

# Sustainability Zone By-Law



BL-SU-1

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*This By-law sets out the workings of the Sustainability 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 5.1 and 5.2.*

- 1.1 The purpose of the Sustainability Zone is to ensure a balance of social, environmental and economic development within SUSU and for our members.
- 1.2 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
- 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 5.3. 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 Welfare (Chair),
  - (b) Union President,
  - (c) Equality and Diversity Officer,
  - (d) Ethical and Environmental Officer,
  - (e) Sustainability Zone Student Groups Representative,
  - (f) the additional Sabbatical Officer, selected in accordance with Rule 4, section 6.3(c), and
  - (g) the two Union Councillors, selected in accordance with Rule 4, section 2.2(a).
- 2.2 The members created as Voluntary Officers by this By-law are:
  - (a) Employability Officer.

## 3. Voluntary Officers

- 3.1 Employability Officer

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- (a) To help the Students' Union to provide opportunities and support to increase the employability/skills of its members.
- (b) To help organise and run campaigns and events to assist our members in recognising and developing the skills they are gaining whilst at University.
- (c) To work with VP Welfare to represent student views to the University of Southampton Careers Destinations team

## 4. Sub-committees

*This section creates sub-committees of the Sustainability 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.*

### 4.1 Ethical and Environmental Committee

- (a) The Ethical and Environmental Officer shall chair the Sub Committee.
- (b) The purpose of Ethical and Environmental Committee is:
  - (i) creating and implementing Union environmental and ethical policy,
  - (ii) organising environmental and ethical campaigns, and
  - (iii) representing the environmental and ethical concerns of the student body to the University and beyond.

### 4.2 Equality and Diversity Forum

- (a) The Equality and Diversity Officer shall chair the Sub Committee.
- (b) The purpose of Equality and Diversity Forum is:
  - (i) to provide a platform for & represent the equality and diversity concerns of the student body to the University and beyond,
  - (ii) explore key diversity issues for development and improvement,
  - (iii) oversee and be proactive in finding ways to deliver SUSU's 3-year Equality and Diversity Action Plan, and
  - (iv) organise equality and diversity awareness-raising campaigns and events, and support student groups in these activities.

## 5. Sub-groups

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*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.
- 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**

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- 7.1 Voluntary Officers of the Zone Committee and the sub-committees are elected at the last meeting of that committee during the summer term.
- 7.2 Where a Voluntary Officer position is vacant, a by-election shall be held for that position at the next meeting of the committee.
- 7.3 Elections for Voluntary Officers are held in accordance with the General Meeting Elections By-law issued under section 5.1 of Rule 7.
- 7.4 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.
- 7.5 The period of office of a Voluntary Officer 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 Sustainability 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 Sustainability 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.