

SECTION 9**TITLE F****COMMITTEES OF GUILD COUNCIL**

1 There shall be the following Committees of Guild Council:

- 1.1 Executive Committee.
- 1.2 Constitution Committee.
- 1.3 Elections Committee.
- 1.4 Nominations Committee.
- 1.5 Press Council.
- 1.6 Sabbatical Remuneration Committee
- 1.7 Discipline Committee
- 1.8 Disciplinary Appeals Panel

2 **OFFICERS**

2.1 **Election and Period of Office**

2.1.1 Committees of Guild Council shall be elected annually.

2.1.2 The term of office of Committees of Guild Council shall be from 16th July to 15th July in the following calendar year with the exception of first year members.

2.1.3 **First Year Members**

First year members shall be elected as soon after the commencement of the Session in which they shall be first year Full Members as practicable and their term of office shall end on the 15th July.

2.2 **Resignation**

With the exception of a member ex officio or co-opted member, a member of a Committee of Guild Council may resign from such Committee at any time on giving to the President notice in writing of intention to do so, such notice to be effective from the time of receipt unless another time is specified by the resigning member.

2.3 **Removal**

With the exception of:

- (a) members ex officio;
- (b) members appointed by the University or external body;

any member of a Committee of Guild Council may be removed for good cause by Guild Council by an absolute majority.

2.4 **Absences**

With the exception of members ex officio, a member of a Committee of Guild Council who shall have been absent without apologies from three consecutive meetings or a total of four shall cease to be a member of that Committee unless reasons for absence are given which Guild Council considers adequate. The seat shall not be declared vacant until a notice has been sent to the member to attend a meeting of Guild Council and they have been given the opportunity to explain such absences. Failure to attend the next meeting after the receipt of such notice without giving apologies as specified in the Bye-Laws shall result in the immediate dismissal from office of the member, notwithstanding that the meeting may be declared inquorate before it opens.

2.5 **Vacancies**

If any vacancies shall occur in the membership of a Committee of Guild Council during its term of office, they shall be filled as soon as conveniently may be.

3 **PROCEDURE**

3.1 **Calling of Meetings**

3.1.1 With the exception of:

- (a) Constitution Committee;
- (b) Elections Committee;
- (c) Press Council;

a meeting of a Committee of Guild Council shall be called only by the Chairperson.

3.1.2 With the exception of Press Council, the Chairperson shall call a meeting at the request of any two members of the Committee.

3.2 **Notice of Meeting**

3.2.1 With the exception of Press Council, every member of a Committee of Guild Council shall be given at least four days notice of an Ordinary Meeting.

3.2.2 Emergency Meeting

With the exception of Press Council, in case of emergency, an Emergency Meeting of a Committee of Guild Council may be held provided that reasonable notice has been given to every member of the Committee.

3.3 **Notice of Business**

With the exception of Press Council, a member of a Committee of Guild Council may put forward a motion relating to the working of that Committee without any notice having been given.

3.4 **Absence of Chairperson**

In the absence of the Chairperson and, if appropriate, a Vice-Chairperson, the President shall be responsible for making the necessary arrangements for opening a meeting.

3.5 **Quorum**

The quorum for a Committee of Guild Council shall be half of the full constitutional membership. When the division of half involves a fraction of a number, that fraction shall be taken as a whole number.

3.6 **Reserved Business**

3.6.1 With the exception of:

- (a) Elections Committee;
- (b) Press Council;
- (c) Sabbatical Remuneration Committee

the only exception to the right of a Full Member to attend and speak at meetings of Committees of Guild Council shall be when the meeting is discussing the Reserved Business.

3.6.2 Such business should not be discussed without previously giving notice to the Committee of Independent Chairpersons in order that one or all of them may attend the meeting, where they shall have the same rights to remain in the room as any other

member of the Committee. If this is impractical, the Chairperson of the relevant Committee shall notify the Committee of Independent Chairpersons, in writing, that Reserved Business was discussed and a record of the Reserved Business shall be made available for inspection to the Committee of Independent Chairpersons.

3.6.3 At such discussions, unless the Meeting decides otherwise, only voting members of the Committee and one or all of the Independent Chairpersons may be present.

