

Schedule One: Representative Committees and Action Groups

1. General

1.1. This schedule outlines the operation of all Representative Committees and Action Groups of the Union, which can be summarised as follows:

1.1.1. Day-to-day representative decision-making is the responsibility of the Student Leadership Team, made up of the Union Sabbatical Officers.

1.1.2. Broader political decision-making and regular Sabbatical Officer accountability is the responsibility of the Student Council, made up of the Sabbatical Officers and Voluntary Officers.

1.1.3. Decisions relating to specific areas of Union activity are held by the relevant Executive Committee, unless referred to the Student Council or to an Online Ballot.

1.1.4. Action Groups can be constituted and dissolved from time to time, as deemed necessary.

1.1.5. The Trustee Board has ultimate legal responsibility for oversight of the Union as a registered charity. While representative and political decisions are delegated across the structures as outlined in this Schedule, the Board retains the authority to intervene where necessary, particularly in matters of legal compliance, financial risk, or safeguarding. Further details on the Trustee Board are set out in the Trustees Schedule (Schedule Four).

2. Student Leadership Team

2.1. There shall be a Student Leadership Team which is empowered to make day-to-day political or representative decisions, and issue political statements between meetings of the Student Council.

2.2. The Student Leadership Team shall be made up of the 4 Sabbatical Officers, chaired by the Union President and supported by the Chief Executive Officer.

2.3. The Student Leadership Team shall meet as necessary, at least once per month. Its business shall include:

- 2.3.1. Discussion and day-to-day decision-making in relation to emerging issues affecting students at the University of Stirling.
- 2.3.2. Developing and overseeing action plans and outlines in relation to Sabbatical Officer manifesto promises and/or emerging issues.
- 2.3.3. Producing regular reports in relation to such activity, for the purposes of communicating with members and enabling Sabbatical Officer accountability.
- 2.3.4. Gathering and evaluating feedback from members through student outreach activities to be incorporated into action plans.
- 2.3.5. Referring political questions to the Student Council for decisions where necessary.

2.4. Student Leadership Team Action Plans shall be developed and published by the start of the academic year. Updates shall be reported to and discussed at meetings of the Student Council. Such updates shall also be published online for scrutiny by students.

2.5. Formal accountability for the Student Leadership Team will be the responsibility of the Student Council, who may refer this responsibility to the student body by initiating an Online Ballot.

3. Student Council

3.1. There shall be a Student Council, which is made up of:

- 3.1.1. The 4 Sabbatical Officers
- 3.1.2. The Voluntary Officers

3.1.3. One representative each from the Societies, Sports, and Education Executive Committee

3.2. The Student Council shall meet up to 3 times per year. Business shall include:

3.2.1. Discussion of Student Ideas.

3.2.2. Discussion and decision-making in relation to political issues.

3.2.3. Scrutiny of Sabbatical Officer accountability reports and progress against Action Plans.

3.2.4. Discussion of reports from the Student Executive Committees.

3.2.5. Votes to initiate Online Ballots where wider consultation with students is required to make political decisions or determine Union positions on controversial topics.

3.2.6. Agreeing to instate or remove voluntary officer roles or Action Groups in response to the needs of the student body.

3.3. The Student Council shall elect a Chair from its own members. This includes the Full-Time Officers.

3.4. The Student Council shall receive reports from the Sabbatical Officers for scrutiny, with the reports being voted on to accept by a simple majority.

4. Student Executive Committees

4.1. There shall be three Student Executive Committees which are empowered to make decisions relevant to the relevant areas of union activity, as follows:

4.1.1. Societies Executive

4.1.2. Sports Executive

4.1.3. Education Executive

4.2. The members of the Societies Executive shall be:

4.2.1. Vice President Communities, who shall be the Chair

4.2.2. Five Society Presidents

4.2.3. Three Student Society Members, who should be members of at least one Society

4.3. The members of the Sports Executive shall be:

4.3.1. Sports Union President, who shall be the Chair

4.3.2. Three Sports Club Presidents (or equivalent)

4.3.3. Five Sports Club Members, who should be members of at least one Sports Club

4.4. The members of the Education Executive shall be:

4.4.1. Vice President Education, who shall be the Chair

4.4.2. Postgraduate (Taught) Voluntary Officer

4.4.3. Postgraduate (Research) Voluntary Officer

4.4.4. Four Academic Reps, one per Faculty

4.4.5. Four Faculty Officers, one per Faculty

4.5. At the start of each academic year there shall be three Forum meetings held, one for each of the Executive areas, at which the above committee positions shall be elected. These shall be open to all members.

4.6. Executive Committees shall meet monthly. The business of each meeting shall include:

4.6.1. Discussion of issues and campaigns relevant to the remit of the Committee.

- 4.6.2. Review and discussion of feedback and data related to activities relevant to the remit of the Committee.
- 4.6.3. Voting on decisions regarding funding allocation and creation of new groups.
- 4.6.4. Preparing reports for discussion and scrutiny at meetings of the Student Council.
- 4.6.5. Selection of an Executive Committee representative who shall be a member of, and attend meetings of, the Student Council. There will be three Executive Committee representatives in total, one from each Executive Committee.
- 4.6.6. Fill vacancies on the relevant Executive when necessary.
- 4.6.7. Organise open forum meetings of all members to discuss matters, if felt necessary by the committee.

4.7. Accountability for Executive Committees will be the responsibility of the Student Council. This shall be the responsibility of the relevant sabbatical officer and representative to Student Council.

5. Action Groups

- 5.1. There shall be Action Groups which may be constituted and dissolved as required, in response to the needs of University of Stirling students. Any student may propose a new Action Group, working with a relevant sabbatical officer or member of Union staff to define the scope.
- 5.2. Action Groups can be related to any area of work that is needed to improve the student experience at the University of Stirling.
- 5.3. Action Groups shall be chaired by a relevant Sabbatical or Voluntary Officer, or any student chosen by the group, should the remit of the group sit outside of the existing Union structure. Any interested University of Stirling student shall be permitted to join the group.
- 5.4. Action Groups shall be facilitated by a relevant member of Union Staff, where necessary.

5.5. Action Groups shall hold meetings when necessary. The business of each meeting shall include:

5.5.1. Planning and discussion of campaign work on issues related to the student experience.

5.5.2. Student engagement on issues relevant to the current student body.

5.5.3. Referral of issues that require further attention to the Student Council for broader discussion and decision making.

6. Equalities Forum

6.1. There shall be an Equalities Forum that shall be chaired by the Union President.

6.2. The Equalities Forum shall exist to hold discussions on topics relevant to students, particularly those who do or may experience marginalisation or discrimination. This includes, but is not limited to, those listed in the Equalities Act 2010.

6.3. The Equalities Forum is a space for discussion, so not subject to the Standing Orders. However, all other Union policies apply. The Forum can resolve to forward any issue to either the Student Leadership Team or Student Council for further discussion and action via an informal vote with a simple majority.

6.4. The Equalities Forum shall meet at least once a semester, though further meetings can be requested by any student or student group, at the discretion of the Union President. Their decision shall be based on considerations of time scales, issue under discussion, and importance of the matter. It may be more relevant for the issue to be taken to Student Leadership Team, Student Council, or an Action Group.

7. Quorum

7.1. Quorum for all meetings in Sections 1 to 3 of this Schedule shall be 50% of eligible membership + 1.

Schedule Two: Elections and Online Ballots Regulations

1. General

- 1.1. This schedule applies to the following parts of the Union's Constitution:
 - 1.1.1. The election procedures for all the positions identified in the Officer Profile Schedule (Schedule Three).
 - 1.1.2. The relevant elected positions identified in the Representative Committees and Actions Groups Schedule (Schedule One).
 - 1.1.3. The planning and delivery of all cross-campus ballots, including Elections and Online Ballots.
- 1.2. Representatives from the Union will be invited to take part in NUS democratic or policy making events and activities from time-to-time. The Student Leadership Team will be responsible for agreeing arrangements for the Union's engagement in such activity. Such decisions should normally be ratified by the Student Council.
- 1.3. Any member subject to an allegation or complaint involving a Level 2 offence or higher under the University of Stirling disciplinary procedures or as part of the Students' Union Schedule 6 shall be suspended from holding office or standing for election until the outcome of the disciplinary process is determined.

2. Returning Officer and Deputy Returning Officer

- 2.1. All Students' Union Elections and Online Ballots shall be overseen by a Returning Officer and a Deputy Returning Officer.
 - 2.1.1. The Returning Officer shall be appointed by the Trustee Board. The Returning Officer shall be independent and impartial, and may be an external individual or organisation, such as a representative from NUS or another suitably qualified person. For the avoidance of doubt,

the Returning Officer shall not be a Student, Trustee, or Staff Member of the Union or the University of Stirling.

2.1.2. The Deputy Returning Officer shall be a member of Union staff as agreed by the Trustee board.

2.1.3. All decisions of the Returning Officer are final.

2.2. The responsibilities of the Returning Officer shall include:

2.2.1. Providing oversight of, and holding ultimate responsibility for, ensuring fairness and equality of opportunity in Elections and Online Ballots.

2.2.2. Agreeing the timetable for Elections and Online Ballots, in consultation with the Deputy Returning Officer.

2.2.3. Approving the wording of questions being put to Online Ballot.

2.2.4. Investigating and ruling on serious breaches or complaints referred by the Deputy Returning Officer, in accordance with the regulations set out in Section 3 of this Schedule.

2.2.5. Investigating and ruling on appeals against decisions made by the Deputy Returning Officer.

2.2.6. Certifying the official results of any Election or Online Ballot.

2.2.7. Issuing final and binding decisions on all matters within their remit.

2.3. The Deputy Returning Officer (DRO) shall support the Returning Officer in the fair and effective administration of elections. Their responsibilities shall include:

2.3.1. Advising the Returning Officer on proposed timetables for elections, including nomination periods, campaigning windows, and voting dates.

2.3.2. Overseeing the day-to-day running of the elections, including supervising staff and volunteers, and making operational decisions in line with the election rules.

2.3.3. Ensuring that all candidates and campaigners adhere to the election regulations and other Students' Union policies.

- 2.3.4. Responding to queries and complaints from candidates, voters, and other stakeholders, making decisions and issuing rulings where appropriate
- 2.3.5. Escalating serious issues to the Returning Officer when necessary.
- 2.3.6. Overseeing the promotion of the elections to ensure high levels of student engagement and voter turnout.
- 2.3.7. Overseeing the secure and transparent counting of votes and assisting in the declaration of results.
- 2.3.8. Maintaining accurate records of decisions, complaints, and incidents throughout the election period.

3. Democracy Committee

- 3.1. There shall be a standing procedural committee of the Union, known as the Democracy Committee, which is responsible for supporting the Deputy Returning Officer and the Union in the organisation of Elections and Online Ballots, while remaining neutral and impartial.
- 3.2. The Democracy Committee shall consist of:
 - 3.2.1. Three Student Members elected by Student Council and who must be current University of Stirling students;
 - 3.2.2. The Deputy Returning Officer, who shall act as the Chair.
 - 3.2.3. As chair, the Deputy Returning Officer may refer decisions to the Returning Officer at their sole discretion. The Returning Officer's decision shall be final.
- 3.3. Members of the Democracy Committee must remain entirely neutral in all Elections and Online Ballots. Any member who wishes to stand for any position or publicly support a candidate or outcome must immediately resign. Public support includes verbal endorsements, social media posts, campaign involvement or any other visible expression of preference.

