

# Regulation Three - Composition of Committees

## 1 General Committee

1.1 The powers and responsibilities of the General Committee are set out in the Constitution.

1.2 The General Committee shall meet once a term and additionally as needed.

1.3 The members of the General Committee shall be:

1.3.1 the President,

1.3.2 the Vice-President (Operations),

1.3.3 the Vice President (Activities),

1.3.4 the Honorary Secretary,

1.3.5 the Honorary Junior Treasurer,

1.3.6 the Academic Affairs Officer (~~Undergraduate Education Representative~~),

~~1.3.7 the Masters Students' Representative~~

~~1.3.8 the Life and Physical Sciences Research Students' Representatives,~~

~~1.3.9~~ 1.3.7 the Welfare Officer,

~~1.3.10~~ 1.3.8 the Publicity Officer

~~1.3.11~~ 1.3.9 The Web and On-line Communications Officer

~~1.3.12~~ 1.3.10 the Broadsheet Newsletter Editor,

~~1.3.13~~ 1.3.11 the Sports Officer,

~~1.3.14~~ 1.3.12 the three PG Committee Members

~~1.3.15~~ 1.3.13 each Departmental Representative (Undergraduate),

~~1.3.16~~ 1.3.14 each Year Representative (Undergraduate),

~~1.3.17~~ 1.3.15 each Divisional Representative (Research),

~~1.3.18~~ 1.3.16 each Course Representative (Masters),

~~1.3.19~~ 1.3.17 Members of Union sub-committees,

~~1.3.20~~ 1.3.18 the President of WCUS or their nominee

~~1.3.21~~ 1.3.18 the Chair of Silwood Park Campus Student Union or their nominee

~~1.3.22~~ 1.3.19 The ICU Sabbatical Officers as *ex officio* non-voting members.

1.4 The Permanent Observer shall be the Honorary Senior Treasurer

## 2 Executive Committee

2.1 The powers and responsibilities of the Executive are set out in the Constitution.

2.2 The Executive shall meet once every three weeks during term time and additionally as needed.

2.3 The members of the Executive shall be:

2.3.1 the President,

2.3.2 the Vice-President (Operations)

2.3.3 the Vice-President (Activities),

2.3.4 the Honorary Secretary,

2.3.5 the Honorary Junior Treasurer,

2.3.6 the Academic Affairs Officer, (~~Undergraduate Education Representative~~),

~~2.3.7 the Masters Students' Representative~~

~~2.3.8 the Research Students' Representative (Life Sciences),~~

~~2.3.9 the Research Students' Representative (Physical Sciences)~~

~~2.3.10~~ 2.3.7 the Welfare Officer,

~~2.3.11~~ 2.3.8 the Publicity

~~2.3.12~~ 2.3.9 ~~and On-line~~ the Web Communications Officer

~~2.3.13~~ 2.3.10 the Broadsheet Editor,

~~2.3.14~~ 2.3.11 the Events Officer

~~2.3.15~~ 2.3.12 the Three PG Committee Members

~~2.3.16~~ 2.3.13 the President of the Silwood Park Campus Student Union

~~2.3.17~~ 2.3.14 the RAG champion

~~2.3.18~~ 2.3.15 The ICU Sabbatical Officers as ex officio non-voting members

~~2.3.19~~ 2.3.18 the President of Wye Campus Students' Union

~~2.3.19 the Chair of Silwood Campus Students' Union~~

~~2.4~~ The Permanent Observer shall be the Honorary Senior Treasurer

~~2.42.5~~ The Executive shall be convened by the President.

~~2.52.6~~ The Executive shall be chaired by the President or their nominee.

### 3 Clubs and Activities Committee

3.1 The Clubs and Activities Committee shall be responsible for overseeing the operation of the Clubs and Societies and central activities of the Union

3.2 The Clubs and Activities Committee shall exercise powers to direct policy and allocate contingency funds as delegated by the Executive

3.3 The Clubs and Activities Committee shall report to the Executive.

3.4 The Clubs and Activities Committee shall meet twice in each of the autumn and spring terms, once in the summer term, and additionally as needed.

3.5 The members of the Clubs and Activities Committee shall be:

3.5.1 President,

3.5.2 The Vice-Presidents,

~~3.5.3~~ 3.5.3 The Events Officer

~~3.5.3.5.4~~ The Chair and Treasurer of each Club or Society

~~3.5.43.5.5~~ 3.5.5 The RAG Champion as an observer

3.6 Chairs and Treasurers of Clubs and Societies shall share a single vote for each Club or Society.

3.7 The Clubs and Activities Committee shall be convened and chaired by the Vice-President (Operations) or, in his/her absence, by another Vice-President.

