



YORK ST JOHN STUDENTS' UNION

BYELAW (10) COMMITTEES OF THE UNION

A Byelaw setting out the structures, responsibilities, and remits of the Students' Union's committees.

Promulated:
Last Reviewed: 22 June 2021

Byelaw (10) Committees of the Union

1. General Arrangements

- 1.1. The Students' Union's committees exist to scrutinise the activities and services of the Students' Union on behalf of its members, undertake disciplinary proceedings, and recruit Trustees.

Meetings

- 1.2. Meetings of Trustee Board committees shall be held as agreed by the Trustee Board. At least seven days' notice shall be provided to all committee members unless urgent circumstances require otherwise.
- 1.3. Meetings of other committees may be called by the chair of the committee, as necessary.
- 1.4. Meetings may be held physically or remotely via telephone or videoconferencing facilities.
- 1.5. Decisions may be taken by Trustee Board committees by correspondence, according to the correspondence rules contained in Article 45 of the Articles of Association

Committee Chairs and Deputy Chairs

- 1.6. For the committees in sections 5, 6, 8, and 9, the Sabbatical Trustees shall select from among themselves the chair of the committee.
- 1.7. Where no agreement can be reached, the Trustee Board shall select from among the Sabbatical Trustee members of the committee.
- 1.8. For the committees in sections 5, 6, 8, and 9, the committee shall elect one of the External Trustees as Deputy Chair.
- 1.9. The role of the Deputy Chair shall include supporting the Chair and chairing the committee when the Chair is unable to chair or attend.
- 1.10. The Chair shall be responsible for the proper conduct of meetings, and for referring matters to other committees, the Trustee Board, or the Chief Executive Officer as appropriate.

Quorum and Attendance

- 1.11. The quorum for meetings of committees shall be 50% plus one of the memberships of the committees who are not designated as being "in attendance".
- 1.12. Committee members shall attend meetings of the committee, and any member unable to attend a meeting shall provide an apology to the Chair.

Votes

- 1.13. Any votes shall be considered resolved by a simple majority vote of the members present at meetings.

Liability

- 1.14. Members of all committees shall normally be held individually and severally liable for any costs consequent upon the implementation of decisions, for which they have voted, made contrary to the declared policy, Memorandum, or Articles of Association and Byelaws of the Students' Union.

Minutes

- 1.15. Minutes shall be taken for all committee meetings. The minutes will detail all members present and absent with apologies, and all decisions taken (and only minuted decisions shall be valid).
- 1.16. Minutes of committee meetings will be circulated to the committee no later than five working days after the meeting and circulated to the Trustee Board to note at the Trustee Board's next meeting.

2. Discipline Committee

Role and Purpose

- 2.1. The Discipline Committee as convened by a Sabbatical Trustee shall be responsible for undertaking the disciplinary process concerning Student Members of the Students' Union.

Minutes

- 2.2. The Discipline Committee is held *in camera*, and minutes shall only be made available to those whom the Discipline Committee meeting concerns.

Membership

- 2.3. Membership of the Discipline Committee shall be
 - (a) a Sabbatical Trustee not already involved in the matter (Chair);
 - (b) two members of the Student Council;
 - (c) the Chief Executive Officer or delegated member of staff (in attendance);
 - (d) the respondent(s) (in attendance);
 - (e) any other individuals deemed appropriate by the Committee (in attendance); and,
 - (f) an individual appointed by the Students' Union to act as secretary.
- 2.4. Only those individuals stated in 2.3 can attend meetings of this Committee.

Timing

- 2.5. The Committee shall meet as required when a disciplinary matter arises or when a Sabbatical Trustee requires the Committee's involvement in a matter.
- 2.6. The Committee shall meet within 10 working days after being called, unless otherwise agreed with the respondent.
- 2.7. The Committee will issue its decision to the respondent within five working days of the Committee's meeting unless a further meeting is required of which the respondent shall be informed as soon as practicably possible.

3. Discipline Appeals Committee

Role and Purpose

- 3.1. The Discipline Appeals Committee as convened by the Chief Executive Officer shall be responsible for undertaking any appeals arising from proceedings of the Discipline Committee.

Minutes

- 3.2. The Discipline Appeals Committee is held *in camera*, and minutes shall only be made available to those whom the Discipline Appeals Committee meeting concerns.

Membership

- 3.3. Membership of the Discipline Appeals Committee shall be

- (a) a member of the Student Council not already involved in the matter (Chair);
- (b) two additional members of the Student Council not already involved in the matter;
- (c) the Chief Executive Officer or delegated member of staff (in attendance);
- (d) the respondent(s) (in attendance);
- (e) any other individuals deemed appropriate by the Committee (in attendance); and,
- (f) an individual appointed by the Students' Union to act as secretary.

3.4. Only those individuals stated in 3.3 can attend meetings of this Committee.

Timing

3.5. The Discipline Appeals Committee shall meet as required when an appeal is lodged against the proceedings or outcome of a Discipline Committee.

