



Byelaw 5

Standing Committees

Role and General Arrangement

Role

1. Standing Committees exist to promote the views and interests of, and organise activities for, specific sections of the Members of the Students' Association.
2. Devolve responsibility for their remits to the Sabbatical Officers if temporarily vacant.
3. Produce monthly reports to Student Council to inform members of their activities.
4. Help support the implementation of relevant policies passed at Student Council, General Meetings, Annual General Meetings and Referendum.

Membership

1. All full members of the Students' Association are eligible to be elected onto a Standing Committee, unless otherwise stated due to specific requirement required such as, but not limited to, degree programme.
2. All full members of the Students' Association are eligible to join a Standing Committee as an Un-Elected Regular Member, excluding Sabbatical Officers.
3. An Un-Elected Regular Member is someone how has attended a minimum of 3 meetings consecutively and participated actively within the Committee. If an Un-Elected Regular Member misses a meeting, it is up to the elected membership to decide if they retain their Un-Elected Regular Member status.
 - a. An Un-Elected Regular Member shall not vote in decisions regarding funding or affiliations with the Student's Association.

Committee Meetings

1. All Standing Committees' meetings shall be open to all members of the Students' Association, unless stated otherwise along with the reason for a closed meeting.
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2. Only Elected members of a Standing Committee and Un-Elected Regular Members may vote at a Committee Meeting.
3. Quorum for a Committee Meeting is 50% of Elected Members and Un-Elected Regular Members plus one.

Rules

1. A Standing Committee may adopt any rules to regulate its affairs, if said rules adhere to the AUSA Constitution, Byelaws and Policies.

Minutes

1. Minutes shall be taken at all meetings by the Vice-chair of the Committee and submitted to AUSA as proof of the meeting taken place.
2. Minutes shall be made available upon request from any member of the Students' Association.
3. Action may only be taken to implement decisions which have been recorded in the minutes.
4. All minutes shall be submitted to Student Council for Routine Approval.

Elections

1. Any member of the Students' Association may stand for an Elected Committee Position, unless otherwise stated due to specific requirement required such as, but not limited to, degree programme.
2. Nominations for Committee positions will be submitted online via the elections process.
3. Voting will be organised online in accordance with the relevant byelaw [add byelaw reference].
4. Notice of election shall be published prominently on the AUSA website and in any regular publication of AUSA stating the terms of nomination and voting.

Co-options

1. Where vacancies exist following elections, all full members of the Students' Association are eligible for co-option onto a Standing Committee, conditionally that they are not already part of another Standing Committee or do not meet the necessary requirements.
2. Co-options will be arranged within individual Standing Committees to fill any remaining Electable positions available within a Standing Committee in a fair and democratic manner.
3. Co-options will be routinely approved by Student Council.

Welfare Committee

Membership

1. Vice-President for Welfare (Chair)
 2. Vice-Chair
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3. First Year Representative
4. Foresterhill Representative
5. Ordinary Members (x5)
6. Non-Elected Regular Members

In-Attendance Membership

1. Nightline Co-Ordinator(s)
2. CASE Representative
3. Qatar Campus Representative
4. AUSA Representative (Staff)

Remit

1. Promote student welfare, advice and support services available.
2. The Vice-Chair shall be responsible for liaising with other interest groups, increasing cross-collaboration and engagement.
3. Develop and implement welfare policy with approval from Student Council.
4. Campaign on welfare issues, including but not limited to, wellbeing, health, student safety and housing issues.
5. Liaise with other Standing Committees for joint projects.
6. Support and work with student-led welfare projects and initiatives.
7. Represent views of students through relevant platforms.
8. Organise activities, awareness-raising events such as, but not limited to, Mental Health Awareness Week.
9. Ensure activities, initiatives and services related to students' welfare are accessible to all, especially minority groups.

