

## Schedule One 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 are held to account by the Trustees Board or the Executive Council.
- 1.2 There shall be four sub-committees of the Executive Council. These committees shall be:
  - i) Education Zone Executive Committee
  - ii) Sports Union Executive Committee
  - iii) Communities Zone Executive Committee
  - iv) Equalities Zone Executive Committee
- 1.3 There shall be five Standing Operational Committees of the Union. These committees shall be:
  - i) Finance and Resources Committee
  - ii) HR Sub-Group
  - iii) Equality Steering Group
  - iv) Constitutional Working Group
  - v) Sustainability Working Group
- 1.4 There shall be three Standing Procedural Committees of the Union. These committees shall be:
  - i) Elections Committee
  - ii) Discipline Committee
  - iii) Appeals Committee
- 1.5 The General Meeting, Executive Council and Trustees Board of the Union will have the power to create Ad-Hoc Committees.

### 2. Mode of Operation

- 2.1 Sub Committees shall:
  - i) Meet as and when required.
  - ii) Meet at dates and locations appropriately advised to all members beforehand
  - iii) Devolve responsibility for their remits to the Sabbatical Officers out with semester time.

- iv) Report to the Executive Council once a semester to inform members of their activities.
- v) Take minutes of every meeting which will be published to the student body on the Union's website once ratified.
- vi) Will be open for any student to attend and contribute to, although only members of the committee have the power to vote.
- vii) Have a quorum of half plus one of their total membership, if inquorate then discussions can take place but any decisions made shall be non-binding until ratification at the next meeting.
- viii) Be focused on the long-term strategies of their remits whilst specific projects will be officer-led.

2.2 With the exception of the Finance and Resources Committee and HR Sub-Group, other Standing Operational Committees shall:

- i) Meet as and when required
- ii) Submit a report regularly to the Trustee Board, which can be referred back to the standing operational 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 shall be viewed by the Trustees Board
- iv) Be held to account by the Trustees Board and may be questioned by the Board at any time.
- v) Provide discretion to the Chair to invite students, who are not already a member of the committee, to attend appropriate meetings of that committee.
- vi) Unless otherwise provided for in the Constitution, this schedule or any other schedule, have a quorum of half plus one of their total membership.

2.3 The Finances and Resources Committees shall:

- i) Meet at times and in the manner prescribed by 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

2.4 The HR Sub-Group shall:

- i) Meet as and when required
- ii) Submit a report regularly to the Trustee Board, which can be referred back to the group for questions, clarification or further action.
- iii) Take, but not be required to publish, minutes of their meetings but all minutes, including confidential minutes shall be viewed by the Trustee Board.
- iv) Be held to account by the Trustees Board and may be questioned by the Board at any time

- v) Unless otherwise provided for in the constitution, this schedule or any other schedule, have a quorum of half plus one of their total membership.

2.5 Standing Procedural 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 procedural 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 shall be viewed by the Executive Council and Trustee Board
- iv) Be held to account by the Executive Council, General Meeting and the Trustees Board and may be questioned by any of these bodies at any time.
- v) Provide discretion to the chair to invite students, who are not already a member of the committee, to attend appropriate meetings of that committee.
- vi) Unless otherwise provided for in the Constitution, this schedule or any other schedule, have a quorum of half plus one of their total membership.

2.6 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 dissolved earlier or 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 the body which created it at the final meeting of said body of that academic year
- vi) Take, but not be required to publish, minutes of their meetings, but all minutes, including confidential minutes shall be viewed by the Trustee Board
- vii) Be open for students to attend if appropriate to its work
- viii) Have a quorum of half plus one of their total membership, if inquorate then discussion can take place but any decisions made shall be non-binding until ratified at the next meeting.

2.7 The Sustainability Working Group shall:

- i) Meet no less than once every month during semester time. The meeting shall be scheduled when possible for the week prior to the FRC meeting.
- ii) Meet at dates and locations appropriately advertised to all members beforehand.
- iii) Submit an end of year report to both the Executive Council and Trustee Board.
- iv) Record minutes and action points of every meeting.

- v) For a meeting to take place at least 50% of voting members outlined in 4.12 shall be present.
- vi) To be focused on specific projects and campaigns.

