

## BYE LAWS K

### TERMS OF REFERENCE AND MEMBERSHIP OF STANDING COMMITTEES

1. There shall be the following Standing Committees of CUSU:
  - A. Academic and Wellbeing
  - B. Campaigns
  - C. Communications
  - D. Democracy
  - E. Engagement
  - F. Societies
  - G. Sports
  - H. Representation
  - I. Volunteering and Employability
  
2. All Standing Committees shall:
  - i. Keep Minutes and supply written reports to the Executive after each meeting, highlighting actions taken
  - ii. Review its Terms of Reference and Membership annually
  - iii. The Chair shall act as convenor
  - iv. Meet a minimum of once per month during term time unless otherwise stated in the Terms of Reference
  - v. Give five working days notice to all its members
  - vi. The quorum shall be one third of filled voting members plus one
  - vii. Be open to Ordinary Members, with speaking rights, at the discretion of the Committee
  - viii. Members who are absent from two consecutive meetings or from three throughout the year, without apologies, will forfeit their membership
  - ix. To liaise with other CUSU Committees where appropriate
  - x. To advise and make recommendations to Executive and Student Council on the above
  - xi. To present written reports to the Executive
  - xii. To consider other matters that the Executive or Student Council may from time to time consider appropriate

#### **A. Academic and Wellbeing**

- 1) Its function shall be:
  - i. To consider students' interests in the quality of teaching and learning and support services in the University
  - ii. To consider matters of student welfare including: housing, financial support, and the mental and physical wellbeing of all students

- iii. To support, co-ordinate and initiate policy discussion on student welfare and education matters in the local, regional and national contexts
- iv. To receive and make reports on the provision of supporting welfare services in CUSU
- v. To receive reports from Faculty Chairpersons, other student representatives and CUSU staff on University Committees, Boards and Panels

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Representation (Chair)	Ex-officio
5 Faculty Chairs	Ex-officio
Campus Officer	Ex-officio
Postgraduate Students councillor	Ex-officio
Part Time Students councillor	Ex-officio
Environmental and Ethical Councillor	Ex-officio
2 Student Councillors	By Student Council
2 Ordinary Members	Union/Annual General Meeting

<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

## **B. Campaigns**

1) Its function shall be:

- i. To co-ordinate appropriate campaigns
- ii. To consider and make recommendations on the campaigning matters that are related to the CUSU body.
- iii. To review the effectiveness/ response to all campaigns.
- iv. To oversee CUSU links with national campaigning organisations, including NUS campaigns.
- v. To liaise with other CUSU committees where appropriate.
- vi. To strategically lead on the development of effective campaigning methods.

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Student Activities (Chair)	Ex-officio
Campaigns Officer	Ex-officio
Campus Officer	Ex-officio
2 Student Councillors	By Student Council
2 Ordinary Members	By Union/Annual General Meeting

<u>Non Voting Members</u>	<u>Method of Election</u>
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Members of CUSU staff with appropriate responsibilities

As determined by the General Manager

### C. Communications

3) Its function shall be:

- i. To receive reports and consider matters of policy relating to the CUSU's communications to all stakeholders
- ii. To consider matters of general policy relating to all media for communications
- iii. To consider and make recommendations on the matters relating to all aspects of the University's communications
- iv. To consider all media forms of local, regional and national communications of CUSU's policies and services

4) Its members shall comprise:

#### Voting Members

Vice President Communications and Engagement (Chair)

Source Radio Councillor

Source Newspaper Councillor

Source TV Councillor

Source Online Councillor

2 Student Councillors

2 Ordinary Members

#### Method of Election

Ex-officio

Ex-officio

Ex-officio

Ex-officio

Ex-officio

By Student Council

By Union/Annual  
General Meeting

#### Non Voting Members

Members of CUSU staff with appropriate responsibilities

#### Method of Election

As determined by the General Manager

### D. Democracy

1) Its function shall be:

- i. To consider matters of policy relating to CUSU's democracy
- ii. To lead on all matters relating to CUSU elections, AGM and national representation through NUS
- iii. To review the effectiveness of CUSU's democracy annually
- iv. Review policies and procedures for all elections and make recommendations to Executive, Student Council and the Board of Trustees
- v. Support the CUSU Returning Officer in the organisation and good conduct of all elections and make reports as requested
- vi. Have the power to make minor election regulations that do not conflict with and are in the spirit of the elections regulations passed by Council and the Board of Trustees
- vii. Resolve minor disputes that may arise during the elections and where necessary refer them to the Returning Officer

