

## Bye Law 3 – Governance & meeting groups

**Owned by:** President

**Date passed:** 21/10/14

**Body passing:** Student Senate

**Review required:** 21/10/17

### 1. General

1.1. Winchester Student Union has a governance structure to ensure that there is the potential for as much student involvement as possible in setting the direction and policy of the Union.

1.2. This Bye-law explains the governance structure of the Students' Union and gives the terms of reference of those committees. The only exceptions to this are the Board of Trustees which is covered in the main Constitution and The Executive Committee and General Meetings which are covered in Byelaw

1.3. Diagram 1 explains the relationship between the Board of Trustees, General Meetings, Student Senate, Committees of the Board of Trustees, and all sub committees.

### 2. Committees of the Board of Trustees

2.1. The Committees of the Board of Trustees are the:

2.1.1. Executive Committee (see bye law [1]);

2.1.2. Appointments Committee;

2.1.3. Finance & HR Committee;

2.1.4. Health & Safety Committee;

2.2. Student Senate is a standalone meeting with the responsibility of setting the policy of the Union throughout the year; subject to clause [63] of the Union's Constitution.

### 3. Student Senate

3.1. Student Senate is the main policy setting forum of the Union and has five sub committees.

3.2. Student Senate will be chaired by a member of Senate as duly elected by simple majority at the first meeting of the academic year. Until such election the Student Union President will act as chair and will deputise thereafter.

3.3. The Chair shall be responsible for ensuring all agendas, minutes and papers are distributed to all members in a timely fashion.

3.4. There shall be a minimum of three senate meetings per academic year.

### 4. Powers & Function of Student Senate

4.1. The primary powers of Student Senate are defined in clause [94] of Winchester Student Union's Constitution.

- 4.2. Foremost of such powers shall be to represent the student voice.
- 4.3. To make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Clause [76] of Winchester Student Union's Constitution.
- 4.4. Subject to Clause [63] of Winchester Student Union's Constitution, set the Policy of the Union and refer Policy to Referenda of the Members (in accordance with the Bye-Laws).
- 4.5. To receive and approve recorded minutes from all sub committees of senate.
- 4.6. To receive verbal and/or written reports from the Trustees and where relevant, Executive Officers.

## **5. Membership**

- 5.1. The membership of Student Senate will be as outlined below; for the avoidance of doubt, no member may hold more than one seat on the Student Senate:
  - 5.1.1. The Officer Trustees (as elected by cross campus ballot)
  - 5.1.2. The Student Trustees (as (s)elected by Student Senate)
  - 5.1.3. The Part Time Executive (as elected by cross campus ballot)
  - 5.1.4. Four Student Academic Representatives, one from each faculty (as elected by programme)
  - 5.1.5. Two Representatives from Welfare & equality committee, who shall not be any already named above (who shall be nominated from their number).
  - 5.1.6. Two representatives from Activities Committee, who shall not be any already named above (who shall be nominated from their number).
  - 5.1.7. Two representative from Community & Services Committee, who shall not be any already named above (who shall be nominated from their number).

## **6. Committees of Student Senate**

- 6.1. There shall be the following Committees of Student Senate the purpose of which is to ensure relevant, current and wide representation and feedback to Student Senate:
  - 6.1.1. Community & Services Committee;
  - 6.1.2. Academic Committee;
  - 6.1.3. Activities Committee;
  - 6.1.4. Welfare & Equality Committee; and
  - 6.1.5. Ethical & Environmental Committee.
- 6.2. The specific membership and remit of each Committee of Student Senate will be as laid down in those committees terms of reference and will be set and agreed annually by Student Senate.

## **7. Sub Committees and Forums of Committees**

- 7.1. There shall be the following sub committees and forums of Student Senate Committee; the purpose of which is to ensure relevant, current and specific representation and feedback to Student Senate Committee:
  - 7.1.1. The sub committees and forums of the Academic Committee are:
    - 7.1.1.1. Student Academic Representative Forums.

7.1.2. The sub committees and forums of the Activities Committee are:

7.1.2.1. Sports Council; and

7.1.2.2. Societies Council;

7.1.3. The sub committees and forums of the Community & Services Committee are:

7.1.3.1. Entertainments Forum

7.1.3.2. Ball Forum

7.1.3.3. Volunteering Council

7.1.3.4. RAG committee

7.1.3.5. Bar & Retail Forum

7.1.4. The sub committees and forums of the Welfare & Equality Committee are:

7.1.4.1. LGBT Forum

7.1.4.2. Students with disabilities forum

7.1.4.3. International Students Forum

7.1.4.4. ACAS forum

7.2. The specific membership and remit of each subcommittee or forum will be as laid down in those groups' terms of reference and will be set and agreed annually by their parent committee.

