

# **UNIVERSITY OF BRIGHTON STUDENTS' UNION**

## **BYE LAW 4**

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

**May 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.

### 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.

## Constitution and Terms of Reference

### 1. **Constitution**

Union Council is a committee of the University of Brighton Students' Union.

### 2. **Membership**

The Chair of the committee shall be the Chair of the Union Council of Representatives, elected in accordance with the Election Regulations. There shall be no fewer than 24 members, including:

- Chair of the Union Council of Representatives
  
- the Union President;
- the Vice President Academic Affairs;
- the Vice President Wellbeing;
- the Vice President Campus and Communications;
- the Vice President Activities and Events;
  
- the Post Graduate Students' Representative;
- the Mature Students' Representative;
- the Part Time Students' Representative;
- the International Students' Representative;
- two Non-Portfolio Representatives;
  
- three representatives from the Academic Zone;
- three representatives from the Campus and Community Zone;
- three representatives from the Activities and Events Zone; and
- three representatives from the Wellbeing Zone.

A quorum shall be 50 percent of the filled Executive Officer positions plus one.

No member may hold more than one seat on Union Council at one time.

The Deputy Chair shall be elected from the voting members of Union Council on the first meeting of the academic year. Those persons wanting the role of Deputy Chair of the Union Council of Representatives need to self nominate. This person is there to cover in case of absence and support the Chair of the Union Council of Representatives. No Sabbatical Officer may hold the post of Deputy Chair of the Union Council of Representatives.

The three representatives from each of the four zones will be elected from within their respective zone at the first meeting of the academic year which has reached quorum.

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

The Membership Communications Manager and a Clerk 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 six weeks during the months of September to June. This should complement the zone committees and the Board of Trustees; there shall be no less than six meetings a year. A period of no longer than eight term weeks shall pass between meetings.

Emergency meetings may be called at the discretion of the Chair of the Union Council of Representatives, when an emergency meeting has been called five working days needs to be given.

The location of meetings shall be decided at the discretion of the Chair of the Union Council of Representatives.

## 5. **Authority**

The Committee is authorised 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 Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

Union Council cannot make decisions with financial implications without approval from Finance, Audit and Risk Committee in accordance with the Financial Regulations.

The Committee shall conduct its business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

Union Council has the authority to create Sub Committees, Forums and Working Groups and this shall include at least the Executive Committee and the four Zone Committees, which are the Academic Zone Committee; Campus and Community Zone Committee; the Activities and Events Zone Committee; and the Wellbeing Zone Committee. These Committees shall meet in line with their respective terms of reference.

## 6. **Duties**

The duties of the Committee shall be:

- 6.1 To represent the voice of the students.
- 6.2 To set the policy of the Union and, in accordance with the Union's Constitution, may refer policy to Referenda by the members.
- 6.3 To make, repeal and amend the bye-laws jointly with the Trustees.
- 6.4 To receive a quarterly report from the Trustees.
- 6.5 To recommend associate and honorary members of the Union, subject to Trustee approval.
- 6.6 To receive written reports from and hold the Executive Officers to account.
- 6.7 To receive reports and other information from the Zone Committees.
- 6.8 To review the decisions made by the Zone Committees, all Zone Committee decisions can be overturned with a simple majority vote of Union Council.
- 6.9 To report to the Board of Trustees the decisions made at Union Council.
- 6.7 To examine, review and act upon other matters relating to the policy of the Students' Union.

## 7. **Reporting Procedures**

The Union Council'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 minutes will also be displayed on the Students' Union website within five working days of the meeting.

Union Council 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 to Union Council shall be the Union Co-ordinator (Central Services), the Clerk will be determined by its location.

# The Executive Committee

## Constitution and Terms of Reference

### 1. **Constitution**

The Union Council has established a Committee of the Union Council known as the Executive Committee.

### 2. **Membership**

The Chair of the Committee shall be the Union President. The Union Council can appoint additional members to the Committee however there shall be no fewer than 11 members, including:

- the Union President;
- the Vice President Academic Affairs;
- the Vice President Activities and Events;
- the Vice President Wellbeing;
- the Vice President Campus and Communications;
- the Post Graduate Students' Representative;
- the Part Time Students' Representative;
- the Mature Students' Representative;
- the International Students' Representative; and
- two Non-Portfolio Representatives.

A quorum shall be 50 percent of the filled Executive Officer positions during term time. Outside of term time, a quorum shall be four.

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

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

In normal circumstances only the members shall 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 six weeks during term time. A period of no longer than eight term weeks shall pass between meetings.

### 5. **Authority**

The Committee is authorised by the Union Council 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 Union Council or other Committees of the Union Council as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications 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 promote and defend the rights of Members.
- 6.2 To campaign on issues affecting Members and which further the objects of the Union.
- 6.3 To promote involvement in the activities of the Union.
- 6.4 To consult with the Members of the Union.
- 6.5 To promote the values of the Union.
- 6.6 To implement policy set by Union Council.
- 6.7 To be responsible for communication between the Members, the University and other organisations.
- 6.8 To work towards the development of the Students' Union.
- 6.9 To examine, review and act upon other matters relating to the student experience at the University of Brighton which is either not covered by the Zone Committees or requires the attention of the full Executive Committee.

## **7. Reporting Procedures**

The Executive 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 Union Council and Board of Trustees. The minutes will also be displayed on the Students' Union website.

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 Executive Committee will be the Vice President Campus and Communications or appropriate nominee.

## Constitution and Terms of Reference

### 1. **Constitution**

The Union Council has established a Committee of the Union Council known as the Academic Zone Committee.