3.4. If any Ordinary Member resigns or is otherwise removed from the Democracy Committee, an eligible Ordinary Member of the Union shall be appointed by the Student Council to fill the vacancy.

3.5. Student Trustees cannot be members of the Democracy Committee.

4. Notice and Period of Elections

4.1. The timetable of Elections for posts as defined in Section 1 of this Schedule will be as follows:

4.1.1. There shall be a Spring Election held in the second semester of the academic year and usually conducted over three consecutive University days. The following positions will be available for students to stand for election:

4.1.1.1. The four Sabbatical Officer positions

4.1.1.2. Campaign Officer positions listed in Schedule 3, as determined by the Student Executive Council.

4.1.2. There shall be an Autumn Election held in the first semester of the academic year, conducted over a period of time decided by the Deputy Returning Officer in consultation with the Democracy Committee. The following positions will be available for students to stand for election:

4.1.2.1. Two Postgraduate Officers (1x Postgraduate Taught, 1 x Postgraduate Research).

4.1.2.2. Any Campaign Officer positions which remain, or have become vacant, since the previous academic year's Spring Election.

4.2. Full details of dates and times will be produced and publicised prominently at least two weeks prior to the first date on the Elections Timetable by the Deputy Returning Officer.

5. Nominations (Elections)

- 5.1. All Ordinary Members of the Union will be eligible to stand as a candidate in the Elections, though noting 1.3 of this Schedule.
- 5.2. No member may stand for election to more than one Full Time Officer post in any single election.
- 5.3. No member may hold more than one Voluntary Officer position concurrently or be a Student Trustee concurrently.
- 5.4. The procedure for nominations shall be as follows:
 - 5.4.1. All nominations must be made via the Union website.
 - 5.4.2. Nominations for Postgraduate Officer positions may only be made by relevant Postgraduate Ordinary Members.
 - 5.4.3. All candidates are encouraged, although not required, to submit a candidate photograph, slogan and manifesto which will be displayed to voters.
 - 5.4.4. All candidates must have received a briefing from the Deputy Returning Officer, or their nominee, before the start of campaigning. At the briefing, the Deputy Returning Officer will communicate all important information and answer any questions.
- 5.5. At the close of nominations, the Deputy Returning Officer will verify that all nominations comply with this schedule.

6. Online Ballots

- 6.1. If a policy or political decision is referred to an Online Ballot by the Student Council, or the Student Leadership Team, it must be followed by a cross-campus vote open to all Ordinary Members of the Union. The timing for the vote will be decided by the Deputy Returning Officer in consultation with the Democracy Committee, usually within fifteen University days.
- 6.2. Publicity for the Online Ballot, including the question being put, shall be shared on the Union's website as soon as practicable after a decision has been made to hold one, and in any case within one working week of the

decision. For the purposes of this clause, 'working week' shall mean days on which the University is open. Periods of University closure shall not be counted.

- 6.3. All Ordinary Members of the Union shall be entitled to vote in Online Ballots.
- 6.4. The committee calling for the Online Ballot shall have responsibility to invite Ordinary Members of the Union to register as the official Proponent or Opponent of the question being put to the vote.
- 6.5. There shall be a maximum of one Proponent and one Opponent per side. Where multiple individuals or groups express interest in representing the same position, the Deputy Returning Officer, in consultation with the Democracy Committee, shall determine the most appropriate representative(s), taking into account the clarity of their submission, their ability to represent the position fairly, and their willingness to comply with the campaigning rules. Their decision shall be final.
- 6.6. Proponents and Opponents must:
 - 6.6.1. Be Ordinary Members of the Union at the time of registration and throughout the campaign period;
 - 6.6.2. Submit a written statement outlining their position and intent to campaign;
 - 6.6.3. Agree to abide by the campaigning rules set out in Section 7 of this Schedule;
 - 6.6.4. Attend a briefing with the Deputy Returning Officer prior to the start of campaigning.
- 6.7. In the absence of a registered Proponent or Opponent, the Returning Officer, in consultation with the Deputy Returning Officer, may appoint a suitable elected representative or Ordinary Member to act in this capacity, ensuring that both sides are fairly represented.
- 6.8. Online Ballots shall be considered valid if at least 250 Ordinary Members vote. A simple majority will determine the outcome, except in

cases of affiliation which will follow the regulations of the body in question, if applicable.

6.9. The categories for voting will consist of 'Yes', 'No' and 'Abstain' and Online Ballot questions must be worded to accommodate these response options.

6.10. The wording of any Online Ballot question shall be proposed by the initiating body or person and approved by the Deputy Returning Officer, in consultation with the Democracy Committee, to ensure clarity, neutrality and alignment with the voting format.

6.11. All Online Ballots will be conducted in accordance with this schedule.

7. Campaigning (Elections and Online Ballots)

7.1. Campaigning is defined as any action undertaken to promote:

- 7.1.1. a confirmed candidate in an Election, or
- 7.1.2. a particular outcome (e.g. a Yes or No vote) in an Online Ballot, led by a registered Proponent or Opponent.

7.2. The campaigning period will run from a date announced by the Deputy Returning Officer until the close of voting.

7.3. Candidates, which includes Proponents/Opponents, may be permitted to spend up to an amount set by the Democracy Committee during their campaign, known as the campaign budget, the rules for which are as follows:

- 7.3.1. They will be reimbursed up to 50% of their total campaign budget and must produce valid receipts. Hardship support may be available to cover more or all expenses. Applications should be made in writing to the Deputy Returning Officer, who shall make decisions on a case-by-case basis.

7.3.2. They may only use this budget to cover the cost of promotional methods or resources which are reasonably accessible to all.

7.3.3. They may give away items as part of their campaigning; however, they may not use their budget to provide bribes or incentives to voters and must ensure voters are clear that any items distributed are not perceived as being in exchange for votes.

7.3.4. All printed publicity material shall be supplied by the Union. Printing allowances shall be decided by the Deputy Returning Officer, in consultation with the Democracy Committee, and communicated to candidates and campaigners no later than 10 University Days before the start of voting. The maximum number of printed sheets shall be as follows:

7.3.4.1. Sabbatical Officer Candidates: a maximum of 20 A3 sheets

7.3.4.2. Voluntary Officer Candidates: a maximum of 10 A3 sheets.

7.3.4.3. Proponents / Opponents in Online Ballots: a maximum of 20 A3 sheets

7.4. Campaigning may take place in public places but must not take place in the library, next to University PCs or computer workstations. A no-campaigning zone will also be established near Union election desks at the discretion of the Deputy Returning Officer.

7.5. Candidates and Proponents/Opponents are free to use social media and digital communications to promote their campaign, although this must be fair and equal, with all candidates having the same opportunity and access to promote their campaign across digital platform.

7.6. Where elections are covered in Union Media or by Media Societies, equal, fair and impartial exposure shall be given to all candidates standing in an election. Breaches of this by the societies may result in disciplinary action under the Union's Discipline Code (Schedule Six), as well as sanctions against candidates.

7.7. Printed publicity material must not be displayed within the library, next to PCs or computer workstations, on glass doors or windows, over signs or other posters, in a way as to obscure security cameras, within the vicinity of the election desks or anywhere that breaches Health and Safety guidance. Other areas of the University may be declared as out-of-bounds for postering by the Deputy Returning Officer.

7.8. Any material infringing upon this may be removed and campaigners may face disciplinary action. Candidates and Proponents/Opponents are responsible for their own publicity, which must not deface University property.

7.9. All campaign materials produced must not denigrate, by name or title or implication, any individual Member of the Union, Student Union staff member, or University of Stirling Staff.

7.10. No campaigner shall deface, alter, move, remove or interfere in any way with another candidate or campaign's publicity.

7.11. Endorsements from Societies or Sports Clubs must be agreed by the group's committee. Minutes of the meeting where the decision was made must be submitted in a format to be determined by the Deputy Returning Officer. Breaches of this by Societies or Sports Clubs may result in disciplinary action under the Union's Discipline Code (Schedule Six), as well as sanctions against candidates.

7.12. For the avoidance of doubt, other endorsements from committee members are allowed, as long as the endorsement makes clear that they are endorsing as an individual and not the student group. The endorser can identify themselves as a committee member of a student group.

8. Election Debate

8.1. The Deputy Returning Officer, with the support of the Democracy Committee, will be responsible for organising a Union Election Debate for Sabbatical Officer candidates prior to the voting period of the Elections.

8.2. The timings, order, organisation and execution of the Election Debate will be decided by the Deputy Returning Officer, supported by the Democracy Committee. The event may be held in person or arrangements may be made for the debate to take place digitally.

8.3. All Sabbatical Officer candidates are encouraged to take part in the Election Debate as an opportunity to present their views and engage with voters. Though participation is not mandatory, candidates who do not take part may receive reduced coverage in Union media related to the election.

8.4. The Deputy Returning Officer, in consultation with the Democracy Committee, shall determine, on a case-by-case basis, whether a Debate should be held for Proponents and Opponents of Online Ballot questions.

8.5. This decision shall take into account student interest in the issue and any potential impacts on the Union or the student experience. Where a Debate is approved, the Deputy Returning Officer shall make appropriate arrangements for its organisation and delivery.

9. Voting

9.1. Responsibility for ensuring that the voting is conducted in accordance with this schedule shall rest with the Deputy Returning Officer who shall report to the Returning Officer.

9.2. Voting shall be online, usually over three University days, at times to be determined by the Deputy Returning Officer. In the event of a sufficiently serious technical fault in any of the voting systems, the Deputy Returning Officer, in consultation with the Democracy Committee and the Returning Officer, may extend the period of the election to compensate for any lost

time.

- 9.3. Only Ordinary Members of the Union may vote.
- 9.4. For Elections, the voting page shall display the name of each candidate and the position being contested. For Online Ballots the voting page shall display the question being put to vote, along with the response options as specified in Section 6.9 of this Schedule.
- 9.5. The voting page shall include a brief description of the voting procedure.
- 9.6. “Re-open Nominations” (“R.O.N”) shall appear as an option in all Elections and be treated as a candidate for counting purposes. If “R.O.N.” receives the highest number of votes, the election shall be re-run at a date to be determined by the Deputy Returning Officer. R.O.N. shall not apply to Online Ballots.

10. The Count

- 10.1. The Alternative Transferable Vote system shall be employed to determine the result of an Election except for NUS Representative roles which will be elected by Single Transferable Vote. Online Ballots will be decided by a simple majority, as long as the quorum specified in clause 6.8 of this Schedule has been met.
- 10.2. The Count shall be administered by the Deputy Returning Officer in accordance with the latest guidance provided by the Electoral Reform Society and NUS Scotland.
- 10.3. The results of the Election or Online Ballot shall be announced and published on the Union’s website no later than one University Day following the close of voting.

11. Tenure of Office

11.1. Tenure of office for those elected in the Spring Elections shall be from 1st June that year until 31st May the following year. For those elected in a by-election or appointed to fill a role, or elected in the Autumn Election, the tenure will run from the date of their election until 31st May in that same academic year.

