

Regulation A3: Standing Forums

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1. Standing Forums

1.1 The Robert Gordon University Student Association (the “Union”) shall have standing forums which are responsible for the main areas of the Union’s activities. Forums will shape the direction which the Union takes. The standing forums shall be:

- 1.1.1 Executive Committee;
- 1.1.2 Sabbatical Executive Committee;
- 1.1.3 Student Voice;
- 1.1.4 Societies Forum;
- 1.1.5 Sports Forum.

2. Executive Committee

2.1 The Executive Committee shall be the core representative body of students at Robert Gordon University (the “University”) and shall shape the development and management of the Union. The remit of the Executive Committee shall be to:

- 2.1.1 be responsible for the implementation of all Union policy and decisions as mandated by Standing Forums and General Meetings as agreed by the Trustee Board;
- 2.1.2 be responsible for ensuring the views of RGU students are effectively represented at the University and within other affiliated bodies;
- 2.1.3 be accountable for its decisions and for its implementation of policy and decisions to the Trustee Board and student body;
- 2.1.4 elect from the Sabbatical Presidents a Vice Chair of the Trustee Board, and a Chair of Student Voice.

2.2 The Executive Committee shall consist of the Sabbatical Presidents and the Elected Vice Presidents of the Union.

2.3 The Executive Committee should meet at least six times per year and the quorum for the Executive Committee shall be 50% plus one of the current members so long as this number includes at least one Sabbatical President and at least one Elected Vice President.

2.4 The Chair of Executive Committee shall be elected by the Executive Committee from amongst the Sabbatical Presidents at their first meeting of the year.

2.5 The Vice Chair of Executive Committee shall be elected from amongst the Vice Presidents at their first meeting of the year. In the incident that no nominations are received for Vice Chair, then a Sabbatical President of the Union shall be elected or appointed by the Executive Committee.

2.6 The Executive Committee shall have the right to require the Chief Executive Officer of the Union, and any other relevant Union staff members, to attend the meetings of the Executive Committee.

2.7 In the case of an equality of votes in any decision-making process in accordance with this Clause, the Chair of the Executive Committee shall be entitled to a

casting vote in addition to any other vote they may have but this does not apply if, the Chair of the Executive Committee has declared a conflict of interest.

3. Sabbatical Executive Committee

- 3.1 The Sabbatical Executive Committee shall be responsible for ensuring the day-to-day management of the Union and shall report its activities to the Trustee Board. The remit of the Sabbatical Executive Committee shall be to:
- 3.1.1 have oversight of the projects, campaigns and initiatives undertaken by staff and officers;
 - 3.1.2 make decisions on matters relating to the operations of the Union, including taking action on the Strategic and Operational Plans;
 - 3.1.3 delegate the implementation of operational activities including, but not limited to, staffing, budgeting and commercial activities, to the Chief Executive Officer of the Union;
 - 3.1.4 receive updates from the Chief Executive Officer on activities undertaken in managing the Union, and regularly reviewing the management accounts in sufficient detail to explain the financial position of the Union;
 - 3.1.5 be responsible for the budgets which the Trustee Board shall delegate to the Sabbatical Executive Committee;
 - 3.1.6 co-ordinate any joint working or actions where more than one of the Standing Forums has a remit to undertake activity, and has the power, where required, either to take decisions on behalf of the Union or to decide which of the Standing Forums should be empowered to take such decisions;
 - 3.1.7 propose resolutions to conflicts arising between the work and activities of the Standing Forums.
- 3.2 The Sabbatical Executive Committee shall consist of the Sabbatical Presidents and the Chief Executive Officer of the Union.
- 3.3 The Sabbatical Executive Committee shall normally meet at least once a fortnight during term time, and once a month throughout the rest of the year.
- 3.4 The Chair of the Sabbatical Executive Committee shall be one of the Sabbatical Presidents in rotating order.

