

# Schedule 1

## The University of Stirling Students' Union

### Committees Schedule

#### 1. General

- 1.1 This Schedule outlines the operation of all Committees of the Union. All Committees are delegated their areas of work from the General Meeting of the Union and held to account by the Trustees Board through the Executive Council.
- 1.2 There shall be three Sub Committees of the Union. These Committees shall be:
- i) Education, Support and Engagement Committee
  - ii) Community, Events & Development Committee
  - iii) Sports Union Executive Committee
- 1.3 There shall be four Standing Committees of the Union. These committees shall be:
- i) Finance and Resources Committee
  - ii) Elections Committee
  - iii) Discipline Committee
  - iv) Appeals Committee
- 1.4 The General Meeting, Executive Council and Trustees Board of the Students' Union will also have the power to create Ad-hoc Committees.

#### 2. Mode of Operation

- 2.1 Sub Committees shall:
- i) meet no less than once every month during semester time, at dates and locations appropriately advertised to the student body beforehand;
  - ii) devolve responsibility for their respective areas to the Sabbatical Officers outwith semester time;
  - iii) submit a report to the Executive Council for approval once a semester, which can be referred back for questions, clarifications or further actions;
  - iv) report to the Trustees Board at least once every semester or otherwise as requested by the Trustees Board;
  - v) take Minutes of every meeting which will be published to the student body on the Union's website once ratified;
  - vi) be open for any student to attend and contribute to, although only members of the Committee have the power to vote should a vote be held;
  - vii) have a quorum of fifty per cent of their total membership, plus one. If inquorate then discussions can take place but no decisions can be made;
  - viii) be focused on the long-term strategies of their remits whilst specific projects will be officer-led.
- 2.2 Standing Committees
- 2.2.1 The Finance and Resources Committee shall:
- i. meet at the times and in the manner prescribed in the Constitution of the Union;
  - ii. meet all obligations incumbent upon it as prescribed in the Constitution of the Union and otherwise comply with any additional requirements as provided for in this Schedule.

### 2.2.2 Other Standing Committees shall:

- i) meet as and when required;
- ii) submit a report annually to the final Executive Council of the academic year, which can be referred back to the Standing Committee for questions, clarification or further action;
- iii) take, but not be required to publish, Minutes of their meetings but all Minutes, including confidential Minutes, can be viewed by the Trustees Board;
- iv) be held to account by the Executive Council, General Meetings and the Trustees Board and may be questioned by any of these bodies at any time;
- v) only be open to students who are not members of the Standing Committee to attend and/or to make a contribution either at the discretion of the Chair of that Committee or according to the remit outlined in this Schedule;
- vi) unless as otherwise provided for in the Constitution, this Schedule or any other Schedule, have a quorum of fifty per cent of their total membership, plus one.

### 2.3 Ad-hoc Committees shall

- i) have a fixed purpose and clear outcome to be achieved, as defined by the body which created it;
- ii) dissolve at the end of the academic year, unless requested to continue by the body that created it;
- iii) meet as and when agreed by that Committee;
- iv) report to the Trustees Board as and when requested to do so;
- v) submit a report to every body which created it no less than once a year at the final meeting of said body of that academic year;
- vi) take and publish Minutes;
- vii) be open for students to attend if appropriate to its work;
- viii) have a quorum of fifty per cent of their total membership, plus one. If inquorate then discussions can take place, but no positive decisions can be made.

## 3. Remits and areas of work

### 3.1 The Education, Support and Engagement Committee:

- i) to develop Union policy and campaign for both local and national higher education and set the direction of the Union in its approach to higher education. This includes work on student funding, Quality Enhancement, NSS and other educational and institutional reviews and changes;
- ii) to coordinate all activity and campaigns on student support and student welfare, including all aspects of health promotion, accommodation, finance and all academic support;
- iii) to be responsible for ensuring that every member of the student body is aware of and as far as possible taking an active role in their Union and its activities, particularly providing a vehicle for any under-represented groups to access the policies and actions of the Union and to co-ordinate work and campaigns on their behalf;
- iv) to promote and champion the Course Representative Network and work to improve upon their success through the provision of training and development opportunities and ensuring that representatives are supported throughout their time in their role and feeding in their experiences, issues and students feedback into the policies and actions of the Union;
- v) to help co-ordinate how all other aspects of the Unions work can be better communicated and promoted to the student body.

