

External Engagement Zone By-Law



BL-EE-1

This By-law sets out the workings of the External Engagement 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 8.1 and 8.2.

- 1.1 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.
- 1.2 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
- 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 8.3. 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 Engagement (Chair),
 - (b) the Union President,
 - (c) Charities and Community Officer,
 - (d) Student Enterprise Officer,
 - (e) the additional Sabbatical Officer, selected in accordance with Rule 4, section 6.3(c), and
 - (f) the two Union Councillors, selected in accordance with Rule 4, section 2.2(a).

3. Sub-committees

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

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3.1 Raise and Give (RAG) Committee

- (a) The RAG President shall chair the Sub Committee.
- (b) The purpose of the RAG committee is the organisation, co-ordination and supervision of all activities taking place as part of RAG.

3.2 Enterprise Committee

- (a) The External Engagement Zone Committee shall set up an Enterprise Committee.

4. Sub-groups

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

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

4.2 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.

4.3 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.

4.4 The Zone Committee remains responsible for the work of the sub-group.

4.5 A decision made by a sub-group is valid subject to ratification by the next meeting of the Zone Committee.

5. Meetings

5.1 Sub-committees should meet at least twice per term.

5.2 The Chair shall, with appropriate support, ensure agendas and papers are circulated at least 2 clear working days in advance of meetings.

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- 5.3 Minutes of sub-committees and sub-groups shall be reported to the next meeting of the Zone Committee.
- 5.4 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.

6. Elections of Voluntary Officers

- 6.1 Voluntary Officers of the Zone Committee are elected at the last meeting of that committee during the summer term. Voluntary Officers of the sub-committees are elected in accordance with the by-laws for that sub-committee.
- 6.2 Where a Voluntary Officer position is vacant, a by-election shall be held for that position at the next meeting of the committee.
- 6.3 Elections for Voluntary Officers are held in accordance with the General Meeting Elections By-law issued under section 5.1 of Rule 7.
- 6.4 The period of office of a Voluntary Officer begins on the first day of July after their election, or if they are elected at a by-election, then on that day.
- 6.5 The period of office of a Voluntary Officer ends on the last day of June after they take office.