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). 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. Caledonian Student Voice

2.1 Student Voice Composition

a) Chair of Student Voice
b) Vice Chair of Student Voice
c) Student President
d) Vice President (x3)
e) Mature and Part Time Students' Officer
f) Accessibility Officer
g) Ethnic Diversity Networking Officer
h) Women's Officer
i) Lesbian, Gay, Bisexual and Trans plus (LGBT+) Officer
j) International Students' Officer
k) Care Experience Students' Officer
l) Student Carers' Officer
m) Ethical and Environmental Officer
n) Sports Council Chair
o) Societies Council Chair
p) Magazine Editor
q) Radio Station Manager
r) Department Reps
s) Postgraduate Taught (PGT) Reps
t) Postgraduate Research (PGR) Reps
u) School of Health and Life Sciences (SHLS) Reps
v) School of Computing, Engineering and Built Environment (SCEBE) Reps
w) Glasgow School for Business and Society (GSBS) Reps
x) GCU London Officer

2.2 Clerk

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

2.3 Meetings of Caledonian Student Voice

a) Student Voice will meet a minimum of four times a year, two times in Trimester 1 and two times in Trimester 2.

b) The Chair in conjunction with the Clerk will determine the dates of the meetings of Student Voice and its Sub Committees.

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.

d) Members should submit apologies for not attending a meeting, arriving late or leaving early should be submitted in advance to the Clerk.

e) Any member wishing to resign from their office or committee, other than the Full Time Officers, may do so by informing the Clerk to their Committee.

2.4 Elections

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

2.4.2 If vacancies remain for University Committees after the election at the Fourth Student Voice meeting of the academic year, the Executive Committee can co-opt a GCU student, who meets the eligibility requirements, to the vacant position. The co-opted student must have their appointment democratically approved at the next meeting of Student Voice.

2.5 Student Voice Officer Remits

2.5.1 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 for the following academic year. The Student President shall Chair in the absence of a Chair or Vice Chair of Student Voice.

2.5.2 Vice Chair of Student Voice

Remit:

a) The Vice Chair of Student Voice shall deputise in the absence of the Chair of Student Voice.

b) The Vice Chair of Student Voice shall act as a Returning Officer and organise elections in the manner described in the Schedules of the Constitution.

c) The Vice Chair is a full member of Student Voice.

2.5.3 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 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 Students' 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.

2.5.4 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.

2.5.5 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, SAGE, Equality and Diversity Committee and is the Chair of the Mature & Part-Time Students' Group for which they will help recruit members each year.

2.5.6 Accessibility Officer

The Accessibility Officer is responsible for ensuring that students with accessibility needs at GCU are effectively and legitimately represented. The Accessibility Officer must self define as having accessibility needs.

Remit:

a) To ensure the effective and legitimate representation of students with accessibility needs 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 students with accessibility needs 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 Accessibility 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 members who have accessibility needs, 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 Accessibility Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Accessibility Group for which they will help recruit members each year.

2.5.7 Ethnic Diversity Networking Officer

The Ethnic Diversity Networking Officer is responsible for ensuring that ethnic minority students at GCU are effectively and legitimately represented. The Ethnic Diversity Networking Officer must self define as belonging to an ethnic minority.

Remit:

a) To ensure the effective and legitimate representation of black or minority ethnic 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 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 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 Ethnic Diversity Networking Officer will be expected to attend and help to organise delegations to NUS Liberation Conference.

e) To ensure the Students' Association has strong connections with our black or minority ethnic 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 Ethnic Diversity Networking Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Ethnic Diversity Networking Students' Group for which they will help recruit members each year.

2.5.8 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 women 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.

2.5.9 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.

2.5.10 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.

g) This group will be responsible to organise feedback from international students at GCU on their experiences.

h) Any feedback raised at this meeting will be taken to the University International Committee meetings by the FTO Policy Lead to be acted upon.

2.5.11 Care Experience Students' Officer

The Care Experience Students' Officer is responsible for ensuring that care experience students at GCU are effectively and legitimately represented. The Care Experience Students' Officer must be registered at GCU student and be from a care experience background.

Remit:

a) To ensure the effective and legitimate representation of care experience 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 care experience 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 from a care experience background on any relevant campaigns and attend and help to organise delegations to any relevant conferences.

d) To ensure the Students' Association has strong connections with our students from a care experience background, 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 Care Experience Students' Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Care Experience Students' Group for which they will help recruit members each year.

