

## **Rule 4 – Zones and Forums**

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*The Union develops and implements its plans and policies through Zones, which act on behalf of Union Senate. This Rule explains the role and remit of each of the Union's Zones and their governance.*

### **1. Zones**

1.1 Three Policy Zones exist to set and reflect the culture, values, and behaviours of SUSU. They create policy, which affects all the activity zones of SUSU.:

- (a) Democracy Zone
- (b) Student Communities Zone
- (c) Sustainability Zone

1.2 Five Activities Zones exist to develop activity within SUSU. They make direct change within their own areas, and rely on policy set from the policy zones to enact the values of SUSU.

- (a) Creative Industries Zone
- (d) Education Zone
- (e) External Engagement Zone
- (f) Sports Development Zone
- (g) Student Life Zone

1.3 Each zone is governed by a Zone Committee.

### **Zones**

### **2. General Zone rules and responsibilities**

2.1 Each Zone is responsible for:

- 2.1.1 making, reviewing and amending Policy relevant to their area of work,
- 2.1.2 working in partnership with other Zones, Committees, Officers and staff to pursue their aims,
- 2.1.3 developing and supporting Student Groups in line with Rule 10,
- 2.1.4 allocating and monitoring their budgets,
- 2.1.5 ensuring all activities comply with relevant legislation and Union policy and procedure.

- 2.2 The Chair of each Zone Committee is accountable to Union Senate for the work of that Committee.
- 2.3 Each Zone shall meet at least twice in each term.
- 2.4 The following timetable shall apply for meetings of Zones:

<b>Item</b>	<b>Deadline</b>
Meeting time, date and venue to be published	Two weeks before the meeting
Proposals and reports to be submitted	Four clear working days before the meeting
Agenda and papers to be published	Two clear working days before the meeting

- 2.5 Decisions may be made by a Zone if, and only if, at least half of the voting members of that Committee are present (quorum).
- 2.6 Each Zone shall make and amend By-Laws to guide their Zone’s work as appropriate, including the creation of Voluntary Officer Roles, committee members, election arrangements and working groups as relevant. Zone By-Laws must be approved by the Democracy Zone, prior to the changes taking effect, except By-laws of the Democracy Zone, which must be approved by Union Senate prior to the changes taking effect.

**3. Membership of Zone Committees**

- 3.1 The membership of each Zone Committee shall be:
  - 3.1.1 the Sabbatical Officer responsible for that Zone, who shall be the chair of the Committee,
  - 3.1.2 the Union President,
  - 3.1.3 an additional Sabbatical Officer, appointed by the Sabbatical Team and approved by Union Senate at the first meeting in each academic year (who shall be considered to be a voting member until the first meeting of Senate),
  - 3.1.4 such Student Leaders in that Zone who may be provided for by this Rule, and
  - 3.1.5 such number of Zone Committee Open Place members as are equal to the total of the additional Sabbatical Officer, the President and the Student

Leaders.

- 3.2 A Zone Committee may, by amending their by-laws, add an Officer to the membership of that Committee, but such an addition shall only have effect for that academic year.
- 3.3 Open Place members shall be Voluntary Officers.
- 3.4 Open Place members shall work collaboratively to ensure the Zone is enacting the Union's values and is progressing effectively towards its own aims.
- 3.5 The Open Place members on each Committee shall be elected so that at least one-half of the total membership of the Committee is held by women. Democracy Zone shall make further provision for the implementation of this requirement.

### **4. Function of Zones**

- 4.1 The purpose of Zones is to act as expert forums for discussion and debate of Ideas relevant to their area of work.
- 4.2 Before making a decision on an Idea, Zones shall take every reasonable step available to them to ensure that they are well-informed about the background to the Idea.
- 4.3 Before making a decision on an Idea, Zones shall take every reasonable step available to them to ascertain the views of:
  - 4.3.1 students who will be particularly affected by that decision,
  - 4.3.2 students who are generally under-represented in the activities and decision-making processes of the Union, and
  - 4.3.3 students generally.
- 4.4 The votes available to members of a Zone on a question on an Idea shall be to:
  - 4.4.1 agree,
  - 4.4.2 disagree,
  - 4.4.3 defer the Idea for further research and/or consultation by that Zone,
  - 4.4.4 refer the Idea to another decision-making body for discussion,
  - 4.4.5 refer the Idea to another decision-making body to be decided by them,
  - 4.4.6 refer the Idea to a Student Vote,

4.4.7 refer the Idea to Senate with a view to calling an All-Student Vote.

4.5 Each Zone shall ensure that their meetings, actions and decisions are communicated in an appropriate manner to the members of the Union. Each Zone shall ensure that the Actions and Decisions of each meeting are published as soon as is reasonably practicable, and in any case within five clear working days.

4.6 Democracy Zone shall issue guidance as to how the Zones should discharge their functions under this section.

### **5. Democracy Zone**

5.1 The purpose of the Democracy Zone is to allow our members to equally participate in the running of the Union, including the proposal and development of decisions.

5.2 The Democracy Zone is responsible for developing and supporting:

- (a) The Constitution
- (b) Union Elections
- (c) Student Group principles and affiliations
- (d) Decision making processes

5.3 The membership of Democracy Zone Committee is:

- (a) Vice-President Democracy and Creative Industries (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) the Student Groups Officer, and
- (e) three Open Place members.

