

University of Cumbria Students' Union

Bye-Law 3: Committees

1. Executive Committee

- 1.1. There shall be a standing sub-committee of Trustee Board called the Executive Committee as described in University of Cumbria Students' Union Constitution.
- 1.2. The purpose of the Executive Committee is as follows:
 - i) Representation and campaigning work in accordance with our charitable objects.
 - ii) Approving changes to the Bye-Laws of the Union once they have been scrutinised and approved by the relevant democratic processes with the exception of Bye-Law 2: Trustees.
 - iii) Reviewing policy and either acting upon them, or referring them to another group or decision-making mechanism.
 - iv) The implementation of policy save in so far as these responsibilities have not been delegated to another group.
 - v) To hold the Sabbatical Officers and Campus Representatives to account for effective progress of policy and making this information available to the Members.
 - vi) Review the Students' Union objectives and for co-ordinating plans for their achievement.
- 1.3. The membership of the Executive Committee shall be:
 - i) All Full Time Sabbatical Officers
 - ii) All Campus Representatives
- 1.4. The Chair shall be elected by the Executive Committee at the first quorate meeting in the year (where a year is defined according to an Officer Trustee term of office):
 - i) The Chair shall be elected by a secret ATV ballot administered by a duly appointed neutral official. For the avoidance of doubt this refers to the single-winner preferential voting system used by the Union in all elections where the voters mark their top candidate with a 1, their next preference with a 2 and so on until all preferences have been exhausted. The election shall occur in-line with the below regulations:
 - a) Re-open Nominations shall be a candidate.
 - b) All members of Executive Committee shall vote.
 - c) The count and announcements of results shall be conducted by a duly appointed neutral official.
 - d) All candidates have the right to scrutinise the counting process, this however shall be the only right of appeal against the count.
 - e) In the eventuality of a tie the winner shall be decided by a coin toss in accordance with Electoral Commission guidelines.
 - f) The duly elected Chair shall take office immediately.

- ii) Any full member of Executive Committee may stand as a Chair candidate, and must announce their candidacy when prompted by the duly appointed neutral official.
 - iii) Each candidate shall be given the opportunity to address Executive Committee to explain why they wish to be Chair and may, if they choose to do so, answer any reasonable questions regarding their candidacy.
- 1.5. Executive Committee shall also elect a Deputy Chair at the first quorate meeting in the year (where a year is defined according to an Officer Trustee term of office):
 - i) The Deputy Chair shall be elected by a secret ATV ballot administered by a duly appointed neutral official. For the avoidance of doubt this refers to the single-winner preferential voting system used by the Union in all elections where the voters mark their top candidate with a 1, their next preference with a 2 and so on until all preferences have been exhausted. The election shall occur in-line with the below regulations:
 - a) Re-open Nominations shall be a candidate.
 - b) All members of Executive Committee shall vote.
 - c) The count and announcements of results shall be conducted by a duly appointed neutral official.
 - d) All candidates have the right to scrutinise the counting process, this however shall be the only right of appeal against the count.
 - e) In the eventuality of a tie the winner shall be decided by a coin toss in accordance with Electoral Commission guidelines.
 - f) The duly elected Deputy Chair shall take office immediately.
 - ii) Any full member of Executive Committee may stand as a Deputy Chair candidate, and must announce their candidacy when prompted by the duly appointed neutral official.
 - iii) Each candidate shall be given the opportunity to address Executive Committee to explain why they wish to be Deputy Chair and may, if they choose to do so, answer any reasonable questions regarding their candidacy.
- 1.6. Meetings shall occur regularly throughout the academic year at a rate set by the Chair to allow the Executive Committee to efficiently deal with business in a timely manner.
- 1.7. Quoracy for the Executive Committee shall be 50%+1 and at least 2 Sabbatical Trustees and 3 Campus Representatives must be in attendance.
- 1.8. For policy to be passed at the Executive Committee it shall require a unanimous decision of those present.
- 1.9. Items seeking the approval of the Executive Committee shall require a simple majority to pass.
- 1.10. Meetings of the Executive Committee will be minuted, copies of which will be published for members to access.

- 1.11. Meetings of the Executive Committee may be held in one location, in multiple locations via digital means, or solely by digital means.

2. Appointments Committee

- 2.1. There shall be a standing sub-committee of Trustee Board called the Appointments Committee as described in University of Cumbria Students' Union Constitution.
- 2.2. The purpose of the Appointments Committee is as follows:
- i) To appoint and replace External Trustees;
 - ii) To appoint and replace Student Trustees;
 - iii) And any other relevant actions deemed appropriate by the Trustee Board.
- 2.3. The membership of the Appointments Committee shall consist of no more than five (5) members of Trustee Board and shall include as minimum:
- i) Two (2) Sabbatical Trustees
 - ii) One (1) Student Trustee
 - iii) One (1) External Trustee
- 2.4. Members shall be selected on a voluntary basis, by consensus decision.
- 2.5. The Appointments Secretary should be selected from amongst the remaining members by consensus decision.
- 2.6. The Trustee Board shall call for volunteers to fill vacancies on this Committee as the need arises.
- 2.7. For the purposes of discussion or pursuing the administrative processes of appointment three members shall be the quorum.
- 2.8. For the purposes of making final decision on appointments three members drawn from two membership categories shall be the quorum.
- 2.9. Final recommendation of the Appointments Committee shall be presented and ratified at the next available meeting of the Trustee Board.

3. Risk, Resources and Compliance Committee

- 3.1. There shall be a standing sub-committee of Trustee Board called the Risk, Resources and Compliance Committee as described in University of Cumbria Students' Union Constitution.
- 3.2. The purpose of the Risk, Resources and Compliance Committee is as follows:
- i) To ensure appropriate oversight of financial, statutory and compliance matters.
 - ii) To maintain a risk register.
 - iii) To oversee setting of the annual budgets and audited accounts.

- 3.3. The membership of the Risk, Resources and Compliance shall consist of no more than five (5) members of Trustee Board and shall include as minimum:
- i) Two (2) Sabbatical Trustees
 - ii) One (1) Student Trustee
 - iii) One (1) External Trustee
- 3.4. Members shall be selected on a voluntary basis, by consensus decision.
- 3.5. The Trustee Board shall call for volunteers to fill vacancies on this Committee as the need arises.
- 3.6. For the purposes of discussion or pursuing the administrative processes of appointment three members shall be the quorum.
- 3.7. For the purposes of making final decision on appointments three members drawn from two membership categories shall be the quorum.
- 3.8. Final recommendation of the Risk, Resources and Compliance committee shall be presented and ratified at the next available meeting of the Trustee Board.

First Approved:	04/10/2019 The Big Vote
Last Amended:	07/09/2020 Executive Committee