



**YORK ST JOHN
STUDENTS' UNION**

BYELAW 3: THE SABBATICAL TRUSTEES & CHAIRS OF SCHOOLS

REVIEWED AND REVISED JULY 2017

BYELAW 3: THE SABBATICAL TRUSTEES

1. General

1.1. The Sabbatical Trustees shall be:

1.1.1. The President of the Students' Union

1.1.2. The President of Education, who shall be, jointly, deputy President of the Union;

1.1.3. The President of Wellbeing & Diversity, who shall be, jointly, deputy President of the Union.

1.2. The Sabbatical Trustees shall be responsible for the day to day operational functioning of the Students' Union, devolved through the Delegation of Authority document.

1.3. The Sabbatical Trustees shall receive remuneration from the Union for any work they undertake on behalf of the Union. This shall be reviewed annually by the Finance Committee and ratified by the Trustees.

1.4. Sabbatical Trustees shall be expected to hold office for a period of 12 months, starting in the first week of July and finishing in the last week of June the following year.

1.5. In the event of the resignation, death or removal of a Sabbatical Trustee a by-election shall be held in accordance with the byelaws to fill this position.

1.6. Official handover of the officers, including Chairs of Schools, will take place at an appropriate time and shall be organised by the staff of the Union.

2. General Duties of Sabbatical Trustees

2.1. Immediately following their election, successful candidates shall be deemed to be Sabbatical Trustees-elect and shall be invited to become non-voting members of the Student Council and the committees on which they shall be members when they assume office.

2.2. Any Sabbatical Trustee who is unable to carry out their duties due to absence may appoint one of the other Sabbatical Trustees to act for them. The Acting Sabbatical Trustee shall assume all responsibilities of that post for the period specified by the post holder. In this situation, Sabbatical Trustees can call on Student Council to help with the extra workload created.

2.3. Sabbatical Trustees shall also be responsible for the duties specific to their position as covered below.

2.4. The Sabbatical Trustees shall be expected to sign and work to an agreement outlining their responsibilities when in post.

2.5. Sabbatical Trustees must ensure that they provide a detailed handover to their successors using the processes that are in place.

3. Powers of Sabbatical Trustees

- 3.1. During the University vacations, and any exceptional circumstances, the Sabbatical Trustees shall be empowered to take decisions on behalf of Student Council, subject to ratification by Student Council at the first opportunity.
- 3.2. If it appears to the Sabbatical Trustees that any committee, club or society is failing to fulfil its responsibility or is acting contrary to the interests of its members or the Union, they shall be empowered to take such action as they consider necessary.

4. Removal of Sabbatical Trustees

- 4.1. In line with the points laid out in section 36 of the Memorandum and Articles of Association, a Sabbatical Trustee can be removed from position by a motion of no confidence in line with limitations detailed in that section.
- 4.2. Sabbatical Trustees are also subject to the disciplinary procedure and can be removed from their position through the use of this procedure.
 - 4.2.1. However, in this situation the final decision on removal from position must be made at an extraordinary meeting of the Student Council and must be made through a vote of 5% of the population of the University
- 4.3. Should an Sabbatical Trustee break the terms of their Agreement, they will be subject to the disciplinary procedure

5. Duties of Individual Officers

- 5.1. The duties of the Presidents shall be detailed in the Presidential Role Responsibilities documents.
- 5.2. The Presidential Role Responsibilities documents shall be published on the Students' Union website.
- 5.3. The Presidential Role Responsibilities documents shall be reviewed annually ahead of the annual elections.
- 5.4. Changes to the Presidential Role Responsibilities documents must be approved by either the Annual Members Meeting (a meeting open to all members) or the Trustee Board.

6. Eligibility

- 6.1. To be eligible to stand for any of the Sabbatical Trustees positions candidates must:
 - 6.1.1. Be a current registered student at the University
 - 6.1.2. Have not been one of the Sabbatical Trustees for a period exceeding two years.
- 6.2. Elections to the posts of Sabbatical Trustees shall be carried out by the returning officer, who shall be approved by the Student Council, with the returning officer's decision being final, notwithstanding right of appeal to the Board of Trustees.

7. Chairs of Schools

7.1. Chairs of Schools shall hold office for a period of 12 months from the first week of July to the last week of June the following year.

7.2. Their role shall include:

- Bringing student issues to the attention of Student Council and leading on resolving them.
- Acting as a point of contact between the Union and the University on academic and general student matters relating to students in their respective School.
- Attending relevant University Committees, Boards and Panels as required.
- Co-ordinating and supporting the work of Programme Representatives within their Schools.

7.2.1. If the Chair of School is not available to attend a meeting, they can nominate an alternate Chair of School to carry out their role.

7.2.2. To be eligible to stand for a Chair of School position, candidates must:

7.2.3. Be a registered student at the University and Students' Union for the following academic year;

7.2.4. Have not been a Chair of School for a period exceeding two years;

7.2.5. Be a student within that School.