

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. Votes to call Referenda where there are requirements to do so as laid in the Constitution, generally related to affiliations and removal of Trustees.

- 3.2.7. Agreeing to instate or remove voluntary officer roles or Action Groups in response to the needs of the student body.
- 3.2.8. Making and recommend amendments to the Schedules. Changes to the Schedules can be made via the process in Schedule 5.

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. Four Society committee members
- 4.2.3. Four 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. Four Sports Club committee members
- 4.3.3. Four 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 Office
- 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. Annual General Meetings

- 7.1. Annual General Meetings shall be held according to the Constitution. Where the Constitution does not make clear, they shall be run in the same manner as Student Council meetings, noting that the meetings have different responsibilities, remits, and powers.

- 7.2. In summary, the purpose of the Annual General Meeting will be to receive an annual report on the Union.

8. Quorum

- 8.1. Quorum for all meetings in Sections 2 to 4 of this Schedule shall be 50% of eligible membership + 1.