### **3. Remits and Areas of Work**

#### **3.1 The Education Zone Executive Committee**

The Education Zone Committee shall be a sub-committee of the Executive Council with responsibility for matters of education, support and engagement. The role of this committee will be to:

- i) Implement all policy passed at the Education Zone's quartile General Meeting as well as relevant policy from the General Meeting
- ii) Establish the Union's educational agenda for the year, coordinating campaigns to enhance the quality of the student learning experience.
- iii) Coordinate campaigns on student support and student welfare, including all aspects of finance and academic support.
- iv) Respond to all University proposals, be they academic or welfare, which will affect the student experience.
- v) Advise when deemed necessary to public consultations on higher education policy.
- vi) Monitor, promote and evaluate the Union's provision of academic representation ensuring the provision of an effective and professional service to students and identifying trends to shape policy and campaigns
- vii) 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 underrepresented groups to access the policies and activities of the Union and to coordinate work and campaigns on their behalf.
- viii) To monitor the Course Representative and Faculty Officers schemes in operation at the University and make suggestions to improve their work.

#### **3.2 The Communities Zone Executive Committee**

The Communities Zone Executive Committee shall be a sub-committee of the Executive Council with responsibility for matters of non-sporting clubs and societies, events and personal development. The role this committee will be to:

- i) Implement all policy passed at the Community Zone's quartile General Meeting as well as relevant policy from the General Meeting

- ii) Work to enhance the profile of clubs and societies, providing provision for development of their events and social opportunities. The Committee will have the authority to award grants to Clubs and Societies
- iii) Review all new and amended Club and Society constitutions ensuring they are in line with all relevant policies of the Union.
- iv) plan, promote and continually develop activities which provide opportunities for members continued personal/professional development
- v) Promote and support the on-going development of volunteering within the University, articulating the societal benefits to the wider community and the personal benefits enhancing individual employability
- vi) plan for a more ethically and environmentally friendly University by coordinating campaigns on the matters of the environment, ethics and sustainability.
- vii) oversee the organisation of any charity work the Union undertakes.
- viii) Engage with students to ensure all services offered by the Union are student focused and provide social enterprises, reinvesting profits back into representational activities. Furthermore, to act as the body to which all members can provide feedback on the Union's commercial activities.
- ix) Assist in the planning and reviewing of Union events, including Fresher's Week.
- x) Establish and enhance community connections, projects and initiatives to integrate the student community with the wider Stirling community.
- xi) Coordinate campaigns on student housing and accommodation.

### 3.3 Sports Union Executive Committee

The Sports Union Executive Committee shall be a sub-committee of the Executive Council with responsibility for matters of sporting clubs and societies and the promotion of good mental and physical wellbeing. The role of this committee will be to:

- i) Implement all policy passed at the Sports Union's quartile General Meeting as well as relevant policy from the General Meeting
- ii) Promote the value of, achievements and impact of Sports Clubs to the University and local community in order to increase participation in Sport and Physical activity.
- iii) Support and develop Sports Clubs to increase their profile, membership and activities as well as to ensure the appropriate allocation of resource in order to deliver effective and meaningful activity.
- iv) Engage with national sports and health promotion bodies to influence and shape the national policy and direction for Scotland to benefit Stirling students.
- v) Coordinate and evaluate campaigns, projects and initiatives to improve the mental, physical and general wellbeing of the student body

- vi) Assist the Sports Union President in ensuring that the Code of Conduct (Code 2) is adhered to by all members of Sports Clubs.

### 3.4 Equalities Zone Executive Committee

The Equalities Zone Executive Committee shall be a sub-committee of the Executive Council with responsibility for all matters pertaining to equality, diversity and the liberation of under-represented groups within the University. The role of this committee shall be to:

- i) Implement all policy passed at the Equalities Zone Quartile General Meeting as well as relevant policy from the General Meeting
- ii) Coordinate and evaluate campaigns, projects and initiatives to improve representation of liberation groups
- iii) Review all new and amended Club and Society Constitutions to ensure they are in line with all relevant Equality, Diversity and Inclusion policies of the Union.
- iv) Be responsible for ensuring that the Union and their societies provide a vehicle for any under-represented groups to access the policies and activities of the Union and to coordinate work and campaigns on their behalf.

