

## Bye-Law 3: Student Officer Job Descriptions

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

### Full Time Officers

3 All Full Time 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 other Sabbatical Officers and members of the Student Officer Committee 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.

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 Full Time Officer shall be appointed to the position of Lead Delegate for NUS National Conference.

### Part Time Officers

3.12 For the avoidance of doubt, all School, Liberation, and Widening Access Officers, are classed as 'Part Time Officers.'

3.13 Part Time Officers shall begin their term in office on 1st July and end it on 30th June the following year.

3.14 Part Time Officers shall sit as voting members on Student Council and Student Officer Committee.

3.15 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**

3.16 There shall be one School Officer representing each of the Academic Schools. There shall also be a Postgraduate Officer at the University of Suffolk.

3.17 The School Officer shall:

3.17.1 Represent the needs of the students in the relevant department, through either means of campaign or otherwise.

3.17.2 Sit on University and SU Boards, committees, and working groups where relevant to their role.

3.17.3 Liaise with the Student Representatives from all courses in their relevant school.

3.17.4 Provide a link between the representatives and the SU.

3.17.5 Liaise with department staff on any issues affecting students.

### **Liberation Officers**

3.18 The Liberation Officers elected each year include:

3.18.1 BAME Officer

3.18.2 LGBTQ+ Officer

3.18.3 Womens' Officer

3.18.4 Students' with Disabilities Officer

3.19 The Liberation Officers shall:

3.19.1 Represent the interests of their liberation group and advocate on the issues they face as students of these communities and identities at the University.

3.19.2 Engage with the University and other relevant organisations, and achieve improvements for those students on the issues they face at the University.

- 3.19.3 Regularly engage with the students they represent through appropriate channels.
- 3.20 Election of Part Time Student Officers is by self-defined constituencies.
- 3.21 These Part Time Officers shall be elected by ordinary members who self-define as members of the constituent.

### **Widening Access Officers**

- 3.22 The Widening Access Officers elected each year include:
  - 3.22.1 Mature Students' Officer
  - 3.22.2 Students' with Caring Responsibilities Officer
  - 3.22.3 Part Time Students' Officer
  - 3.22.4 International Students' Officer
- 3.23 The Widening Access Officers shall:
  - 3.23.1 Represent the interests of their widening access group and advocate on issues they face as students of these communities and identities at the University.
  - 3.23.2 Engage with the University and other relevant organisations, achieve improvements for those students on the issues they face at the University.
  - 3.23.3 Regularly engage with the students they represent through appropriate channels.
- 3.24 Election of Part Time Student Officers is by self-defined constituencies.
- 3.25 These Part Time Officers shall be elected by ordinary members who self-define as members of the constituent.

### **Dismissal / Resignation**

- 3.26 The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the SU staff member responsible for Student Council.
- 3.27 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 two-thirds majority of those members present and who vote at a quorate meeting.
- 3.28 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.

### **Political accountability (no confidence and censure)**

3.29 All Officers are accountable to students through Student Council.

3.30 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.

3.31 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:

3.31.1 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.

3.32 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:

3.32.1 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 proposer of the vote of no confidence or vote of censure.

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

3.32.3 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 SU staff to seek advice on the process.

3.32.4 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**

3.33 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.

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

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

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

3.36.1 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.

3.36.2 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**

3.37 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.

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