REGULATIONS OF THE UNIVERSITY OF BIRMINGHAM

SECTION 2 - ORGANISATION AND GOVERNANCE

Executive Brief

Sets out the Regulations governing conduct of Senate; organisation and conduct of College Assemblies and Staff/Student Committees; Student membership of committees; Staff membership of Principal Academic Units outside their own College; and title deeds and documents pertaining to the University.

Section 2: Organisation and Governance

2.1 Meetings of the Senate

2.1.1 At least three ordinary meetings of the Senate shall be held during each session. Special meetings of the Senate may when necessary be convened by the Vice-Chancellor and Principal or, if absent, by the Vice-Principal who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and Principal. At any time during the University Session the Vice-Chancellor and Principal, or, if absent, the Vice-Principal who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and Principal, shall, on receiving the written requisition of ten members of the Senate, stating the business they desire to submit, direct that a special meeting of the Senate be called, and the meeting shall be held within fourteen days from the receipt of such requisition. Not less than one clear day's notice of a special meeting shall be given, and no business shall be considered at such a special meeting other than that contained in the notice calling the meeting.

2.1.2 Five days' notice of all ordinary meetings of the Senate, specifying the business to be brought forward at the meetings, shall be sent by the Registrar and Secretary to every member of the Senate. All reports and details of business to be brought forward on behalf of boards, and standing committees which report to the Senate, and all notices of motions shall be sent to each member of the Senate before the meeting at which such business is to be considered; and no meeting shall be competent to transact any business other than such as shall directly arise out of the business so brought forward, or business brought before the meeting from the Chair, or business for which urgency has been claimed and obtained by a vote of a majority of two-thirds of those present and voting. In the event of there being no business to lay before an ordinary meeting of the Senate, the Vice-Chancellor and Principal may, at his or her discretion, direct that notice be sent to every member that such meeting will not be held.

2.1.3 The Vice-Chancellor and Principal shall chair the Senate ex officio. The Vice-Principal who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and Principal shall chair the Senate in the absence of the Vice-Chancellor and Principal.

2.1.4 The Registrar and Secretary shall be the Secretary of the Senate and he or she or his or her nominee shall be Secretary to boards and standing committees responsible to Senate, and of all their sub-committees.

2.1.5 Members of the Senate shall give at least forty-eight hours' notice in writing to the Registrar and Secretary of any business which they desire to lay before an ordinary meeting of the Senate.

2.1.6 One-third of the members shall form a quorum, and a majority of those present and voting shall decide all questions; in the case of an equality of votes the person chairing the meeting shall have a second and casting vote. In the absence of the Vice-Chancellor and Principal and of the Vice-Principal who is appointed by the Council to act during the absence or inability of the Vice-Chancellor and Principal from any meeting of the Senate, the members present, being a quorum,

shall appoint one of their number to chair the meeting.

2.2 College Assembly

2.2.1 Each College shall have a College Assembly. All members of University Staff who work fully or partly within the College shall be members of the College Assembly. Membership shall also include one undergraduate and one postgraduate Registered Student representative from each Principal Academic Unit within the College, nominated by and from among the student members of the Staff / Student Committee(s) within each Principal Academic Unit.

2.2.2 Each College Assembly shall be convened at least three times each academic year, to discuss issues which are of common interest and/or concern to the Staff and Registered Students of the College. The Head of College shall provide an annual report to the College Assembly.

2.2.3 Meetings of the College Assembly shall normally be chaired by the Head of College or, in his or her absence, by his or her deputy.

2.2.4 The Vice-Chancellor will normally attend at least one meeting of each of the College Assemblies each year.

2.3 Staff/ Student Committees

2.3.1 There shall normally be at least one Staff/Student Committee within each Principal Academic Unit.

2.3.2 The terms of reference and membership of the Committee(s) shall be determined by the Senate so as to ensure appropriate representation of the main programmes or disciplines within the College and to provide each Registered Student within the College with an opportunity to participate in the selection of at least one representative student member.

2.3.3 The function of the Committee(s) shall be to provide a forum for consultation and discussion between student representatives and staff responsible for programme provision on all relevant matters affecting students.

2.4 Student Membership of University Committees and Other Bodies

2.4.1 Student members of University committees and other bodies shall take no part in discussion or decisions, or receive papers, concerning the admission, academic assessment and withdrawal on grounds of academic failure of individual Registered Students.

2.4.2 In any case of dispute as to whether student members may take part in a discussion under 2.4.1, the ruling of the chairperson of the committee or body concerned shall be final.

2.5 Members of Staff associated with a Principal Academic Unit

A College Board may admit to Associate Membership such members of University staff from outside the College with whom it has a close working relationship in matters of common academic concern and who it considers will further the work of the College. It may assign them to a Principal Academic Unit within the College

and/or to an electoral constituency for the purpose of any College elections.

2.6 Title Deeds and Documents

2.6.1 All title deeds and other such documents belonging to the University shall be kept under the charge of the Registrar and Secretary, in such place of safe custody as the Registrar and Secretary shall select.

2.6.2 The Registrar and Secretary shall keep a register of particulars of such deeds and documents, and shall keep the same up to date so as to show in what manner all such deeds and documents are from time to time disposed of.