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.