



**YORK ST JOHN
STUDENTS' UNION**

BYELAW 6: COMMITTEES AND COLLECTIVES

REVIEWED AND REVISED JANUARY 2017

BYELAW 6: COMMITTEES AND COLLECTIVES OF THE UNION

1. General Arrangements

- 1.1. Union Committees exist to scrutinise the activities and services of the Students' Union on behalf of all Full Members.
- 1.2. Meetings shall be held as agreed by members of each Committee. At least seven days' notice shall normally be provided to all Committee members.
- 1.3. Minutes shall be taken for all committee meetings. The minutes will detail all members present/absent with apologies and decisions taken. Only decisions that are minuted shall be valid.
- 1.4. Voting shall be by a simple majority of members present.
- 1.5. Quorum shall be at least one half of the members of the committee shall be present for business to be conducted.
- 1.6. The Chair shall be responsible for the proper conduct of meetings.
- 1.7. Members of all Committees shall normally be held individually and severally liable for any costs consequent upon implementation of decisions, for which they voted, made contrary to the declared policy or Memorandum and Articles of Association and Schedules of the Union.
- 1.8. Committee members shall attend meetings of the Committee. Any member unable to attend a meeting shall provide an apology to the Chair.
- 1.9. All Committees shall operate within the Memorandum and Articles of Association, Byelaws and the Policies of the Union.

2. Finance Committee

2.1. Role

- 2.1.1. The Finance Committee shall be responsible for making recommendations to the Trustee Board on the strategic and general management of the Students' Union's finances.

2.2. Responsibilities

- 2.2.1. To consider strategic options, determine those to be pursued and consider appropriate business plans for all services;
- 2.2.2. To agree annual budget forecasts for submission to the Trustee Board for approval;
- 2.2.3. To monitor the performance of all the services in the achievement of business plans, budgets and key performance objectives;
- 2.2.4. To prepare recommendations to Trustee Board on capital expenditure;
- 2.2.5. To ensure investigations are undertaken into new commercial opportunities and to make recommendations to Trustee Board on these matters.

2.3. Membership

2.3.1. Membership of the Finance Committee shall be the:

- President (Chair)
- 1 External Trustee elected from the Trustee Board
- 1 Student Trustee elected from the Trustee Board
- Both Vice Presidents
- Finance Manager and/or Chief Executive (in attendance)
- The University Director of Finance (or designate) (in attendance)
- An external member with specific expertise (in attendance/optional).

2.4. Timing

2.4.1. Finance Committee should meet at least four times per year

3. HR and Remuneration Committee

3.1. Role and Purpose

3.1.1 To consider issues that may arise in conjunction with the employment of staff by the Union. The Committee will act in accordance with Byelaw 11. Discussions of the Committee will be held 'in camera'

3.2 Responsibilities

3.2.1 To ensure the Students' Union Human Resource Strategy is achieved;

3.2.2 To approve and/or amend employee policies and procedures;

3.2.3 To be involved in the appointment of Senior Managers;

3.2.4 To receive staff satisfaction/engagement surveys and agree and monitor action plans following receipt of such surveys;

3.2.5 To consider and approve proposed organisational restructures which may result in redundancies (2 staff or fewer) subject to consultation;

3.2.6 To receive workforce profile reports, including equality and diversity profiling, for action and planning;

3.2.7 To approve changes to job roles or applications for salary regarding more than a 1 point increase, and proposals for staffing structure reorganisations.

3.3 Membership

3.3.1 Membership of the HR and Remuneration Committee shall be the:

- President (Chair)
- Both Vice Presidents
- 1 External Trustee elected from the Trustee Board
- 1 Student Trustee elected from the Trustee Board
- Chief Executive Officer (in attendance)
- The University Director of Human Resources (or designate) (in attendance)
- An external member with specific expertise (in attendance/optional)

3.3.2 Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

3.3 Timing

3.4.1 HR and Remuneration Committee should meet at least once a term. The members of the HR and Remuneration Committee can also call a meeting of the Committee at any time during the year should an issue arise necessitating a meeting.

4. Legal Compliance Committee

4.1. Role

4.1.1 To scrutinise Students' Union plans and proposals to ensure that they comply with both the law of the land as well as Students' Union regulations.

4.2. Membership:

4.2.1. Membership of the Legal Compliance Committee shall be the:

- President (Chair)
- University Representative (in attendance)
- Students' Union Staff Representative, (in attendance, elected from the staff team)
- One External Trustee
- One Student Trustee
- Solicitor, (in attendance)
- Chief Executive Officer, (in attendance)
- An external member with specific expertise (in attendance/optional).

4.3. Timing

4.3.1. Legal Compliance Committee will be called by the President or the Trustee Board as and when required.

5. Discipline Committee

5.1. Role

5.1.1. To be convened by a Sabbatical Trustee to discuss matters that may arise through the execution of the disciplinary process for full members

5.1.2. Discussions of the committee will be held 'in camera'.

5.2. Membership

- A Sabbatical Trustee not already involved in the matter (Chair)
- Two Chairs of School
- The Chief Executive or delegated member of staff (in attendance)
- The defendant (in attendance)
- Any other individuals deemed appropriate by the Committee (in attendance)

- 5.2.1. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

5.3. Timing

- 5.3.1. The Disciplinary committee shall meet as required when a disciplinary matter arises or when a Sabbatical Trustee requires the committee's involvement in a matter.
- 5.3.2. The committee will meet within 10 working days after being called, unless this is not feasible and/or agreed otherwise with the defendant.
- 5.3.3. The committee will issue its outcome to the defendant within five working days of meeting, unless a further meeting is required if so the defendant will be informed of this.

