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MEETINGS & STANDING ORDERS SCHEDULE

1. General

- a. All meetings of the Association should follow the rules set down in this Schedule as guidance on best practice, where possible and appropriate;
- b. All meetings of the Association shall be open to all Ordinary Members of the Association unless otherwise stated or if deemed to be inappropriate by the Chair of that 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 of that Committee.
- c. The Chair of the Committee may invite others to attend meetings for specific items of business, or for information, where appropriate;
- d. Outcomes of all meetings will be communicated to all Ordinary Members in one or more of the following ways:
 - i. Through official Association communication channels;
 - ii. Through other Committees such as the Executive or Student Parliament;
 - iii. Through General Meetings or Referenda;
- e. The Association shall from time to time form other Committees to enact business. These meetings will not be constituted and need not form any formal part of the Governance structure.

2. Convening Meetings

- a. The Chair of the relevant 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. Where a quorum is not specifically set within the Constitution or Schedules for a Committee, the quorum shall be set at half of the overall membership of the Committee for decisions made to be binding;

- g. If a quorum is not met within 30 minutes of a meeting scheduled to begin, then the meeting shall be abandoned.

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. Minutes and Matters Arising
 - iv. Items of Business
 - v. 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 of the Agenda being published along with any supporting papers;
- b. Any item not submitted by the time the Agenda is published 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 Ordinary Members of the Association shall be entitled to vote at any Association Meeting;
- 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. Committee members will have the option to vote 'For', 'Against' or 'Abstain'. The Chair of the Committee will not have a vote in the first instance;
- e. In the event where a vote is tied, the Chair of the Committee will have a casting vote.

6. Discussion of Motions

Any motion shall be discussed in the following way:

- a. There shall be a speech in favour of the motion by the named proposer or their nominee;

- b. The Chair will then inform the meeting of any amendments submitted, if any;
- c. Each amendment shall be debated in turn;
- d. There will be a speech in favour of the amendment;
- e. There will be a debate of the amendment alternating between for and against, starting with against;
- f. There will then be a vote; if the amendment is passed it shall become part of the motion, which in its amended form shall be called the Substantive;
- g. If there are any further amendments the debate shall return to 6.b;
- h. There will be a debate on the Substantive, alternating between for and against, starting with against;
- i. The proposer or their nominee shall have the right to summate at the end of the debate;
- j. There will be a vote on the Substantive in the method described in Paragraph 5.

7. Procedural Motions

- a. Procedural motions shall have precedence over all other business except points of order. They may not be raised during a speech or during the course of a vote unless relating to the conduct of that vote;
- b. Procedural Motions shall be debated in the following way:
 - i. There shall be a speech in favour of the procedural motion;
 - ii. There shall be a speech against;
 - iii. There shall be a vote - all procedural motions require a two thirds majority to be passed, unless otherwise stated.
- c. There shall be the following procedural motions which are listed in order of priority:
 - i. The meeting wishes to overturn a ruling or decision of the Chair of the Meeting. If passed such a motion shall not be treated as a motion of "no confidence" in the Chair;
 - ii. That the Agenda be re-ordered;
 - iii. That the question specified shall now be put. If passed this means that all debate on a motion shall stop save that there will be a summing speech and a vote on the substantive as it currently stands;
 - iv. That the question shall not be put. If passed then no decision shall be taken on the motion in question and the meeting shall proceed to the next item of business;
 - v. That the question as specified be remitted to an all student referendum.
 - vi. That the question as specified be remitted to another meeting. Any motion shall specify the meeting concerned and if known the time and place of that meeting;

- vii. That the question as specified shall be moved in parts;
- viii. That a vote be taken by secret ballot;
- ix. That a vote be taken by roll call;
- x. That a guillotine be set for the meeting.

8. Points of Information and Order

- a. Points of Information & Order shall take precedence over any other matter;
- b. A Point of Information shall be where a matter of correction is required of a Speaker;
- c. 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:
 - i. A request for a quorum count;
 - ii. A request for a clarification of the rules;

9. Powers of The Chair

- a. There shall be order when the Chair of the Meeting is speaking;
- b. If the Chair of a Committee is absent or wishes to speak on an item of business, Chairing duties shall be passed to a nominee;
- c. The Chair of a meeting shall decide on all matters of relevance and competence;
- d. 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. The Chair of the meeting shall also have the right to adjourn or close the meeting.