### **6. Student Communities Zone**

6.1 The purpose of the Student Communities Zone is to represent the interests and amplify the voice of our different student communities.

6.2 The Student Communities Zone is responsible for developing and supporting:

- (a) International students
- (b) Post Graduate students
- (c) Halls Committees

- (d) Students at sites
- (e) Diversity campaigns and culture

6.3 The membership of Student Communities Zone Committee is :

- (a) Vice-President Student Communities (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) Equality and Diversity Officer,
- (e) Halls Officer,
- (f) International Officer,
- (g) Medical Society President,
- (h) National Oceanography Centre (Site) Officer,
- (i) Post Graduate Research Officer,
- (j) Post Graduate Taught Officer,
- (k) Winchester Campus President,
- (l) Student Communities Zone Student Groups Representative,
- (m) eleven Open Place members.

## 7. Sustainability Zone

7.1 The purpose of the Sustainability Zone is to ensure a balance of social, environmental and economic development within SUSU and for our members.

7.2 The Sustainability Zone is responsible for developing and supporting:

- (a) Students' wellbeing
- (b) Ethical and environmental campaigns and culture
- (c) Equality campaigns and culture
- (d) Employability of our members

7.3 The membership of Sustainability Zone Committee is:

- (a) Vice-President Welfare (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) Equality and Diversity Officer,

- (e) Ethical and Environmental Officer,
- (f) Sustainability Zone Student Groups Representative,
- (g) five Open Place members.

### **8. Creative Industries Zone**

8.1 The purpose of the Creative Industries Zone is to further the student experience in media and the arts, whilst ensuring the development of content for the wider student body.

8.2 The Creative Industries Zone is responsible for developing and supporting:

- (a) Performing Arts
- (b) Student led media
- (c) Student led film production and cinema
- (d) Visual Arts
- (e) Written Arts

8.3 The membership of Creative Industries Zone Committee is:

- (a) Vice-President Democracy and Creative Industries (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) Performing Arts Student Groups Representative,
- (e) Creative Services Representative,
- (f) Creative Industries Zone Student Groups Representative,
- (g) five Open Place members.

### **9. Education Zone**

9.1 The purpose of the Education Zone is to understand issues, develop policy and campaigns, and share best practice, relating to the student academic experience.

9.2 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

9.3 The membership of Education Zone Committee is:

- (a) Vice-President Education (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) the Faculty Officers,
- (e) Medical Society Vice-President Academic,
- (f) Post-graduate Taught Officer,
- (g) Post-graduate Research Officer,
- (h) Education Zone Student Groups Representative, and
- (i) thirteen Open Place members.

### **10. External Engagement Zone**

10.1 The purpose of the External Engagement Zone is to enable our members to create a positive impact on both the university and wider external communities.

10.2 The External Engagement Zone is responsible for developing and supporting:

- (a) Student led fundraising
- (b) Student Enterprise activity
- (c) Social Enterprise activity
- (d) Community Action and volunteering
- (e) External Community engagement

10.3 The membership of External Engagement Zone Committee is:

- (a) Vice-President Engagement (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) Community and Volunteering Officer,
- (e) Raise and Give (RAG) President,
- (f) Student Enterprise Officer, and
- (g) five Open Place members.

### **11. Sports Development Zone**

11.1 The purpose of the Sports Development Zone is to enable our members to enjoy

sport at all levels and to unlock the potential of every one of our athletes.

11.2 The Sports Development Zone is responsible for developing and supporting:

- (a) Elite and competitive sport
- (b) Participation in sport

11.3 The membership of Sports Development Zone Committee is:

- (a) Vice-President Sports Development (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) Athletic Union Officer,
- (e) Intra-Mural Officer,
- (f) Sports Participation Officer, and
- (g) five Open Place members.

## 12. Student Life Zone

12.1 The purpose of the Student Life Zone is to tackle the issues that affect students' everyday life, creating support structures and campaigning for a better quality of life.

12.2 The Student Life Zone is responsible for developing and supporting:

- (a) Peer to Peer groups, including Nightline
- (b) Housing campaigns
- (c) Student Financial Support
- (d) Student health

12.3 The membership of Student Life Zone Committee is:

- (a) Vice-President Welfare (Chair),
- (b) the Union President,
- (c) the additional Sabbatical Officer,
- (d) Housing Officer,
- (e) Nightline Officer,
- (f) Wellbeing Officer, and
- (g) five Open Place members.

*Forums*

**13. Operations and Services Advisory Forum**

- 13.1 The Operations and Services Advisory Forum shall advise Senate and Trustee Board on the operations and services of the Union that fall outside the remit of the Zones.
- 13.2 The membership of the Forum shall be:
- (a) the Union President (Chair)
  - (b) another Sabbatical Officer appointed by the Sabbatical Team and approved by Union Senate at the first meeting in each academic year (who shall be considered to be a voting member until the first meeting of Senate),
  - (c) Ethics and Environment Officer,
  - (d) Halls Officer,
  - (e) Student Groups Officer,
  - (f) one representative from Student Communities Zone,
  - (g) five Open Places.
- 13.3 Open Place members shall be Voluntary Officers.
- 13.4 Open Place members shall work collaboratively to ensure the Zone is enacting the Union's values and is progressing effectively towards its own aims.
- 13.5 The Open Place members on each Forum shall be elected so that at least one-half of the total membership of the Forum is held by women. Democracy Zone shall make further provision for the implementation of this requirement.