voting privileges.**
- **The Chair will normally be a Student President. The dates of Executive Committee meetings shall be set by the Student Presidents.**
- **An emergency Executive Committee meeting may be called to discuss a particular issue if requested to the Chair in writing by at least one-third of the members of the Executive Committee.**
- **For a meeting of the Executive Committee to be quorate and make decisions, at least one half of the eligible membership must be in attendance. If the meeting is not quorate then any voting will be reserved for the SRC.**
- **Members of the Association who are not members of the Executive Committee may attend meetings as observers and participate with the permission of the Chair.**
- **If a vote is called by the Chair, members of Executive Committee, who are present at the meeting, shall be the only people permitted to cast a vote. The Chair will only vote in the event of a tie.**
- **Student Presidents shall normally be responsible for publication of details of all Executive Committee agendas at least 3 working days before the meeting, and for ensuring minutes/points of action from previous meetings are provided timeously (within one working week from the date of the meeting).**
- **Executive Committee members including sabbatical officers will submit progress reports to the Executive Committee or the SRC for approval. These reports will contain:**
 - i. Progress on mandates.
 - ii. Number and content of meetings.
 - iii. All other work carried out.
 - iv. Planned action.
 - v. Recommendations for approval.
- **If a report is 'disapproved' the Executive Committee member will have a chance to rectify the report. If the report is disapproved twice then the process for an SRC vote of no confidence will be triggered.**

ARTICLE 5: ELECTIONS

As per the Education Act (1994) Students' Association must hold free and fair elections and elected officials cannot hold office for more than 2 years. The responsibility of elections shall fall to the Returning officer and/or Deputy Returning Officer. Please see Appendix A for a list of our election rules and processes.

ARTICLE 6: ACTIVITIES

6.1. Clubs and Societies

Clubs and societies may be recognised by the Executive Committee provided that they do not breach the Association's purpose.

6.2 Affiliation

The Association may choose to affiliate with external organisations through referenda.

To proceed with such an affiliation, a two-thirds majority vote by the SRC must be presented to the Executive Committee within the same academic year.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

6.3 Disaffiliation from External Organisation

The Association may choose to disaffiliate with external organisations through referenda.

To proceed with such a disaffiliation, a two-thirds majority vote by the SRC must be presented to the Executive Committee within the same academic year.

The Association will then hold a referendum in accordance with the Referendum section of this Constitution. A further referendum on the same affiliation cannot be called in the same academic year.

6.4 Referendums

A referendum, in which all members are allowed to vote, shall be held on any issue if the Student Rep Council decides by a two thirds majority to call a referendum.

A referendum shall be held within ten to twenty college days of a referendum being called. The DRO shall be responsible for deciding the wording of the question on the referendum ballot paper and for publicising the details of the question being asked.

The referendum shall be supervised by the DRO. Voting shall be open for a minimum of three college days.

The result of a referendum will take priority over any existing Association policy on the same issue.

6.4.1 Referendum Complaints

Any complaints relating to the conduct of the referendum shall be directed to the DRO or their agent.

In the case of complaints, students will have the opportunity to make representation to the Returning Officer. Any decision made by the DRO shall be final, with the exception of a complaint relating to the result of a referendum.

In the case of a complaint to the result of a referendum, a complaint shall be made in the first instance to the DRO. If parties involved are not satisfied with the

Returning Officer's decision, an appeal may be made to the College Principal. The decision of the College Principal shall be final.

ARTICLE 7: GENERAL PRACTICES

7.1 .Amendments

All proposed amendments will be subject to the approval of the SRC and/or student body and College Board of Management before they can be implemented.

The Constitution shall be reviewed by the Association and the College Board of Management at least every 3 years from the date of the current document's implementation.

7.2 Financial

The Association shall receive appropriate funds from the College to enable it to effectively pursue its aims and objectives.

The SRC shall supervise all Association finances and ensure that proper financial records are maintained. The SRC shall be responsible for overseeing and approving the annual budget, accounts and all other financial reports.

Any member of West SA will receive expenses for costs incurred whilst on Association business.

Expenses must be approved in advance and must be authorised by a member of the Executive Committee, who must not be the person claiming the cash.

The Student Presidents shall have the power to sanction expenditure of up to £200, subject to the ratification of the SRC and provided the total expenditure does not exceed the overall budget total.

This power can only be exercised a maximum of 4 times in one financial year.

A copy of the Association's budget and audited accounts shall be given to the Board of Management each financial year and be made publicly available. The financial year of the Association shall run from 1st August to 31st July.

7.3. Minutes

At all meetings of the Association, minutes shall be taken which shall be circulated and any necessary corrections made at the next appropriate meeting. Confirmed minutes shall be filed and made available to the student body.

A copy of this Constitution, including any amendments, and any plans or reports on the Association's activities, including the budget, shall be made available.

All meetings of the Association shall be considered open to all members of the Association. However, the members of the meeting may vote to hold a specific meeting or an item of a meeting in private.

7.4. Interpretation

In the event of a challenge to the interpretation of any part of this Constitution, a ruling by agreement of the Executive Committee shall be sought.

In the event of a challenge to the Executive Committee ruling, the decision shall be taken to Student Representative Council.

If a member of the Association remains dissatisfied with the ruling of the Student Representative Council, they may appeal to the College Board of Management. The ruling of the College Board of Management shall be final.

CONSTITUTION 2025

Principal and Chief Executive

V.A. Campbell

Executive member Student Association

Date

16/1/26

Date

Witness

Samantha Mason

Date

16/01/2026

Witness

John

S. V.

Date

16/01/2026

Clydebank Campus

College Square, Queens' Quay
Clydebank, G81 1BF

Greenock Campus

Finnart Street
Greenock, PA16 8HF

Paisley Campus

Renfrew Road
Paisley, PA3 4DR

t 0300 600 60 60

e sa@wcs.ac.uk

w www.westcollegescotland.ac.uk