

## **Birmingham City Students' Union**

### **COUNCIL COMMITTEES BY LAW**

#### **A. General Rules**

- 1.1 Each Committee shall send a minimum of one member to report on its activity to every meeting of Union Council.
- 1.2 Each committee can recommend motions of commendation and censure of Directors in line with the by laws.
- 1.3 Each committee shall meet at least twice each semester, or more if requested by any committee member.
- 1.4 Each committee shall be free to regulate their proceedings as they see fit, provided that all members are able to participate fully and equally and the committee fulfils its obligations under this bylaw. In general, meetings should be called with suitable notice and agenda items sought from all members. Agendas should be circulated in advance.
- 1.5 Quorum is half the elected membership, apart from Campus Committees where quorum shall be set at 4 members.
- 1.6 The General Manager will allocate staff support for each Council Committee as appropriate.

#### **B. Committees**

##### **1. Executive Committee**

- 1.1 Executive Committee is formed of the following people:
  - All sabbatical officers of the Students' Union
  - All part time officers of the Students' Union
- 1.2 The Executive Committee is responsible for:
  - Ensuring regular and effective communication between the Officers
  - Devising, interpreting and implementing policy
  - Setting the day to day priorities and direction for the Union
  - Monitoring all activities for compliance with the Union's aspirations, policies and procedures.
  - Holding individual Executive Officers to account
  - Appointing Officers as members of Union committees

##### **2. Campus Committees**

- 2.1 Each campus shall have a Campus Committee.
- 2.2 The campus committee shall be open to all students who study at that campus.

- 2.3 Two members of the Executive Committee shall attend each campus committee meeting. This should include the relevant Part Time Campus Officer where applicable.
- 2.4 Each campus committee shall have the following powers and duties:
- To hold the Executive Committee to account through questioning the officers present and demanding reports from the Executive Committee on matters of interest to the campus.
  - To discuss issues of importance to students at the campus and to suggest to the Union ways of improving the services the Union offers at the campus.
  - To encourage members to submit motions to Student Council on matters of interest to students at the campus.
  - To raise issues with the relevant Faculty where appropriate and to seek resolution to issues students have raised with the University.
  - To report to Student Council on the activities of the committee and any issues at the campus that the Union should be aware of.
  - To organise and support events for students at that campus.
- 2.5 At the discretion of the campus committee, members of University staff may be invited to attend meetings to discuss issues of concern to the members of the committee. No staff member shall be able to vote at any campus committee meeting.
- 2.6 As long as free and fair discussion is maintained, each Campus Committee shall regulate their proceedings as they see fit.

### **3. Equality & Diversity Committee**

- 3.1 Equality & Diversity Committee is formed of the following people:
- Ethnic Minority Students Officer (Ex Officio)
  - Mature and Postgraduate Students Executive Officer (Ex Officio)
  - LGBT Students Officer (Ex Officio)
  - Education and Welfare Officer (Ex Officio)
  - President (Ex Officio)
  - One other Director (appointed by the Directors)
  - Up to six students elected at Council.
- 3.2 The Equality & Diversity Committee is responsible for:
- Updating and enforcing, as necessary, the Union's Equality & Diversity Policy
  - Monitoring and ensuring the development of the Union's activities in light of the policy
  - Deciding the format and direction of equality campaigns in the Union
  - Overseeing the Equality & Diversity budget
  - Determining Union representatives to national training and conferences on equality and diversity
  - Ensuring sufficient training is provided.