3.6.4 All Reserved Business shall be notified in outline to each Ordinary Meeting of Guild Council in open session, identifying the issue without reference to named individuals.

3.6.5 Members

With the exception of:

- (a) Executive Committee;
- (b) Press Council;

no Committee of Guild Council may discuss the personal affairs of Members without written authority from Executive Committee.

3.6.3 Members of Staff

With the exception of:

- (a) Executive Committee;
- (b) Press Council;

no Committee of Guild Council may discuss Members of Staff without written authority from Executive Committee.

3.7 Nominees

3.7.1 The President and the Vice Presidents shall have the authority as specified elsewhere in the Bye-Laws to send a Full Member as a nominee to any Committee of Guild Council which they have a right to attend but are unable to do so. The nominees of such officers shall have the same voting rights as those officers, which shall include the right to be present and vote during discussions held under the provisions on Reserved Business as specified elsewhere in the Bye-Laws.

3.7.2 Other officers who sit ex officio on a Committee of Guild Council

shall be entitled to send a Full Member as a nominee on their behalf and such nominees shall be entitled to the same speaking and voting rights as those officers with the exception of the right to be present during discussions held under the provisions on Reserved Business.

3.7.3 Members of Committees of Guild Council who are not members ex officio may not send a nominee on their behalf.

3.7.4 Officers may, at their own discretion, direct their nominees to act in a certain way.

4 **FINANCES**

4.1 **Expenditure**

A Committee of Guild Council shall neither engage upon expenditure in excess of the grant allocated to it by Resources Committee, nor incur any exceptional expenditure without the prior approval of Resources Committee who shall consider such questions and, if it deems necessary, shall report to Guild Council.

4.2 **Money in Hand**

No Committee of Guild Council shall retain money in its hands at the end of the Financial Year.

5 **POWER TO CO-OPT**

5.1 With the exception of:

- (a) Executive Committee;
- (b) Elections Committee;
- (c) Press Council;

a Committee of Guild Council may co-opt any Full Member.

5.2 A co-opted member shall have no voting rights and may be removed from the Committee for good cause by that Committee.

6 **EXECUTIVE COMMITTEE**

6.1 Executive Committee shall:

6.1.1 Be responsible for the general administration of Guild affairs, in accordance with policies laid down by Guild Council.

- 6.1.2 Be responsible for the management of the Guild's commercial services.
- 6.1.3 Be responsible for all matters relating to building administration and management, as they relate to the Union. This shall be taken to include making rules regulating the conduct of Members and the use of Guild facilities.
- 6.1.4 Be responsible for the affairs of the Guild during vacations, always acting in accordance with policies laid down by Guild Council.
- 6.1.5 Be the Committee responsible for all matters relating to enforcement and implementation of the Code of User.
- 6.1.6 In relation to Bye-Law BL.F/6.1.5, be responsible for scrutinising the role of the General Manager as Accounting Officer to the Registrar and Secretary in relation to:
 - 6.1.6.1 Licensing.
 - 6.1.6.2 Public Health.
 - 6.1.6.3 Health and Safety.
 - 6.1.6.4 Public Music and Dancing.
 - 6.1.6.5 Legislation.
- 6.1.7 Act for licensing purposes as the Registered Club of the Guild of Students.
- 6.1.8 Co-ordinate Guild publicity.
- 6.1.9 Four years after adoption by Guild Council renew Guild Policy due to lapse which has not become obsolete for a further period of four years.
- 6.1.10 Have power to call a General Meeting in accordance with the Constitution and Bye-Laws.
- 6.1.11 Appoint the Chairperson and Chair's Aide for a General Meeting in accordance with the Constitution and Bye-Laws.
- 6.1.12 Be responsible for the organisation and publication of publicity and documents for Referendums as specified elsewhere in the Bye-Laws.
- 6.1.13 Undertake such other business as Guild Council shall commit to it.