Communities Committee

Membership

1. Vice-President for Communities (Chair)
2. Vice-Chair
3. First Year Representative
4. Foresterhill Representative
5. Transport Officer
6. Ordinary Members (x4)
7. Non-Elected Regular Members

In-Attendance Membership

1. Student President
2. Vice-President for Sport
3. Societies Union Chair
4. RAG Chair
5. Qatar Campus Representative

Remit

1. Promote and support the development of volunteering opportunities to improve community engagement amongst the Student Body with the wider Community.
2. Campaign on community issues such as, but not limited to affordable transport and provision of community spaces in partnership with other Aberdeen institutions, initiatives, and community groups.
3. Promote the relationship between AUSA and local schools – both Primary and Secondary – with the aim to widen access to education and encourage a close relationship between students and the young people of Aberdeen and Aberdeenshire.
4. Develop cross-institutional strategies with other students' unions to promote student inclusion across Aberdeen.
5. Consider issues amongst the Old Aberdeen Community Council (OACC) and the impact this may have on students.

Environment & Ethics Committee

Membership

1. Vice-President for Communities
2. Vice-Chair
3. Campaign Coordinator (x2)
4. First Year Representative
5. Foresterhill Representative
6. Ordinary Members (x3)
7. Environment & Ethics Officer/Representative (Qatar Committee)
8. Non-Elected Regular Members

In-Attendance Membership

1. Shared Planet Representative(s)
2. Liberation Forum Representative(s)

Remit

1. Raise awareness of issues around environmental and social/systematic justice, and campaign on these issues.
2. Support and develop student-led environmental activities and initiatives.
3. Hold the University to account over its own Environmental and Ethical policies and its implementation of said policies.
4. Represent issues around Environment and Ethics at relevant platforms, both locally and nationally, as well as through AUSA's democratic structures.
5. Feed into national campaigning groups and organisations, such as, but not limited to, People and Planet and Friends of the Earth.

Sports Union Committee

Membership

1. Vice-President for Sports (Chair)
2. Vice-Chair
3. Alumni Convenor
4. Blues & Colours Convenor
5. Events Convenor
6. Fundraising Convenor
7. Intramural Sport Convenor
8. Academic Inclusion Convenor
9. Minority Inclusion Convenor
10. Media Convenor
11. Performance Sport Convenor
12. Welfare Convenor

Remit

1. Promote and support all areas of sport and physical activity.
2. Affiliation, re-affiliation, and disaffiliation of Sports Clubs.
3. Safeguard welfare of members.
4. Support the Vice President for Sports in their role, gather student opinion on sports issues, and act as a liaison between students and Vice-President for Sports.
5. Support events such as the annual Sports Ball, to unite students and celebrate student sport.
6. Feed into the University's Institutional Sports Strategy.
7. Represent interests of the Sports Union through relevant platforms, including Student Council.

Societies Union Committee

Membership

1. Societies Union Chair (Convener)
2. Vice-Chair
3. First Year Representative
4. Postgraduate Representative
5. Foresterhill Representative
6. Ordinary Members (x4)
7. Qatar Representative
8. Non-Elected Regular Members

In-Attendance Membership

1. Vice-President for Communities
2. AUSA Representative (Staff)
3. Qatar Campus Representative
4. International Students' Forum Convener

Remit

1. Promote the activities of Societies.
2. The Vice-Chair shall be responsible for liaising with other interest groups, increasing cross-collaboration and engagement.
3. Make decisions regarding Affiliations, Re-affiliations, and the Disaffiliation of Societies.
4. Work with the International Students' Forum to support and advise national Societies.
5. Make decisions regarding the disbursement of funds to Societies.
6. To organise, promote, and vote on the Societies Awards.
7. Working with the Welfare Committee to safeguard the welfare of members.
8. Ensure representation of students in the development and implementation of the Code of Conduct.
9. Ensure members adhere to the Societies' Union Handbook, all Byelaws, and the Constitution.
10. Support AUSA in the development of active and sustainable Societies.
11. Represent the interests of AUSA Societies to Student Council and to members of AUSA through relevant platforms.

