

# BYE LAW NINE: UNION COMMITTEES

## 1. Executive Committee

- 1.1. The membership shall be the four Officer Trustees.
- 1.2. The Chair will be the President or a nominated Trustee.
- 1.3. Quorum will be half the elected membership plus one.
- 1.4. Shall meet at least fortnightly during term time.

### Duties & Responsibilities

- 1.5. To be responsible for the representation and campaigning work and the implementation of Union policy.
- 1.6. To hold each other, both collectively and individually, responsible for their work
- 1.7. To undertake research and listening activities to ensure that the student voice is heard
- 1.8. To ensure Students' Representative Council is kept up to date on the actions of the Executive Committee.
- 1.9. To liaise with external organisations appropriate to individual roles.
- 1.10. To be impartial and not publicly take sides in representative elections.
- 1.11. To support students, volunteers and Officers within designated Union Forums, networks and Student Activity Groups:

## 2. Finance, Staffing & Risk Committee

- 2.1. The membership shall be:
  - the President;
  - a further Officer Trustee nominated by the President;
  - Two appointed Trustees
  - the Chief Executive;
  - a further member of the SMT nominated by the Chief Executive and approved by the committee;
- 2.2. Other persons who in the view of the committee would bring relevant experience and advice, may be invited to attend by the Chair.
- 2.3. The Chair will be the President or a nominated Trustee.
- 2.4. Quorum will be two Trustees and two Staff Members.
- 2.5. Shall meet at least 4 times per year.
- 2.6. To be responsible to the Board of Trustees for monitoring the Union's financial management, risk management, development, services and any staffing related issue.

### Duties & Responsibilities

- 2.7. To agree and recommend annually for approval by the Board of Trustees, the Union budget containing estimates of all income and expenditure accruing to the Union by Cost Centre and in summary form, including estimates of investments and provisions.
- 2.8. To receive and monitor the Union's management accounts with a commentary prepared by the Union's management team.
- 2.9. To agree, monitor and review the Union's medium and long-term financial plans.
- 2.10. To review annually financial regulations and procedures of the Union and monitoring their application.
- 2.11. To agree amendments to employee policies and strategic staffing needs of the Students' Union and oversee compliance with current and future employment legislation.

- 2.12. To review and advise the Board in respect of any matter which threatens or carries a risk for the Union, ensuring an appropriate risk register is maintained.
- 2.13. To consider any such other matters referred to it by the Board of Trustees or Management Committee.
- 2.14. To provide minutes of meetings or reports to the Board of Trustees

#### Extraordinary Staffing Matters

- 2.15. The following matters fall outside the remit of FSRC and will be considered by the Nominations & Remuneration Committee and will exclude any members who are beneficiaries or have a conflict of interest:
  - to agree the appointment, remuneration, terms and conditions of the Chief Executive;
  - to agree the remuneration and employment terms and conditions of the Sabbatical Officer Trustees.

### **3. The Nominations & Remunerations Committee**

- 3.1. The Membership shall be:
  - the President or a nominated Trustee;
  - one Officer Trustee (nominated by the President);
  - one Student Trustee;
  - one Appointed Trustee
  - the Chief executive, in an advisory capacity (or may be delegated to the Senior Manager responsible for HR).
- 3.2. Quorum shall be two Officer Trustees and two non-Officer Trustees (except where officer pay and conditions are being considered where it shall be four non-Officer trustees).
- 3.3. The Nominations & Remuneration Committee (N&RC) will meet as required and report to the Board.