## **Finance & HR Committee**

### **Constitution and Terms of Reference**

#### **1. Constitution**

The Board of Trustees has established a Committee of the Board of Trustees known as the Finance & HR Committee.

#### **2. Membership**

The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than three members, including:

- the Vice President, Participation & Development;
- one of either an External or Alumni Trustee; and
- one Student Trustee;
- the General Manager of the Union;

A quorum shall be 50% of the membership, including either the General Manager or the Finance & Commercial Services Manager, but must include no less than two voting members.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Board of Trustees.

#### **3. Attendance at Meetings**

The General Manager & Finance & Commercial Services Manager will attend meetings. Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

#### **4. Frequency of Meetings**

Meetings shall normally be held once every three months. A period of no longer than four months shall pass between meetings.

## **5. Authority**

The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

The Committee has the responsibility of making decisions with financial implications in accordance with the Finance Regulations.

The Committee has the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.

## **6. Duties**

The duties of the Committee shall be:

### **6.1 Audit:**

6.1.1 To devise and monitor financial procedures and internal controls.

6.1.2 To advise on procedural matters for the Staff Handbook.

6.1.3 To monitor procedural recommendations from sub-committees and advisory panels, in order to review procedures in light of their funding.

6.1.4 To receive reports from the internal and external Auditors.

6.1.5 To tender at appropriate times for the post of external auditor.

6.1.6 To review periodically the financial regulations.

6.1.7 To exercise the power of waiver of financial regulations in accordance with the Financial Regulations.

6.1.8 To review and consider appropriate methods of controlling the Union's Activities (financial and otherwise).

6.1.9 To analyse and manage the Union's overall risk profile.

### **6.2 Finance & HR:**

6.2.1 To receive proposals from officers and service heads regarding unbudgeted revenue expenditure over £750 (exclusive of VAT).

6.2.2 To receive proposals from officers and service heads regarding capital expenditure over £750 (exclusive of VAT).

6.2.3 To set budgets, for the trustees approval, annually against income.

6.2.4 To receive reports from the General Manager &/or Finance & Commercial Services Manager.

6.2.5 To monitor spending by sub-committees and budget holders.

6.2.6 To oversee trading areas.

6.2.7 To receive reports from trading area managers.

6.2.8 To consider and review policies and papers that defines staff working practices.

6.2.9 To consider & recommend to the board any changes to staff remuneration.

6.2.10 To hear and approve any recommendation to terminate or make redundant and full time staff contract.

## **7. Reporting Procedures**

The Finance Committee's minutes will be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees.

The Committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as "Reserved Items".

## **8. Clerking Arrangements**

The Clerk to the Finance Committee will be an Office Assistant or appropriate other Union staff member.

# **Appointments Committee**

## **Constitution and Terms of Reference**

### **1. Constitution**

The Board of Trustees has established a Committee of the Board of Trustees known as the Appointments Committee.

### **2. Membership**

The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than four members, including:

- the Union President;
- one External &/or Alumni Trustee;
- one Student Trustee; and
- one member of the Executive Committee.

A quorum shall be 50% of the filled positions.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Board of Trustees.

### **3. Attendance at Meetings**

The General Manager will attend meetings.

Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

### **4. Frequency of Meetings**

Meetings shall be held as often as is necessary to meet the duties of the committee.

### **5. Authority**

The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed their Trustee Recruitment Budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.

## **6. Duties**

The duties of the Committee shall be:

6.1 To plan an appropriate timeline for the recruitment of Student, Alumni and External Trustees.

### 6.2 Student Trustees

6.2.1 To determine the current demand of skills required by Student Trustees and to produce documents outlining what is expected of all potential Student Trustees.

6.2.2 To ensure an effective campaign is in place to promote the Student Trustee vacant positions to the membership.

6.2.3 To review Student Trustee applications and identify appropriate candidates to be recommended for Student Senate's approval, that meet the criteria.

6.2.4 To convene a panel to interview the suitable candidates for the positions of Student Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).

6.2.5 To receive the interview panel's recommendations and in turn recommend for approval to Student Senate the best candidate(s) to fill the vacant role(s) of Student Trustee(s).

### 6.3 External Trustees

6.3.1 To determine the current demand of skills required by External Trustees and to produce documents outlining what is expected of all potential External Trustees.

6.3.2 To ensure an effective campaign is in place to promote the External Trustee vacant positions to the wider community using a range of different sources of media.

