

| | | | | | | |
|--|---|--|------------|--|----------|---|
| Committee Title | Student Voice | | | | | |
| Date of Meeting | 23 rd October 2017 | | | | | |
| Item Number and Title/Subject | By-Law Revisions | | | | | |
| Paper Presenter | Jonnie England, Chair of Student Voice | | | | | |
| Brief Summary of Issues/Topic | <p>Student Voice are required to approve any change to the By-laws.</p> <p>The By-Laws have been changed to implement the following Ideas that were previously approved by Student Voice.</p> <p>Postgraduate Taught School Officers membership to Student Voice</p> <p>Following the work of the Full Time Officers, funding and support has been secured from each of the academic schools for a new model of Postgraduate Taught (PGT) Representation. The model consists of three PGT School Officers (per academic school). This new model would replace the current model which consists of one PGT Student Officer for the university.</p> <p>Currently, three PGT open spaces and the PGT Officer forms the PGT Composition of Student Voice.</p> <p>As a replacement to the current model, It is proposed that Student Voice approves the membership of the three PGT School Officers to Student Voice meetings.</p> <p>Ethnic Minority Students' Group – change of name</p> <p>The Ethnic Minority Students' Group has voted to change its name and the name of the associated officer role from 'Ethnic Minority Students' to 'Black or Minority Ethnic' as this was more in keeping with the language used in NUS and other students' associations.</p> <p>Student Trustees Term</p> <p>When Student Trustees are appointed their term will be for up to two years (providing that they remain a student for this period of time).</p> | | | | | |
| Recommendation(s) | Information | | Discussion | | Approval | X |
| | <p><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></p> <p>Student Voice is asked to approve the By-Laws.</p> | | | | | |
| Who have you consulted when developing the paper? | Executive Committee | | | | | |

| | | | | | | |
|---|---|---|----|--|-----|--|
| Staff/Student Protocol | Yes | X | No | | N/A | |
| Will any decision approved directly affect the work of staff? | The Chief Executive was consulted. | | | | | |
| Should the paper be submitted to any other committee following its consideration/approval at this meeting? | No. | | | | | |
| If yes, please state the committee and proposed date of submission. | The bye-laws will be made available to members and stakeholders on the Students' Association website. | | | | | |

GLASGOW CALEDONIAN UNIVERSITY STUDENTS' ASSOCIATION BY-LAWS

1. Trustee Board

1.1 Trustee Board Remit:

- a) Has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes
- b) Must ensure that the Students' Association complies with its Constitution, the Education Act 1994, University Code of Practice and relevant charity law
- c) Must maintain and regularly review the Students' Association internal controls, performance reporting, policies and procedures
- d) Must act prudently to protect the assets and property of the Students' Association, and ensure that they are only used to deliver the purposes of the charity
- e) Must regularly review the risks to which the Students' Association is subject, and take action to mitigate risks identified
- f) Must uphold and apply the principles of equality and diversity, and that the Students' Association is fair and open to all sections of the membership in all its activities

1.2 The composition of the Trustee Board of shall be made up of:

- a) Four Full Time Officers (Sabbatical Trustees)
- b) Four appointed Student Trustees selected by the Appointments Committee
- c) Four appointed External Trustees selected by the Appointments Committee
- d) The Chief Executive and Clerk will be in attendance

1.3 The Sabbatical Trustees will serve for one elected year and Student Trustees will be appointed for a term of up to two years (provided they remain a GCU student whilst serving as a Student Trustee)~~one year term~~. The External Trustees will be appointed for a three year term, calculated from date of appointment. External trustees may serve a maximum of two terms, either consecutively or non-consecutively. Student Trustees must be current registered GCU student. External and Student Trustees will be appointed by the Trustee Board Appointments Committee.

1.4 The Trustee Board Chair shall be the Student President.

1.5 The quorum for the meeting shall be 50% plus one of the members.

1.6 Trustee board meetings shall be called by the Chair and shall meet at least four times a year.

1.7 Appointments Committee

1.7.1 The Appointments Committee shall be a sub committee of the Trustee Board.

1.7.2 Its responsibilities shall be to supervise the selection of Student and External Trustees and ensure they receive a suitable induction and ongoing support.

1.7.3 The Appointments Committee shall be made up of four trustees, selected by the Trustee Board. The Chair shall be ex-officio and where possible the committee shall include both external and student trustees.

1.7.4 The Appointments Committee may delegate its responsibilities to Students' Association staff members as appropriate.

2. Executive Committee

2.1 Executive Committee Remit

The Executive Committee are responsible for ensuring the views of GCU students are effectively represented at Glasgow Caledonian University, within the National Union of Students, other affiliated bodies and externally and that the Students' Association makes a positive difference to the lives of GCU students.

Members of the Executive Committee take a year out either during or at the end of their university programme to undertake this full time role. They are remunerated accordingly, and this remuneration is presented for information at the fourth meeting of Student Voice each year.

2.2 The composition of the Executive Committee shall be made up:

- a) Student President
- b) Vice President (x3)

The Chief Executive and Clerk will be in attendance.