### 2. **Membership**

The Chair of the Committee shall be the Vice President Academic Affairs. The Union Council can appoint additional members to the Committee however there shall be no fewer than 19 members, including:

- the Vice President Academic Affairs;
- the Post Graduate Students' Representatives;
- the Part Time Students' Representative;
- the Centre for Learning and Teaching Academic Representative;
- the Architecture and Design School Academic Representative;
- the Arts and Media School Academic Representative;
- the Humanities School Academic Representative;
- the Chelsea School Academic Representative;
- the Education School Academic Representative;
- the Applied Social Science School Academic Representative;
- the Health Professions School Academic Representative;
- the Nursing and Midwifery School Academic Representative;
- the Brighton Business School Academic Representative;
- the Service Management School Academic Representative;
- the Computing, Mathematical and Information Sciences School Academic Representative;
- the Environment and Technology School Academic Representative;
- the Centre for Research in Innovation Management (CENTRIM) Academic Representative;
- the Pharmacy and Bimolecular Sciences School Academic Representative; and
- the Brighton and Sussex Medical School (BSMS) Academic Representative.

A quorum shall be 25% of the elected members.

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

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

The Education and Advocacy Co-ordinator, the Union President and at least one of the Student Advocates 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 at least once every six weeks during term time, to include at least one meeting per a term. A period of no longer than eight term weeks shall pass between meetings.

Emergency meetings maybe called at the discretion of the Chair, when an emergency meeting has been called four clear days' notice need to be given.

### 5. **Authority**

The Committee is authorised by the Union Council 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 Union Council or other Committees of the Union Council as set out in their respective terms of reference.

The Committee holds an Academic Zone budget, and cannot make decisions with financial implications that exceed their agreed budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums and Working Groups, and this shall include at least one Forum for each school of the University of Brighton, and these shall be called:

- the Centre for Learning and Teaching Academic Forum;
- the Architecture and Design School Academic Forum;
- the Arts and Media School Academic Forum;
- the Humanities School Academic Forum;
- the Chelsea School Academic Forum;
- the Education School Academic Forum;
- the Applied Social Science School Academic Forum;
- the Health Professions School Academic Forum;
- the Nursing and Midwifery School Academic Forum;
- the Brighton Business School Academic Forum;
- the Service Management School Academic Forum;
- the Computing, Mathematical and Information Sciences School Academic Forum;
- the Environment and Technology School Academic Forum;
- the Centre for Research in Innovation Management (CENTRIM) Academic Forum;
- the Pharmacy and Bimolecular Sciences School Academic Forum; and
- the Brighton and Sussex Medical School (BSMS) Academic Forum.

These Forums shall meet in line with their respective terms of reference.

The Plumpton College Student Experience Forum is a forum of the Campus and Community Zone Committee and Wellbeing Zone Committee, however the duties of this forum also include all those of the School Academic Forums and it therefore also provides relevant student feedback to the Academic Zone Committee.

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 and propose policy to the Union Council relating to the student academic experience at the University of Brighton.
- 6.2 To decide upon and run academic campaigns to raise awareness and create positive change for students.
- 6.3 To produce an annual Academic Zone Report for the Union Council.
- 6.4 To commission and review research into the academic experience at the University of Brighton and make recommendations to the University and other Students' Union Committees for action.
- 6.5 To review the Course Representative System, and make recommendations for change and improvement.

- 6.6 To produce an annual Course Rep Impact Report for the University of Brighton and Union Council.
- 6.7 To provide appropriate recognition for Course Representatives and University of Brighton staff that made a considerable positive contribution to the student academic experience.
- 6.8 To monitor the work of the National Union of Students (NUS) Higher Education Zone and identify how good practice can be adopted by the University of Brighton Students' Union.
- 6.9 To inform the University of Brighton Students' Union contribution to the NUS HE Zone Conference.
- 6.10 To nominate a member of the Committee to attend the NUS Higher Education Zone Conference with the Vice President Academic Affairs.
- 6.11 To receive reports and updates from the School Academic Forums and their Representatives.
- 6.12 To receive and respond to the Registrars report on academic misconduct, appeals and complaints.
- 6.13 To receive reports from Officers attending University of Brighton Academic Committees.
- 6.14 To receive a regular report from the Student Advocacy and Research Service.
- 6.15 To review and decide action to improve the experience of HE students studying in FE institutions.
- 6.16 To receive papers at the discretion of the Chair from University Committees.
- 6.17 To promote the remit of the Academic Zone Committee and submit related articles into Union and University Media.
- 6.18 To monitor and manage the Academic Zone budget.
- 6.19 To identify and decide the next annual academic health theme for the University of Brighton Students' Union.
- 6.20 To review research into the Higher Education sector and identify the potential for students at the University of Brighton.
- 6.21 To promote local and national surveys and research into the academic experience of students, including the National Student Survey (NSS).
- 6.22 To coordinate student submissions in all areas of quality assurance and enhancement.
- 6.22 To monitor the services and resources provided by the University of Brighton that affect the student academic experience and make appropriate recommendations to the relevant departments and committees.
- 6.23 To nominate three members of the Academic Zone Committee to sit on Union Council.
- 6.24 To examine, review and act upon other matters relating to the student academic experience at the University of Brighton.

7. **Reporting Procedures**

The Academic Zone 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 Union Council meeting. The minutes will also be displayed on the Students' Union website.

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 to the Academic Zone Committee will be the Education and Advocacy Co-ordinator and the minutes will be taken by one of the Student Advocates (Clerk).

## Constitution and Terms of Reference

### 1. **Constitution**

The Union Council has established a Committee of the Union Council known as the Activities and Events Zone Committee.

### 2. **Membership**

The Chair of the Committee shall be the Vice President Activities and Events. The Union Council can appoint additional members to the Committee however there shall be no fewer than six members, including:

- the Vice President Activities and Events;
- the Brighton Site Entertainment Chair;
- the Eastbourne Site Entertainment Chair;
- the Hastings Site Entertainment Chair;
- the Sports Federation Chair; and
- the Societies Federation Chair.

A quorum shall be three members.