6.3.3 To review applications for the positions of External Trustees, and identify suitable candidates for interview.

6.3.4 To convene a panel to interview the suitable candidates for the positions of External Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).

6.3.5 To receive the interview panel's recommendations and in turn decide by simple majority the best candidate(s) to fill the vacant role(s) of External Trustee(s).

6.3.6 To pass their final appointment decision to Student Senate for final ratification.

### 6.4 Alumni Trustees

6.4.1 To determine the current demand of skills required by Alumni Trustees and to produce documents outlining what is expected of all potential Alumni Trustees.

6.4.2 To ensure an effective campaign is in place to promote the External Trustee vacant positions to the wider community using a range of different sources of media.

6.4.3 To review applications for the positions of Alumni Trustees, and identify suitable candidates for interview.

6.4.4 To convene a panel to interview the suitable candidates for the positions of Alumni Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).

6.4.5 To receive the interview panel's recommendations and in turn decide by simple majority the best candidate(s) to fill the vacant role(s) of External Trustee(s).

6.4.6 To pass their final appointment decision to Student Senate for final ratification.

6.5 To examine, review and act upon other matters relating to the appointment of Student, Alumni and External Trustees at Winchester Student Union.

### **7. Reporting Procedures**

The Trustee Appointments Committee's minutes will be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees and Student Senate.

The Committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as „Reserved Items“.

### **8. Clerking Arrangements**

The Clerk to the Trustee Appointments Committee will be an Office Assistant or appropriate other Union staff member.

## **Health & Safety Committee**

### **Constitution and Terms of Reference**

#### **1. Constitution**

The Board of Trustees has established a Committee of the Board of Trustees known as the Health & Safety Committee.

#### **2. Membership**

The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than four members, including:

- the Union President;
- one other Trustee;
- one Senior Manager of the Union; and
- one member of the Executive Committee.

A quorum shall be 50% of the filled positions.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Board of Trustees.

#### **3. Attendance at Meetings**

The General Manager will attend meetings.

Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

#### **4. Frequency of Meetings**

Meetings shall be held as often is necessary to meet the duties of the committee, but no less than three times per year.

#### **5. Authority**

The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed their Health & Safety Budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.

#### **6. Duties**

The duties of the Committee shall be:

6.1 To make and receive reports on current work and organisational practices and environmental conditions and provide recommendations for corrective actions

6.2 To consider safety reports including first aid incidents and note any recommendations for corrective action where practicable.

6.3 To develop safety rules and systems including reviewing and approving Risk Assessments.

6.4 To receive reports and make assessment regarding the efficacy of employee safety training.

6.5 To feed back to the parent institution's Joint Health & safety Committee via one of its numbers attendance at such.

6.6 To identify changes of legislation and implement those changes in relation to health and safety at the Student Union.

6.7 To examine, review and act upon other matters relating to Health & Safety at Winchester Student Union.

#### **7. Reporting Procedures**

The Trustee Health & Safety Committee's minutes will be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees and Student Senate.

The Committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as „Reserved Items“.

#### **8. Clerking Arrangements**

The Clerk to the Trustee Health & Safety Committee will be an Office Assistant or appropriate other Union staff member.



Appendices – terms of reference for sub committees & forums:

## **Community and Services Committee**

### **Constitution and Terms of reference**

#### **1. Constitution**

Student Senate has established a Committee of Student Senate known as the Community and Services Committee.

#### **2. Membership**

The chair of the committee will be the Vice President, Activities. Student Senate can appoint additional members to the Committee, however there shall be no fewer than five members, those being:

- The Vice President, Activities
  - The Volunteering and Community officer, and;
  - The Communications Officer, and;
  - The entertainments officer, and;
  - The general manager of the student Union.
- Additionally a student (who is not named above) should be elected to attend as a member from each of the following forums of the Union: Entertainments forum, Ball Forum, Volunteering council, RAG committee. A quorum shall be 50% of the core membership, including the General Manager or Vice President, Activities, but must include no less than two voting members.

The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

#### **3. Attendance at meetings:**

The general manager may attend meetings. Other Student Union or University staff may be invited by the chair to attend for those items where business relevant to their responsibilities may be discussed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority**

The committee is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Senate, Board of Trustees or other Committees of the Union as set out in their respective terms of reference. The committee has the responsibility of recommending decisions with Financial Implications in accordance with the Finance Regulations. The committee has the authority over the Sub-Committees, Forums and Working Groups of the committee or from time to time review and create new Sub Committees, forums and working groups. These groups shall meet in line with their respective terms of reference. The committee shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

## **6. Duties**

The duties of the committee shall be:

To receive reports, feedback and student opinion from any sub groups or forums of the committee.