2.3 The term of office for the Executive Committee is the first Monday in the third week in June until the last Friday in second week in June annually. The roles of Student President and the academic school each Vice President will lead on will be decided at the first Executive Committee of the academic year, along with portfolio areas. The Student President role will always be offered to the candidate with the most votes unless they refuse. In which case it would then be offered to the candidate with the second highest number of votes and so forth.

If a Full Time Officer-elect resigns within four weeks of being elected then this vacancy can be filled by the candidate with the next placed candidate.

2.4 The Executive Committee will normally meet every two weeks but at least four times during Trimester 1, 2 and 3.

2.5 The Executive Committee should be effective leaders of the Students' Association and ensure that the Students' Association meets its Mission, Vision and Values and Strategic Plan and that the student experience is enhanced at GCU.

2.6 The Executive Committee should communicate outcomes to relevant stakeholders and to be accountable to GCU students for decisions made.

2.7 The Executive Committee are collectively responsible for Community Engagement and for successful partnership working within the Glasgow Student Forum.

2.8 The Executive Committee will set objectives for each member and the team collectively each trimester and these will be approved by Student Voice. The objectives should be influenced by the Executive Committee members' manifesto commitments.

2.9 The Executive Committee should carry out duties in accordance with Students' Association policy and procedures, ensuring adherence to the staff student protocol and equality and diversity policy.

2.10 For the month of June the Executive Committee elect will be invited to attend the Executive Committee meetings as observers.

- 2.11 The Executive Committee are responsible for reviewing engagement within NUS and working to ensure that the views of GCU students are represented at NUS democratic events, such as through motions and amendments and involvement in NUS campaigns.
- 2.12 The Chief Executive will work with the Executive Committee to ensure a suitable induction, training and on-going support is in place for officers.

2.11 Executive Committee Members Remits

2.11.1 Student President

The Student President is the figurehead of the Students' Association. The Student President is responsible for making sure that the Executive Committee is carrying out its duties and that agreed policies are acted upon. The Student President is the main link between the Students' Association and Glasgow Caledonian University, the Executive Committee and the Trustee Board, and the Executive Committee and staff, via the Chief Executive.

Remit:

- a) To ensure the effective and legitimate representation of GCU, GCU New York and GCU London students to the University, NUS and other external bodies.
- b) To ensure the current and future needs of GCU students are met through a balance of representative work and market research and having ultimate responsibility for putting forward the democratically decided views and policies of the Students' Association.
- c) To ensure that the Students' Association remains membership focused, is outcome focused and makes a positive difference to the lives of its members. The Student President is the Executive Committee lead on the Quality Student Unions accreditation.
- d) To ensure the Students' Association has strong connections with our members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association, including in the Students' Association Annual Student Survey.
- e) To act as the official spokesperson of GCU Students' Association to the media and other external organisations. Has overall responsibility for the Students' Association Communications and Marketing Strategy.
- f) To co-ordinate the work of the Executive Committee and makes sure that they carry out their duties and that they are fully consulted about decisions that need to be made.
- g) To work with the Chief Executive on the implementation of the strategic and operational plans, priorities and needs and on the implementation of the decisions made by the Executive Committee.
- h) Ensures that delegates to NUS Conferences are aware of Students' Association policies and is automatically elected as a delegate and made delegation leader for NUS & NUS Scotland events where the NUS constitution makes allowances to appoint ex-officio delegate(s).
- i) The Student President will have delegated responsibility for policy areas, as determined by the Executive Committee.
- j) The Student President will Chair and be a member of committees, as determined by the Executive Committee.

- k) By virtue of being elected to this office, the Student President is a trustee of the Students' Association and sits on the Trustee Board.

- l) This is a full time position and will be remunerated accordingly.

2.11.2 Vice President

Each Vice President is responsible for ensuring that GCU students have an outstanding Student Experience in their designated academic school

Remit:

- a) To ensure the effective and legitimate representation of GCU students to the university and externally on their student learning experience. This will involve ensuring a strong and effective representation structure is in place and that students are engaged in the GCU Quality Assurance and Enhancement processes. This will also include the effective representation of part time student, postgraduate (taught and research) students, articulation and mature students.
- b) To ensure the current and future needs of GCU students are met through a balance of representative work and market research and have responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running education campaigns where students needs have been identified.
- c) To ensure that the Students' Association remains membership focused, is outcome focused and makes a positive difference to the lives of its members.
- d) To ensure the Students' Association has strong connections with our members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- e) Each Vice President will have delegated responsibility for policy areas, as determined by the Executive Committee.
- f) Each Vice President will Chair and be a member of committees, as determined by the Executive Committee. .
- g) To deputise for the Student President when required or requested.
- h) By virtue of being elected to this office, each Vice President is a trustee of the Students' Association and sits on the Trustee Board.
- i) This is a full time position and will be remunerated accordingly.

