

Democracy Zone By-Law



BL-D-1

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

1. Purpose	2
2. Membership	2
3. Sub-groups.....	2
4. Meetings and decisions of sub-groups.....	3
5. Fixed sub-groups	4

Democracy Zone By-Law



BL-D-1

1. Purpose

This section is taken from Rule 4, sections 3.1 and 3.2.

- 1.1 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.
- 1.2 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
- 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 3.3. It sets out the core membership of the committee as defined by that section, states the additional members added by this By-law, and then states the voluntary officers created by this By-law.

- 2.1 The core membership of the Zone Committee is:
 - (a) VP Democracy and Creative Industries (Chair),
 - (b) Union President,
 - (c) Student Groups Officer,
 - (d) the additional Sabbatical Officer, selected in accordance with Rule 4, section 3.3(c), and
 - (e) the two Union Councillors, selected in accordance with Rule 4, section 2.2(a).
- 2.2 The additional members added by this By-law are:
 - (a) the Union Council Chair (non-voting).

3. Sub-groups

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

- 3.1 The Zone Committee may:

Democracy Zone By-Law



BL-D-1

- (a) establish sub-committees to focus on a particular area of the Zone's work, and
 - (b) establish working groups to organise or perform a specific activity or activities.
- 3.2 In order to create a sub-group, the Zone Committee must set the terms of reference for group, to include:
- (a) the membership of the sub-group,
 - (b) the chairing of the sub-group,
 - (c) in the case of a working group, the time period the working group will be active for,
 - (d) any decision-making powers delegated to the sub-group, and
 - (e) the process by and frequency with which the sub-group shall report to the Zone Committee.
- 3.3 The Zone Committee may, from time to time:
- (a) vary the terms of reference of a working group, or
 - (b) dis-establish a working group.
- 3.4 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.
- 4. Meetings and decisions of sub-groups**
- 4.1 The Zone Committee remains responsible for the work of a sub-group.
- 4.2 Sub-committees should meet at least twice per term.
- 4.3 The chair of a sub-committee shall ensure agendas and papers are circulated at least 2 clear working days in advance of meetings.
- 4.4 Minutes of sub-committees shall be reported to the next meeting of the Zone Committee.
- 4.5 A decision made by a working group is valid subject to ratification by the next meeting of the Zone Committee.

Democracy Zone By-Law



BL-D-1

5. Fixed sub-groups

This section creates fixed sub-groups of the Democracy Zone Committee. Each sub-committee has its own by-law, which sets out how that sub-committee works. Sub-groups report to and are the responsibility of the Zone Committee.

5.1 Student Groups Committee

- (a) Student Groups Committee is established as a sub-committee of Democracy Zone Committee.
- (b) The Student Groups Officer shall be the chair.
- (c) The purpose of the Student Groups Committee is to:
 - (i) oversee the functioning of Student Groups within Zone Committees,
 - (ii) oversee the funding system for Student Groups,
 - (iii) approve affiliations and recognitions of Student Groups,
 - (iv) carry out other functions delegated to it by the Rules.
- (d) The functions of the Democracy Zone Committee under Rule 10 (Student Groups) are devolved to the Student Groups Committee.
- (e) The membership of the Student Groups Committee is:
 - (i) Student Groups Officer (Chair),
 - (ii) VP Democracy and Creative Industries,
 - (iii) the Student Groups Representatives from each Zone,
 - (iv) the Athletic Union Officer,
 - (v) the Performing Arts Officer, and
 - (vi) the Media Groups Representative.

5.2 Elections Working Groups

- (a) The Zone Committee shall set up a Working Group for each Union election.
- (b) For the purposes of each election, the functions of the Democracy Zone Committee under Rule 7 (Elections) are devolved to the Elections Working Group for that election.
- (c) But the function of determining the dates for Union elections under section 4.3 of Rule 7 is reserved to the Democracy Zone Committee.

Democracy Zone By-Law



BL-D-1

- (d) Such a Working Group shall consist of:
 - (i) the Returning Officer,
 - (ii) the Deputy Returning Officer,
 - (iii) another member of Democracy Zone Committee, and
 - (iv) three Union Councillors, selected at random from an opt-in pool.but at least one of the members by virtue of sections (i) to (iii) must be a sabbatical officer.

5.3 Referendum Working Groups

- (a) The Zone Committee shall set up a Working Group for each Union referendum.
- (b) For the purposes of each referendum, the functions of the Democracy Zone Committee under section 1 of Rule 2 (Decision Making) are devolved to the Referendum Working Group for that election.
- (c) Such a Working Group shall consist of:
 - (i) the Returning Officer,
 - (ii) the Deputy Returning Officer,
 - (iii) another member of Democracy Zone Committee, and
 - (iv) three Union Councillors, selected at random from an opt-in pool.but at least one of the members by virtue of sections (i) to (iii) must be a sabbatical officer.

5.4 Conflicts of interest

- (a) In establishing an Election or Referendum Working Group, the Zone Committee must establish whether any members of that Working Group intend to run or campaign in that election or referendum.
- (b) A person shall not be a member of an Elections or Referendum Working Group if they intend to be, or are, a candidate or campaigner in that election or referendum.
- (c) A person who is a member of an Election or Referendum Working Group must not make publically known an opinion which tends to suggest that they either support or oppose any candidate or issue in that election or referendum.