

## **BYE-LAW | SENATE COMMITTEES**

Last updated: 11<sup>th</sup> June 2015

### **Committees and organisation**

1. There shall be the following Committees of the Senate:
  - a. Activities Committee;
  - b. Community Committee;
  - c. Education Committee;
  - d. Diversity and Liberation Coordination Committee;
  - e. Society and Citizenship Committee;
  - f. Wellbeing Committee;
  - g. Women's Committee;
  - h. Services Committee;
  - i. Steering Committee;
  - j. Scrutiny Committee;
  - k. NUS Committee.
2. Every Committee shall appoint a Secretary, who may be either a member of the Committee or a member of Union staff.
3. Minutes shall be kept of every Committee by its Secretary and draft minutes will be presented to the next meeting. Minutes shall not be approved except by the Committee.
4. Every set of Committee minutes shall be published on the Union's website after its approval and shall be archived appropriately.
5. Except where otherwise noted, the quorum for all Committees shall be one third of its total membership (exclusive of vacant positions).
6. Every Senate Committee shall meet at least twice each semester. The dates and times of meetings shall be agreed by the Committee, but may be varied by the Chair.
7. Committees shall be able to make decisions outside of meetings ("out-of-committee decisions"), provided that the proposed decision is circulated to all members of the Committee and no member of the Committee objects to the decision.

### **Members of Committees**

8. If not otherwise specified in this Bye-Law, the Chair of a Committee shall be elected from within the Committee's membership. Every Committee has the right to dismiss its Chair and to replace them with another.
9. No person shall hold more than one place on a Committee and at every meeting each Committee member shall have only one vote, except that in the event of a tie on any vote, the Chair may vote a second time to resolve the matter.
10. Committee members shall be removed from their positions if either:
  - a. A proposal calling for their removal is passed by a simple majority in the Senate;
  - b. They fail to attend two consecutive meetings or three meetings in total without giving apologies.
11. Any person removed from their position on a Senate Committee by virtue of the rule above shall be ineligible to re-stand for their position.
12. Subject to the requirements of this Bye-Law, Committees shall regulate their own proceedings, and may conduct themselves informally, as they see fit.

13. Any member of the Union may be elected to a Senate Committee, but no Executive Officer shall be eligible to sit on a Senate Committee except through an ex-officio position.
14. In the case of any election to an open place on a Senate Committee, constraints will be imposed upon the election result so as to ensure that as far as is possible:
  - a. The Committee as a whole is made up of at least 50% (rounded down) of people who self-define as women or as having a gender identity that includes woman;
  - b. At least one member of the Committee self-defines as a Black or Minority Ethnic student;
  - c. At least one member of the Committee self-defines as a lesbian, gay, bi, trans or queer student, or as any other minority gender or sexuality;
  - d. At least one member of the Committee self-defines as having a declared or undeclared disability.
15. Should for any reason an open place on a Senate Committee be left vacant for reason of failing to meet a constraint under the rule above, a bye-election shall be held at the next meeting of the Senate. Should this bye-election also fail to fill a vacant position for lack of a candidate meeting a constraint, the bye-election shall then be re-run at the next meeting of the Senate but with the relevant constraint removed.

### **Sub-Committees**

16. Every Senate Committee shall be empowered to create, alter or disband any Sub-Committee or other group reporting to it on a matter within its responsibilities, except that any permanent Sub-Committee established in this Bye-Law may not be disbanded by its parent Committee.
17. Committees shall be accountable for the decisions and actions of their Sub-Committees to Senate.
18. A Sub-Committee shall function in accordance with a terms of reference set by its parent Committee, and may be delegated any of the functions or powers of its parent Committee.
19. Members of a Sub-Committee need not be members of its parent Committee, but at least one member of a Sub-Committee must be a member of its parent Committee.

### **Steering Committee**

20. The voting members of the Steering Committee are:
  - a. The General Secretary, who shall be the Chair of the Committee;
  - b. Another Executive Officer, appointed by the Executive Officers;
  - c. The Chair of the Senate;
  - d. Six open places elected by the Senate.
21. The Steering Committee is responsible for:
  - a. The general management and proper constitutional functioning of the Senate;
  - b. Managing business for Senate meetings;
  - c. Reviewing the meetings of the Senate and its democratic processes and suggesting improvements in their functioning for the approval of Senate;
  - d. Prioritising, implementing and monitoring all Union policies assigned to it;
  - e. Ensuring that the Constitution, Bye-Laws and policies of the Union are up-to-date, in plain English and consistent with one another;
  - f. All other functions and powers assigned to it in the Bye-Law on Policy and the Bye-Law on the Senate.
22. The quorum for all meetings of the Steering Committee shall be three members.

