

Bye Law 3 – Governance & meeting groups

Owned by: President

Date passed: 21/10/14

Body passing: Student Senate

Reviewed: 07/12/17

Further review required: 07/12/20

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 four 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).

4.4.1. To receive and approve policy motions from all sub committees of senate.

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 the Academic Committee)

5.1.5. Four Representatives from Liberation & Welfare Committee, who shall not be any already named above (as elected by the Welfare & Equality Committee).

5.1.6. Four representatives from Activities Committee, who shall not be any already named above (as elected by the Activities Committee).

5.1.7. Two representatives from the Open Committee, who shall not be any already named above (as elected by the Open Committee).

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. Liberation & Welfare Committee;

6.1.2. Academic Committee;

6.1.3. Activities Committee; and

6.1.4. Open 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.

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.

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, Activities;
- 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 Problems

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.

7. Reporting Problems

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.

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 decision 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 members 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.

Liberation & Welfare 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 core members to the committee. The current core members are:

- Student Union President
- The Equality & Diversity Officer
- The Welfare Officer
- The Mature & Part-Time Students Officer
- The International Students Officer
- The Commuting Students Officer
- The Chair of Spectrum (LGBT+ Society)
- The Chair of the International Students Society
- The Chair of the Mature Students Society
- The Chair of the Feminism Society
- The Chair of the ACAS Society

The committee acts as an open committee and any member of the student body may sit on the committee alongside the core members.

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 core 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 twice 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 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, society or forums of the committee. To utilise such feedback to make recommendations for the improvement of liberation, welfare and equality provisions of the Student Union. To make / receive recommendations regarding any major liberation, welfare or equality campaign or initiative. 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. The committee may pass motions which relate to liberation, welfare & equality that will in turn be passed to Student Senate for approval and consideration.

7. Reporting procedures

The Liberation & Welfare 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 Liberation & Welfare Committee will be an appropriate sitting member of that committee.

9. Student Senate

Four members of the liberation & welfare committee will be elected at the first meeting of committee, in the academic year, to sit on Student Senate. The elected members cannot already hold a seat on Student Senate.

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 core members to the Committee, The current core members are:

- Vice President, Education
- The International Students Officer
- The Mature & Part-Time Students Officer
- The Commuting Students Officer
- All Elected Student Academic Representatives (StARs)

The committee acts as an open committee and any member of the student body may sit on the committee alongside the core members. A quorum shall be 50% of the core membership (not including Student Academic Representatives), including the Vice President, Education, 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 twice 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 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, forums or societies 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. The committee may pass motions which relate to

academic campaigns or interests that will in turn be passed to Student Senate for approval and consideration.

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.

9. Senate

Four members of the Academic committee will be elected at the first meeting of committee, in the academic year, to sit on Student Senate. The elected members will be one representative from each existing faculty and cannot already hold a position on Student Senate.

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 core members to the Committee, The current core members are:

- Vice President, Activities
- The Sports & Societies Officer
- The Volunteering & Community Officer
- The Entertainments Officer
- All Elected Sport Team Captains
- All Elected Society Chairs

The committee acts as an open committee and any member of the student body may sit on the committee alongside the core members. A quorum shall be 50% of the core membership (not including Sport Captain & Society Chair), 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 twice 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 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, Societies and entertainment 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. The committee may pass motions which relate to sports, societies, entertainment, volunteering or community campaigns or interests that will in turn be passed to Student Senate for approval and consideration. 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.

9. Senate

Four members of the activities committee will be elected at the first meeting of committee, in the academic year, to sit on Student Senate. The elected members must include at least one society representative and one sport representative and cannot already hold a seat on Student Senate.

Open Committee

Constitution and Terms of reference

3. Constitution

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

4. Membership

The chair of the committee will be the President

Student Senate can appoint additional core members to the Committee, The current core members are:

- Vice President, Activities
- Vice President, Education
- The Communications Officer
- The Ethical & Environmental Officer

The committee acts as an open committee and any member of the student body may sit on the committee alongside the core members. 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 twice 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 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, forums and officers of the committee. To utilise such feedback to make recommendations for the improvement of Union activity. To make / receive recommendations regarding Union campaigns or initiatives. The committee may pass motions which relate to areas of the Union campaigns or interests that will in turn be passed to Student Senate for approval and consideration. Any other business that is pertinent to the terms of reference of this committee without exceeding its authority.