2.5.12 Student Carers' Officer

The Student Carers' Officer is responsible for ensuring that student carers at GCU are effectively and legitimately represented. The Student Carers' Officer must be registered as a GCU student and have been or is current a student carer.

Remit:

a) To ensure the effective and legitimate representation of student carers 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 student carers 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 student carers on any relevant campaigns and attend and help to organise delegations to any relevant conferences.

d) To ensure the Students' Association has strong connections with student carers, 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 Student Carers' Officer is a full member of Student Voice, the Equality and Diversity Committee and is the Chair of the Student Carers Students' Group for which they will help recruit members each year.

2.5.13 Caledonian Court Officer

The Caledonian Court Officer is responsible for ensuring that GCU students residing at Caledonian Court are effectively and legitimately represented. The Officer would be required to be a resident of Caledonian Court and those electing the Officer would be required to be residents at Caledonian Court. To avoid any potential conflict of interests no GCU Residential Assistant (RA) can be the Caledonian Court Officer.

Remit:

a) To ensure the effective and legitimate representation of students residing at Caledonian Court, working as appropriate with the Executive Committee and Students' Association Staff.

b) To ensure the current and future needs of students residing at Caledonian Court 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 any relevant campaigns.

d) To ensure the Students' Association has strong connections with our students and 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 Caledonian Court Officer is a full member of Student Voice.

2.5.14 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 a full member of Student Voice.

2.5.15 GCU London Officer

The GCU London Officer is responsible for ensuring that GCU London students at GCU are effectively and legitimately represented. The GCU London Officer is elected by students at GCU London.

Remit:

a) To ensure the effective and legitimate representation of GCU London students to the University, working as appropriate with the Executive Committee and Students' Association Staff.

b) To ensure the current and future needs of GCU London students are met through a balance of representative work and market research; having ultimate responsibility for putting forward the democratically decided views and policies of the Students' Association.

c) To ensure the Students' Association has strong connections with our members, establishes new methods to encourage participation and encourages overall high student satisfaction with the Students' Association, including in the Students' Association Annual Student Survey.

d) Attend relevant meetings within the academic school.

e) The GCU London Officer is a member of Student Voice and Chair of the GCU London Council for which they will help recruit members each year.

2.5.16 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.

2.5.17 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).

2.5.18 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.

2.5.19 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.

2.5.20 Academic Reps

GCU has an Academic Rep Structure that is created by the Students' Association and the University to facilitate the collection and dissemination of students' views on the quality of their learning experience at all levels across the institution, and to provide students with feedback on the actions taken by the University to enhance their student experience.

The Guide to Student Representation outlines the role descriptions for Class Reps, Department Reps, Postgraduate Taught (PGT) Reps and Postgraduate Research (PGR) Reps and their remuneration and is reviewed annually.

The Department Reps, PGT Reps and PGR Reps are full members of Student Voice. The Department Reps, PGT Reps and PGR Deputy Reps are members of SAGE.

2.5.21 Ordinary Members

Each academic school at GCU will have five ordinary member places onto Student Voice, ensuring at least 50% women representation. One place will be reserved for a first year within each academic school. At the close of Student Voice registration annually, where there are more applications than places an election would take place within that academic school. Any unsuccessful candidates would be added to the reserve list for that academic year. Each ordinary member is a full member of Student Voice.

Any member elected by Student Voice at its fourth meeting onto a University Committee will automatically become a full member of Student Voice for the following academic year.

Non-Student Voice members elected to attend NUS UK and NUS Scotland conferences will become full members of the Student Voice up to and including the first Student Voice meeting following the conference concerned.

2.6 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.

2.6.1 Executive Committee

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.

The term of office for the Executive Committee is the first Monday in the first week in June until the last Friday in last week in May 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 ten weeks of being elected, then this vacancy can be filled by the next placed candidate.

The Executive Committee will normally meet every three weeks but at least four times during Trimester A, B and C. For the month of May the Full Time Officers-elect will be invited to attend the Executive Committee meetings as Observers.

Composition:

Student President
Vice President (x3)

The Chief Executive and Clerk will be in attendance.

Remit:

a) 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.

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

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

d) 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.

e) 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.

f) 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.

g) The Discipline Committee and Freshers Committee are Sub Committees of the Executive Committee.

h) The Chief Executive will work with the Executive Committee to ensure a suitable induction, training and on-going support is in place for officers.

2.6.2 Student Action Group for Engagement (SAGE)

Purpose:

To enable genuine student participation in learning, teaching and quality enhancement, and with the wider student learning experience.

