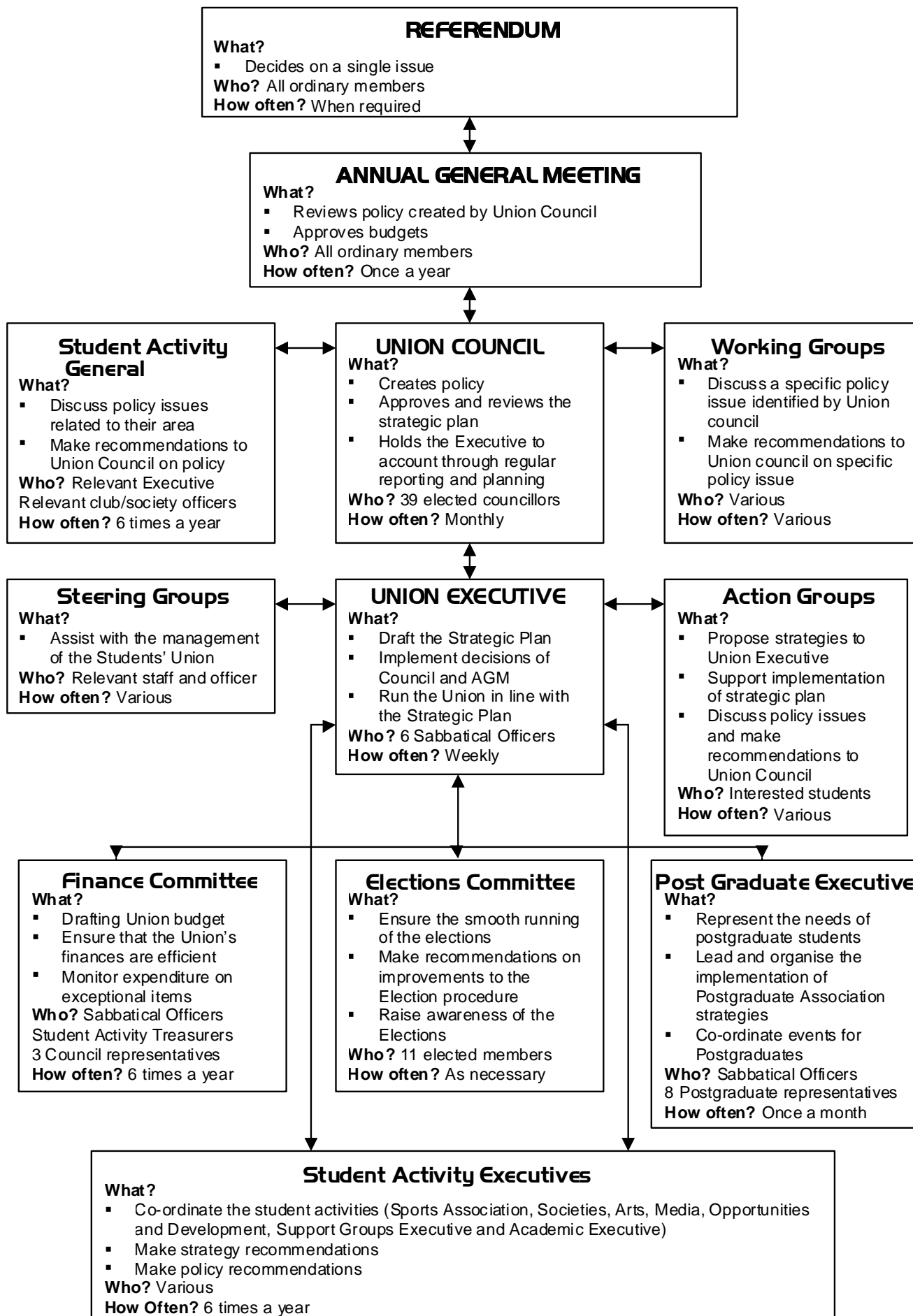


How the Union Works



The University of Bath Students' Union is a membership led organisation that has various democratic decision-making bodies. The relationship between the bodies and their order of importance is shown on the diagram above.

All meetings are run in characteristic ways. The way each meeting is run is defined in the **Meetings Guidelines** (Appendix 7).

