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## GLOSSARY

In these Schedules, unless the context requires otherwise, the following terms have the following meanings:

Term	Meaning
<b>“Articles”</b>	the articles of association of the Association (the constitution)
<b>“Association”</b>	University of Strathclyde Students’ Association
<b>“Board of Trustees” or “Board” or “Trustees”</b>	<p>the board of charity trustees of the Association, consisting of:</p> <ul style="list-style-type: none"> <li>• up to 6 <b>“Sabbatical Trustees”</b>, elected by the Students, who shall be elected to one of 6 defined roles: <ul style="list-style-type: none"> <li>i. President</li> <li>ii. Vice President Community</li> <li>iii. Vice President Education</li> <li>iv. Vice President Inclusion</li> <li>v. Vice President Sport</li> <li>vi. Vice President Welfare</li> </ul> </li> <li>• up to 5 <b>“Student Trustees”</b>, appointed by the Appointments Committee, who must each be a Student, and</li> <li>• up to 5 <b>“Lay Trustees”</b>, appointed by the Appointments Committee, who need not be Students</li> </ul>
<b>“Chair”</b>	the chair of the Board of Trustees (appointed under the Articles) or the chair of any Committee of the Association, as appropriate
<b>“Deputy Chair”</b>	the deputy chair of the Board of Trustees (appointed under the Articles)
<b>“Democracy Convenor”</b>	elected Non-Executive Officer role
<b>“Members”</b>	<p>the members of the Association, being:</p> <ul style="list-style-type: none"> <li>• the <b>“Student Members”</b>, who are the student members of the Association, being Students and the Sabbatical Trustees, and</li> <li>• the <b>“Company Law Members”</b>, who are the members of the Association for the purposes of company law, being the Trustees</li> </ul>
<b>“Officers”</b>	officers of the Association elected by the Students, consisting of:

	<ul style="list-style-type: none"> <li>• <b>“Executive Officers”</b> – who are the Sabbatical Trustees, and</li> <li>• <b>“Non-Executive Officers”</b> – who are other students, elected by the Students to unpaid roles within the Association</li> </ul>
<b>“Policy”</b>	representative and campaigning policy set by a Referendum or by the Student Parliament or by the Student Members at a Student Members’ meeting or through Change It
<b>“Referendum”</b>	a ballot in which all Student Members are entitled to cast a vote
<b>“Schedules”</b>	these schedules, setting out the working practices of the Association
<b>“Secure Petition”</b>	a written request to the Association which shall be fixed in a pre-arranged place or places or held securely on-line
<b>“Student”</b>	any individual who is formally registered for an approved programme of study provided by the University of Strathclyde
<b>“Student Parliament”</b>	the Student body elected by and from Students constituted in accordance with the Articles and the Schedules

## MEETINGS & STANDING ORDERS SCHEDULE

### 1. General

a. The Trustees will establish the following Committees, providing each with a detailed remit and any delegated powers considered appropriate by the Trustees:

- i. Executive Committee – consisting of the Sabbatical Trustees; and
- ii. Appointments Committee, to consider appointments of Student Trustees and Lay Trustees.

They may also establish the following Committees:

- iii. Finance, Audit & Risk Committee, and
- iv. Discipline & Discipline Appeals Committee.

b. All meetings of the Association, its Board, Committees, the Student Parliament or Student Members' meetings, should follow the rules set down in this Schedule as guidance on best practice, where possible and appropriate.

c. All meetings of the Association shall be open to all Members of the Association unless otherwise stated or if deemed to be inappropriate by the Chair of the Board or of the relevant Committee provided that:

- i. They attend in an observer capacity with no right to speak (unless otherwise granted by the Chair) or vote; and
- ii. They have previously sought the permission of the Chair.

d. The Chair may invite others to attend meetings for specific items of business, or for information, where appropriate;

e. Outcomes of all meetings will be communicated to all Members in one or more of the following ways:

- i. Through official Association communication channels;
- ii. Through other Committees such as the Executive Committee or Student Parliament;
- iii. Through Student Members' Meetings or Referenda;

f. In addition to the Committees noted at a. above, the Association shall from time to time form other Committees to enact business. Any such Committee, when set up, will be given a remit by the Trustees and will be required to adhere to these Schedules as appropriate.

g. The Association may also assist in the establishment and support of organisations or societies set up to offer services or facilities for Students or a specific identified group of Students.

h. Associate Membership

- i. The Trustees and Student Parliament may establish categories of Associate Members of the Association.

### 2. Convening Meetings

a. The Chair of the relevant Board or Committee will convene all meetings;

- b. Dates, times and venues for all meetings will be communicated to the members of the relevant Committee(s) at the beginning of the Academic Year for the remainder of that Academic Year;
- c. If this is not possible, dates, times and venues will be communicated to the Committee(s) members at least seven days prior to the date of the meeting;
- d. The announcement of a date & time for a meeting will be accompanied by a call for business, whereby members can submit items of business to the Chair for discussion;
- e. In the case of Emergency or Extraordinary meetings, the Chair shall ensure that as much notice as is practicable is given to the membership;
- f. Quorum of Meetings:
  - i. Where a quorum is not specifically set within the Articles of Association or Schedules for a Committee, the quorum shall be 50% + 1 of the overall membership of the Committee for the decisions to be binding;
  - ii. If a quorum is not met within 30 minutes of a meeting scheduled to begin, then the meeting shall be abandoned unless the Articles or these Schedules provide otherwise.
  - iii. If members of the Board / Committee leave during a meeting and brings the number of Board / Committee below the quorum, then the meeting is no longer quorate. The Chair may continue the meeting, however, no decisions may be made. The Chair may also adjourn the meeting.

