

Terms of Reference and Membership for the University / Students' Union Committee
Revised: January 2022

MEMBERS

Ex officio members:

Chair: Chief Student Officer
President & Vice-Chancellor
Provost and Senior Vice-President
Pro-Vice-Chancellor Academic
Chief Operating Officer
Chief Financial Officer
CEO of the Students' Union
President of the Students' Union
VP Activity of the Students' Union
VP Community of the Students' Union
VP Support of the Students' Union
VP Voice of the Students' Union

In Attendance

Trustee for the University
Finance Manager, Students' Union
Secretary to the Committee

The Committee can co-opt internal members as required for specific purposes

TERMS OF APPOINTMENT

All members are ex officio and remain a member for the term of their appointments.

Co-opted members will only remain as members for as long as their participation is required.

TERMS OF REFERENCE

1. To promote the partnership between the University and the Students' Union with the aim of achieving mutually beneficial objectives within a framework agreed at the start of each academic year.
2. To ensure the objectives of the Memorandum of Understanding between the University and the Students' Union are upheld, including the Code of Practice and Financial Memorandum.
3. To consider key strategic matters which impact both the University and the Students' Union and to make recommendations to the Executive Board where appropriate.

4. To agree and to present to Executive Board for approval, the annual Students' Union subvention request.
 5. To receive, on an annual basis, the Memorandum of Understanding between the University and the Students' Union, including the Financial Memorandum and to recommend it to Council and the Students' Union Board of Trustees for approval and signature.
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PROCEDURES

Quorum

The quorum for USUC shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

Four meetings per year.

Delegated Powers

USUC is a sub-committee of the Executive Board and has delegated powers from Executive Board.

Reporting Arrangements

USUC reports annually to Executive Board.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.