10. 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 and will include the full text of any policies or bye-laws passed;
- c. Minutes will be prepared and sent to the Chair to check for accuracy, after which they will be published and distributed to members of the Committee before the next meeting;
- d. Minutes will be ratified by the next meeting of the Committee.

11. Reserved Business

- a. The Executive, The Board, Finance Committee, Discipline & Discipline Appeals Committee and Elections Tribunal are the only Committees allowed to hold Reserved Business;
- b. Reserved Business refers to confidential matters and only members of the relevant 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 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;
- e. Minutes for items of Reserved Business will be checked by the Chair of the Committee for accuracy and stored confidentially.

12. Archiving & Policy Lapse

- a. Once minutes have been checked for accuracy and ratified by the relevant Committee, they will be sent to the Student Involvement Team for archiving and publishing;
- b. At the end of each academic year, minutes of all relevant Committees will be collated and kept in the Central Association Archive for reference. This will include minutes of The Board, The Executive, and The Parliament;
- c. Any Policies passed by the Association will become part of Standing Policy and will remain as policy of the Association for five years. This shall be updated at the end of each academic year;
- d. At the last meeting of The Parliament of each year, all policies passed five years previous will be set to lapse. The Democracy & Policy Officer will present all the policies due to lapse to Parliament and proceed as follows:
 - i. If there is no objection, the Policy will lapse;
 - ii. If there is an objection, there will be a speech in favour of the Policy being retained and then a vote taken of Parliament members – a simple majority 'for' will retain the policy for a further five years. If a majority is not reached, the policy will lapse;

13. Student Members' Meetings

- a. General
 - i. The Union shall hold an annual general meeting once in each academic year. Not more than 18 months shall pass between the date of one annual general meeting and the next;

- ii. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a Secure Petition to that effect, signed by at least 100 Members having the right to attend and vote at general meetings;

b. Business

- i. All petitions for a General Meeting must be submitted to the President, who shall, in turn, inform the Trustee board. A General Meeting shall be called within 14 working days of such a request being submitted;
- ii. A notice calling a General 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 ordinary member may amend an item of business to be discussed;
- iii. The Democracy & Policy Officer shall preside as chair of the meeting. In their absence the President or their nominee shall chair the meeting;
- iv. Amendments to motions may be submitted by any Ordinary Member of the Association and deadlines for such amendments will be set by the Democracy & Policy Officer at the same time as the General Meeting is called;
- v. One day before the date of the meeting any amendments that have been submitted should be displayed on The Association website;
- vi. The Chair shall have the right to refuse the insertion of any motion if it is considered to be outside the competence of The Association, subject to this decision being intimated to the meeting;
- vii. No motion or 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;
- viii. Once submitted, an item of business shall be the property of the meeting and may only be withdrawn through a vote where two thirds majority is required;
- ix. The Democracy & Policy Officer shall decide on whether any item of business is deemed of sufficient urgency to warrant inclusion on the agenda;

c. Powers

- i. General Meetings shall have the power to pass emergency policies of the Association;
- ii. A General Meeting of the Association shall only take place if at least 200 Ordinary Members are present;
- iii. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such other day, time and place as the Trustees may determine;
- iv. Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless the Memorandum & Articles provides otherwise;

- v. Trustees even if they are not members have the right to attend and speak at Student Members meetings;
- vi. Minutes of General Meetings will be published and distributed to Ordinary Members as soon as is practicable after the meeting;

14. Student Parliament

a. General

- i. The Parliament shall be chaired The Democracy & Policy Officer;
- ii. The 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
- iii. Executive Accountability
 - 1. Each member of the Executive Committee shall present a report to The 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;
- iv. Policy creation and Referenda
 - 1. The Chair will report to each meeting on matters of interest or developments relating to the Parliament's business as well as progress on issues from previous meetings;
 - 2. Any member of the Parliament can submit an item for discussion to a meeting, so long as it has been submitted to the Chair in advance of the meeting;
 - 3. Any policy proposals must be submitted to the Democracy & Policy Officer at least one week before the meeting takes place. Policy proposals must be proposed by an ordinary member and supported (Seconded) by another member in order for it to be heard. This will then be tabled as a policy proposal at the next meeting, where discussion will take place as per the Discussion of Motions, set out earlier in this Schedule;
 - 4. The Democracy & Policy Officer will be responsible for processing the Policy as per the agreement of 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;

b. Powers

i. Executive Accountability

The Parliament shall have the ability to:

- 1. Question all 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 Executive Officers for failure to deliver on their duties or responsibilities:
 - a. Motions of Censure should be presented to the Democracy & Policy Officer at least 7 days before the meeting of the Parliament where it shall be discussed;
 - b. A motion of Censure in an Officer shall require the signatory support of at least 50 Ordinary Members of the Association to be heard;
 - c. A motion of Censure shall be passed by a simple majority or a quorate meeting of The 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 Executive 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 in an Officer shall require the signatory support of at least 100 Ordinary Members of the Association to be heard;
 - b. A motion of No Confidence will require the support of at least two thirds of a quorate meeting of The Parliament to be passed and will automatically trigger a Referendum of ordinary members on the issue;
 - c. The Association must hold a Referendum on the motion within 14 days of the motion being passed by The Parliament and will be subject to the normal rules relating to Referenda in the Association.
- c. Policy creation and Referenda
- i. All meetings of The Parliament shall include at least 30 members to be deemed quorate or for any decisions taken to be binding;
 - ii. Set the Policy of the Association and refer Policy to a Referendum of the Student Members or to the Student Members at a Student Members' meeting;
 - iii. Make, repeal and amend the Schedules jointly with the Trustees in accordance with Article [47];
 - iv. Receive a quarterly report from the Trustees; and appoint associate members in accordance with Article [13] and the Schedules.

15. Equality & Diversity Committee

- a. General
 - i. The Equality & Diversity Committee shall be chaired by the Vice President Diversity;

- ii. The Equality & Diversity Committee shall meet regularly throughout the Academic Year to discuss issues, generate policy ideas, plan, deliver & review campaigns, and coordinate events to encourage greater participation from the membership in Equality & Diversity issues.

b. Business

- i. The Equality & Diversity Committee shall be responsible for:
 - 1. Promoting Equality & Diversity throughout the Association, the University and the wider community;
 - 2. The promotion of the Equal Opportunities Policy;
 - 3. The support, coordination and development of liberation groups, faith & belief groups and groups representing specific traditionally underrepresented demographics such as mature students and international students;
 - 4. Proposing policy to help represent the Association's stance on issues relating to Equality & Diversity issues, which will be sent to The Parliament for consideration.
- ii. The Chair will report to each meeting on matters of interest or developments relating to the Equality & Diversity Committee's business as well as progress on issues from previous meetings;
- iii. Any member of the 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 Equality & Diversity Committee will have the power to research, develop and discuss policy proposals to be proposed at The Parliament;
- ii. The Equality & Diversity Committee will have the power to organise events and campaigns in pursuit of; the aims of the Committee, and the implementation of policies passed by The Parliament.

16. Support Committee

a. General

- i. The Support Committee shall be chaired by the Vice President Support;
- ii. The Support Committee shall meet regularly throughout the Academic Year to discuss issues, generate policy ideas, plan, deliver & review campaigns, and coordinate events to encourage greater participation from the membership in Support issues.

b. Business

- i. The Support Committee shall be responsible for:

1. Promoting the Support needs of students throughout the Association, the University and the wider community;
 2. The support, coordination and development of campaigns and projects to improve student welfare;
 3. Proposing policy to help represent the Association's stance on issues relating to students' rights and welfare, which will be sent to The Parliament for consideration.
- ii. The Chair will report to each meeting on matters of interest or developments relating to the Support Committee's business as well as progress on issues from previous meetings;
 - iii. Any member of the 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 Support Committee will have the power to research, develop and discuss policy proposals to be proposed at The Parliament;
 - ii. The Support Committee will have the power to organise events and campaigns in pursuit of; the aims of the Committee, and the implementation of policies passed by The Parliament.

17. Education Committee

- a. General
- i. The Education Committee shall be chaired by the Vice President Education;
 - ii. The Education Committee shall meet regularly throughout the Academic Year to discuss issues, generate policy ideas, plan, deliver & review campaigns, and coordinate events to encourage greater participation from the membership matters relating to Education.
- b. Business
- i. The Education Committee shall be responsible for:
 1. Promoting the Support needs of students throughout the Association, the University and the wider community;
 2. The support, coordination and development of campaigns and projects to improve the student learning experience.
 3. Proposing policy to help represent the Association's stance on education issues, which will be sent to The Parliament for consideration.

