

# **Terms of Reference**

## **SOAS SU Executive Committee**

### **1. Committee**

- a. The Committee shall be known as the Executive Committee and shall fulfil the functions identified to that Committee in the governing documents and within these Terms of Reference.
- b. The Executive Committee is a Committee of the SOAS Student Union Board of Trustees.

### **2. Purpose**

- a. The Committee shall be responsible for the political and campaigning activities of the union.

### **3. Membership, Quorum and Secretary**

- a. The members of the Executive Committee shall be:
  - i. The four Sabbatical Officers
  - ii. Not more than 15 Part-Time Officers:
    1. 8 Preferenda Portfolio Officers
    2. 6 Liberation Caucus Delegates
    3. 1 Research Students Association Delegate
- b. The Chair and Deputy Chair of the Committee shall be appointed by the Committee on an annual basis.
- c. In the event of an equality of votes the Chair shall be entitled to a deciding vote, in addition to any other vote they may have.
- d. Any student has the right to attend Committee meetings, however, only members shall have voting rights.
- e. An appropriate SU staff member shall attend in an advisory capacity. The Committee may from time to time decide to invite additional Union staff to attend and grant them speaking rights.
- f. If an Executive Officer does not attend or give apologies for absence for three consecutive Union Executive Committee meetings without good cause, this shall be considered to be an automatic resignation.
- g. The Committee shall appoint a secretary.
- h. The quorum necessary for the transaction of business shall be half the voting members currently in post, rounding up where required.

### **4. Remit**

- a. Be responsible for the campaigning and political activities of the Union.
- b. Coordinate campaigns and activities as laid out in Union Policy.
- c. To campaign and consult members on their views and speak on their behalf.
- d. To promote, defend and extend the rights of members.
- e. To interpret, implement and uphold Union policy.

- f. To be responsible both to and for the Executive Committee as a whole,
- g. To ensure the Union Membership are kept up to date on the actions of the Executive Committee.
- h. To steer the work of the Students' Union, to ensure the Union works for students.
- i. Hear reports from the Sabbatical Officers
- j. Hear reports from the Board of Trustees.
- k. Ratify appointments proposed by the Board of Trustees.
- l. Jointly with the Board of Trustees amend the Schedules of the Constitution

## **5. Meeting**

- a. The Committee shall have at least one meeting per term.
- b. Meetings of the Committees should be scheduled to coincide with the cycle of business for democratic decision-making bodies.
- c. The Chair of the Committee shall have the discretion to vary the dates and times of the Committee and to call additional meetings if necessary.
- d. Ordinary meetings should be held during term time.
- e. Extraordinary meetings may be scheduled as needed by the Chair of the Committee or at the request of any two voting members.
- f. Meetings may be held in person or virtually.
- g. Notice shall normally be served no later than five working days prior to the date of the meeting to each member of the Committee.

## **6. Minutes**

- a. The secretary shall minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance.
- b. Minutes of Committee meetings, including deliberations, passed resolutions, and decisions shall be circulated promptly to all members of the Committee.
- c. The minutes of the Committee shall be considered open and will be available to members on the Union's website, except where those minutes relate to any reserved or confidential matters.
- d. The outcome and minutes of any meeting of the Committee shall be reported to the next meeting of the Board of Trustees.