**Bye-Law 3: Student Officer Job Descriptions**

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

## Full Time Officers

1. All full Time Officers shall:
   1. Begin their term in office on 1st July and end it on 30th June the following year.
   2. Take a coordinating lead on issues, involving other Sabbatical Officers and members of the Student Officer Committee as relevant.
   3. Contribute to SU Events, projects and meetings.
   4. Be accountable to the Student Council, reporting to each meeting on activity and achievements in role.
   5. Maximise contact with students by engaging with them face to face and online.
   6. Monitor key issues affecting the student population and ensuring the SU is acting on these.
   7. Plan, promote and run campaigns on key student issues.
   8. Represent students on University Boards, committees and working groups.
   9. Promote group and team objectives and the campaign priorities to students, and report on progress.
   10. Adhere to and comply with the Articles of Association, Bye-Laws and Policies of the SU.
   11. Be Trustees of the SU (where eligible in Charity Law).
   12. Be Directors of the SU’s subsidiary companies (where eligible in Company Law).
   13. 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.
   14. One Full-Time Officer shall be appointed to the position of Lead Delegate for NUS National Conference.

## Part Time Officers

* 1. For the avoidance of doubt, all School, Campus and Liberation Officers are classed as ‘Part Time Officers’
  2. Part-Time Officers shall begin their term in office on 1st July and end it on 30th June the following year.
  3. Part Time Officers shall sit as voting members on Student Council and Student Officer Committee.
  4. Part Time Officers shall submit a termly report updating students on the work they have done as officer that term.
     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.
     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. Reports will be uploaded onto the SU website and communicated to students via social media.
     4. 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 Part-Time officer fails to attend the meeting with the SU President, a vote of no confidence is initiated at the next Student Council, in accordance with Bye-Law 1.
  5. New Part-Time Officer roles can be created by following the general process of editing Bye-Laws, with an amendment to this Bye-Law being proposed through the Student Council and approved by the Board of Trustees.

## School Officers

* 1. There shall be one School Officer representing each of the Academic Schools at the University of Suffolk.
  2. The School Officer shall:
     1. Represent the needs of the students in the relevant department, through either means of campaign or otherwise,
     2. Sit on University and SU Boards, committees and working groups where relevant to their role,
     3. Liaise with the Student Representatives from all courses in their relevant department,
     4. Provide a link between the representatives and the SU,
     5. Liaise with department staff on any issues affecting students, and
     6. Hold a monthly meeting with the course reps from their School where work to identify school-wide issues/ areas for improvement and potential campaigns to address these.

**Campus Officers**

* 1. There shall be Campus Officers to represent the students of UOS Campuses, with exception of the Ipswich Hub.
  2. These officers are East Coast College and West Suffolk College.
  3. New Campus Officer roles may be approved through majority vote of Student Council and approved by the Board of Trustees.
  4. Campus Officers shall represent the interests and concerns of students from their campus.
  5. Campus Officers shall sit as voting members on the Student Council and Student Officer Committee.

**Liberation Officers**

* 1. The Liberation Officers elected each year include:
     1. BAME Officer,
     2. Mature Students’ Officer,
     3. LGBTQ Officer,
     4. Postgraduate Students’ Officer,
     5. Students’ with Disabilities Officer,
     6. Students’ with Caring Responsibilities Officer, and
     7. Womens’ Officer.
     8. Part-time Students Officer
  2. The Liberation Officers shall:
     1. Represent the interests of their liberation group and advocate on the issues they face as students of these communities and identities at the University,
     2. Engage with the University and other relevant organisations to achieve improvements for those students on the issues they face at the University,
     3. Regularly engage with the students they represent via drop in’s or other similar mechanisms;
     4. Liaise with the members of the relevant clubs, societies, or groups, and
     5. Be the SU’s delegate to the relevant policy area of NUS Liberation Conference.
  3. Election of Part-time Student Officers is by self-defined constituencies.
  4. These Part Time Officers shall be elected by ordinary members who self-define as members of the constituent. If that role is of a School Officer, only those students studying in that School may vote.

**Accommodation Reps**

* 1. Each UoS accredited halls of residence shall elect a proportional number of representatives per accommodation. They will be known as Accommodation Reps.
  2. Accommodation Reps shall function in a similar way to, and sit at the same level as, Course Representatives, representing the students in those halls. Their remit is to advocate on the accommodation experience of those students they represent. In addition, these Reps will help engage students in halls with SU activities and events, and work with the hall providers and the SU to facilitate appropriate social and community events for their halls throughout the year.
  3. Accommodation Reps shall report to the SU President Activities and Wellbeing and attend a monthly meeting with the SU. With the support of the President Activities and Wellbeing and the appropriate member of staff, Accommodation Reps shall also work closely with relevant University staff and the halls providers themselves to raise issues relating to their halls of residence.
  4. Accommodation reps shall be elected at the start of the autumn term, their nomination and election period coinciding with that of course representative elections. These elections shall be conducted along the same lines as the elections regulations outlined in Bye-law 1.
  5. Accommodation reps shall sit on the Student Council as full voting members.

## Dismissal / Resignation

* 1. 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.
  2. 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.
  3. A member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Student Council, passed by a 75% majority of those members present and who vote at a quorate meeting.
  4. A Full-time Student Officer ceases to hold Office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at either a quorate meeting of Student Council or in a secret ballot of their constituency requested in writing to the Chief Executive by not less than 5% of the members of the constituency.
  5. A member of the Democratic Procedures Committee shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at a quorate meeting of Student Council.
  6. 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.
  7. 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.
  8. 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. All Officers are accountable to students through either Student Council or Caucus or Assembly of censure and no confidence.
  2. 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 2 years.
  3. 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:
     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
     2. Any Officer receiving a vote of no confidence shall be ineligible to stand for election to that Officer position again.
  4. 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:
     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.
     2. The Officer concerned shall have an opportunity to address the meeting giving their defence.
     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 Representation Coordinator to seek advice on the process.
     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

* 1. Full Time Student 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.
  2. Any case involving misconduct or gross misconduct by a Student Officer shall be handled in accordance with the SU’s employee procedures.
  3. A Student Officer may be removed from their position for breaching the Members’ Code of Conduct.
  4. An Officer must be a member of the SU for the duration of their term of office. Consequently:
     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.
     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. 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.
  2. The job titles of staff within this Bye-Law are subject to amendment.