### 3.5 The Finances and Resources Committee

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

### 3.6 The HR Sub-Group

The HR Sub-Group shall be a standing operational committee of the Union and will operate under delegated powers and within general policy laid down by the Trustee Board. The committee shall:

- i) Have responsibility for the oversight of employment-related matters
- ii) In conjunction with the Finance and Resources Committee, develop a framework for the pay and conditions of staff for the approval of the Trustee Board
- iii) Determine the remuneration of staff, including annual salary reviews, and report to the Trustee Board on the same
- iv) Approve the procedure for the appointment, progression and discipline of staff
- v) Develop and oversee the implementation of a policy for the training and development of staff
- vi) Receive recommendations from the Chief Executive Officer arising from negotiations with recognised trade unions and take action or submit recommendations to the Trustee Board as appropriate.
- vii) Oversee the periodic undertaking of a staff survey, consider its results and draft the Union's response for the approval of the Board of Trustees.

- viii) Develop and oversee the implementation of the Union's policy on volunteering.
- ix) Hear employment related appeals on behalf of the Trustee Board as may be required.

### 3.7 The Equality Steering Group

The Equality Steering Group shall be a standing operational committee of the Union and shall oversee and monitor the implementation of the Union's agreed strategy for equality, diversity and inclusion and the fulfilment of its statutory equality duties by the Chief Executive Officer on behalf of the Trustee Board. The role of this committee shall be to:

- i) Oversee and monitor the implementation of the Union's strategy for equality, diversity and inclusion and the fulfilment of its statutory equality duties
- ii) Consider reports from relevant committees and department of the Union and the University of Stirling Equality and Diversity Steering Group
- iii) Identify and advise on executive action required to ensure compliance with the statutory obligations and the Student Union's strategy for equality, diversity and inclusion.
- iv) Consider statutory reports (as required by the Equality Act 2010) (Specific Duties) (Scotland) Regulations 2012) and refer as appropriate to relevant management groups and committees
- v) Identify changes to policy, procedures and practices arising as a result of changes to legislation or other key internal/external development and make recommendations for any action required to Union committees where appropriate
- vi) Oversee the development of equality, diversity and inclusion strategies and policies, and ensure that all appropriate constituencies are involved in their preparation

### 3.8 The Constitutional Working Group

The Constitutional Working Group shall be a standing operational committee of the Union and shall be responsible for oversee the periodic review of the Union's governing document ("The Constitution) and associated Schedules. The role of this committee shall be to:

- i) Oversee the 5-year periodic review of the Union's constitution
- ii) Oversee the periodic review of the schedules of the Union's Constitution
- iii) Ensure the ongoing appropriateness of the Union's governing documents in light of developments in Union policy.

### 3.9 The Sustainability Working Group

The Sustainability Working Group shall be a standing operational committee of the Union and monitor the implementation of the Union's agreed strategy for Sustainability. The role of this committee shall be to:

- i) Oversee and monitor the implementation of the Union's strategy and policy for sustainability.
- ii) Consider reports from relevant committees and departments of the Union and the University of Stirling.
- iii) Identify and advise on executive action related to sustainability.
- iv) Ensure there is widespread clarity and support within the Students' Union for sustainability related campaigns delivered with the University of Stirling Community, including those related to the Green Impact Awards.

### 3.10 The Elections Committee

The Elections Committee shall be a standing procedural committee of the Union and shall be responsible for ensuring the Union's elections and referenda are ran in a manner consistent with Schedule Two (Elections & Referenda Schedule). The role of this committee shall be to:

- i) Coordinate all of the Union's Elections and Referenda, in accordance with the Elections and Referenda Schedule (Schedule Two) to the Constitution.
- ii) Apply and act at all times in a manner consistent with the Elections & Referenda Schedule (Schedule 2) to the Constitution.

### 3.11 The Discipline Committee

The Discipline Committee shall be a standing procedural committee of the Union and shall be responsible for dealing with major offences of the Union's Discipline Code. . The role of this Committee shall be to:

- i) Hear and preside over disciplinaries
- ii) Ensure the maintenance of order in Union premises and amongst the membership when undertaking Union activities.
- iii) Apply and act at all times in a manner consistent with the Discipline Code (Schedule 6) to the Constitution.

### 3.12 The Appeals Committee

The Appeals Committee shall be a standing procedural committee of the Union and shall be responsible for considering any appeals against the decisions of the Union's Discipline Committee. The role of this committee shall be to:



- i) Operate as the body to which all Ordinary Members can appeal the decision of the Discipline Committee
- ii) Apply and act in a manner consistent with the Constitution
- iii) Apply and act in a manner consistent with the Discipline Schedule (Schedule 6) of the Constitution.