4. Student Voice

- 4.1 Student Voice shall exist to gather student opinion, and act as the primary representative forum for the student body at the University. The forum shall shape the direction and policy of the Union, and hold the Executive Committee accountable to students. The remit of Student Voice shall be to:
- 4.1.1 be an open forum for all members to participate in sharing their views and ideas;
 - 4.1.2 discuss matters raised by students in the following areas:
 - 4.1.2.1 learning, teaching and assessment;
 - 4.1.2.2 facilities and services of the University;
 - 4.1.2.3 experiences of diverse student groups;
 - 4.1.2.4 experiences of students living in Aberdeen;
 - 4.1.2.5 activities, campaigns and projects of the Union; and
 - 4.1.2.6 all other areas of the student experience.

- 4.1.3 receive updates on the work of elected Presidents and Vice Presidents;
 - 4.1.4 hold the elected Presidents and Vice Presidents accountable;
 - 4.1.5 consider and vote on ideas and policy submitted by students;
 - 4.1.6 consider reports from the Societies Forum and Sports Forum;
 - 4.1.7 approve and review the Student Partnership Agreement;
 - 4.1.8 provide comment and feedback on the direction of the Union.
- 4.2 Student Voice shall consist of:
- 4.2.1 Chair (elected from among the Sabbatical Presidents by the Executive Committee);
 - 4.2.2 Vice Chair (elected from among the members of Student Voice);
 - 4.2.3 Sabbatical Presidents;
 - 4.2.4 Part Time Vice Presidents;
 - 4.2.5 School Officers;
 - 4.2.6 Equality Champions;
 - 4.2.7 Society Presidents;
 - 4.2.8 Sports Club Presidents;
 - 4.2.9 Student Group Presidents;
 - 4.2.10 Student Network Presidents;
 - 4.2.11 All Ordinary Members.
- 4.3 Student Voice shall normally meet four times in each academic year, with one meeting acting as the Annual General Meeting of the Union.
- 4.4 The Chair of Student Voice shall be elected from among the Sabbatical Presidents by the Executive Committee at their first meeting of the year. In the incident that a Student Voice meeting occurs before an Executive Committee meeting is held, or no nominations or clear winner can be found, then the President (Communication and Democracy) shall stand as Chair by default.
- 4.5 The Vice-Chair of Student Voice shall be elected from among the members of Student Voice at their first meeting of the year. In the incident that no nominations are received for Vice Chair, then a Vice President of the Union shall be elected or appointed by the Executive Committee, or President (Communication and Democracy).
- 4.6 The Chair and Vice Chair shall be elected for a single academic year, but may serve for two years in each role.
- 4.7 The Chair and Vice Chair shall be responsible for deciding the agenda for meetings, managing debates to ensure they are fair and respectful, and upholding the remit of the meeting.
- 4.8 All students shall have the opportunity to submit ideas and policies to be discussed and debated at Student Voice.
- 4.9 Student Voice shall capture student feedback and mandate policy, which shall then be delegated to the Executive Committee to review the feasibility of ideas, undertake required action, and provide updates to the student body.
- 4.10 The opportunity to participate and the discussions and decisions of Student Voice shall be accessible and transparent.
- 4.11 Student Voice shall have the right to propose, by a majority of votes cast, changes to the Union's Regulations. However, no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.

