

## **Bye-Law 4: Student Officers**

### **1 Student Officers of the Union**

- 1.1 The Union shall have two types of Student Officers, including Sabbatical Officers and Assembly Members.
- 1.2 Where Student Officers are elected, they will be elected following the rules and procedures outlined in Bye-Law 3: Elections.
- 1.3 Where Student Officers are appointed, the rules and procedures outlined in this bye-law should be followed.

### **2 Sabbatical Officers**

- 2.1 The Union should have up to four Sabbatical Officers agreed annually by the Board of Trustees.
- 2.2 For the avoidance of doubt these roles will be major office holders for the consideration of the Education Act 1994 and no individual can hold a Sabbatical Officer position for more than two years in total.
- 2.3 Sabbatical Officers shall start their elected position from 1<sup>st</sup> July each year until, and including 30<sup>th</sup> of June the following year, though this may be shortened or lengthened on a transitional basis as outlined in Article 19.3.
- 2.4 Sabbatical Officers are Trustees of the Union for the duration of their post and will also have the roles and responsibilities outlined in the Articles.
- 2.5 Sabbatical Officers are jointly employed by the Union and City, University of London and no Sabbatical Officer may continue in post should they have been dismissed as an employee of the organisation.
- 2.6 Any case involving misconduct or gross misconduct by a Sabbatical Officer shall be handled in accordance with the relevant Union and/or City disciplinary procedures for employees.
- 2.7 Sabbatical Officer remuneration will be agreed once a year by the Lay Trustees on the Board of Trustees and any Sabbatical Officers who are not eligible to stand for election in that year.
- 2.8 Should a Sabbatical Officer resign or otherwise leave employment while in the first five months of their term of office (after 1<sup>st</sup> July but before 1<sup>st</sup> December of the year they were elected), the Board of Trustees may choose to hold a by-election to replace that role if deemed necessary.
  - 2.8.1 Should a Sabbatical Officer resign or otherwise leave employment while in the 6<sup>th</sup> to 12<sup>th</sup> months of their term of office (after 1<sup>st</sup> December of the year they were elected), then the duties of that Sabbatical Officer will be assigned to the other Officers as agreed among them.
  - 2.8.2 Should a Sabbatical Officer resign or otherwise leave employment before they take up their office (1<sup>st</sup> July of the year they were elected), the Board of Trustees shall hold a by-election to replace that role.

2.9 The Sabbatical Officers do not have set portfolios. Portfolios will be agreed annually by the Sabbatical Officers at the start of their term of office and will ensure all major responsibilities are distributed.

2.9.1 All Sabbatical Officers will be responsible for:

- (a) Representing Student Members.
- (b) Campaigning on issues affecting Student Members.
- (c) Delivering the Priorities of the Assembly.
- (d) Attending Union, University and external meetings and engagements as required.

2.10 One elected Sabbatical Officer will hold the position of President and all other Sabbatical Officers will be known as Deputy Presidents.

2.10.1 The President role shall be offered to the candidate who has the most votes when elected. If the candidate who has the most votes does not accept the post of President, it shall be offered to the candidate with the next highest number of votes, and so on. If no candidates wish to accept the post of President, the role will by default be held by the candidate with the most votes.

2.10.2 The President has additional responsibilities set out in the Articles of Association, Bye-Laws and Union Policy. The President is also the lead representative to the University and a member of University Council.

2.10.3 In the event the President is no longer in post or is unavailable, the Deputy President who had the second most votes when elected will act as the President.

2.11 The candidate who has the most votes when elected will also be a delegate for NUS National Conference.

### **3 Assembly Members**

3.1 The Union should have up to 46 Assembly Members in addition to the up to four Sabbatical Officers who collectively form the Assembly.

3.2 Assembly Members will either be elected or co-opted to the Assembly.

3.2.1 A fair and transparent process will be defined by the Union for how co-opted Assembly Members, who are not elected, will be appointed. All appointments will require the approval of the Assembly.

3.3 Assembly Members will be proportionally distributed across the Schools of the University with each School having at least the following:

- (a) Four Open Assembly Member positions which all registered students in the School can apply for.
- (b) One Postgraduate Assembly Member position co-opted at the first meeting following the start of Term 1. This position is reserved for students studying at a postgraduate taught or research level.
- (c) One First Year Assembly Member position co-opted at the first meeting following the start of Term 1. This position is reserved for undergraduate students studying in their first year of their studies.

- 3.3.1 One Open Assembly Member position will be reserved for students who do not formally sit within a School. All students who do not formally sit within a School will be able to apply for this position.
- 3.3.2 Remaining positions will be distributed between the Schools based on the number of students the School has as a proportion of the overall total number of students at the University. These positions will be Open Assembly Member positions and all students in the School will be able to apply for them.
- 3.4 Open Assembly Member positions will normally be elected at the same time as the Sabbatical Officers. If all the positions have not been filled at the end of the election, or a vacancy arises before the second meeting of the Assembly, the Assembly can co-opt a new member who meets the criteria of the vacant position if at least two thirds of all eligible positions have been elected.
- 3.5 All Assembly Members will be responsible for:
  - (a) Representing the views of the Student Members within their School.
  - (b) Fully participating in meetings of the Assembly, including setting the Union Priorities and holding the Sabbatical Officers to account.
  - (c) Supporting the Sabbatical Officers to deliver the Union Priorities.
  - (d) Attending Union, University and external meetings and engagements as required.
  - (e) Communicating the work of the Assembly to the Student Members within their School.
- 3.6 The Union will provide a bursary to Assembly Members who are not Sabbatical Officers for attending meetings of the Assembly. This bursary will be agreed annually by the Board of Trustees.