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

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

The Membership Activities Co-ordinator and a Clerk 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 six weeks during term time, to include at least one meeting per a term. A period of no longer than eight term weeks shall pass between meetings.

Emergency meetings maybe called at the discretion of the Chair, when an emergency meeting has been called four clear days' notice need to be given.

### 5. **Authority**

The Committee is authorised by the Union Council 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 Union Council or other Committees of the Union Council as set out in their respective terms of reference.

The Committee holds an Events budget, and cannot make decisions with financial implications that exceed their agreed budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums, Committees and Working Groups, and this shall include at least:

- the Sports Federation Annual General Meeting;
- the Sports Federation Steering Group;
- the Societies Federation Annual General Meeting;
- the Societies Federation Steering Group;
- the Brighton Entertainment Forum;

- the Eastbourne Entertainment Forum; and
- the Hastings Entertainment Forum.

These Forums 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 Sports Federation

- 6.1.1 To review research into the development of sport at the University of Brighton and make recommendations to the University and other Students' Union Committees for action.
- 6.1.2 To review the work of the Sports Federation Steering Group and Annual General Meeting and identify areas for policy development.
- 6.1.3 To develop policy to improve the student experience in relation to Sport at the University of Brighton to then propose to the Union Council.
- 6.1.4 To decide upon and run campaigns relating to the sport experience of the students at the University of Brighton.
- 6.1.5 To monitor the Sports Federation budget.
- 6.1.6 To ensure the Sports Federation is meeting its obligation in relation to intramural sport and widening participation at the University of Brighton.
- 6.1.7 To monitor the wellbeing of all teams through the buddy system.
- 6.1.8 To monitor the works of BUCS and other organisations.

### 6.2 Societies Federation

- 6.2.1 To review research into the development of student societies at the University of Brighton Students' Union.
- 6.2.2 To review the work of the Societies Federation Committee and identify areas for policy development.
- 6.2.3 To develop policy to improve the student experience in relation to Student Societies at the University of Brighton Students' Union to propose to the Union Council.
- 6.2.4 To support societies to run campaigns that will positively improve the student experience of their society members.
- 6.2.5 To receive and review the work of the Societies Federation Annual General Meeting.
- 6.2.6 To monitor the Societies Federation budget.
- 6.1.7 To monitor the wellbeing of all societies through the buddy system.

### 6.3 Site Entertainments Forums

- 6.3.1 To review the work of the Entertainment Forums and receive ideas.
- 6.3.2 To review the Events budget of the Union.
- 6.3.3 To ensure that the Entertainments forums are providing events that meet the needs of all of the members of the Union, including mature, post graduate and international students.
- 6.3.4 To make decisions on events within the budgets constraints.
- 6.4 To monitor the relevant work of the National Union of Students (NUS) and identify benefits the Union can use.
- 6.5 To receive papers at the discretion of the Chair from University Committees.
- 6.6 To promote the remit of the Activities and Events Zone Committee and submit related articles into Union and University Media.
- 6.7 To review relevant national research and explore the impact that it is going to have on students at the University of Brighton.
- 6.8 To promote local and national relevant surveys and research.
- 6.9 Produce an annual report for the Union Council.
- 6.10 To nominate three members of the Activities and Events Zone Committee to sit on Union Council.
- 6.11 To examine, review and act upon other matters relating to the sports, student societies and events as the University of Brighton Students' Union.

## 7. **Reporting Procedures**

The Activities and Events Zone 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 Union Council. The minutes will also be displayed on the Students' Union website.

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 to the Activities and Events Zone Committee shall be the Membership Activities Co-ordinator. The Clerk shall be determined by their location.

The University of Brighton Students' Union

**Campus and Community Zone Committee**

## Constitution and Terms of Reference

### 1. **Constitution**

The Union Council has established a Committee of the Union Council known as the Campus and Community Zone Committee.

### 2. **Membership**

The Chair of the Committee shall be the Vice President Campus and Communications. The Union Council can appoint additional members to the Committee however there shall be no fewer than 12 members, including:

- the Vice President Campus and Community;
- the Grand Parade Campus Representative;
- the Moulsecoomb Campus Representative;
- the Falmer Campus Representative;
- the Eastbourne Campus Representative;
- the Hastings Campus Representative;
- the Phoenix Halls Representative;
- the Varley Halls Representative;
- the City College Brighton Representative;
- the Plumpton College Representative;
- the Central Sussex College Representative; and
- the Sussex Downs College Representative.

A quorum shall be 25% of the members plus one.

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

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

A Union Manager and a Clerk 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 six weeks during term time, to include at least one meeting per a term. A period of no longer than eight term weeks shall pass between meetings.

Emergency meetings maybe called at the discretion of the Chair, when an emergency meeting has been called four clear days' notice need to be given.

### 5. **Authority**

The Committee is authorised by Union Council 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 Union Council or other Committees of the Union Council as set out in their respective terms of reference.

The Committee holds a Campus and Community Zone budget, and cannot make decisions with financial implications that exceed their agreed budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums, Committees and Working Groups and this shall include at least one Forum for each Campus and Partner College of the University of Brighton. The following forums of the Campus and Community Zone

Committee are also forums of the Wellbeing Zone Committee and shall meet at least once a semester, they are:

- the Grand Parade Student Experience Forum;
- the Moulsecoomb Student Experience Forum;
- the Falmer Student Experience Forum;
- the Eastbourne Student Experience Forum;
- the Hastings Student Experience Forum;
- the Phoenix Halls Student Experience Forum;
- the Varley Halls Student Experience Forum;
- the Brighton City College Student Experience Forum;
- the Plumpton College Student Experience Forum;
- the Central Sussex College Student Experience Forum; and
- the Sussex Downs Student Experience Forum.

