

## Bye-law 02

### Who are my representatives and what do they do?

**Purpose:** The purpose of this Bye-law is to outline the responsibilities and duties of the Elected Officer roles of the Students' Union.

## Sabbatical Officer Trustees

### 1. Sabbatical Officer Trustee Roles

- 1.1. There will be six Officers elected in line with the **Articles and Elections Bye-law (Bye-law 5)**. The roles shall be titled:
  - 1.1.1. Union Affairs Officer;
  - 1.1.2. Student Communities Officer;
  - 1.1.3. London College of Fashion (LCF) Officer;
  - 1.1.4. Chelsea, Camberwell & Wimbledon and the Creative Computing Institute (CCW and CCI) Officer;
  - 1.1.5. London College of Communication (LCC) Officer; and
  - 1.1.6. Central Saint Martins (CSM) Officer.

### 2. Terms of office

- 2.1. The year in office for all six of the above Student Officer Trustee roles is from 1<sup>st</sup> July each year until the 30<sup>th</sup> June the following year. The year in office dates may change or the period in office may be longer or shorter dependent on the needs of the organisation. There will also ordinarily be a handover period of at least one week.
- 2.2. All Sabbatical Officer Trustees shall be major office holders as defined by the 1994 Education Act. They will be paid in line with their terms and conditions.

### 3. Responsibilities

The duties of all Sabbatical Officer Trustees are to:

- 3.1. lead priorities and/or campaigns for the benefit of students as members of the students' union and support campaigns organised by the Union;
- 3.2. represent the diverse voices of students; attend and support all decision-making meetings and gather student views, opinions, ideas, and feedback;
- 3.3. support the students' union's work in maximising communication and engagement with students to enable the development of relevant services and activities;
- 3.4. encourage participation in Union activities, in particular act as a champion for meetings, elections, and campaigns;
- 3.5. work to shape and achieve the delivery of the students' union work on liberation, equity, diversity, and inclusion;
- 3.6. act as a member of the Students' Union's Board of Trustees with responsibility for directing the governance and financial affairs of the Union;
- 3.7. work to shape and achieve the values and strategic priorities of the Students' Union;
- 3.8. hold and attend regular formal and informal meetings with relevant members of staff at all levels within the university;
- 3.9. represent individuals, groups, and the body of students to the University and its Colleges, National Union of Students, local community groups and other bodies that affect the lives of students, including attending meetings of such organisations;
- 3.10. attend training courses and other opportunities for personal and professional development to support the effective delivery of their role;
- 3.11. attend meetings as appropriate; and
- 3.12. comply with all regulations, policies and protocols of the students' union and work such hours and in locations required to satisfy the duties of the post to maximise benefit to students.

#### **4. The responsibilities of the College Officers are to:**

- 4.1. represent the views and experiences of students on college-based matters including but not limited to teaching, assessment, learning opportunities, wellbeing, and community;
- 4.2. lead on the representation of course and school reps within the college, meeting and supporting them regularly for the benefit of students;
- 4.3. hold and attend regular meetings with relevant members of the College management and attend other College meetings as appropriate to the role;
- 4.4. act as the primary spokesperson and figurehead for the Union to the College; and
- 4.5. work with the Union Affairs and Student Communities Officer on ensuring SU activities and services reflect and are accessible to students within their chosen college.

#### **5. The responsibilities of the Student Communities Officer are to:**

- 5.1. represent the views and experiences of student communities including but not limited to study, activities, creative opportunities, liberation, and students of circumstance;
- 5.2. lead on the representation of student groups including but not limited to sports, societies, creative opportunities, and volunteering;
- 5.3. hold and attend regular meetings with relevant members of the University and attend University-wide meetings as appropriate to the role;
- 5.4. oversee Arts SU community development by working with officers and staff to encourage students to engage in creating and developing the communities in which they identify; and
- 5.5. ensure that Arts SU communities and associated opportunities are accessible, understandable, and communicated to students.

#### **6. The responsibilities of the Union Affairs Officer are to:**

- 6.1. represent the views and experiences of students on university-wide matters including but not limited to, communications, library services, student support and other central services;
- 6.2. lead on Arts SU development to ensure that activities, facilities, and services are excellent quality, accessible and relevant for all students;
- 6.3. hold and attend regular meetings with relevant members of the University and attend University-wide meetings as appropriate to the role;
- 6.4. work with the wider Sabbatical Officer team on ensuring decision making activities, events and processes are accessible, understandable, and communicated to students;
- 6.5. act as the primary spokesperson and figurehead for the Union to the University on central university business;
- 6.6. act as the Student Governor on the University Board of Governors and relevant sub-committees; and
- 6.7. act as the first point of contact with the National Union of Students and other stakeholders as required.

#### **7. Allocated responsibilities**

- 7.1. The following responsibilities shall be allocated to one of the Sabbatical Officer Trustees at the beginning of each term in office through consultation with all Officer Trustees:
  - 7.1.1. Chair of the Board of Trustees.
- 7.2. Responsibilities of Officer Trustees may be reallocated by the Board of Trustees during their term in Office.

## **School Representatives**

#### **8. School Representative Roles**

- 8.1. There will be two School Representatives per academic School/Department elected in line with the **Articles** and the **Elections Bye-law (Bye-law 5)**.
- 8.2. All School Representatives are volunteer "Part-time Officers" for the purpose of the Articles.

## 9. Terms of Office

- 9.1. The year in office for all School Representatives is from 1<sup>st</sup> July each year until the 30<sup>th</sup> June the following year. The year in office dates may change or the period in office may be longer or shorter dependent on the needs of the organisation.

## 10. Responsibilities

The duties of all School Representatives are to:

- 10.1. represent the diverse voices of students who study within their school/department at school and college level; gather student views, opinions, ideas, and feedback;
- 10.2. Act as an initial point of contact on feedback matters for course reps within your school;
- 10.3. attend meetings as appropriate each term with key individuals from both the students' union and university including but not limited to the elected full-time College Sabbatical Officer, School Dean and College Associate Dean;
- 10.4. provide a termly update to the students' union on feedback gathered from course reps which have been raised to university staff and any actions or outcomes as a result;
- 10.5. support the students' union's work in maximising communication and engagement with students to enable activities and community development at school and programme level;
- 10.6. encourage participation in Union activities, in particular act as a champion for meetings, elections, and campaigns.

## Vacancies, Removal, Replacement and Disciplinary Conduct

### 11. Vacancies and removal of elected representatives

- 11.1. Should a Sabbatical Officer Trustee role be temporarily absent due to sickness or leave, the other Sabbatical Officer Trustees shall undertake such action as required to ensure the duties of that officer are properly carried out.
- 11.2. 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 Volunteer Officers) or is removed by the Trusted Board under the **Code of Conduct** they will no longer be eligible to hold their role and the office will become vacant.

### 12. Replacement of elected representatives

- 12.1. In the event of any Sabbatical Officer Trustees roles becoming vacant following an election in the role, the Trustee Board will decide whether to co-opt the second-place candidate in the election, hold a by-election or some other action that will ensure representation of students.
- 12.2. In the event of a Volunteer Officer role becoming vacant following an election in the role, the role will remain vacant until such a time as to when a by-election can be held or some other action that will ensure representation of students is agreed.

### 13. Disciplinary Conduct

- 13.1. Officers are answerable for their disciplinary conduct to the Union and University policies in force at the time including those applying to students.
- 13.2. Members should refer to the Union's **Code of Conduct**.
- 13.3. The University Secretary or their nominee has the right to review process and outcome in relation to motions of no confidence of Elected Officer roles to ensure due process has been followed.