### 4 Departmental Society Committees

4.1 There may be a Departmental Society for each department or course

4.2 Each Departmental Society shall be responsible for organising activities in furtherance of the academic, welfare and social interests of the students of the department or course.

4.3 Financial responsibility for the committee shall be delegated to the Chair and Treasurer who shall abide by the financial regulations for Clubs and Societies.

#### 4.4 Membership

4.4.1 Each committee shall, as a minimum, consist of the following officers:

a) Chair

b) Treasurer

c) Secretary

d) The Departmental Representative as an *ipso facto* member,

e) The President as an *ex-officio* member

f) The Vice-Presidents as *ex-officio* non-voting members

4.4.2 Committees may co-opt additional members

4.4.3 Committees may elect a member of staff, approved by the Head of the Department, as Honorary President of the Society, who shall be a non-voting member of the committee.

4.4.4 Committee may decide to make additional posts available for election for the following year.

4.4.5 All Full Members may stand for election to and vote for the committee members for their department and/or course.

4.4.6 Elections for committee members shall be by secret ballot, as governed by Election Regulations.

4.4.7 Casual vacancies shall be held as determined by the committee, with the Chair or his nominee as Returning Officer, subject to the Election Regulations.

4.5 The Chair shall be responsible for promoting Union activities within their department or course

4.6 The Chair shall be responsible to the Union President through the Vice-President (Operations) for the finances of the committee and any health and safety issues of its activities.

## 5 Colours Committee

- 5.1 The terms of reference of the Colours Committee are detailed in the Colours Policy.
- 5.2 The members of the Colours Committee shall be:
- 5.2.1 the President,
  - 5.2.2 the Vice-President (Operations)
  - 5.2.3 the Vice-President (Activities)
  - 5.2.4 the Honorary Secretary,
  - 5.2.5 Four Ordinary Members nominated by the following committees from within their memberships:
    - a) Two members of the Executive,
    - b) Two non-Executive members of the General Committee,
- 5.3 The Committee shall be convened and chaired by the Vice-President (Operations) of the Union

## 6 Entertainments (Ents.) Sub-Committee

- 6.1 The Entertainments Committee is responsible for organising all events, as decided by the Vice-President (Activities) and the Events Officers, as a sub-committee of the Executive Committee
- 6.2 The termly budget for the Ents. Committee shall be determined by the first Executive Committee at the start of the term. This budget shall be reviewed by the Executive Committee upon each meeting.
- 6.3 The members of the Ents. Committee shall be:
- 6.3.1 The Vice-President (Activities), as chair
  - 6.3.2 The Events Officer
  - 6.3.3 The Publicity Officer
  - 6.3.4 The RAG Champion
  - 6.3.5 The Ordinary Members
- ~~6.3.6~~ 4 The Ordinary Members shall be elected to the Committee by the Executive Committee after advertisement via email.
- 6.5 The committee shall convene as frequently as necessary, upon the request of the Vice-President (Activities) or the Events Officer
- ~~6.4~~ 6 The committee should prepare budgets for all events; to be accepted by the President and the ICU Deputy-President (Finance and Services)
- ~~6.5~~ 6.7 The Secretary shall act as the Clerk to the Ents. Committee

## 7 Academic and Welfare Committee

- 7.1 The A&W Committee is responsible to the Executive Committee as a forum for discussing the issues of the Union relating to Academic and Welfare issues.
- 7.2 The committee shall be co-chaired by the Welfare Officer and the Academic Affairs Officer
- 7.3 The committee shall discuss recent meeting of ICU Council, ICU Representation and Welfare Board and Student-Staff Committee Meetings
- 7.4 The members of the Ents. Committee shall be:
- ~~7.3.1~~ 7.4.1 The President
  - ~~7.3.2~~ 7.4.2 The Welfare officer
  - 7.4.3 The Academic Affairs officer
  - 7.4.4 The Departmental Representatives
  - 7.4.5 The ICU Deputy-President (Education) as an *ex-officio* non-voting member
  - 7.4.6 The ICU Deputy-President (Welfare) as an *ex-officio* non-voting member
  - ~~7.3.3~~ 7.4.7 The Departmental Society Chairs as permanent observers

7.5 The committee's duties also including planning the Welfare Week in conjunction with the Events Committee

7.6 The committee shall convene upon the request of either chairs or the President; though must gather at least two times each term