These Forums 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 review research into the student experience on all campuses and partner colleges at the University of Brighton and make recommendations to the University and other Students' Union Committees for action.
- 6.2 To review the work of the Campus Forums and identify areas for policy development.
- 6.3 To develop policy to improve the student experience in relation to the campus or community experience and propose this to the Union Council.
- 6.4 To decide upon and run campaigns relating to the campus or community experience for the benefit of students.
- 6.5 To review the impact of volunteering on the student body through working with Active Student (University of Brighton department).
- 6.6 To identify collaborative opportunities with Active Student (University of Brighton department) for the benefit of students.
- 6.7 To receive updates from Local Action Team Meetings (LAT's), and provide appropriate responses.
- 6.8 To oversee the development and set direction for the Community Rep Scheme
- 6.9 To monitor the work of the National Union of Students (NUS) Society and Citizenship Zone and identify benefits the Union can use.
- 6.10 To receive papers at the discretion of the Chair from University Committees.
- 6.11 To promote the remit of the Campus and Community Zone Committee and submit related articles into Union and University Media.
- 6.12 To liaise with the University of Brighton Students' Union Marketing and Communication team when promoting campus and community issues to external media.

- 6.13 To monitor and manage the Campus and Community Zone budget.
- 6.14 To review relevant national research into and explore the impact that it is going to have on students at the University of Brighton.
- 6.15 To promote local and national relevant surveys and research.
- 6.16 To produce an annual report for Union Council.
- 6.17 To nominate three members of the Campus and Community Zone Committee to sit on Union Council
- 6.18 To examine, review and act upon other matters relating to the campus and community experience at the University of Brighton.

## 7. **Reporting Procedures**

The Campus and Community Zone 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 Union Council meeting. The minutes will also be displayed on the Students' Union website.

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 to the Campus and Community Zone Committee will be the Union Co-ordinator (Learning and Development). The Clerk to the Campus and Community Zone Committee will be determined by their location.

The University of Brighton Students' Union

## **Wellbeing Zone Committee**

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

## 1. **Constitution**

The Union Council has established a Committee of the Union Council known as the Wellbeing Zone Committee.

## 2. **Membership**

The Chair of the Committee shall be the Vice President Wellbeing. The Union Council can appoint additional members to the Committee however there shall be no fewer than 28 members, including:

- the Vice President Wellbeing;
- three Women's Conveners (one located in each Brighton, Eastbourne and Hastings);
- three Welfare (Health and Housing) Conveners (one located in each Brighton, Eastbourne and Hastings);
- three Students with Dependents Conveners (one located in each Brighton, Eastbourne and Hastings);
- three Ethnic Minorities Conveners (one located in each Brighton, Eastbourne and Hastings);
- three LGBT (Lesbian, Gay, Bisexual, Transgender) Convener (one located in each Brighton, Eastbourne and Hastings);
- three Interfaith Conveners (one located in each Brighton, Eastbourne and Hastings);
- three Ethical/Environmental Conveners (one located in each Brighton, Eastbourne and Hastings); and
- three Students with Disabilities Conveners (one located in each Brighton, Eastbourne and Hastings).

A quorum shall be 25% of the filled member's posts.

The committee shall elect all of the Brighton Conveners in the last meeting of the academic year that is scheduled in Brighton, and all the Eastbourne and Hastings Conveners in the last meeting of the academic year that is scheduled in Eastbourne. To be the convener for a specific area you need to either study or live in that town/city and self define as a member of that community.

The committee will determine the appropriate method of electing the committee members.

Members of the Union may attend all Wellbeing Zone Committees and be granted speaking rights.

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

## 3. **Attendance at Meetings**

A Union Manager and a Clerk 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 six weeks during term time, to include at least one meeting per a term. A period of no longer than eight term weeks shall pass between meetings.

Emergency meetings maybe called at the discretion of the Chair, when an emergency meeting has been called four clear days' notice need to be given.

Meetings will be held in both Brighton and Eastbourne and can be called in Hastings and other campuses/partner colleges at the discretion of the chair.

## 5. **Authority**

The Committee is authorised by Union Council 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 Union Council or other Committees of the Union Council as set out in their respective terms of reference.

The Committee holds a Wellbeing Zone budget, and cannot make decisions with financial implications that exceed their agreed budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums, Committees and Working Groups and this shall include at least one Forum for each Campus and Partner College of the University of Brighton. The following forums of the Wellbeing Zone Committee are also forums of the Campus and Community Zone Committee and shall meet at least once a semester, they are:

- the Grand Parade Student Experience Forum;
- the Moulsecoomb Student Experience Forum;
- the Falmer Student Experience Forum;
- the Eastbourne Student Experience Forum;
- the Hastings Student Experience Forum;
- the Phoenix Halls Student Experience Forum;
- the Varley Halls Student Experience Forum;
- the Brighton City College Student Experience Forum;
- the Plumpton College Student Experience Forum;
- the Mid Sussex College Student Experience Forum; and
- the Sussex Downs Student Experience Forum.

These Forums 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 undertake and review research into the wellbeing experience of the students of the University of Brighton and make recommendations to the University and other Students' Union Committees for action.
- 6.2 To monitor the work of the National Union of Students (NUS) Welfare Zone and NUS Society and Citizenship Zone and identify benefits the Union can use.
- 6.2 To develop and propose policy to the Union Council relating to the student wellbeing experience at the University of Brighton.
- 6.3 To decide upon and run wellbeing campaigns to raise awareness and create positive change for students, especially relating to the environment and equality issues such as race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age or political belief.
- 6.4 To create sub working groups and forums to tackle issues as they arise.
- 6.5 To receive papers at the discretion of the Chair from University Committees.
- 6.6 To promote the remit of the Wellbeing Zone Committee and submit related articles into Union and University Media.
- 6.7 To receive updates and reports from the campus/halls/partner college student experience forums and online discussions relating to the work of this zone.