Composition:

Vice President (x3) (Vice President with the Academic Reps Remit - Chair)
Student President
Department Reps
Postgraduate Taught (PGT) Reps
Postgraduate Research (PGR) Deputy Rep
GCU London Officer
Equality and Diversity Committee Rep

In attendance:

Students' Association Staff (Clerk)
Postgraduate Research (PGR) Lead Reps
GCU Development Officer from Academic Quality and Development

Remit:

a) SAGE is responsible for developing education policy subject to the approval of Student Voice.

b) To ensure co-ordination with University activities in relation to the student learning experience.

c) To advise on general communications to the student body in relation to the student learning experience.

d) To work with the academic schools, Academic Quality and Development and appropriate academic and professional staff groups on projects to improve the student learning experience.

e) To act as a mechanism for students to work in partnership with staff to influence developments that impact on their learning experience.

f) To contribute to the development of the Academic Rep Gatherings.

g) Four statutory meetings will be held throughout the academic sessions, two in each trimester.

2.6.3 Equality and Diversity Committee

Composition:
Vice President (Chair)
Women's Officer
LGBT+ Officer
Ethnic Diversity Networking Officer
Accessibility Officer
International Students' Officer
Care Experience Students' Officer
Student Carers' Officer
Societies Council Champion
Sports Council Champion
Mature and Part-Time Students' Officer
Diversity Champion (x2, nominated by Student Voice)

In attendance:
Students' Association Staff (Clerk)
Full Time Officers (by invitation)
GCU Equality and Diversity Advisor (by invitation)

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.

2.6.4 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.

2.6.5 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.

2.6.6 GCU London Council

Composition:
GCU London Officer (Chair)
GCU London PGR Rep
GCU London Class Reps
GCU London students
Student President

In attendance: Students' Association Staff (Clerk)

Remit:

a) The GCU London Council is responsible for developing policy specifically for issues affecting GCU London students. Policy relating to all GCU students will be submitted to Student Voice.

b) Responsible for campaigning for matters relating to GCU London.

c) Two statutory meetings will be held within each Trimester.

2.6.8 Representation Groups

2.6.8.1 International Students' Group

Composition:
International Students' Officer (Chair)
International Students from each School
INTO Representatives
International based societies' nominees
Full Time Policy Lead for international students

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) This group will be responsible to organise feedback from international students at GCU on their experiences.

e) Any feedback raised at this meeting will be taken to the University International Committee meetings by the Full Time Officer Policy Lead to be acted upon.

f) Four statutory meetings will be held throughout the academic sessions; two in Trimester 1 and two in Trimester 2.

2.6.8.2 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.

2.6.8.3 Care Experience Students' Group

Composition:
Care Experience Students' Officer (Chair)
Care Experience students from each School

Remit:

a) It is the responsibility of the Care Experience Students' Group to represent the general interests of care experience students and develop Students' Association policy on care experience students' issues.

b) Responsible for running campaigns on care experience students' issues.

c) Shall promote the involvement of care experience 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.

2.6.8.4 Student Carers Students' Group

Composition:
Student Carers' Officer (Chair)
Students who are Student Carers from each School

Remit:

a) It is the responsibility of the Student Carers Students' Group to represent the general interests of student carers and develop Students' Association policy on issues affecting student carers.

b) Responsible for running campaigns on issues affecting student carers.

c) Shall promote the involvement of student carers in the Students' Association

d) Four statutory meetings will be held throughout the academic sessions; two in Trimester 1 and two in Trimester 2.

2.6.9 Liberation Groups

2.6.9.1 Women's Group

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

Remit:

a) It is the responsibility of the Women's 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.

2.6.9.2 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.

2.6.9.3 Accessibility Group

Composition:
Accessibility Officer (Chair)
Self-defined students with accessibility needs from each School

Remit:

a) It is the responsibility of the Accessibility Students' Group to represent the general interests of students with accessibility needs and develop Students' Association policy on issues related to accessibility needs.

b) The group is responsible for running campaigns on accessibility issues

c) The group shall promote the involvement of students with accessibility needs 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.

2.6.9.4 Ethnic Diversity Networking Students' Group

Composition:
Ethnic Diversity Networking Officer (Chair)
Black or Minority Ethnic Students from each School

Remit:

a) It is the responsibility of the Ethnic Diversity Networking Students' Group to represent the general interests of black or minority ethnic students and develop Students' Association policy on black or minority ethnic students' issues.

b) The group is responsible for running campaigns on black and minority ethnic students' issues

c) The group shall promote the involvement of black or minority ethnic 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.

