

## **BYE-LAW | OFFICERS OF THE UNION**

Last updated: 11<sup>th</sup> June 2015

### **Officers of the Union**

1. The Union shall have elected Officers, which will be of two types:
  - a. Executive Officers, and
  - b. Student Officers.
2. All Officers of the Union must be elected in accordance with the Bye-Law on Elections, and no person shall hold office as an Officer of the Union unless validly elected to that office.
3. All Officers will serve terms of exactly 12 months (which may be shortened or lengthened by up to 2 weeks as required for practicality), but will be eligible for re-election.
4. No person may hold an Executive Officer position at the same time as any other Officer position (Executive or Student). For the avoidance of doubt:
  - a. A person may stand for election to more than one Executive Officer position, but if they are successfully elected to more than one position, they must choose one post to take up and withdraw from all other Executive Officer elections.
  - b. If a person holds any Student Officer position, and is elected to an Executive Officer position, they must resign from all Student Officer positions on the date they take up office as an Executive Officer.
  - c. A person may hold more than one Student Officer position at the same time.
5. No person may serve more than two terms as an Executive Officer, whether consecutive or non-consecutive.
6. Officers shall take up office on the following dates:
  - a. In the case of the Executive Officers, the Monday of the first week of July;
  - b. In the case of the Student Officers, the first Monday following the declaration of the result of their election.
7. No person may use the title of an Officer position until and unless they have taken up that office, but any person who has been declared duly elected to an Officer position but has not yet taken up that office shall be eligible to use that title followed by the suffix “-elect”.
8. A Student Officer who through any part of their course will be away from the main location of their studies for a significant period of time during their term of office may take a leave of absence. This will exempt them from the requirements to attend Committee meetings, give apologies and submit reports.

### **Executive Officers**

9. The Executive Officers of the Union are:
  - a. Activities and Development Officer;
  - b. Campaigns and Citizenship Officer;
  - c. Community Officer;
  - d. Diversity Officer;
  - e. Education Officer;
  - f. General Secretary;
  - g. Wellbeing Officer;
  - h. Women’s Officer.

10. The Executive Officers will be employed full-time on behalf of the Students' Union and will be remunerated by the Students' Union for their work, provided that this will be done in accordance with a contract of employment between the individual office-holder and the Students' Union.
11. The Executive Officers shall be the Officer Trustees, as defined in the Articles of Association.
12. No person shall be eligible to stand for election as an Executive Officer if they are ineligible to be a Charity Trustee or a Company Director.

### **Student Officers**

13. The Student Officers of the Union are:
  - a. The International Students Officer;
  - b. The Ethical and Environmental Officer;
  - c. The Faculty Officers (defined below);
  - d. The Liberation Officers (defined below);
  - e. The Student Community Officers (defined below).
14. For each Faculty as constituted by the University, there will be the following Faculty Officers:
  - a. Undergraduate Faculty Officers (two places);
  - b. Postgraduate Taught Officer;
  - c. Postgraduate Research Officer.
15. There will be two Liberation Officers for each of the Liberation Campaigns, namely:
  - a. The BME Students Officers;
  - b. The Disabled Students Officers;
  - c. The LGBTQ Students Officers;
  - d. The Women Students Officers.
16. There will be two Student Community Officers for every local government ward in Manchester of high student population, as defined by the Senate.

### **Performance, discipline and accountability of Officers**

17. All Officers shall be accountable to the Senate, the Scrutiny Committee and any Senate Committee or Sub-Committee that they chair.
18. No Executive Officer may continue in post should they have been dismissed as an employee of the organisation.
19. Officers may be removed from their position on grounds of:
  - a. No confidence of the Senate, which will be a substantial reason for dismissal;
  - b. Misconduct or Gross Misconduct.

### **Priorities**

20. The Officers of the Union shall with their relevant Committees agree at the beginning of each academic semester a statement of priorities, which shall be submitted to the Senate for approval. This shall detail the policies that the Executive Officers, supported by their relevant Committees, intend to prioritise and what outcomes they intend to achieve by the end of the Semester. The Senate shall be empowered to amend these priorities as with any other proposal.

21. The statement of priorities shall be used by the Scrutiny Committee to evaluate the performance of the Executive Officers.

#### *Scrutiny Committee procedures*

22. It is the responsibility of Scrutiny Committee to ensure that every Officer is performing adequately in their role and to provide support and suggestions for improvement.
23. Every Executive Officer shall provide a written report, not to exceed 1000 words, one week before every meeting of the Scrutiny Committee, detailing their work since the previous meeting and the progress they have made towards their priorities.
24. The Committee shall also receive information of the days of leave and TOIL taken by the Officer during the relevant period.
25. The Scrutiny Committee shall interview each Executive Officer on their report and discuss any matters the Committee believes to be pertinent. Every Executive Officer has the right to be accompanied by a friend or representative at the interview. Interviews shall be private and only the Committee members, the Committee Secretary, the Officer being interviewed and their friend or representative may attend.
26. Following the conclusion of the interview, the Committee members shall individually rate the performance of the Officer according to the following scale:
  - a. Outstanding (4 points)
  - b. Good (3 points)
  - c. Needs improvement (2 points)
  - d. Poor (1 point)
27. The ratings of the Committee members shall be averaged and rounded to the nearest point on the scale. This shall be the Committee's view of the performance of the Officer.
28. After every meeting, the Committee shall report to the Senate the scores of each Executive Officer, along with comments explaining how the Committee came to its position and any recommendations for improvement or additional support for the Officer.
29. In the case where the Scrutiny Committee believes that disciplinary action is required, it may propose a motion of censure or no confidence itself.

