

Bye Law 1 – Executive Committee

Owned by: President

Date passed: 27/01/2016

Body passing: Student Senate

Review required: 06/05/18

1. The bye-laws are made pursuant to the Constitution.
2. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the constitution.
3. This bye-law was last updated and approved on [27/01/2016]

Definition

4. The Executive Committee shall be the Officer Trustees as defined in the Constitution of Winchester Student Union; and a number of part-time student officers as prescribed by this bye-law.

Purpose

5. Representational: to promote and defend the rights of Members.
6. Campaigning: to campaign on issues affecting Members.
7. The implementation of policy.

Role and Responsibility

8. To represent the voice of the membership.
9. Attend regular executive meetings
10. To execute policy through committee and other methods.
11. To review policy annually.
12. To lead the Union in delivering on students' representative and political priorities.
13. Receive a quarterly report from the Trustees.
14. To coordinate any proposals for honorary life time membership.
15. To create, maintain and form membership of any and all relevant sub committees as deemed practicable for effective representation and democracy.
16. To deliver project work commensurate with portfolio and within relevant policy & strategy.
17. The Committee shall be held accountable to the AGM usually through questions from members and at least a written termly report which should be available for reference online.

Composition

18. There shall be the following Executive Committee Officers:
 - 18.1. President (Officer Trustee)

- 18.2. Vice President, Activities (Officer Trustee)
- 18.3. Vice President, Education (Officer Trustee)
- 18.4. Communications (Executive Officer)
- 18.5. Entertainments (Executive Officer)
- 18.6. Equality and Diversity (Executive Officer)
- 18.7. Ethical & Environmental (Executive Officer)
- 18.8. International Students (Executive Officer)
- 18.9. Mature & Part-time Students (Executive Officer)
- 18.10. Sports & Societies (Executive Officer)
- 18.11. Volunteering (Executive Officer)
- 18.12. Welfare (Executive Officer)

Portfolio

19. The President shall:

- a) Be the prime representative of the Student Union.
- b) Be a University Student Governor and attend Board of Governors meetings, and other relevant senior university committees, and report back to the Student Union.
- c) Normally lead delegations to conferences and meetings to external bodies.
- d) Work with the Vice President, Education to ensure student academic queries are dealt with and feedback is relayed to the relevant staff.
- e) Liaise with the National Union of Students and the local NUS Area organisation.
- f) Supervise the General Manager of the Student Union.
- g) Meet the University management regularly, and report back to the Student Union
- h) Encourage students to join and get involved in all aspects of the Student Union.
- i) Whenever possible, ensure the Student Union works as a motivated team and encourage executive committee members to work to the best of their ability.
- j) In conjunction with the Senior Manager of the Union, draft the Student Union annual budget, and monitor expenditure alongside the Union's trustees
- k) Be a cheque signatory to the Union account.
- l) Ensure that the Student Union accounts are audited annually, and that these are presented to University Board of Governors for information.

- m) Be the official spokesperson of the Union to the media and other external bodies.
- n) To be pro-actively involved in campaigning on a local and national level on issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.
- o) Work with relevant officers to ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- p) Establish, maintain contact and provide information from groups and organisations which work on equal opportunities issues.
- q) Liaise with the University, and ensure an input into the development, monitoring and review of the University equal opportunity procedures.
- r) Keep up to date with developments in the field of Equal Opportunities to ensure a contemporary knowledge specific to this area.
- s) Be aware of political discussions surrounding the Higher Education sector.
- t) Be responsible for recognising Union achievements and developments and celebrating these to our membership and stakeholders.
- u) Be responsible for organising and monitoring student representation on all University & Union meeting groups & forums.
- v) To ensure that the democratic and representational structures of the union our fit for purpose and upheld.

