

GSD SSLC Charter	
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CHARTER

STUDENT-STAFF LIAISON COMMITTEE OF THE GLOBAL SUSTAINABLE DEVELOPMENT DIVISION OF THE SCHOOL FOR CROSS-FACULTY STUDIES

Revised 25th May 2022

Establishment and Authority

The Student-Staff Liaison Committee (SSLC) is an elected member committee established by the University of Warwick Students' Union (Warwick SU) and the Global Sustainable Development Division (GSD Division).

Purpose/Responsibilities

The purpose of the SSLC is to provide an accessible arena for students to discuss any concerns they have with teaching, learning and student support services with the academic staff from their department.

The SSLC shall:

- a. Provide a constructively critical forum for the discussion of students' feedback.
- b. Function as a mechanism for providing feedback to staff on questions regarding teaching, learning and student support services, whether this is carried out online, in person or using a blended approach.
- c. Support departmental and university-wide feedback and review procedures by providing responses to consultation documents or queries.
- d. Perform such other functions as may be delegated or requested by the GSD Division or Warwick SU.

Committee Composition and Governance

1. Membership

- a. The SSLC shall comprise one GSD Division-appointed Departmental Liaison, and at least one elected Member for each course and year group within the student cohort of the GSD Division.
- b. Two representatives in the same year and course may exercise job share. At least one of them shall attend the SSLC meetings and they may choose which one of them will attend each meeting. Their vote shall be counted as one.
- c. The SSLC Members shall be elected annually by Single Transferrable Vote.
 - i. Second and Third Year Representatives shall be elected annually

in the Third Term of the academic year preceding their term. (See also section 1.b.iii.).

- ii. First Year Representatives shall be elected annually in the First Term of the academic year comprising their term.
 - iii. Unfilled positions may in the first instance be submitted again for election at a time to be determined by the Committee.
 - iv. Unfilled positions may in the second instance be filled by co-option.
- d. Members shall serve terms of up to one year.

2. Leadership

- a. In its first meeting, the SSLC shall elect by majority vote a Committee Chair and Committee Secretary.
- b. The Committee Chair shall manage the committee and its meetings.
- c. The Committee Secretary shall hold responsibility for all administrative tasks pertaining to the SSLC, including the preparation of Meeting Agenda and Minutes.
 - i. The secretary must seek approval from the Liaison and the Chair before sharing the minutes and Agendas with the rest of the SSLC. Any points that the Liaison or Chair feel should be included to the documents may be implemented by the Secretary before sharing the document with the SSLC.
 - ii. The minutes will be shared with the rest of the SSLC members in the next e-mail notice, together with the date, time, and place of and the agenda points for the next meeting.
 - iii. At the beginning of each meeting, the SSLC will approve or reject the minutes of the previous meeting. Where the minutes are rejected, the Secretary is responsible of collecting feedback and adding or changing any points that are missing or inaccurate.
- d. In the event of the Committee Chair's absence or a vacancy in the office of Committee Chairperson, the Committee Secretary shall serve as Acting Committee Chair until either the return of the Committee Chair or the election of a new Committee Chair.
- e. In the event that Members consider the performance of the Committee Chair or Committee Secretary to fall below standards considered acceptable by the Committee, Members may initiate impeachment proceedings against either of both of the Committee Chair and Committee Secretary.

- f. In the event of the Committee Chair's absence or a vacancy in the office of Committee Chairperson, the Committee Secretary shall serve as Acting Committee Chair until either the return of the Committee Chair or the election of a new Committee Chair.
- g. In the event that Members consider the performance of the Committee Chair or Committee Secretary to fall below standards considered acceptable by the Committee, Members may initiate impeachment proceedings against either of both of the Committee Chair and Committee Secretary.
 - i. Impeachment proceedings may be initiated at any Meeting of the SSLC without prior notice.
 - ii. Impeachment proceedings must be notified prior to the opening of the Meeting.
 - iii. Impeachment proceedings may be initiated by any Member of the SSLC.
 - iv. Impeachment proceedings must be seconded by a Member independent of the initiating Member in order to proceed.
 - v. Specific proceedings are to be determined by whichever of the Committee Chair or Committee Secretary are not subject to impeachment proceedings.
 - vi. A supermajority of two thirds (rounding down if required) of elected Members is required for impeachment proceedings to be successful.
 - vii. Should impeachment proceedings be successful, the impeached Committee Chair or Committee Secretary is required to be immediately replaced by standard majority vote, as stipulated in Section 2.a.