### **3. Agendas**

- a. There should be an agenda for every meeting, produced by the Chair of that Committee;
- b. The Agenda should include the following:
  - i. Members Present
  - ii. Apologies
  - iii. Declarations of Interest (if any)
  - iv. Minutes and Matters Arising
  - v. Items of Business
  - vi. Any Other Competent Business (AOCB)
- c. Agendas and supporting papers will be distributed to all members of the Committee prior to the meeting taking place and ideally at least two days in advance.

### **4. Submitting Items of Business**

- a. All items of business must be submitted to the Chair of the meeting in advance, at least 10 days, of the Agenda being published along with any supporting papers;

- b. Any item not submitted by the time the Agenda is published and outwith the time set out in 4 a. above, may be brought up under AOCB, but it will be at the discretion of the Chair if the item is discussed or passed to the next meeting.

## **5. Voting & Decision-making**

- a. Only Members of the Board or Committee shall be entitled to vote at any Board or Committee Meeting, except for Student Parliament, which is subject to the rules set out at section 12.a.iii of this Schedule;
- b. Decisions on matters will be decided by consensus where possible at the direction of the Chair;
- c. Where a consensus is not reached, a vote will be taken where a simple majority is required. The method of voting will be at the discretion of the Chair;
- d. Board / Committee members will have the option to vote 'For', 'Against' or 'Abstain'. The Chair of the Board / Committee will not have a vote in the first instance;
- e. In the event where a vote is tied, the Chair of the Board / Committee will have a casting vote.
- f. The Trustee Board may make decisions without a meeting in the following circumstances and following this procedure:
  - i. Where a Trustee has become aware of matter requiring a Trustee decision and has taken all reasonable steps to make all Trustees aware of the matter; the Trustees have had a reasonable opportunity to communicate their views on the matter and any decision to each other; with the process chaired by the Chair of Trustees or another Trustee appointed by the Trustees for this purpose;
  - ii. A quorum of Trustees (as set by the Articles) must participate albeit that Trustees may be in different places, may participate at different times (for example with time delays if participation is by phone), and may communicate with one another by any means; and
  - iii. Two thirds of the Trustees vote in favour of a particular decision on the matter;
  - iv. Then the decision that gained that two thirds majority will be as valid and effectual as if it had been taken at a Trustee meeting duly convened and held; and a minute of the decision shall be circulated and approved for the Association's records.

## **6. Powers of The Chair and Conduct of Meetings**

- a. There shall be order when the Chair of the Meeting is speaking.
  - i. All speakers must direct their words to the Chair. All members of the meeting must remain quiet and orderly while this is happening.
  - ii. A member will not be allowed to speak more than once on any individual matter until every other member who wishes to, has had the opportunity to speak. A member will have the opportunity to speak a second time on a matter but only if the Chair agrees; if a member is the person who raised the matter for discussion initially, they shall be permitted to make a final reply on the matter.
- b. If the Chair of a Board / Committee is absent or wishes to speak on an item of business, chairing duties shall be passed to the Deputy Chair (if available) or to a nominee of the Chair;
- c. The Chair will decide how long each speaker is allowed to speak, allowing equal time to each speaker;

- d. To amend any proposal or item of business being discussed, a member must speak to the Chair in front of the other members of the Board / Committee. Amendments must be dealt with one by one; one must be decided and either accepted or rejected, before another is suggested.
- e. The Chair of a meeting shall decide on all matters of relevance and competence; if any point arises which is not covered in the Articles or these Schedules, the Chair will give their opinion. If the Chair's opinion is challenged by more than one member, the Chair will abstain and those present will decide the point raised on a majority vote. If the vote is tied, the Chair's original opinion will be carried.
- f. In the event of disorder, the Chair of the meeting shall have the right to request any person creating a disturbance to leave the meeting immediately.
- g. The Chair of the meeting shall have the right to adjourn or close the meeting if:
  - i. The meeting has lasted longer than the allocated time, unless the Chair seeks and obtains the agreement of members of the meeting to continue the meeting for an agreed period of time; or
  - ii. If there is ongoing disturbance either within the meeting, or as a result of some external disturbance, which in the opinion of the Chair requires the meeting to be adjourned or closed.
- h. *Optional Procedure for Business Items*

In addition to the general procedure for conduct of meetings (see 6.a to 6.g above) any business item may be discussed in the following way, at the discretion of the Chair:

- i. The Chair will inform the meeting of any amendments submitted, if any;
- ii. Each amendment shall be debated in turn;
- iii. There will be a speech in favour of the amendment;
- iv. There will be a debate of the amendment alternating between for and against, starting with against;
- v. There will then be a vote; if the amendment is passed it shall become part of the decision on this item;
- vi. If there are any further amendments the debate shall return to iii above;
- vii. There will be a debate on the final amended version, alternating between for and against, starting with against;
- viii. The proposer or their nominee shall have the right to summate at the end of the debate;
- ix. There will be a vote on the final amended version in the method described in section 5.

*i. Points of Information and Order*

In addition to the general procedure for conduct of meetings (see 6.a to 6.g above) any business item may be subject to the following procedure, at the discretion of the Chair:

- i. Points of Information & Order shall take precedence over any other matter;
- ii. A Point of Information shall be where a matter of correction is required of a speaker;

- iii. A Point of Order shall be a question to the Chair of the Meeting relating to the order and rules of the meeting. Members of the meeting may raise the following points of order:
  - a. A request for a quorum count;
  - b. A request for a clarification of the rules;

## **7. Minutes**

- a. Minutes will be taken of each meeting of the Association as a record of what was discussed and decided upon at the meeting in question;
- b. Minutes will follow the order of business as set out on the Agenda;
- c. Minutes will be prepared and sent initially to the Chair to check for accuracy, after which they will be distributed in draft to members of the Board / Committee before the next meeting;
- d. Draft minutes will be considered, amended if appropriate, and approved by the next meeting of the Board / Committee and published in line with 9.a below.