7. Reporting procedures

The Open 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'

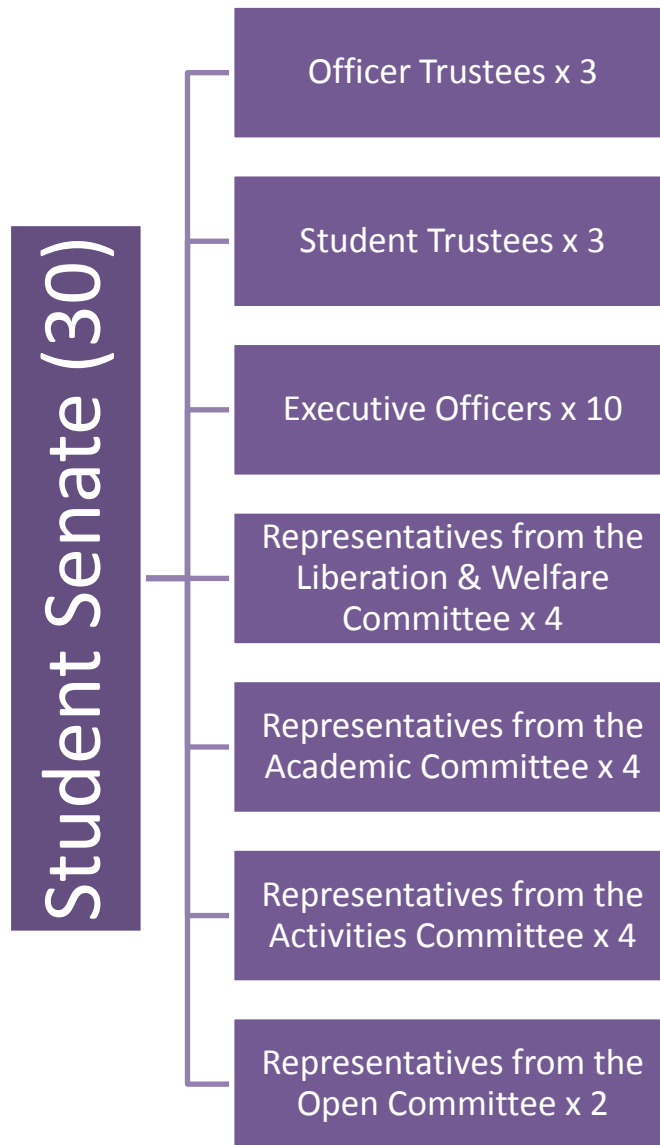
8. Clerking arrangements

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

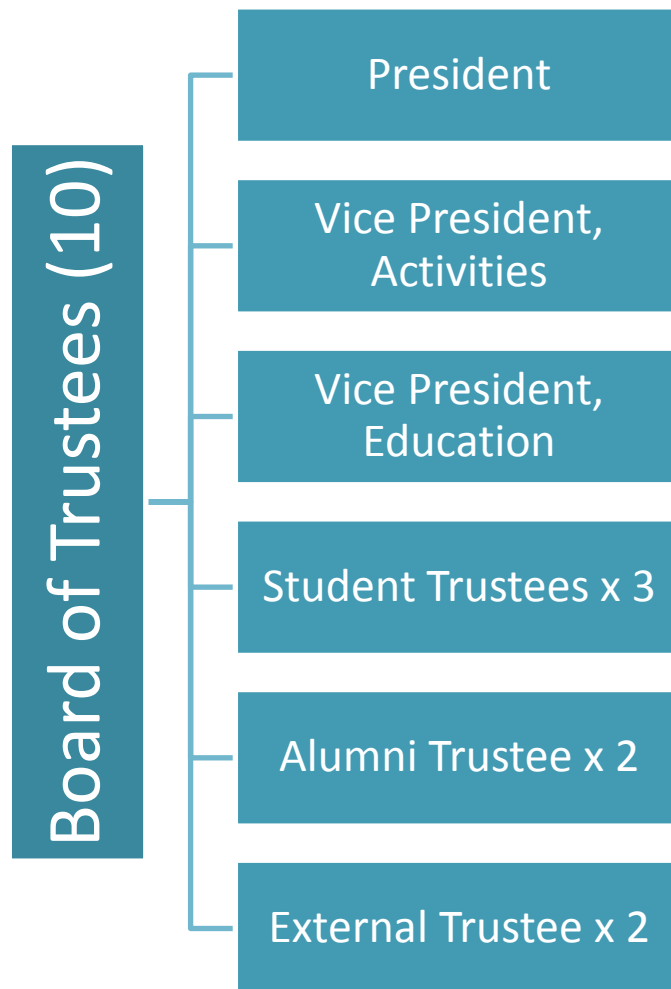
9. Senate

Two members of the open committee will be elected at the first meeting of committee, in the academic year, to sit on Student Senate. The elected members cannot already hold a seat on Student Senate.

Student Senate



Board of Trustees



Democratic Structure

