

Section 4 – The Executive

I. Membership

- A. The Executive shall be composed of
 1. Education Officer;
 2. Communications & Services Officer;
 3. Finance & Democracy Officer
 4. Medical & Postgraduate Students' Officer
 5. Student Activities Officer;
 6. Welfare Officer;
 7. Academic Affairs Officer;
 8. Clubs & Societies Officer;
 9. Campaigns and Equal Opportunities Officer;
 10. Environment and Ethics Officer;
 11. General Secretary;
 12. Pre-Clinical President;
 13. Clinical President;
 14. Postgraduate Association President;
 15. Promotions and Entertainments Officer;
 16. SSEES Site President;
 17. Acting Sabbatical Officers.

II. General Rules

- A. The Executive shall have the authority to act on behalf of Council between Council Meetings.
- B. The Executive shall meet weekly during term time.
- C. The quorum for all meetings of the Executive shall be three sabbatical officers and five non-sabbatical officers.
- D. The time, date, and place of all Executive meetings and the agenda for the meeting must be circulated to all members of the Executive at least two working days in advance by the Finance & Democracy Officer.
- E. Any standing orders not provided for in this section, and needed for the efficient running of the Executive shall, where appropriate, be provided by the standing orders for meetings of Union Council.
- F. An emergency meeting of the Executive may be called by any five members of the Executive. An emergency Executive meeting shall only discuss the business for which it has been called, unless a majority of the members of the Executive present decide otherwise.
- G. The chair of the Executive shall be the General Secretary. In the absence of the General Secretary, a member of the Executive shall open the meeting, and the meeting shall elect a chair.
- H. The Executive shall be responsible for overseeing the day to day activity of the Union, ensuring that motions of the Council, General Meeting, or referenda are implemented, and undertaking any project work as may be seen necessary.
- I. The Executive may set up working parties that will examine a particular issue within a predetermined time period in accordance for the standing orders for working parties set up by Council and submit a report thereon to the Executive. The working party shall then be disbanded.
- J. The Executive shall receive reports of the administrative meetings of the Sabbatical Officers with the General Manager.
- K. The General Manager shall be the assessor to the Union Executive.

III. Role of the Executive

- A. The Executive shall have various roles as follows: The Executive:
 1. shall be responsible for overseeing the day to day activity of the Union. In this respect it shall be aware of all Committee decisions.
 2. shall be responsible for ensuring that policy formed at Council, General Meetings and in referenda is implemented.
 3. shall hold its members accountable for their actions and decisions between meetings of Council.
 4. shall be responsible for the strategic decision of the Union, through communication with the Strategic Planning Committee.
 5. shall receive regular reports on the running of the Constituted Student Specific Societies.
 6. shall receive written reports from its members during periods when the Union Council is not in session.

7. shall receive and discuss reports of the meetings of the Sabbatical Officers with the General Manager.
8. shall make itself aware of decisions made at College Council. It shall also receive agenda of College Council and shall advise the Union delegates.
9. shall receive the minutes of the Provost's meetings with the Sabbatical Officers, and will assist in the writing of the Provost meeting agenda, and advise the Sabbaticals on all items.

IV. Meetings of the Sabbatical Officers with the General Manager

- A. There shall be regular meetings of the Sabbatical Officers with the General Manager.
- B. These meetings shall:
 1. be reported to the Executive and Council in clearly worded minutes.
 2. be used to discuss all aspects of the Union.
 3. where necessary, act as trustees meetings.
 4. not make any decisions that could be considered to be policy decisions. The Executive committee shall decide what is a policy decision.