## **8. Reserved Business**

- a. The Board, and the Committees: Appointments, Executive, Finance, Audit & Risk, and Discipline & Discipline Appeals Committee, are the only Committees allowed to hold Reserved Business;
- b. Reserved Business refers to confidential matters and only members of the relevant Board / Committee may be present when they are discussed. All observers will be asked to leave the room under an item of Reserved Business. Staff members may be present at the express wish of the Chair of the Board / Committee;
- c. Items of business relating to staffing, discipline or Electoral complaints will be held under Reserved Business;
- d. Items of Reserved Business should not be discussed out with the meeting and any member found to be discussing them with non-committee members may be subject to the Association's Discipline procedures, which Discipline Procedures shall be maintained (and updated from time to time by the Board) and displayed on the Association's website;
- e. Minutes for items of Reserved Business will be checked by the Chair of the Board / Committee for accuracy, after which they will be distributed in draft (and in confidence) to members of the Board / Committee before the next meeting; such draft minutes will be considered, amended if appropriate, and approved by the next meeting of the Board / Committee, and thereafter stored confidentially (and not published).

## **9. Archiving & Policy Lapse**

- a. Once minutes have been checked for accuracy and approved by the relevant Committee, they will be published on the Association website unless they relate to Reserved Business and are to be held as confidential;
- b. At the end of each Academic Year, the published (non-confidential) minutes of all relevant Committees will be collated and kept on the Association's website archive for reference – for at least 10 years. This will include minutes of the Board, the Executive Committee, and Student Parliament;



- c. Any Policies passed by the Association will become part of Standing Policy and will remain as policy of the Association for three years. This shall be updated at the end of each Academic Year;
- d. At the last meeting of Student Parliament of each year, the Democracy Convenor will present all the policies due to lapse to Student Parliament and proceed as follows:
  - i. If there is no objection, the Policy will lapse;
  - ii. If there is an objection, and subject to iii below, the objector will speak in favour of the Policy being retained and then a vote will be taken of Student Parliament members – a simple majority ‘for’ will retain the policy for a further three years. If a majority is not reached, the policy will lapse;
  - iii. If a policy has already been retained once, it cannot be retained again. Members of Student Parliament will be invited to re-write the policy and submit it for consider at the next Student Parliament meeting.

## 10. Change It

- a. Proposal Submission
  - i. Any student may submit a proposal through the Change It Platform on Strath Union’s website.
  - ii. All proposals must be submitted through the Strath Union website
  - iii. Once a proposal is submitted, it will be reviewed by the Executive Committee before publication.
  - iv. A proposal may be considered to be immediately actionable, to be passed to a vote, or unfeasible
    - A. If a proposal is immediately actionable, the proposer will be notified with further details, including what steps are currently being or will be taken to address the proposal raised
    - B. If a proposal is passed to a vote, it will follow the process set out below.
    - C. If a proposal is considered to be unsuitable for Change It, the proposer will be notified with a recommendation of appropriate alternative democratic routes.
- b. Passing a proposal to a vote
  - i. If a proposal is actionable, it will be published on the Strath Union website.
  - ii. Once published, students will be able to vote and comment on proposals
  - iii. A proposal will be published on the website for 21 days from the date of publication.
    - 1. If a proposal does not reach a required threshold by the end of the 21st day, it will be categorised as ‘not supported’ and voting will close on the proposal.
- c. Voting thresholds and implementation
  - i. To become policy without referral to Student Parliament, a proposal must have a minimum of 300 votes.

- A. If more than 50% of the votes cast are in support of the proposal, it will become standing policy.
- ii. If a proposal has more than 50 votes but fewer than 300 votes, and more than 50% of the votes cast are in support of the proposal, it will be passed to Student Parliament for consideration.
  - A. If passed at Student Parliament, the proposal will become standing policy.
- iii. If passed, either outright or at Student Parliament, the policies will remain for a maximum three years and will be subject to the lapsing process laid out in section 9.d.iii

## 11. Fora

### a. General Purpose of a Forum

- i. Fora can be held to discuss relevant student topics, consider possible outcomes, and action Officers to take forward issues. A Forum can do the following:
  1. Discuss relevant topics
  2. Recommend next steps on addressing an issue
  3. Create campaign groups to tackle issues
  4. Hold indicative votes on topics
  5. Refer issues and actions to Executive Officers and/or Non-Executive Officers

### b. Calling a Forum – becoming a “Proposer”

#### i. Called by a Member

1. Any student Member can call a Forum. To call a Forum, a Member will need to state what they wish to hold a Forum on and collect 50 signatures. This will be done through the Association’s website.
2. Once a call for a Forum has reached 50 signatures, the Member will be a “Proposer” and will be contacted to arrange a date, time and venue for the Forum. This will be within 3 weeks, unless another date is agreed by the Proposer or it is not practicable to host a forum within this timescale.