3. Caledonian Student Voice

3.1 Student Voice Composition

- a) Student President
- b) Vice President (x3)
- c) Chair of Student Voice
- d) Student Voice Returning Officer
- e) Mature and Part Time Students' Officer
- f) Disabled Students' Officer

- g) ~~Black or Minority~~ Ethnic ~~(BME)-Minority~~ Students' Officer
- h) Womens' Officer
- i) Lesbian, Gay, Bisexual and Trans plus (LGBT+) Officer
- j) International Students' Officer
- k) Taught Postgraduate ~~(TPG) Students' Officer~~ Reps
- l) Ethical and Environmental Officer
- m) Postgraduate Research Experience Representatives
- n) Sports Council Chair
- o) Societies Council Chair
- p) Magazine Editor
- q) Radio Station Manager
- r) School Officers
- s) School of Health and Life Sciences Representatives
- t) School of Engineering and Built Environment Representatives
- u) Glasgow School of Business and Society Representatives

3.2 Clerk

The Clerk to the Caledonian Student Voice will be a member of Students' Association staff appointed by the Chief Executive.

3.3 Meetings of Caledonian Student Voice

- a) Student Voice will meet a minimum of four times a year, two times in Trimester One and two times in Trimester Two.
- b) The Chair, after reviewing members' availability, will determine the dates of the meetings of Student Voice.
- c) An Extraordinary Meeting of Student Voice shall be called when the Clerk to the Student Voice receives a written request by the Chair of Student Voice, eight members of Student Voice or three members of the Executive Committee. At an Extraordinary Meeting no business will be considered other than that stated in the written request.

3.4 Elections

Ordinary members will be elected onto Sub Committees and University Committees at the Fourth Meeting of Student Voice.

3.5 Student Voice Officer Remits

3.5.1 Chair of Student Voice

Remit:

- a) The Chair of Student Voice is responsible for the promotion of Student Voice and for the smooth running of its meetings.
- b) The Chair is responsible for liaising with the Clerk of Student Voice on the compilation of agendas and papers for meetings.
- c) The Chair may invite Students' Association staff members to attend meetings of Student Voice.
- d) The Chair of Student Voice in conjunction with Students' Association staff are responsible for the training of Student Voice members and Officers.
- e) Is a full member of Student Voice.

- f) The Chair of Student Voice shall be elected at the Fourth Meeting of Student Voice. The Student President shall Chair in the absence of a Chair or Student Voice Returning Officer.

3.5.2 Student Voice Returning Officer

Remit:

- a) The Returning Officer shall organise elections in the manner described in the Schedules of the Constitution.
- b) The Returning Officer shall deputise in the absence of the Chair.
- c) The Returning Officer is a full member of Student Voice.

3.5.3 Mature & Part-time Students' Officer

The Mature & Part-time Students' Officer is responsible for ensuring that mature and part-time students at GCU are effectively and legitimately represented. The Mature & Part-time Students' Officer must have been aged 21 years or older at the start of their current programme of study and/or be studying on a part-time programme.

Remit:

- a) To ensure the effective and legitimate representation of mature and part-time students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the current and future needs of mature and part-time students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- c) To work in partnership with NUS on informing GCU students on the NUS Mature & Part-time Students' Campaign. Where possible the Mature & Part-time Students' Officer will be expected to attend and help to organise delegations to NUS Mature & Part-time Students' Campaign Conferences.
- d) To ensure the Students' Association has strong connections with our mature and part-time student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- e) The Mature & Part-time Students' Officer is a full member of Student Voice, the Education Committee and is the Chair of the Mature & Part-time Students' Group for which they will help recruit members each year.

3.5.4 Disabled Students' Officer

The Disabled Students' Officer is responsible for ensuring that disabled students at GCU are effectively and legitimately represented. The Disabled Students' Officer must self define as having a disability.

Remit:

- a) To ensure the effective and legitimate representation of mature students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.

- b) To ensure the current and future needs of disabled students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- c) To work in partnership with NUS on informing GCU students on the NUS Disabled Students' Campaign. Where possible the Disabled Students' Officer will be expected to attend and help to organise delegations to NUS Disabled Students' Campaign Conferences.
- d) To ensure the Students' Association has strong connections with our disabled student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- e) The Disabled Students' Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Disabled Students' Group for which they will help recruit members each year.

3.5.5 Black or Minority Ethnic (BME)~~Minority~~ Students' Officer

The Black or Minority Ethnic ~~Minority~~ Students' Officer is responsible for ensuring that ethnic minority students at GCU are effectively and legitimately represented. The Black or Minority Ethnic ~~Minority~~ Students' Officer must self define as belonging to an ethnic minority.

Remit:

- a) To ensure the effective and legitimate representation of mature students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the effective and legitimate representation of black or minority ethnic ~~minority~~ students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- c) To ensure the current and future needs of black or minority ethnic ~~minority~~ students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- d) To work in partnership with NUS on informing GCU students on the NUS Black Students' Campaign. Where possible the Black or Minority Ethnic ~~Minority~~ Students' Officer will be expected to attend and help to organise delegations to NUS Black Students' Conferences.
- e) To ensure the Students' Association has strong connections with our black or minority ethnic ~~minority~~ student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- f) The Black or Minority Ethnic ~~Minority~~ Students' Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Black or Minority Ethnic ~~Minority~~ Students' Group for which they will help recruit members each year.

