

# Education Zone By-Law



BL-E-1

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*This By-law sets out the workings of the Education Zone and its Zone Committee. You should read it in conjunction with Rule 4 (Zones).*

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## 1. Purpose

*This section is taken from Rule 4, sections 7.1 and 7.2.*

- 1.1 The purpose of the Education Zone is to understand issues, develop policy and campaigns, and share best practice, relating to the student academic experience.
- 1.2 The Education Zone is responsible for developing and supporting:
  - (a) Faculty representation systems
  - (b) Lobbying on University wide educational policy issues
  - (c) Lobbying on national educational policy issues
- 1.3 The Committee shall operate under the general rules governing Zone Committees as outlined in Rule 4.

## 2. Membership

*This section is taken from Rule 4, section 7.3. It sets out the core membership of the committee as defined by that section.*

- 2.1 The core membership of the Zone Committee is:
  - (a) VP Education (Chair),
  - (b) Union President,
  - (c) the additional Sabbatical Officer, selected in accordance with Rule 4, section 6.3(c),
  - (d) the two Union Councillors, selected in accordance with Rule 4, section 2.2(a), and
  - (e) the Faculty Officers,
  - (f) Medical Society Faculty Officer,
  - (g) Postgraduate Students' Officer (Taught),
  - (h) Postgraduate Students' Officer (Research),
  - (i) Education Zone Student Groups Representative.

## 3. Voluntary Officers

*This section creates Voluntary Officers of the Education Zone Committee.*

- 3.1 Academic Presidents

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- (a) There is one Academic President for each academic unit of the University.
- (b) The role of an Academic President is to:
  - (i) Act as the lead academic representative for undergraduates and postgraduates within their academic unit, liaising with staff about issues affecting students.
  - (ii) Co-ordinate the course representatives in each year, ensuring they remain updated on issues and attend relevant meetings.
  - (iii) Sit on the appropriate committees and boards at an academic unit level, co-chairing the staff student liaison committee and sitting on the school board.

## 4. Sub-committees

*This section creates sub-committees of the Education Zone Committee. Sub-committees report to and are the responsibility of the Zone Committee.*

### 4.1 Faculty Forum (x8)

- (a) Each Faculty Officer shall chair their relevant Faculty Forum.
- (b) The membership of each Faculty Forum is:
  - (i) the relevant Faculty Officer (Chair), and
  - (ii) the relevant Academic Presidents.
- (c) The purpose of a Faculty Forum is to:
  - (i) receive reports from Academic Presidents about issues affecting each academic unit within the faculty.
  - (ii) discuss major issues affecting students of the faculty.
  - (iii) plan action and resolution regarding such issues.
  - (iv) report to the Zone Committee with action points and concerns.

## 5. Sub-groups

*This section explains the procedure for creating sub-groups of the Zone Committee for particular tasks.*

- 5.1 The Zone Committee may, from time to time, establish sub-groups to organise or perform a specific activity or activities.

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- 5.2 In order to create such a group, the Zone Committee will approve the terms of reference for that sub-group, to include:
- (a) the membership of the sub-group,
  - (b) the chairing of the sub-group,
  - (c) the time period the sub-group will be active for,
  - (d) any decision-making powers delegated to the sub-group,
  - (e) the process by and frequency with which the sub-group shall report to the Zone Committee.
- 5.3 The Zone Committee may, from time to time:
- (a) vary the terms of reference of a sub-group, or
  - (b) dis-establish a sub-group.
- 5.4 The Zone Committee remains responsible for the work of the sub-group.
- 5.5 A decision made by a sub-group is valid subject to ratification by the next meeting of the Zone Committee.

## 6. Meetings

- 6.1 Sub-committees should meet at least twice per term.
- 6.2 The Chair shall, with appropriate support, ensure agendas and papers are circulated at least 2 clear working days in advance of meetings.
- 6.3 Minutes of sub-committees and sub-groups shall be reported to the next meeting of the Zone Committee.
- 6.4 A sub-committee shall make (and may alter) by-laws relating to the operation of the sub-committee, which shall include provision for a quorum for decision-making of not less than half of its membership. The creation or alteration of a by-law must be approved by the Zone Committee before coming into effect.

## 7. Elections of Voluntary Officers

- 7.1 One Academic President is elected for each academic unit.
- 7.2 Academic Presidents are elected in the summer term of each academic year.
- 7.3 Where an Academic President position is vacant, a by-election shall be held for that position at the next round of Union elections.

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- 7.4 The period of office of an Academic President begins on the first day of July after their election, or if they are elected at a by-election, then on that day.
- 7.5 The period of office of an Academic President ends on the last day of June after they take office.

## **8. Student Groups Representative elections**

- 8.1 An election shall be held for the Education Zone Student Groups Representative, usually at the end of the Summer term in each academic year.
- 8.2 Every member of a student group within the Education Zone is eligible to stand.
- 8.3 Every student group shall have one vote, which shall be cast by the president of each group (or a person appointed by them for that purpose) on behalf of the group.
- 8.4 The election shall be run in accordance with such by-laws as may from time to time be made by the Democracy Zone Committee.