#### ii. Called by a member of Student Parliament

1. A member of Student Parliament can call a forum by submitting a proposal to Student Parliament.
2. The proposal should detail the area of discussion, intended outcomes, and possible dates to hold the Forum.
3. If the proposal passes at a quorate meeting of Student Parliament, the member of Student Parliament will be a “Proposer” and will be contacted to arrange a date, time and venue for the Forum

- iii. Called by a member of Executive Committee / an Executive Officer
  - 1. An Executive Officer can call a forum by submitting a proposal to the Executive Committee.
  - 2. The proposal should detail the area of discussion, intended outcomes, and possible dates to hold the Forum.
  - 3. If the proposal is approved by the Executive Committee, the Executive Officer will be a "Proposer" and can then arrange the date, time and venue for the Forum

c. Hosting a Forum

- i. The Forum will be hosted by the Proposer of the Forum
  - 1. If the Proposer is unable to host the forum, they can propose a nominee.
  - 2. If no nominee is proposed, the Forum will be hosted by a volunteer from the Executive Committee or the Democracy Convenor.
- ii. Any Member is permitted to attend a Forum

d. Reporting

- i. After each Forum, the Proposer will be invited to provide an update to the next Student Parliament meeting.
- ii. Outcomes of Forums will be included in the minutes of Student Parliament published on the Association's website.

## 12. Student Members' Meetings

a. General

- i. The Association shall hold an annual Student Members' Meeting once in each academic year. Not more than 18 months shall pass between the date of one Student Members' Meeting and the next;
- ii. In addition to the annual meeting, the Trustees may call a Student Members' Meeting at any time. The Trustees shall call a Student Members' Meeting on receiving a Secure Petition to that effect, signed by at least 100 Members having the right to attend and vote at Student Members' Meetings;
- iii. The quorum for a Student Members' Meeting is 100 Student Members. If a quorum is not present within 30 minutes of the published time of the meeting, then the meeting will be adjourned to a time, date and place decided by the Trustees. The quorum of an adjourned meeting shall be 100 Student Members, or a lower number decided by the Trustees when they decide the time, date and place of that adjourned meeting, but must never be less than 50 Student Members.

b. Powers

- i. Student Members' Meetings shall have the power to pass Policies of the Association, subject to the Executive Committee considering whether any proposed Policy is inconsistent with the existing Policies of the Association. If the Executive Committee considers the policy to be inconsistent, they will either return it to the proposer of the policy for amendment to be made consistent or include specific reference to the policy it intends to replace.

- ii. Every resolution put to the vote of a Student Members' meeting shall be decided by a simple majority of the votes cast unless the Articles provides otherwise;
- iii. All Trustees, even if they are not members, have the right to attend and speak at Student Members Meetings;
- iv. Draft minutes of Student Members' Meetings will be published and distributed to Members as soon as is practicable after the meeting. Draft minutes will be considered, amended if appropriate, and approved by the next Student Members' Meeting and published in line with 9.a above.

c. Business

- i. All petitions for a Student Members' Meeting must be submitted to the President, who shall, in turn, inform the Trustee board. A Student Members' Meeting shall be called within 14 working days of such a request being submitted;
- ii. A notice calling a Student Members' Meeting shall be posted on the Association website within 2 working days of receiving such a request. The notice shall give details of how an Member may amend an item of business to be discussed;
- iii. The Democracy Convenor shall preside as Chair of the meeting. In their absence, the President or the President's nominee (who shall be one of the Sabbatical Trustees) shall chair the meeting;
- iv. Amendments to Policy Proposals or other business to be discussed may be submitted by any Member of the Association and deadlines for such amendments will be set by the Democracy Convenor at the same time as the Student Members' Meeting is called;
- v. One day before the date of the meeting any amendments that have been submitted should be displayed on the Association's website;
- vi. The Chair shall have the right to refuse the submission of any Policy Proposal, other item of business, or any proposed amendment, if it is considered to be outside the competence of the Association, subject to this decision being intimated to the meeting;
- vii. No Policy Proposal or other item of business may be discussed which does not appear on the agenda, unless it relates to a matter that has arisen since the deadline for the submission of business for the meeting and the Democracy Convenor or Chair decides that it is of sufficient urgency to warrant inclusion on the agenda;
- viii. Once submitted and approved by the Chair, an item of business shall be the property of the meeting and may only be withdrawn through a vote where a majority is required;

### 13. Student Parliament

a. General

- i. Student Parliament shall be chaired by the Democracy Convenor;
- ii. The membership of Student Parliament consists of the following:
  - 1. The Executive Officers
  - 2. The Non-Executive Officers, including Faculty Representatives and Liberation Officers