6.1.14 Liaise with internal and external bodies on relevant matters.

6.2 **Composition**

6.2.1 Executive Committee shall consist ex officio of:

- 6.2.1.1 President (who shall be Chairperson)
- 6.2.1.2 Vice-President (Finance and Services) (who shall be Secretary and Treasurer)
- 6.2.1.3 Vice-President (Education)
- 6.2.1.4 Vice-President (Sports)
- 6.2.1.5 Vice-President (Student Activities)
- 6.2.1.6 Vice-President (Welfare)
- 6.2.1.7 Vice-President (Accommodation)
- 6.2.1.8 Guild Users Officer
- 6.2.1.9 International Students Officer
- 6.2.1.10 Postgraduate and Mature Students Officer
- 6.2.1.11 Executive Officers Without Portfolio
- 6.2.1.12 Satellite Sites Officer
- 6.2.1.13 Community Liaison Officer
- 6.2.1.14 Campaigns Officer

6.2.2 Co-opted Members

The following shall be co-opted members:

- 6.2.2.1 One representative of the Lesbian, Gay, Bisexual and Transgendered Association, elected by such Association in accordance with procedures approved by Guild Council.
- 6.2.2.2 One representative of the Women's Association, elected by such Association in accordance with procedures approved by Guild Council.
- 6.2.2.3 Executive Officers-elect.
- 6.2.2.4 Independent Chairpersons.

6.2.3 Treasurer

The Vice President (Finance and Services) shall act as Treasurer for Executive Committee and its Sub-committees.

6.2.4 Independent Chairpersons

- 6.2.4.1 The Committee of Independent Chairpersons shall be responsible for keeping the Minutes of meetings of Executive Committee.

- 6.2.4.2 The Committee of Independent Chairpersons shall, with the assistance of the President ensure that Executive Committee does not act ultra vires in respect to the interests to Guild Council.

6.3 **Absences**

A member of Executive Committee, which shall include the President and Vice Presidents, who shall have been absent without apologies from three consecutive meetings, or a total of six, shall cease to be a member of the Committee and to hold office as an Officer of the Guild unless reasons for absence are given which Guild Council considers adequate. The seat shall not be declared vacant until a notice has been sent to the member to attend a meeting of Guild Council and they have been given an opportunity to explain such absences. Failure to attend the next meeting after the receipt of such notice without giving apologies as specified in the Bye-Laws shall result in the immediate dismissal from office of the member, notwithstanding that the meeting may be declared inquorate before it opens.

6.4 **Reports to Guild Council**

- 6.4.1 Executive Committee shall report to Guild Council at each Ordinary Meeting. Such reports shall outline all business transacted in the relevant period, but shall specifically specify:
- 6.4.1.1 The decision of Executive Committee on the recommendation of the Vice President (Student Activities) as to Guild Societies which should cease to be recognised.
 - 6.4.1.2 The decision of Executive Committee on applications for External Membership.
 - 6.4.1.3 The decision of Executive Committee on applications for recognition as a Guild Society or Guild-affiliated Society.
 - 6.4.1.4 The decision of Executive Committee on renewal of Guild Policy.
 - 6.4.1.5 The decisions of Executive Committee on the business of Guild Council conducted in its absence.
 - 6.4.1.6 Summaries of the work of any Sub-committees with the exception of Resources Committee.
 - 6.4.1.7 Such other matters as Executive Committee shall decide should appropriately be reported to Guild Council.

6.4.2 The full documentation relating to any item in such reports shall be made available at Guild Council or before the meeting of Guild Council by arrangement.

6.5 **Sub-committees**

6.5.1 There will be the following Sub-committees of Executive Committee:

6.5.1.1 Resources Committee.

6.5.1.2 Other Sub-committees as established under the provisions of Section BL.F/6.7.

7 **CONSTITUTION COMMITTEE**

7.1 Constitution Committee shall:

7.1.1 Advise on all constitutional matters and interpret points within the Constitution or Bye-Laws at the request of the Committee of Independent Chairpersons, President, Guild Council or a Guild Committee.

7.1.2 Present to Guild Council alterations or additions to the Constitution or Bye-Laws, as may from time to time become necessary.

7.1.3 Be responsible for the proposals and the amendments for Referendums as specified elsewhere in the Bye-Laws.

7.1.4 Determine all disputes relating to Referendums arising before the opening of the ballot, in accordance with the Constitution and Bye-Laws.

