

Bye-Law 3

OFFICERS AND REPS

Purpose: The purpose of this Bye Law is to outline the responsibilities of the representative roles which make up the Executive Committee. All members of the Executive Committee are "Elected Officers" for the purposes the Articles of Association.

1. Roles
 - 1.1 There shall be seven Officers elected in accordance with the Articles of Association and the Elections Bye-Law. The roles shall be titled:
 - 1.1.1 President;
 - 1.1.2 Vice President (Arts, Humanities, Education and Social Sciences);
 - 1.1.3 Vice President (Business and Law);
 - 1.1.4 Vice President (Health Education, Medicine and Social Care); and
 - 1.1.5 Vice President (Science and Engineering).
 - 1.1.6 Vice President (Healthcare Practice)
 - 1.1.7 Vice President (Writtle)
 - 1.2 A Deputy President shall be nominated by the Executive Committee. The role of Deputy President shall be to cover the responsibilities of the role of President in their absence. For the avoidance of doubt, this does not include the role of Chair of the Trustee Board.
 - 1.3 The President and Vice Presidents shall be remunerated on a monthly basis by BACS in accordance with their terms and conditions of employment.
 - 1.4 There shall be ten part-time Faculty Reps elected in accordance with the Elections Bye Law:
 - 1.4.1 Arts, Humanities, Education and Social Sciences Faculty Rep (Cambridge) and (Chelmsford);
 - 1.4.2 Health Education, Medicine and Social Care Faculty Rep (Cambridge x2) and (Chelmsford x2);
 - 1.4.3 Science & Engineering Faculty Rep (Cambridge) and (Chelmsford); and
 - 1.4.4 Business and Law Faculty Rep (Cambridge) and (Chelmsford).

- 1.5 There will be an annual election of NUS National Conference Delegates held in accordance with the rules and regulations set out by NUS.

2. Terms of office

2.1 The term of office of the President and Vice Presidents shall be from the 1 July to the 30 June the following year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. There will be a handover period of at least one week.

- 2.1 The President and Vice Presidents shall be remunerated in line with their terms and conditions of service.
- 2.2 The Term of Office for a Faculty Rep shall be from their election in Trimester 1 until 31 August the following year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end.
- 2.3 The Term of Office for a Faculty Rep will be terminated before the next balloting period if they are no longer registered as a student.

3. Responsibilities

- 3.1 The duties of all Executive Committee Members are to:
 - 3.1.1 represent students; attend and support all democratic meetings and gather student views, opinions, ideas and feedback;
 - 3.1.2 work in the direction of the vision, mission, values and strategic priorities of the Students' Union;
 - 3.1.3 work to maximise communication with students;
 - 3.1.4 encourage participation in Union activities, in particular act as a champion for meetings, elections and campaigns;
 - 3.1.5 represent individuals, groups and the body of students to the University, National Union of Students, community and policy forming bodies, including attending meetings of such organisations;
 - 3.1.6 champion liberation, equality, diversity and inclusion;
 - 3.1.7 attend training courses and other opportunities for personal and professional development;
 - 3.1.8 attend meetings as appropriate;
 - 3.1.9 to plan activities and review progress; and
 - 3.1.10 comply with all regulations, policies and protocols of the Union.



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- 3.2 The duties of all Full-Time Officers are to:
- 3.2.1 act as an Officer Trustee and member of the Board of Trustees with ultimate responsibility for directing the affairs of the Union;
 - 3.2.2 act as a member of the Executive Committee;
 - 3.2.3 lead priority campaigns to promote change for the benefit of students and support all campaigns organised by the Union;
 - 3.2.4 hold regular meetings with relevant members of the Vice Chancellor's Group and Corporate Management Team and attend other meetings with the University appropriate to the role; and
 - 3.2.5 work such hours and in locations required to satisfy the duties of the post to maximise benefit to students.

- 3.3 The responsibilities of the President are to:
- 3.3.1 chair the Executive Committee
 - 3.3.2 provide day-to-day support for the Full-Time Officers, championing accountability and communication;
 - 3.3.3 act as the primary spokesperson and figurehead for the Union to the University;
 - 3.3.4 Chair the Board of Trustees with line management responsibility for the Chief Executive;
 - 3.3.5 represent the Union at the annual National Union of Students National Conference;
 - 3.3.6 lead on significant campaigns and projects, working closely with the Chief Executive and fulfil any other appropriate needs of the Union that are not covered by another Full-Time Officer;
 - 3.3.7 act as the Student Governor on the University's Board of Governors and relevant sub-committees; and
 - 3.3.8 act as the main point of contact with the National Union of Students.

- 3.4 The responsibilities of all Vice Presidents are to:
- 3.4.1 act as the lead representative for an area of academic interest;
 - 3.4.2 chair regular student feedback forums to gather views, opinions, ideas and feedback;
 - 3.4.3 implement ideas and projects to improve the experience of students within their respective area of academic interest;
 - 3.4.4 lead and support all elected representatives and volunteers within their area of academic interest and Union;
 - 3.4.5 provide effective academic representation and prioritise the wider development of representation within the University;
 - 3.4.6 prepare for and attend Faculty & University meetings on which they are a member;

3.4.7 proactively campaign on matters relating to wellbeing and welfare (including but not limited to accommodation, belief, equal opportunities, housing, finance, safety and religion); and

3.4.8 champion the benefits and growth of co-curricular and extra-curricular activities and opportunities.

3.5 The responsibilities of all Faculty Reps are to:

3.5.1 support all campaigns organised by the Union;

3.5.2 attend and support a regular Faculty Forum to gather views, opinions, ideas and feedback;

3.5.3 implement ideas and projects to improve the experience of students within the faculty or faculties;

3.5.4 provide effective academic representation;

3.5.5 prepare for Faculty and University committees of which they are a member and

3.5.6 act as a deputy for the relevant Vice President when appropriate.

3.6 The sole responsibility of all National Conferences Delegates shall be to represent the Union at the annual National Union of Students National Conference.