### **4. Media Committee**

4.1 Media Committee is formed of the following people:

- Two people elected from each Union media
- Communications Officer (Ex officio)
- President (Ex officio)
- One other Director (appointed by the Directors)

4.2 The Media Committee is responsible for:

- Deciding format and direction of all union media
- Overseeing the finances of each media
- Receiving activity reports from the Communications Officer at each meeting
- Determining the Unions representatives to national media conferences and training events as appropriate.
- Approving the editorial policy of each media, ensuring they are in line with union policy

## **5. Sports Council**

5.1 Sports Council is formed of the following people:

- 2 students elected from each sports club.
- The Activities and Sports Officer (ex officio)
- The President (ex officio)
- One other Director (appointed by the Directors)

5.2 The Sports Council is responsible for:

- Deciding the venue for all sports events
- Overseeing and taking decisions on the distribution and extra funding requests after initial budgets have been set
- Receiving an activity report from the Activities and Sports Officer at each meeting
- Promote any sports related events
- Support and promote any sports related campaigns
- Ensuring decisions within sport are democratically decided on

## **6. Societies Council**

6.1 Societies Council will be formed of the following people:

- 2 students to be elected from each society
- The Activities and Sports Officer (Ex officio)
- The President (Ex Officio)
- One other Director (appointed by the Directors)

6.2 Societies Council is responsible for:

- Deciding the budgets for each society
- Deciding additional funding claims
- Promoting any society related events
- To receive and accept activity reports from the Activities and Sports Officer at each meeting
- To decide upon and direct society related campaigns
- To review society procedures

## **7. Democracy Committee**

7.1 Membership

- 7.1.1 The Democracy Committee is formed by the Chair of Student Council and up to 10 other students chosen by Council
- 7.1.2 Committee members who are campaigning in Union elections or referenda may not be present during any of the Committee's discussions on these issues
- 7.1.3 Executive Officers may not sit on the committee, unless they are serving as Deputy Returning Officer
- 7.1.4 One Union staff member may be allocated to the committee to provide administrative support, but they must not participate in the meeting other than to offer constitutional advice

## 7.2 Democratic Meetings

The Union's democratic meetings are Student Council, General Meetings and the Annual General Meeting (AGM). The Committee is responsible for:

- 7.2.1 Overseeing the running of democratic meetings and encouraging participation by members in the Union's democratic structures
- 7.2.2 Reviewing and approving the agenda for democratic meetings

## 7.3 Constitution

The Committee is responsible for:

- 7.3.1 Reviewing the constitutional impact of Union policy and ensuring that motions taken to democratic meetings are constitutional
- 7.3.2 Monitoring and reporting to democratic meetings on the progress of implementing Union policy
- 7.3.3 Interpreting the Constitution and resolving constitutional issues in the event of a conflict

## 7.4 Scrutiny of the Executive

The Committee is responsible for:

- 7.4.1 Regularly reviewing the actions of Executive Officers and reporting to democratic meetings about their performance
- 7.4.2 Providing constructive feedback to Executive Officers about their performance in the form of a Personal Development Portfolio
- 7.4.3 Acting as the Review Panel for officer disciplinary matters, in line with the Discipline of Executive Officers Bylaw

## 7.5 Elections and Referenda

7.5.1 The Committee is responsible for overseeing all Union elections and referenda, including:

- The detailed planning of all elections
- Ensuring the Elections Regulation bylaw is upheld
- Ensuring all elections are well publicised to maximise participation
- Setting and allocating the budgets for each election (including candidates expenses)
- Dealing with initial queries and complaints

7.5.2 The Committee may delegate responsibilities to the Deputy Returning Officer (DRO). The DRO is accountable to the membership through the Committee and must attend all relevant Committee meetings.

7.5.3 Committee members must remain impartial at all times during elections and referenda, and not support any candidate or position

## **8. Academic Affairs Committee**

8.1 Academic Affairs Committee is formed of the following people:

- The University Faculty Board Representatives from each faculty (Ex Officio)
- Two Students (elected at Council)
- Education and Welfare Officer (Ex Officio)
- President (Ex Officio)

8.2 The Academic Affairs Committee is responsible for:

- Reviewing, updating and enforcing, as necessary, the Union's various academic and education related policies
- Monitoring and ensuring the development of the Union's activities in light of the policies
- Determining a collective opinion on academic matters for representing to the university and external bodies.
- Deciding the format and direction of academic campaigns in the Union
- Disseminating information to relevant bodies in particular the students, Executive Committee and Student Council to ensure an appropriate response is coordinated by the Union.
- Co-ordinating and sharing best practice amongst course representatives

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