All ordinary members of BUSU may attend any meeting as an observer (although some parts of meetings may be closed to committee members only to discuss matters of a confidential or sensitive nature).

The Referendum

What is it?

A Referendum is for deciding a single issue by asking one simple question. Debates and meetings should be held about the issue and information should be well advertised. There should be two campaigns, 'vote yes' and 'vote no' that should be run as defined in the **Elections Guidelines** (Appendix 3). A decision made at a referendum overrules a decision made by the Annual General Meeting.

How often does it meet?

A referendum isn't a meeting as such, so it does not meet. A referendum may be called at any time by any of the following:

- A decision of a quorate AGM or Union Council taken by two thirds of voting members that were present.
- If the Returning Officer receives a petition of 100 ordinary members of BUSU.
- In the case of a question of continued affiliation to any particular organisation, if the Returning Officer receives a petition of at least 5% of the ordinary membership.

Who does it report to?

A referendum is a poll of all ordinary members of the University of Bath Students' Union, as such it does not report to anybody.

Who attends?

A referendum isn't a meeting as such, so no one 'attends', it is an election that any ordinary member of BUSU may vote in.

The Annual General Meeting

What is it?

Annual General Meeting is a body for reviewing all Union policy created. Any ordinary member of BUSU can attend and vote at AGM. It has the power to overturn any policy made by Union Council, but it cannot create any new policy itself. It is also responsible for reviewing the work of the current year's Union Council and Union Executive.

Core Functions of the AGM are to:

- review policy created by Union Council and approve or overturn decisions made
- discuss and approve the Union's budgets and accounts
- amend the Core Constitution and its appendices
- receive annual progress reports from Union Executive Officers

How often does it meet?

There must be one Annual General Meetings (AGM) a year. However, Emergency General Meetings may be called by a simple majority of Union Council or a petition of 100 ordinary members of the Union.

Who does it report to?

The Annual General Meeting is the sovereign body of the University of Bath Students' Union (BUSU), as such it does not report to anyone. However, a referendum may overrule a decision made by the Annual General Meeting.

Who attends?

Any ordinary member of BUSU may speak and vote at AGM. Any individuals who are not ordinary members who wish to attend must receive permission from the meeting.

Union Council

What is it?

Union Council has two key functions, policy creation and strategic planning (see **Creating Union Policy** and **Strategic Planning**)

Core functions of the Union Council are to:

- decide policy for the Union
- approve and review the strategic plan
- hold the Union Executive to account through regular reporting and planning
- establish Working Groups to discuss specific policy issues in further detail and receive policy recommendations from these Working Groups
- elect delegates to meetings and conferences of NUS except NUS Annual Conference where the delegates will be elected according to the **Election Guidelines** (Appendix 3)
- elect members to designated University committees
- agree affiliations to external organisations
- amend appendices to Core Constitution except the **Finance Regulations** (Appendix 2), **Election Regulations** (Appendix 3) and **Opting-out of Union Membership** (Appendix 11)

How often does it meet?

Union Council meets at least once a month.

Who does it report to?

Any decisions that Union Council makes are reported to Annual General Meeting.

Who attends?

Membership of Union Council falls into four categories and represents overall student opinion, covering the total diversity of the student population. The four categories are: Ex-officio members (5), Student Group Representatives (18), Activity Representatives (6) and Open Place Representatives (10), giving a total of 39 councillors.

Ex-Officio Councillors

The members of the Union Executive have to be held to account and should have input into the work that they must carry out, therefore they should automatically be councillors.

- 1) SU President
- 2) Vice President (Communications)
- 3) Vice President (Education)
- 4) Vice President (Activities and Development)
- 5) Vice President (Sport)
- 6) Vice President (Welfare and Campaigns)

Student Group Representatives

These representatives consist of the different student groups that would exist without any Union activities. They are elected by the constituents that they will

represent, with the exception of the Race Equality Representative and Gender Equality Representatives (e.g. LGBT rep will be elected by LGBT students), this will take place through the relevant support groups.