20. The Vice President, Activities shall:

- a) Publicise the teams and societies in the Union, encourage students to participate.
- b) Be responsible for any teams and societies that are formed in accordance with the relevant schedule of the Constitution.
- c) Be responsible for the allocation of grants to teams and societies and Student Union commercial services.
- d) Monitor the expenditure and activities of all teams and societies, ensuring their compliance to health & safety legislation, and Union policy and guidelines.
- e) Monitor the expenditure and receive reports of activity from all commercial services, ensuring their compliance to students' needs.
- f) Submit reports to the Executive Committee on the funding and activities of teams and societies.
- g) Issue guidance and advice to teams and societies' committees on organisational, promotion and financial matters.
- h) Help students to set up new teams and societies.

- i) Be responsible for overseeing and giving feedback to executive committee on all money making activities of the Union.
- j) Organise a teams and societies forum to discuss the development of clubs and societies.
- k) Attend all teams and societies' elections.
- l) Ensure teams and societies have the opportunity for a profile at all student induction events.
- m) Assist teams and societies in their administration with external bodies where necessary.
- n) Develop opportunities for all students; developing initiatives, campaigns and activities to help our members be distinctive.
- o) Be responsible for ensuring team and society officials have access to relevant training and resources.
- p) Be responsible for ensuring teams and society officials are elected in accordance with Union regulation.

21. The Vice-President; Education shall:

- a) Deputise for the President in their absence
- b) Be responsible for academic queries and advice for all Student Academic Representatives, maintaining regular contact with reps and departmental heads and administrators.
- c) Have a good working relationship with relevant University staff and ensure student opinion is listened to and considered at every level.
- d) Liaise with Departmental Heads and relevant Student Union staff on developing and maintaining a system for the election, training and the induction of responsibilities for Student Academic Representatives.
- e) Be responsible for the oversight of the role, function and suitability of the Student Academic Representative system at the University of Winchester.
- f) Promote the benefits of student academic representation to both University staff and students
- g) Assisted by the President, deal with students' concerns, aspirations and problems in relation to education provision.
- h) Through collation of programme committee minutes and communication with Student Academic Representatives, identify and work to resolve any cross faculty common issues
- i) Develop and maintain systems for regularly gathering student opinion on the quality of their course and the institutional provision of support services and regularly raise these findings with the University.
- j) Be the main contact for any academic appeals or matters of misconduct, have a strong knowledge of the processes involved and keep a record for future reference
- k) Liaise with the University on the creation, monitoring and review of the Student Charter and any regulations governing the academic

conduct of students.

- l) Be a member of academic committee meetings and/or any other bodies established by the University which have a bearing on the education of students.
- m) Be aware of political discussions surrounding the Higher Education sector.
- n) Co-ordinate the Union's work in relation to the University's quality assurance process.
- o) Keep up to date with developments in the field of Higher Education to ensure a contemporary knowledge specific to this area.
- p) Be responsible for actively campaigning on a local and national level on academic issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

22. The Communications Officer shall:

- a) Assist in supporting & publicising Union campaigning and activism.
- b) Promoting democracy and Union governance.
- c) Have and maintain a good working knowledge of media and communication channels.
- d) Working to establish, maintain & support student media.
- e) Promote students within the local community, including assisting the President if required in preparing relevant regular press releases.
- f) Ensure that the Student Union website is current, relevant and updated, blogging regular officer updates and achievements.
- g) Make sure that the Union is visible on campus and all Union activities are suitably promoted.
- h) Keep students up-to-date with news and information from the Student Union, whilst supporting and encouraging participation and student engagement.
- i) Attend and minute, where required, relevant meetings of Winchester Student Union.

23. The Entertainments Officer shall:

- a) In conjunction with any relevant staff members, assist with the organisation and publicising of a variety of entertainment and other social activities to reflect the interests of all sections of the student body.
- b) Receive regular feedback on entertainment and bar to allow all students to give input on what the Student Union should be providing.
- c) Establish and maintain contact with relevant officers at other universities in the area.
- d) Carry out research with students at all times throughout the year; to

enable all sections of commercial services to offer the best variety and suitability of output.

- e) To ensure that entertainment events can be used as a medium to actively promote campaigns on a local and national level on student issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.
- f) To ensure suitable forums are convened for entertainments and events, promoting more student ownership of entertainment programmes.