23. The Senate Secretary shall be the secretary to the Steering Committee.

### **Scrutiny Committee**

24. The Scrutiny Committee shall be composed of 5 students, elected by the Senate, who may not be Executive Officers. At least three members of the Committee must self-define as women or having a gender identity that includes woman.

25. The Scrutiny Committee is responsible for overseeing the work of the Executive Officers, monitoring the activities of the Trustee Board on behalf of the Senate and for handling complaints made against any Executive Officer of the Union.

26. The Scrutiny Committee shall also carry out all functions assigned to it in the Bye-Law on the Officers of the Union.

27. The Scrutiny Committee shall be empowered to investigate any matter and access any non-confidential document within its remit.

28. The quorum for all meetings of the Scrutiny Committee shall be three members.

### **NUS Committee**

29. The NUS Committee shall be composed of:

- a. The General Secretary, who shall be Chair of the Committee;
- b. The elected delegates to the NUS National Conference;
- c. The delegates to all other NUS Conferences, who shall be non-voting members of the Committee.

30. The NUS Committee shall be responsible for coordinating activity relating to NUS and overseeing the Union's relations with NUS.

31. The NUS Committee shall also be responsible for carrying out any functions assigned to it in the Bye-Law on NUS.

### **Services Committee**

32. The Services Committee shall be composed of:

- a. The General Secretary, who shall be chair of the Committee;
- b. The Activities and Development Officer;
- c. A student staff member elected by the Senate;
- d. Up to five others elected by the Senate.

33. The Services Committee shall be responsible for:

- a. Overseeing the commercial services of the Union;
- b. Providing student input into future development of commercial services;
- c. Facilitating and supporting student-run enterprises and services.

### **Activities Committee**

34. The Activities Committee shall be composed of:

- a. The Activities and Development Officer, who shall be the Chair of the Committee;
- b. One representative for each administrative category of Society (as defined by the Activities Committee), elected by the Chairs, Treasurers and Secretaries (or equivalent) of the Societies within that category;
- c. The Heads of the Media Outlets;
- d. The Chair of Access All Areas;
- e. The Chair of Manchester RAG;
- f. The Chair of Student Action;

35. The Activities Committee shall be responsible for:
- a. Overseeing the work of the Activities and Development Officer, and holding them to account;
  - b. Coordinating all activity relating to Societies, Student Media and Volunteering;
  - c. Developing policy for the consideration of the Senate within its remit;
  - d. Prioritising, implementing and monitoring all Union policies assigned to it;
  - e. Overseeing the Union's relations with Manchester RAG, Access All Areas and Student Action;
  - f. All other functions assigned to it in the Bye-Law on Societies.
36. The Media Group Committee (as described in the Bye-Law on Student Media) shall be a permanent Sub-Committee of the Activities Committee.

### **Community Committee**

37. The Community Committee shall be composed of:
- a. The Community Officer, who shall be Chair of the Committee;
  - b. The Chairs (or equivalent) of the Residents' Associations and JCRs;
  - c. The Student Community Officers;
  - d. The Chair of Manchester RAG;
  - e. The Chair of Access All Areas;
  - f. The Chair of Student Action;
  - g. The person elected to the Senate to represent off-campus students (or some other person elected for this purpose).
38. The Community Committee shall be responsible for:
- a. Overseeing the work of the Community Officer, and holding them to account;
  - b. Overseeing relations with the City Council, the relevant departments of the University and all other external bodies relevant to Community affairs;
  - c. Coordinating all activity relating to Community relations, Halls of Residence and student housing;
  - d. Developing policy for the consideration of the Senate within its remit;
  - e. Prioritising, implementing and monitoring all Union policies assigned to it.

### **Diversity and Liberation Coordination Committee**

39. The Diversity and Liberation Coordination Committee shall be composed of:
- a. The Diversity Officer, who shall be Chair of the Committee;
  - b. The Women's Officer;
  - c. The BME Students Officers;
  - d. The LGBTQ Students Officers;
  - e. The Disabled Students Officers;
  - f. The Women Students Officers;
  - g. The International Students Officer;
  - h. The person elected to the Senate to represent off-campus students (or some other person elected for this purpose);
  - i. The person elected to the Senate to represent student parents (or some other person elected for this purpose);
  - j. The person elected to the Senate to represent students with caring responsibilities (or some other person for this role);
  - k. Up to four open places elected by the Senate.