3.5.6 Women's Officer

The Women's Officer is responsible for ensuring that women students at GCU are effectively and legitimately represented. The Women's Officer must self define as a woman.

Remit:

- a) To ensure the effective and legitimate representation of mature students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the current and future needs of women students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- c) To work in partnership with NUS on informing GCU students on the NUS Women's Campaign. Where possible the Women's Officer will be expected to attend and help to organise delegations to NUS Women's Campaign Conferences.
- d) To ensure the Students' Association has strong connections with our women student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- e) The Women's Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Women's Group for which they will help recruit members each year.

3.5.7 Lesbian, Gay, Bisexual and Trans plus (LGBT+) Officer

The LGBT+ Officer is responsible for ensuring that LGBT+ students at GCU are effectively and legitimately represented. The LGBT+ Officer must self define as being Lesbian, Gay, Bisexual or Trans.

Remit:

- a) To ensure the effective and legitimate representation of LGBT+ students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the current and future needs of LGBT+ students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- c) To work in partnership with NUS on informing GCU students on the NUS LGBT Campaign. Where possible the LGBT+ Officer will be expected to attend and help to organise delegations to NUS LGBT Campaign Conferences.
- d) To ensure the Students' Association has strong connections with our LGBT+ student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.

- e) The LGBT+ Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the LGBT+ Group for which they will help recruit members each year.

3.5.8 International Students' Officer

The International Students' Officer is responsible for ensuring that international students at GCU are effectively and legitimately represented. The International Students' Officer must be registered at GCU as an international student.

Remit:

- a) To ensure the effective and legitimate representation of international students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the current and future needs of international students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- c) To work in partnership with NUS on informing GCU students on the NUS International Students' Campaign. Where possible the International Students' Officer will be expected to attend and help to organise delegations to NUS International Students' Campaign Conferences.
- d) To ensure the Students' Association has strong connections with our international student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- e) The International Students' Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the International Students' Group for which they will help recruit members each year.
- f) To ensure that there is a link between the Students' Association and studying study on programmes run by INTO and that their views are represented.

3.5.9 Taught Postgraduate Students' ~~Officer~~ Reps

The Taught Postgraduate Students' ~~Officer~~ Reps are-is responsible for ensuring that taught postgraduate students at GCU are effectively and legitimately represented. The Taught Postgraduate Students' ~~Officer~~ Reps must be registered on a taught postgraduate programme at GCU.

Remit:

- a) To ensure the effective and legitimate representation of taught postgraduate students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the current and future needs of taught postgraduate students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.

- c) To work in partnership with NUS on informing GCU students on the NUS Postgraduate Students' Campaign. Where possible the Taught Postgraduate Students' Officer will be expected to attend and help to organise delegations to NUS Postgraduate Students' Campaign Conferences.
- d) To ensure the Students' Association has strong connections with our taught postgraduate student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- e) The Taught Postgraduate Students' ~~Officer~~ Reps are a full member of Student Voice, the Education Committee and ~~is the Chair of the~~ Taught Postgraduate Students' Group for which they will help recruit members each year.

3.5.10 Ethical and Environmental Officer

The Ethical & Environmental Officer is responsible for pursuing an agenda for ethical and environmental responsibility and good practice.

Remit:

- a) To ensure the effective and legitimate representation of the ethical and environmental agenda within the Students' Association, within the university and externally.
- b) To ensure the current and future needs of students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running information campaigns.
- c) To ensure that the Students' Association remains membership focused, is outcome focused and makes a positive difference to the lives of its members.
- d) To ensure the Students' Association has strong connections with our student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association. This will include the Students' Association working towards best practice, such as the Green Impact Award.
- e) The Ethical and Environmental Officer is the Chair of the Ethical and Environmental Committee.

3.5.11 Postgraduate Research Experience Representatives (3 places)

The Postgraduate Research Experience Representatives are responsible for ensuring that research postgraduate students at GCU are effectively and legitimately represented. The Postgraduate Research Experience Representatives must be a registered research student at GCU.

Remit:

- a) To ensure the effective and legitimate representation of mature students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.
- b) To ensure the effective and legitimate representation of research postgraduate students to the university and externally on their student experience, working as appropriate with the Executive Committee and Students' Association Staff.

- c) To ensure the current and future needs of research postgraduate students are met through a balance of representative work and market research and having responsibility for putting forward the democratically decided views and policies of the Students' Association. This will involve running at least one campaign each year where students needs have been identified.
- d) To work in partnership with NUS on informing GCU students on the NUS Postgraduate Students' Campaign. Where possible the Postgraduate Research Experience Representatives will be expected to attend and help to organise delegations to NUS Postgraduate Students' Campaign Conferences.
- e) To ensure the Students' Association has strong connections with our research postgraduate student members, that the Students' Association establishes new methods to encourage participation and that there is an overall high student satisfaction with the Students' Association.
- f) The Postgraduate Research Experience Representatives are full member of Student Voice, the Education Committee and is the Chair of the Research Postgraduate Students' Group for which they will help recruit members each year.