- 6) Lesbian, Gay, Bisexual and Transexual Representative
- 7) Gender Equality Representatives (1 male, 1 female with shared single vote)
- 8) Race Equality Representative
- 9) International Students Representative
- 10) Postgraduate Students Representative
- 11) Franchise College Students Representative
- 12) Placement Students Representative
- 13) Mature Students Representative
- 14) Student Parents Representative
- 15) Students with Disabilities Representative
- 16) Part Time Students Representative
- 17) Academic Council Representatives
- 18) Academic Council Representatives
- 19) Academic Council Representatives
- 20) Academic Council Representatives
- 21) Academic Council Representatives
- 22) On Campus Accommodation Representative
- 23) Off Campus Accommodation Representative

Activity Representatives

These representatives cover the various activities that the Union has. They are elected by the respective student activity General Meetings at the start of the year.

- 24) Societies Representative
- 25) Sports Representative
- 26) Media Representative
- 27) Arts Representative
- 28) Volunteer Representative
- 29) Training & Enterprise Representative

Open Place Representatives

These are representatives without portfolio, they have no particular area to represent. They make up $\frac{1}{4}$ of the overall membership of Council.

- 30) Open Place Representative 1
- 31) Open Place Representative 2
- 32) Open Place Representative 3
- 33) Open Place Representative 4
- 34) Open Place Representative 5
- 35) Open Place Representative 6
- 36) Open Place Representative 7
- 37) Open Place Representative 8
- 38) Open Place Representative 9
- 39) Open Place Representative 10

- 40) General Manager (in attendance)

Executive Committee

What is it?

The Union Executive is responsible for the day-to-day running of the Union in accordance with Union Policy. The Union Executive shall also be responsible for drafting the strategic plan.

The core functions of the Executive Committee are to:

- implement decisions of Annual General Meeting and Union Council and act in the absence of these
- be responsible for drafting and updating the strategic plan
- be responsible for the direction of the Union in accordance with a strategic plan
- receive regular reports of the actions of the Student Activity Executives and make appropriate decisions regarding their actions.
- have responsibility for those matters referred to in the Union's Staff Protocol concerning Union staff that do not concern the University alone
- receive recommendations and reports from its Action Groups
- establish Steering Groups to assist with the management of the Students' Union
- give support to the Working Groups set up by Union Council
- draw up policy for discussion at Union Council

How often does it meet?

Union Executive meets at least once a fortnight.

Who does it report to?

Any decisions that Union Executive makes are reported to Union Council.

Who attends?

- 1) SU President
- 2) Vice President (Communications)
- 3) Vice President (Education)
- 4) Vice President (Activities and Development)
- 5) Vice President (Sport)
- 6) Vice President (Welfare and Campaigns)

General Manager (in attendance)

Action Groups of Executive Committee

What are they?

Action Groups are informal groups that act as think tanks to generate ideas from students. They also help implement ideas that are approved.

The core functions of Action Groups are:

- Generate new ideas regarding the relevant Union issue
- Propose strategies to Executive regarding the relevant Union issue
- Support Executive in the implementation of Strategic Plan for the relevant issue
- Draw up policy recommendations for Council on the relevant issue

The following Action Groups exist

- Equal Opportunities
- Ethical and Environmental
- Student Activities and Development
- Welfare
- Democracy
- Representation
- Campaigns
- Entertainment
- Postgraduate Association (this is a forum for all postgraduates, which meets at least 6 times a year to discuss postgraduate issues)
- Academic Council (this is a forum for all course representatives, which meets before University Senate)

How often do they meet?

As informal groups, they meet as determined by the Chair of the group. The only exceptions to this are the Postgraduate Association, which meets at least 6 times a year and Academic Council, which meets before University Senate.

Who do they report to?

Action Groups are idea generating groups, as such, they do not report to anyone. However, if an Action Group has a policy proposal, it will submit it to the next Union Council, similarly, if a Action Group has a strategy proposal, it will submit it to the next Union Executive.

Who attends?

The Action Groups consist of students that are interested in that particular area. Any student can join an Action Group and can sign up at any point during the year. They are a key method of getting student ideas into the strategic planning process.

Executive Committee Steering Groups

What are they?

From time to time, Executive Committee may set up Steering Groups to support the Union Executive and staff in the management of the Students' Union and allow staff to better co-ordinate themselves. They are not strictly democratic bodies, but form an important part of running the Students' Union. Union Executive will set the terms of reference for any Steering Groups.

How often do they meet?

Steering Groups define their own timetable as deemed appropriate by the group.

Who do they report to?