- iii. Only members of Student Parliament have a vote. Votes will be cast by show of hands, unless the Chair decides otherwise or it is requested by a member of Student Parliament.
  - iv. Any Student Member is permitted to attend Student Parliament. They have the right to speak, at the Chair's discretion.
  - v. All meetings of Student Parliament shall comprise at least 50% + 1 of Student Parliament members to be deemed quorate or for any decisions taken to be binding.
  - vi. The Student Parliament shall meet at least monthly, throughout the Academic Year, with the permitted exception of December, to discuss issues, create Policy, hold the Executive accountable, set referenda, plan, deliver & review campaigns, and coordinate events to encourage greater participation from the membership in shaping the student experience at Strathclyde.
  - vii. The Chair will report to each meeting on matters of interest or developments relating to Student Parliament's business as well as progress on issues from previous meetings.
  - viii. Any Student Member can submit an item for discussion to a meeting, so long as it has been submitted to the Chair in advance of the meeting.
- b. Business of Student Parliament
- i. The Student Parliament may:
    - 1. Hold the Officers accountable to the Members, as set out in detail at section 12.e. below.
    - 2. Set the Policy of the Association and refer Policy to a Referendum of Student Members or to the Student Members at a Student Members' meeting as set out in detail at section 12.d. below.
    - 3. Make, repeal and amend the Schedules jointly with the Trustees in accordance with Article [47];
    - 4. Receive reports from the Trustees; and
    - 5. Establish associate membership in accordance with Article [13] and the Schedules
- c. Executive Accountability: Reports
- i. Each member of the Executive Committee shall present a report to Student Parliament in a format determined by the Chair, updating Members on their work since the last meeting. This will be followed by questions from Members present;
- d. Policy creation and Referenda
- 1. Any Policy Proposals must be submitted to the Democracy Convenor at least one week before the meeting takes place. Policy proposals must have signatures from 20 Members in order to be considered. This will then be tabled as a Policy Proposal at the next meeting.
  - 2. Policy Proposals will be discussed by Student Parliament. Prior to any meeting discussing a Policy Proposal, the Executive Committee will consider whether the Policy Proposal is consistent with the existing Policies of the Association. If the Executive Committee considers the policy to be inconsistent, they will either return it to the proposer of the policy for amendment to be made consistent or include specific reference to the policy it intends to replace. The proposer of the

policy, or their nominee, will be invited to speak in favour of the proposal. The Chair of the meeting will facilitate the discussion and will call a vote at their discretion.

3. A Policy Proposal at Student Parliament will require a simple majority to pass, unless specifically stated otherwise in the Schedules and Articles.
4. The Democracy Convenor will be responsible for processing the Policy as per the agreement of Student Parliament;
5. Any items submitted after the Agenda has been circulated may be included under 'Any Other Competent Business (AOCB)' at the Chair's discretion;

e. Executive Accountability: Powers

i. Student Parliament shall have the ability to:

1. Question all Officers, including Non-Executive officers, on issues relating to their roles or areas of responsibility;
2. View and question current finances of the Association;
3. Act as a medium for communication from the Executive Officers to the membership on current issues or debates;
4. Censure Officers for failure to deliver on their duties or responsibilities:
  - a. Motions of Censure should be presented to the Democracy Convenor at least 7 days before the meeting of the Student Parliament where it shall be discussed;
  - b. A motion of Censure in an Officer shall require the signatory support of at least 50 Members of the Association to be heard;
  - c. A motion of Censure must outline the reasons why the motion is being proposed.
  - d. A motion of Censure shall be passed by a simple majority of a quorate meeting of the Student Parliament and this shall signal the official displeasure in the action(s) of an Officer by the membership;
5. Propose a motion of No Confidence in an Officer for gross negligence, dereliction of duty, breach of Association Rules or in other ways bringing the Association into disrepute;
  - a. A motion of No Confidence will require the support of a majority of a quorate meeting of Student Parliament to be passed and will automatically trigger a Referendum of Members on the issue;
  - b. The Association must hold a Referendum on the motion within 14 days of the motion being passed by Student Parliament and will be subject to the normal rules relating to Referenda in the Association (including requiring a 5% turnout and a majority in favour).
  - c. Where an Officer is thereafter removed by a Motion of No Confidence passed at a Referendum, a by-election will be held to fill the vacant position.
6. Remove a Non-Executive Officer for gross negligence, dereliction of duty, breach of Association Rules or in other ways bringing the Association into disrepute;

- a. A Non-Executive Officer will be removed from office following non-attendance at two consecutive Student Parliament meetings without submitting apologies. This will be ratified at the next Student Parliament Meeting.
- b. A Non-Executive Officer can be removed by vote at Student Parliament.
  - i. A proposal to remove a Non-Executive Officer should be presented to the Democracy Convenor at least 7 days before the meeting of the Student Parliament where it shall be discussed;
  - ii. The proposal must have 20 signatories;
  - iii. The Non-Executive Officer named in the proposal will be invited to speak in their favour at the Student Parliament Meeting where the proposal is being discussed.
  - iv. The proposal will require a majority to pass. If the motion is passed, the Non-Executive Officer in question will be immediately removed.

#### **14. Executive Committee**

##### a. General

- i. Members of the Executive Committee must make every effort to attend Executive Committee meetings. Failure to attend [four] Executive Committee meetings in a row or failure to attend without leave of absence previously granted by the Executive Committee may lead to disciplinary proceedings.
- ii. The Executive Committee shall be chaired by the President;
- iii. The Executive Committee shall meet regularly throughout the Academic Year to discuss the implementation of Policy and matters of representation and campaigning work that have not been delegated to another Committee.

##### b. Business

- i. The Executive Committee shall be responsible for:
  - 1. Researching, planning and implementing standing Association Policy.
  - 2. The support, coordination and development of the Association's Committees;
  - 3. Proposing Policy to help represent the Association's stance on all issues, which will be sent to Student Parliament for consideration.
- ii. The Chair will report to each meeting on matters of interest or developments relating to the Executive Committee's business as well as progress on issues from previous meetings;
- iii. Any member of the Executive Committee can submit an item for discussion or Policy proposal to a meeting, so long as it has been submitted to the Chair in advance of the meeting;
- iv. Any items submitted after the Agenda has been circulated may be included under 'Any Other Competent Business (AOCB)' at the Chair's discretion.

