

# EXECUTIVE COMMITTEE BYE LAW

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*This Bye-Law describes the Executive Committee, its membership, and its operation.*

## 1. TERMS OF REFERENCE

1.1. There shall be an Executive Committee, a sub-committee of the Trustee Board, as described by the Memorandum and Articles of Association, whose primary duties shall be;

“representation and campaigning work; approving in the first instance changes to the Bye-Laws of the Union once they have been scrutinised and approved by the relevant democratic process (with the exception of the Bye Law and clauses pertaining to the powers of the Trustee Board); the implementation of Policy save in so far as these responsibilities have not been delegated to another group. This includes holding each other to account for effective progress and making this information available to the Members; reviewing student policy ideas and either acting upon them, or referring them to other decision-making mechanisms”

1.2. In addition to the duties as prescribed in the constitution, the Executive Committee shall be responsible for reviewing the Students’ Union’s objectives and for coordinating plans between elected officers for their achievement,

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## 2. EXECUTIVE COMMITTEE MEMBERSHIP

2.1. The membership of the Executive Committee shall be;

2.1.1. The Full Time Officers

2.1.2. LGBTQ+ Officer

2.1.3. Women’s + Officer

2.1.4. Black Students’ Officer

2.1.5. Students’ with Disabilities Officer

2.1.6. Two Faculty Reps to be chosen from the Academic Executive, of which one must be a taught, and one a research student. This shall take place annually following the election of the Faculty Reps.

2.1.7. International Officer

2.1.8. Mature Students Officer

- 2.1.9. Two College Representatives, to be chosen from and by the college presidents. This shall take place annually following the election of the College JCRs.
- 2.2. The meetings of the Executive Committee shall normally be chaired by the LUSU Vice President (Union Development).
- 2.3. In the case of sustained absences without satisfactory apologies being provided, Executive may ask for remedial follow up action to be taken in the following ways
  - 2.3.1. In the Case of the Full-Time Officers, absences will be reported to Trustee Board to consider.
  - 2.3.2. In the cases of any of the liberation officers (2.1.2 through to 2.15), the International Officer, or the Mature Students Officer, the relevant student group assembly will be asked to hold those officers to account through their own mechanisms.
  - 2.3.3. In the case of the Faculty Forums and College positions, their membership of executive shall lapse and new representatives will be requested.
  - 2.3.4. With the exception of the re-selection detailed within 2.3.3 alternates will not be accepted, the Executive Membership must be fulfilled by the appropriate office holder.

### **3. EXECUTIVE COMMITTEE MEETINGS**

- 3.1. The Executive shall meet regularly throughout the academic year at a rate set by the chair – but that is able to efficiently deal with business in a timely manner.
- 3.2. Quoracy for the Executive shall be two-thirds of filled positions listed within point 2 of this Bye-law. An inquorate Executive meeting can still decide to refer policy to a Student Jury or call for an Emergency General Meeting.
- 3.3. Executive Committee can make decisions remotely if it is unfeasible to meet to discuss a matter that requires prompt attention.
- 3.4. Any items for the Agenda shall be received one working day prior to the meeting. The Chair may, at their discretion, allow emergency items in after this point.
- 3.5. Items seeking the Executive Committee's approval shall require a simple majority to pass
- 3.6. For policy to be passed at the Executive Committee, it shall require a unanimous decision that it would not be contentious.
- 3.7. If there is not a unanimous decision that policy is uncontentious;

- 3.7.1. Executive Committee shall refer it to the next Student Jury, General Meeting or Referendum as is deemed appropriate.
- 3.7.2. Executive Committee shall consider what information might be required for the student jury to take a decision, and designate an evidence collection period.
- 3.7.3. The Committee shall ensure that all members of the union are able to submit evidence.
- 3.8. The Executive can take action towards implementation for passed policy, or delegate it to another appropriate group or network.
- 3.9. The Executive is accountable to the Membership and the Trustee Board, it shall be scrutinised by a Scrutiny Panel as detailed within the Transparency and Accountability Bye-Law.
- 3.10. Executive Committee Meetings shall be minuted, copies of which shall be published for members to access.