The Raising and Giving (RAG) Committee

Membership

1. Chair
2. Vice Chair
3. BookEnds Representative
4. Foresterhill Representative
5. First Year Representative
6. Ordinary Members (x4)
7. Non-Elected Regular Members

In-Attendance Membership

1. Vice-President for Communities
2. Qatar Campus Representative
3. AUSA Representative (Staff)
4. Any student or organisation in partnership with RAG may be in-attendance at meetings but may be requested to leave at the discretion of the RAG Committee for situations such as, but not limited to, voting and decision making.

Remit

1. To support and encourage all Student-led charitable fundraising at the Students' Association.
2. The Vice-Chair shall be responsible for liaising with other interest groups, increasing cross-collaboration and engagement.
3. To organise two 'RAG Weeks' over the course of the academic year.
4. To set up sub-committees tasked with organising, if decided by the committee to organise, events such as, but not limited to:
 - a. Torch Parade
 - b. Fashion Show
5. To recognise and award all student-led charitable fundraising at the Students' Association by hosting an annual Disbursement Ceremony.
6. To promote and run charitable events with the aim to fundraise for local charities based in Aberdeen and/or Aberdeenshire and/or national charities with a local department based in Aberdeen and/or Aberdeenshire.
7. To allow charities in Aberdeen and/or Aberdeenshire to apply for funding and the Committee votes on which charities to support based on projected fundraising.
 - a. This should be carried out in line with the 'RAG Criteria and Guidance Notes'.
 - b. AUSA Staff is required to be present for this.

8. To make sure the profit of all charitable activities will be going to support the charitable causes decided upon and advertised.
9. All budget-related decisions must be voted upon by the Committee with the relevant Sabbatical Officer and AUSA staff member present.
10. To arrange monthly meetings with the finance staff at the Students' Association to make sure RAG is achieving its yearly objectives.
11. To work closely with AUSA staff.
12. To arrange meetings with representatives for other student-led charitable campaigns at AUSA.
13. To reach out for new partnerships amongst Student Groups, Societies, and Sport clubs.
14. To make sure all new partnerships are formed by signing the 'RAG Partnership Agreement' prior to organising a fundraiser.

Undergraduate Education Committee

Membership

1. Vice-President for Education (Chair)
2. Vice-Chair for Undergraduate Education
3. School of Divinity, History and Philosophy Convener
4. School of Education Convener
5. School of Language, Literature, Music & Visual Culture Convener
6. School of Law Convener
7. School of Social Sciences Convener
8. School of Business Convener
9. School of Biological Sciences Convener
10. School of Medical Sciences Convener
11. School of Medicine Convener
12. School of Dentistry Convener
13. School of Psychology Convener
14. School of Engineering Convener
15. School of Natural & Computing Sciences Convener
16. School of Geosciences Convener
17. Qatar Campus Convener
18. Online Student Representative
19. Distance-Learning Student Representative

20. Ordinary member (x1)

21. AUSA Representative Coordinator (Clerk)

In-Attendance Membership

1. Qatar Campus Academic Representative

Eligibility

1. Candidates for School Convener can only stand for the School they study within and can only be elected by students within the School they represent.

Remit

1. Ensure appropriate representation of students to the University on all matters related to academic affairs.
2. Conveners help and guide class reps from their schools, while attending appropriate meetings together, as well as communicating with the respective Head of School and the directors for teaching and learning.
3. The Vice-Chair shall be responsible for liaising with other interest groups, increasing cross-collaboration and engagement.
4. All school conveners (excluding the Dentistry convener) and the Vice-Chair are members of the Senatus Academicus (University Senate), where they represent respective student views.
5. Liaise with Vice-Principal for Education, and appropriate Deans to ensure efficient dissemination of any academic changes made.
6. Members for the Senate sub-committees shall be elected from within the Committee.
7. Develop and implement policies related to education.