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

30. All Officers are accountable to students through the Senate's processes of censure and no confidence.
31. If a motion of censure is passed, this shall be treated as a formal disciplinary written warning by the Union, and shall be kept on file for references for at least 2 years.
32. 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:
  - a. An Executive Officer will be suspended on full pay from their employed position within the Union pending a decision as to whether they can continue as an employee of the organisation;
  - b. Any person who was before the vote of no confidence an Officer shall be ineligible to stand for election to that Officer position again.

#### *Employment measures and misconduct*

33. Every Executive Officer is an employee of the Union, and no Executive Officer may continue in post should they have been dismissed as an employee of the organisation.
34. Any case involving misconduct or gross misconduct by an Executive Officer shall be handled in accordance with the Union's disciplinary procedures for employees.
35. A Student Officer may be removed from their position for breaching the Member's Code of Conduct.
36. An Officer must be a member of the Union for the duration of their term of office.  
Consequently:
  - a. If through disciplinary action of the Union an Officer's status as a member of the Union is revoked, they shall be instantly dismissed as an Officer as if a vote of no confidence had been carried against them;
  - b. 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.

### **Individual duties of Officers**

#### *General rules relating to duties*

37. Officers shall be free to act within the individual duties set out below, subject to:
  - a. The Bye-Laws and the Articles of Association;
  - b. The decisions of the Senate;
  - c. The decisions of any relevant Senate Committees.
38. The membership of University Committees listed below in the duties of the Executive Officers shall be the default arrangement, but may be re-arranged by the Executive Officers with the consent of the Senate.
39. All Officers shall:
  - a. Check their correspondence frequently, and reply promptly to queries from students;
  - b. Attend all relevant training events;
  - c. Help at Union events when required;
  - d. Ensure all funds within any budget they control are spent prudently and effectively;
  - e. Attend every meeting of the Senate, the Annual Members Meeting and any Committee of which they are a member, and if they are unable to attend, give their apologies in advance of meetings.
40. The Senate may assign additional duties to any Officer on an ad-hoc or temporary basis.

#### *Duties of the Executive Officers*

41. The Executive Officers collectively and individually have the following general duties:
  - a. To promote, defend and extend the rights of students;
  - b. To represent the voice of students;
  - c. To campaign on issues affecting students;
  - d. To execute policy and review progress regularly;
  - e. To lead the Union in delivering on the political and representative priorities of students;
  - f. To comply with all relevant policies of the Union pertaining to their employment;

- g. With the other members of the Trustee Board, to act as Trustees of the organisation.

42. The duties of the General Secretary are:

- a. To direct the Union's democratic and representative work;
- b. To be responsible for ensuring effective communications between the Union and students;
- c. To support the activities of the Executive Officers;
- d. To chair the Trustee Board;
- e. To line manage the Union Director, and through them oversee all staffing matters within the Union;
- f. To chair the Steering Committee and NUS Committee, and be accountable to those bodies;
- g. To act as the primary liaison between the University and the Students' Union;
- h. To act as the principal spokesperson of the Union;
- i. To be a delegate to the NUS National Conference, and act for administrative purposes as the delegation leader;
- j. To be a member of the following University Committees:
  - i. Board of Governors;
  - ii. Senate;
  - iii. Finance Committee;
  - iv. Planning and Resources Committee;
  - v. Teaching and Learning Group;
  - vi. Student Experience Management Group;
  - vii. Student Administration Management Group;
  - viii. General Assembly.
- k. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Services Committee.

43. The duties of the Activities and Development Officer are:

- a. To direct the Union's work supporting student activities;
- b. To organise and support student events;
- c. To be the primary regulator of student societies;
- d. To chair and be accountable to the Activities Committee;
- e. To oversee the work of Student Media;
- f. To be a member of the following University Committees:
  - i. Careers and Employability Management Group.
- g. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Services Committee.

