

# **UNIVERSITY OF BRIGHTON STUDENTS' UNION**

## **BYE LAW 4**

**(Union Council, Committees and Forums of the  
Union)**

**May 2010**

**(Extract 29 July 2010)**

## **Union Council, Committees and Forums of the Union**

### **1. General**

The University of Brighton Students' 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.

Bye-law 4 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 General Meetings which is covered in Bye-law 3.

Diagram 1 explains the relationship between the Board of Trustees, General Meetings, Union Council, Committees of the Board of Trustees, the four Zones and their sub committees.

### **2. Committees of the Board of Trustees**

The Committees of the Board of Trustees are the:

- Employee Resourcing & Development Committee;
- Finance, Audit & Risk Committee;
- Trustee Appointments Committee; and
- Union Development Committee.

Union Council is a stand alone meeting with the responsibility of setting the policy of the Union throughout the year.

### **3. Union Council**

The Union Council is the main policy setting meeting of the Union and has five sub committees.

### **4. Committees of the Union Council**

The Committees of the Union Council are the:

- Executive Committee;
- Academic Zone Committee;
- Activities and Events Zone Committee;
- Campus and Community Zone Committee; and
- Wellbeing Zone Committee.

### **5. Sub Committees and Forums of the Zone Committees**

The sub committees and forums of the Academic Zone Committee are the:

- School Academic Forums.

The sub committees and forums of the Activities and Events Zone Committee are:

- Sports Federation General Meetings;
- Sports Federation Steering Committee;
- Societies Federation General Meetings;
- Societies Federation Steering Committee; and
- Entertainments Site Forums.

The sub committees and forums of the Campus and Community Zone Committee are the:

- Campus/Halls/College Student Experience Forums (joint with the Wellbeing Zone Committee).

The sub committees and forums of the Wellbeing Zone Committee are the:

- Campus/Halls/College Student Experience Forums (joint with the Campus and Community Zone Committee).

## Employee Resourcing & Development Committee

### Constitution and Terms of Reference

1. **Constitution**

The Board of Trustees has established a Committee of the Board of Trustees known as the Employee Resourcing & Development 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 Union President;
- one External Trustee; and
- one Student Trustee.

Quorum shall be two 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 and the Union Co-ordinator (Learning & Development) 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. Emergency meetings can be called at the discretion of the Chair.

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 without approval from the Board of Trustees or Finance, Audit & Risk 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 the University of Brighton Students' Union and its Bye-Laws.

**Employee Resourcing & Development Committee**

**6. Duties**

The duties of the Committee shall be:

- 6.1 To receive a report from the General Manager on any key HR issues within or affecting the University of Brighton Students' Union.
- 6.2 To identify changes of legislation and implement those changes in relation to human resources and remuneration.
- 6.3 To review at appropriate intervals the established staff salaries and pensions.
- 6.4 To set the pay of student staff members.
- 6.5 To approve new staff roles, job descriptions and the process of recruitment.
- 6.6 To identify key staff, officers and trustees where appropriate to sit on recruitment and selection panels.
- 6.7 To work towards the development of the Students' Union staff complement.
- 6.8 To seek advice when needed, and determine the appropriate course of action to problems that may arise surrounding issues such as disciplinary matters in accordance with the appropriate Bye-Law.
- 6.9 To identify agenda items for discussion at quarterly SUJNC meetings.
- 6.10 To examine, review and act upon other matters relating to the Employee Resourcing and Development at the University of Brighton Students' Union.

**7. Reporting Procedures**

The Employee Resourcing & Development Committee's minutes will be circulated to all members. 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 Employee Resourcing & Development Committee will be the Union Co-ordinator (Learning & Development).

## Finance, Audit & Risk 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, Audit & Risk 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 seven members, including:

- the Union President;
- the Vice President Academic Affairs;
- the Vice President Campus & Community;
- the Vice President Wellbeing;
- the Vice President Activities & Events;
- one External Trustee; and
- one Student Trustee;

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, Membership Communications Manager, Union Co-ordinator (Central Services) and a Finance Administrator 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 the University of Brighton Students' 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 item 1.4 of 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:**

- 6.2.1 To receive proposals from officers and service heads regarding unbudgeted revenue expenditure over £300 (exclusive of VAT).
- 6.2.2 To receive proposals from officers and service heads regarding capital expenditure over £500 (exclusive of VAT).
- 6.2.3 To set budgets, for the trustees approval, annually against income.
- 6.2.4 To receive reports from the 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.

6.3 Health and Safety:

- 6.3.1 To monitor the effectiveness of the health and safety arrangements in the Students' Union.
- 6.3.2 To identify changes of legislation and implement those changes in relation to health and safety at the Students' Union.
- 6.3.3 To make recommendations to the Board of Trustees, other committees and staff as the committee believe it to be appropriate in relation to health & safety.
- 6.3.4 To monitor the adequacy of health and safety training, communication and publicity and initiate action to maintain a high standard.
- 6.3.5 To receive accident and incident statistics and monitor action on the findings.
- 6.3.6 To consider health and safety reports from the service managers and other external authorising bodies and action as appropriate.

6.8 To examine, review and act upon other matters relating to finance, audit or risk at the University of Brighton Students' Union.

7. **Reporting Procedures**

The Finance, Audit and Risk 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 be sent to the University of Brighton Finance & Commercial Services Manager.

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, Audit and Risk Committee will be a Finance Administrator or appropriate other Union staff member.

## Trustee 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 Trustee 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 seven members, including:

- the Union President;
- two Vice Presidents;
- one External Trustee;
- one Student Trustee; and
- two members of the Executive Committee.

A quorum shall be 50% of the filled positions.

The two Executive Committee members and the two Vice Presidents shall be elected at the first Executive Committee of the year where quorum has been reached.

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 and the Union Co-ordinator (Central Services) 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.

#### 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 the University of Brighton Students' 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 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 interviewed 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 Union Council 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 recommend for approval to Union Council the best candidate(s) to fill the vacant role(s) of External Trustee(s).
- 6.4 To examine, review and act upon other matters relating to the appointment of Student and External Trustees at the University of Brighton Students' 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 Union Council.

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 the Union Co-ordinator (Central Services) or appropriate other Union staff member.

## **Union Development Committee**

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

1. **Constitution**

The Board of Trustees has established a Committee of the Board of Trustees known as the Union Development Committee (UDC).

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 7 members, including:

- the Union President;
- the Vice President Academic Affairs;
- the Vice President Campus and Community;
- the Vice President Wellbeing;
- the Vice President Activities and Events;
- one External Trustee; and
- one Student Trustee;

A quorum shall be 50% of the membership.

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, Membership Communications Manager, Union Co-ordinator (Central Services) and the Union Development Assistant 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 twice every term. A period of no longer than 2 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 cannot make decisions with financial implications without approval from the Board of Trustees or Finance 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 the University of Brighton Students' Union and its Bye-Laws.

6. **Duties**

The duties of the Committee shall be:

- 6.1 To develop the Union's capital & revenue programme.
- 6.2 To ensure the Union is meeting its strategic development targets.
- 6.3 To explore future strategies of the Union.
- 6.4 To receive reports from service heads of the Students' Union and ensure they are meeting the needs of the Union.
- 6.5 To receive and approve the Union Co-ordinators (Learning & Development) proposed annual programme of learning & development and to monitor its progress.
- 6.6 To examine, review and act upon other matters relating to union development at the University of Brighton Students' Union.
- 6.7 To report to the Board of Trustees.

7. **Reporting Procedures**

The Union Development 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 Committee Secretary and Clerk to the Union Development Committee will be the Union Development Assistant or appropriate other Union staff member.