



Executive Committee Schedule

SEC1 Remit

- SEC1.1 The Executive Committee shall be responsible for ensuring the views, opinions and interests of UHI students across the UHI partnership are effectively represented within the University of the Highlands & Islands.
- SEC1.2 The Executive Committee shall be responsible, along with All-Student Meetings, for holding the Cross-Campus Officers and the Local Officers to account for their work.
- SEC1.3 The Executive Committee shall be responsible for providing student feedback and recommendations on operational policies to the Board of Trustees.
- SEC1.4 The Executive Committee shall be responsible for ensuring the implementation of political policy passed at All-Student Meetings and for the creation of political policy proposals for presentation and approval at All-Student Meeting.
- SEC1.5 The Executive Committee shall be responsible for ensuring that the Students' Association's activities, campaigns, and events meet the needs of its members.

SEC2 Membership

- SEC2.1 The membership of the Executive Committee shall include the following Cross-Campus Officers and Local Officers:
- Student President
 - Vice President Education
 - Argyll Depute President
 - Inverness Depute President
 - Moray Depute President
 - North, West & Hebrides Depute President (Islands)
 - North, West & Hebrides Depute President (North)
 - North, West & Hebrides Depute President (West)
 - Orkney Depute President
 - Perth Depute President
 - Scottish Association for Marine Science (SAMS) Depute President
 - Shetland Depute President
- SEC2.2 The membership of the Executive Committee shall also include a student representative from the Students' Union at Sabhal Mòr Ostaig.
- SEC2.3 The Executive Committee shall reserve the right to invite other student representatives to attend Executive Committee Meetings as non-voting observers.

SEC3 Meetings

- SEC3.1 Executive Committee meetings may be held as hybrid or virtual meetings and may take place in several locations in a manner that supports engagement from all members.
- SEC3.2 Meetings shall be chaired by the Student President. In the Student President's absence meetings shall be chaired by the Vice President Education.
- SEC3.3 The quorum for Executive Committee meetings shall be half its membership, rounded up to the nearest whole number.
- SEC3.4 An agenda and papers shall be circulated at least one week before the meeting. The Student President shall be responsible for setting the agenda. Papers for discussion must be submitted no later than two working days before the agenda and papers are due for circulation.



- SEC3.5 Students' Association staff members and staff members within the UHI Partnership may attend Executive Committee meetings to present papers at the request of the Students' Association President.
- SEC3.6 An Emergency meeting of the Executive Committee may be called by either the Student President, the Vice President Education, or 50% or more Local Officers. Emergency meetings of the Executive Committee must take place no less than two working days and no more than five days after such a call.
- SEC3.7 The minutes of Executive Committee meetings will be taken by a Students' Association staff member appointed by the Chief Executive Officer.
- SEC3.8 Minutes of Executive Committee meetings shall be published on the Students' Association's website once approved.
- SEC3.9 Members of the Students' Association's Senior management Team may attend Executive Committee meetings at the request of either the Student President, Vice President Education, or three or more Local Officers.
- SEC3.10 The Executive Committee shall meet at least once every three months.