

BYE-LAW | EXECUTIVE COMMITTEE

1. The Bye-laws are subject to the Articles.
2. Words and phrases used in these Bye-laws have the same meaning as given to them in the Articles.
3. These Bye-laws was last updated and approved on 8 February 2012

Definition

4. The Executive Committee shall be the Officer Trustees as defined in the Articles of Association

Purpose

5. Representational: to promote and defend the rights of Members
6. Campaigning: to campaign on issues affecting Members
7. To act as Trustees of the organisation

Role & Responsibility

8. To represent the voice of students
9. To execute policy
10. To review policy progress annually
11. To lead the Union in delivering on students' representative and political priorities.
12. To appoint Associate Members

Composition

13. There shall be the following Executive Committee Officers:
 - 13.1 General Secretary (Officer Trustee)
 - 13.2 Activities & Development Officer (Officer Trustee)
 - 13.3 Education Officer (Officer Trustee)
 - 13.4 Wellbeing Officer (Officer Trustee)
 - 13.5 Campaigns & Citizenship Officer (Officer Trustee)
 - 13.6 Diversity Officer (Officer Trustee)
 - 13.7 Community Officer (Officer Trustee)
 - 13.8 Women's Officer (Officer Trustee)

Conditions

14. Officer Trustees shall remain in office in accordance with the Articles of Association which will also apply to all members of the Executive Committee
15. Executive Committee Officers shall be granted all the privileges of Union membership
16. Executive Officers must be a Member at the time of their election
17. Only a member who self -defines as a woman may be a candidate for the position of Women's Officer

Collective Duties of Officer Trustees

18. These duties are outlined in detail in the Trustee Board Bye-Law

Remuneration of Officer Trustees

19. Officer Trustees shall be paid £

Collective Duties of Executive Committee Officers

20. To represent the views of students at the University of Manchester on academic issues
21. To campaign for change in line with Union priorities
22. To support, where appropriate, student assemblies and committees in the fulfilment of their roles

23. To assume responsibility for any other matters that may arise and directed by the group
24. To ensure that policy is enacted
25. To frequently go out of office and talk, listen and communicate with students personally
26. To chair the Executive Committee as agreed at the beginning of the year
27. To liaise with external organizations appropriate to individual roles

Individual Duties of Officer Trustees

28. Duties of the General Secretary shall be as follows:

Get more students involved in the Union

- 28.1 Direct the Union's representative work
- 28.2 Support the activities of the Executive Committee
- 28.3 Chair of the Trustee Board
- 28.4 Primary liaison between the University and the Union
- 28.5 Ex-officio delegate to NUS National Conference (and default delegate to other committees / conferences in the absence of an officer with the relevant portfolio)
- 28.6 Lead responsibility for long term strategic issues affecting the organisation
- 28.7 To ensure the dissemination of information regarding all aspects of Union activities to members

29. Duties of the Activities & Development Officer shall be as follows:

Get more students having fun, involved in societies and developing their skills.

- 29.1 Oversee and direct strategies for the development of Union societies
- 29.2 Direct the Union's student activities work (including volunteering, media and student led events)
- 29.3 Instigator of new and developing extra curricular activities to broaden the range of activities
- 29.4 Lead projects that enhance the personal development and employability of members
- 29.5 Chair of the Activities Forum

30. Duties of the Education Officer shall be as follows:

Get more students involved in genuine academic representation and represent the views of students on academic issues

- 30.1 Direct the Union's work on educational and academic issues
- 30.2 Direct the Union's work on academic representation to improve the experience of students
- 30.3 Increase the number of students involved in genuine academic representation
- 30.4 Represent the views of students on academic issues
- 30.5 Support the work of the Faculty Representatives

31. Duties of the Wellbeing Officer shall be as follows:

Representing and promoting students to be happy & healthy at University

- 31.1 Direct the Union's work on the welfare of members
- 31.2 Direct the Union's work on developing good campus relations (eg between groups of students)
- 31.3 Work with local and regional external bodies on matters affecting student health

32. Duties of the Campaigns & Citizenship Officer shall be as follows:

Get more students campaigning and lead on the Union's citizenship work

- 32.1 Direct the organization and development of campaigning societies.
- 32.2 Facilitate students and societies to campaign on the issues they decide to campaign on

- 32.3 Direct the Union's work on citizenship and wider societal issues
- 32.4 Coordinate the priority campaign(s) as decided by the Executive
- 32.5 Overseeing the campaigning work of the Union

33. Duties of the Diversity Officer shall be as follows:

Get the Union and University to have a diverse and welcoming student body

- 33.1 Direct the Union's strategy and activities in making the Union and University more representative of International, Mature and Postgraduate students.
- 33.2 To liaise and support Union conveners of liberation campaigns.
- 33.3 To monitor and update Union policy on equality and diversity matters.
- 33.4 To promote and campaign for equal opportunities within the university, Union and wider community.
- 33.5 Campaign to increase the diversity of the student body.

34. Duties of the Community Officer shall be as follows:

Develop a stronger sense of identity and social responsibility across and between the student and wider community.

- 34.1 Direct the Union's work on matters concerning student accommodation, crime, safety and as student residents
- 34.2 Work within Halls to ensure their input and influence on Union activities and strengthen the experience of students in halls
- 34.3 Represent students within the local community to Councils, Residents Groups and other community organisations.

34. Duties of the Women's Officer shall be as follows:

Ensure women's representation on the Executive Committee and facilitate campaigns on women's issues

- 34.1 Direct the Union's work on women's inclusion, representation and welfare
- 34.2 Act as the convener for the women's campaign
- 34.3 Work with the University and other organisations to promote women's liberation

33 Removal from Office

All Executive Officers are Officer Trustees and their removal will be in accordance with Articles 82-84

34 Proceedings, Quorum and Frequency of Executive Committee Meetings

- 35 The Executive Committee shall meet not less than eight times a year.
- 36 Quorum shall be 50% plus one members.