

## Byelaw 2 - Who are my representatives and what do they do?

*The core purpose of the students' union is to represent students to the university and wider community to make improvements. This Byelaw outlines their role and duties and the function of the Executive Committee.*

- 200 Elected representatives' core purpose is ensuring that they actively collect the opinions and views of students and communicate these to the University and local area, using the structures of the Union to support them in this work.
- 201 Elected representatives will be split between Full Time Officers and Part Time Officers. Together these officers will be known as the "Executive Committee".
- 202 Full Time Officers shall be Major Union Office Holders as defined by the 1994 Education Act. They shall be paid a wage as decided by the Board and be subject to a contract of employment approved by that body.

### Duties of representatives

- 203 The following duties apply to all representatives
- Actively engage with students to learn about their views and represent these to the University and local area as required by your portfolio
  - Encourage networks among students to advance the work of the Union
  - Attend appropriate meetings and conferences and report back
  - Create your own networks with students and relevant university & community leaders
  - Promote projects of work and activities that develop students
  - Work within Union policy, University policy and the law.
  - Promote a positive image of the Union including its democratic structures
  - Promote engagement in Union activities & its mission, vision and values
  - Any additional duties outlined in your portfolio
- 204 The following additional duties shall apply to Full Time Officers
- Act as the public face of the Students' Union
  - Lead on lobbying in your schools for issues that affect students
  - To take on any portfolios as agreed at the first executive meeting.
  - Make active steps to be transparent and accountable to students
  - Support the development of the democratic structures in your schools
  - Ensure students are represented in the University's development of your school
  - Work with Student Reps to ensure their engagement in democratic structures
  - Work with staff to help develop student groups

### Portfolios

- 205 Each officer shall have a portfolio that acts as their Job Description.
- 206 The Trustee Board or a person whom they have delegated this power to, shall set the portfolio for officers for the following academic year in December. They shall consult the student council on these but the decision for the role shall remain with the Trustee Board.
- 207 The President's role shall include
- To attend the Board of Governors and to provide a student perspective and knowledge of the student experience.
  - Support the Trustee Board chair with the appraisal & support of the Chief Executive of the Students' Union.
  - Support and co-ordinate the activities of the Executive Officers.
  - Ensure that all officers attend the various University committees that they sit on.

- e) Be the primary liaison between the Students' Union and any relevant national bodies.

### **Executive Committee**

- 208 The Executive Committee's role shall be
- a) To advance the representative and campaigning policy of the Union as set by Student Council and Student Members' Meetings.
  - b) To respond to issues that have emerged within the University that require a student representative response
  - c) To promote the projects and activities of the union and promote student co-operation within these.
  - d) To be accountable for their actions to Student Council through the production of regular reports of the progress against the policies set for them and their manifesto goals.
- 209 For the avoidance of doubt, the Executive Committee shall not have any of the powers of the Trustee Board unless expressly delegated to them in writing by the Trustee Board.

### **Meetings of the Executive Committee**

- 210 To fulfil their role the Executive Committee shall meet at least monthly and additionally as felt necessary. These meetings may take place in person, online or a hybrid of the two in such a way that will maximise involvement. At least one week's notice will be given to all members which will include the time and location of the meeting. Agenda items shall be sent at least 48 hours before the meeting.
- 211 The Chair of the Executive Committee shall be the President and at the first meeting of the academic year the committee shall elect another Full Time Officer to be Deputy Chair. The Chief Executive will attend alongside other staff as invited by the Chair.
- 212 The quorum for the Executive Committee shall be half of the current members plus one.

### **Vacancies and removal of elected representatives**

- 213 Should an elected representative role be temporarily absent due to sickness or leave, the Executive Committee shall undertake such action as required to ensure that the duties of that officer are properly carried out.
- 214 If an elected representative resigns, is removed from office by a vote of the students, has their student status revoked by the University (in the case of Part Time Officers) or is removed by the Trustee Board under the Code of Conduct they will no longer be eligible to hold their role and the office will become vacant.
- 215 If any part-time officer misses two consecutive or any three meetings in an academic year, without apologies to the President prior to the meeting, they will be deemed to have resigned from office, unless absence is due to ill health.

### **Replacement of elected representatives**

- 216 In the event of any full-time executive office becoming vacant following an election into the role, this Trustee Board will decide whether to hold a bye-election, co-opt the second place candidate in the election or some other action that will ensure representation of students. In the case of the President position becoming vacant the Deputy President shall act as President for the remainder of the academic year.
- 217 In the event of a Student Officer (part-time) position becoming vacant, the Executive Committee shall decide, at its next meeting, whether to ask the Student Council to co-opt a member into the vacancy. The Student Council will select the member by secret ballot at its

next meeting from prospective candidates. Notice of this will be served in the Council agenda.

### **Disciplinary Conduct**

- 213 Officers are answerable for their disciplinary conduct to the Union and University policies and procedures in force at the time including those applying to students. Officers are answerable for their political effectiveness to Student Council.
- 214 Members should refer to the Union's Code of Conduct.
- 215 The University Secretary or their nominee has the right to review process and outcome in relation to motions of no confidence of Executive Members to ensure due process has been followed.