3. Meetings

- a. The SSLC shall determine the time of its meetings, provided that it shall meet at least twice per term.
 - i. In the first meeting a date and time should be established, that ensures that the quorum requirement is met.
- b. The Committee Secretary shall determine the procedures for its meetings in consultation with the Committee Chair, Departmental Liaison, and any Member Submissions.

- c. The Department rep is responsible of linking the SSLC and the SU. They should attend at least one meeting per term.
- d. A quorum for meetings shall be 50% of the SSLC Membership, with at least 2 reps per year.
 - i. All Members are required to submit their expected attendance in advance.
 - ii. In the event that a Member is unable to attend a meeting, apologies must be sent to the Committee Secretary at least 24 hours in advance.
In the event that a Member is unable to attend a meeting, they may choose to appoint a deputy to attend the meeting on their behalf. Any such action must be reported to the Committee Secretary at least 24 hours in advance, accompanied by apologies per Section 3.c.ii.
- e. In the event that a meeting is not expected to reach quorum 24 hours in advance, the Committee Secretary, in consultation with the Committee Chair and Departmental Liaison, may choose to postpone the meeting.
 - i. Section 3.d. is not applicable to any meetings that have already been postponed.
- f. Action taken by the SSLC shall require a majority vote of those members present.
- g. The Committee Secretary shall provide e-mail notice of the time and place of all meetings to each Member of the SSLC no later than three days prior to each meeting. An agenda of the items for which action may be taken shall be attached to the e-mail notice, which should also include any actions that will require a vote, to ensure that members are prepared to do so during the meeting. Voting will take place during their respective sections.

4. Attendance

- a. Committee Members shall be expected to attend all SSLC meetings.
- b. Committee Members attending the University of Monash during Terms 2 and 3 of their Second Year, hence 'Monash Committee Members', are exempted from Section 4.a., and instead subject to the following:

- i. Monash Committee Members are expected to submit any matters for consideration by email to the Committee Secretary prior to any Meeting.
 - ii. Monash Committee Members are expected to submit any comments regarding Agenda items by email to the Committee Secretary prior to any Meeting.
 - iii. Monash Committee Members may arrange to attend any Meeting via teleconferencing by prior arrangement with the Committee Chair and Committee Secretary.
 - iv. A section of the meeting may be reserved for Monash Committee Members to update on any issues or comments on their behalf.
 - v. Monash Members can appoint someone to raise these points in the case they are unable to attend. In any case, the Secretary should be notified of any points to be raised, in order to add them to the Agenda.
- c. Should a Committee Member fail to attend three SSLC meetings in close succession, the Committee Chair may find the Member in Dereliction of Duty and submit the Member's position for re-election in consultation with the Committee Secretary.
- i. The Committee Chair shall be required to consider any apologies submitted when considering a finding of Dereliction of Duty.
 - ii. The Committee Chair shall not be required to automatically reach a finding of Dereliction of Duty and may choose at their discretion to employ alternative measures to resolve any lack of representation in consultation with the relevant parties.
- d. Where a Committee Member is a Monash Committee Member, Section 3.c. shall only apply if the Committee Member is found to be incommunicado with the Committee for a comparable period of time, or similarly determined to be failing to carry out functions as detailed in this document.

Review and Changes to the Charter

The Committee Secretary shall review this charter on an annual basis and recommend any changes to the SSLC.



Approved by
SIGNATURE:

SIGNATURE:

PRINT NAME & DATE:
POSITION: Committee Chair

PRINT NAME & DATE:
POSITION: Committee Secretary