Any decisions and actions made by Steering Groups are reported to the next Union Executive.

Who attends?

Steering Groups are management groups and will consist of relevant staff and officers

Finance and Commercial Services Committee

What is it?

Finance and Commercial Services Committee is responsible for the money of the Union.

The core functions of the Finance and Commercial Services Committee are to:

- be responsible for drawing up the Union's budget.
- monitor expenditure on exceptional items on a regular/ongoing basis
- ensure that the Union finances operate efficiently and effectively
- approve items of capital expenditure as set out in **Finance Regulations** (Appendix 2)
- review financial procedures and regulations and revise as necessary

How often does it meet?

Finance and Commercial Services Committee meets at least 6 times per year.

Who does it report to?

Finance and Commercial Services Committee reports to Union Executive

Who attends?

- 1) SU President – Chair
- 2) VP (Communications)
- 3) VP (Education)
- 4) VP (Activities and Development)
- 5) VP (Sport)
- 6) VP (Welfare and Campaigns)
- 7) Sports Association Treasurer
- 8) Societies Treasurer
- 9) Arts Treasurer
- 10) Volunteering Treasurer
- 11) Training and Enterprise Treasurer
- 12) Media Group Treasurer
- 13) Council Representatives x 3
- 15) Senior Treasurer

General Manager (in attendance)

Finance Manager/Deputy General Manager (in attendance)

Elections Committee

What is it?

Elections Committee oversees the operation of the Primary Elections, Secondary Elections and By-Elections in accordance with the **Election Guidelines** (Appendix 3) of the Constitution. It recruits a group of volunteers to help staff ballot boxes, carry out the count and assist the Elections in various ways.

The core functions of the Elections Committee are to:

- Be responsible for the smooth operation of the Elections
- Be responsible for implementation of the **Election Guidelines** (Appendix 3)
- Make recommendations on improvements to the Election procedure
- Raise awareness of the Elections

How often does it meet?

Elections Committee meets prior to, during and after the Primary Elections, Secondary Elections and By-Elections as deemed necessary by the Committee itself.

Who does it report to?

Elections Committee reports to Union Executive

Who attends?

- 1) Returning Officer (elected impartial representative)
- 2) Chair (elected from Union Council)
- 3) Representatives from Union Council x 7
- 4) SU President
- 5) Vice President (Communications)

General Manger (in attendance)

Postgraduate Association Executive

What is it?

The Postgraduate Executive is responsible for co-ordinating various postgraduate student activities and the implementation of strategy. It may also make policy and strategy recommendations to Union Council and Union Executive. The Postgraduate Executive is focussed on addressing the needs of postgraduate students at the University of Bath.

The core functions of the Postgraduate Exec are to:

- Represent the needs of postgraduate students to the Students' Union and University
- Implement decisions made at Union Council and Union Executive
- Be responsible for the direction of the Postgraduate Association, in accordance with the constitution, aims and objectives of the Students' Union.
- Discuss and propose strategies to Union Executive and Union Council concerning postgraduate student issues.
- Lead and organise the implementation of Postgraduate Association strategies.
- Discuss and propose policy to Union Council
- Fulfil crucial administration for the Postgraduate Association
- Co-ordinate events for postgraduates

How often does it meet?

The Postgraduate Executive meets at least once a month.

Who does it report to?

Any decisions that Postgraduate Executive makes or any recommendations it may have are reported to Union Executive. Any policy recommendations may be directed to Union Council.

Who attends?

- 1) PGA Chair
- 2) Vice President (Education)
- 3) Vice President (Communications)
- 4) PGA Treasurer
- 5) PGA Publicity Officer
- 6) PGA Secretary
- 7) PGA Academic Representative
- 8) PGA Events Officer
- 9) Taught degree Representative
- 10) Open (non-portfolio)

- 11) AWARE Co-ordinator (in attendance)
- 12) Representation & Democratic Services Co-ordinator (in attendance)
- 13) General Manager (in attendance)

Student Activity Executives

There are several Student Activity Executives that are responsible for the coordination of various student activities and the implementation of strategy. They may also make policy and strategy recommendation to Union Council and Union Executive. There are seven Student Activity Executives: Sports Association Executive, Societies Executive, Arts Executive, Media Executive, Combined Executive, Volunteer Executive and the Training and Enterprise Executive.