##### c. Powers

- i. The Executive Committee will have the power to research, develop and discuss Policy proposals to be proposed at Student Parliament. At any meeting considering a Policy proposal, the Executive Committee will consider whether the Policy proposal is consistent with the existing Policies of the Association and, if not, either will not pass the Policy or will pass it only as a draft for further consideration in tandem with any Policy with which it is not consistent.
- ii. The Executive Committee will have the power to organise events and campaigns in pursuit of the aims of the Association, and the implementation of Policies passed by Student Parliament.
- iii. The Executive Committee shall have the power to set the Policy of the Association where it is not reasonably practicable to refer the policy to Student Parliament. Such Policy shall be ratified at the next meeting of Student Parliament.
- iv. The Executive Committee may grant Honorary Life Memberships, in accordance with this section 4.c of the Membership Schedule. Any decision to grant an Honorary Life Membership must be noted at the next Student Parliament meeting.



## OFFICERS OF THE ASSOCIATION SCHEDULE

### 1. General

- a. This Schedule provides guidance on the general and specific duties of the Officers of The Association.
- b. Areas of responsibility are described relating to each Officer, however, are not intended to be detailed or exhaustive.
- c. If a query arises regarding the responsibility of a Committee or individual Officer, this shall be interpreted by the President or the Democracy Convenor, where appropriate.

### 2. General Duties

#### a. Trustees

- i. To act in a manner consistent with the Articles and to fulfil their legal duties as charity trustees (as set out in the Articles, company law and in charity law).
- ii. To ensure appropriate strategic control and direction of the Association's management and administration.
- iii. To ensure resources are deployed in a way that is consistent with the furtherance of the charitable purposes of the Association.
- iv. To provide accountability for decision making and use of funds, and meet the needs of the membership in doing so.
- v. To assess and manage risk, and ensure the long-term financial viability of the Association.
- vi. To annually approve and amend the finance regulations, annual budgets, health and safety plan and strategic plans of the Association, as well as approving Association auditors and other such appropriate external consultants.
- vii. To uphold and adhere to the Trustee Code of Conduct, signed by each Trustee at the beginning of their term in Office.

#### b. Executive Officers (Sabbatical Trustees)

- i. To represent the interests of the student body to the appropriate internal and external bodies.
- ii. To ensure the Executive Officers as individuals, and the Association as a whole, adheres to the Education Act 1994 and any other relevant legislation.
- iii. To be available for consultation with the student body, both formally and informally, and represent their interests appropriately.
- iv. Provide overall political management of the Association.
- v. To hold standing Policy as a binding document, and fully and effectively carry out its mandates.
- vi. To adhere to, and ensure implementation of, the Association's Equal Opportunities Policy.
- vii. To chair relevant Committees and via these, ensure the organisation and implementation of relevant campaigns, events, and materials.
- viii. To familiarise themselves with, and ensure adherence to, appropriate operational policies, including, but not limited to, health and safety, and financial procedures.

ix. To attend all appropriate training events and conferences to ensure familiarity with their role, and the current issues affecting students.

x. Make every effort to attend all meetings of the Trustee Board, Student Parliament and other relevant Association Committees, failing which disciplinary proceedings may be considered and undertaken.

xi. To uphold and adhere to the Executive Code of Conduct, signed at the beginning of their term in Office.

### **c. Executive Officers: Roles & Responsibilities**

#### **i. *President***

1. To be the main student representative for University of Strathclyde students.
2. To lead on input to University strategic initiatives and be the student leader on corporate governance meetings.
3. To campaign on issues affecting all students.
4. To be the chair of the Trustee Board and Executive Committee
5. To coordinate collaboration between the Executive Officers, as well as Non-Executive Officers.
6. To be responsible for overall financial and political management of the Association, including the presentation of the budget to University committees and signing contracts on behalf of the Association as appropriate.
7. to oversee commercial events and publicity as well as ensuring the effective management and development of Association trading concerns.

#### **ii. *Vice President Community***

1. To develop and promote extra-curricular activities for Members within the University.
2. To campaign to widen participation in extracurricular activities and improve the diversity of activities offered.
3. To engage with Halls Events Representatives and charity fundraising groups.
4. To focus on sustainability and environmental issues.
5. To engage with external stakeholders and developing partnerships and opportunities.
6. To ensure the Association caters for societies and other student groups.

#### **iii. *Vice President Education***

1. To be the main representative on academic issues within the University.
2. To campaign on education issues.
3. To support student employability and skills development
4. To coordinate feedback via Faculty Representatives and Class Representatives.
5. To be responsible for the continued development of the student representative system, and work with the appropriate bodies to this end.

6. To engage with external education agencies on areas of policy development and implementation.

iv. ***Vice President Inclusion***

1. To be the main representative on the equality, diversity and inclusion within the University and local community.
2. To educate students on ethical and diversity agendas.
3. To liaise with faith groups.
4. To ensure the Association caters for liberation groups.
5. To ensure students have the skills and knowledge to campaign.

v. ***Vice President Sport***

1. To act as President of the Sports Union.
2. To develop and promote sport within the University.
3. To campaign to widen participation in sport, increase access to sporting activities and improve the diversity of activities offered with a focus on physical health and wellbeing.
4. To ensure the Association caters for sports clubs.

vi. ***Vice President Welfare***

1. To be the main representative on the welfare and wellbeing of students within the University and local community.
2. To campaigning on issues including, but not limited to: housing and accommodation, mental health provision, poverty and widening access.
3. To liaise with the Mature Students Association.
4. To ensure the Association caters for Nightline and other welfare groups.
5. To ensure students have the skills and knowledge to campaign.

d. **Non-Executive Officers**

- i. The number, title and responsibilities of Non-Executive roles will be agreed by Trustee Board.

e. **Non-Executive Officers: Faculty Representatives**

- i. The number and responsibilities of Faculty Representatives will be agreed by Trustee Board.