3.5.12 Magazine Editor

Remit:

- a) Is responsible for the content and editorial control of the student magazine.
- b) Sets and adheres to strict publishing deadlines, within the annual budget.
- c) Co-ordinates, recruits and develops student volunteers and writers, with the assistance from Students' Association staff.
- d) Is responsible for the layout and publication deadlines of the magazine.
- e) Liaises with Students' Association staff regarding training for the editorial team.
- f) Ensures that all magazines are distributed on campus by the Editorial Team.
- g) The Editorial Team and all student writers will comply with all Students' Association policies, including the magazine editorial policy and charter.
- h) Is a full member of Student Voice and Magazine Editorial Team (Chair).
- i) Ensures that the Student Magazine pages on the Students Association's website are regularly updated and monitored.
- j) Attends such conferences, meetings and training events as necessary, with guidance from the Chief Executive.

3.5.13 Radio Station Manager

Remit:

- a) Ensuring that the radio station is well run, financially secure and continuously improves.
- b) Exercises content and editorial control of the student radio station.
- c) Recruiting, coordinating and developing student volunteers, including ensuring all volunteers receive appropriate training, with assistance from Students' Association staff.

- d) Ensuring that the committee and all contributors are broadcasting content that complies with Students' Association and Radio Policy.
- e) Ensuring that the radio station is promoted well.
- f) Attending such conferences, meetings and training events as necessary.
- g) Is a full member of Student Voice and Radio Caley Committee (Chair).

3.5.14 Sports Council Chair

Remit:

- a) The Sports Council Chair shall represent the views of Sports Clubs to Student Voice.
- b) Is a full member of Student Voice and Chair of the Sports Council.
- c) Shall be elected by the affiliated Sports Clubs at the Sports Clubs AGM.

3.5.15 Societies Council Chair

Remit:

- a) The Societies Council Chair shall represent the views of Societies to Student Voice
- b) Is a full member of Student Voice and the Chair of the Societies Council.
- c) Shall be elected by the Societies Council at the first meeting of Trimester 1.

3.5.16 Events Council Chair

Remit:

- a) The Events Council Chair shall represent the views of the Events Council to Student Voice.
- b) Is a full member of Student Voice and the Chair of the Events Council.
- c) Shall be elected by the Events Council at the first meeting of Trimester 1.

3.5.17 School Officers

The School Officers are responsible for ensuring that the views of students from their department and schools, via Class Reps, are effectively and legitimately represented. There are nine School Officers in total, one for each academic school and one for each department within a school.

The School Officers are full members of Student Voice and the Education Policy Group. School Officers are remunerated at the end of Trimesters 1 and 2 and the level of this remuneration is reported to the fourth meeting of Student Voice each year.

3.5.18 Ordinary Members

Each academic school at GCU will elect ~~six~~ six-five ordinary members onto Student Voice, whilst ensuring a 50% gender balance of men and women. One place will be reserved for a first year ~~and another for a postgraduate student~~. Each ordinary member is a full member of Student Voice.

3.6 Caledonian Student Voice Subcommittees

Co-opt Members

Sub Committees shall have the power to co-opt members for specific purposes or advice and should be ratified by Student Voice.

3.6.1 Executive Committee

The Executive Committee is a sub committee of Student Voice.

3.6.2 Education Committee

Composition:

Vice President (Chair)
School Officers
Taught Postgraduate Student ~~Repss'~~ Officer
Postgraduate Research Experience Representatives
Mature and Part Time Students' Officer

In attendance: Students' Association Staff (Clerk)

Remit:

- a) The Education Committee is responsible for developing education policy subject to the approval of Student Voice.
- b) Responsible for campaigning for an enhanced GCU student learning experience that support members needs
- c) Four statutory meetings will be held throughout the academic sessions; two in each trimester.

3.6.3 Equality and Diversity Committee

Composition:
Vice President (Chair)
Women's Officer
LGBT+ Officer
~~Black or Minority~~ Ethnic ~~Minority~~ Students' Officer
Disabled Students' Officer
International Students' Officer
One place for a student carer

In attendance: Students' Association Staff (Clerk)

Remit:

- a) The Equality and Diversity Committee is responsible for developing equality and diversity policy subject to the approval of Student Voice.
- b) Responsible for campaigning for matters relating to equality and diversity that supports members' needs.
- c) Four statutory meetings will be held throughout the academic sessions; two in each trimester.

3.6.4 Sports Council

Composition:

Sports Council Chair (Chair)

Vice President

Elected Sports Council Office Bearers

In attendance: Students' Association Staff (Clerk)

Remit:

- a) Responsible for the co-ordination of athletic activities, which are supported by the Students' Association.
- b) To be responsible to Student Voice for all business and financial arrangements for athletic activities and allocating the clubs budgets.
- c) Shall be responsible for developing Students' Association policy on enhancing student sporting opportunities, subject to the approval of Student Voice.
- d) Four statutory meetings will be held throughout the academic sessions; two in each trimester.
- e) That there should only be one representative from each Sports Club on the Sports Council.