24. The Equality and Diversity Officer shall:

- a) Establish and maintain contact with, and provide information from, groups and organisations which work on equality issues.
- b) Establish an enquiry service, and advertise its availability on all campuses. Maintain and order stocks of information as required.
- c) When necessary, refer students to relevant organisations regarding equality issues.
- d) Attend any relevant training/briefing days for Student Union Equality Officers.
- e) Work closely with the Welfare officer and all relevant societies to campaign on, and raise awareness of equality issues.
- f) Liaise with the Student Services department and, when necessary, University management.
- g) Keep up to date with developments in the fields of student equality to ensure a contemporary knowledge specific to this area.
- h) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- i) Promote the positive involvement of all students, without discrimination, in all areas of the Student Union's activities.
- j) Represent the views of students who face discrimination to the Student Union and the University.
- k) Liaise with the University, and ensure an input into the development, monitoring and review of the University Equal Opportunity procedures.
- l) Be aware of and have a basic knowledge of the Equality and Diversity Act 2010 document and any relevant subsequent Equality and Diversity legislation.
- m) Work closely with the President and Vice President, Education to ensure that equality is embedded into all Union and University practices.

25. The Ethical & Environmental Officer shall:

- a) Be responsible for all matters involving the environment regarding Winchester Student Union.
- b) Work alongside relevant staff & officers to ensure that Winchester Student Union is working towards sustaining and developing its work within the Green Impact awards scheme.
- c) Attend any relevant University committees and working groups.
- d) Establish/maintain contact and provide information from groups and organisations both inside and outside of the University which work on environmental issues.
- e) Be responsible for actively campaigning on a local and national level on environmental issues relevant to Winchester Student Union or instigated by other affiliated and relevant organisations.
- f) Shall be responsible for ensuring that Fair Trade products are used in Winchester Student Union whenever possible and ensuring that the Student Union upholds its Fair trade status.
- g) Collaborate with the Volunteering and Community officer to ensure ethical and/or environmental community and volunteering projects occur, including the Big Tidy Up
- h) With assistance from staff and other officers, organise and be responsible for specialist ethical & environmental related events such as Green Week and Fairtrade Fortnight.

26. The International Student Officer shall:

- a) Establish and maintain contact with the International Society, and provide information from groups and organisations which work on issues relating to international students.
- b) Establish an enquiry service, and advertise its availability on all campuses. Maintain and order stocks of information as required.
- c) When necessary, refer students to the university counsellors or other relevant organisations.
- d) Attend any relevant training/briefing days for International Student Officers.
- e) Campaign on, and raise awareness of, international student issues.
- f) Liaise and maintain a working relationship with the University internationalisation and, when necessary, University management.
- g) Keep up to date with developments in the fields of international students to ensure a contemporary knowledge specific to this area especially regarding visas and permits.
- h) Promote the positive involvement of all international students without

discrimination in all areas of the Student Union's activities.

- i) Represent the views of international students who face discrimination to the Student Union and the University.
- j) Liaise with the university, and ensure an input into the development, monitoring and review of the University Equal Opportunity procedures.

27. The Mature & Part-time Students Officer shall:

- a) Actively encourage mature and part-time students to get involved in the Student Union and encourage them to submit ideas for how the Union can further provide support for mature & part-time students.
- b) Establish an enquiry service, and advertise its availability on all campuses for mature, part-time, and commuting students.
- c) Campaign on, and raise awareness of issues faced by mature and part-time students.
- d) Liaise with the Student Services department and, when necessary, University management.
- e) Ensure that the views and opinions of mature and part-time students are reflected throughout the Student Union's work.
- f) Promote the positive involvement of all mature, post-graduate and part-time students without discrimination in all areas of the Student Union's activities.
- g) Represent the views of mature and part-time students to the Student Union and the University.
- h) Liaise with the University, and ensure an input into the development, monitoring and review of the university Equal Opportunity procedures.