Sports Association Executive

What is it?

Sports Association Executive is responsible for the co-ordination of the Union's sports clubs. It is a student-led body that co-ordinates the activities of all the Union's sports clubs.

The core functions of the Sports Association Executive are to:

- Co-ordinate the Union's sports clubs
- Fulfil crucial administration within the Sports Association
- Discuss and propose Sports Association strategies to Union Executive
- Assist in the implementation of Sports Association strategies
- Discuss and propose policy to Union Council

How often does it meet?

Sports Association Executive meets at least 6 times per year.

Who does it report to?

Any decisions that the Sports Association Executive makes are reported to the next Executive Committee and to the next Sports Association General Meeting.

Who attends?

- 1) Vice President (Sport) – Chair
- 2) Vice President (Activities and Development)
- 3) Vice President (Communications)
- 4) Sports Association Treasurer x 2
- 5) BUSA Tournament Officer
- 5) Fundraising and Sponsorship Officer
- 6) Recreational Clubs Officer
- 7) Publicity Officer
- 8) Sports Association Web Co-ordinator
- 9) Intra-Murals Officer
- 10) Events Officer x 2

Sports Association Administrator (in attendance)

Student Activities Co-ordinator (in attendance)

Societies Executive

What is it?

Societies Executive is responsible for the co-ordination of the Union's general societies. It is a student-led body that co-ordinates the activities of all the Union's general societies.

The core functions of the Societies Executive are to:

- Co-ordinate the Union's general societies
- Fulfil crucial administration within the Societies area
- Discuss and propose Societies strategies to Union Executive
- Assist in the implementation of Societies strategies
- Discuss and propose policy to Union Council

How often does it meet?

Societies Executive meets at least 6 times per year.

Who does it report to?

Any decisions that the Societies Executive makes are reported to the next Executive Committee and to the next Societies General Meeting.

Who attends?

- 1) Societies Officer – Chair
 - 2) Vice President (Activities and Development)
 - 2) Vice President (Communications)
 - 3) Societies Treasurer
 - 5) Societies I.T, Communications & Publicity Officer
 - 6) Societies Events and Equipment Officer
 - 7) Societies Awards Evening Organiser
 - 8) Societies Community Liaison officer
 - 9) General Societies Officer x 2
- Societies Administrator (in attendance)
Student Activities Co-ordinator (in attendance)

Arts Executive

What is it?

Arts Executive is a student-led body and is responsible for the co-ordination of the Arts Union and Arts Societies and implementation of Arts Strategies.

The core functions of the Arts Executive are to:

- Co-ordinate the Arts Societies.
- Discuss and propose strategies for Arts Development to Union Executive.
- Assist in the implementation of strategies for Arts Development.
- Fulfil crucial administration within the Arts area.
- Discuss and propose policy to Union Council.

How often does it meet?

Arts Executive meets at least 6 times per year.

Who does it report to?

The discussions, decisions and actions of the Arts Executive are reported to the next Union Executive by Vice President (Activities & Development) and to the next Arts General Meeting by the Arts Officer. Each Officer also reports to Arts General Meeting individually.

Who attends?

- 1) Arts Officer - Chair
- 2) Arts Liaison Officer
- 3) Arts Treasurer & Sponsorship Offer
- 4) Arts Events Officer
- 5) Arts Publicity Officer
- 6) Arts IT & Communications Officer
- 7) Vice President (Activities & Development)
- 8) Vice President (Communications)

Societies Administrator (in attendance)

Student Activities Co-ordinator (in attendance)

Media Group Executive

What is it?

Media Group Executive is responsible for the co-ordination of the Union's media group. It is a student-led body that co-ordinates the activities of all the Union's media societies.

The core functions of the Media Group Executive are to:

- Co-ordinate the student activities of the Union's media group
- Fulfil crucial administration within the media group
- Discuss and propose media strategies to Union Executive
- Discuss and propose policy to Union Council
- Provide accurate, relevant, unbiased information for students
- Promote and encourage participation in the Union
- Promote Union policy and raise awareness of student issues
- Assist in the implementation of Media strategies

How often does it meet?

Media Group Executive meets at least 6 times per year.

Who does it report to?

Any decisions that the Media Group Executive makes are reported to the next Executive Committee.

