

Schedule Three

REGIONAL STUDENT COUNCIL

1 Membership

- i) The membership of the Regional Student Council shall be:
 - a. All members of the Executive Committee, as outlined in schedule 2.
 - b. All class representatives of the University of the Highlands and Islands and its academic partners.
- ii) The Regional Student Council shall have the right, at the discretion of the Chair, to invite others to regularly attend the committee, such as Association staff.
- iii) Any other positions created by the Regional Student Council shall attend on the Council's approval.
- iv) Members shall be deemed to have withdrawn from Regional Student Council if they are deemed to have resigned from their basis of membership (as listed above in i).
- v) Ordinary members are welcome to attend as observers by notifying the chair of the committee at least one working day in advance and may speak only at the discretion of the chair.

2 Remit

- i) The Regional Student Council shall be the principal policy-making body for the Association, and shall approve all policy decisions, and approve all changes to the Schedules of its Memorandum and Articles of Association.
- ii) The Regional Student Council shall hold the Executive Committee to account for its work and performance.
- iii) The Executive Officers are required to submit a written report, based on their activities up to the date of the meeting, to each meeting of the Regional Student Council.

3 Meetings

- i) There shall be a minimum of one Regional Student Council meeting each academic year.
- ii) A minimum of one meeting each academic year shall normally take place, as far as is practicable, in person. This meeting will receive annual reports from the Executive Committee, and shall proactively invite all class reps to participate, in person or video-conference, to attend this meeting, ask questions of officers, and contribute to discussions and votes on HISA policy, review progress against plans and celebrate achievements.
- iii) The quorum for the Regional Student Council shall be 20 members.

- iv) Emergency meetings of the Regional Student Council can be called by at least ten members of the council, and should, wherever possible take place no less than one week after such a call. These meetings will be by VC.
- v) Meetings shall be chaired by the President. In the President's absence meetings shall be chaired by their nominee, usually the Vice President (Further Education) or Vice President (Higher Education).
- vi) The President, in conjunction with the Executive 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, three working days before the circulation of papers.
- viii) Minutes of meetings will be taken by an Association staff member and shall be circulated to members of Council and, subject to the authorisation of the Chair, made public in draft form within two working days. The final minutes will be published within two working days of their approval at a subsequent meeting of Council.

4 Sub-committees

- i) Regional Student Council may create sub-committees of a remit and composition of its determination, but these must include the following.

5 Further Education Regional Committee

Membership

- i) The Further Education Regional Committee shall consist of:
 - a. Vice President (Further Education)
 - b. President
 - c. One member registered on a further education course appointed from each academic partner, whose representative structure has opted into, and is constituted as part of, the Association.
 - d. One member registered on a further education course appointed from each academic partner students' association which is not constituted as a part of the Association.
- ii) Any other officers or staff may attend the committee at the discretion of the committee itself. Ordinary members are welcome to attend as observers by notifying the chair of the committee at least one working day in advance and may speak only at the discretion of the chair.
- iii) Members who fail to attend three consecutive meetings without apologies shall be assumed to have resigned from their post. In the case of the Vice President (Further Education) or the President, this shall trigger a by-election as per Schedule Six. In the case of members listed in i) c. above, this shall require the representative structure to appoint a new member. In the case of members listed in i) d. above, this shall require the academic partner students' association to appoint a new member.

Remit

- iv) The Further Education Regional Committee shall be responsible for the development of Association policy in all areas across the region on matters relating to further education.
- v) The Further Education Regional Committee shall hold the Vice President (Further Education) to account and support them in their work.
- vi) The Further Education Regional Committee shall liaise with relevant regional university bodies, such as Further Education Regional Board, and their membership, as relevant and required.
- vii) The Further Education Regional Committee shall liaise with local representative structures within the Association and with academic partner students' associations on the engagement of further education students and course representatives on regional matters relating to further education.

Meetings

- viii) The Further Education Regional Committee shall normally meet four times each academic year, normally by video-conference, and shall meet in person on occasions to be agreed by the committee.
- ix) The quorum for the Further Education Regional Committee shall be half its membership rounded up to the nearest whole number.
- x) Outside term times, the Further Education Regional Committee shall meet at times to be determined by the committee itself.
- xi) Emergency meetings of the Further Education Regional 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.
- xii) Meetings shall be chaired by the Vice President (Further Education). In their absence meetings shall be chaired by another member to be elected from amongst the committee's membership.
- xiii) Meetings shall be conducted according to standing orders developed by the Association.
- xiv) An agenda and papers shall be circulated at least one week before the meeting. The Vice President (Further Education) shall be responsible for the agenda. Items for discussion must be submitted to the Vice President (Further Education) or an alternative designated Association officer or staff member three working days before the meeting.
- xv) Minutes of meetings will be taken by an Association staff member and, subject to the authorisation of the Chair, draft minutes shall be made public within two working days. The final minutes will be published within two working days of their approval at a subsequent meeting.

6 Higher Education Regional Committee

Membership

- i) The Higher Education Committee shall consist of:
 - a. Vice President (Higher Education)
 - b. President
 - c. A student representative from each University subject network (Subject Network Officer)
 - d. One member studying a higher education course nominated from each academic partner that is not represented by a Subject Network Officer.
- ii) Any other officers or staff may attend the committee at the discretion of the committee itself. Ordinary members are welcome to attend as observers by notifying the chair of the committee at least one working day in advance and may speak only at the discretion of the chair.
- iii) Members who fail to attend three consecutive meetings without apologies shall be assumed to have resigned from their post. In the case of the Vice President (Higher Education) or the President this shall trigger a by-election as per schedule 6. In the case of members listed in i) c. above, this shall require the representative structure to appoint a new member. In the case of members listed in i) d. above, this shall require the academic partner students' association to appoint a new member.

Remit

- iv) The Higher Education Regional Committee shall be responsible for the development of Association policy in all areas across the region on matters relating to higher education.
- v) The Higher Education Regional Committee shall hold the Vice President (Higher Education) to account and support them in their work.
- vi) The Higher Education Regional Committee shall liaise with relevant regional university bodies, such as faculties and subject networks, and their membership, as relevant and required.
- vii) The Higher Education Regional Committee shall liaise with local representative structures within the association and with academic partner students' associations on the engagement of further education students and course representatives on regional matters relating to further education.

Meetings

- xvi) The Higher Education Regional Committee shall normally meet four times each academic year, normally by video-conference, and shall meet in person on occasions to be agreed by the committee.
- xvii) The quorum for the Higher Education Regional Committee shall be half its membership rounded up to the nearest whole number.
- xviii) Outside term times, the Higher Education Regional Committee shall meet at times to be determined by the committee itself.

- xix) Emergency meetings of the Higher Education Regional 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.
- xx) Meetings shall be chaired by the Vice President (Higher Education). In their absence meetings shall be chaired by another member to be nominated by the VPHE.
- xxi) Meetings shall be conducted according to standing orders developed by the Association.
- xxii) An agenda and papers shall be circulated at least one week before the meeting. The Vice President (Higher Education) shall be responsible for the agenda. Items for discussion must be submitted to the Vice President (Higher Education) or an alternative designated association officer or staff member three working days before the meeting.
- xxiii) Minutes of meetings will be taken by an Association staff member and, subject to the authorisation of the Chair, draft minutes shall be made public within two working days. The final minutes will be published within two working days of their approval at a subsequent meeting.