To utilise such feedback to make recommendations for the improvement of the goods and services of the Union.

To make / receive recommendations regarding any major produce variation or alterations for sale or supply through our commercial services.

To make / receive recommendations regarding any major pricing variations or alterations for sale or supply through our commercial services.

To receive information about the overall health of the Union's commercial and social activities.

To approve the annual register of RAG charities

To approve the annual register of volunteering projects

To approve the overall activities of RAG and volunteering projects

Any other business that is pertinent to the terms of reference of this committee without exceeding its authority.

## **7. Reporting procedures**

The Community and Services Committee minutes must be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of Student Senate.

The committee may determine that matters relating to individual people or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'restricted items'

## **8. Clerking arrangements**

The Clerk to the Community and Services committee will be an appropriate sitting member of that committee.

# **Entertainments forum**

## **Constitution and Terms of reference**

### **1. Constitution**

Community and Service Committee has established a subcommittee known as entertainments forum.

### **2. Membership**

The chair of the committee will be the entertainments officer. The entertainments forum is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than five members, those being:

- The Entertainments Officer
- The Vice President, Activities
- A representative of the events management team, and;
- A representative of the student staff bar team, and;
- A representative of the student staff FOH team.

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Community and Services Committee.

### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Entertainments Forum and no items discussed will be considered closed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority and Duties**

The forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Community and Service Committee for information or action.

### **6. Reporting procedures**

The entertainments forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Community and Service Committee.

### **7. Clerking arrangements**

The Clerk to the Community and Services Committee will be the attending representative from the events management team.

## **Ball forum**

### **Constitution and Terms of reference**

#### **1. Constitution**

Community and Service Committee has established a subcommittee known as Ball Forum.

#### **2. Membership**

The chair of the committee will be the entertainments officer. The ball forum is an open meeting available to be attended by any interested member or associate member but shall as core comprise of no fewer than five members, those being:

- The Entertainments Officer
- The Vice President, Activities
- A representative of the events management team, and;
- A representative of the student staff bar team, and;
- A representative of the student staff FOH team.

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Community and Services Committee.

### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Ball Forum and no items discussed will be considered closed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority and Duties**

The forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Community and Service Committee for information or action.

### **6. Reporting procedures**

The ball forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Community and Service Committee.

### **7. Clerking arrangements**

The Clerk to the Community and Services Committee will be the attending representative from the events management team.

## **Volunteering Council**

### **Constitution and Terms of reference**

#### **1. Constitution**

Community and Service Committee has established a subcommittee known as Volunteering Council

#### **2. Membership**

The chair of the committee will be the volunteering and community officer. The volunteering council is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The Volunteering and Community Officer
- The Vice President, Activities

A quorum shall be 50% of the core membership.

The council shall include additional members and support as appropriate to meet the needs of the forum with the approval of Community and Services Committee.

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the volunteering council and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

## **5. Authority and Duties**

The council is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Community and Service Committee for information or action.

## **6. Reporting procedures**

The volunteering council minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Community and Service Committee.

## **7. Clerking arrangements**

The Clerk to the Community and Services Committee will be the attending representative from the events management team.

# **RAG Committee**

## **Constitution and Terms of reference**

### **1. Constitution**

Community and Service Committee has established a subcommittee known as RAG Committee

### **2. Membership**

The chair of the committee will be the volunteering and community officer. RAG Committee is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The Volunteering and Community Officer
- The Vice President, Activities

A quorum shall be 50% of the core membership.

The council shall include additional members and support as appropriate to meet the needs of the forum with the approval of Community and Services Committee.

### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the RAG Committee and no items discussed will be considered closed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority and Duties**

The RAG Committee is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Community and Service Committee for information or action.

### **6. Reporting procedures**

The RAG Committee minutes or bullet points will be circulated to all

members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Community and Service Committee.

### **7. Clerking arrangements**

The Clerk to the Community and Services Committee will be the attending representative from the events management team.

## **Bar and Retail Forum**

### **Constitution and Terms of reference**

#### **1. Constitution**

Community and Service Committee has established a subcommittee known as Bar and Retail Forum

#### **2. Membership**

The chair of the committee will be the Vice President, Activities. The Bar and Retail Forum is an open meeting available to be attended by any interested member or associate member but shall as core comprise of no fewer than five members, those being:

- The Vice President, Activities
- The Entertainments Officer
- The Communications officer
- The Student Union Bar Manager
- The Student Union Shop manager

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Community and Services Committee.

