

Bye-Law 3: Executive Committee	
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19/05/2019	Initial Approval	V1.0
5/12/2023	Changes to quorum for the executive and addition of Union Chair as the chair of the committee and as a member elected from Student Council.	V1.1
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Approving Body	Student Council/Board of Trustees
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Bye Law 3: Executive Committee



1. General

- a. This bye law defines the composition and proceeding of the Executive Committee

2. Purpose

The Executive Committee is the political leadership of the Students' Union. It is responsible for:

- a. Implementing and enacting the democratically decided policies of the Students Council
- b. Submitting policy proposals to Student Council
- c. Receiving and updating and requests for action from the Equality & Diversity Committee.
- d. Taking appropriate steps to ensure the representation of UWS Students to the University and wider community
- e. Note: the Executive Committees powers shall not include the powers and duties of Trustees as set out in Article [28] of the Articles of Association.

3. Membership

- a. Unless the Trustees determine otherwise, the Executive Committee will include:
 - i. The elected Sabbatical Officers
- b. The Chief Executive or their nominee(s) may attend meetings of the Executive Committee at the request of the Executive Committee

4. Meetings

- a. The Executive shall meet at least once every month during the academic year.

5. Quorum

- a. The quorum of the executive committee shall normally be any three sabbatical officers. If during the year, one or more of the elected officers is unable to work due to a long-term leave – for example, long-term sickness or maternity leave -the quorum shall be 50% of the remaining officers (rounded up).

6. Chair

- a. The Chair of the Executive Committee shall be the Union Chair or their nominee.

7. Officer Remits (detailed in [Appendix A](#) below)

- a. President
- b. Vice President Education
- c. Vice President Student Development
- d. Vice President Welfare and Wellbeing

8. Proceedings

a. Convening meetings

- i. The Chair will convene all meetings of the Executive Committee
- ii. Dates, times and venues for the Executive Committee will be communicated to the Executive Members at the beginning of the year.
- iii. Any changes to dates, times and venues, will be communicated no less than one week before the scheduled meeting date.
- iv. Items of business can be submitted at any time during the year and will go to the next available meeting of the Executive.
- v. In the event of an emergency or extraordinary meeting, the Chair will ensure that as much notice as responsibly possible is given to the Executive Members.

b. Agenda

- i. There shall be an agenda produced for each meeting of the Executive
- ii. Agendas and supporting papers will be distributed to all members of the Executive Committee a minimum of three days before the meeting is scheduled to take place.

c. Submitting items of business

- i. All items of business must be submitted to the Chair of the Executive Committee by the published deadline.
- ii. Any item of business not submitted by the deadline may be brought up under AOCB, however it will be at the discretion of the Chair of the item is discussed or passed to the next meeting.

d. Voting & Decision making

- i. The Executive Members will take decisions collectively.
- ii. Only the elected members of the Executive can vote.
- iii. Discussion on all matters will be decided on by consensus
- iv. Where consensus is not reached, a vote will be taken, where a simple majority is required.
- v. Decisions will be binding only if the Executive has reached its quorum.
- vi. Members will have the options to vote for, against or abstain

Bye Law 3: Appendix A - Officers of the Students' Union

1. General

- a. This Bye Law exists to provide guidance on the general and specific duties of the Officers of the Students' Union
- b. Areas of responsibility are described relating to each officer; however they are not intended to be details or exhaustive and Officers should feel able to work across areas if required.

2. General Duties

a. Trustees

- i. To act in a manner consistent with the Constitution of the Students' Union
- ii. To ensure appropriate control and direction of the Student Union's management and administration.
- iii. To ensure resources are deployed in a way that is consistent with the furtherance of the charitable purposes of the Students' Union
- iv. To assess and manage risk and ensure the long term financial viability of the Students' Union.
- v. To annually approve budgets, strategies and regulations as required.
- vi. To adhere to the Code of Conduct of the organisation.

b. Sabbatical Officers

In addition to the above, Sabbatical Officers will:

- i. Be deemed to be "major Students' Union office holders" for the purposes of section 22 of the Education Act.
- ii. Represent formally or informally the interests of the Student Council.
- iii. Provide overall political management of the Students' Union
- iv. Carry out the mandates of standing policy as agreed by the Student Council and Referenda.
- v. Attend all meetings of the Trustee Board, Executive Committee, Student Council and University meetings or other meetings as appropriate.
- vi. Attend all appropriate training, either in house or with external partners.
- vii. To adhere to the terms of their employment contracts.

c. Executive Officers

The Executive Officers shall:

- i. Support the work of the Executive Committee
- ii. In conjunction with the rest of the Executive Committee, set the political direction of the Students' Union.
- iii. Enact the policy of the Students' Union which has been passed by the Student Council or Referenda.

d. Elected Officers

The Elected Officers shall:

- i. Be champions of Equality and Diversity for all students

3. Officer Remits

a. President

The objective of the President post is to make all students lives better at UWS.