7.1.5 Undertake such other business as Guild Council shall commit to it.

7.1.6 Liaise with internal and external bodies on relevant matters.

7.2 **Composition**

7.2.1 Constitution Committee shall consist of:

7.2.2 President ex officio, who shall be Chairperson.

7.2.3 Vice-President (Finance and Services) who shall be Secretary and Treasurer.

7.2.4 An Independent Chairperson

7.2.5 Five Full Members, elected by Guild Council.

7.3 Co-opted Members

The following shall be co-opted members:

7.3.1 General Manager (or deputy appointed).

8 ELECTIONS COMMITTEE

8.1 Elections Committee shall:

8.1.1 Manage publicity for elections involving a Cross Campus Ballot.

8.1.2 Arrange hustings for such elections and, whenever possible, for a member of the Committee to chair such hustings.

8.1.3 Make such regulations as may ensure fair elections, subject to ratification by Guild Council before the election to which they apply.

8.1.4 Be responsible for the implementation and enforcement of such regulations, where possible.

8.1.5 Set such precedents as may be necessary to ensure fair elections.

8.1.6 In Executive Elections to hold a Candidates meeting before the deadline for withdrawals.

8.1.7 Undertake such other business as Guild Council shall commit to it.

8.1.8 Liase with internal and external bodies on relevant matters.

8.1.9 Consider and, where appropriate, ratify suggestions made by the Chair of Elections Committee regarding the conduct of elections.

8.2 Composition

8.2.1 Elections Committee shall consist of:

8.2.1.1 President ex officio.

8.2.1.2 Vice President (Finance and Services) ex officio, who shall be Chairperson, Treasurer and Secretary.

8.2.1.3 Another Vice President, nominated by the Executive Committee.

8.2.1.4 A Non-Sabbatical Officer, nominated by the Executive Committee.

8.2.1.5 Three Full Members, elected by Guild Council, at least one of

whom shall be a first year Full Member.

8.2.2 Co-opted Members

The following shall be co-opted members:

- 8.2.2.1 An Independent Chair, nominated by the Independent Chairs.
- 8.2.2.2 General Manager (or deputy appointed).
- 8.2.2.3 Administration Manager (or deputy appointed), who shall service the Committee.
- 8.2.2.4 Building Services Manager (or deputy appointed), who shall be responsible for the provision of independent staff for polling stations.

8.3 Declaration of Interest

- 8.3.1 Before an election, a member of Elections Committee shall declare any interest and, at the discretion of the Committee, shall relinquish voting rights for the duration of that election.
- 8.3.2 In the event of a member relinquishing voting rights, that member shall nominate a Full Member to act in his or her place for the duration of the election for which (s)he has relinquished voting rights.

8.4 Arrangement of Meetings

Elections Committee shall:

- 8.4.1 Meet before publication of Notice of each election to arrange subsequent meetings for the period of the election.
- 8.4.2 Publish times and venues of such meetings.

8.5 Speaking and Voting Rights

At meetings of Elections Committee a candidate in an election or his or her representative shall have speaking but not voting rights.

8.6 Reports to Guild Council

Elections Committee shall present to Guild Council a report on each election.

- 8.7 There shall be a sub-committee of Elections committee to administer Residences elections in accordance with the rules set

in the Residences Constitution.

- 8.7.1 Residences Elections sub-committee shall:
- 8.7.1.1 Manage publicity for elections within Residences
 - 8.7.1.2 Arrange hustings for such elections and, whenever possible, for a member of the committee to chair such hustings.
 - 8.7.1.3 Make such regulations as may ensure fair elections, subject to ratification by elections committee before the election to which they apply.
 - 8.7.1.4 Be responsible for the implementation and enforcement of such regulations, where possible.
 - 8.7.1.5 Set such precedents as may be necessary to ensure fair elections.
 - 8.7.1.6 Undertake such other business as Elections Committee shall commit to it.
 - 8.7.1.7 Liaise with internal and external bodies on relevant matters.
 - 8.7.1.8 Consider and, where appropriate, ratify suggestions made by the Vice President (Finance and Services) regarding the conduct of the elections.