Who attends?

- 1) Media Officer - Chair
- 2) Vice President (Activities & Development)
- 3) Vice President (Communications)
- 4) Media News & Communications Officer
- 5) Equipment & I.T Officer
- 6) CTV Station Manager
- 7) URB Station Manager

8) impact Editor-in-chief

Societies Administrator (in attendance)

Student Activities Co-ordinator (in attendance)

Combined Societies Executive

What is it?

Combined Societies Executive is a student-led body and is responsible for the co-ordination of the whole Societies area and the implementation of overall society strategies.

The core functions of the Combined societies Executive are to:

- Discuss and resolve issues that affect all areas within Societies including arts and media.
- The responsibilities of the Executive include, but are not limited to; Societies finances, Affiliation of new societies, BathStudent.Com, issues arising under the Societies Code of Conduct.
- Discuss and propose strategies for the Societies Area
- Assist in the implementation of strategies for Societies Area Development
- Fulfil crucial administration within the Societies area.
- Discuss and propose policy to Union Council.

How often does it meet?

Combined Societies Executive meets at least 4 times a semester and more often when necessary.

Who does it report to?

The discussions, decisions and actions of the Combined Societies Executive are reported to the next Union Executive by Vice President (Activities & Development) and to the next General Meetings by the relevant Officers.

Who attends?

1) Vice President (Activities & Development) - Chair

2) Vice President (Communications)

All members of the arts, societies and media executive committees

Societies Administrator (in attendance)

Student Activities Co-ordinator (in attendance)

Volunteer Executive

What is it?

The volunteering executive is a student-led body that is responsible for the co-ordination of the Union's volunteering groups and activities.

The core functions of the Volunteer Executive are to:

- Co-ordinate the Union's Volunteering groups and activities
- Fulfil crucial administration within the volunteering area
- Discuss and propose Volunteering strategies to Union Executive
- Assist in the implementation of volunteering strategies
- Discuss and propose policy to Union Council

How often does it meet?

Volunteering Executive meets at least 6 times per year.

Who does it report to?

Any decisions that the Volunteering Executive makes are reported to the next Executive Committee

Who attends?

- 1) Vice President (Activities & Development)
- 2) Vice President (Communications)
- 3) Union Council Volunteering Representative
- 4) Duke of Edinburgh Representative
- 5) SCA Representative
- 6) CSV Representative
- 7) Mentoring Representative
- 8) CVT Representative
- 9) Rag Representative
- 10) Volunteering Treasurer
- 11) Sponsorship & Publicity

The Volunteer Co-ordinator (in attendance)

Student Volunteer Administrator (in attendance)

Training & Enterprise Executive

What is it?

The Training & Enterprise Executive is a student-led body that is responsible for the co-ordination of the Union's training and enterprise group's activities.

The core functions of the Training & Enterprise Executive are to:

- Co-ordinate the Union's Training & Enterprise groups and their activities
- Fulfil crucial administration within the Training and Enterprise Sector
- Discuss and propose strategies for the Training and Enterprise groups to Union Executive
- Assist in the implementation of Training & enterprise strategies
- Discuss and propose policy to Union Council

How often does it meet?

Training & Enterprise Executive meets at least 6 times per year.

Who does it report to?

Any decisions that the Training & Enterprise Executive makes are reported to the next Executive Committee

Who attends?

- 1) Vice President (Activities & Development)
- 2) Vice President (Communications)
- 3) Union Council Training & Enterprise Representative

- 4) AEISEC Representative
- 5) SIS Representative
- 6) Enterprise Representative
- 7) BUSU Student Trainer Representative
- 8) Training & Enterprise Treasurer
- 9) Sponsorship & Publicity Officer
- 10) Events Officer

Enterprise & Training Co-ordinator (in attendance)
Enterprise Administrator (in attendance)

Support Groups Executive

What is it?

Support Groups Executive is a student-led body, responsible for the co-ordination of the Union's student support groups and activities.

The core functions of the Student Executive are to:

- co-ordinate the Union's student support groups and activities
- work with the Vice President (Welfare and Campaigns) on student support issues, strategy and coordination of activities
- liaise with the AWARE staff on student support issues and coordination of activities
- discuss and propose Student Support strategies to Union Executive
- assist in the implementation of Student Support strategies
- discuss and propose policy to Union Council

How often does it meet?