#### **4. Memberships**

##### **4.1 Education Zone Executive Committee**

- i) Vice President Education (Chair)
- ii) Union President
- iii) Engagement Officer
- iv) Postgraduate Officer
- v) Alternative Pathways Officer
- vi) Mature Students Officer
- vii) Parents and Carers Officer
- viii) Care Experienced Officer
- ix) Two Faculty Officers, elected from the Education Zone's quartile General Meeting
- x) Two Course Representatives elected from a quartile Education Zone Meeting
- xi) Three ordinary student members, elected from a quartile Education Zone Meeting
- xii) An appropriate member of Union Staff, appointed by the Chief Executive (In Attendance)

##### **4.2 Communities Zone Executive Committee**

- i) Vice President Communities (Chair)
- ii) Union President
- iii) Co-Curricular Officer
- iv) International Officer
- v) Sustainability Officer
- vi) Media Officer
- vii) Arts Officer
- viii) Housing Officer
- ix) Two Society Presidents, elected by a quartile Communities Zone Meeting
- x) Three ordinary student members, elected by a quartile Communities Zone Meeting
- xi) An appropriate member of Union Staff, appointed by the Chief Executive (In Attendance)

- 4.3 Sports Union Executive Committee
- i) Sports Union President (Chair)
  - ii) Union President
  - iii) Sports Communications Officer
  - iv) Sports Participation & Engagement Officer
  - v) Health Promotions Officer
  - vi) Two Sports Club Presidents, elected by a quartile Sports Union Meeting
  - vii) Three ordinary Sports Union members, elected by a quartile Sports Union Meeting
  - viii) An appropriate member of Union Staff, appointed by the Chief Executive (In Attendance)
  - ix) A representative of Sports Development Scotland (In Attendance)
- 4.4 The Equalities Zone Executive Committee
- i) Union President (Chair)
  - ii) Four Equalities Officers
  - iii) The Presidents of any equality society, affiliated to the Students' Union, as approved by the Communities Zone Executive Committee
  - iv) Three Ordinary student members, who self-define into one, or more, of the four equality caucuses, elected by a quartile Equalities Zone Meeting.
  - v) An appropriate member of Union Staff, appointed by the Chief Executive (In Attendance)
- 4.5 Finance and Resources Committee
- i) The membership of this committee shall be as defined in the Constitution.
- 4.6 HR Sub-Group
- i) An External Trustee, appointed by the Trustee Board (Chair)
  - ii) Minimum of two Sabbatical Officers
  - iii) The Chief Executive of the Students' Union
  - iv) A Student Trustee, appointed by the Trustee Board
  - v) The Union Secretary (In Attendance)
- 4.7 Equality Steering Group
- i) Minimum of two Sabbatical Officers (one of which will Chair)
  - ii) The Chief Executive of the Students' Union
  - iii) An External Trustee, appointed by the Trustee Board
  - iv) The Union Secretary (In Attendance)
- 4.8 Constitutional Working Group
- i) Minimum of two Sabbatical Officers (one of which will Chair)

- ii) An External Trustee, appointed by the Trustee Board
- iii) The Chief Executive of the Students' Union
- iv) A Student Trustee, appointed by the Trustee Board
- v) An appropriate member of Union Staff, appointed by the Chief Executive (In Attendance)

#### 4.9 Elections Committee

- i) The membership of this committee shall be as defined in the Elections & Referenda Schedule (Schedule Two).

#### 4.10 Discipline Committee

- i) The membership of this committee shall be as defined in the Discipline Schedule (Schedule Six).

#### 4.11 Appeals Committee

- i) The membership of this committee shall be as defined in the Discipline Schedule (Schedule Six).

#### 4.12 Sustainability Working Group

- i) Vice-President Communities (Chair)
- ii) Union President
- iii) Vice-President Education
- iv) Sports President
- v) Sustainability Officer
- vi) Chief Executive
- vii) Sustainability Development Coordinator (to be in attendance as a non-voting member)
- viii) Students' Union Commercial Manager (to be in attendance as a non-voting member)
- ix) A representative from each affiliated Students' Union sustainability related clubs and societies (to be in attendance as a non-voting member)