

Constitution of the Student Advisory Board for Trinity Student Counselling, Student Learning Development and Student 2 Student Services

The Organisation

The name of the organisation is the SCS Student Advisory Board, Trinity College Dublin, the University of Dublin. This is commonly shortened to “SCS SAB” or “SAB”.

Core Purpose

The core purpose of the SAB is to ensure that the student perspective is central to the activities and undertakings of the Trinity Counselling, Learning Development and Student 2 Student Services, Trinity College Dublin.

Aims and Objectives

To facilitate its core purpose, the SAB will take a consultative and advisory role within the Trinity Counselling, Learning Development and Student 2 Student Services. This includes (but is not limited to):

- Learning about the services, how they operate and the challenges they face.
- Engaging in the services’ strategic planning.
- Engaging in the services’ feedback and review process.
- Engaging with the wider student community and representing their thoughts and perspectives at the SAB meetings.
- Supporting and championing subcommittees to operationalise appropriate decisions and/or actions agreed by SAB.

Membership

SAB should consist of no more than:

- 20 student members
- 3 SU representatives and
- 4 non-voting staff members from Trinity Counselling, Learning Development and Student 2 Student Services (ideally with a spread across teams).

Recruitment of SAB Members

All student members of SAB must be registered students of Trinity College Dublin. ≥25% of these student members should not be final year students.

Vacancies for SAB membership shall be advertised as widely as possible across the student body of Trinity College Dublin. Proportional representation of undergraduates and postgraduates, at differing stages of their academic journey, should be actively encouraged in all recruitment drives and associated publicity.

To ensure diversity within recruitment and selection, the following student bodies should be actively involved in the promotion of SAB recruitment:

- The SU
- The JCR
- S2S
- QSOC
- TCD Global Ambassadors
- The Ability Co-op
- The Mature Student Society

Interviews should be conducted, and candidates selected in accordance with the SCS SAB Recruitment Process and SCS SAB Interview Guidelines.

The SAB shall have the power at any time and from time to time, to co-opt a person to be a Board member to fill a casual vacancy arising in the number of selected members. Any member so appointed shall hold office until they resign, graduate or are made withdrawn.

Obligations of Members

Every member of SAB is bound by the provisions of this constitution, including agreed amendments to it, and shall observe all relevant policies of the Trinity Counselling, Learning Development and Student 2 Student Services, including the SCS confidentiality agreement.

SAB Members also agree to:

- Attend and participate in all relevant training.
- Remain active and engaged with the SAB, attending monthly meetings where practicable, and communicating in a timely manner when this is not possible.
- Operate with transparency, keeping inclusivity at the heart of their operations.

- Encourage stakeholder engagement at every possible opportunity.
- Maintain effective and efficient practices that respect their time and the time of all other contributors to the Trinity Counselling, Learning Development and Student 2 Student Services.
- Act in the best interests of the Trinity Counselling, Learning Development and Student 2 Student Services.
- Act with reasonable skill and care.
- Oversee the work of the Student Advisory Board subgroups.
- Uphold the integrity of the Student Advisory Board.

Duration of Membership

Once appointed, a member may remain on the SAB until the completion of their course of study, due to graduation or withdrawal, unless the SAB makes a majority decision that the student's membership should be withdrawn.

For the purposes of SAB membership, completion of their course of study is deemed effective from the first day of the academic year in which a student is not registered or off books.

Students may also resign their membership at any point by emailing the SCS Strategic Development Officer.

The SAB may decide to make a member withdrawn by majority vote of those present at the meeting, if it is believed that the member did not uphold the obligations listed in this constitution.

Conducting SAB Meetings

SAB meetings take place at least once a month.

The quorum necessary for meetings to take place is $\geq 25\%$ of SAB membership, but meetings can never be deemed quorate when the number of staff members present is greater than the number of student members present.

Administration of SAB meetings, including invitations and recording attendance, should be the responsibility of an SCS staff member. However, there should be no standing Executive, and no one member of SAB should be deemed to hold more power or responsibility than any other member, staff or student.

For the purposes of conducting SAB meetings, a chair, timekeeper and minute-taker should be agreed on a rotating basis. The chair should be a student member wherever possible.

When items need to be agreed/decided by a majority of vote, the vote shall only be open to those student members present at the meeting. Where there is an equality of votes, the nominated chairperson for that meeting shall have a second or casting vote.

Subcommittees

The SAB may establish one or more subcommittees. Members of the subcommittee do not have to be members of SAB, but at least one member of each subcommittee should be a SAB member who will liaise between SAB and the subcommittee and give updates at SAB meetings.

Subcommittees can have an ongoing operational role (such as social media or recruitment) or be for a specific, finite purpose.

Each subcommittee should agree a Terms of Reference in its early meetings, before undertaking significant operational work.

Remuneration

No SAB volunteer shall be paid by salary or fees. However, subject to compliance with any rules or protocols laid down by Trinity Counselling, Learning Development and Student 2 Student Services, Board members may be paid expenses properly incurred in connection with attending to the business of SCS.

Additions, Alterations or Amendments

No additions, alterations or amendments shall be made to or in the provisions of this constitution unless agreed by a majority vote at a SAB meeting. At least 2 weeks' notice of the proposed amendment must be given.