Support Groups Executive meets at least 3 times per year.

Who does it report to?

Any discussions and decisions that the Support Groups Executive makes are reported to the next Executive Committee by the Vice President (Welfare and Campaigns) and to the relevant student support groups & activities at their next meeting (by their representative).

Who attends?

- 1) Vice President (Welfare & Campaigns)
- 2) Union Council Students with Disabilities Representative
- 3) Union Council International Students Representative
- 4) Union Council Lesbian, Gay, Bisexual and Transsexual Students Representative
- 5) Union Council Mature Students Representative
- 6) Union Council Student Parents Representative
- 7) Union Council Race Equality Representative
- 8) Union Council Women's Representative
- 9) Nightline Representative

AWARE Coordinator (in attendance)
AWARE Advisor (in attendance)

Academic Executive

What is it?

Academic Executive is a student-led body, responsible for setting the agenda for the Students' Union on academic issues and mandating the VP Education on such issues. It is also responsible for assisting in the co-ordination and administration of academic matters. It discusses and proposes policy and strategy regarding academia for the Students' Union.

How often does it meet?

At least 6 times a year

Who does it report to?

Academic Council, Union Executive and Union Council

Who attends?

VP Education (Chair)
Academic Executive Treasurer
Academic Executive Training Officer
Academic Executive Socials Officer
Faculty of Science Representative
Postgraduate Representative
School of Management Representative
School of Health Representative
Faculty of Humanities and Social Science Representative
Graphics and IT Officer
Faculty of Engineering and Design Representative

Representation and Democratic Services Co-ordinator
Academic Representation Administrator
Academic Research Assistants

Student Activity General Meetings

What are they?

There are several Student Activity General Meetings (GMs) that are responsible for the discussion and proposal of policy issues to Union Council. They also discuss and make strategy recommendations to Union Executive. They receive reports of decisions made by the relevant Student Activity Executive. There are three Student Activity GMs: Sports Association GM, Societies GM, Arts GM.

The core functions of the Student Activity General Meetings are to:

- provide a forum for all club and society officers to meet and discuss common issues
- provide a forum for the relevant Student Activity Executives to disseminate information and seek feedback
- discuss and propose policy to Union Council
- discuss and propose opportunities and development strategies to Union Executive

How often do they meet?

Each Student Activity General Meeting meets 6 times a year.

Who do they report to?

The Student Activity General Meetings are discussion forums and as such, do not report to anyone. However, if a Student Activity GM has a policy proposal, it will submit it to the next Union Council, similarly, if a Student Activity GM has a strategy proposal, it will submit it to the next Union Executive.

Who attends?

- The relevant Student Activity Executive (e.g. Societies Executive)
- All club or society officers for that Student Activity (e.g. All Societies chairs, treasurers and secretaries)

How it all works

The University of Bath Students' Union uses its democratic structures to make three sorts of decisions:

Creating Union Policy

Union Policies are the rules that make up the Students' Union.

Strategic Planning

These are long term plans to achieve specific goals. All strategies must be within Union Policy.

Operational Decisions

These are decisions relating to the day-to-day running of the Students' Union. All operational decisions must relate to a specific strategic goal.

Creating Union Policy

Union Policy is created in the following manner.

- 1) Union Council identifies a policy area and sets up Working Group to discuss it more thoroughly with appropriate research
- 2) The Working Group makes recommendations to Union Council
- 3) Union Council discusses, then votes on these recommendations
- 4) Union Council can decide to do one of three things with policy:
 - a) Accept – The recommendation becomes Union Policy
 - b) Refer back – The recommendation is referred back to the Working Group for further discussion
 - c) Reject – The recommendation is rejected
- 5) Policy created by Union Council is subject to review by AGM, which may decide to accept or overturn policy decisions

Other groups (such as Action Groups, Union Executive, the Student Activity General Meetings or the Student Activity Executives) may also directly submit policy recommendations

- Policies govern all Union activities, including staff activities
- Policies must be submitted for the meeting in accordance with meetings guidelines as set out in the Constitution
- Policies require the signature of at least two ordinary Union members. These shall be known as the proposer and seconder(s).
- Policies must be voted in by a simple majority of the meeting
- Policies shall last four years. A policy shall be declared lapsed after the end of the next Union Council occurs four years after the policy was created. It will be noted that the policy is about to lapse in the previous meeting. This will be the responsibility of the President.
- Policies may be reinstated after they lapse, by resubmitting the policy (with any amendments) for debate with a proposer and seconder who are ordinary members of the Union (not necessarily the original proposer and seconder).