#### Duties & Responsibilities

- 3.4. To carry out regular skills, experience and diversity audits of the Board and identify the skills, experience, characteristics and backgrounds that are needed to provide high quality effective governance
- 3.5. To make arrangements to ensure all Trustees receive appropriate training
- 3.6. To undertake search activities which identify candidates for current or future Trustee vacancies with the right experience and knowledge as directed by the Appointments Committee.
- 3.7. To agree the appointment, remuneration, terms and conditions of the Chief Executive.
- 3.8. To agree the remuneration, employment terms and conditions of the sabbatical Officer Trustees.
- 3.9. To oversee and make provision for appraisal arrangements of Senior Staff and Officer Trustees

### **4. Appointments Committee**

- 4.1. Composition
  - The President or a nominated Trustee
  - A further trustee nominated by the President
  - The Chief Executive or their nominee

- 4.2. The Chair will be the president
- 4.3. The Committee will meet as required

#### Duties and Responsibilities

- 4.4. The appointment of Student/Lay Trustees and the Chairs of Students' Representative Council and Better Staffs Forum.
- 4.5. To ensure that there is a fair and transparent recruitment strategy in place and oversee its operation
- 4.6. To shortlist and interview candidates based on their abilities and the needs of the board/forum/committee in line with the skills audit and any other considerations such as gender balance and diversity as may be deemed appropriate  
To submit recommendations of appointments for approval to the Nominations and Remuneration Committee

### **5. The Management Committee**

- 5.1. Membership shall be:
  - the four Officer Trustees;
  - the Chief Executive;
  - up to three managers of the Union, nominated by the Chief Executive
- 5.2. The Management Committee will meet regularly, normally at least every two weeks during term time.
- 5.3. The chair will be the President or a nominated Trustee.

#### Duties & Responsibilities

- 5.4. To ensure that the strategic, operational and financial plans agreed by the Board of Trustees are implemented.
- 5.5. To receive reports from each of the Union's departments and review their activity against agreed strategic, operational and financial plans.
- 5.6. To ensure services and operations are conducted in line with Union Policy.
- 5.7. To discuss and make decisions on operational issues relating to the Unions activities and services.
- 5.8. To make recommendations to the Board of Trustees on strategic matters which require significant investment of the Union finances or staff time.
- 5.9. To provide the Board of Trustees with summary reports on the departments at regular intervals and on any exceptional matter which might require the Board's attention.
- 5.10. To monitor student involvement in the Students Union and make recommendations for future development

### **6. Sports Executive Committee**

- 6.1. Membership shall be:
  - A full time Student Officer;
  - A representative from the University's Sports Development Team;
  - A student representative from each Non-Bucs Sports Club
  - A student representative from each Bucs sports Club
- 6.2. Shall be chaired by the Student Officer.
- 6.3. Shall meet not less than once per semester
- 6.4. All Committee members/Team Captains shall normally be notified by e-mail two weeks prior to the meeting\* and invited to respond if they wish to attend, or to delegate

attendance to another member on their behalf . Representation from every club is encouraged.

- 6.5. Where the Chair deems it necessary to call an emergency meeting at short notice, it may be necessary to deviate from this time scale.

#### Duties and Responsibilities

- 6.6. To review Sports Clubs eligibility to receive financial assistance from the Students' Union
- 6.7. To submit feedback related to the quality & service delivery of sporting opportunities delivered by the Union & University
- 6.8. To submit ideas for further developments/improvements to sporting opportunities available to Staffordshire students.
- 6.9. To share best practice in the operation of sports groups
- 6.10. To submit ideas and to support the planning of the annual celebration event(s)
- 6.11. To discuss any other business (AOB) put forward by any other committee members

### **7. Societies Executive Committee**

- 7.1. Membership shall be:
- A full time Student Officer;
  - A representative from the Students' Union Engagement Team;
  - A student representative from each Society
- 7.2. Will be chaired by the Student Officer
- 7.3. Shall meet not less than once per semester
- 7.4. All Committee members shall normally be notified by e-mail two weeks prior to the meeting\* and invited to respond if they wish to attend, or to delegate attendance to another member on their behalf. Representation from every society is encouraged.
- 7.5. Where the Chair deems it necessary to call an emergency meeting at short notice, it may be necessary to deviate from this time scale.
- 7.6. The committee may meet in separate sittings, (determined by student-group category) where the Chair deems this to be most beneficial to the student group representatives

