

## Bye-Law 3: Student Officer Job Descriptions

All student Officers shall be elected in accordance with Bye-Law 1: Democratic Procedures

### Sabbatical Officers

3 All Sabbatical Officers shall:

- 3.1 Begin their term in office on 1<sup>st</sup> July and end it on 30<sup>th</sup> June the following year.
- 3.2 Take a coordinating lead on issues, involving School Officers and other members of Student Council as relevant.
- 3.3 Contribute to SU events, projects and meetings.
- 3.4 Be accountable to the Student Council, reporting to each meeting on activity and achievements in role.
- 3.5 Plan, promote and run campaigns on key student issues, and monitor the progress of these throughout, involving and/or asking the SU for support, where relevant.
- 3.6 Represent students on University Boards, committees and working groups, and any task-and-finish groups mandated by Student Council.
- 3.7 Adhere to and comply with the Articles of Association, Bye-Laws and Policies of the SU.
- 3.8 Be Trustees of the SU (where eligible in Charity Law).
- 3.9 Be Directors of the SU's subsidiary companies (where eligible in Company Law).
- 3.10 Be employees of the SU for the duration of their term in office, with their terms and conditions of employment set by the Trustee Board.
- 3.11 One Sabbatical Officer shall be appointed to the position of Lead Delegate for NUS National Conference.

## School Officers

- 3.12 There shall be one School Officer representing each of the Academic Schools at the University of Suffolk.
- 3.13 School Officers shall begin their term in office on 1st July and end it on 30<sup>th</sup> June the following year.
- 3.14 The School Officer shall:
  - 3.14.1 Represent the needs of the students in the relevant academic school, through either means of campaign or otherwise,
  - 3.14.2 Sit as voting members on Student Council,
  - 3.14.3 Sit on University and SU Boards, committees and task-and-finish groups where relevant to their role,
  - 3.14.4 Liaise with the Student Representatives from all courses in their relevant academic school,
  - 3.14.5 Provide a link between the course representatives and the SU,
  - 3.14.6 Liaise with department staff on any issues affecting students, and
  - 3.14.7 Hold a monthly meeting with the course representatives from their School where work to identify school-wide issues and areas for improvement and potential campaigns to address these.
- 3.15 School Officers shall submit a termly report updating students on the work they have done as officer that term.
  - 3.15.1 Prior to submitting this report, the Officer shall meet with the relevant SU President, supported by an appropriate SU member of staff, to discuss their progress, identify future skills development needs, and receive support on planning the next term's activities. Officers will be provided with a template and general guidance on writing the report.
  - 3.15.2 Failure to submit a report on time will result in a meeting with the relevant SU President, supported by an appropriate SU member of staff. Failure to attend this meeting, once a reasonable time period and adjustments have been allowed, will result in a vote of no confidence, in accordance with Bye-Law 1. Extensions to the report deadline may be made for individual officers, at the discretion of the Sabbatical Officer team.
  - 3.15.3 Reports produced by the School Officers will be uploaded onto the SU website and communicated to students via social media.

Students will have the option to vote for or against an Officer report. If a majority vote against an Officer report, the Officer will be required to attend a meeting with the relevant SU President, supported by an appropriate SU member of staff, to address the issues with the report and submit a new one to the student body. If two reports are rejected, or the School Officer fails to attend the meeting with the relevant SU President, a vote of no confidence will automatically be triggered at the next Student Council, in accordance with Bye-Law 1.