- viii. Review the policies of NUS subsequent to each conference and recommend to the Executive any action that should be taken as a result of policies being adopted
- ix. Propose motions for submission via Student Council to National Conference
- x. Approve a written report on conference to be submitted to a Student Council and published in the CUSU's newspaper

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Democracy and Finance (Chair)	Ex-Officio
Student Council Chair	Ex-Officio
NUS Officer	Ex-Officio
3 Student Councillors	By Student Council
3 Ordinary Members	By Union/Annual General Meeting

<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

## **E. Engagement**

1) Its function shall be:

- i. To consider matters of policy relating to Engagement to actively encourage widening participation throughout CUSU
- ii. To lead on matters relating to the engagement of CUSU members, particularly minorities and hard to reach groups.
- iii. To receive reports from student representatives regarding the engagement of CUSU members
- iv. To oversee CUSU links with national organisations, including NUS liberation campaigns

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Communications and Engagement (Chair)	Ex-officio
BME Councillor	Ex-officio
Disabled Students' Councillor	Ex-officio
International Students Officer	Ex-officio
LGBT+ Councillor	Ex-officio
Mature Students Councillor	Ex-officio
Part Time Students councillor	Ex-officio
Postgraduate Students councillor	Ex-officio
Students with Caring Responsibilities Councillor	Ex-officio
Women's Councillor	Ex-officio
5 Student Councillors	By Student Council

2 Ordinary Members

By Union/Annual  
General Meeting

Non Voting Members

Members of CUSU staff with appropriate  
responsibilities

Method of Election

As determined by the  
General Manager

**F. Representation**

1) Its function shall be:

- i. To support student representation within the University
- ii. To strategically lead on the development of effective representation systems
- iii. To receive reports from student representatives regarding representation of CUSU members

2) Its members shall comprise:

Voting Members

Vice President Representation (Chair)  
Campus Officer  
2 Student Councillors  
2 Ordinary Members

Method of Election

Ex-officio  
Ex-officio  
By Student Council  
By Union/Annual  
General Meeting

Non Voting Members

Members of CUSU staff with appropriate  
responsibilities

Method of Election

As determined by the  
General Manager

**G. Societies**

1) Its function shall be:

- i. The Committee shall oversee the implementation of Societies Regulations within clubs and shall recommend changes to Executive
- ii. Be responsible for the allocation of development grants to individual clubs
- iii. Provide support and advice to all officials of recognised Societies
- iv. To assist in the planning and operation of CUSU events
- v. To determine and implement policy on Societies achievements and awards

2) Its members shall comprise:

Voting Members

Vice President Student Activities (Chair)  
4 Society Councillors

Method of Election

Ex-officio  
Elected by Society  
Officials  
By Student Council  
By Union/Annual  
General Meeting

2 Student Councillors

2 Ordinary Members

Non Voting Members  
Members of CUSU staff with appropriate responsibilities

Method of Election  
As determined by the General Manager

## H. Sports

- 1) Its function shall be:
  - i. The Committee shall oversee the implementation of Sports Regulations within clubs and shall recommend changes to Executive
  - ii. Be responsible for the allocation of development grants to individual clubs
  - iii. Provide support and advice to all officials of recognised Sports
  - iv. To assist in the planning and operation of CUSU events
  - v. To determine and implement policy on Sports achievements and awards
  - vi. To receive reports on BUCS policy and procedures and implement changes when and where necessary

- 2) Its members shall comprise:

Voting Members  
Vice President Student Activities (Chair)  
4 Sports Councillors  
  
2 Student Councillors  
2 Ordinary Members

Method of Election  
Ex-officio  
Elected by sports officials  
By Student Council  
By Union/Annual General Meeting

Non Voting Members  
Members of CUSU staff with appropriate responsibilities

Method of Election  
As determined by the General Manager

## I. Volunteering and Employability

- 1) Its function shall be:
  - i. To support the strategic development, policies, plans and opportunities for volunteering within the local community for students and staff of Coventry University
  - ii. To advise on the personal development and accreditation of volunteering
  - iii. To advise on the promotion within the Coventry University and the local community of volunteering by staff and students
  - iv. To assist in the liaison with CUSU, Coventry University staff and committees to strategically develop volunteering
  - v. To support the liaison with external organisations in the development of sustainable funding and volunteering opportunities for staff and students

2) Its members shall comprise:

Voting Members

Vice President Student Activities (Chair)

2 Student Volunteer Councillors

2 RAG Councillors

2 Student Councillors

2 Ordinary Members

Method of Election

Ex-officio

Ex-officio

Ex-officio

By Student Council

By Union/Annual

General Meeting

Non Voting Members

Members of CUSU staff with appropriate responsibilities

Method of Election

As determined by the General Manager