12. Vacancies

12.1. The process and decision of whether to fill any Sabbatical Officer vacancies that occur throughout the year shall be decided by the Board, as appropriate to the role and timing of the vacancy having arisen.

13. Complaints and Appeals

13.1. All formal complaints must be made in writing to the Elections email inbox as advertised on the Students Union website. This will be received by the Deputy Returning Officer, for initial consideration in consultation with the Democracy Committee.

13.2. Complaints must be made as soon as possible after the event they are relating to, and no later than one hour after the close of voting, to avoid delaying the Count.

13.3. Complaints will only be investigated if submitted in writing, with supporting evidence.

13.4. All participants in Elections and Online Ballots, including candidates, campaigners and complainants, must conduct themselves respectfully.

Inappropriate or vexatious complaints may result in disciplinary action under the Union's Discipline Procedure (Schedule Six).

13.5. Supporters of candidates will be subject to the same election rules as candidates, and the candidates they support can be held accountable for the behaviour of their supporters.

13.6. The Deputy Returning Officer, or the Returning Officer in the most serious cases, shall investigate formal complaints. If a breach is found, they shall determine appropriate action, up to and including the disqualification of a candidate or Proponent/Opponent. In extreme circumstances the Returning Officer is empowered to pause, stop, or re-run an Election or Online Ballot should there be evidence that fairness has been irretrievably compromised.

13.7. Appeals against decisions of the Deputy Returning Officer should be in writing to Returning Officer as soon as possible, and no later than one hour after the close of voting. The Returning Officer's decision shall be final.

Schedule Three: Officers of the Union

1. General

1.1. This schedule outlines the general and specific duties of Union Sabbatical Officers and Voluntary Officers. While areas of responsibility are described for each role, these are not intended to be exhaustive and may evolve in response to the needs of the Union and its members.

2. Sabbatical Officers Duties

2.1. Act as a trustee by following the Union constitution, attending Trustee Board meetings, overseeing finances, managing risks, and ensuring long-term viability.

2.2. Ensure transparent, responsible use of resources in line with the Union's charitable aims and strategic plans.

2.3. Provide political leadership for the Union and represent student interests to internal and external bodies.

2.4. Ensure the Union and its officers comply with the Education Act 1994 and all relevant operational, financial, and safety policies.

2.5. Engage with students formally and informally to understand and represent their needs.

2.6. To campaign to improve the student experience for all students at the University of Stirling.

2.7. Attend all required committees, leadership meetings, training sessions, and external conferences relevant to the role.

3. Sabbatical Officers Roles

3.1. Union President

3.1.1. They will be an equal member of the Union's sabbatical team responsible for representing and championing the rights and views of all students at the University of Stirling.

3.1.2. The remit of the Union President shall be as follows:

3.1.2.1. To be the overall representative, spokesperson, and ambassador of the Union; to the University, media, and external bodies.

3.1.2.2. To maintain close links with the local and national community on issues of mutual concern.

3.1.2.3. To ensure the implementation of, and adherence to, an effective Equality, Diversity and Inclusion policy

3.1.2.4. To ensure the Union and its services and publications are inclusive and accessible to all students.

3.1.2.5. To be the main point of contact and provide support to the Equalities Officers and Campaigns Officers, ensuring the provision of appropriate events and representation for their respective groups.

3.1.2.6. To consult with the Student Council, or other relevant Representative Committees, on any response to Government consultations and actions on behalf of the Union.

3.2. Vice President Education

3.2.1. They will be an equal member of the Students' Union sabbatical team responsible for representing and championing the rights and views of all students at the University of Stirling and the wider community.

3.2.2. The remit of the Vice President Education shall be as follows:

3.2.2.1. To be responsible for representing students on all academic matters to the University and other such bodies as appropriate.

3.2.2.2. To lead on policy development and implementation of the Union policy on academic matters and education.

3.2.2.3. To engage with national education agencies on areas of policy development and implementation.

3.2.2.4. To plan, develop and implement education related campaigns, events and materials to better the academic experience of students at Stirling.

3.2.2.5. To work to develop and support an effective student academic representative network, in collaboration with Union officers, staff, external bodies and the University to continually

3.2.2.6. To engage, empower and campaign for students in order to enhance the quality of their teaching and learning experience.

3.2.2.7. To identify recurring issues in academic casework undertaken by the Union.

3.3. Vice President Communities

3.3.1. They will be an equal member of the Union sabbatical team responsible for and championing the rights and views of all students at the University of Stirling.

3.3.2. The remit of the Vice President Communities shall be as follows:

3.3.2.1. To act as the lead officer societies, providing support, development and guidance to societies within the Union.

- 3.3.2.2. To ensure an effective strategy is in place for recruitment, retention and recognition for student volunteers.
- 3.3.2.3. To lead policy development and implementation on volunteering and student involvement.
- 3.3.2.4. To champion and coordinate the personal, and professional, development of students in their time at the University to enhance their employability, student experience and wider civic engagement.
- 3.3.2.5. To take the policy lead and formulate strategy on sustainability related matters.

3.4. Sports Union President

- 3.4.1. They will be an equal member of the Union sabbatical team responsible for and championing the rights and views of all students at the University of Stirling.
- 3.4.2. The remit of the Sports Union President shall be as follows:
 - 3.4.2.1. To promote the profile of sport among the entire student body and the wider community.
 - 3.4.2.2. To represent the sporting interests of students to the University and other relevant external bodies.
 - 3.4.2.3. To campaign to improve the student experience for all students at the University of Stirling.
 - 3.4.2.4. To encourage and coordinate student participation in sport and physical activity, with a focus on widening access and inclusion.
 - 3.4.2.5. To ensure the continued implementation of a strategic plan for sport that meets the strategic objectives of the organisation.
 - 3.4.2.6. To maximise the sports clubs training and match play facilities allocation at the University of Stirling.

- 3.4.2.7. To bid for, attract, and coordinate sporting events throughout the year.
- 3.4.2.8. To develop, support and guide sports clubs ensuring continual development and growth.
- 3.4.2.9. To create, develop and maintain innovative partnerships with key internal and external organisations.

4. Voluntary Officers

- 4.1. There shall be unpaid positions, known collectively as 'Voluntary Officers'. These roles exist to ensure that all students can feed into and deliver on the work of the Union, in relation to their specific areas of interest or perspectives, as outlined in this schedule. These shall include;
 - 4.1.1. Equalities Officers
 - 4.1.2. Campaign Officers
 - 4.1.3. Postgraduate Officers
- 4.2. Equalities Officers
 - 4.2.1. There shall be specific Equalities Officer positions to represent students from marginalised backgrounds.
 - 4.2.2. Their remit shall be:
 - 4.2.2.1. To be members of, and attend meetings of, the Student Council ensuring that the perspectives of marginalised students are represented when decisions are made.
 - 4.2.2.2. To engage with students from the community they represent by facilitating meetings, forums or informal gatherings (in person or online) to discuss issues affecting their student experience.
 - 4.2.2.3. To gather and communicate the views, concerns and experiences of their community to inform discussions and decision making within the Union.

- 4.2.2.4. To lead and support campaigns, initiatives or activities that seek to improve the student experience for the community they represent
- 4.2.3. The Student Council shall annually review and confirm which Equalities Officer positions exist, taking into account:
 - 4.2.3.1. The needs and demographics of the student body
 - 4.2.3.2. Evidence of under-representation or disadvantage
 - 4.2.3.3. The Union's commitment to equality, diversity and inclusion
- 4.2.4. Equalities Officer positions shall be selected by members of the relevant student groups, through a process agreed by the Student Leadership Team, relevant group and facilitated by the Union where necessary and practicable.
- 4.2.5. If an Equalities Officer position remains vacant for two consecutive academic years, it shall be removed, unless the Student Council decides to retain the position.
- 4.2.6. The positions will be:
 - 4.2.6.1. BAME Students
 - 4.2.6.2. Disabled Students
 - 4.2.6.3. Gender Identity
 - 4.2.6.4. Sexual Identity
 - 4.2.6.5. Women Students

4.3. Campaign Officers

- 4.3.1. There shall be Campaign Officers responsible for representing and advocating for students with particular shared experiences, circumstances, or interests that affect student life.

These roles are distinct from Equalities Officers, but equally important.

4.3.2. Their general remit shall be:

4.3.2.1. To be members of, and attend meetings of, the Student Executive Council ensuring that due attention is given to their areas of interest, and that the perspectives of the students they represent are heard when decisions are made.

4.3.2.2. To gather the views of students relevant to their community or interest area by facilitating meetings, forums or informal gatherings (in person or online) to discuss issues affecting their student experience, or plan campaign activity.

4.3.2.3. To gather and communicate the views, concerns and experiences of their community to inform Union decision making and campaign planning.

4.3.2.4. To lead and support campaigns, initiatives or activities that seek to improve the student experience or make positive change in relation to their area of interest.

4.3.3. There shall be a maximum of 8 Campaign Officer positions available for election. The Student Council may designate a number of these positions to specific remits without recourse to changing these schedules.

4.3.4. The following shall be the initial designated Campaign Officer positions:

4.3.4.1. Housing

4.3.4.2. Transport

4.3.4.3. Sustainability

4.3.4.4. International Students

4.3.5. Campaign Officers shall be elected by the student body in the Spring Elections, in accordance with the Union's election regulations as set out in Schedule Two.

4.3.5.1. Where the remit of a particular position relates to a specific element of the student experience, it is expected that candidates for election should self-identify as belonging to that group (e.g. commuter students, international students).

4.3.5.2. Where the remit of a particular position relates to a campaigning area (e.g. housing, sustainability), it is expected that candidates will demonstrate an active interest in that area in their election manifesto.

4.3.6. If a Campaign Officer position remains vacant for two consecutive academic years, it shall be removed, unless the Student Council decides that the role remains necessary.

4.3.7. A list of active Campaigns Officer positions shall be published annually by the Union.

4.4. Postgraduate Officers

4.4.1. There shall be two postgraduate officers; one Postgraduate Taught (PGT) Representative and one Postgraduate Research (PGR) Representative.

4.4.2. Their remit shall be:

4.4.2.1. To identify and organise campaigns to raise awareness of the relevant issues affecting Postgraduate students.

4.4.2.2. To work alongside the Vice President Education, members of the Education Executive Committee and Union staff, to represent Postgraduate students within the Students' Union and build an engaged, active community.

4.4.2.3. To be members of, and attend meetings of, the Education Executive Committee

4.4.2.4. To be members of, and attend meetings of, the Student Council

4.4.3. Postgraduate Officers shall be elected by the student body in the Autumn Elections, in accordance with the Union's election regulations as set out in Schedule Two.

4.4.4. The positions shall each be filled by a student whose mode of study corresponds to the respective role. Specifically:

4.4.4.1. Candidates for the Postgraduate Taught Representative must be enrolled in a postgraduate taught programme at the time of nomination and throughout their term of office.

4.4.4.2. Candidates for the Postgraduate Research Representative must be enrolled in a postgraduate research programme at the time of nomination and throughout their term of office.