5. Societies Forum

- 5.1 The Societies Forum shall be responsible for representing student activities, including affiliated societies and student groups, and ensuring that the Union is fairly and appropriately supporting and developing extra-curricular activities. The remit of the Societies' Forum shall be to:
- 5.1.1 approve the appointment of members of a Societies and Activities Team;
 - 5.1.2 receive reports from the President (Communication and Democracy), Vice President (Societies) and other members of the Societies and Activities Team;
 - 5.1.3 discuss matters relating to student participation in affiliated societies and student groups, and consider participation by different groups of students;
 - 5.1.4 discuss all matters relating to affiliated societies and student groups, and to provide feedback to the Union on their administration; and
 - 5.1.5 oversee the distribution by the President (Communication and Democracy) of any funds.
- 5.2 The Societies Forum shall consist of:
- 5.2.1 President (Communication and Democracy);
 - 5.2.2 Vice President (Societies);
 - 5.2.3 President (or their nominee) from each affiliated society or student group. In the instance a President from an affiliated society or student group is unable to attend, a delegated committee member from that affiliated student activity shall attend in their stead.
- 5.3 The Societies Forum shall normally meet at least twice a semester.
- 5.4 The Chair of the Societies Forum shall be the President (Communication and Democracy) and the Vice President (Societies) shall act as the Vice Chair.
- 5.5 The Sabbatical Presidents, Vice Presidents, Chief Executive Officer, and relevant Union staff are entitled to attend meetings of the Societies Forum.
- 5.6 The Societies Forum shall have the right to propose, by a majority of votes cast, changes to the Union's Regulations, in particular a set of Student Activities Regulations, which affiliated Student Activities will at all times be required to follow. However, no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.
- 5.7 Societies and Activities Team
- 5.7.1 The Societies and Activities Team ("SAT") will consist of the President (Communication and Democracy), Vice President (Societies) and no more than thirteen other members. Each of these members shall be appointed by the President (Communication and Democracy) and Vice President (Societies) into specific roles which will be approved at the first meeting of the Societies Forum each year.
 - 5.7.2 The specific roles of SAT and the criteria for them will be agreed annually by the Societies Forum.
 - 5.7.3 SAT should meet at least twice a semester during term time.
 - 5.7.4 SAT should undertake specific projects and organise such events as agreed by the Societies Forum or delegated to them by the President (Communication and Democracy).

6. Sports Forum

- 6.1 The Sports Forum shall be responsible for representing affiliated sports clubs and promoting physical activity, and supporting the effective running and development of sporting activities. The remit of the Sports Forum shall be to:
- 6.1.1 approve the appointment of members of the Sport and Physical Activity Team (SPAT) and monitor their activities;
 - 6.1.2 receive reports from the President (Sport and Physical Activity), Vice President (Sports) and other SPAT members;
 - 6.1.3 discuss matters relating to student participation in sport and consider participation by different groups of students;
 - 6.1.4 discuss all matters relating to sport, physical activity and student fitness, providing feedback where necessary to RGU SPORT;
 - 6.1.5 oversee the distribution by the President (Sport and Physical Activity) of any distributable funds in terms.
- 6.2 The Sports Forum will consist of:
- 6.2.1 President (Sport and Physical Activity);
 - 6.2.2 Vice President (Sport);
 - 6.2.3 President (or their nominee) from each affiliated sports club;
 - 6.2.4 Vice President (or their nominee) from each affiliated sports club.
- 6.3 The Sports' Forum shall normally meet at least twice a semester;
- 6.4 The Chair of the Sports' Forum shall be the President (Sport and Physical Activity) Forum and the Vice President (Sport) shall act as the Vice Chair.
- 6.5 The Sabbatical Presidents, Vice Presidents, Chief Executive Officer, and relevant RGU SPORT and Union staff are entitled to attend meetings of the Sports Forum.
- 6.6 The Sports Forum shall have the right to propose, by a majority of the votes cast, changes to the Union's Regulations, in particular a set of Student Activities Regulations, which affiliated Student Activities will at all times be required to follow. However, no amendment shall be made which would impede or interfere with the effective running of the Union as a charity.
- 6.7 Sport and Physical Activity Team
- 6.7.1 The Sports and Physical Activity Team ("SPAT") will consist of the President (Sport and Physical Activity), Vice President (Sport) and no more than thirteen other members. Each of these members shall be appointed by the President (Sport and Physical Activity) and Vice President (Sport) into specific roles which will be approved at the first meeting of the Societies Forum each year.
 - 6.7.2 The specific roles of SPAT and the criteria for them will be agreed annually by the Sports Forum.
 - 6.7.3 SPAT should meet at least three times a semester during term time.
 - 6.7.4 SPAT should undertake specific projects and organise such events as agreed by the Sports Forum or delegated to them by the President (Sport and Physical Activity).