The President Shall

- i. Be the senior representative of the Students' Union and be ultimately responsible for the actions of the Students' Union, jointly with the Board.
- ii. Chair the Executive Committee and the Board of Trustees
- iii. Approve the Annual Accounts on behalf of the Board of Trustees, with the Board's agreement
- iv. Represent members on matters of students support at a local, national and international level.
- v. Provide leadership to the Sabbatical Officers and delegating where appropriate.
- vi. Work collaboratively with the Chief Executive to provide strategic leadership of the Students' Union, upholding its vision, mission and values.
- vii. Act as the senior spokesperson of the Board of Trustees and Students' Union as a whole.
- viii. Represent the Student body and their interest to the University Senior Management team, University, Court, campus trade unions, University Staff and outside agencies.
- ix. Remain committed to the Student Union's Equality & Diversity policy
- x. Lobby and campaign for change and improvement for all students at UWS.

b. Vice President of Education

The objective of the Vice President of Education role is to help students learn better.

The Vice President of Education will:

- i. Be the lead officer on matters relating to Education and the Learning Experience.
- ii. Be responsible for the Academic Representation of members
- iii. Oversee operation of the Class Rep System
- iv. Arrange conferences and briefing for educational purposes.
- v. Work with Student Representatives to improve the learning experience.
- vi. Empower students to enhance the quality of their learning and teaching experience.
- vii. Conduct research as necessary to inform their decisions
- viii. Remain committed to the Student Union's Equality & Diversity policy
- ix. Campaign for change and improvement in their respective area.

c. Vice President of Welfare and Wellbeing

The objective of the Vice President of Welfare and Wellbeing is to help students feel better.

The Vice President of Welfare and Wellbeing will:

- i. Be the lead officer on matters of Student Welfare & Wellbeing.
- ii. Work earnestly to eliminate financial hardship, homelessness and hunger amongst the student body.
- iii. Be familiar with current issues in students' welfare and rights
- iv. Develop and provide materials on Welfare and Wellbeing issues to the general student body.
- v. Remain committed to the Student Union's Equality & Diversity policy
- vi. Work to develop inclusivity in the organisation, ensuring that all students regardless of background feel welcome and involved.
- vii. Develop strategies for the organisation to tackle mental ill health
- viii. Campaign for change and improvement in their respective area
- ix. Work with the other elected officers and relevant UWS staff to widen access to education.

d. Vice President of Student Development

The objective of the Vice President of Student Development is to help students do better.

The Vice President of Student Development will:

- i. Be the lead officer on matters of Student Development and Societies.
- ii. Work to ensure adequate volunteering opportunities are available for members to enhance their University Experience.
- iii. Work with UWS to develop opportunities for members to improve their post-graduation employability
- iv. Work to ensure that members are integrated into the local communities
- v. Work with appropriate staff to build parity of the student experience across UWS campuses.
- vi. Work to develop opportunities for students to study internationally
- vii. Work to ensure that International Students are supported during their time at UWS
- viii. Campaign for change and improvement in their respective area.
- ix. Work with other elected officers and relevant UWS staff to widen access to education.

4. The Second Court Representative

- a. Shall attend meetings of the University Court as the Student Union's second court representative.

5. Union Chair

- a. The Students' Union shall have an impartial Union Chair elected from eligible student reps at the last meeting of Student Council each academic year.

The Union Chair will:

- i. Be responsible for the organisation, promotion and chairing of the Student Council and general meetings.
- ii. Liaise with the student body to hold the elected officers to account.

- iii. Be able to question the elected officers on behalf of members of the Students' Union.
- iv. Ensure that the Students' Union decision making is open, transparent and democratic
- v. Have the right to attend and observe any meeting held within the Students' Union, but shall not have voting rights, save for any areas of reserved business.

6. Honorary Office Bearers

a. Returning Officer

- i. The Returning Officer shall not be a member of the Students' Union or a member of staff at the Students' Union and they will have the following duties:
 - 1. Shall be responsible for the operation and process of election in terms of the regulations set out in the Bye Laws and shall post the results of all elections within twenty-four hours of the count
 - 2. Shall have the right to appoint deposes
 - 3. Shall chair the Elections Tribunal
 - 4. Decisions of the Returning Officer shall be final.

b. Depute Returning Officers will:

- i. Deputise for the Returning Officer as directed by them in their absence. They shall not be Ordinary Members of the Students' Union.