Schedule 4: Trustees Schedule

1. General

- 1.1. This Schedule aims to inform and support the Trustees Board in its work by outlining the key roles, duties and responsibilities which require to be undertaken in order to achieve the smooth running of the Trustees Board in line with their obligations under the Charities and Investment (Scotland) Act 2005, as amended by the Charities (Regulation and Administration) (Scotland) Act 2023 (“the Act”) and to ensure that the Trustees Board operates within the requirements of the Constitution.
- 1.2. The membership of the Trustees Board is provided for in the Constitution. A full Trustees Board will comprise 11 members. The four Sabbatical Officers, who are ex-officio trustees, shall be elected in accordance with Schedule Two (Elections). The additional three Student Trustees and four External Trustees shall be appointed as provided for in the Constitution and within this schedule.

2. Appointment of External Trustees

- 2.1. Upon initial appointment, the four External Trustees shall serve staggered terms of one, two or three years, in the interests of continuity. Thereafter the External Trustees shall be appointed for a period of three years.
- 2.2. The Trustees Board and Chief Executive in dialogue with the University shall establish the required expertise of the new Trustee and devise the best strategy to recruit them.
- 2.3. The Chief Executive shall coordinate recruitment and produce a shortlist to be approved by the Trustees Board.
- 2.4. The appointments will be made upon the recommendation of the existing Trustees and the Chief Executive in dialogue with the University. These recommendations will then be put to the Union’s Student Council.

2.5. The Sabbatical Officers on behalf of the Trustees Board shall present the recommendations of the Trustees Board at a quorate meeting of the Union's Student Council for ratification.

2.6. If the Student Council rejects the recommendation of the Trustee Board, the Board will then review the recommendations and return to the next meeting of the Student Council with an amended proposal for ratification.

2.7. All prospective Trustees will be asked to sign a declaration before their election or appointment to confirm they are not disqualified from acting as a charity trustee.

2.8. For the avoidance of doubt, the following individuals are automatically disqualified from being a charity trustee or undertaking a senior management function within the Union:

2.8.1. someone with an unspent conviction for dishonesty or an offence under the Act;

2.8.2. an undischarged bankrupt;

2.8.3. someone who has been removed under either English or Scots Law or the courts from being a charity trustee;

2.8.4. a person disqualified from being a company director;

3. Appointment of Student Trustees

3.1. Where provided for in the Union's constitution, space will be reserved on the Union's Trustee Board for three student trustees. These Trustees should be Ordinary Members and not hold any elected office and/or position of employment with the Union during their tenure as a Trustee. Candidates for the role shall be required to be a fully matriculated student at the University of Stirling at the time of applying for the role.

3.2. Student Trustees shall be recruited in the Spring of each Academic Year, when the positions will be advertised across all University of Stirling campuses.

- 3.3. The Chief Executive, or appropriate nominee, shall coordinate recruitment of Student Trustees and shall produce a shortlist to be approved by the Trustees Board.
- 3.4. Shortlisted applicants shall be interviewed by a panel consisting of:
 - 3.4.1. The Chief Executive of the Students Union
 - 3.4.2. The Board Chair
 - 3.4.3. One External Trustee
 - 3.4.4. The President of the Students Union (or another appropriate sabbatical nominee)
- 3.5. All interviewed applicants shall be assessed against a job description and person specification. These will have been prepared and approved by the Trustees Board. Upon completion of the interviews, the panel shall report its recommendations, in writing, to the Trustees Board.
- 3.6. Appointments shall be made upon the recommendation of the interview panel to the Trustees Board. Those recommendations shall then be put to the Union's Student Council for ratification.
- 3.7. Sabbatical Officers, on behalf of the Trustees Board, shall present the recommendations of the Board at a quorate meeting of the Union's Student Council for ratification.
- 3.8. If the Student Council, or the Student Leadership team (if the decision has been referred), rejects the recommendations of the Trustee Board, the Trustee Board will then review the recommendations and return to the next meeting of the Student Council with an amended proposal for ratification.
- 3.9. All prospective Student Trustees will be asked to sign a declaration before their appointment to confirm they are not disqualified from acting as a charity trustee.
- 3.10. On appointment, Student Trustees shall hold office for one calendar year. The Trustee Board has the power to re-appoint these Trustees for a further year, if it so wishes.

4. Induction and Development

- 4.1. All Trustees will receive an induction pack, including materials from the Office of the Scottish Charity Regulator (OSCR), a copy of the Union's Constitution and Schedules, and any other relevant documents.
- 4.2. All Trustees will be expected to attend at least one induction session in relation to the role and responsibilities of a trustee, delivered by a suitably qualified individual. Further specialist induction training will also be made available for the Chair of the Trustees Board upon appointment.

5. Trustee Board Duties

- 5.1. All Trustees shall carry out their duties in accordance with the Union's Constitution. While day-to-day management is delegated to the Chief Executive, responsibility for the Union rests with the Trustees Board.

6. Expectations of Trustees

- 6.1. The Trustees are expected to act in a manner consistent with the Nolan Principles of Public Life (1995). The proper conduct of Trustees is paramount to the good operation of the Union and shall occur if the Trustees:
 - 6.1.1. act with the care and diligence that it is reasonable to expect of a person who is managing the affairs of another;
 - 6.1.2. understand their duties and the role of the Union;
 - 6.1.3. put the interests of the Union first and do not pursue any personal or sectional interests at the expense of the Union's interests;
 - 6.1.4. act reasonably and understand that individual members of the Trustees Board will have different views and opinions on the work the Trustees Board undertakes;
 - 6.1.5. ensure that the Union operates within its Constitution and in a manner consistent with its object and purposes;
 - 6.1.6. comply with relevant legislation;

6.1.7. seek advice when necessary to enable the making of good decisions and act appropriately on the advice or instruction of any regulatory body or professional advisers.

7. Practical Requirements

- 7.1. A Trustee will be expected to represent the agreed position of the Trustees Board when speaking publicly on behalf of the Trustees Board.
- 7.2. It is expected that all Trustees will attend several formal and/or social events throughout the University year.
- 7.3. Trustees are expected to be familiar with the Union's policies and procedures and to take reasonable steps to remain well informed with regard to the Union's activities.

8. Trustees Board Meetings

- 8.1. The Chair of the Trustees Board shall take an active leadership role and shall ensure that the meetings of the Trustees Board are run in accordance with best practice.
- 8.2. There will be at least four Trustees Board meetings per year.
- 8.3. In June each year, the Chair of the Trustees Board, the President and the Chief Executive shall set a Trustees Board meeting calendar for the year.
- 8.4. The Chair of the Trustees Board, in consultation with the President and the Chief Executive, shall agree the agenda at least two University weeks prior to each meeting of the Trustees Board, except in exceptional circumstances. The Chief Executive will ensure that meeting papers are collated and distributed to all Trustees at least one University week prior to the Trustees Board meeting.

- 8.5. The Chair of the Trustees Board shall lead each meeting, ensuring that all Agenda items are addressed, action points agreed and assigned, and all decisions recorded by way of a formal minute. A member of staff of the Union will be available to take Minutes except for any items of reserved business.
- 8.6. The Quorum for the Trustees Board meeting shall be as provided for in the Constitution.
- 8.7. If the Chair is absent or resigns, the Trustees Board shall elect a temporary or new Chair by simple majority from among the External Trustees. In the event of there being no External Trustees, they may elect a Chair from among the Student Trustees who have no officer responsibilities.
- 8.8. In the event of a vote being required on any item of business, all Trustees shall have an equal vote. In the event of a tied vote, the Chair will have a second casting vote.

9. Conflict Management

- 9.1. It is understood that in the course of being a trustee conflicts may arise, in which event the following general principles will apply:
 - 9.1.1. Trustees will not ignore conflict and should seek to deal with it as soon as possible so that their work and thereby the functions of the Union are not disrupted.
 - 9.1.2. Trustees who feel they are in a conflict situation shall endeavour to meet with each other and the Chair to discuss any issues they may have.
 - 9.1.3. Any conflict between the Trustees and elected officers, members or Union staff, other than the Chief Executive, shall be dealt with through the Chief Executive or if necessary, through the Union's grievance procedure.
 - 9.1.4. Any conflict between the Trustees and Chief Executive will be resolved through professional mediation.

10. Remuneration and Expenses

- 10.1. The four Sabbatical officers are remunerated as a result of the duties they carry out as provided for in the Officer Profile Schedule (Schedule 3) in the course of their employment by the Union
- 10.2. Trustees are entitled to claim reasonable expenses, such as travel to meetings, in line with the Union's expenses policy.

11. Removal of Trustees

- 11.1. Trustees may be removed from the office of Trustee for good cause as provided for in the Constitution, or by a simple majority of the members of the Trustees Board if any Trustee is found to be in serious or persistent breach of their duties under the Act.

12. Conflict of Interest

- 12.1. There may be times when Trustees face a conflict of interest. Any such conflicts must be declared. To minimise the risk of conflict of interest, Trustees will be asked to sign a Conflict-of-Interest declaration form on becoming Trustees and will be obliged to keep this updated.
- 12.2. In the event of a conflict of interest arising at a meeting of the Trustees Board, the Trustee affected shall declare their interest at the outset of the meeting, or as soon as it becomes apparent. They shall absent themselves entirely from any discussion or decision in relation to the interest and abstain from voting on that item.
- 12.3. This includes any duties that fall to Trustees as part of the Disciplinary Process outlined in Schedule 6.

13. Resignation of a Trustee

- 13.1. In the event of a resignation or a position on the Trustees Board becoming vacant for any other reason before the term of office is completed, then;

13.1.1. In the case of the Sabbatical Officers, this shall be decided by the Board, as appropriate to the role and timing of the vacancy having arisen

13.1.2. In the case of an external trustee or non-sabbatical student trustee, a replacement shall be appointed via the process outlined in Section 2 and Section 3 of this Schedule;

13.1.3. The appropriate cycle of election or appointment shall take place in accordance with the Elections and Online Ballot Schedule (Schedule 2) for elected Sabbatical Officer Trustees or this Schedule (Schedule 4) for External and Student Trustees.

Schedule Five: Standing Orders

1. General

- 1.1. Standing Orders are the rules that guide how Union meetings are run and how decisions are made. They provide structure, ensuring that committee meetings run smoothly, and that they are fair, organised and consistent. The Standing Orders apply to the following Representative Committees as listed in Schedule One:
 - 1.1.1. Student Council
 - 1.1.2. Education Executive
 - 1.1.3. Sports Executive
 - 1.1.4. Societies Executive
- 1.2. A member of staff of the Students' Union will take minutes (as per Section 8 of this Schedule). This may include the recording of meetings for the purposes of minute-taking.
- 1.3. Union staff will also support the chair with preparing papers and chairing the meeting in accordance with these Standing Orders. Union staff will file policies and other documents after the meeting. They will also post updates on the work and decisions of the committees on the Union website.
- 1.4. Any student or officer who may chair meetings will receive training on this schedule. This will be delivered by an appropriate member of union staff, or another qualified person.
- 1.5. For the avoidance of doubt, any reference to "committee" shall include the Student Council, unless otherwise stated.

