

Executive Committee

Terms of Reference

Chair:

The Chair of the Executive Committee will be the President of the Students' Union.

The Vice-Chair of the Committee will operate on a rotating basis between the other Officer Trustees.

Membership:

- The Officer Trustees of Beds SU

In attendance:

- The Chief Executive Officer of the Union may also attend meetings and shall have speaking rights only.
- Other relevant staff may also attend when invited, and shall have speaking rights only.

Purpose:

The purpose of the Executive Committee meetings will be to serve as a vehicle for effective work on issues pertaining to students of the University of Bedfordshire and local stakeholders. The Executive Committee will act as a sub-**committee of the Students' Union's** Board of Trustees, and will carry out this purpose through:

Carrying out delegated responsibilities from the Trustee Board;
Devising and implementing priority campaigns;
Holding each member of the Executive Committee to account;
Debating and devising Union policy perspectives;
Discussing policy implementation;
Discussing and voting upon policies due to lapse;

Reviewing and updating individual action points;
Supporting one another.

Meeting arrangements:

The meeting will only be open to members specified in the membership.

The Executive Committee will meet a minimum of once per month, usually fortnightly during term time.

No business shall take place at the meeting unless 50% plus one of all voting members are present.

The Union Council will rotate the campus upon which they meet and offer the provision for online collaboration.

The meeting will have the following standard agenda items:

- Apologies for absence;
- Notification of any other business;
- Conflicts of interest;
- Minutes from the previous meeting;
- Matters arising not covered elsewhere on the agenda;
- Union policy implementation and lapse;
- Executive Team and CEO reports;
- Business of the meeting
- Accounts/Budget
- Any Other Business;
- Date and time of next meeting.

The Executive Committee may also request the addition of 'Reserved Business' to the standard agenda to discuss confidential matters. Details of these matters will not necessarily be made available to the membership.

Voting:

All votes shall require a simple majority vote.

Only the membership shall have voting rights.

In the event of a tied vote, the President shall hold the casting vote.

Reporting to:



The Beds SU membership, Union Council and the Board of Trustees.

Changes to this document:

Changes to this document may be carried out by a two thirds majority vote at an Annual **Members' Meeting** or via a referendum. Rules and procedures relating to Annual Members' Meeting can be found in **Part Fifteen: Annual Members' Meeting** of the Beds SU Bylaws, and those relating to referenda can be found in **Part Twelve: Referenda**.

Any changes will be subject to ratification by the Board of Trustees.