## MEMBERSHIP SCHEDULE

### 1. General

- a. Every fully enrolled student of the University shall have the right to be a member of the Association and the right to opt out of membership. At the start of each academic year all students enrolled with the University are automatically registered as members, unless they choose to opt out in accordance with the procedures set out in this schedule.

### 2. Opting out of Student Membership

- a. Under section 22(2) (C) of The Education Act 1994, all students have the right to opt out of membership of the Association, and these students shall not be unfairly disadvantaged with regards provision of facilities, services or otherwise.
- b. A student wishing to opt out must inform the University or contact the Association in writing. They will receive confirmation of their request within 7 working days.
- c. The register of members for the Association is renewed annually; meaning all students who had opted out in the previous academic year will become Members. Students who wish to opt out will have to do so at the beginning of each academic year.
- d. In the event that a student who has opted out wishes to become a member of the Students' Association, they shall notify the President in writing. If the application falls within twenty working days of nominations opening for an Association election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.
- e. A student who has opted out of membership in accordance with the Articles of Association shall be termed a "User" until such time as they assume any form of membership which is defined within the Articles.
- f. Students who opt out have:
  - i. The right to join any clubs and societies and participate in student activities; however, they have no right to hold any office or take part in the election of officers to that club and society.
  - ii. The right to access Association welfare services.
  - iii. The right to use Association trading services.
- g. Students who opt out do not have:
  - i. The right to participate in the democratic processes of the Association including Association elections, Members meetings or referenda processes.

### 3. Associate Memberships

- a) Associate Members will be entitled to:
  - i) Join societies and sign up to volunteering opportunities; and
  - ii) Enter the Strath Union building; and
  - iii) Access commercial venues

- b) Associate Memberships are subject to conditions made at the point of sale, which will be reviewed annually.
- c) All Associate Memberships will last for one academic year and will require renewal annually, unless otherwise specified.
- d) Associate Members will not be able to hold representative positions in Strath Union, including society committee positions, and will not have voting rights at any Union elections, Society committee elections, and democratic meetings.
- e) Associate Members will not have access to the Advice Hub unless by arrangement with the Advice Hub Manager.
  - i) Further information on access to the Advice Hub is available in the Advice Hub Terms and Conditions.
- f) All types of Associate Membership must be bought through the Strath Union website, unless otherwise specified.

#### **4. Types of Associate Membership**

- a) Alumni Membership
  - i) Only alumni from Strathclyde University can purchase Alumni Membership
- b) University Staff Membership
  - i) Only current staff members at the University of Strathclyde can purchase Staff Membership
  - ii) This membership will end if a staff member no longer works for the University of Strathclyde
  - iii) University Staff members must purchase a membership to be a member of societies and other volunteering opportunities.
    - (1) However, University staff may access the Strath Union building and commercial venues without purchasing Associate Membership
- c) Honorary Life Membership
  - i) Honorary Life Memberships can be granted by Student Parliament or the Executive Committee. A proposal to grant an Honorary Life Membership requires a simple majority vote.
  - ii) Honorary Life Memberships will only be revoked if any of the following occurs:
    - (1) The Honorary Life Member dies; or
    - (2) The Honorary Life Member returns their Honorary Life Membership; or
    - (3) There is a simple majority vote at either Student Parliament or the Executive Committee to revoke an Honorary Life Membership from an Honorary Life Member.
- d) Centre for Lifelong Learning & Exchange Student Membership
  - i) Centre for Lifelong Learning Members must be registered with the Centre for Lifelong Learning
  - ii) Exchange Students must evidence that they are studying at the University of Strathclyde
- e) Non-Strathclyde Student Membership
  - i) Non-Strathclyde Student Members must be currently enrolled at a UK College or University

## ELECTIONS SCHEDULE

### 1. Election of Officers of the Association

- a. The following elections are governed by this Schedule:
  - i. Officers – both Executive Officers (Sabbatical Trustees) and Non-Executive Officers;
  - ii. Delegates to the National Union of Students (NUS) UK and Scotland Conferences;
  - iii. Faculty Representatives;

### 2. Election Timings

- a. All positions will be elected annually by cross campus ballot of the Members.
  - i. Annual Elections for Executive Officers (Sabbatical Trustees) shall be held in Semester 2 each year with voting open for no longer than three days, and physical campaigning permitted for a week prior to the close of polls, and online campaigning permitted from close of nominations.
  - ii. Additional elections may be run or supported by the Association as required;

### 3. The Returning Officer

- a. Shall be appointed by the Trustee Board in consultation with the University in accordance with Section 22 of the Education Act 1994;
- b. Shall be ultimately responsible for the free and fair running of the elections and for verifying the outcome of the election;
- c. May not be a member of the student body of the University of Strathclyde or a member of the Association staff;
- d. Shall appoint a Deputy to act in his/her stead, who may be the Association CEO or the CEO's nominee. The Deputy Returning Officer will support the Returning Officer in his/her duties;
- e. Shall submit a report on the conduct of the elections to the Trustee Board and the University following each election;
- f. Shall have the power to cancel elections or remove candidates;
- g. The Returning Officer's decision shall be final.

### 4. Notice

- a. Detailed Notice of elections shall be given a minimum of 14 days before nominations open.