2. Agenda

- 2.1. The business of the meetings shall be taken in the following order:
 - 2.1.1. Recording Attendance and Apologies
 - 2.1.2. Conflicts of Interest
 - 2.1.3. Follow-up from the previous meeting
 - 2.1.4. Chair's Report
 - 2.1.5. Items for Discussion & Decisions
 - 2.1.6. This to include Officer Reports and Accountability for meetings of Student Council
 - 2.1.7. Any Other Business (AOB)
 - 2.1.8. Date of Next Meeting
- 2.2. Committee members have the right to request additions to the agenda items and will be informed of the deadline for this in advance. All agenda items should be related to the remit of the committee, in accordance with those outlined in Schedule One.
- 2.3. Committee members may request to change the order of the agenda by making a request to the Chair, either before or during the meeting. The Chair may agree, decline, or ask committee members to vote on the matter at their sole discretion.
- 2.4. At the start of each meeting, committee members must declare any Conflicts of Interest, such as personal or financial interest in any of the topics being discussed. If a member does have a conflict, the Chair will assess the seriousness and may ask them to step back from that part of the discussion or decision-making.
- 2.5. The agenda for Student Council meetings will be published and shared 5 University days before the meeting.
- 2.6. The agenda for meetings of Executive Committee meetings will be published and shared 2 University days before the meeting.

3. The Chair

3.1. The Chair is responsible for the good conduct of the meeting. They must work with the member of Union staff or Officer responsible for that meeting to ensure minutes are taken and the meeting runs in accordance with the rules (these Standing Orders).

3.2. There will also be a Deputy Chair, who will be elected by simple majority at the first meeting of the academic year. The Deputy Chair will deputise for the Chair in their absence.

3.3. The Chair is responsible for delivering a Chair's Report at each meeting. During this they should note any instances of the following:

- 3.3.1. Announcing resignations and/or welcoming new committee members
- 3.3.2. Upcoming important dates
- 3.3.3. Important information relevant to the committee but not listed on the agenda
- 3.3.4. Any other business or information that they should see fit

3.4. The Chair of the Student Council shall be a University of Stirling student, appointed in accordance with Schedule One section 3.3

3.5. The Chair will have the right to invite any individual they see fit to attend the meeting, but anyone invited in this capacity will have no voting rights.

3.6. The Chair will be responsible for interpreting the Standing Orders.

3.7. The Chair will vacate the Chair in the event they have submitted items to the agenda that are to be voted on for the that portion of the meeting to the Deputy Chair.

- 3.8. In the event a vote is tied, the Chair has a casting vote.
- 3.9. In the absence of a Chair, or if the Chair resigns, the Deputy Chair will assume the role until appropriate arrangements, which will be decided by the Student Leadership Team, are made to find a permanent replacement.
- 3.10. A vote of No Confidence in the Chair can be lodged at any time during a meeting, should any member have a legitimate concern about the Chair's conduct during the meeting. When this happens, the role of Chair will be handed over to the Deputy Chair. If the Deputy Chair is unavailable, another member of the meeting will be chosen to chair by a simple majority vote. The procedure will be as follows:
 - 3.10.1. The committee member who proposed the Vote of No Confidence will explain why they did so, the person who has vacated the Chair will reply, and the matter will be put straight to a vote.
 - 3.10.2. If the committee votes in favour of the Vote of No Confidence in the Chair, the Deputy Chair will Chair the rest of the meeting, and a new Chair will be sought in line with Clause 3.8.

4. Attendance

- 4.1. All Ordinary Members of the Students' Union have the right to attend meetings of the committees listed in the Representative Committees and Action Groups Schedule (Schedule One) as observers. They will be allowed to speak but will not have a vote. Observers will be asked to leave during items of Reserved Business.

5. Speaking

- 5.1. Anyone who wishes to speak during a meeting should make this known to the Chair aware. The Chair is responsible for recognising speakers and deciding the order in which they are heard.
- 5.2. Once someone has been invited to speak, they must not be interrupted or prevented from doing so. The Chair may remove anyone who attempts to disrupt a speaker.
- 5.3. Union staff present at meetings to support the facilitation of them automatically have the right to speak at meetings in order to support the smooth running of the meeting and give advice on procedure. They may also be invited to speak more widely on matters of policy for information and clarification purposes.
- 5.4. All attendees must follow the Union's Equality, Diversity and Inclusion Policy, and must not use offensive or abusive language. The Chair may ask anyone to amend their language or, if necessary, remove them from the meeting. In serious cases, the Chair may refer the matter to the Disciplinary Committee as outlined in Schedule 6 of the Constitution.

6. Voting and Quoracy

- 6.1. Each committee member, as defined in the Constitution and Schedule One, has one vote, excluding the Chair, who only has a casting vote.
- 6.2. Only votes taken at a quorate meeting are binding. If a meeting is inquorate, members may still vote on an issue "in principle," but the result will not take effect unless it is ratified at the next quorate meeting.

6.3. Voting at shall consist of three options – yes, no, abstain. Votes (includes abstentions) and their proportions shall be counted on the basis of the members voting at the meeting, not the overall membership of the committee.

6.4. At Student Council, any Proposed Idea that gets less than 50% will be considered to have not passed. Any Proposed Idea that gets between 50% and 74% will be sent to an Online Ballot for decision by the student body. Any Proposed Idea that gets more than 74% shall be passed as Policy.

6.4.1. Student Council may decide that the Proposed Idea is sent to an Action Group, either new or existing, for further work. Any member of the committee can propose this. If a simple majority agrees, the formal vote on the Proposed Idea shall be skipped, and the Student Leadership Team shall be required to work with the student on next steps.

6.5. At Education, Societies, and Sports Executive meetings, all votes will be decided on a simple majority basis.

6.6. Voting at meetings shall take place by a show of hands, unless requested ahead of the vote by any member of the committee. Voting can take place either via an online vote or via paper ballot, organised by staff.

6.7. Quoracy for meetings shall be 50% of the committee, based on the number of positions filled, not total possible positions. To be considered quorate, there must be at least three voting members at the meeting.

6.8. Only committee members who are present at the meeting may vote. Proxy voting must be arranged in advance of the meeting.

7. Submission of Business and Ideas

- 7.1. Any full member of the Union as defined in the Constitution and Schedule One, can submit items for the agenda.
- 7.2. Items must be submitted at least 3 University days before the start of a meeting of the Education, Societies, and Sports Executive.
- 7.3. Items must be submitted at least 7 University days before the start of a Student Council meeting.
- 7.4. Items submitted after these above dates shall only be added to the agenda at the discretion of the Chair, if they consider it essential.
- 7.5. All items should be submitted by electronically via the Students' Union website. Items submitted via email or other forms shall be accepted at the discretion of the Chair.
- 7.6. Items submitted to the Student Council shall normally be a proposal that the Students' Union holds a particular policy (i.e. defines what the Students' Union believes and how it behaves) or to take a particular action (e.g. hold an event or run a campaign). Items outside of these areas shall be considered by the Chair on where best to send the item for discussion, in conversation with the member submitting the item.
- 7.7. Any item that is considered to impact on the Trustee's legal and financial responsibilities shall be referred to the Board for consideration and a final decision.

8. Minutes

- 8.1. Minutes will be made of all Representative Committee Meetings. They will focus on decisions made and actions agreed, noting clearly who is

responsible for each action.

8.2. Minutes will be circulated electronically for approval no more than 10 University days after the meeting. Members will have 5 University days to suggest any corrections. If no corrections are received, the minutes will be considered accurate and published on the Union's website. If corrections are submitted that the Chair is unable to approve, the minutes will be brought to the next meeting for ratification.

9. General Rules

9.1. Committee members can raise a 'Point of Order' during a meeting if they have a question or concern about how the meeting is being run. This should be framed as a question to the Chair. Points of Order allow committee members to ensure that the meeting is being conducted in line with these Standing Orders, and they should therefore take precedence over other items of business.

9.2. Points of Order cannot be raised during a speech by any member.

9.3. A Standing Order can be suspended if:

9.3.1. The meeting agrees by a two-thirds majority vote

9.3.2. The request clearly states which part of the Standing Orders should be suspended, and

9.3.3. The suspension only lasts for the duration of that specific item of business. The Standing Order comes automatically back into effect for subsequent items.

9.4. Vote of No Confidence to remove an elected officer will follow the process for Online Ballots as outlined in Section 6 of Schedule 2.

9.4.1. The question must be "Do you agree that [Insert officer name] who holds the position [insert officer position] does not have the confidence of the student body and should be removed from office?"

9.4.2. A Vote of No Confidence requires a two thirds majority to pass.

9.4.3. If a Vote of No Confidence is passed, the officer will be removed from office and a report made to the Trustee Board.

9.5. No discussions related to the performance or behaviour of staff members shall be allowed. Concerns about staff should be raised with the Chief Executive Officer directly.

9.6. If necessary, meetings can be held online using video conferencing, as long as all members can be seen and heard if needed. Voting members must make their identity clearly known when voting. Online meetings must still be held in line with the rules outlined in these Standing Orders.

Schedule Six: Disciplinary Procedures

1. Purpose and Scope

- 1.1. This schedule clearly sets out the expectations the Union has of its members and outlines the steps that will be taken should the behaviours of any member fall outside of these expectations.
- 1.2. The Schedule applies to all Members of the Union including Ordinary Members (University of Stirling Students), the Trustees and Associate Members. The Schedule shall be made available on the Union website.
 - 1.2.1. For the avoidance of doubt, any individual who does not fall into these categories but could be considered as being involved with any Union activity shall be covered by this policy.
 - 1.2.2. Any member of staff of the Students' Union or University who is alleged to have breached the terms outlined in this schedule shall be referred automatically to the relevant staff disciplinary policies.
 - 1.2.3. Where an individual has both staff and student status, the Supervising Trustee (in consultation with the Chief Executive) shall determine the most appropriate pathway. This may include referral to both the processes outlined below as well as any relevant staff disciplinary processes.
- 1.3. The Schedule applies to behaviour of members within Union premises, at any Union event, activity, or affiliate event/activity, and at all times when representing the Union. It is the responsibility of all members to acquaint themselves with this Schedule. For the avoidance of doubt, Union event/activity includes any event/activity organised by a Club, Society or other Student Union group.
- 1.4. Where alleged breaches relate to the collective behaviour of Clubs and Societies, these will be dealt with under Section 10 of the Schedule, which outlines procedures for group conduct. This includes incidents occurring during Club or Society activities, or where the actions of multiple members reflect on the group as a whole.

- 1.5. In addition to this Schedule, elected officers must also adhere to the Officer Code of Conduct and Section 8 of the Union's Constitution.
- 1.6. In all matters relating to this Schedule, the "standard of proof" will be based on the "balance of probabilities". This applies to both the investigative aspects and the panel and appeal hearings.
- 1.7. In some instances, the Union may at any point in the process decide to or be obliged to share with the University any reports submitted under this Schedule, or the outcome of any investigation or Disciplinary Procedure, which could result in additional investigations under the University's own procedures.