3.6. The Committee shall meet within 10 working days after being called, unless otherwise agreed with the respondent.

3.7. The Committee will issue its decision to the respondent within five working days of the Committee's meeting unless a further meeting is required of which the respondent shall be informed as soon as practicably possible.

4. Elections & Referenda Committee

Role and Purpose

4.1. The Elections & Referenda Committee as convened by the Returning Officer or Deputy Returning Officer shall be responsible for the organisation and conduct of all elections and referenda held by the Students' Union; including the publicity, voting, and counting of elections and referenda.

Membership

4.2. Membership of the Elections & Referenda Committee shall be

- (a) the Returning Officer;
- (b) the Deputy Returning Officer(s) (Chair);
- (c) one External Trustee elected from the Trustee Board;
- (d) the Chief Executive Officer (if not acting as Deputy Returning Officer);
- (e) the Student Opportunities Manager (if not acting as Deputy Returning Officer);
- (f) the University Secretary or designate (in attendance); and,
- (g) the Clerk to the Board (as secretary).

4.3. Only those individuals stated in 4.2 can attend meetings of this Committee.

Timing

4.4. The Committee shall meet as and when it is required during election and referenda periods.

5. Finance, Audit & Risk Committee

Role and Purpose

5.1. The Finance, Audit & Risk Committee shall be responsible for advising the Trustee Board on financial, audit, and risk strategy; the solvency of the Students' Union; and the safeguarding of its assets.

Terms of Reference

5.2. The Terms of Reference of the Committee shall be

- (a) to consider and investigate the financial implications of commercial strategies and opportunities;
- (b) to scrutinise the annual budget ahead of submission to the Trustee Board for approval;
- (c) to monitor the financial performance of the Students' Union and the achievement of business plans, budgets, and financial key performance objectives;
- (d) to ensure that suitable arrangements are in place to support the economic, efficient, and effective use of the Students' Union's resources and expenditure;
- (e) to act in the Student Members' interests ensuring sound processes and practices are in place to achieve value for money;
- (f) to prepare recommendations to Trustee Board on capital expenditure in accordance with the Students' Unions financial procedures;
- (g) to consider the draft annual financial statements, and make recommendations to the Trustee Board regarding their approval;
- (h) to review the letter of representation, and make recommendations to the Trustee Board regarding its approval;
- (i) to monitor and review the effectiveness of the external and internal audit functions in the context of the Students' Union's overall risk management system and seek to ensure coordination of activity between these functions;
- (j) to consider and advise the Trustee Board on appointment of the external and internal auditors, and any questions relating to their terms of engagement, audit fee or provision of any non-audit services;
- (k) to review the annual external and internal audit plans to ensure consistency with the scope of audit engagement, taking into consideration the nature and scope of the audit process, and discuss with the auditors any problems and reservations arising from their audit; and
- (l) to monitor and regularly review the Students' Unions central Risk Register and make recommendations as necessary in relation to risk to the Chief Executive Officer and/or Trustee Board.

Membership

5.3. Membership of the Finance, Audit & Risk Committee shall be

- (a) two Sabbatical Trustees elected by the Trustee Board (one of whom shall be Chair);
- (b) two External Trustees elected by the Trustee Board (one of whom shall be Deputy Chair);
- (c) one Student Trustee elected by the Trustee Board;
- (d) the Chief Executive Officer (in attendance);
- (e) the Finance & Resources Manager (in attendance);
- (f) any other individuals deemed appropriate by the Committee (in attendance); and,
- (g) the Clerk to the Board (as secretary).

5.4. Only those individuals stated in 5.3 can attend meetings of this Committee.

Timing

5.5. The Committee shall meet at least four times per academic year in line with a Schedule of Business that will be developed and maintained by the Committee and the Trustee Board.

5.6. The Committee may call additional meetings at any time as required.

6. Health & Safety Committee

Role and Purpose

6.1. The Health & 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.

Terms of Reference

6.2. The Terms of Reference for the Committee shall be

- (a) to oversee the implementation of the Students' Union Health & Safety Policy;
- (b) 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;
- (c) to ensure compliance with Health & Safety legislation and to achieve best practice wherever possible;
- (d) agreeing a common route for communicating the committee's findings which can be monitored and performance managed;
- (e) 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);
- (f) 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;
- (g) 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;
- (h) 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;
- (i) to consider accident statistic reports and to consider recommendations to reduce and/or control the risk;
- (j) 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; and
- (k) 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.

Membership

6.3. Membership of the Health & Safety Committee shall be

- (a) two Sabbatical Trustees elected by the Trustee Board (one of whom shall be Chair);
- (b) two External Trustees elected by the Trustee Board (one of whom shall be Deputy Chair);
- (c) one Student Trustee elected by the Trustee Board;
- (d) the Chief Executive Officer (in attendance);
- (e) the University's Health & Safety Adviser or designate (in attendance);
- (f) the Operations & Business Development Manager (in attendance);
- (g) the Student Opportunities Manager (in attendance);
- (l) any other individuals deemed appropriate by the Committee (in attendance); and,
- (h) the Clerk to the Board (as secretary).