- 6.8 To monitor and manage the Wellbeing Zone budget.
- 6.9 To nominate a member of the Committee to attend the NUS Welfare Zone Conference with the Vice President Wellbeing.
- 6.10 To nominate three members of the committee to sit on Union Council, of which none may be the same type of convener, i.e. not two Women's Conveners on Union Council.
- 6.11 To review national relevant research.
- 6.12 To promote local and national surveys and research into the welfare experience of students.
- 6.13 Produce an annual report for the Union Council.
- 6.14 To examine, review and act upon other matters relating to the student wellbeing experience at the University of Brighton.

## 7. **Reporting Procedures**

The Wellbeing Zone 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 Union Council meeting. The minutes will also be displayed on the Students' Union website.

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 to the Wellbeing Zone Committee shall be a Union Manager. The Clerk to the Wellbeing Zone Committee will be determined by their location.

The University of Brighton Students' Union

## **School Academic Forums**

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

## 1. **Constitution**

The Academic Zone Committee has established 14 Forums of the Academic Zone Committee and these shall be known as:

- the Architecture and Design School Academic Forum;
- the Arts and Media School Academic Forum;
- the Humanities School Academic Forum;
- the Chelsea School Academic Forum;
- the Education School Academic Forum;
- the Applied Social Science School Academic Forum;
- the Health Professions School Academic Forum;
- the Nursing and Midwifery School Academic Forum;
- the Brighton Business School Academic Forum;
- the Service Management School Academic Forum;
- the Computing, Mathematical and Information Sciences School Academic Forum;
- the Environment and Technology School Academic Forum;
- the Pharmacy and Bimolecular Sciences School Academic Forum; and
- the Brighton and Sussex Medical School (BSMS) Academic Forum.

## 2. **Membership**

The Chair of the Forum shall be the respective School Academic Representative. The Academic Zone Committee can appoint additional members to the Forums however the minimum shall include:

- the respective School Academic Representative;
- the Vice President Academic Affairs; and
- any students at the University of Brighton studying in the school to which the forum is titled.

There is no quorum for these Forums. All members can put submit agenda items for the forums.

In the absence of a dedicated School Academic Representative at the forum the Vice President Academic Affairs will chair the forum.

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

## 3. **Attendance at Meetings**

The minimum attendance at a forum will include a Students' Union staff member to make notes at the meeting. 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 at least once every semester. There shall be a minimum of two meetings of each forum in an academic year. Meetings can be more frequent at the discretion of the chair.

An agenda shall be circulated in advance to provoke discussion about the key issues.

## 5. **Authority**

The Forums are authorised by the Academic Zone Committee to gather the student opinion on the academic experience. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Academic Zone Committee and or other Committees of the Union Council as set out in their respective terms of reference.

The Forums do not hold a budget, and cannot make decisions with financial implications without approval of the appropriate committee in accordance with the Financial Regulations.

The Forums shall conduct their business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

## 6. **Duties**

The purpose of School Academic Forums is to enable free and constructive discussion between students and student representatives on issues and opinions relating to the academic experience at the University of Brighton.

The duties of the Forums shall be:

- 6.1 To discuss student views on all aspects of the nature, delivery and quality of their academic experience.
- 6.2 To discuss solutions to any problems raised.
- 6.3 To explore the future development of the course representative system.
- 6.4 To gather student opinion on subjects of interest to the Students' Union.
- 6.5 To inform the Students' Union Academic Zone Committee and other relevant University Committees of issues pertinent to the academic experience.
- 6.6 To receive student suggestions on policy relevant to the academic experience at the University of Brighton.
- 6.7 To promote relevant local and national surveys and research, including the National Student Survey (NSS).

In the case of the Plumpton College Student Experience Forum the duties are all those listed above and those listed in the Campus/Halls/College Student Experience Forums Terms of Reference.

## 7. **Reporting Procedures**

The School Academic Forums will be recorded in note format with action points. These will then be made available on the Students' Union website within 7 clear days. The relevant notes and action points will also be submitted as an agenda item to the next meeting of the Academic Zone Committee.

The Forum 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's to the School Academic Forums shall be the Student Advocates. The Clerk to the School Academic Forums will be determined by their location.

University of Brighton Students' Union

# **Sports Federation General Meetings**

## **Constitution and Terms of Reference**

### 1. **Constitution**

The Activities and Events Zone Committee has established a Sports Federation of the Activities and Events Zone Committee. The Sports Federation has established two types of General Meetings of the Sports Federation, the Annual General Meeting and the Emergency General Meeting.

## 2. **Membership**

The Chair of the Annual General Meeting shall be the Vice President Activities and Events, any subsequent Sports Federation General Meetings in that academic year shall be chaired by the Sports Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than the following members, including:

- the Vice President Activities and Events;
- the Sports Federation Chair (if elected);
- the Sports Federation Steering Committee Members (if elected); and
- at least one representative from each affiliated student society.

A quorum for an Annual General Meeting shall be no less than one representative from 75% of the affiliated Sports Clubs.

A quorum for an Emergency General Meeting shall be no less than one representative from 50% of the affiliated Sports Clubs and three members of the Steering Committee.

All SportsFed members may attend and speak at a General Meeting, however only one nominated member of each sports club may vote at a General Meeting.

In the case of a sports club not being able to attend for valid reasons, proxy and postal votes shall be allowed by the Chair, as long as they are registered within any timeframe specified.

## 3. **Attendance at Meetings**

The University of Brighton Sports Development Manager and a Clerk 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**

Every effort will be made to hold on a campus accessible to all. Emergency General Meetings shall be held at the site requested by the Sports Federation Chair or persons who called the meeting.

### 4.1 Annual General Meetings

Annual General Meetings shall normally be held in the fourth week of the first term of the academic year.

The Sports Federation Secretary shall give 19 clear days notice to affiliated Sports Clubs of the Annual General Meeting. Items for the agenda, in writing, shall reach the Sports' Federation Secretary's office no less than twelve clear days before the meeting. The Federation's Secretary shall notify affiliated Sports Clubs of the agenda no less than 6 clear days before the meeting.