2. Oversight and Application of the Schedule

- 2.1. The Board of Trustees has oversight of this Schedule and will appoint a "Supervising Trustee" from among its members to ensure it is followed. The Supervising Trustee shall be an External Trustee of the Union.
- 2.2. For the avoidance of doubt:
 - 2.2.1. Issues relating to employment, including for Student Staff and Sabbatical Officers are dealt with through the staff disciplinary procedures;
 - 2.2.2. Accountability issues relating to the role of representatives should be dealt with through the democratic processes outlined in the Union's Constitution and Schedules;
 - 2.2.3. Issues relating to elections should be dealt with by the Returning Officer in the first instance.
 - 2.2.4. This Schedule is an internal process related to the Union and not a legal process.

2.3. “Days” in this Schedule refers to University Days. However, the Union will attempt to resolve issues as quickly as possible and may seek to resolve issues during breaks where the Supervising Trustee believes they are of significant concern.

3. Expected Behaviours of Members

3.1. All members of the Union are expected to:

- 3.1.1. Treat others with respect and dignity, without unfair or illegal discrimination.
- 3.1.2. Avoid offensive language and anti-social or discriminatory behaviour.
- 3.1.3. Respect other people’s enjoyment of Union facilities, events, or activities.
- 3.1.4. Adhere to all Union policies including this Schedule.
- 3.1.5. Avoid behaviour that may bring the Union into disrepute.
- 3.1.6. Use Union resources responsibly and honestly.
- 3.1.7. Act honestly and without intent to commit fraud.
- 3.1.8. Treat the environment with respect.
- 3.1.9. Comply with the reasonable requests of Union staff, officers and Trustees.
- 3.1.10. Adhere to any specific additional behaviours or expectations related to their role
- 3.1.11. Respect confidentiality, including in relation to this Schedule

3.2. Behaviour that may constitute a breach of the Schedule includes, but is not limited to:

- 3.2.1. Theft, fraud, or deliberate dishonesty, including false or malicious allegations.
- 3.2.2. Physical violence or threats.
- 3.2.3. Deliberate damage to Union or personal property.
- 3.2.4. Serious incapacity while representing the Union due to alcohol and drugs.

- 3.2.5. Misuse of, or unauthorised access to, Union property, resources or name.
- 3.2.6. Breach of Union rules or policies.
- 3.2.7. Bringing the Union into disrepute.
- 3.2.8. Bullying and harassment and actions that constitute hate crimes.
- 3.2.9. Sexual misconduct or gender-based violence.
- 3.2.10. Health and Safety violations that endanger self or others.
- 3.2.11. Any action that constitutes a criminal offence.
- 3.2.12. Breaches of confidentiality.

3.3. Elected Representatives and Trustees will be held to a higher expected level of behaviour than other members.

3.4. Clubs and Societies must adhere to the expectations outlined in Schedules 7 and 8 of the Union's Constitution. Failure to do so may result in investigation and/or disciplinary action under the procedures outlined in Section 10 of this Schedule.

4. Raising a complaint

4.1. Any member of the Union or an employee of the Union (including contractors) may raise a complaint under this Schedule by following the process outlined on the Students' Union website. In raising a complaint, they should identify the person or persons who they wish to make a complaint about and (if possible) the behaviour under 3.1 and/or 3.2 that they feel constitutes a breach.

4.2. Should a complaint be raised against the Supervising Trustee, the Board Chair shall act as Supervising Trustee in resolving the matter.

4.3. The Supervising Trustee shall appoint an appropriate staff member as "The Investigating Officer" to progress the complaint.

4.4. Complaints cannot be made anonymously. However, the identity of the person raising the complaint will not normally be disclosed to the person(s) against whom the complaint is made.

5. Informal Resolution

5.1. Where possible the Union will seek an informal resolution to resolve complaints or disputes. The Investigating Officer will usually have a conversation with the member who raised the complaint (“The complainant”) and will listen to their version of events. If the grounds for complaint seem reasonable, recommendations may be provided in writing on how to mediate a complaint and conduct a process aimed at resolution without a formal disciplinary process. If, during discussion, it appears that informal action will not satisfactorily address the complaint, the formal process may be used.

6. Formal Investigation

6.1. A formal investigation will take place if:

- 6.1.1. The Investigating Officer believes informal resolution is not possible
- 6.1.2. The complaint or allegation is deemed serious
- 6.1.3. Repeated concerns about behaviour have arisen
- 6.1.4. The complainant requests a formal process, unless the request is clearly unfounded or malicious

6.2. When determining the seriousness of an allegation, the Investigating Officer will consider contextual factors such as;

- 6.2.1. Impact on individuals or groups
- 6.2.2. Financial or reputational damage
- 6.2.3. Potential for future risk

6.3. The rationale for determining seriousness will be documented as part of the investigation record.

- 6.4. The Investigating Officer will seek to:
 - 6.4.1. Listen to the person(s) against whom the complaint has been made
 - 6.4.2. Gather evidence relevant to the situation
- 6.5. A decision to investigate does not imply support for the complaint but indicates that further enquiry is necessary.
- 6.6. The Supervising Trustee may, at their discretion, suspend the person(s) involved from Union activities and/or access to the Union's premises during the investigation and any disciplinary processes. A decision to suspend does not indicate guilt, merely that reasonable precautions are being taken to reduce risk to the Union and its members.
- 6.7. The Investigating Officer will aim to finish their investigation within 14 University Days of the complaint being raised by the Union. The time to investigate may be extended by up to another 14 University Days by agreement with the Supervising Trustee and if all parties in the complaint are informed of this extension.
- 6.8. A member does not need to give evidence for the investigation if they do not wish to, but this will not stop the investigation taking place.
- 6.9. At the end of the investigation the Investigating Officer will make one of the following recommendations to the Supervising Trustee:
 - 6.9.1. That there is sufficient evidence to reasonably believe that a breach of the Schedule may have occurred (that there is a "Case to Answer").
 - 6.9.2. That there is not sufficient evidence to reasonably believe that breach of the Schedule may have occurred and the complaint should not be taken further.

6.10. The Supervising Trustee will decide whether the complaint should proceed to a Disciplinary Panel or be closed. The outcome will be communicated to both the complainant and the person(s) against whom the complaint was made.

6.11. If the complaint is not taken further, the complainant may raise a concern with the University under section 22.2 m (i) of the 1994 Education Act.

7. Disciplinary Panel

7.1. If it is determined that there is a case to answer, the Supervising Trustee will convene a Disciplinary Panel within 5 University Days of the conclusion of the investigation. The purpose of the Panel is to determine whether the Schedule has been breached and what action should be taken.

7.2. The Disciplinary Panel shall consist of:

- 7.2.1. The Supervising Trustee (Chair)
- 7.2.2. Two other individuals appointed from among the Board of Trustees, or members of the University community, provided they have no connection to either the complainant or the person(s) against whom the complaint has been made. At least one of these will be a student representative, who will normally be a Sabbatical officer.
- 7.2.3. The panel will not include the Chair of the Trustee Board. The Supervising Trustee shall also appoint a person who they deem to be suitable to act as secretary to the Panel. Panel members must declare any potential conflicts of interest prior to appointment.

7.3. The Disciplinary Panel will meet to discuss the complaint within 10 University Days of the conclusion of the investigation. The meeting can be in person or remote, provided that all members can communicate with each

other via sound.

- 7.4. The Disciplinary Panel and person or persons against whom the complaint has been made will be given a report from the Investigating Officer that sets out the evidence they have found that indicates a breach of the Schedule has occurred. They will receive this at least 3 University Days before the meeting of the Disciplinary Panel.
- 7.5. The person or persons against whom the complaint has been made will be invited to attend the Panel Meeting to put their case forward and answer any questions of the Disciplinary Panel. They do not need to do so but this will not stop the Disciplinary Panel making a decision. Any person attending may be joined by one representative to support them during the Panel. As this is not a legal process this person may not be a legal representative.
- 7.6. Once the persons or persons against whom the complaint has been made have given their evidence they shall leave, and the Disciplinary Panel shall decide on whether there has been a breach of the Schedule and what the actions should be (see section 8).
- 7.7. Once a decision has been made the Disciplinary Panel shall inform the complaint and the person or person against whom the complaint has been made. There will be a 7 University Day period during which an Appeal can be made (see section 9).
- 7.8. The minutes of the Disciplinary Panel and Investigating Officers report shall be kept confidential and remain on file in the Union for 7 years after the meeting has taken place.

8. Possible Sanction

8.1. The Disciplinary Panel may set such sanctions as they think are reasonable. They may include the following which is not an exhaustive list:

- 8.1.1. Actions aimed at remedying the behaviour, such as training or development.
- 8.1.2. Full suspension of the individual or group from Union activities and membership privileges for a specified period.
- 8.1.3. Partial suspension from selected Union activities and privileges, including the right to represent the University in competitive sporting activity, for a specified period.
- 8.1.4. Requirement to pay for damages incurred.
- 8.1.5. Permanent revocation of Union membership.
- 8.1.6. Referral of the incident to the University or another relevant body for further investigation.
- 8.1.7. In the case of student Clubs and Societies, additional sanctions as outlined in Section 10 may also apply.

8.2. The Disciplinary Panel may apply different levels of sanctions to those holding higher level levels of responsibility within the Union, reflecting the expectations of their role.

9. Appeals

9.1. Should the person(s) against whom the complaint has been made are unhappy with the decision of the Disciplinary Panel, they may write to the Chair of the Board of Trustees requesting an Appeal of the decision. They must do this within 7 days of being notified of the outcome of the Disciplinary Panel Meeting,

9.2. The request to Appeal must be made on one of the following grounds:

- 9.2.1. The correct procedures for conducting a disciplinary panel were not followed
- 9.2.2. The Disciplinary Committee reached an inappropriate finding of fact
- 9.2.3. The Disciplinary Committee applied an inappropriate level of sanction

9.3. The Chair of the Board of Trustees shall consider the Appeal alongside any representation from the Supervising Trustee within 7 days of receiving the Appeal. They will then decide either that the Disciplinary Panel's findings are correct or that the Appeal should be upheld.

9.4. Should the Appeal be upheld the Chair of the Board of Trustees shall convene and Chair a new Disciplinary Panel as outlined under section 7.

9.5. Should any party be unhappy with the outcome of the Disciplinary process, they may raise a concern with the University under section 22.2 m (i) of the 1994 Education Act.

10. Procedures concerning Clubs and Societies

10.1. Clubs and Societies affiliated with the Union are expected to uphold the values and standards outlined in this Schedule, both in their activities and in the behaviour of their members when acting, or seen to be acting, on behalf of the group.

10.2. Where alleged breaches of the Schedule relate to the collective behaviour of a Club or Society, or where the actions of multiple members reflect on the group as a whole, the Union may investigate the matter as a group conduct issue.

10.3. The Supervising Trustee will appoint an Investigating Officer to determine whether the issue should be treated as a group conduct matter. This may include:

10.3.1. Incidents occurring during Club or Society events, trips or meetings.

- 10.3.2. Behaviour by members that, while individually minor, collectively constitutes a breach of the Schedule.
- 10.3.3. Actions by committee members or leaders that fail to uphold Union standards.
- 10.3.4. Failure or repeated failure by committee members or leaders to abide by Union policies.