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Bar and Retail Forum and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority and Duties**

Bar and Retail Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Community and Service Committee for information or action.

#### **6. Reporting procedures**

The Bar and Retail Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Community and Service Committee.

## **7. Clerking arrangements**

The Clerk to the Community and Services Committee will be the attending representative from the events management team.

# **Welfare and Equality Committee**

## **Constitution and Terms of reference**

### **1. Constitution**

Student Senate has established a Committee of Student Senate known as the Welfare and Equality Committee.

### **2. Membership**

The chair of the committee will be the President. Student Senate can appoint additional members to the Committee, however there shall be no fewer than five members, those being:

- President
- The Welfare officer, and;
- The equality and diversity officer, and;
- The mature students officer, and;
- The international students officer.
- Additionally a student (who is not named above) should be elected to attend as a member from each of the following forums of the Union: LGBT Forum, Students with Disabilities Forum, International Students Forum, ACAS Forum.

A quorum shall be 50% of the core membership, including the President, but must include no less than two voting members.

The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

### **3. Attendance at meetings:**

The general manager may attend meetings. Other Student Union or University staff may be invited by the chair to attend for those items where business relevant to their responsibilities may be discussed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority**

The committee is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Senate, Board of Trustees or other Committees of the Union as set out in their respective terms of reference. The committee has the responsibility of recommending decisions with Financial Implications in accordance with the Finance Regulations. The committee has the authority over the Sub-Committees, Forums and Working Groups of the committee or from time to time review and create new Sub Committees, forums and working groups. These groups shall

meet in line with their respective terms of reference.

The committee shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

#### **6. Duties**

The duties of the committee shall be:

To receive reports, feedback and student opinion from any sub groups or forums of the committee.

To utilise such feedback to make recommendations for the improvement of welfare and equality provisions of the Student Union.

To make / receive recommendations regarding any major welfare or equality campaigns or initiatives.

To receive information about the overall health of the Union's welfare and equality health.

To receive information about the liberation groups of the Student Union.

To approve the annual register of welfare and equality projects

Any other business that is pertinent to the terms of reference of this committee without exceeding its authority.

#### **7. Reporting procedures**

The Welfare and Equality Committee. Committee minutes must be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of Student Senate.

The committee may determine that matters relating to individual people or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'restricted items'

#### **8. Clerking arrangements**

The Clerk to the Welfare and Equality Committee will be an appropriate sitting member of that committee.

## **LGBT Forum**

### **Constitution and Terms of reference**

#### **1. Constitution**

Welfare and Equality Committee has established a subcommittee known as LGBT Forum

#### **2. Membership**

The chair of the committee will be the Equality and Diversity Officer. The LGBT Forum is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The Equality and Diversity Officer
- The Welfare Officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Welfare and Equality Committee.



### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the LGBT Forum and no items discussed will be considered closed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority and Duties**

LGBT Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Welfare and Equality Committee for information or action.

### **6. Reporting procedures**

The LGBT Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Welfare and Equality Committee.

### **7. Clerking arrangements**

The Clerk to the Welfare and Equality Committee will be the attending representative from the events management team.

## **Students with Disabilities Forum**

### **Constitution and Terms of reference**

#### **1. Constitution**

Welfare and Equality Committee has established a subcommittee known as Students with Disabilities Forum

#### **2. Membership**

The chair of the committee will be the Equality and Diversity Officer. The Students with Disabilities Forum is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The Equality and Diversity Officer
- The Welfare Officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Welfare and Equality Committee.

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Students with Disabilities Forum and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

## **5. Authority and Duties**

Students with Disabilities Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Welfare and Equality Committee for information or action.

## **6. Reporting procedures**

Students with Disabilities Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Welfare and Equality Committee.

## **7. Clerking arrangements**

The Clerk to the Welfare and Equality Committee will be the attending representative from the events management team.

# **International Students Forum**

## **Constitution and Terms of reference**

### **1. Constitution**

Welfare and Equality Committee has established a subcommittee known as the International Students Forum

### **2. Membership**

The chair of the committee will be the International Students Officer. The International Students Forum is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The International Students Officer
- One Sabbatical officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Welfare and Equality Committee.

### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the International Students Forum and no items discussed will be considered closed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority and Duties**

International Students Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its

Bye-Laws. Such feedback to be collated and received by the Welfare and Equality Committee for information or action.

#### **6. Reporting procedures**

International Students Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Welfare and Equality Committee.

