

Education Zone By-Law



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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.
- 2.2 The members created as Voluntary Officers by this By-law are:
 - (a) Student Groups Representative.

3. Voluntary Officers

This section creates Voluntary Officers of the Education Zone Committee.

- 3.1 Student Groups Representative
 - (b) Represent student groups within the Student Communities Zone on the Zone Committee.
 - (c) Liaise between such student groups and the Zone Committee.

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- (d) Represent such student groups on the Student Groups Committee.

3.2 Academic Presidents

- (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.

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

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- 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.
- 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.