Postgraduate Education Committee

Membership

1. Vice-President for Education (Chair)
2. Vice-Chair for Postgraduate Education
3. Postgraduate Representative for Divinity, History & Philosophy
4. Postgraduate Representative for Education
5. Postgraduate Representative for Language, Literature, Music & Visual Culture
6. Postgraduate Representative for Law
7. Postgraduate Representative for Social Sciences
8. Postgraduate Representative for Business
9. Postgraduate Representative for Biological Sciences
10. Postgraduate Representative for Medical Sciences

11. Postgraduate Representative for Dentistry
12. Postgraduate Representative for Psychology
13. Postgraduate Representative for Engineering
14. Postgraduate Representative for Natural & Computing Sciences
15. Postgraduate Representative for Geosciences
16. Postgraduate Representative for Qatar Campus
17. Postgraduate Representative for Graduate Research School
18. Ordinary members (x2)
19. AUSA Representative Coordinator (Clerk)

In-Attendance Membership

1. (PG) International Business Program Representative (Qatar)
2. (PG) International Commercial Law Representative (Qatar)
3. (PG) MBA Representative (Qatar)

Eligibility

1. Candidates for Postgraduate Representative can only stand for the School they study within and can only be elected by students within the School they represent.
2. Postgraduate representatives are to be elected at a time at which seems appropriate to the Postgraduate academic calendar upon review by the Vice-President for Education each year.

Remit

1. Ensure appropriate representation of Postgraduate Taught and Research students to the University and relevant bodies within.
2. The Vice-Chair shall be responsible for liaising with other interest groups, increasing cross-collaboration and engagement.
3. Three members of the committee shall be elected onto the Senatus Academicus (University Senate), with a priority to the Postgraduate Representative for Graduate Research School if elected.
 - a. These members should be chosen by the committee on their first meeting following the election.
4. Members for the Senate sub-committees shall be elected from within the Committee.
5. Liaise with Vice-Principal for Education, and appropriate Deans to ensure efficient dissemination of any academic changes made.
6. Develop and implement policies related to postgraduate education.

Foresterhill Committee

Membership

1. Foresterhill Chair (Convenor)
2. Foresterhill Vice-Chair
3. Dentistry Representative
4. Medicine Representative
5. Biomedical Sciences Representative
6. First Year Representative
7. Un-Elected Regular Members

In-Attendance Membership

1. Student President
2. Any student, staff or organisation in partnership with the Foresterhill Committee may be in-attendance at meetings but may be requested to leave at the discretion of the Foresterhill Committee for situations such as, but not limited to, voting and decision making.

Remit

1. Promote and improve the concerns, interests and activities of students studying at the Foresterhill campus.
2. Represent and promote the views of students studying at Foresterhill campus through AUSA's democratic structures.
3. Consider and report back on how AUSA can better represent and support students studying at Foresterhill campus.
4. Ensure AUSA campaigns organises campaigns relevant to Foresterhill students and engage students in AUSA's campaigns on their campus.

Qatar Committee Membership

Membership

1. Chair
2. Vice-Chair
3. (UG) Business Management Program Representative
4. (UG) Accountancy and Finance Program Representative
5. (PG) International Business Program Representative
6. (PG) International Commercial Law Representative
7. (PG) MBA Representative
8. Qatar Campus Academic Representative

9. Societies Officer/Representative
10. Sports Officer/Representative
11. Communities Officer/Representative
12. Environment and Ethics Officer/Representative
13. Welfare Officer/Representative
14. Non-Elected Regular Members

In-Attendance Membership

1. Postgraduate Representative for Qatar Campus.

Remit

1. Promote, develop and support the concerns, interests and activities of students studying at the Qatar campus.
2. Liaise with other Standing Committees for joint projects and activities, such as but not limited to, the Societies Union Committee and the Sports Union Committee.
3. Campaign on issues concerning students' activities, accessibility to Education and Recreational facilities, and the Campus environment.
4. Represent and promote the views of students studying at Qatar campus through AUSA's democratic structures and sabbatical officers.
5. Consider and report back on how AUSA can better represent and support students studying at Qatar campus.
6. Gather feedback and communicate students' views when necessary to Sabbatical Officers