### 4.2 Emergency General Meetings

Emergency General Meetings can be convened to discuss one or more issues, which can be called at the request of the Sports Federation Steering Committee or the President of one affiliated Sports Club.

The request for an Emergency General Meeting should be given in writing to the Sports' Federation Secretary and should state the business of the proposed meeting.

Within 48 hours of receiving the request, the SportsFed Secretary shall inform all affiliated Sports of the date, time, place, and business of the meeting. The meeting shall be held within six clear days of the receipt of the request.

## 5. **Authority**

The Committee is authorised by the Activities and Events Zone Committee 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 Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

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

A Sports Federation General Meeting can overturn any decision of the Sports Federation Steering Committee.

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 General Meeting shall be:

6.1 The order of business of the Annual General Meeting shall be as follows:

1. Minutes of the last AGM, these can only be amended for grammatical accuracy points;
2. Ratification of existing and new Sports Clubs, by a simple majority vote;
3. Election of a steering committee. The AGM needs to elect a Sports Federation Chair and 5 Sports Federation Steering Committee Members. All SportsFed members are entitled to stand for either or both of the different types of position. In the result of a student standing for the position of Sports Federation Chair and a Sports Federation Steering Committee Member the result for the position of chair will take precedence over that of a Sports Federation Steering Committee Member. Further information will be circulated to all affiliated Sports Clubs before the meeting; and
4. Finances for the coming year.

6.2 The order of business of an Emergency General Meeting shall be as follows:

1. The business for what the meeting was called.

No other business should be discussed at an Emergency General Meeting.

## 7. **Reporting Procedures**

All Sports Federation General Meetings minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

## 8. **Clerking Arrangements**

The Committee Secretary to Sports Federation General meetings shall be the University of Brighton Sports Development Manager. The Clerk to Sports Federation General Meetings will be determined by their location.

University of Brighton Students' Union

## **Sports Federation Steering Committee**

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

#### **1. Constitution**

The Activities and Events Zone Committee has established a Sports Federation of the Activities and Events Zone Committee. The Sports Federation has established a Sports Federation Steering Committee.

## 2. **Membership**

The Chair of the Committee shall be the Sports Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than 6 members, including:

- the Sports Federation Chair; and
- the five Sports Federation Steering Committee Members.

A quorum shall be 3 of the members plus the chair.

All 6 members will be elected at the Sports Federation Annual General Meeting.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Activities and Events Zone Committee.

Any Steering Committee member absent from two consecutive meetings without sending an apology and reason shall be referred to the next Sports' Federation Steering Committee Meeting for a vote of no-confidence.

## 3. **Attendance at Meetings**

The Vice President Activities and Events, the University of Brighton Sports Development Manager and a Committee Secretary 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 at least once every 4 weeks during term time. A period of no longer than 6 term weeks shall pass between meetings.

## 5. **Authority**

The Committee is authorised by the Activities and Events Zone Committee 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 Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

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

The Committee has the authority to create Sub Forums and Working Groups where it believes it to be necessary. These Forums 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 monitor the Sports Federation budget of the Union.

- 6.2 To consider bids for grants and loans from Sports Clubs and award money within an agreed budget with the advice of the Vice President Activities and Events and relevant SU staff.
- 6.3 To research into what activities student Sports Clubs are offering to the membership.
- 6.4 To ratify new Sports Clubs of the Sports Federation
- 6.5 To develop the way in which Sports are run at the University of Brighton and the support the Students' Union and Sport Brighton provides them.
- 6.6 To plan and run events and activities within agreed budgets that support and promote Sports Clubs.
- 6.7 To develop policy surrounding sport at the University of Brighton for the Activities and Events Zone.
- 6.8 To ensure that sports teams are supported through the 'Buddy System'
- 6.9 To ensure that the Students' Union and Sport Brighton is promoting sport to students at the University of Brighton.
- 6.10 To ensure that sport is accessible to all students.
- 6.11 To monitor the number of Sports Clubs available and the number of registered members within those Sports Clubs.
- 6.12 To ensure that the process that students need to go through to start a Sports Club is simple and appropriate to encourage more members to participate in sport that meets their interests.
- 6.13 To receive input from the Activities and Events Zone Committee on relevant issues.
- 6.14 To provide a regular report to the Activities and Events Zone Committee.
- 6.15 To receive papers at the discretion of the Chair from other Union and University Committees.
- 6.16 To examine, review and act upon other matters relating to student sport at the University of Brighton Students' Union.

## 7. **Reporting Procedures**

All Sports Federation Steering Committee minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

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 to Sports Federation Steering Committee shall be the University of Brighton Sports Development Manager. The Clerk to Sports Federation Steering Committee will be determined by their location.

University of Brighton Students' Union

**Societies Federation General Meetings**

**Constitution and Terms of Reference**

1. **Constitution**

The Activities and Events Zone Committee has established a Societies Federation of the Activities and Events Zone Committee. The Societies Federation has established two types of General Meetings of the Societies Federation, the Annual General Meeting and the Emergency General Meeting.

## 2. **Membership**

The Chair of the Annual General Meeting shall be the Vice President Activities and Events, any subsequent Societies Federation General Meetings in that academic year shall be chaired by the Societies Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than the following members, including:

- the Vice President Activities and Events;
- the Societies Federation Chair (if elected);
- the Societies Federation Steering Committee Members (if elected); and
- at least one representative from each affiliated student society.

A quorum for an Annual General Meeting shall be no less than one representative from 75% of the affiliated societies.

A quorum for an Emergency General Meeting shall be no less than one representative from 50% of the affiliated societies and three officers of the Steering Committee.

All SocFed members may attend and speak at a General Meeting, however only one nominated member of each society may vote at a General Meeting.

In the case of a society not being able to attend for valid reasons, proxy and postal votes shall be allowed by the Chair, as long as they are registered within any timeframe specified.