10.4. Where a group conduct issue is identified, the Union may:

- 10.4.1. Investigate the matter under the same procedures outlined in Sections 5 - 7
- 10.4.2. Invite the Club or Society President or wider committee to respond on behalf of the group
- 10.4.3. Apply sanctions to the group, individual members, or both, as outlined in Section 8, or clause 10.6

10.5. If, during the course of a group conduct investigation, the Investigating Officer identifies potential breaches of the Schedule by individual members, these will be referred to the Supervising Trustee and potentially investigated separately under the procedures outlined in Sections 5 - 7.

10.6. Sanctions for Clubs and Societies may include:

- 10.6.1. Suspension of the group's activities or access to Union resources.
- 10.6.2. Mandatory training or development for committee members.
- 10.6.3. Removal of affiliation status.
- 10.6.4. Referral to the University or other relevant body for further investigation.
- 10.6.5. Fines issued to the group, of up to the value of damages incurred.

10.7. Clubs and Societies have the right to appeal any decision made under this section, following the process outlined in Section 9.

11. Preventing and tackling Sexual Violence, Sexual Misconduct or Gender-Based violence

- 11.1. The University of Stirling and University of Stirling Students' Union share a joint commitment to encouraging a culture of respect and creating a university community that does not tolerate, and feels comfortable to challenge and report, sexual violence, sexual misconduct or gender-based violence in Scottish society.
- 11.2. If an individual (member, staff or visitor) experiences sexual violence, sexual misconduct or gender-based violence wishes to make a report to the Students' Union, they will be treated with sensitivity and respect.
- 11.3. Students who have experienced an incident of gender-based violence can use the Report and Support online reporting tool to access support, or make an anonymous report. When students report to access support (with contact details) a member of staff from Student Support, a trained Sexual Violence and Misconduct Liaison Officer (SVMLO), will provide the reporting individual with appropriate and confidential guidance and information, signpost to university and external support, and explain the reporting processes of the University of Stirling and Police Scotland to the victim/survivor.
- 11.4. In the event that an individual experiences sexual violence, sexual misconduct or gender-based violence and having gained the explicit permission of the reporting individual, the Students' Union will investigate the issue in line with the procedures outlined in the Schedule. In instances where there is an identified risk to the reporting student(s) or others, the Union may investigate the issue without first seeking explicit permission of the reporting student(s). All reports of sexual violence, misconduct or gender-based violence will be treated as serious and would usually be

reported to the University. In the case that a reported member(s) is a non-student member(s) whereby the University has no jurisdiction, this will be reported to the appropriate external body.

Schedule Seven: Sports Union

1. General

- 1.1. There shall be a Sports Union
- 1.2. Its activities shall be overseen by the Sports Executive Committee as outlined in the Representative Committees Schedule (Schedule 1) and as further detailed in this Schedule.

2. Sports Memberships

- 2.1. There shall be the following classes of Sports membership:
 - 2.1.1. Ordinary Members: Members of the Students' Union, as defined in the Constitution, who have paid an annual subscription fee
 - 2.1.2. Associate Members: Associate Memberships are available as provided for in the Constitution of the Students Union on payment of the appropriate subscription. Associate members may participate in Sports activity that is not exclusive to students and may not hold voting privileges.

3. Conditions of Membership

- 3.1. On payment of the annual subscription the following conditions will apply:
 - 3.1.1. Only Ordinary Members shall have the right to vote in Students' Union meetings and be elected to the Sports Executive Committee.
 - 3.1.2. Membership of individual clubs shall follow policies, rules and decisions approved by the Sports Executive Committee, which are subject to change from time to time.
 - 3.1.3. Memberships shall not be valid until the relevant subscription has been paid.

3.1.4. To abide by all other Student Union policies and procedures

4. Criteria for Recognition by the Students' Union

4.1. All clubs shall have a written constitution which shall include all points of the sample constitution. Variations can only be made to this with the approval of the Sports Executive.

4.2. All clubs are required to have a committee which includes the following elected roles:

4.2.1. President

4.2.2. Secretary

4.2.3. Treasurer

4.2.4. Welfare Officer

4.3. These officer posts must appear in the constitution and must be filled by four separate individuals. Additional officer posts may be created and defined in the constitution.

4.4. Committee members and officers of the club must be full members of the Union and full members of the club. No additional committee posts are allowed other than those defined within the constitution.

4.5. The constitution must meet the following criteria:

4.5.1. The club does not significantly duplicate in whole or in part the objectives and aims of another affiliated club

4.5.2. The club has aims to positively impact and contribute to the student experience at the University of Stirling

4.5.3. It shall be a condition of an affiliated club that the name shall make clear it's affiliation to Stirling Students' Union or Stirling University.

4.6. Club constitutions shall be proposed to the Sports Executive for approval. The Committee may reject an application for affiliation to the Union if they do not consider that the conditions above have been met. Support in preparing a constitution for submission is available from the Students' Union.

4.7. Existing clubs who wish to amend their constitutions must:

4.7.1. Seek formal approval by a majority vote of club members at a General Meeting

4.7.2. Submit the new constitution to the Sports Executive for approval

4.8. Clubs can expand their committee by amending their constitution. In the case that a club solely want to add a new committee member and make no additional constitutional amendments, this can be done by passing the new committee position at a club committee meeting with a majority of votes of those present.

5. Securing and Maintaining Affiliation

5.1. In order to be recognised by the Students' Union, a club must have an approved constitution.

5.2. Clubs must obtain a minimum of 10 paid members

5.3. These must include those who fulfil the core committee roles of President, Secretary, Treasurer, and Welfare Officer supporting their continuation and formation. This applies to new and existing clubs.

5.4. Clubs must ensure that they have completed all required administrative processes as required by the Students' Union by the date set out in policies and procedures. These policies and procedures will be provided to committee members and communicated by the Students' Union in good time. These include, but are not limited to, processes relating to:

5.4.1. Financial process, including membership fees and expenses

5.4.2. Data Protection processes

5.4.3. Disciplinary processes

5.5. In the event that a club is unable to secure affiliation for a period of 2 consecutive financial years, any of their existing funds will be liquidated and absorbed at the end of the second financial year into a dormant fund for clubs. Sports Executive Members shall be given notice and opportunity to contest any of the clubs due for liquidation at least 5 working days prior to liquidation. Any remaining Grant funds not applied for when the academic year ends will be reabsorbed by the Union.

6. Sponsorship & Affiliation to External Bodies

6.1. Clubs are encouraged to seek external funding to help support their activities. However, any fundraising or marketing activity undertaken should be in support of sports club activity and not the sole focus of the sports club.

6.2. Advice must be sought from Union staff before entering any agreements or contracts.

6.3. Approval must be obtained from the Sports Union President and a member of Sports Union Staff before entering any contracts that bear any financial implications, prior to the signing and/or submission of such documents. The Union must then be provided with a final copy of all signed agreement documents. Such documents may include rental/hire agreements, sponsorship contracts, funding applications, on-going purchase agreements, etc. This list is not exhaustive.

6.4. The Union reserves the right to call into question any affiliation or agreement.

6.5. Under no circumstances should clubs use any agreements they have in place to lobby the Union to accept or not accept any marketing activity which they may directly be undertaking. The Union reserves the right to accept marketing activities and agreements with external bodies regardless of these being in competition with activities provided by clubs.

6.6. All clubs are primarily affiliated to the University of Stirling Students' Union, and our policies and governing documents supersede any sponsorship/external affiliation.

7. Travel & Events

- 7.1. All clubs must notify the Union of club-subsidised upcoming Trips or Events with a minimum of 2 weeks' notice for domestic trips, and 4 weeks for international as far as possible. No financial administration will be processed until the sports club has submitted all relevant paperwork related to the trip/event.
- 7.2. Any bookings subsidised by club funds must be made through the Union and not individuals within the club. Adequate notice must be provided to enable financial transactions.
- 7.3. Clubs can subsidise a trip or event by 100% of the cost (club funds permitting), if the trip/event or event is related to the aims of the club as outlined in their constitution, however further to this the trip/event must be publicised and available to all paid members of the club and all subsidised participants must be paid members of the club at the time of travel.
- 7.4. Union Officers, Staff, Sports Executive or any other Union body will not restrict, block or in any way hinder the way in which clubs use their funds unless otherwise stated in this Charter or the Constitution of the Students' Union, with the exception of funding that is granted for a specific task/event/trip.

8. Publicity & Social Media

- 8.1. The University of Stirling Students' Union or Sports Union logo may be shown clearly on all club publicity and in line with the Union's branding policy which can be found on the Students' Union website.

- 8.2. Offensive or abusive social media content or posters will not be tolerated. The Sabbatical Officers shall determine whether or not a poster is offensive, abusive or in breach of the Union's Equality, Diversity & Inclusion Policy. The club may appeal by emailing their appeal to the Sports Union President, to be discussed and voted on at a Sports Executive Committee meeting or by the Student Leadership Team if the Sports Executive Committee is unavailable. Any material may be removed while the decision is being reached.

9. Governance & Committee Responsibility

- 9.1. All clubs shall be required to hold an AGM (Annual General Meeting) before the end of the teaching period each academic year at which the next committee of the club shall be elected, and annual accounts presented. If committee elections are required at any other time throughout the year the current committee may call an EGM (Emergency General Meeting) to elect the required post(s). Official members of the club must be given a minimum of 5 working days' notice of either AGM or EGM taking place.

- 9.2. Committee elections must be held in a fair and democratic manner. All Ordinary members must be given the opportunity to stand for elections on the same basis as other Ordinary members. Any Ordinary Member can appeal to the Sports Union President and Sports Executive with concerns about the conduct of an election. To support this, Students' Union staff will provide any necessary support and guidance to facilitate.

9.3. Any clubs committee member who wishes to resign must submit an official letter or email of resignation to the club President. Any President who wishes to resign should submit their resignation to the Sports Union President. An EGM may be called to elect the vacant post, with the support of the Sports Union President if necessary. An updated Committee list should be submitted to the Union as soon as practical.

9.4. Any member wishing to stand for committee should be a member for more than one semester, unless the member is standing for a core committee position and there are no other candidates, or if the club has had less than 3 meetings in the academic year.

9.5. Non-Student Members will not be allowed to vote and will not be eligible to be elected as committee members of the club. All non-student members must adhere to the club constitution, as well as the Union's policies (for example, our Equality, Diversity & Inclusion policy).

9.6. The elected Committee of the club shall be jointly responsible for:

9.6.1. Ensuring that the activities and finances of the club are run in accordance with the Union's Constitution and policies;

9.6.2. Club Finances (President and Treasurer only) and ensuring the club's ongoing financial health;

9.6.3. All equipment held by the club and insurance claims;

9.6.4. Taking measures to prevent and hinder damage to rooms, stall, venues and property whether on campus or privately hired by the club;

9.6.5. Club representation at Union meetings;

9.6.6. Submitting all required paperwork and securing re-affiliation with the Union;

9.6.7. All publicity and online presence of the club, including how all members are representing the club, the Union and the University, and themselves as individual members of the club.

10. Room Booking

- 10.1. Affiliated Clubs are entitled to book Union and University rooms upon availability provided the following are observed:
 - 10.1.1. Only the President & Secretary of the club may be approved to book University rooms through Resource Booker;
 - 10.1.2. For University Rooms an authorisation must be through the booking process and bookings should be made with 7 days notice;
- 10.2. Whilst occupying University and/or Union rooms clubs must adhere to the terms and conditions as outlined at the time of booking.
- 10.3. The Union will approach clubs who break these regulations.