#### Duties and Responsibilities

- 7.7. To review Societies' eligibility to receive financial assistance from the Students' Union.
- 7.8. To submit feedback related to the quality & service delivery of society activity and engagement opportunities delivered to students.
- 7.9. To submit ideas for further developments/improvements to engagement opportunities available to Staffordshire students
- 7.10. To share best practice in the operation of societies
- 7.11. To submit ideas & support the planning of the annual celebration event(s)
- 7.12. To discuss any other business (AOB) put forward by any other committee members
- 7.13. All Committee members shall be notified by e-mail two weeks prior to the meeting and invited to respond if they wish to participate.

### **8. Disciplinary Committee**

- 8.1. Composition shall be
- a panel of three Union Executive Committee members
  - one member of staff nominated by the Chief Executive, in an advisory capacity

- the Head of Sports Development and Active Lifestyles or their nominee in cases involving a BUCS club member

8.2. A Chair will be nominated by the panel

8.3. The Committee will meet as required.

#### Duties & Responsibilities

8.4. The committee is responsible for considering the issues raised in relation to the conduct of a member of the Students Union

8.5. To undertake investigations, call further witnesses, ask questions of any witnesses, the person bringing the charge or their representative, the member or club or society or their representative.

8.6. To deliberate on the matter and decide on the appropriate action to be taken

8.7. To base its decision on evidence presented and examined in the presence of the person bringing the charge and the member, club or society being charged.

8.8. To act impartially and without prejudice

8.9. To consider whether disciplinary action is appropriate.

8.10. To decide on any sanction. The ultimate sanction shall be the removal of Union membership.

8.11. The Members Disciplinary Committee may refer any matter to the University, or any other appropriate body as it sees necessary.

### **9. Member Appeals Committee**

*For consideration of appeals relating to member code of conduct & disciplinary procedures.*

9.1. A list of those Union members wishing to sit on appeals committee shall be maintained by the Executive, these will normally be drawn from members of Students' Representative Council and are referred to as the appeals panel

9.2. When required, the President will convene a Members Appeals Committee.

9.3. This Committee will be made up of three Members selected from the appeals panel including a member of the Executive who has not been involved in the Members Disciplinary Committee. (Where this is not possible, due to conflict of interest or other reason, any vacant place on the Members Appeals Committee will be filled by a member of the appeals panel and appointed by the President).

9.4. This Committee will be supported by a member of Union staff, nominated by the Chief Executive, and follow the operating procedures for appeals.

#### Duties & Responsibilities

9.5. To hear the reason for the appeal and the rationale behind the original decision.

9.6. To consider any new evidence that has emerged since the disciplinary meeting.

9.7. To scrutinise the decision of the Disciplinary Panel and to uphold, adjust or overturn the disciplinary decision.

9.8. It is the duty of the panel to act without influence or bias and to maintain confidentiality of the proceedings.

9.9. A record of the appeal proceedings shall be kept.

9.10. The decision of the Appeals Committee may be published by the Union if requested by the subject of any charge, or by the Disciplinary or Appeal Committee

### **10. Trustee Appeals Panel**

*For consideration of appeals relating to the removal of a trustee from the Board*

10.1. Composition:

- a nominee of Staffordshire University
  - one independent person (a Member who is not a Trustee or a member of the Students' Representative Council)
  - a chief executive or an officer of another students' union.
- 10.2. The Union may consult with NUS in relation to the appeals process and in particular the appointment of independent persons to the Appeals Panel.
- 10.3. The procedure followed should be in line with the Union's procedures for conducting disciplinary and appeals processes, and reflect the provision for natural justice

#### Duties & Responsibilities

- 10.4. The Panel is responsible for considering appeals brought about by the Trustee Board having taken the decision to remove a Trustee from the Board under Clauses 26-28 of the Constitution.
- 10.5. The panel will follow the operating procedures laid out for conducting an appeal.
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