3.6.5 Societies Council

Composition:

Societies Council Chair (Chair)

Vice President

Elected Societies Council Office Bearers

In attendance: Students' Association Staff (Clerk)

Remit:

- a) Responsible for the co-ordination of all recognised societies that are affiliated to the Students' Association.
- b) Is responsible to Student Voice for all business and financial arrangements, for all clubs and societies and allocating the clubs and societies budget.
- c) Shall be responsible for developing Association policy on clubs and societies, subject to the approval of Student Voice.
- d) Four statutory meetings will be held throughout the academic sessions; two in each trimester.
- e) That there should only be one representative from each society on the Societies Council group.

3.6.6 Events Council

Composition:

Events Council Chair (Chair)

Vice President

Elected Events Council Officer Bearers

In attendance: Students' Association Staff (Clerk)

Remit:

- a) Responsible for deciding upon and organising events to be run by the Students' Association.
- b) Is Responsible to Student Voice for the allocation of budget and resources used planning and running events.
- c) Shall be responsible for developing Association policy on events, subject to the approval of Student Voice.
- d) Four statutory meetings will be held throughout the academic sessions; two in each trimester.

3.6.7 Ethical and Environmental Committee

Composition:

Ethical and Environmental Officer (Chair)
Vice President
Students from each School

Remit:

Remit to be developed at the first meeting of the Ethical and Environmental Committee.

3.6.8 Representation Groups

3.6.8.1 International Students' Group

Composition:

International Students' Officer (Chair)

International Students from each School

Remit:

- a) It is the responsibility of the International Students' Group to represent the general interests of international students and develop Students' Association policy on international students' issues.
- b) Responsible for running campaigns on international students' issues.
- c) Shall promote the involvement of international students in the Students' Association
- d) Four statutory meetings will be held throughout the academic sessions; two in Trimester 1 and two in Trimester 2.

3.6.8.2 Mature & Part-time Students' Group

Composition:

Mature & Part-time Students' Officer (Chair)
Mature and part-time Students from each School

Remit:

- a) It is the responsibility of the Mature & Part-time Students' Group to represent the general interests of mature and part-time students and develop Students' Association policy on mature students' issues.
- b) Responsible for running campaigns on mature and part-time students' issues.

- c) Shall promote the involvement of mature and part-time students in the Students' Association
- d) Four statutory meetings will be held throughout the academic sessions; two in Trimester 1 and two in Trimester 2.

3.6.8.3 Taught Postgraduate Students' Group

Composition:

Taught Postgraduate Students' ~~Reps~~Officer (rotating Chair)
Taught Postgraduate Students from each School

Remit:

- a) Publicise and promote taught postgraduate issues and the Taught Postgraduate Students' Group to raise awareness and understanding among students.
- b) Responsible for the dissemination of all information on taught postgraduate issues to taught postgraduate students.
- c) Organise and run events for taught postgraduate students.
- d) Updated and monitor any information on the Students' Association website about taught postgraduate issues.
- e) Develop Students' Association policy on issues relating to taught postgraduate students where necessary.
- f) Will make recommendations to the Student Voice on taught postgraduate issues.
- g) Four statutory meetings will be held through the academic sessions; two in Trimester 1 and two in Trimester 2.

3.6.8.4 Research Postgraduate Students' Group

Composition:

Postgraduate Research Experience Representatives (rotating Chair)
Research Postgraduate Students from each School

Remit:

- a) Publicise and promote Research Students issues and the Research Postgraduate Students' Group to raise awareness and understanding among students.
- b) Responsible for the dissemination of all information on Research issues to Research Students.
- c) Organise and run events for research students.
- d) Updated and monitor any information on the Students' Association website about research student issues.
- e) Develop Students' Association policy on issues relating to research students where necessary.
- f) Will make recommendations to the Student Voice on research issues.
- g) Four statutory meetings will be held through the academic sessions; two meetings in Trimester 1 and two meetings in Trimester 2.

3.6.9 Liberation Groups

3.6.9.1 Womens' Group

Composition:

Women's Officer (Chair)
Women Students from each School

Remit:

- a) It is the responsibility of the Womens Group to represent the general issues of women students and develop Students' Association policy on Women's issues.
- b) Responsible for running campaigns on women's issues
- c) Shall promote the involvement of women students in the Students' Association and its activities and organise seminars and training sessions for women students.
- d) Four statutory meetings will be held through the academic year, two in Trimester 1 and two in Trimester 2.

