

BLSA

Terms of Reference

2023/24



Barts and The London Students' Association Board

Terms of Reference

(Last updated 10/2023)

Definitions

- Barts and The London Students' Association – BLSA
- Barts and The London School of Medicine and Dentistry - BLSMD
- Queen Mary Students' Union - QMSU

General Information and Guidance

- These Terms of Reference have been adapted from guidance via Bye-Law 5 of the Student Council Articles of Association entitled 'The Barts and The London Students' Association.
- The Barts and The London Students' Association (BLSA) shall be a division of the Union and is responsible for representing students and working with the Union to ensure appropriate services are provided for students in the BLSMD.
- BLSA shall not make statements on religious issues.
- BLSA shall not make political statements about issues that do not affect its members in their lives as Medical, Dental or allied Students, or in their future careers as Medical Professionals, as deemed by the BLSA Board.
- The Vice President Barts and The London is the Executive Officer of the Queen Mary Students' Union with duties and responsibilities as defined in Bye-Law 7 - Executive Committee. They may also be known as the BLSA President.
- Any changes to the Terms of Reference for the BLSA Board following initial approval requires a Two-thirds majority vote at a BLSA Board meeting.

Purpose of the Barts and The London Students' Association Board

- To discuss relevant issues affecting BLSA members and propose and pass policy relevant to Barts and The London students.
- To receive reports from the BLSA President and the Part Time Officers about the work being carried out to meet the aims of the wider BLSA.
- To organise campaigns and activities for the benefit of BLSA members.
- To develop the long term strategy for the BLSA.
- To escalate any informal complaints not resolved by the subcommittee to the President and any formal complaints to be sent to the President directly as per Bye-Law 21 – Complaints Procedure

Membership

Membership for the BLSA Board will be drawn from those that are responsible for representing Barts and The London students voted through the Queen Mary Students' Union elections. The Chair shall be BLSA President (VP Barts and The London) from Student Council.

Ex officio members:

- BLSA President (**Chair**)
- VP Barts (**Deputy Chair**)
- VP London (**Deputy Chair**)
- Welfare Officer
- Dental President
- Secretary
- Treasurer
- ENTs Officer
- ENTs Officer
- Engagement Officer
- Alumni Officer
- Sustainability Officer
- Womens' Representative
- BAME Representative
- LGBTQ+ Representative
- Disabled & SpLD Representative
- International Representative
- Junior IHSE Representative
- Senior ISHE Representative
- Dental Institute Representative
- William Harvey Institute Representative
- Wolfson Institute Representative
- Blizzard Institute Representative
- Barts Cancer Institute Representative
- Societies Officer
- Sports Officer
- Volunteering Officer
- RAG Officer
- BLSA Malta Co-President (Activities)
- BLSA Malta Co-President (Education)
- Trans Representative (Cross Campus)

Ex officio in attendance:

- BLSA Malta Welfare Officer
- BLSA Malta Sports Officer
- BLSA Malta Societies Officer
- BLSA Malta Engagement Officer
- BLSA Malta ENTs Officer
- BLSA Malta Secretary

In attendance:

- Zahra Butt - QMSU Student Representative Coordinator

Responsibilities

- This subcommittee is bound by the Articles of Association of Queen Mary Students' Unions and its Bye-Laws there under
- The BLSA Board is a sub-committee of, and is accountable to, Student Council, and its Terms of References are set by Student Council
- Its responsibilities include those listed under Bye-Law 4 – Student Council.

Meetings

- Quoracy is no less than 50% of members of the BLSA Board
- BLSA board meetings shall be called by the BLSA President with at least one week's notice. They shall be a minimum of two meetings per term.
- The agenda for the meeting shall be circulated at least 24 hours in advance with any member being able to add agenda items at the Chair's discretion.
- The secretary shall take notes of the meetings and send the ratified formal minutes to the next student council to note
- Ratified notes shall be uploaded to the QMSU website no later than a week after ratification
- All BLSA members can attend all BLSA Board meetings as observers
- Any person who is not a BLSA member may attend a meeting at the invitation of the Chair
- Any persons in attendance will not be able to vote on any matter and this power will be reserved for members only

Voting

- For matters of BLSA Board policy or position on ongoing issues, the BLSA Board will move to vote on the agenda item at the Chair's discretion
- At the Chair's discretion, the motion will pass via a simple majority vote or via a two-thirds majority vote, depending on the severity and classification of policy.
- 'Simple majority' shall mean at least half the votes cast plus one, excluding abstentions.
- 'Two-thirds majority' shall mean at least two-thirds of votes cast, excluding abstentions.
- During voting, a member can vote the following:
 - Vote for the Policy
 - Vote against the Policy
 - Vote to amend the Policy, if relevant.
 - Abstain from voting
- Each BLSA Board member shall have one vote.

- If two individuals are sharing one position, they shall cast only one vote per item. If they do not agree on which way to vote, they shall automatically abstain.
- If there are an equal number of votes both for and against the Chair shall exercise the casting vote. The Chair shall not otherwise vote, even if they have temporarily stepped down from the Chair.
- The Chair shall determine whether a clear simple majority, or two-thirds majority, has been achieved on sight
- The Secretary shall reflect the votes of the board via a number tally in the minute meetings.

BLSA Malta Board

- The BLSA Malta Board shall operate as a subcommittee of the BLSA Board.
- The Terms of Reference for this Board shall be updated and ratified by the BLSA Malta Board at the start of each year, and approved at the first meeting of the Malta Board.
- The minutes from the previous BLSA Malta meeting shall be submitted to the BLSA Board for review, before submission to Student Council.