28. The Sports & Societies Officer shall:

- a) Aim to increase participation in Winchester Student Union sports & societies.
- b) Support & promote the establishment of new sports teams and societies in Winchester Student Union.
- c) Seek regular feedback from sports and societies officials and members and utilise data to ensure they are well supported by Winchester Student Union.
- d) Assist the Vice President Activities in the development of sports and societies and other activities led by Winchester Student Union and assess and contribute to team and society accreditation initiatives to support their development.
- e) Assist the Volunteering and Community Officer in coordinating sports

- & societies specific volunteering opportunities & charity fundraising.
- f) Focus on promoting the value of extracurricular activities run by the Student Union.
 - g) Ensure teams and societies have the opportunity for a profile at all student induction events and that website detail for sports & societies are up to date.
 - h) Ensure parity of Winchester Student Union support for both sports & societies.

29. The Volunteering and Community Officer shall:

- a) Aim to increase student participation in Winchester Student Union volunteering and community projects.
- b) Support the on-going development of the Raising & Giving (RAG) society and where appropriate, the Volunteering society, ensuring both are affiliated to Winchester Student Union and have active membership and development.
- c) Develop volunteering opportunities and work to create an annual programme of volunteering projects and posts.
- d) Seek regular feedback from students to ensure projects are relevant and desired.
- e) Forge strong relationships with the University's volunteering coordinators and external volunteering organisations.
- f) Be responsible for actively campaigning on a local and national level on community and volunteering related issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.
- g) Promote all volunteering opportunities & the benefits of volunteering to all members, particularly in regards to graduate employability.

30. The Welfare Officer shall:

- a) Work closely with the Equality and Diversity officer and establish and maintain contact with other relevant student groups & societies to provide information on welfare issues.
- b) Establish an enquiry service, and advertise its availability on all campuses. Maintain and order stocks of information as required.
- c) When necessary, refer students to the university counsellors or other relevant organisations.
- d) Attend any relevant training/briefing days for Student Union Welfare Officers.
- e) With the assistance of the Equality & Diversity officer, campaign on, and raise awareness of, welfare issues and be responsible for key welfare campaign dates and events
- f) Liaise and maintain regular contact with the Student Services section

- and, when necessary, university management.
- g) Keep up to date with developments in the fields of Student Welfare to ensure a contemporary knowledge specific to this area.
 - h) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
 - i) Establish and maintain regular contact with the University's Student Housing office in order to represent student views and housing issues.

Conditions

- 31. Officer Trustees shall remain in office in accordance with the Constitution which will also apply to all members of the Executive Committee.
- 32. Executive Officers shall be granted all privileges of Union membership.
- 33. Executive Officers must be a Member at the time of their election and for the duration of their time in office.
- 34. Executive Officers should demonstrate skills and knowledge commensurate with their portfolio.

Collective Duties of Officer Trustees

- 35. These Duties are outlined in detail in the Constitution.

Remuneration of Officer Trustees

- 36. Officer Trustees shall be paid an annual sum as agreed by their contract of employment with Winchester Student Union as approved annually by Remuneration & HR committee.

Collective Duties of Executive Committee Officers

- 37. All Executive officers shall:
 - a. Support, where appropriate, student assemblies and committees in the fulfilment of their roles.
 - b. Attend all relevant meetings of the Union and University commensurate with individual portfolios.
 - c. Liaise with external organisations appropriate to individual roles.
 - d. Actively promote the work of Winchester Student Union to its members, the University and to the local community.
 - e. Be responsible for the publicising of information related to their specific area, with the assistance of the staff of Winchester Student Union.
 - f. Be accountable to the membership through AGM & Student Senate.
 - g. Offer knowledge and assistance to other members of the Team with the endeavour of creating quality service and support for the

members of Winchester Student Union.

- h. To embrace and contribute to the Student Union's ethical & environmental ethos.
- i. Ensure all students are treated equally, regardless of their race, gender, sexuality, disability, age, ethnic origin, religion or creed in line with our Equal Opportunities Policy.
- j. Ensure a minimum of three hours office contact time per semester week.
- k. Be responsible for other duties outside of the portfolio as laid down by Student Senate.