

Bye-Law 4: Student Officer Job Descriptions

All student Officers shall be elected in accordance with Bye-Law: Elections

Full Time Officers

1 All full Time Officers shall:

- 1.1 Begin their term in office on July 1st and end it on June 30th the following year.
- 1.2 Take a coordinating lead on issues whilst being careful to involve other Sabbatical Officers and members of the Student Officer Committee.
- 1.3 Contribute positively to join SU Events, projects and meetings.
- 1.4 Be accountable to the Student Council, reporting to each meeting on activity and achievements.
- 1.5 Maximise contact with students by engaging with them face to face and online.
- 1.6 Monitoring key issues and problems affecting the student population and ensuring the SU is acting on these.
- 1.7 Plan, promote and run campaigns on key student issues.
- 1.8 Represent students on University Boards, Committees and working groups.
- 1.9 Promote group and team objectives and the campaign priorities to students, and reporting on progress.
- 1.10 Adhere to and comply with Articles of Association, Bye-Laws and Policies of the Union.
- 1.11 Be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union.
- 1.12 Be Directors of the Union's subsidiary companies (where eligible in company law) having legal responsibility for the Union.
- 1.13 Be employees of the Union for the duration their term in office, their terms and conditions of employment set by the Trustee Board.
- 1.14 One Full-Time Officer shall be appointed to the position of lead delegate for NUS National Conference.

Part Time Officers

- 1.15 Part-Time Officers shall begin their term in office on July 1st and end it on June 30th the following year.
- 1.16 There shall be one Department Officer representing each of the departments at the University of Suffolk.
- 1.17 The Department officer shall:
- 1.17.1 Represent the needs of the students in the relevant department, through either means of campaign or otherwise;
 - 1.17.2 Sit on various University and or Students' Union boards, committees and working groups where relevant to their department as their role as such or Executive Committee member;
 - 1.17.3 Liaise with the student representatives from all courses in their relevant department;
 - 1.17.4 Provide a link between the representatives and the students' Union;
 - 1.17.5 Liaise with the department staff on any issues effecting students;

Liberation Officers

- 1.18 Part-Time Officers shall begin their term in office on July 1st and end it on June 30th the following year.
- 1.19 The Liberation Officer shall:
- 1.19.1 Represent the interests of their liberation group and be their voice on the issues they face as liberation students at University;
 - 1.19.2 Engage with the University and other relevant organisations to achieve improvements for those students on the issues they face at University;
 - 1.19.3 Convene and co-ordinate the Union's caucus or assembly committee;
 - 1.19.4 Liaise with the members of the relevant clubs, societies or groups and;
 - 1.19.5 Be the union's delegate to the relevant NUS conference;
- 1.20 Election of Part-time Student Officers by self-defined constituencies.
- 1.21 These part time officers shall be elected by ordinary members who self-define as members of the constituent, if that role is of a department officer only those students studying in that department may vote.

Dismissal / Resignation

- 1.22 The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the Chief Executive who will report this to Student Council at the first opportunity.
- 1.23 In the event of a member of the Student Officer Committee ceasing to hold office the Committee will be responsible for holding elections to appoint a replacement in line with the Bye-Laws.
- 1.24 An elected Officer shall be removed from office if they;
- 1.25 Resign or dies;
- 1.26 A motion of no confidence in the Elected Officer passed by a two thirds majority of the Students Members voting in a referendum, provided that at least 10% of Student Members cast a vote in the referendum. Such a motion shall only be triggered by a secure petition of no confidence signed by at least 5% of Student Members; or
- 1.27 A motion of no confidence in the Elected Officer is passed by a two thirds majority vote of the student council and;
- a) In the case of a sabbatical officer, a motion of no confidence is passed by a two thirds majority of the Student Members voting in a referendum, provided that at least 10% of Student Members cast a vote in the Referendum; or
 - b) In the case of Part-Time Officers, a motion of no confidence is passed by a two thirds majority of the Student Members voting in a constituency Referendum provided that at least 10% of Student Members cast a vote in that constituency Referendum.
- 1.28 Any member of the Student Council, including a Student Officer, who is absent without valid apology for two meetings of the Student Council per semester shall automatically table a vote of no confidence motion against them unless the Student council, at its sole discretion, shall decide otherwise.
- 1.29 Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the committee per semester shall automatically table a vote of no confidence motion against them unless the Student Officer Committee, at its sole direction, shall decide otherwise.
- 1.30 An apology for absence from a Student Council meeting from a Student Councillor or Student Officer shall be considered valid if it is submitted and accepted by the Chair of the Council, via the relevant member of staff, before the start of the meeting.

Political accountability (no confidence and censure)

- 1.31 All Officers are accountable to students through their democratic process either Student Council or Caucus or Assembly of censure and no confidence.
- 1.32 If a motion of censure is passed, this shall be treated as a formal disciplinary written warning by the Union, and shall be kept on file for references for at least 2 years.
- 1.33 If a motion of no confidence is passed, as per Article 29, triggering a referendum either constituency as per the Elected Officers role. If passed by a clear two thirds majority of at least 10% of student members, this shall dismiss the Officer in question from their position with immediate effect. A vote of no confidence shall have the following consequences:
- 1.33.1 A Student Officer will be suspended on full pay from their employed position within the Union pending a decision as to whether they can continue as an employee of the organisation;
- 1.33.2 Any person who was before the vote of no confidence an Officer shall be ineligible to stand for election to that Officer position again. Employment measures and misconduct.

Employment measures and misconduct

- 1.34 Full time Officers are employees of the Union, and no Student Officer may continue in post should they have been dismissed as an employee of the organisation.
- 1.35 Any case involving misconduct or gross misconduct by a Student Officer shall be handled in accordance with the Union's disciplinary procedures for employees.
- 1.36 A Student Officer may be removed from their position for breaching the Member's Code of Conduct.
- 1.37 An Officer must be a member of the Union for the duration of their term of office. Consequently:
- 1.37.1 If through disciplinary action of the Union an Officer's status as a member of the Union is revoked, they shall be instantly dismissed as an Officer as if a vote of no confidence had been carried against them;
- 1.37.2 In the case of Student Officers, if the University revokes their student status they shall be instantly dismissed as an Officer as if a vote no confidence had been carried against them.

Amendments to this Bye-Law

1.38 Should this Bye-Law be amended or repealed: the job descriptions which were valid at the time of elections for the posts of the Student Officer Committee shall remain valid for the term of office which these Officers are set to hold. It is therefore advisable that any changes to this Bye-Law are made at the earliest possible time in the academic year.