6.4. Only those individuals stated in 6.3 can attend meetings of this Committee.

Timing

6.5. The Committee shall meet at least three times per academic year in line with a Schedule of Business that will be developed and maintained by the Committee and the Trustee Board.

6.6. The Committee may call additional meetings at any time as required and shall meet as soon as practicably possible following a serious incident to review the incident.

7. Nominations Committee

Role and Purpose

7.1. The Nominations Committee shall support and assist in the appointment of External and Student Trustees, make recommendations to the Trustee Board regarding appointments to the Trustee Board, and advise the Trustee Board on matters relating to Trustee skills and experience.

Terms of Reference

7.2. The Terms of Reference for the Committee shall be

- (a) to oversee the recruitment process for External and Student Trustees;
- (b) to prepare the criteria against which potential nominees for External and Student Trustee positions may be considered;
- (c) to consider the procedure for recruiting and identifying potential new External and Student Trustees; and,
- (d) to make recommendations to the Trustee Board for the appointment of External and Student Trustees.

Membership

7.3. Membership of the Nominations Committee shall be

- (a) the Chair of the Trustee Board or designate (Chair);
- (b) one Sabbatical Trustee elected by the Trustee Board;
- (c) one External Trustee elected by the Trustee Board;
- (d) two Student Members of the Students' Union elected by the Student Council;
- (e) the Chief Executive Officer (in attendance);
- (f) the University Secretary or designate (in attendance);
- (g) any other individuals deemed appropriate by the Committee (in attendance); and,
- (h) the Clerk to the Board (as secretary).

7.4. Only those individuals stated in 7.3 can attend meetings of this Committee.

Timings

7.5. The Committee may meet as often as may be required.

8. People & Culture Committee

Role and Purpose

8.1. The People & Culture Committee considers issues that may arise in conjunction with the employment of staff by the Students' Union.

Terms of Reference

8.2. The Terms of Reference for the Committee shall be

- (a) to approve and monitor the Students' Union Human Resource Strategy;

- (b) to approve and/or amend employee policies and procedures;
- (c) to be involved in the appointment of Managers;
- (d) to receive staff satisfaction/engagement surveys and agree and monitor action plans following receipt of such surveys;
- (e) to consider and approve proposed organisational restructures which may result in redundancies (two staff or fewer) subject to consultation;
- (f) to receive workforce profile reports, including equality and diversity profiling, for action and planning; and
- (g) to approve applications for salary regarding more than a one-point increase, the annual cost of living increase, and proposals for staffing structure changes.

Membership

8.3. Membership of the People & Culture Committee shall be

- (a) two Sabbatical Trustees elected by the Trustee Board (one of whom shall be Chair);
- (b) two External Trustees elected by the Trustee Board (one of whom shall be Deputy Chair);
- (c) one Student Trustee elected by the Trustee Board;
- (d) the Chief Executive Officer (in attendance);
- (e) the University's Human Resources Business Partner or designate (in attendance);
- (a) any other individuals deemed appropriate by the Committee (in attendance); and,
- (f) the Clerk to the Board (as secretary).

8.4. Only those individuals stated in 8.3 can attend meetings of this Committee.

Timing

8.5. The Committee shall meet at least three times per academic year in line with a Schedule of Business that will be developed and maintained by the Committee and the Trustee Board.

8.6. The Committee may call additional meetings at any time as required.

9. Service Development Committee

Role and Purpose

9.1. The Service Development Committee shall be responsible for developing, reporting on, and making recommendations to the Trustee Board on the strategic and general management of the Students' Union's student facing services, activities, policies, and procedures.

Terms of Reference

9.2. The Terms of Reference of the Committee shall be

- (a) to approve and review changes to commercial services and member activities;
- (b) to develop, approve and review sports, societies, volunteering and activity policies and strategies;
- (c) to make strategic proposals to the Trustee Board about commercial opportunities and services, and member services and activities;
- (d) to oversee political and representative procedures, policies, and activities;
- (e) to recommend best practice for the development of all services and activities;
- (f) to oversee and review Marketing and Communications strategies and plans; and
- (g) to monitor staff training and development regarding service delivery.

Membership

9.3. Membership of the Service Development Committee shall be

- (a) two Sabbatical Trustees elected by the Trustee Board (one of whom shall be Chair);

- (b) two External Trustees elected by the Trustee Board (one of whom shall be Deputy Chair);
- (c) one Student Trustee elected by the Trustee Board;
- (d) the Chief Executive Officer (in attendance);
- (e) the Operations & Business Development Manager (in attendance);
- (f) the Senior Food & Beverage Coordinator (in attendance);
- (g) the Senior Marketing & Communications Coordinator (in attendance);
- (h) the Student Opportunities Manager (in attendance);
- (b) any other individuals deemed appropriate by the Committee (in attendance); and,
- (i) the Clerk to the Board (as secretary).

9.4. Only those individuals stated in 9.3 can attend meetings of this Committee.

Timing

9.5. The Committee shall meet at least three times per academic year in line with a Schedule of Business that will be developed and maintained by the Committee and the Trustee Board.

9.6. The Committee may call additional meetings at any time as required.