



## Purpose and Function

The UCD Student Activities Committee facilitates the development of active and diverse student activities and organisations under three broad pillar entities – the UCD Students’ Union, the UCD Athletic Union Council, and the UCD Societies’ Council – and makes representations and recommendations to University management about financial, and other, supports for such student activities and organisations.

## Terms of Reference

- To act as guardian of the constitutions of the three pillar entities (i.e. the UCD Students’ Union, the UCD Athletic Union Council, and the UCD Societies’ Council), ensuring that the provisions of these constitutions are observed.
- To recommend annually to the UMT Student Experience Group the funding to be allocated to the three pillar entities, and other student activities as may be agreed from time to time by the Committee
- To review every three years the apportionment of funding between the three pillar entities based on multiannual financial plans prepared by the three pillar entities.
- To approve procedures and criteria for judging applications for recognition, and withdrawal of recognition, of clubs/societies and ensure they are published.
- To make recommendations to the UMT Student Experience Group in relation to student activities in UCD.
- To make recommendations for the President’s Awards for Excellence in Student Activities to the President’s Office (copying the Registrar).
- To approve changes to UCD Athletic Union Council, and the UCD Societies’ Council constitutions and note changes to the UCD Students’ Union constitution.
- To disseminate University policies and procedures to the three pillar entities and ensure they are adhered to by each of the pillar entities.
- To develop a communications plan, guidelines, policies, procedures, and submission forms to ensure that the Committee can discharge its duties, as set out in these terms of reference.
- To submit an annual report to the UMT Student Experience Group, to include:
  - An annual summary financial position of each of the three pillar entities, in a format to be agreed, to include the allocation of funds granted to clubs, societies, the UCD Students’ Union, and for other student activities.

- Information on grants awarded through any of the funds administered by the Committee.
- Data on appeals received, including final decisions and reasons for those decisions.
- Recommendations made for the President's Awards for Excellence in Student Activities.
- Reports received from each of the three pillar entities, as appendices.

## Composition

The following shall be members of UCD Student Activities Committee:

- Chair (to be nominated by the Registrar)
- Four representatives of the UCD Students' Union:
  - The President of the Students' Union
  - Three nominees of the Students' Union (at least two of whom must be students)
- Four representatives of the UCD Athletic Union Council:
  - The Director of Sport
  - The Executive Secretary of the Athletic Union Council
  - Two students nominated by the Athletic Union Council
- Four representatives of the UCD Societies' Council:
  - The Societies Officer
  - The Chair of the Societies' Council
  - Two students nominated by the Societies' Council
- One representative of the UMT Student Experience Group (to be nominated by the Registrar)
- The Director of Student Services & Facilities
- A member of staff with appropriate financial and/or legal expertise (to be nominated by the bursar)

The three "pillar entities" (UCD Students' Union, UCD Athletic Union Council, and UCD Societies' Council" will seek to achieve an appropriate gender balance in their appointments to the Student Activities Committee.

## Group Support

The Committee shall be supported by the Office of the Director of Student Services and Facilities.

## Conduct of Business

- The UCD Student Activities Committee should meet as required, but no less than three times in an academic session.
- The meetings shall be convened by the Chair with a minimum of seven days' notice of a meeting.
- A vote may be called by the Chair and will be by simple majority, with the Chair having a deliberative and casting vote.
- The members of the Group may not nominate others to attend meetings on their behalf.

## Reporting Responsibility

The UCD Student Activities Committee shall report to the UMT Student Experience Group, with reports indicating items for decision by the UMT Student Experience Group and items for communication to the UMT Student Experience Group. Items for decision should be accompanied by the recommendation of the Committee.