- ii. The Chair will report to each meeting on matters of interest or developments relating to the Education Committee's business as well as progress on issues from previous meetings;
- iii. Any member of the 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 Education Committee will have the power to research, develop and discuss policy proposals to be proposed at The Parliament;
- ii. The Education Committee will have the power to organise events and campaigns in pursuit of; the aims of the Committee, and the implementation of policies passed by The Parliament.

18. Executive Committee

a. General

- i. The Executive Committee shall be chaired by the President;
- ii. 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 relevant Association Committees;
 - 3. Proposing policy to help represent the Association's stance on all issues, which will be sent to The 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 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 The Parliament;



- ii. The Executive Committee will have the power to organise events and campaigns in pursuit of; the aims of the Executive Committee, and the implementation of policies passed by The 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 The Parliament. Such Policy shall be ratified at the next meeting of The Parliament

OFFICERS OF THE ASSOCIATION SCHEDULE

1. General

- a. This Schedule exists to provide 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 Democracy Officer, where appropriate.

2. General Duties

a. Trustees

- i. To act in a manner consistent with the Constitution of the Association.
- ii. To ensure appropriate 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. 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 and strategic plans of USSA, as well as approving Association auditors and other such appropriate external consultants.
- vii. To uphold and adhere to the Trustee Code of Conduct, agreed by the Board at the beginning of their term in Office.

b. Executive Officers

- i. Represent the interests of the student body to the appropriate internal and external bodies.
- ii. Ensure the Executive Officers as individuals, and the Association as a whole, adheres to the Education Act 1994 and any other relevant legislation.
- iii. 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. Adhere to, and ensure implementation of, the Association's Equal Opportunities policy.
- vii. Chair relevant Committees and via these, ensure the organisation and implementation of relevant campaigns, events, and materials

viii. Familiarise themselves with, and ensure adherence to, appropriate operational policies, including, but not limited to, health and safety, and financial procedures.

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

x. Attend all meetings of the Trustee Board, Student Parliament and other relevant Association Committees.

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

c. Executive Roles & Responsibilities

i. President

1. Be the main student representative for University of Strathclyde students.
2. Lead on input to University strategic initiatives and be the student leader on corporate governance meetings.
3. Campaign on issues affecting all students.
4. Be the chair of the Trustee Board and Executive Committee
5. Coordinate collaboration between different members of the Executive including Part-Time Officers.
6. 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. Oversee commercial events and publicity as well as ensuring the effective management and development of Association trading concerns

ii. Vice President Community

1. Develop and promote extra-curricular activities within the University.
2. Campaign to widen participation in extracurricular activities and improve the diversity of activities offered.
3. Engage with Halls Events Reps and RAG groups.
4. Focus on sustainability and environmental issues.
5. Engage with external stakeholders and developing partnerships and opportunities.
6. Ensure the Union caters for societies and other student groups.

iii. Vice President Education

1. Be the main representative on academic issues within the University.
2. Campaign on education issues.

3. Support student employability and skills development
4. Coordinate feedback via Faculty Reps and Class Reps.
5. Be responsible for the continued development of the student representative system, and work with the appropriate bodies to this end.
6. Engage with external education agencies on areas of policy development and implementation.

iv. Vice President Inclusion

1. Be the main representative on the equality, diversity and inclusion within the University and local community.
2. Educate students on ethical and diversity agendas.
3. Liaise with faith groups.
4. Ensure the Union caters for liberation groups.
5. Ensure students have the skills and knowledge to campaign.

v. Vice President Sport

1. Act as President of the Sports Union.
2. Develop and promote sport within the University.
3. 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. Ensure the Union caters for sports clubs.

vi. Vice President Welfare

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

d. Part-Time Officers

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

e. Faculty Representatives

- i. The number and responsibilities of faculty representatives will be agreed by Trustee Board.

OPTING OUT OF STUDENT MEMBERSHIP

1. General

- a. Every fully enrolled student of the University shall have the right to be a member of the Union 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.
- b. Under section .22(2) (C) of The Education Act 1994, all students have the right to opt out of membership of the Union, and these students shall not be unfairly disadvantaged with regards provision of facilities, services or otherwise.
- c. A student wishing to opt out must inform the University or contact the Union in writing. They will receive confirmation of their request within 7 working days.
- d. The register of members for the Association is renewed annually; meaning all students who had opted out in the previous academic year will become ordinary members. Students who wish to opt out will have to do so at the beginning of each academic year.
- e. 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.
- f. A student who has opted out of membership in accordance with the Union Constitution shall be termed a "User" until such time as they assume any form of membership which is defined within the Articles.