44. The duties of the Campaigns and Citizenship Officer are:

- a. To direct the Union's work supporting student campaigns;
- b. To encourage and facilitate student engagement in social, ethical, environmental and other external public affairs;
- c. To chair and be accountable to the Society and Citizenship Committee;
- d. To be a member of the following University Committees:

- i. Social Responsibility Governance Group;
    - ii. Social Responsibility Operations Group.
  - e. To be a member of the following Union Committees:
    - i. Senate;
45. The duties of the Community Officer are:
- a. To direct the Union's work on community matters, including student accommodation, crime and safety in the community;
  - b. To oversee and ensure good relations between the Union and the Residents' Associations and JCRs;
  - c. Represent the Union to relevant external public bodies and community groups, including the City Council;
  - d. To chair and be accountable to the Community Committee;
  - e. To be a member of the following University Committees:
    - i. Social Responsibility Operations Group;
    - ii. Student Conduct and Discipline Committee.
  - f. To be a member of the following Union Committees:
    - i. Senate;
  - g. To be a member of the following external bodies:
    - i. Community Engagement Strategy Group;
    - ii. Housing Environmental Partnership;
    - iii. Community Guardians Forum;
    - iv. Engendering Community Cohesion and Social Responsibility Group.
46. The duties of the Diversity Officer are:
- a. To direct the Union's work relating to equality, diversity and liberation;
  - b. To support and facilitate an effective and active series of liberation campaigns and other networks of under-represented students;
  - c. With the Education Officer, to direct the Union's work relating to postgraduate students;
  - d. To chair and be accountable to the Diversity and Liberation Coordination Committee;
  - e. To be a member of the following University Committees:
    - i. Senate;
    - ii. Distance Learning Strategy Group;
    - iii. Recruitment and Admissions Management Group;
    - iv. Widening Access Working Group.
  - f. To be a member of the following Union Committees:
    - i. Senate;
    - ii. Education Committee;
47. The duties of the Education Officer are:
- a. To direct the Union's work on academic affairs;
  - b. To be the principal liaison with the University on academic matters;
  - c. To support and facilitate an effective system of course, school and faculty level representation;
  - d. With the Diversity Officer, to direct the Union's work relating to postgraduate students;

- e. To chair and be accountable to the Education Committee;
- f. To be a member of the following University Committees:
  - i. Senate;
  - ii. Teaching and Learning Group;
  - iii. University College Academic Board;
  - iv. Teaching and Learning Management Group;
  - v. Timetabling and Shared Learning Spaces Group;
  - vi. Centre for HE Research and Innovation in Learning Committee;
  - vii. The Faculty Teaching and Learning Groups;
  - viii. E-assessment Working Group;
  - ix. Academic Advising Working Group;
  - x. Student Assessment Strategy Group;
  - xi. Peer Support Strategy Group;
  - xii. Graduate Administrators Group;
  - xiii. Feedback and Assessment Steering Group.
- g. To be a member of the following Union Committees:
  - i. Senate;

48. The duties of the Wellbeing Officer are:

- a. To direct the Union's work relating to student wellbeing and development;
- b. To work to build and strengthen good campus relations;
- c. To represent the Union to relevant external bodies pertaining to student health and wellbeing;
- d. To chair and be accountable to the Wellbeing Committee;
- e. To be a member of the following University Committees:
  - i. Student Discipline and Conduct Committee
- f. To be a member of the following Union Committees:
  - i. Senate;

49. The duties of the Women's Officer are:

- a. To direct the Union's work on women's inclusion, representation and wellbeing;
- b. To represent and campaign on behalf of all self-defining women students;
- c. To encourage the full participation of women at all levels of the Union and University;
- d. To work to advance gender equality;
- e. To chair, and be accountable to, the Women's Committee;
- f. To convene regular meetings of the Women's Forum;
- g. To chair, and be accountable to, the Women's Forum;
- h. To be a member of the following University Committees:
  - i. Equality and Diversity Forum.
- i. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Diversity and Liberation Coordination Committee;
  - iii. Women's Forum.

*Duties of the Student Officers*

50. The duties of the Liberation Officers are:

- a. To represent students who are member of their Liberation Group and campaign on their behalf;
- b. To work to advance equality between the members of their group and other students;
- c. To convene the relevant Forum of their Liberation Group for their students on a regular basis;
- d. To chair, and be accountable to, the relevant Forum of their Liberation Group (except that the Women Students Officers shall be the Deputy Chairs of the Women's Forum);
- e. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Diversity and Liberation Coordination Committee;
  - iii. In the case of the Disabled Students Officers, Wellbeing Committee.

51. The duties of the Faculty Officers are:

- a. To represent students in their Faculty and campaign on their behalf;
- b. To liaise with and support school and course level representatives within their Faculty;
- c. To be accountable to the Education Committee;
- d. To be a member of their University Faculty Teaching and Learning Group;
- e. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Education Committee.

52. The duties of the Student Community Officers are:

- a. To represent the students in their local government ward and campaign on their behalf;
- b. To liaise with community groups and the City Councillors in their ward;
- c. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Community Committee.

53. The duties of the International Students Officer are:

- a. To represent international students at the University, and campaign on their behalf;
- b. To be a delegate to International Students Conference;
- c. To regularly convene the International Students Forum;
- d. To chair, and be accountable to, the International Students Forum;
- e. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Diversity and Liberation Coordination Committee.

54. The duties of the Ethical and Environmental Officer are:

- a. With the Campaigns and Citizenship Officer, to campaign on matters of ethical or environmental concern;
- b. To be accountable to the Society and Citizenship Committee;
- c. To be a member of the following Union Committees:
  - i. Senate;
  - ii. Society and Citizenship Committee.