

<b>BYE LAW 10 STANDING COMMITTEES</b>	
<b>Identity and Composition of Committees</b>	1 The table in Appendix 1 shows the Standing Committees that are in existence and the composition of those Committees. All members of Standing Committees shall be Full Members.
<b>The Responsible Officer</b>	<p>2. The Responsible Officer</p> <p>2.1. Each Committee shall have a Responsible Officer who shall be a designated member of the Officer Committee</p> <p>2.2. The Responsible Officer shall:-</p> <p style="padding-left: 40px;">2.2.1. ensure that the Committee conducts its business in accordance with its Aims and Objectives;</p> <p style="padding-left: 40px;">2.2.2. ensure that the Committee meets in accordance with the requirements of the Bye-laws and Strategy and Guidance documents.</p> <p style="padding-left: 40px;">2.2.3. assist the Committee in discharging its duties and responsibilities.</p>
<b>Chair and Secretary of Committees</b>	<p>3. The Chair of each Committee shall be elected at the first minuted meeting of that Committee of the Academic Year.</p> <p>4. The Secretary of each Committee shall be elected at the first minuted meeting of the Academic Year from amongst the members of the Committee.</p> <p>5. Each Committee shall elect two representatives to, and as a member of, Union Council to attend the meetings of Union Council as required.</p>

**General Duties and Responsibilities of a Committee**

6. The duties and responsibilities of standing committees are;
  - 6.1. Each Committee shall discharge duties and responsibilities collectively.
  - 6.2. To act as an advisory body to the Officer Committee and Union Council on matters of concern that relate to the Committee's remit.
  - 6.3. To encourage the participation of Students in the affairs and activities of the Committee, via a system of sub committees or forums which ensure representation of all groups of students.
  - 6.4. To recommend amendments to, and adoption of, policy to the Officer Committee and Union Council on areas within the Committee's remit.
  - 6.5. To refer reports and business on areas within the Committee's remit to the Officer Committee, Union Council and other Committees of the Union, as appropriate.
  - 6.6. To conduct all business in accordance with the Aims and Objectives.
  - 6.7. To conduct its affairs in accordance with the policies and procedures of the Union.
7. In addition to this, each standing committee shall, with their responsible officer, set additional aims and objectives at the start of each academic year.
8. Minutes from each committee meeting will be posted on the Union website.