2. Students who opt out have:

- a. 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;
- b. The right to access Union welfare services
- c. The right to use Union trading services;
- d. Do not have a right to participate in the democratic processes of the Union including Association elections, Members meetings or referenda processes.

ELECTIONS SCHEDULE

1. Election of Student Officers of The Association

- a. The following elections are governed by this Schedule:
 - i. Executive Officers;
 - ii. Delegates to the National Union of Students (NUS) UK and Scotland Conferences;
 - iii. Faculty Reps;
 - vi. Student Development & Enterprise Officer. Part-time Officers;

2. Election Timings

- a. All positions will be elected annually by cross campus ballot of the ordinary members.
 - i. Annual Elections for Executive Committee Posts 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 Union 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 Students' Association staff;
- d. Shall appoint a Deputy to act in his/her stead. 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 Ordinary 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 only be in a sabbatical position (Executive position) within the Association for no more than two years;
- f. A candidates' briefing must be held following the closure of nominations at a time specified by the Returning Officer;

6. Elections Regulations

- a. The 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 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 Student Officer resign from their position, the Trustee board will, where reasonably practicable, run a By-Election.
- b. Should positions remain vacant following By-Election, the Trustee Board may co-opt members to fill vacancies.

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 constitution;
 - iii. Set Policy, which may overturn Policy at Student Meetings or The Parliament;
 - iv. Hold a Motion of no confidence in a Trustee, Sabbatical Officer or Part-Time 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.

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 200 members to sign it, in order to call a referendum.

4. Administration

- a. All referenda shall be carried out in line with the Association's Constitution, 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 Trustee Board shall designate a Returning Officer, who must be deemed by the Trustee Board to be appropriately neutral for the matter(s) up for referenda, and not employed in any capacity by the Association. The Senior Staff member shall appoint the Deputy Returning Officer from the Association's staff.
- d. The Returning Officer, Deputy Returning Officer, and Association Staff shall largely have the same functions in Referenda as they do during the annual elections, with any difference indicated in this Schedule, and the appropriate supplementary documents.



5. Referendum Campaign

- a. After a referendum is called, the Returning Officer shall 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 28 of the Memorandum & Articles. Should the outcome require the intervention of the Trustee Board, the Trustee Board must publish their conclusions on the Union website.

DISCIPLINE SCHEDULE

1. General Jurisdiction

- a. An individual subject to the discipline of the Association shall be in breach of discipline in the following circumstances:
 - i. Conduct amounting to a breach of the Union's code of conduct;
 - ii. Conduct amounting to a breach of the Rules or Regulations governing the use of the University or Union premises;
 - iii. Conduct on the part of an elected Officer who unreasonably fails to perform or discharge his/her duties as Council member in accordance with the requirements of the Constitution, and its Schedules;
 - iv. Conduct which, after due intimation, and in the absence of a proper explanation, amounts to a failure to pay any fine or discharge any obligation imposed by the Association or any Disciplinary Committee of the Association;
 - v. Conduct amounting to a guilty verdict of a breach of discipline in a Union or Association with which the Association has a reciprocal agreement;
 - vi. Conduct amounting to behaviour which would bring the Association into disrepute.
- b. The Association shall have jurisdiction over all offences involving an alleged breach of discipline where a charge has been made against an individual who is subject to the Association's discipline code.
- c. It shall be competent for an individual convicted by a Discipline Hearing to have the right to appeal the decision or the penalties disposed thereof.

