

Bye-law 6

Student Union Bodies

Purpose: This bye-law outlines the roles, responsibilities, and ways of working of the Executive Committee and other Union decision-making bodies.

1. Terms of Reference

- 1.1 The purpose of the Executive Committee shall be to:
 - 1.1.1 Ensure policies passed by student members are upheld and implemented appropriately
 - 1.1.2 Lead the delivery of the representation and campaigning work of the Union
 - 1.1.3 To ensure Union representation and campaigns consider and promote liberation, equality, diversity, and inclusion.
 - 1.1.4 To elect a Deputy President from within the full-time officer team.

2. Membership

- 2.1 The Executive Committee shall consist of:
 - 2.1.1 All elected officers.
 - 2.1.2 A minimum of one representative from each relevant campus student members' meeting, with the option for additional representatives as determined by the Executive Committee.
 - 2.1.3 A minimum of one representative from each relevant portfolio student members' meeting, with the option for additional representatives as determined by the Executive Committee.
- 2.2 The Executive Committee may review and adjust its composition within these parameters to ensure balanced representation and effective decision-making.

3. Responsibilities

- 3.1 The duties of all Executive Committee Members are to:
 - 3.1.1 represent students; attend and support all democratic meetings and gather student views, opinions, ideas and feedback;
 - 3.1.2 work in the direction of the vision, mission, values and strategic priorities of the Students' Union;
 - 3.1.3 work to maximise communication with students;
 - 3.1.4 encourage participation in Union activities, in particular act as a champion for meetings, elections and campaigns;

- 3.1.5 represent individuals, groups and the body of students to the University, National Union of Students, community and policy forming bodies, including attending meetings of such organisations;
- 3.1.6 champion liberation, equality, diversity and inclusion;
- 3.1.7 attend training courses and other opportunities for personal and professional development;
- 3.1.8 attend meetings as appropriate;
- 3.1.9 to plan activities and review progress; and
- 3.1.10 comply with all regulations, policies and protocols of the Union.

4. **Organisation**

- 4.1.1 Meetings shall be held at least once per trimester during term time on a date set by the Chair, with at least five working days' notice.
- 4.2 The Chair shall be the President.
- 4.2.1 Extraordinary meetings may be called at the discretion of the Chair or by request of a simple majority of ordinary members to the Chair.

5. **Quorum**

- 5.1.1 Quorum for the Executive Committee shall be at least half of the elected members of the committee.
- 5.1.2 Executive Committee Members shall be held to account through the Student Members Meeting

6. **Establishment of Decision-Making Bodies**

- 6.1 Formation:
 - 6.1.1 Members of the Union may establish decision-making bodies based on campus or portfolio needs to facilitate student representation and engagement.
- 6.1.2 Recognition:
 - 6.1.3 Formal recognition of such bodies is subject to approval by the Executive Committee. Once recognised, these bodies will establish their remits within their own Terms of Reference, ensuring clarity of purpose and function.

7. **Governance:**

- 7.1 Recognised decision-making bodies must operate within the Union's governing documents and policies, ensuring transparency, inclusivity, and accountability.