

## **BYE-LAW 33 – Constitution of the Extravaganza Sub-Committee**

- B33.1** There shall be an Extravaganza sub-committee, which will be a sub-committee of Finance & General Purposes Committee (F&GP), with the following role, powers, membership and duties.
- B33.2** Role
- B33.2.1 To co-ordinate and support the organisation of the annual college extravaganza programme (in line with Section 17 of the Union Constitution). All rules and procedures apply to the GSA as well as JCRs.
- B33.2.2 To ensure extravas, as far as possible, do not exceed the budgets or parameters as set at JCR/GSA or Union budget level as agreed by F&GP.
- B33.2.3 To report to Finance & General Purposes committee with regard to progress of events.
- B33.2.4 To make recommendations on an annual basis to F&GP regarding extrav parameters and operations including financial, operational and health and safety issues.
- B33.3** Powers
- B33.3.1 On behalf of Union Council, to approve or reject JCR/GSA plans and budgets for extravaganzas. This includes adequate safety and security and welfare provision.
- B33.3.2 No JCR/GSA may place orders or make commitments without prior budgeting approval from F&GP and any such action may be deemed ultra-vires by the person committing it, and will incur personal liability and responsibility.
- B33.4** Appeals
- B33.4.1 Any decision of the sub-committee with which a JCR/GSA disagrees may be appealed against to the full Finance & General Purposes Committee whose decision will be final subject to appeal to Union Council.
- B33.5** Duties
- B33.5.1 The sub-committee shall issue by the end of week 1 of the Spring Term, a detailed timetable for approvals and planning of extravaganzas.
- B33.5.2 The sub-committee shall make available full advice and assistance to JCRs/GSA in extravaganza planning, via Union officers and staff.
- B33.5.3 The sub-committee shall act in such a way as to ensure there is a high quality college-based extravaganza programme, organised properly and safely, in line with relevant University rules and policies and relevant legislation.

- B33.5.4 Members of the committee will be independent of any currently planned extravaganza.
- B33.5.5 To follow guidelines approved by Union Council at the beginning of the term of office of the committee and recommend alterations where required for the effective and financially sound running of extravas in future years.
- B33.5.6 Extrav Sub Committee should play a central role in ensuring that no extrav jeopardises the success of another, and should organise a special meeting where inter-college planning issues are discussed.
- B33.6** Membership
  - B33.6.1 Members
    - B33.6.1.1 President and General Secretary of LUSU [ex-officio as trustees] one of whom shall be chair
    - B33.6.1.2 Four persons elected by Union Council, who may or may not be members of Union Council, but who have experience of organisation of extravaganzas or similar events, and have held JCR/GSA office.
  - B33.6.2 Advisers
    - B33.6.2.1 Union Accountant or alternate
    - B33.6.2.2 Communications & Support Services manager or alternate
    - B33.6.2.3 Sugarhouse Assistant Venue Manager
    - B33.6.2.4 Training & Development manager
  - B33.6.3 Secretary
    - B33.6.3.1 Appointed by the General Manager. Minutes to be taken and reported to Finance & General Purposes Committee.
  - B33.6.4 General Manager
    - B33.6.4.1 Will have right of attendance and will be consulted over any Health & Safety matters, or serious financial matters.
- B33.7** Quorum
  - B33.7.1 Three of the six members, plus Union Accountant or alternate. In no case may the committee meet without a trustee present.