## Postgraduate Officer

- 3.16 There shall be one Postgraduate Officer elected to serve the postgraduate student cohort at the University of Suffolk.
- 3.17 The Postgraduate Officer shall begin their term in office on 1st July and end it on 30<sup>th</sup> June the following year.
- 3.18 The Postgraduate Officer shall:
  - 3.18.1 Represent the needs of the postgraduate students in the relevant academic school, through either means of campaign or otherwise,
  - 3.18.2 Sit as a voting member on Student Council,
  - 3.18.3 Sit on University and SU Boards, committees and task-and-finish groups where relevant to their role,
  - 3.18.4 Liaise with Course Representatives, School Officers and the relevant Sabbatical Officer on any issues affecting postgraduate students,
- 3.19 The Postgraduate Officer shall submit a termly report updating students on the work they have done as officer that term.
  - 3.19.1 Prior to submitting this report, the Officer shall meet with the relevant SU President, supported by an appropriate SU member of staff, to discuss their progress, identify future skills development needs, and receive support on planning the next term's activities. The Officer will be provided with a template and general guidance on writing the report.
  - 3.19.2 Failure to submit a report on time will result in a meeting with the relevant SU President, supported by an appropriate SU member of staff. Failure to attend this meeting, once a reasonable time period and adjustments have been allowed, will result in a vote of no confidence, in accordance with Bye-Law 1. Extensions to the report deadline may be made for individual officers, at the discretion of the Sabbatical Officer team.

Reports produced by the Postgraduate Officer will be uploaded onto the SU website and communicated to students via social media.

## Dismissal / Resignation

- 3.20 The resignation of any SU office postholder, as set out in the Bye-Laws, must be given in writing to the Head of Engagement, who will report this to Student Council at the first opportunity.
- 3.21 In the event of an SU office postholder ceasing to hold office the Chair of the SU Trustee Board will be notified and will be responsible for appointing a Returning Officer who will hold elections to appoint a replacement in line with the Bye-Laws.
- 3.22 Any SU office postholder elected into office shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Student Council, and passed by a 75% majority of those members present and who vote at a quorate meeting.
- 3.23 Any member of the Student Council, including a Student Officer, who is absent without valid apology for two successive meetings of the Student Council shall automatically table a vote of no confidence motion against them unless the Student Council, at its sole discretion, shall decide otherwise.
- 3.24 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)

- 3.25 All Officers are accountable to students through Student Council.
- 3.26 If a motion of censure is passed, this shall be treated as a formal disciplinary written warning by the SU and shall be kept on file for references for at least two years.
- 3.27 If a motion of no confidence is passed, this shall dismiss the Officer in question from their position with immediate effect. A vote of no confidence shall have the following consequences:
- 3.27.1 A Sabbatical Officer will be suspended on full pay from their employed position within the SU pending a decision as to whether they can continue as an employee of the organisation, and

3.27.2 Any Officer receiving a vote of no confidence shall be ineligible to stand for election to that Officer position again.

3.28 A vote of no confidence or censure will always be held at the start of a Student Council meeting and shall be conducted along the following lines:

3.28.1 An opening statement shall be given explaining why the officer in question is being put to a vote of censure/no confidence. This shall be given by the Chair.

3.28.2 The Officer concerned shall have an opportunity to address the meeting giving their defence.

3.28.3 The Officer in question will, prior to this meeting, have been given at least 5 working days notice of the vote, and an opportunity to meet with the Student Voice Team to seek advice on the process.

3.28.4 Students present at the meeting will have the opportunity to speak for or against the motion of no confidence, and to ask questions of the officer in question.

### Employment measures and misconduct

3.29 Full-time Sabbatical Officers are employees of the SU, and no Student Officer may continue in post should they have been dismissed as an employee of the organisation.

3.30 Any case involving misconduct or gross misconduct by a Student Officer shall be handled in accordance with the SU's employee procedures.

3.31 A Student Officer may be removed from their position for breaching the Members' Code of Conduct.

3.32 An Officer must be a member of the SU for the duration of their term of office. Consequently:

3.32.1 If through disciplinary action of the SU, an Officer's status as a member of the SU is revoked, they shall be instantly dismissed as an Officer, as if a vote of no confidence had been carried against them.

3.32.2 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

3.33 Should this Bye-Law be amended or repealed, the job descriptions which were valid at the time of elections for the listed posts 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.

3.34 The job titles of staff within this Bye-Law are subject to amendment.

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