40. The Diversity and Liberation Coordination Committee shall be responsible for:
- Overseeing the work of the Diversity Officer, and holding them to account;
  - Coordinating all work relating to equality, diversity and liberation;
  - Supporting the functioning of autonomous liberation campaigns;
  - Developing policy for the consideration of the Senate within its remit;
  - Prioritising, implementing and monitoring all Union policies assigned to it.
41. The following bodies shall be permanent Sub-Committees of the Diversity and Liberation Coordination Committee ("the Forums"):
- BME Forum, co-chaired by the BME Students Officers;
  - LGBTQ Forum, co-chaired by the LGBTQ Students Officers;
  - Disabled Forum, co-chaired by the Disabled Students Officers;
  - International Forum, chaired by the International Students Officer.
42. The Forums shall be open to all students who self-define or are registered by the University in their category. They shall be responsible for:
- Overseeing the work of their Chair or Co-Chairs, and holding them to account;
  - Coordinating activity for students who are members of that Forum.

### **Education Committee**

43. The Education Committee shall be composed of:
- The Education Officer, who shall be Chair of the Committee;
  - The Diversity Officer;
  - The Faculty Officers;
  - The Chair of Access All Areas;
  - The person elected to the Senate to represent part-time students (or some other person elected for this purpose);
  - The person elected to the Senate to represent mature students (or some other person elected for this purpose);
  - The person elected to the Senate to represent distance learners (or some other person elected for this purpose).
44. There shall be a Postgraduate Sub-Committee, which shall be a permanent Sub-Committee of the Education Committee and shall be composed of the Postgraduate Faculty Officers, the Education Officer and the Diversity Officer, who shall be Chair of the Sub-Committee.
45. The Education Committee shall be responsible for:
- Overseeing the work of the Education Officer, and holding them to account;
  - Overseeing relations with the University in relation to all academic matters;
  - Coordinating all activity relating to academic affairs;
  - Liaising with representatives at Faculty, School and Course level;
  - Developing policy for the consideration of the Senate within its remit;
  - Prioritising, implementing and monitoring all Union policies assigned to it.

### **Society and Citizenship Committee**

46. The Society and Citizenship Committee shall be composed of:
- The Campaigns and Citizenship Officer, who shall be Chair of the Committee;
  - The Ethical and Environmental Officer;
  - Up to eight others elected by the Senate.
47. The Society and Citizenship Committee shall be responsible for:

- a. Overseeing the work of the Campaigns and Citizenship Officer, and holding them to account;
- b. Coordinating all activity relating to ethical, social, environmental or other external public affairs;
- c. Overseeing relations with all external bodies on matters within its remit (except for NUS);
- d. Supporting and facilitating campaigning by students on matters within its remit;
- e. Developing policy for the consideration of the Senate within its remit;
- f. Prioritising, implementing and monitoring all Union policies assigned to it.

### **Wellbeing Committee**

- 48. The Wellbeing Committee shall be composed of:
  - a. The Wellbeing Officer, who shall be Chair of the Committee;
  - b. The Disabled Students Officers;
  - c. A representative of Manchester Nightline;
  - d. The person elected to the Senate to represent student parents (or some other person elected for this purpose);
  - e. The person elected to the Senate to represent students with caring responsibilities (or some other person elected for this purpose);
  - f. The person elected to the Senate to represent mature students (or some other person elected for this purpose);
  - g. Up to four open places elected by the Senate.
- 49. The Wellbeing Committee shall be responsible for:
  - a. Overseeing the work of the Wellbeing Officer, and holding them to account;
  - b. Coordinating all activity relating to student wellbeing and the personal development of students;
  - c. Supporting and facilitating non-commercial services offered by the Union within its remit;
  - d. Developing policy for the consideration of the Senate within its remit;
  - e. Prioritising, implementing and monitoring all Union policies assigned to it.

### **Women's Committee**

- 50. The Women's Committee shall be composed of:
  - a. The Women's Officer, who shall be Chair of the Committee;
  - b. The Women Students Officers;
  - c. Up to five open places elected by the Senate, for which all candidates must self-define as women or as having a gender identity that includes woman.
- 51. The Women's Committee shall be responsible for:
  - a. Overseeing the work of the Women's Officer, and holding them to account;
  - b. Coordinating all work relating to the equality and liberation of women students;
  - c. Support and facilitating campaigning on issues within its remit;
  - d. Developing policy for the consideration of the Senate within its remit;
  - e. Prioritising, implementing and monitoring all Union policies assigned to it.
- 52. There shall be a permanent Sub-Committee of the Women's Committee, the Women's Forum, which shall be open to all self-defining women students. The Women's Forum shall be chaired by the Women's Officer and shall be responsible for:
  - a. Overseeing their work of the Women's Officer,

- b. The work of the Women Students Officers, and
- c. Coordinating activity for the members of the Forum.