3.6.9.2 LGBT+ Group

Composition:

LGBT+ Officer (Chair)
Self-defined LGBT+ Students from each School

Remit:

- a) The group is responsible for representing the general interests of LGBT+ students and developing Students' Association policy on LGBT+ issues
- b) The group is responsible for running campaigns on LGBT+ issues.
- c) The group shall promote the involvement of LGBT+ students in the Students' Association and its activities.
- d) The group shall organise seminars and training sessions for all students with an interest in LGBT+ issues.
- e) The membership of the group will be open to all students with a positive interest in LGBT+ issues regardless of their sexual orientation.
- f) The group shall work with external LGBT+ liberation campaigns.
- g) Four statutory meetings will be held through the academic year; two in Trimester 1 and two in Trimester 2.

3.6.9.3 Disabled Students' Group

Composition:

Disabled Students' Officer (Chair)
Self-defined Disabled Students from each School

Remit:

- a) It is the responsible of the Disabled Students' Group to represent the general interests of disabled students and develop Students' Association policy on Disabled Students Issues.
- b) The group is responsible for running campaigns on Disabled Students' issues

- c) The group shall promote the involvement of Disabled Students' in the Association and its activities
- d) Four statutory meetings will be held through the academic year, two meetings in Trimester 1 and two meetings in Trimester 2.

3.6.9.4 Black or Minority Ethnic (BME) Minority Students' Group

Composition:

Black or Minority Ethnic ~~Minority~~ Students' Officer (Chair)

Black or Minority Ethnic ~~Minority~~ Students from each School

Remit:

- a) It is the responsible of the Black or Minority Ethnic ~~Minority~~ Students' Group to represent the general interests of black or minority Ethnic-ethnic Minority students and develop Students' Association policy on black or minority ethnic minority students issues.
- b) The group is responsible for running campaigns on black and minority ethnic Ethnic Minority Students' issues
- c) The group shall promote the involvement of black or minority ethnic Ethnic-Minority Students'-students' in the Students' Association and its activities
- d) Four statutory meetings will be held through the academic year; two meetings in Trimester 1 and two meetings in Trimester 2.

3.6.10 Media Groups

3.6.10.1 Student Magazine Group

Composition:

Magazine Editor (Chair)

Depute Editor

All Section Heads

Vice President

In attendance: Students' Association Staff (Clerk)

Remit:

- a) It responsible for the content and editorial control of the student magazine.
- b) Sets and adheres to strict publishing deadlines within annual budget allocation.
- c) Recruits student writers.
- d) The Depute Editor shall have responsibility for deputising for the Editor in absence. The Depute Editor will also act without Portfolio and assist each section if and when required. The Depute Editor will also help put the magazine together.
- e) The Editorial Team must attend induction training to be permitted on the Editorial Team.
- f) Responsibility of the Editorial Team that all magazines are distributed on campus.
- g) The Editorial Team and all student writers must comply with the Association's Magazine Editorial Policy and charter and Students' Association policy.

3.6.10.2 Radio Station Group

Composition:

Radio Station Manager (Chair)

All Section Heads

Vice President

In attendance: Students' Association Staff (Clerk)

Remit:

- a) It responsible for the content of all items broadcasted by the student radio station.
- b) Sets and adheres to an annual broadcasting plan within the annual budget allocation.
- c) Recruits student volunteers to plan and broadcast radio content.
- d) The Student Radio Group must attend induction training to be permitted on the Student Radio Group.
- e) It is the responsibility of the Student Radio Group to promote the Radio Station around campus.
- f) The Student Radio Group all student broadcasters must comply with the radio policy and Students' Association Policy as well as GCU's Code of Discipline and OFCOM Guidelines and sign an appropriate waiver.

4. Reports

Reports will be submitted by:

- a) Executive Committee members to Student Voice
- b) Officers to Student Voice
- c) The Student President on the work of the Executive Committee to the Trustee Board
- d) The Student President on the work of Student Voice to the Trustee Board
- e) School Officers to the Education Policy Group

5. Ideas Forum

Ideas Forum will take place in Trimester 1 and Trimester 2 where any GCU students can present an idea on how they would like the Students' Association, GCU or local community to be improved. Every submitted idea (or campaign) to the Students' Association will automatically be presented at the Ideas Forum and the student who submitted the idea will be invited to attend and present their ideas. The Ideas Forum will be used to explore and test ideas. For the idea to become policy it needs to be taken as a Motion to Student Voice. Ideas, where appropriate and practicable, may immediately be taken forward by the Students' Association when submitted and approved at the Executive Committee meeting.

6. Ad Hoc Committees

Ad Hoc Committees may be formed at the discretion of Student Voice or the Executive Committee. These will consist of a Chair and such members as necessary. Meetings will be held as required to fulfil their remit.

7. NUS Conference Delegations

The following regulations cover delegations to NUS Conferences:

- a) Delegations shall meet before they attend conference and shall elect a delegation leader, shall form a rota for attendance at conference and shall discuss the agenda. The delegation leader shall chair the delegation meetings and shall have a casting, as well as a deliberative vote.
- b) The delegation shall put forward motions decided by the Students' Association and take into consideration the existing policies of the Students' Association when voting at conference.
- c) If there is no declared Students' Association policy on a particular voting issue the members of the delegation shall discuss how best to vote but are free to vote as they deem appropriate.
- d) Non-Student Voice members elected to attend conferences will become members of the Student Voice up to and including the first Student Voice meeting following the conference concerned.
- e) Delegations to NUS UK and NUS Scotland Conference must have a 50% gender balance of men and women.
- f) Any delegate who is reported as having contravened these rules at conference will be disciplined on return to University by Student Voice or the Discipline Committee.

