**BYELAW 3 – Executive Committee**


#  Purpose of the Committee

 1.1 The purpose of the Executive Committee is:

1. To be the recognised body for the political leadership of the Union;
2. Oversee the implementation of student led policy;
3. To discuss work undertaken and future plans for the Executive Officer team
4. Oversee the memberships relationship with the University and beyond by representing student’s views;
5. To hold Full Time Executive Officers to Account; All other responsibilities detailed in the constitution and byelaws.

# Frequency and business of the committee

2.1 The Chair of the Executive Committee shall be elected by the first meeting of the committee at each academic year. The President shall chair any meeting where the Chair person is not present.

2.2 Meetings shall take place at least once every four weeks during term time and allowing for exams. Quoracy shall be 50% plus 1 of the Executive Committee office holders.

2.3 Additional meetings can be called at the discretion of the Chair and/or the President.

2.4 Notice will be at least four clear working days’ notice. Notice shall be sent by electronic format to all committee members and shall include the time, date, venue of the meeting, agenda and papers.

2.5 Papers relating to an item of business circulated after the agenda may be tabled at the meeting subject to the approval of the Chair.

2.6 Meetings must be conducted in accordance with the powers outlined within the HASU Constitution, the law, Union policies and procedures.

2.7 Decisions shall be made by majority vote. In the case of an equal amount of votes for and against the Chair may have the casting vote.

2.8 All items/papers shall be considered open and may not be discussed in secret without the prior agreement of the Board of Trustees Chair and Vice-Chair.

# Standing Agenda of the Executive Committee

 3.1 Welcome and apologies

 3.2 Confirmation of matters for any other business

3.3 Agree the accuracy and approve the minutes of the last meeting

3.4 Note any matters arising from the minutes not covered on the agenda

 3.5 Note any conflicts of interest with the Chair.

 3.6 Items specially brought forward by the chair

 3.7 Items/papers to receive consider discuss approve

 3.8 Note items for information

 3.9 Any other business and date of the next meeting

# Role of the Chair

4.1 To ensure the SU Executive Committee fulfils its responsibilities including following the direction of the Board of Trustees and Union General Meetings.

4.2 On behalf of the Executive Committee to invite if needed the Union Director or other Union staff member, as agreed with the Union Director, to attend an Executive Committee meeting.

 4.3 To ensure arrangements are in place for minutes to be taken of the meeting.

4.4 To ensure arrangements are in place for the agreed minutes to be published and available to members.

# Membership

 5.1 The Membership shall be the Executive and Part-Time Officers of the Union.

5.2 All members of the Union can attend, submit motions and participate in debates at SU Executive Committee, but only members of the SU Executive Committee can vote.