2.6.10 Media Groups

2.6.10.1 Student Magazine Group

Composition:
Magazine Editor (Chair)
Depute Editor
All Section Heads
Vice President

In attendance: Students' Association Staff (Clerk)

Remit:

a) It is 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.

2.6.10.2 Radio Station Group

Composition:
Radio Station Manager (Chair)

All Section Heads
Vice President

In attendance: Students' Association Staff (Clerk)

Remit:

a) It is 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.

3. Reports

Reports will be submitted by:

a) Executive Committee members to Student Voice.

b) Officers, Department, PGT and PGR Reps to Student Voice and its Sub Committees.

c) Members elected onto University Committees to Student Voice.

d) The Student President on the work of the Executive Committee to the Trustee Board.

e) The Student President on the work of Student Voice to the Trustee Board.

4. Ideas

Any GCU student can submit an Idea through the Students' Association website on how to improve the University, Students' Association or the local community.

When an Idea reaches 25 overall (positive reactions – negative reactions > 25) likes then it is discussed at a meeting of Student Voice as a motion. If an Idea does not reach 25 overall likes within 365 days of being submitted then it will not be considered at Student Voice however this Idea can be resubmitted. The student who submitted the Idea will be invited to attend and present their Idea. An improvement to the Idea is an amendment to the motion.

Ideas, where appropriate and practicable, may immediately be taken forward by the Students' Association when approved by the Executive Committee.

5. 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. Any Ad Hoc Committee should report back to Student Voice.

6. NUS Conference Delegations

The following regulations cover delegations to NUS Conferences:

a) Delegations shall meet before they attend conference and when the Student President is not attending 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 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) Delegations to NUS Conference must comply with the NUS Constitution and rules.

e) 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.

7. Resignation and Dismissals

Any member of Student Voice can raise a Motion of Censure against another member by submitting the motion by the usual deadline for that meeting. Schedule 6 should be followed for a Motion of Censure in a Full Time Officer.

7.1 The Motion of Censure must outline:

a) The reason for the Motion of Censure, such as non-attendance at meetings, not submitting reports or not fulfilling their remit as an Officer o academic rep.

b) The outcome that they wish Student Voice to levy on the Student Voice Officer, academic rep or member.

7.2 The possible outcomes of the Motion of Censure shall be:

a) A reprimand from Student Voice.

b) A reprimand from Student Voice with a recommendation that further support or training for the Officer, academic rep or member is required.

c) No Confidence in the Student Voice Officer, academic rep or member. Student Voice believes that the Students' Association would be best served by vacating the position and this may result in the position remaining unfilled.

d) No action taken (if the motion is voted down)

7.3 The Student Voice Officer, academic rep or member who is the subject of the Motion of Censure will be able to give a written response to the motion which will be circulated to Student Voice no later than 3 days before the meeting is due to take place.

7.4 Within the meeting the proposer of the Motion of Censure shall make a speech for the motion and the Officer, academic rep or member or their designate will be able to make a speech against the motion. There will only be one round of speeches and no summation. The Motion of Censure cannot be amended at the meeting of Student Voice.

7.5 A Motion of Censure will require a two thirds majority of those present at Student Voice to pass.

7.6 Any member of Student Voice, excluding Full Time Officers, who accumulates two instances within an academic year of either (a) missing a meeting of Student Voice without apologies or (b) failing to submit the required written report to Student Voice by at least the day before the meeting, will have automatically deemed to have resigned as a member of Student Voice and their associated role (if applicable) of Representation Officer, Sports or Society Chair, Media Lead, Department Rep, PGT Rep or PGR Rep

8.1 Statement of Principle

8.1.1 This protocol agreement aims to regulate the accountability relationship between the Students' Association elected members and the staff of the Students' Association.

8.1.2 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.

8.1.3 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.

8.2 Definitions

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

8.3 The Accountability Framework

8.3.1 Students' Association 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.

8.3.2 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.

8.3.3 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.

8.3.4 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.

8.3.5 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.

8.3.6 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.

8.3.7 Any complaints about staff by members should be made through the Students' Association Complaints Procedure.

8.3.8 Any complaints about elected members by staff should be made through the Students' Association Employee Grievance Policy.

8.4 Protection from Harassment for staff

8.4.1 Staff are entitled to protection from verbal or physical harassment as laid out in the Students' Association Equality and Diversity Policy.

8.4.2 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.

8.4.3 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.

8.5 PUBLICATION OF STAFF/STUDENT/PROTOCOL

8.5.1 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.

8.5.2 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.