8. Resignation and Dismissals

- a) Any member who misses a meeting of Student Voice without sending apologies will be formally cautioned by Student Voice.
- b) Any Executive Committee member or Officer who fails to submit a report to Student Voice will be formally cautioned by Student Voice.
- c) Executive Committee members who miss Executive Committee meetings without apologies will be formally cautioned by Student Voice.
- d) Any Executive Committee member or Officer who receives two cautions will automatically have a vote of no confidence in them put before the next meeting of Student Voice. Student Voice members will then vote on whether or not this person remains in office.
- e) Apologies for absence or for intention to arrive late or leave early shall be submitted to the Clerk of the Committee in advance of the meeting.
- f) Any member wishing to resign from their office, other than members of the Executive Committee, or any committee before the end of the session may do so by informing the Clerk to the Student Voice.
- g) Any member of the Executive Committee wishing to resign office before the expiry of term of office shall give one months notice in writing to the Chief Executive.
- h) Any member of the Student Voice may be expelled from a meeting or standing committee of Student Voice, or suspended for a prescribed period or have his/her membership of the Student Voice cancelled if, in the view of the Student Voice, he/she is guilty of behaviour which warrants such punishment. Any decision to impose any of these penalties must be carried by a two-thirds majority of those present and entitled to vote.

- i) Any member of the Student Voice on whom a Motion of No Confidence has been passed by a two-thirds majority of those present at a Student Voice meeting will be deemed to have resigned.

9. STAFF/STUDENT PROTOCOL

9.1 Statement of Principle

- 9.1.1 This protocol agreement aims to regulate the accountability relationship between the Students' Association elected members and the staff of the Students' Association.
- 9.1.2 It is important that the accountability relationship is respected, particularly when commenting on performance or work in public. The principles should be applied in all appropriate settings.
- 9.1.3 It is important that this protocol does not rule out a constructive day to day working relationship or effective communication between members and staff. To this end both members and staff are expected to uphold the principles of appropriate accountability within a culture of mutual support and respect.

9.2 Definitions

Elected members are defined as Office Bearers of Student Voice and the Executive Committee.

9.3 The Accountability Framework

- 9.3.1 GCUSA staff are employed to carry out work on behalf of the Trustee Board. Staff are responsible to a manager for HR and line management and to a designated Executive Committee member for strategy and policy issues.
- 9.3.2 Staff duties and responsibilities are governed by job descriptions and the line of accountability is an agreed term of employment and should be respected at all times and in all settings when staff are engaged in work on behalf of the Students' Association. The purpose of this protocol is to regulate these arrangements.
- 9.3.3 The precise terms of all contracts are to be honoured with full agreement by the elected members of the Association to refrain from requiring Students' Association staff to do work exceeding the terms of their contract. This Protocol does not affect these or any other conditions of employment nor does it diminish any rights which staff have by virtue of their membership of their trade union(s) or relevant employment legislation.
- 9.3.4 It is recognised in a democratic environment that elected members and or staff members feel able to critically appraise the work of Students' Association and or elected members.
- 9.3.5 The elected members must take full responsibility for their remit with an agreement to exclude all reference to members of the Students' Association staff, in written or verbal reports, on those bodies such as Student Voice and at meetings that staff members do not have speaking and voting rights.
- 9.3.6 All problems and policy motions which directly affect the work and duties of staff must be discussed fully with all staff concerned before being ratified by the appropriate body of the Students' Association.
- 9.3.7 Any complaints about staff by members should be made through the Students' Association Membership Feedback Policy.
- 9.3.8 Any complaints about elected members should be made through the Students' Association Staff Grievance Procedure.

9.4 Protection from Harassment for staff

- 9.4.1 Staff are entitled to protection from verbal or physical harassment as laid out in the Students' Association Equality and Diversity Policy.
- 9.4.2 The Students' Association is prepared to offer protection as appropriate, should such circumstances arise in the course of a staff member(s) undertaking their normal duties in line with the established line management system.
- 9.4.3 Any harassment, physical or verbal abuse of Students' Association staff can result in the staff member taking action within the Students' Association Equality and Diversity Policy.

9.5 PUBLICATION OF STAFF/STUDENT/PROTOCOL

- 9.5.1 It is agreed that this agreement should be publicised as widely as possible. Sections of this agreement as appropriate should be made available to all Students' Association members and should be read at Student Voice.
- 9.5.2 Both elected members and Students' Association staff shall constantly review and improve the quality of services that is offered to our members and to be accountable for the stewardship of any public funds granted.
- 9.5.3 Both elected members and Students' Association staff shall safeguard confidential information and not seek personal advantage from it.