5.4 Appeals

- 5.4.1 If a student or student group wishes to appeal the outcome of the Discipline Committee they may do so within five working days of being issued the outcome.
- 5.4.2 Appeals may only be lodged if:
- 5.4.2.1 the student can show that either the process of investigation and/or the disciplinary hearing did not follow procedure or natural justice;
 - 5.4.2.2 new or significant information has come to light that could not reasonably have been provided previously;
 - 5.4.2.3 the decision that has been made is perverse or unfair.
- 5.4.3 Any appeals should be made in writing to the Chief Executive who will then support the convening of a Discipline Appeals Committee

6. Disciplinary Appeals Committee

6.1. Role

- 6.1.1. To be convened by the Chief Executive to discuss an appeal that may arise through the execution of the disciplinary process
- 6.1.2. Discussions of the committee will be held 'in camera'.

6.2. Membership

- A member of the Executive Committee not already involved in the matter (Chair)
 - Two Chairs of School not already involved in the matter
 - The Chief Executive or delegated member of staff (in attendance)
 - The defendant (in attendance)
 - Any other individuals deemed appropriate by the Committee (in attendance)
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- 6.2.1. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

6.3. Timing

- 6.3.1. The committee shall meet as required when an appeals matter arises.
- 6.3.2. The committee will meet within 10 working days after being called, unless this is not feasible and/or agreed otherwise with the defendant.
- 6.3.3. The committee will issue its outcome to the defendant within five working days of meeting, unless a further meeting is required if so the defendant will be informed of this.

7. Elections Committee

7.1. Role

- 7.1.1. To be convened by the Deputy Returning Officer during an election period.
- 7.1.2. To organise all matters concerning the publicity, voting and counting of elections

7.2. Membership

- 7.2.1. Membership of the Elections Committee shall be:
 - The Returning Officer
 - The Deputy Returning Officer(s)
 - One Trustee (elected from the Trustee Board)
 - The University Secretary or designate (in attendance)
- 7.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee.

7.3. Timing

- 7.3.1. The Elections Committee will meet as and when it is required during the elections period.

8. Appointments Committee

8.1. Role

- 8.1.1. To consider the appointment of Student and External Trustees.

8.2. Membership

- 8.2.1. Membership of the Appointments Committee shall be the:
 - Two students (approved by the Sabbatical Trustees)
 - President (Chair)
 - The University Secretary or designate (in attendance)
- 8.2.2. Only those individuals stated in the membership list will be able to attend meetings of this committee. Full Members who are not on the list cannot attend.

8.3. Timing

- 8.3.1. The Appointments Committee will meet as and when it is required.

9. Health and Safety Committee

9.1. Role

- 9.1.1. The Students' Union Health and Safety Committee shall be responsible for reporting and making recommendations to the Trustee Board on the strategic and general management of the Students' Union's Health & Safety policies and procedures.

9.2. Responsibilities

- 9.2.1. To oversee the implementation of the Students' Union Health and Safety Policy;
- 9.2.2. Oversight of the development and implementation of the safety management systems for the whole of the Students' Union, including procedures and safe systems of work;
- 9.2.3. To ensure compliance with Health and Safety legislation and to achieve best practice wherever possible;
- 9.2.4. Agreeing a common route for communicating the committee's findings which can be monitored and performance managed;
- 9.2.5. To act on behalf of and to advise the Trustee Board on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to the Students' Union premises);
- 9.2.6. To keep under review the Students' Union legal obligations with regards to health, safety and environmental statutory requirements and to identify through regular monitoring and bring to the attention of the Trustee Board where the basic standard is not being achieved;
- 9.2.7. To receive reports on health and safety audits, accident statistics, communications with enforcing authorities and to make recommendations to relevant department of any corrective action required;
- 9.2.8. To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the Students' Union to meet all statutory requirements;
- 9.2.9. To consider accident statistic reports and to consider recommendations to reduce and/or control the risk;
- 9.2.10. To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all staff to safely discharge their duties

9.2.11. Where a situation arises that is not covered by the terms of reference, the Health and Safety in Employment Act 1992 and its subsequent amendments and default provisions shall apply.

9.3. Membership

9.3.1. Membership of the Students' Union Health and Safety Committee shall be the:

- Chief Executive (Chair)
- A Sabbatical Trustee
- Operations & Events Manager
- Finance Manager
- Sports & Activities Manager
- University Health & Safety Officer (or designate) (in attendance)
- Any other appropriate member of staff or attendee approved by the Chair of the Committee (in attendance).

9.4. Timing

9.4.1. The Health and Safety Committee will meet three times a year. The meetings should be placed between the timings of the University's Health and Safety Committee to ensure that any appropriate messages can be cascaded down the structure or required work completed

9.4.2. The Health and Safety Committee should meet immediately following and serious incident to review such an incident