## 3. **Attendance at Meetings**

The Membership Activities Co-ordinator and Societies 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**

Every effort will be made to hold on a campus accessible to all. Emergency General Meetings shall be held at the site requested by the Societies Federation Chair or persons who called the meeting.

### 4.1 Annual General Meetings

Annual General Meetings shall normally be held in the fourth week of the first term of the academic year.

The Societies Federation Secretary shall give 19 clear days notice to affiliated societies of the Annual General Meeting. Items for the agenda, in writing, shall reach the Societies' Federation Secretary's office no less than twelve clear days before the meeting. The Federation's Secretary shall notify affiliated societies of the agenda no less than 6 clear days before the meeting.

### 4.2 Emergency General Meetings

Emergency General Meetings can be convened to discuss one or more issues, which can be called at the request of the Societies Federation Steering Committee or the President of one affiliated student society.

The request for an Emergency General Meeting should be given in writing to the Societies' Federation Secretary and should state the business of the proposed meeting.

Within 48 hours of receiving the request, the SocFed Secretary shall inform all affiliated societies of the date, time, place, and business of the meeting. The meeting shall be held within six clear days of the receipt of the request.

## 5. **Authority**

The Committee is authorised by the Activities and Events Zone Committee 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 Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

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

A Societies Federation General Meeting can overturn any decision of the Societies Federation Steering.

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 General Meeting shall be:

6.1 The order of business of the Annual General Meeting shall be as follows:

5. Minutes of the last AGM, these can only be amended for grammatical accuracy points;
6. Ratification of existing and new societies, by a simple majority vote;
7. Election of a steering committee. The AGM needs to elect a Societies Federation Chair and 5 Societies Federation Steering Committee Members. All SocFed members are entitled to stand for either or both of the different types of position. In the result of a student standing for the position of Societies Federation Chair and a Societies Federation Steering Committee Member the result for the position of chair will take precedence over that of a Societies Federation Steering Committee Member. Further information will be circulate to all affiliated societies before the meeting; and
8. Finances for the coming year.

6.2 The order of business of an Emergency General Meeting shall be as follows:

1. The business for what the meeting was called.

No other business should be discussed at an Emergency General Meeting.

## 7. **Reporting Procedures**

All Societies Federation General Meetings minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

## 8. **Clerking Arrangements**

The Committee Secretary & Clerk to Societies Federation General Meetings will be the Societies Assistant.

University of Brighton Students' Union

**Societies Federation Steering Committee**

**Constitution and Terms of Reference**

## 1. **Constitution**

The Activities and Events Zone Committee has established a Societies Federation of the Activities and Events Zone Committee. The Societies Federation has established a Societies Federation Steering Committee.

## 2. **Membership**

The Chair of the Committee shall be the Societies Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than 6 members, including:

- the Societies Federation Chair; and
- the five Societies Federation Steering Committee Members.

A quorum shall be three of the members plus the chair.

All 6 members will be elected at the Societies Federation Annual General Meeting.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Activities and Events Zone Committee.

Any Steering Committee member absent from two consecutive meetings without sending an apology and reason shall be referred to the next Societies' Federation Steering Committee Meeting for a vote of no-confidence.

## 3. **Attendance at Meetings**

The Vice President Activities and Events, Membership Activities Co-ordinator and Societies 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 at least once every four weeks during term time. A period of no longer than six term weeks shall pass between meetings.

## 5. **Authority**

The Committee is authorised by the Activities and Events Zone Committee 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 Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

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

The Committee has the authority to create Sub Forums and Working Groups where it believes it to be necessary. These Forums 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 monitor the Societies Federation budget of the Union.
- 6.2 To consider bids for grants and loans from societies and award money within an agreed budget with the advice of the Vice President Activities and Events and relevant SU staff.
- 6.3 To research into what activities and services student societies are offering to the membership.
- 6.4 To ratify societies of the Students' Union.
- 6.5 To develop the way in which societies are run at the University of Brighton and the support the Students' Union provides them.
- 6.6 To plan and run events and activities within agreed budgets that support and promote societies.
- 6.7 To ensure that the Students' Union is promoting societies to students at the University of Brighton.
- 6.8 To ensure that societies are accessible to all students.
- 6.9 To monitor the number of societies available and the number of registered members within those societies.
- 6.10 To ensure that the process that students need to go through to start a society is simple and appropriate to encourage more societies to start.
- 6.11 To receive input from the Activities and Events Zone Committee on relevant issues.
- 6.12 To provide a regular report to the Activities and Events Zone Committee.
- 6.13 To receive papers at the discretion of the Chair from other Union and University Committees.
- 6.14 To examine, review and act upon other matters relating to student societies at the University of Brighton Students' Union.

## 7. **Reporting Procedures**

All Societies Federation Steering Committee minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

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 Societies Federation Steering Committee will be the Societies Assistant.

The University of Brighton Students' Union

## **Site Entertainment Forums**

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

## 1. **Constitution**

The Activities and Events Zone Committee has established three Forums of the Activities and Events Zone Committee known as:

- the Brighton Entertainment Forum;
- the Eastbourne Entertainment Forum; and
- the Hastings Entertainment Forum.

## 2. **Membership**

The Chair of the Committee shall be the relevant Site Entertainment Chair, e.g. the Brighton Site Entertainment Chair will chair the Brighton Entertainment Forum. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than 7 members, including:

- the relevant Site Entertainment Chair;
- the Vice President Activities and Events; and
- five appointed Site Entertainment Forum Members;

A quorum shall be 50% of the members plus one.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Activities and Events Zone Committee.

Four of the five appointed Site Entertainment Forum Members shall be appointed in April and May for the next academic year. The final position of Site Entertainment Forum member is reserved for a first year student and is therefore to be appointed in the first four weeks of the academic year. Students will need to apply for these posts, and the panel selecting these members will be made up of the current Site Entertainment Chair, the Site Entertainment Chair-elect and the Vice President Activities and Events. In the case where the Site Entertainment Chair and the Site Entertainment Chair-elect are the same person the President or nominee will be the third member. The panel shall ensure that the needs of less traditional students such as Post Graduate, Part Time, Mature and International students is taken into consideration when selecting all five appointed Site Entertainment Forum Members.