#### **7. Clerking arrangements**

The Clerk to the Welfare and Equality Committee will be the attending representative from the events management team.

## **ACAS Forum**

### **Constitution and Terms of reference**

#### **1. Constitution**

Welfare and Equality Committee has established a subcommittee known as the African Caribbean Asian Students Forum (ACAS).

#### **2. Membership**

The chair of the committee will be the Equality and Diversity Officer. The ACAS Forum is an open meeting available to be attended by any interested member or associate member but shall as core comprise of no fewer than two members, those being:

- The Equality and Diversity Officer
- The International Students Officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Welfare and Equality Committee.

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the ACAS Forum and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority and Duties**

ACAS Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Welfare and Equality Committee for information or action.

#### **6. Reporting procedures**

ACAS Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Welfare and Equality Committee.

## **7. Clerking arrangements**

The Clerk to the Welfare and Equality Committee will be the attending representative from the events management team.

# **Mature and Part-time Students Forum**

## **Constitution and Terms of reference**

### **1. Constitution**

Welfare and Equality Committee has established a subcommittee known as the Mature and Part Time Students Forum.

### **2. Membership**

The chair of the committee will be the Mature and Part-time Student Officer. The Mature and Part Time Students Forum is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The Mature and Part Time Student Officer
- One Sabbatical officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Welfare and Equality Committee.

### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Mature and Part Time Students Forum and no items discussed will be considered closed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority and Duties**

Mature and Part Time Students Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by the Welfare and Equality Committee for information or action.

### **6. Reporting procedures**

Mature and Part Time Students Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of Welfare and Equality Committee.

### **7. Clerking arrangements**

The Clerk to the Welfare and Equality Committee will be the attending representative from the events management team.

# **Ethical and Environmental Committee**

## **Constitution and Terms of reference**

### **1. Constitution**

Student Senate has established a Committee of Student Senate known as the Ethical and Environmental Committee.

### **2. Membership**

The chair of the committee will be the Vice President, Education. Student Senate can appoint additional members to the Committee, however there shall be no fewer than four members, those being:

- Vice President, Education
- The Ethical and Environmental officer, and;
- The Student Union General Manager
- The University Energy and Environment Manager (by invitation)
- Additionally a student (who is not named above) should be elected to attend as a member from the Ethical and Environmental Forum.

A quorum shall be 50% of the core membership, including the Vice President, Education or the Student Union General Manager, but must include no less than two voting members.

The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

### **3. Attendance at meetings:**

The general manager may attend meetings. Other Student Union or University staff may be invited by the chair to attend for those items where business relevant to their responsibilities may be discussed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority**

The committee is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Senate, Board of Trustees or other Committees of the Union as set out in their respective terms of reference. The committee has the responsibility of recommending decisions with Financial Implications in accordance with the Finance Regulations, as well as decisions with Environmental Implications in accordance with Environmental Regulations.

The committee has the authority over the Sub-Committees, Forums and Working Groups of the committee or from time to time review and create new Sub Committees, forums and working groups. These groups shall meet in line with their respective terms of reference.

The committee shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

### **6. Duties**

The duties of the committee shall be:

To receive reports, feedback and student opinion from any sub groups or forums of the committee.

To utilise such feedback to make recommendations for the improvement of ethical and environmental provisions of the Student Union.

To make / receive recommendations regarding any major ethical or environmental campaigns or initiatives.

To receive information about the overall health of the Union's ethical and environmental state.

To approve the annual register of ethical and environmental projects

Any other business that is pertinent to the terms of reference of this committee without exceeding its authority.

### **7. Reporting procedures**

The Ethical and Environmental Committee minutes must be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of Student Senate.

The committee may determine that matters relating to individual people or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'restricted items'

### **8. Clerking arrangements**

The Clerk to the Ethical and Environmental Committee will be an appropriate sitting member of that committee.

## **Ethical and Environmental Forum**

### **Constitution and Terms of reference**

#### **1. Constitution**

The Ethical and Environmental Committee has established a subcommittee known as the Ethical and Environmental Forum.

#### **2. Membership**

The chair of the committee will be the Ethical and Environmental Officer. The Ethical and Environmental Forum is an open meeting available to be attended by any interested member or associate member but shall as core compromise of no fewer than two members, those being:

- The ethical and environmental officer
- The Vice President, Education.

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of The Ethical and Environmental Committee.

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Ethical and Environmental Forum and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority and Duties**

The Ethical and Environmental Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by The Ethical and Environmental Committee for information or action.

#### **6. Reporting procedures**

The Ethical and Environmental Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of The Ethical and Environmental Committee.