### 3.2 Community, Events and Development Committee:

- i) to coordinate campaigns and Union activity in the local community in and around Stirling and work to enhance the student community on campus;

- ii) act as the body to which the all ordinary members can provide feedback and comment on the Union's commercial areas;
- iii) to assist the Union staff and Sabbatical Officers in the planning and reviewing of Union events, including Freshers' Week;
- iv) to be the Committee which works to support and develop the Union's non-sporting clubs and societies, as well as deciding on club grants;
- v) to review all new and amended Club and Society Constitutions ensuring they are in line with all relevant policies of the Students Union;
- vi) to plan, promote and continually develop the Student Leadership Programme and all other activities which seek to develop the student body's skills and abilities;
- vii) to plan and coordinate campaigns and, if necessary, formulate policy on the Union's environmental, ethical and sustainability initiatives;
- viii) to coordinate activity and campaigns to promote greater volunteering opportunities and uptake of these opportunities and to promote all other extra-curricular student activities;
- ix) act as the Committee which organises any charity work which the Union undertakes;
- x) to promote and develop best practice on any relevant employment issues.

### 3.3 Sports Union Executive Committee:

- i) to organise and coordinate the Sports Union and its activities.
- ii) The remit, membership and mode of operation of the Sports Union Executive Committee shall be as defined in the Sports Union Constitution which is a Schedule (Schedule 7) of the Union's Constitution.

### 3.4 The Finance and Resources Committee:

- i) shall have the remit as prescribed in the Union's Constitution.

### 3.5 The Discipline Committee:

- i) shall be responsible for maintenance of order in the Union premises and amongst the membership when undertaking Union activities;
- ii) apply and act at all times in a manner consistent with the Discipline Schedule (Schedule 5) to the Constitution.

### 3.6 The Elections Committee:

- i) to coordinate all of the Union's elections and referenda, in accordance with the Elections and Referenda Schedule (Schedule 2) to the Constitution;
- ii) apply and act at all times in a manner consistent with the Elections & Referenda Schedule (Schedule 2) to the Constitution.

### 3.7 Appeals Committee:

- i) to operate as the body to which all Ordinary Members can appeal the decisions of either the Discipline Committee or the Elections Committee;
- ii) apply and act in a manner consistent with the Elections & Referenda Schedule (Schedule 2) of the Constitution;
- iii) apply and act in a manner consistent with the Discipline Schedule (Schedule 5) of the Constitution.

## 4. Memberships

### 4.1 Education, Support and Engagement Committee:

- i) Vice President Education and Engagement who shall also act as Chair.
- ii) Union President
- iii) Engagement Officer

- iv) Health Promotion Officer
- v) Lesbian, Gay, Bisexual and Trans' (LGBT) Officer
- vi) Disabled Student's Officer
- vii) Women's Officer
- viii) Black Student's Officer
- ix) International Students' Officer
- x) Highlands and Islands Officer
- xi) Postgraduate Students Officer
- xii) Mature Students Officer
- xiii) Five Course Representatives, elected from the Union's General Meetings.
- xiv) At least one member of appropriate Union staff, in attendance observing and advising.

4.2 Community, Events and Development Committee:

- i) Vice President Activities and Development who shall also act as Chair.
- ii) Union President
- iii) Communities Officer
- iv) Clubs Development Officer
- v) Charities Officer
- vi) Sustainability Officer
- vii) Air3 Radio Station Manager
- viii) AirTV Station Manager
- ix) Brig Editor
- x) Three students, elected from the Union's General Meetings
- xi) Two club Presidents, elected from the Union's General Meetings.
- xii) At least one member of appropriate Union staff in attendance, observing and advising.

4.3 Sports Union Executive Committee:

- i) The membership of this Committee shall be defined in the Sports Union Constitution (Schedule 8) to the Constitution.

4.4 Finance and Resources Committee:

- i) The membership of this Committee shall be as defined in the Constitution.

4.5 Elections Committee:

- i) The membership of this Committee shall be defined in the Elections and Referenda Schedule (Schedule 2) to the Constitution.

4.6 Discipline Committee:

- i) The membership of this Committee shall be as provided for in the Discipline Schedule (Schedule 5) to the Constitution.

4.7 Appeals Committee:

- i) The membership of this Committee shall be as provided for in the Elections and Referenda Schedule (Schedule 2) to the Constitution.