### 5. Nominations

- a. All candidates must fully and correctly complete the nomination form (which may be electronic and online) to be eligible to stand;
- b. All candidates must be Members of the Association;
- c. Completed nomination forms must be submitted according to the instruction of the Returning Officer before the agreed closing date;
- d. The nomination period should be no less than 14 days and should start no less than 28 days before the polling date;

e. A candidate can hold an Executive Officer (Sabbatical Trustee) position within the Association for no more than two years in total (in terms of the Education Act 1994);

f. A candidates' briefing (with the Deputy Returning Officer or nominee) must be held following the closure of nominations;

## **6. Elections Regulations**

a. The Deputy Returning Officer is responsible for producing the election regulations, which must be approved by the Trustee Board prior to the commencement of the election process;

b. The election regulations should create an environment of fairness to voters and between candidates and encourage positive, creative campaigning by candidates;

c. The election regulations should clearly state the ways in which candidates can promote themselves, use any resources and appeal decisions;

## **7. Complaints and Appeals**

a. Complaints will be dealt with by the Returning Officer or Deputy Returning Officer.

i. Complaints will only be dealt with provided the Complainant:

1. Submits the complaint in writing accompanied by their signature and matriculation number;
2. Specifies what the nature of the complaint is;
3. Specifies what part of the schedule or Elections regulations has been breached;
4. Provides all relevant evidence.

ii. The Deputy Returning Officer has the power to decide and implement any sanction which they deem necessary on a candidate who has breached any of the candidates' guidelines including declaring a candidate illegible to continue their candidacy;

iii. Breaches may also be referred to the Association for a discipline hearing;

iv. Any complaint about the Deputy Returning Officer shall be addressed by the Returning Officer directly as will any appeals. The Returning Officer may confirm, vary, or overturn the original decision of the Deputy Returning Officer. The Returning Officer's decision shall be final;

v. Those alleged to have breached the regulations have the right to a hearing;

vi. Any complaints on the elections process, candidates or campaigns should be dealt with before results are announced.

## **8. The Count**

a. The count shall be undertaken using either the Single Transferable Voting system (STV) or Alternative Transferable Voting System (ATV) counting software, as appropriate to the number of vacancies and as previously agreed by the Returning Officer;

b. The counting software will be activated in the presence of the Returning Officer, who will then authenticate the results as necessary;

c. Nominees of the candidate will be entitled to a preview of the software used at the count but will not be entitled to know the result until the official announcement;

d. Once the results have been counted they shall be announced publicly and made available to all students;

### **9. By-elections and Co-option**

a. Should any elected Officer resign from their position, the Trustee board will, where reasonably practicable, run a By-Election.

b. Should Non-Executive Officer positions remain vacant following By-Election, the Trustee Board may co-opt members to fill vacancies.

c. Should any Officer fail to take up their position before their start date, the position will be offered to the 2<sup>nd</sup> preference candidate.

i. If the 2<sup>nd</sup> preference candidate declines the offer of the position, the Association will, where reasonably practicable, run a By-Election.



## REFERENDA SCHEDULE

### 1. Definition

- a. A Referendum is a vote on any question or topic that is open for all Members to participate in.

### 2. Powers

- a. Referenda can be used to:
  - i. Grant authority to the Trustees to transfer assets and liabilities and dissolve the Association;
  - ii. Amend the Articles of Association;
  - iii. Set Policy, which may overturn Policy passed at Student Meetings or Student Parliament;
  - iv. Hold a Motion of no confidence in a Trustee or a Non-Executive Officer.
- b. A Referendum shall only be deemed quorate if at least 5% of the membership vote.
- c. The Board of Trustees may override any decision made by the Members in Referendum in circumstances set out in Article 26.3 of the Articles.

### 3. Calling a referendum

- a. Referenda can be called by Student Parliament, Trustee Board, or a Secure Petition of Members.
- b. Where a referendum is called by either the Trustees or Student Parliament, they must vote to do so through secret ballot.
- c. Any member can begin the process of calling a referendum at any time through a Secure Petition. A Secure Petition can be activated via the Students' Association website, and shall require 100 members to sign it, in order to call a referendum.

### 4. Setting the Question

The question for the Referendum will be drafted by the Student Parliament, Trustee Board, or a Secure Petition that calls the Referendum. Then the Returning Officer will finalise the question to ensure clarity and equity of the question and options for answers.

### 5. Administration

- a. All referenda shall be carried out in line with the Association's Articles, this Schedule and any appropriate supplementary documents that the Returning Officer approves.
- b. Referenda will be managed by a Returning Officer, Deputy Returning Officer, and supported by Association Staff.
- c. The Returning Officer shall be appointed by the Trustee Board and shall be ultimately responsible for the free and fair running of the elections and for verifying the outcome of the election. The Returning Officer may not be a member of the student body of the University of Strathclyde or a member of the Association staff.

- d. The Returning Officer appoint a Deputy to act in his/her stead, who may be the Association CEO or the CEO's nominee. The Deputy Returning Officer will support the Returning Officer in his/her duties
- e. The Returning Officer, Deputy Returning Officer, and Association Staff shall largely have the same functions in Referenda as they do during the annual elections (see the Election Schedule), with any difference indicated in this Schedule, and the appropriate supplementary documents.

## **6. Referendum Campaign**

- a. After a referendum is called, the Returning Officer shall finalise the question and options for answers, set out a referendum timeline, including a campaigning period, budget for a campaign team of each option to the referendum question, voting period and any other relevant details in a Referendum Pack, to the point of contact of each official campaign.
- b. Each option in the referendum shall be entitled have an official campaign, with a single point of contact, should such interest be shown by at least 2 members of the Association.
- c. After the referendum has been completed the Trustee Board shall consider whether the outcome of the referendum requires the consideration of the Trustee Board under Article 26 of the Memorandum & Articles. Should the outcome require the intervention of the Trustee Board, the Trustee Board must publish their conclusions on the Association website.