8.7.2 Composition.

8.7.2.1 Residences Elections subcommittee shall consist of

- 8.7.2.1.1 President *ex officio*
- 8.7.2.1.2 Vice President (Finance and Services) *ex officio* (secretary and treasurer).
- 8.7.2.1.3 Vice President (Accommodation) *ex officio* (chair)
- 8.7.2.1.4 One other member of elections committee nominated by elections committee.
- 8.7.2.1.5 Three representatives of the residences associations/JCR elected by Residences Executive.

8.7.2.2. Co-opted members

- 8.8.2.2.1 An Independent Chair
- 8.8.2.2.2 General Manager (or nominee appointed)

8.7.3 The procedures for declaration of interest and speaking rights shall be the same as Elections committee.

8.7.4 The Chair or president may call meetings as elsewhere described. A meeting shall be called if requested by Residences Executive.

8.7.5 The subcommittee should submit a report of each election to Elections Committee and Residence Executive.

9 **NOMINATIONS COMMITTEE**

9.1 Nominations Committee shall:

9.1.1 Receive nominations for the award of Honorary Life Membership.

9.1.2 Consider such nominations and make confidential recommendations to Guild Council regarding their award in accordance with the Constitution.

9.1.3 Nominate individuals that itself, at its own discretion, considers to have made a distinguished contribution to the life of the University or Guild or both, in accordance with the Constitution.

9.1.4 Promote the award of this category of Membership and seek to encourage the nomination of individuals by all Members and bodies of or linked to the Guild, which shall include, amongst others, Guild Committees, the Athletic Union, the Associations, the J.C.R.s and Residents' Associations, and the body of Student Academic Representatives.

9.1.5 Undertake such other business as Guild Council shall commit to it.

9.1.6 Liaise with internal and external bodies on relevant matters.

9.2 **Composition**

9.2.1 Nominations Committee shall consist of:

9.2.1.1 President ex officio.

9.2.1.2 Vice-President (Student Activities and Development) ex officio, who shall be Chairperson and Treasurer.

9.2.1.3 Independent Chairpersons ex officio.

9.2.1.4 Four Full Members, elected by Guild Council.

9.2.2 Co-opted Members

The following shall be co-opted members:

9.2.2.1 General Manager (or deputy appointed).

9.3 **Arrangement of Meetings**

9.3.1 Nominations Committee shall meet at least two weeks before the Final Meeting in every Session to nominate individuals and consider and make recommendations on nominations submitted for the award of Honorary Life Membership.

9.3.2 Meetings of Nominations Committee shall be called at other times as and when necessary to consider and make recommendations on nominations submitted by Members.

9.3.3 Nominations Committee shall meet whenever necessary to enable it to carry out its responsibility as specified in Section BL.F/10.1.4.

9.4 **Right to Attend and Speak**

9.4.1 At meetings of Nominations Committee only members of the Committee shall be entitled to be present except at the discretion of the Committee.

9.4.2 Under no circumstances shall nominees be present.

9.5 **Reports to Guild Council**

Nominations Committee shall report to Guild Council its recommendations on nominations as necessary following the procedure laid down in the Procedure for the Nomination for and Award of Honorary Life Membership as appended to Title C of the Bye-Laws and shall report on its activities under Section BL.F/10.4.1 at the Final Meeting.

10 **PRESS COUNCIL**

Press Council shall:

10.1 Receive and consider in accordance with procedures laid down in an Appendix to this Title of the Bye-Laws complaints from Full Members regarding any article in a Guild Publication and decide whether it is substantiated in accordance with the provisions of the aforementioned Procedures for Hearings of Press Council as appended to this Title of the Bye-Laws.

10.2 Decide whether a complaint shall be upheld or dismissed in accordance with the provisions of the aforementioned Procedures for Hearings of Press Council as appended to this Title of the Bye-Laws.

10.3 In the case that a complaint is upheld, impose a penalty as specified in this Section or refer the case to Executive Committee to be dealt with under the provisions of Discipline as specified in the Constitution and elsewhere in the Bye-Laws.