#### **7. Clerking arrangements**

The Clerk to the Ethical and Environmental will be the attending representative from the events management team.

## **Academic Committee**

### **Constitution and Terms of reference**

#### **1. Constitution**

Student Senate has established a Committee of Student Senate known as the Academic Committee.

#### **2. Membership**

The chair of the committee will be the Vice President, Education. Student Senate can appoint additional members to the Committee, however there shall be no fewer than four members, those being:

- Vice President, Education
- President
- The International Students Officer officer, and;
- The Mature and Part-time students officer
- Additionally a student (who is not named above) should be elected to attend as a member from the Academic Committee..

A quorum shall be 50% of the core membership, including the Vice President, Education or President, but must include no less than two voting members.

The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

#### **3. Attendance at meetings:**

The general manager may attend meetings. Other Student Union or University staff may be invited by the chair to attend for those items where business relevant to their responsibilities may be discussed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority**

The committee is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Senate, Board of Trustees or other Committees of the Union as set out in their respective terms of reference. The committee has the responsibility of recommending decisions with Financial Implications in accordance with the Finance Regulations, as well as decisions with Academic Implications in accordance with Academic Regulations.

The committee has the authority over the Sub-Committees, Forums and Working Groups of the committee or from time to time review and create new Sub Committees, forums and working groups. These groups shall meet in line with their respective terms of reference.

The committee shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

#### **6. Duties**

The duties of the committee shall be:

To receive reports, feedback and student opinion from any sub groups or forums of the committee.

To utilise such feedback to make recommendations for the improvement of Academic provisions of the Student Union.

To make / receive recommendations regarding any major academic campaigns or initiatives.

To receive information about the overall health of the Union's work with academic departments of the University.

To approve the annual register of Academic projects

To approve any plans for academic-based ceremonies, such as Student Led Teaching Awards.

Any other business that is pertinent to the terms of reference of this committee without exceeding its authority.

#### **7. Reporting procedures**

The Academic Committee minutes must be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of Student Senate.

The committee may determine that matters relating to individual people or issues which are financially, academically or for any other reason sensitive can be dealt with as 'restricted items'

#### **8. Clerking arrangements**

The Clerk to the Academic Committee will be an appropriate sitting member of that committee.



# StARS Forum

## Constitution and Terms of reference

### 1. Constitution

The Academic Committee has established a subcommittee known as the StARS (Student Academic Reps) Forum.

### 2. Membership

The chair of the committee will be the Vice President, Education. The StARs Forum is an open meeting available to be attended by any interested member or associate member but shall as core comprise of no fewer than three members, those being:

- The Vice President, Education.
- The President
- The International Students Officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of The Academic Committee.

### 3. Attendance at meetings:

Any and all ordinary and associate members can attend the meetings of the StARs Forum and no items discussed will be considered closed.

### 4. Frequency of meetings:

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### 5. Authority and Duties

The StARs Forum is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by The Academic Committee for information or action.

### 6. Reporting procedures

The StARs Forum minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of The Academic committee.

### 7. Clerking arrangements

The Clerk to the Academic Committee forum will be the attending representative from the events management team.

# Activities Committee

## Constitution and Terms of reference

### 1. Constitution

Student Senate has established a Committee of Student Senate known as the Activities Committee.

### 2. Membership

The chair of the committee will be the Vice President, Activities. Student Senate can appoint additional members to the Committee, however there shall be no fewer than three members, those being:

- Vice President, Activities
- Sports and Societies Officer
- Communications Officer
- Additionally a student (who is not named above) should be elected to attend as a member from the Academic Committee..

A quorum shall be 50% of the core membership, including the Vice President, Activities, but must include no less than two voting members. The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

### **3. Attendance at meetings:**

The general manager may attend meetings. Other Student Union or University staff may be invited by the chair to attend for those items where business relevant to their responsibilities may be discussed.

### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

### **5. Authority**

The committee is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Senate, Board of Trustees or other Committees of the Union as set out in their respective terms of reference. The committee has the responsibility of recommending decisions with Financial Implications in accordance with the Finance Regulations. The committee has the authority over the Sub-Committees, Forums and Working Groups of the committee or from time to time review and create new Sub Committees, forums and working groups. These groups shall meet in line with their respective terms of reference. The committee shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

### **6. Duties**

The duties of the committee shall be:

To receive reports, feedback and student opinion from any sub groups or forums of the committee.

To utilise such feedback to make recommendations for the improvement of Sports and Societies provisions of the Student Union.