## 3. **Attendance at Meetings**

Members of the Union may attend all Site Entertainment Forums and be granted speaking rights.

A Committee Secretary 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. External companies may also be invited to meetings.

## 4. **Frequency of Meetings**

Meetings shall normally be held at least once every six weeks during term time. A period of no longer than eight term weeks shall pass between meetings, not including reading weeks.

## 5. **Authority**

The Committee is authorised by the Activities and Events Zone Committee 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 Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications without the approval of the Activities and Events Zone Committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums and Working Groups where it believes it to be necessary. These Forums 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 monitor the Events Budget of the Union.
- 6.2 To research into what student events are in demand.
- 6.3 To provide direction to the relevant people/company on all events including the Balls.
- 6.4 To plan and run events and activities within agreed budgets.
- 6.5 To ensure that the Students' Union is running events that meet the needs of our members on both campuses, with special consideration to those events that appeal to mature, international and post graduate students.
- 6.6 To ensure that events are well marketed to maximise participation.
- 6.7 To ensure that major events are recorded in a variety of forms of media, such as video and photography.
- 6.8 To receive input from the Activities and Events Zone Committee on collaboration events with societies and sports teams.
- 6.9 To provide a regular report to the Activities and Events Zone Committee.
- 6.10 To receive papers at the discretion of the Chair from other Union and University Committees.
- 6.11 To examine, review and act upon other matters relating to events as the University of Brighton Students' Union.

## **7. Reporting Procedures**

The Site Entertainment Forums will be recorded in note format with action points. These will then be made available on the Students' Union website. The notes and action points will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

The Forum 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 Site Entertainment Forums will be determined by their location.

The University of Brighton Students' Union

## **Campus/Halls/College Student Experience Forums**

**Constitution and Terms of Reference**

### **1. Constitution**

The Campus and Community Zone Committee and the Wellbeing Zone Committee have established 11 Forums of the both Committees known as:

- the Grand Parade Student Experience Forum;
- the Moulsecoomb Student Experience Forum;
- the Falmer Student Experience Forum;
- the Eastbourne Student Experience Forum;
- the Hastings Student Experience Forum;
- the Phoenix Halls Student Experience Forum;
- the Varley Halls Student Experience Forum;
- the Brighton City College Student Experience Forum;
- the Plumpton College Student Experience Forum;
- the Central Sussex College Student Experience Forum; and
- the Sussex Downs Student Experience Forum.

## 2. **Membership**

The Chair of the Forum shall be their respective Campus/Halls/College Representative, e.g. the Grand Parade Campus Representative will chair the Grand Parade Student Experience Forum and the Plumpton College Representative will chair the Plumpton College Student Experience Forum. The Campus and Community Zone Committee and Wellbeing Zone can appoint additional members to the Forums however there shall be no fewer than five members, including:

- the respective Campus/Halls/College Representative;
- the Vice President Campus and Communications;
- the Vice President Wellbeing; and
- all students at the University of Brighton studying or living on the campus/halls/college to which the forum it titled.

There is no quorum for these Forums.

In the absence of a dedicated campus/hall/college representative at the forum the Vice President Campus and Communications or the Vice President Wellbeing will chair the forum.

The Forums shall include additional members and support as appropriate to meet the needs of the Forums with the approval of the Campus and Community Zone Committee or the Wellbeing Zone Committee.

## 3. **Attendance at Meetings**

The minimum attendance at a forum will include a Students' Union staff member to make notes at the meeting. 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 semester. There shall be a minimum of two meetings of each forum in an academic year. Meetings can be more frequent at the discretion of the chair.

## 5. **Authority**

The Forums are authorised by the Campus and Community Zone Committee and the Wellbeing Zone Committee to gather the student opinion on the experience at the relevant location. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Campus and Community Zone Committee, the Wellbeing Zone Committee and or other Committees of the Union Council as set out in their respective terms of reference.

The Forums do not hold a budget, and cannot make decisions with financial implications without approval of the appropriate committee in accordance with the Financial Regulations.

The Forums shall conduct their business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

## 6. **Duties**

The duties of the Forums shall be:

- 6.1 To canvass student opinion into the Wellbeing, Campus, Halls and Partner College experience at the University of Brighton and make recommendations to the University and other Students' Union Committees for action.
- 6.2 To receive student suggestions on policy relevant to the Wellbeing, Campus, Halls and Partner College experience at the University of Brighton.
- 6.3 To receive student opinion on the work of the Union relevant to the Wellbeing, Campus, Halls and Partner College experience.
- 6.4 To give the forums opinion on relevant national work from the National Union of Students (NUS) and other organisations.
- 6.5 To promote relevant local and national surveys and research, including the National Student Survey (NSS).
- 6.6 To produce a regular report for the Wellbeing Zone Committee and the Campus and Community Zone Committee.
- 6.7 To refer student feedback that was not appropriate to the Wellbeing Zone Committee or Campus and Community Zone Committee to its relevant zone.
- 6.7 To examine, review and act upon other matters relating to the student Wellbeing, Campus, Halls and Partner College experience at the University of Brighton.

In the case of the Plumpton College Student Experience Forum the duties are all those listed above and those listed in the School Academic Forums Terms of Reference.

## 7. **Reporting Procedures**

The Student Experience Forums will be recorded in note format with action points. These will then be made available on the Students' Union website within 7 clear days. The relevant notes and action points will also be submitted as an agenda item to the next meeting of the Wellbeing Zone Committee and the Campus and Community Committee.

The Forum 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 Campus/Halls/College Student Experience Forums will be determined by their location.