2. Charging Procedures

- a. Where a breach of discipline occurs the following procedure should be followed:
 - i. An Incident Report should be forwarded to the President or his/her nominee as soon as possible following the event in question, whereupon the President or his/her nominee shall ascertain whether the incident merits the party/s being charged;
 - ii. Should the President or his/her nominee deem a charge be made, a Discipline Hearing shall be called and a Chair nominated from within the Executive Committee (hereinafter referred to as 'the Chair'). The date for this Discipline Hearing will be set within a period of fourteen calendar days from the charge being made;
 - iii. Once a date for a Discipline Hearing has been set, it shall be the responsibility of the Chair to arrange for 4 Ordinary Members to act as a Discipline Panel to assist the Chair in their deliberations
 - iv. In the event of the a member of Executive Committee being subject to a discipline charge, all responsibilities of the Chair relevant to the Discipline Code and procedure for that case will be automatically transferred to the External members of the Trustee Board or their nominee.
 - v. At any point prior to a Discipline Hearing, the accused party may enter a guilty plea, moving proceedings directly to Disposals.

3. Interim Provisions

- a. The Executive Committee shall, at their joint discretion, have the power to suspend the membership rights of any individual charged with an alleged breach of discipline from the date of the alleged offence until a Discipline Hearing (except where the individual is a member of the Executive Committee, in which case an interim suspension can only be imposed with the agreement of the External Trustees) in the following circumstances:
 - i. A serious physical assault on an employee or member of the Association;
 - ii. The uttering of any statement of a racial, prejudiced or prejudicial nature to any employee of the Association, member or guest of the Association;
 - iii. Any further act of a nature such as would bring the Association or its members into immediate and serious disrepute.

4. Discipline Hearings & Their Proceedings

- a. The Prosecutor presenting the case for the Association before any Discipline Hearing shall be the President or his/her nominee.
- b. The charged party may represent him/herself at the hearing, or be represented by a person of his/her choice.
- c. The charged party shall be notified in advance of the names of all the witnesses who shall be cited by the Prosecutor.
- d. The charged party shall be notified in advance of his/her right to bring witnesses to the hearing of the Discipline Hearing to give evidence on the party's behalf.
- e. The Chair of the Discipline Hearing may request the attendance and hear the evidence of additional witnesses not brought by either the Prosecutor or the party charged where he/she concludes that such evidence might be of assistance to proceedings.
- f. On commencement of the Hearing, the Chair shall outline the charge against the accused and determine the plea entered.
- g. The Prosecutor shall outline the case against the accused, which shall include the witnesses for the Association. The accused party shall be entitled to cross-examine each witness, following which the Chair and/or the Panel shall have the right to re-examination of the witness on any new matter, which has arisen during cross-examination.
- h. The witnesses for the accused shall then be called and the Prosecutor shall have the right of cross-examination in each case.
- i. The accused party may give evidence as a witness on his/her own behalf subject to the Prosecutor's right of cross-examination. Alternatively he/she may make a statement which shall not be subject to cross-

examination, but the Panel shall be entitled to take account of the fact that such statement has not been subject to cross-examination when assessing its credibility.

- j. The Discipline Hearing shall not be bound by any enactment or rule of law relating to admissibility of evidence in proceedings before the courts of law and the weight to be attached to, and the sufficiency of any item of evidence treated as admissible by the Discipline Hearing shall be at the Chair's discretion.
- k. The applicable standard of proof in proceedings before the Discipline Hearing shall be the balance of probabilities. The onus of proof shall be on the Prosecutor or his/her nominee. The party charged shall be entitled to call evidence and make submissions to the Discipline Hearing relative to any procedural defects in respect of his or her being charged of the offence before the Hearing. If the Discipline Panel are satisfied that the individual charged has shown that such a breach has been materially prejudicial to the person charged, they shall make a finding of not guilty on that basis alone. If the Panel decides that such a case has not been made out the proceedings shall continue as if the preliminary submission of the defect and procedure had never been made.
- l. At the conclusion of the evidence, the Prosecutor and the party charged (or his/her representatives) in that order shall each be entitled to make a closing speech of closing submissions to the Discipline Panel and thereafter the Prosecutor and the accused and his/her representatives shall leave the room while the Committee comes to its decision.
- m. In the event of a party being found guilty of a breach of discipline, the Chair alone shall determine what penalty, if any, to impose in accordance with this Schedule, although he/she may invite and consider advice from the other members of the Discipline Panel as to the appropriate penalty, if any, to impose. When that decision has been reached, the Prosecutor and the party shall be recalled and informed of the findings of the Discipline Panel by the Chair.
- n. Prior to any sentence being imposed by the Chair in the event of a finding of guilt, it shall be competent for the party charged with breach of discipline to make a plea in mitigation of the sentence. In deciding the sentence, it shall be competent for the Chair to consider the previous disciplinary record of the party charged.

