

BYE LAW 8 STANDING COMMITTEES	
Identify and Composition of Committees	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.
The Responsible Officer	<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>2.2.1 ensure that the Committee conducts its business in accordance with the Aims and Objectives;</p> <p>2.2.2 ensure that the Committee meets in accordance with the requirements of the Bye-laws and Strategy and Guidance documents.</p> <p>2.2.3 assist the Committee in discharging its duties and responsibilities.</p>
Chair and Secretary of Committees	<p>3. The Chair of each Committee shall be elected at the first meeting of that Committee of the Academic Year.</p> <p>4. Each Committee shall elect two representatives to, and as a member of, Union Council and to attend the meetings of Union Council as required.</p> <p>5. The Secretary of each Committee shall be elected at the first meeting of the Academic Year from amongst the members of the Committee.</p>

<p>General Duties and Responsibilities of a Committee</p>	<p>6. The duties and responsibilities of standing committees are ;</p> <p>6.1 Each Committee shall discharge duties and responsibilities collectively.</p> <p>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.</p> <p>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.</p> <p>6.4 To recommend amendments to, and adoption of, policy to the Officer Committee and Union Council on areas within the Committee's remit.</p> <p>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.</p> <p>6.6 To conduct all business in accordance with the Aims and Objectives.</p> <p>6.7 To conduct its affairs in accordance with the policies and procedures of the Union.</p> <p>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.</p> <p>8. Minutes from each committee meeting will be posted on the Union website.</p>
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