- Policies may be overruled by a referendum, AGM, or declared invalid by a motion to Union Council no sooner than six months after the policy was created.
- The SU President shall be responsible for maintaining an up-to-date policy file and ensuring policy is carried out with regards to Union activity.
- A copy of the policy file shall be kept in Union Reception.

Strategic Planning

The Union shall have a strategic plan setting out long term aims and objectives (4-5 years). This Strategic Plan shall be formed and amended as follows.

- 1) Action Groups (or Student Activity General Meetings or Student Activity Executives) submit strategies and ideas to Union Executive
- 2) The Union Executive considers these strategies and draws up a strategic plan incorporating these ideas (or proposed revisions)
- 3) The Union Council approves this strategic plan (or revisions) and mandates the Union Executive to implement it
- 4) The Union Executive is responsible for implementing the strategic plan with support from the relevant Action Groups (or Student Activity Executives)

Union Executive and Union Council are responsible for regularly reviewing the Strategic Plan and making any suitable revisions

Operational Decisions

The Executive Committee shall be responsible for ensuring that appropriate operational decisions are made to implement the strategic plan. Some of this responsibility may be delegated to Student Activity Executives or staff members with relevant experience and ability, but the Executive will be held accountable for all operational actions and as such, may overrule these bodies.

How to create a Union mandate

A mandate is enacted in the following manner:

1. A mandate proposal is introduced into Union Council in the same manner as a policy proposal.
2. Union Council discusses the proposal in the standard way (as noted in Appendix 7 - Meeting Guidelines)
3. Union Council will vote on a mandate proposal in the same manner as a policy proposal:
 - 3.1. Accept;
 - 3.2. Refer back to author/s;
 - 3.3. Reject.
4. Mandates agreed to by UC do not need to be reviewed by AGM.
5. Those mandated must report back to Union Council in every meeting until the mandate has expired.
6. Mandates instruct individuals, groups, societies, clubs or any other collection of members.
7. Mandates can also instruct staff via the SU President

8. Mandate proposals must be submitted in accordance with the meeting guidelines as set out in the Constitution.
9. Mandate proposals require the signature of at least 2 ordinary Union members; known as the proposer and seconder.
10. Mandates must be voted in by a simple majority of those present in the meeting.
11. Mandates last for a definite period of time, not exceeding the length of the term of office of those mandated.
12. As mandates are short-term instructions, they cannot be overruled by any other democratic body except for EGM or a referendum.

How to create a discussion paper

A discussion paper is:

1. Brought to Union Council in the same manner as a policy and mandate proposal.
2. Union Council discusses the paper as the Chair of Council sees fit; and not necessarily following the debating guidelines in Appendix 7 of the Constitution.
3. No vote is allowed on a discussion paper.
4. When the Chair feels the paper has been discussed sufficiently, the discussion will end.
5. No policy or mandates may result from the discussion paper in the same meeting of Union Council. Policy or mandate proposals must be brought to a following Union Council meeting in the correct manner
6. Discussions must be conducted in the meeting the paper is presented, unless the meeting overruns, where it is continued in the overflow meeting.
7. Discussion papers must be submitted in accordance with the meeting guidelines set out in the Constitution.
8. Discussion papers require the signature of at least 2 ordinary Union members; known as the proposer and seconder.
9. That following the amendments in Item 1 and 2 of the mandate, the following is to be included:
 - 9.1. The Chair and SU President may amend, before the meeting, the category (policy/mandate/discussion) of the proposal or paper and will notify the proposer and seconder immediately and before the agenda is produced.
 - 9.2. The proposal or paper must be submitted in the correct format as per templates on BathStudent.com
10. The Chair of Council to create the templates for the proposals or papers and place them on BathStudent.com similar to those in Appendix 1 accompanying this motion.
11. That this motion is implemented with immediate effect starting with the next meeting of Union Council.