5. Discipline Hearings in the Absence of the Party Charged.

- a. Where the Prosecutor produces evidence that the preliminary procedures to the hearing have been carried out in accordance with this Schedule and where neither he/she nor the Chair of the Discipline Hearing has been informed of the reason of the non-attendance of the accused, or in the event that the accused proffers a reason for his/her non-attendance and where the Discipline Panel reasonably consider that reason to be inadequate or unsatisfactory in all the circumstances of the case, it shall be open to the Discipline Panel to hear the case in the absence of the accused.
- b. In the event that the case is heard in the absence of the party charged, once evidence has been led for the prosecution by the Prosecutor he/she shall leave the room whilst the Panel decides upon its finding of guilt or innocence. The Prosecutor shall then be recalled to the room to hear the Committee's decision pronounced by the Chair.
- c. If the accused is found guilty the Chair shall pronounce sentence. Thereafter it shall be the responsibility of the Chair of the Panel to send notice of the decision and of any sentence imposed.

6. Penalties and Disposals

- a. In the event of a finding of guilt and after the party charged has addressed the Discipline Committee in mitigation of sentence the Chair will impose one or more of the following disposals:
 - i. The party charged shall be admonished.
 - ii. The party charged will receive a severe reprimand and be warned as to his or her future conduct;
 - iii. A fine not exceeding Two Hundred Pounds will be imposed;
 - iv. Permanent or temporary incapacity to hold any elected position within the Association, inclusive of Sports Union Executive and Clubs and Societies Executive positions, shall be imposed. ;
 - v. Suspension of membership for a period prescribed by the Chair;
 - vi. The case may be remitted to the University Authorities, Senate or Disciplinary Committee.
- b. The Chair shall have the authority of offering the party charged the option of a specified duration of Association service. This shall be offered as an alternative to the penalty otherwise imposed only. The service must take the form of specified duties that are of benefit to the Association and be of a reasonable nature. In the event of a failure to fulfil this service within the proscribed time period, the original penalty shall be imposed. This will be subject to appropriate reduction in the case of partial completion of service. It shall be within the power of the Chair to make all determinations relevant to this disposal.
- c. Any penalty or penalties imposed shall take immediate effect from the date of imposition. In the event that an appeal is made to the Discipline Appeals Panel by the party within the period prescribed shall have the effect of automatically suspending this decision pending the appeal taken.

7. Appeals

- a. A party found guilty of a breach of discipline by the Discipline Committee against a finding of guilty by the Discipline Committee or against the sentence imposed by its Chair on one or more of the following grounds:
 - i. The procedures followed in respect of the charging of the party, or in the conduct of the Discipline Hearing, was departed from to such a material extent as to render the proceedings culminating in the finding of guilt void;
 - ii. That any discretion exercised by the Discipline Panel relative to any aspect of the Discipline Hearing or its conduct was exercised in a wholly unreasonable manner causing material prejudice to the party charged;
 - iii. There was a material departure from the requirements of natural justice perpetrated at the Discipline Hearing;
 - iv. That no ordinary or properly instructed Discipline Panel could have returned a guilty verdict based on the evidence provided by the Prosecutor based on balance of probabilities;

- v. That the conduct or action complained of did not constitute a breach of discipline;
 - vi. That the sentence imposed was oppressive or unduly harsh and did not reflect the nature and circumstances of the offence.
- b. A party wishing to appeal against a decision of a Discipline Hearing or against the sentence imposed by its Chair must lodge a notice of appeal within fourteen days of the decision being communicated to him or her. It is assumed for the purpose of this time limit that the fourteen day period shall begin one day after communication of the decision by letter addressed to the party.
- c. Upon receipt of the notice of appeal, the appellant shall be sent the appropriate Minute of the Discipline Hearing as soon as reasonably practicable.
- d. The procedures for convening a Discipline Appeal Hearing shall be the same as those outlined in Discipline Hearings and Their Proceedings, above, with the exception of reasons for appeal being heard in place of a plea.
- e. No Chair or member of a Discipline Panel can be present at any subsequent Appeal Hearing arising from the original Hearing.

8. Remittance to University Authorities

- a. Any student who has used this procedure and are dissatisfied with the outcome or feel like they have been unfairly treated in their dealings with the Association should complain in writing to the Chief Operating Officer of the University.