To make / receive recommendations regarding any major sports and societies-based campaigns or initiatives.

To receive information about the overall health of the Union's sports and societies-based projects

To approve the annual register of sports and societies-based projects

To approve any plans for sports and societies-based ceremonies, such as Colours.

Any other business that is pertinent to the terms of reference of this committee without exceeding its authority.

### **7. Reporting procedures**

The Activities Committee minutes must be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of Student Senate.

The committee may determine that matters relating to individual people or issues which are financially, academically or for any other reason sensitive can be dealt with as 'restricted items'

### **8. Clerking arrangements**

The Clerk to the Activities Committee will be an appropriate sitting member of that committee.

## **Sports Council**

### **Constitution and Terms of reference**

#### **1. Constitution**

The Activities Committee has established a subcommittee known as the Sports Council.

#### **2. Membership**

The chair of the committee will be Sports and Societies Officer. The Sports Council is an open meeting available to be attended by any interested member or associate member but shall as core comprise of no fewer than two members, those being:

- The Vice President, Activities.
- The Sports and Societies Officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of The Sports Council

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Sports Council and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority and Duties**

The Sports Council is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by The Activities Committee for information or action.

#### **6. Reporting procedures**

The Sports Council minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be

submitted as an agenda item to the next meeting of The Activities committee.

### **7. Clerking arrangements**

The Clerk to the Activities Committee forum will be the attending representative from the events management team.

## **Societies Council**

### **Constitution and Terms of reference**

#### **1. Constitution**

The Activities Committee has established a subcommittee known as the Societies Council

#### **2. Membership**

The chair of the committee will be Sports and Societies Officer. The Societies Council is an open meeting available to be attended by any interested member or associate member but shall as core comprise of no fewer than two members, those being:

- The Vice President, Activities.
- The Sports and Societies Officer

A quorum shall be 50% of the core membership.

The forum shall include additional members and support as appropriate to meet the needs of the forum with the approval of Societies Council.

#### **3. Attendance at meetings:**

Any and all ordinary and associate members can attend the meetings of the Societies Council and no items discussed will be considered closed.

#### **4. Frequency of meetings:**

Meetings shall be held as often as necessary to meet the duties of the committee, but not less than three times per annum.

#### **5. Authority and Duties**

The Societies Council is authorised to freely discuss for the purposes of gaining member feedback any item relevant to these terms in accordance with the Constitution of Winchester Student Union and its Bye-Laws. Such feedback to be collated and received by The Activities Committee for information or action.

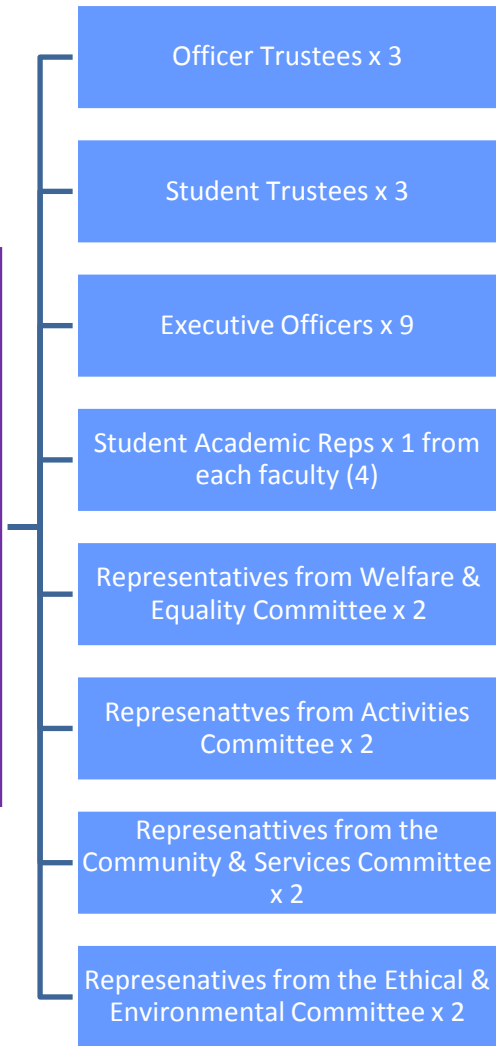
#### **6. Reporting procedures**

The Societies Council minutes or bullet points will be circulated to all members and relevant officers. The minutes or bullet points will also be submitted as an agenda item to the next meeting of The Activities committee.

#### **7. Clerking arrangements**

The Clerk to the Activities Committee forum will be the attending representative from the events management team.

## Student Senate (28)



## Board of Trustees (8)

