

## Schedule Two

### EXECUTIVE COMMITTEE

#### **1 Membership**

- i) The membership of the Executive Committee shall be:
  - a. President
  - b. Vice President (Education)
  - c. Depute Presidents from each academic partner whose representative structure has opted into, and is constituted as part of, the Association
  - d. One member appointed from each academic partner students' association which is not constituted as a part of the Association
- ii) The Executive Committee shall have the right to invite others to regularly attend the committee, such as Association staff.
- iii) Any other positions created by the All-Student Meeting shall, on the Council's approval, attend the committee.
- iv) Members who fail to attend three consecutive meetings without apologies shall be assumed to have resigned. By-elections will be held according to Schedule Six for vacancies in positions listed in i) a to d above. For positions included under i) e above, the academic partner students' association will be requested to appoint a new member.

#### **2 Remit**

- i) The Executive Committee shall be responsible for the day-to-day implementation of policy passed at an All-Student Meeting and for the creation of policy for presentation at an All-Student Meeting
- ii) The Executive Committee will, along with the All-Student Meeting, hold the Principal Officers to account for their work.
- iii) The Executive Committee shall facilitate communication between the Association and the University, its academic partners, and any other external body.

#### **3 Meetings**

- i) The Executive Committee shall meet at least once every two months by video-conference, and shall meet in person on occasions to be agreed by the committee.
- ii) The quorum for the Executive Committee shall be half its membership, rounded up to the nearest whole number.
- iii) Outside term times, the Executive Committee shall meet at times to be determined by the committee itself.

- iv) Emergency meetings of the Executive Committee can be called by at least three members of the committee, and must take place no less than two working days after such a call.
- v) Meetings shall be chaired by the President. In the President's absence meetings shall be chaired by their nominee, usually the Vice President (Education).
- vi) The President, in conjunction with the committee, will be responsible for developing standing orders to guide the conduct of meetings.
- vii) An agenda and papers shall be circulated at least one week before the meeting. The President shall be responsible for the agenda. Items for discussion must be submitted to the President or an alternative designated Association officer or staff member no later than three working days before the agenda and papers are due for circulation.
- viii) Minutes of meetings will be taken by an Association staff member. Minutes of Executive Meetings will be published on the Association's website.