11. Equality, Diversity & Inclusion

- 11.1. All clubs must adhere to the Union's Equality, Diversity and Inclusion policy (from this point referred as EDI policy), any breach of this policy by a club should be reported by any member affected to the Sports Union President and Student Union.
- 11.2. Upon receipt of a complaint which alleges or implies that any club or member has acted in violation of the Union's EDI policy, an investigation will be undertaken by the Union. During this investigation period, the Students' Union may:
 - 11.2.1. Temporarily suspend the club from affiliation with the Union, in which case all activities should cease;
 - 11.2.2. Temporarily suspend an individual member from membership of the club,
 - 11.2.3. Refer the incident to the Union under Schedule 6.
- 11.2.4. Take any other action deemed necessary by the Students Union

11.2.5. Once the investigation is completed, next steps will be determined by the outcome of the investigation.

11.3. The Sports Union President is responsible for working with other Sabbatical Officers and the relevant Volunteer Officers and Equality groups to support clubs in creating a safe space for all members.

Schedule Eight: Societies Guidelines & Regulations

1. General

1.1. Society activities shall be overseen by the Societies Executive Committee as outlined in the Representative Committees Schedule (Schedule 1) and as further detailed in this Schedule.

2. Society Memberships

2.1. There shall be the following classes of Society membership:

2.1.1. Ordinary Members: Members of the Students' Union, as defined in the Constitution, who have paid an annual subscription fee

2.1.2. Associate Members: Associate Memberships are available as provided for in the Constitution of the Students Union on payment of the appropriate subscription. Associate members may participate in Society activity that is not exclusive to students and may not hold voting privileges.

3. Conditions of Membership

3.1. On payment of the annual subscription the following conditions will apply:

3.1.1. Only Ordinary Members shall have the right to vote in Students' Union meetings and be elected to the Societies Executive Committee.

3.1.2. Membership of individual societies shall follow policies, rules and decisions approved by the Societies Executive Committee, which are subject to change from time to time.

3.1.3. Memberships shall not be valid until the relevant subscription has been paid.

3.1.4. To abide by all other Students Union policies and procedures

4. Criteria for Recognition by the Students' Union

- 4.1. All societies shall have a written constitution which shall include all points of the sample constitution. Variations can only be made to this with the approval of the Societies Executive.
- 4.2. All societies are required to have a committee which includes the following elected roles:
 - 4.2.1. President
 - 4.2.2. Secretary
 - 4.2.3. Treasurer
- 4.3. These officer posts must appear in the constitution and must be filled by three separate individuals. Additional officer posts may be created and defined in the society's constitution.
- 4.4. Committee members and officers of the society must be full members of the Union and full members of the society. No additional committee posts are allowed other than those defined within the constitution.
- 4.5. The constitution must meet the following criteria:
 - 4.5.1. The society does not significantly duplicate in whole or in part the objectives and aims of another affiliated society
 - 4.5.2. The society has aims to positively impact and contribute to the student experience at the University of Stirling
 - 4.5.3. It shall be a condition of an affiliated society that the name shall make clear it's affiliation to Stirling Students' Union and/or University.
- 4.6. Society constitutions shall be proposed to the Societies Executive Committee for approval. The Committee may reject an application for affiliation to the Union if they do not consider that the conditions above have been met. Support in preparing a constitution for submission is available from the relevant Union staff.

- 4.7. Existing societies who wish to amend their constitutions must:
 - 4.7.1. Seek formal approval by a majority vote of society members at a General Meeting
 - 4.7.2. Submit the new constitution to the Societies Executive Committee for approval
- 4.8. Societies can expand their committee by amending their constitution. In the case that a society solely want to add a new committee member and make no additional constitutional amendments, this can be done by passing the new committee position at a Society Meeting with majority of votes of those present.

5. Securing and Maintaining Affiliation

- 5.1. In order to be recognised by the Students' Union, a society must have an approved constitution.
- 5.2. Societies must obtain a minimum of 3 paid members who fulfil the core committee roles of President, Secretary and Treasurer supporting their continuation and formation. This applies to new and existing sports teams.
- 5.3. Societies must ensure that they have completed all required administrative processes as required by the Students' Union by the date set out in policies and procedures. These policies and procedures will be provided to committee members and communicated by the Students' Union in good time. These include, but are not limited to, processes relating to:
 - 5.3.1. Financial process, including membership fees and expenses
 - 5.3.2. Data Protection processes
 - 5.3.3. Disciplinary processes

5.4. In the event that a society is unable to secure affiliation for a period of 2 consecutive financial years, any of their existing funds will be liquidated and absorbed at the end of the second financial year into the Societies Grant Fund. Society Executive Committee Members shall be given notice and opportunity to contest any of the societies due for liquidation at least 5 working days prior to liquidation. Any remaining Societies Grant funds not applied for when the academic year ends will be reabsorbed by the Union.

6. Sponsorship & Affiliation to External Bodies

6.1. Societies are encouraged to seek external funding to help support their activities. However, any fundraising or marketing activity undertaken should be in support of society activity and not the sole focus of the society.

6.2. Advice must be sought from Union staff before entering into any agreements or contracts.

6.3. Approval must be obtained from the Vice President Communities before entering any contracts that bear any financial implications, prior to the signing and/or submission of such documents. The Union must then be provided with a final copy of all signed agreement documents. Such documents may include rental/hire agreements, sponsorship contracts, funding applications, on-going purchase agreements, etc. This list is not exhaustive.

6.4. The Union reserves the right to call into question any affiliation or agreement.

6.5. Under no circumstances should societies use any agreements they have in place to lobby the Union to accept or not accept any marketing activity which they may directly be undertaking. The Union reserves the right to accept marketing activities and agreements with external bodies

regardless of these being in competition with activities provided by Societies.

6.6. All societies are primarily affiliated to the University of Stirling Students' Union, and our policies and governing documents supersede any sponsorship/external affiliation.

7. Travel & Events

7.1. All societies must notify the Union of societies-subsidised upcoming Trips or Events with a minimum of 2 weeks' notice for domestic trips, and 4 weeks for international as far as possible. No financial administration will be processed until the society has submitted all relevant paperwork related to the trip/event.

7.2. Any bookings subsidised by society funds must be made through the Union and not individuals within the society. Adequate notice must be provided to enable financial transactions.

7.3. Societies can subsidise a trip or event by 100% of the cost (society funds permitting), if the trip/event or event is related to the aims of the society as outlined in their constitution, however further to this the trip/event must be publicised and available to all paid members of the society and all subsidised participants must be paid members of the society at the time of travel.

7.4. Union Officers, Staff, Societies Executive Committee or any other Union body will not restrict, block or in any way hinder the way in which societies use their funds unless otherwise stated in this Charter or the Constitution of the Students' Union, with the exception of funding that is granted for a specific task/event/trip.

8. Publicity & Social Media

- 8.1. The University of Stirling Students' Union logo may be shown clearly on all society publicity and in line with the Union's branding policy which can be found on the Students' Union website.

- 8.2. Offensive or abusive social media content or posters will not be tolerated. The Sabbatical Officers shall determine whether or not a poster is offensive, abusive or in breach of the Union's Equality, Diversity & Inclusion Policy. The society may appeal by emailing their appeal to the Vice President Communities, to be discussed and voted on at a Societies Executive Committee meeting or by the Student Leadership Team if the Societies Executive Committee is unavailable. Any material may be removed while the decision is being reached.

9. Governance & Committee Responsibility

- 9.1. All societies shall be required to hold an AGM (Annual General Meeting) before the end of the teaching period each academic year at which the next committee of the society shall be elected, and annual accounts presented. If committee elections are required at any other time throughout the year the current committee may call an EGM (Emergency General Meeting) to elect the required post(s). Official members of the society must be given a minimum of 5 working days' notice of either AGM or EGM taking place.

- 9.2. Committee elections must be held in a fair and democratic manner. All Ordinary members must be given the opportunity to stand for elections on the same basis as other Ordinary members. Any Ordinary Member can appeal to the Vice President Communities and Societies Executive with concerns about the conduct of an election. To support this, Students' Union

staff will provide any necessary support and guidance to facilitate.

- 9.3. Any society committee member who wishes to resign must submit an official letter or email of resignation to the society President. Any President who wishes to resign should submit their resignation to the Vice President Communities. An EGM may be called to elect the vacant post, with the support of Vice President Communities if necessary. An updated Committee list should be submitted to the Union as soon as practical.
- 9.4. Any member wishing to stand for committee should have attended a minimum of three society meetings over the last academic year or have been a member for more than one semester, unless the member is standing for a core committee position and there are no other candidates, or if the society has had less than 3 meetings in the academic year.
- 9.5. Non-Student Members will not be allowed to vote and will not be eligible to be elected as committee members of the Society. All non-student members must adhere to the society constitution, as well as the Union's policies (for example, our Equality, Diversity & Inclusion policy).
- 9.6. The elected Committee of the society shall be jointly responsible for:
 - 9.6.1. Ensuring that the activities and finances of the society are run in accordance with the Union's Constitution and policies;
 - 9.6.2. Society Finances (President and Treasurer only) and ensuring the society's ongoing financial health;
 - 9.6.3. All equipment held by the society and insurance claims;
 - 9.6.4. Taking measures to prevent and hinder damage to rooms, stall, venues and property whether on campus or privately hired by the society;
 - 9.6.5. Society representation at Union meetings;
 - 9.6.6. Submitting all required paperwork and securing re-affiliation with the Union;
 - 9.6.7. All publicity and online presence of the society, including how all members are representing the society, the Union and the

University, and themselves as individual members of the society.

10. Room Booking

- 10.1. Affiliated Societies are entitled to book Union and University rooms upon availability provided the following are observed:
 - 10.1.1. Only the President & Secretary of the society may be approved to book University rooms through Resource Booker;
 - 10.1.2. For University Rooms an authorisation must be through the booking process and bookings should be made with 7 days notice;
- 10.2. Whilst occupying University and/or Union rooms Societies must adhere to the terms and conditions as outlined at the time of booking.
- 10.3. The Union will approach Societies who break these regulations.

11. Equality, Diversity & Inclusion

- 11.1. All societies must adhere to the Union's Equality, Diversity and Inclusion policy (from this point referred as EDI policy), any breach of this policy by a society should be reported by any member affected to the Vice President Communities and Student Union.
- 11.2. Upon receipt of a complaint which alleges or implies that any society or member has acted in violation of the Union's EDI policy, an investigation will be undertaken by the Union. During this investigation period, the Students' Union may:
 - 11.2.1. Temporarily suspend the society from affiliation with the Union, in which case all activities should cease;
 - 11.2.2. Temporarily suspend an individual member from membership of the society,
 - 11.2.3. Refer the incident to the Union under Schedule 6.
 - 11.2.4. Take any other action deemed necessary by the Students Union
 - 11.2.5. Once the investigation is completed, next steps will be determined by the outcome of the investigation.

11.3. The Vice President Communities is responsible for working with other Sabbatical Officers and the relevant Volunteer Officers and Equality groups to support societies in creating a safe space for all members.