

Bye-Law 5

The Executive Committee

1. Constitution

In accordance with the Articles of Association of the Union, the Board of Trustees has established a Committee of the Board known as the Executive Committee.

2. Membership

The Chair of the Executive Committee shall be the President. The members shall consist of the Executive Officers as set out in Bye-Law 6.

A quorum shall be three of the Executive Officer positions.

The Executive Committee may include additional members have support as appropriate to meet its needs from time to time as determined by the Board of Trustees.

3. Attendance at Meetings

In normal circumstances only Executive Committee members shall attend meetings. Other Students' Union or University staff may be invited by the Executive Committee to attend for those items where business relevant to their responsibilities is to be discussed.

4. Frequency of Meetings

Meetings shall normally be held once every week throughout the year. A period of no longer than two weeks shall pass between meetings in term time.

5. Authority

The Executive Committee is authorised by the Board of Trustees to take decisions on issues in line with this bye-law. It is not authorised to make decisions on those issues which are properly the responsibility of the Board of Trustees, other Committees of the Board, the Student Council or other Committees of the Student Council as set out in their respective terms of reference.

The Executive Committee has the authority to create sub committees, forums and working groups. Any such sub committees, forums and working groups shall meet in line with their respective terms of reference.

The Executive Committee shall conduct its business in accordance with the Articles of Association of the Union and its Bye-Laws.

6. Duties

The duties of the Executive Committee shall include:

- (i) To determine appropriate action to implement policy set by Student Council.
- (ii) To implement, review and update the Executive Action Plan and send to Student Council and the Board of Trustees.
- (iii) To identify student issues and determine a course of action to be taken in response to the issues identified.
- (iv) To consult with the Members of the Union.
- (v) To examine, review and act upon other matters relating to the student experience at the Queen Mary University of London not covered by any of Council's sub-committees, or which require the attention of the Executive Committee.
- (vi) To periodically monitor, review and lead on the implementation of the strategic plan.
- (vii) To elect a Deputy President from one of the Vice Presidents.

7. Reporting Procedures

Notes recording deliberations, any resolutions passed and decisions of the Executive Committee will be reported to the Board of Trustees in accordance with the Union's Articles of Associations and to relevant staff. The notes will also be submitted to the next Student Council.

8. Secretary

The Secretary to the Executive Committee will be agreed at the start of the Executive Officers' term of office.