10.2. **Composition**

Press Council shall consist of:

- 10.2.1 President ex officio, who shall be Chairperson.
- 10.2.3 Vice President (Finance and Services) ex officio.
- 10.2.4 Three representatives of Guild Council, who shall be Guild Councillors.
- 10.2.5 Three Full Members, elected by Guild Council.
- 10.2.6 The Director (or his or her nominee) of the University Student Support and Counselling Service.
- 10.2.7 An Independent Chair

10.3 **Right to Attend and Speak**

At a meeting of Press Council:

- 10.3.1 While evidence is being heard, the complainant and those responsible for the Guild Publication(s) or their representatives shall have speaking rights. Other Full Members may speak at the discretion of Press Council.
- 10.3.2 When Press Council is considering its decisions, unless it unanimously decides otherwise, only members of Press Council and such others as it decides may be present.

10.4 **Guild Publications**

For the purposes of this Title of the Bye-Laws and its Appendices, Guild Publications shall include, with the exception of elections publicity:

- 10.4.1 The Official Organs of the Guild as specified elsewhere in the Bye-Laws.
- 10.4.2 The Publications of the Guild, as specified elsewhere in the Bye-Laws.
- 10.4.3 Material published, distributed, displayed or broadcast in any permanent medium by Members.

10.5 **Powers**

- 10.5.1 If Press Council decides that a complaint is substantiated, it may instruct those responsible for publication to:
 - 10.5.1.1 Desist from or cease publication.
 - 10.5.1.2 Publish an apology which Press Council considers adequate in wording and presentation.

10.5.1.3 Refer the case to Executive Committee to be dealt with under the provisions on Discipline as specified in the Constitution and elsewhere in the Bye-Laws.

10.5.2 Thereafter, if, in the opinion of Press Council, its instructions have not been complied with fully, Press Council may refer the case to Executive Committee to be dealt with under the provisions on Discipline as specified in the Constitution and elsewhere in the Bye-Laws.

10.6 **Publication and Notice of Decision**

Press Council shall decide the content, including its decision, of any notice which shall be published and communicated to the complainant and those responsible for publication.

10.7 **Notice**

Every member of Press Council shall be given at least two hours notice of a meeting.

10.8 **Reports to Guild Council**

Press Council shall present to Guild Council a report on each case.

11. **SABBATICAL REMUNERATION COMMITTEE**

11.1 Sabbatical Remuneration Committee shall meet on an annual basis to determine the remuneration of sabbatical Executive Officers for the forthcoming academic year.

11.2 It shall meet in the autumn term before the start of the elections for sabbatical officers for the next academic year.

11.3 **Composition**

11.3.1 Sabbatical Remuneration Committee shall consist of:

11.3.1.1 Senior Treasurer (who shall chair the meeting)

11.3.1.2 President

11.3.1.3 Vice President (Finance & Services)

11.3.1.4 General Manager

11.3.1.5 Five members of Guild Council

11.4 If Sabbatical Remuneration Committee decides on an above inflation increase, this must be ratified by an absolute majority of Guild Council.

12 DISCIPLINE COMMITTEE

12.1 Remit

The remit and responsibilities of Discipline Committee shall be as specified elsewhere in the Bye-Laws.

12.2 Composition

12.2.1 Discipline Committee shall consist of:

- 12.2.1.1 One Sabbatical Officer (in the Chair) (not the President)
- 12.2.1.2 Two Members of Executive Committee (non Sabbatical)
- 12.2.1.3 Vice President (Finance and Services) (acting as Prosecutor)
- 12.2.1.4 An Independent Chairperson
- 12.2.1.5 General Manager or delegated member of staff (advisory only).

13 DISCIPLINARY APPEALS PANEL

13.1 Remit

Disciplinary Appeals Panel shall hear appeals from decisions of Discipline Committee.

13.2 Composition

13.2.1 Disciplinary Appeals Panel shall consist of:

- 13.2.1.1 President (in the Chair)
- 13.2.1.2 Three lay members of Guild Council chosen by lot
- 13.2.1.3 Vice President (Finance and Services) (acting as Prosecutor)