



YORK ST JOHN STUDENTS' UNION

BYELAW (4) OFFICERS OF THE UNOIN

A Byelaw setting out the different Sabbatical and Part-time Officers of the Union; officer elections; their terms of office; and their roles and responsibilities.

Byelaw (4) Officers of the Union

1. Sabbatical Officers

- 1.1. The Sabbatical Officers shall be
- (a) the President of the Students' Union;
 - (b) the President of Education; and,
 - (c) the President of Wellbeing and Diversity.

Role of a Sabbatical Officer

- 1.2. The Sabbatical Officers shall be responsible for representing the views of all students to the University, and the duties and remits set out in the Presidential Role Descriptions.
- 1.3. The Presidential Role Descriptions may be amended by the Trustee Board at any time, giving due consideration to the views of the student body before any such amendments are made.

Sabbatical Officer Elections

- 1.4. To be eligible to stand for election to any Sabbatical Office, candidates must
- (a) be a current registered student at the University and a Student Member of the Students' Union; and,
 - (b) have not previously been a Sabbatical Officer of the Students' Union for a period exceeding two years.
- 1.5. Elections to the Sabbatical Offices shall be held in accordance with the Byelaws.

Sabbatical Officers-elect

- 1.6. Following the confirmation of the election to Sabbatical Offices by the Returning Officer, successful candidates shall become Sabbatical Officers-elect, and shall be invited to become non-voting members of the Student Council, and any other committees of the Students' Union of which they shall be members when they assume office.
- 1.7. The Students' Union may offer Sabbatical Officers-elect appropriate training and handovers before the beginning of their terms of office.
- 1.8. Outgoing Sabbatical Officers must ensure that they provide a detailed handover to their successors, using established Students' Union practices.

Employment of Sabbatical Officers

- 1.9. The Sabbatical Officers shall be expected to sign and work to an employment contract which shall outline their responsibilities and duties whilst in post.
- 1.10. The Sabbatical Officers shall receive remuneration from the Students' Union for the work they undertake on behalf of the Students' Union, and this remuneration shall be reviewed annually by the Trustee Board.

Term of Office

- 1.11. The Sabbatical Officers 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 of the following year; or in the event of election by by-election, to begin as soon as the results of the election are confirmed by the Returning Officer and finish in the last week of June.
- 1.12. In the event of the resignation, death, or removal of a Sabbatical Officer before their term of office is expired, a byelection shall be held in accordance with the Byelaws to fill the office.

1.12.1. Such a byelection may be deferred or suspended by the Trustee Board and Student Council acting jointly if the Trustee Board deems there is no practical need to hold a byelection before the next Sabbatical Officer begins their term of office.

1.13. If a Sabbatical Officer is unable to carry out their duties due to absence, the remaining Sabbatical Officers, with the Chief Executive Officer, shall agree how the absent Sabbatical Officer's responsibilities are to be covered for a specific period.

1.14. A Sabbatical Officer may be removed from their office through mechanisms specified in the [Articles of Association](#).

2. Part-time Officers

2.1. The Part-time Officers shall be

- (d) a Chair of School for each school of the University;
- (e) a London Campus Officer;
- (f) a BAME Students' Officer;
- (g) a Disabled Students' Officer;
- (h) an LGBTQ+ Students' Officer;
- (i) an International Students' Officer;
- (j) a Mature Students' Officer;
- (k) a Post-Graduate Students' Officer; and,
- (l) a Women's Officer.

Role of a Part-time Officer

2.2. The Part-time Officers shall be responsible for the duties and remits set out in the Part-time Officers' Role Descriptions, which shall include

- (a) bringing student issues to the attention of the Student Council, and assisting the Sabbatical Officers with acting on them;
- (b) attending relevant University committees, boards, and panels as required and agreed;
- (c) for the Chairs of School, coordinating and supporting the work of the Academic Representatives within their respective Schools;
- (d) for the Chairs of School, acting as a point of contact between the Students' Union and University on academic and general student matters affecting students in their respective school; and,
- (e) for the London Campus Officer, representing the views of the students based at the University's London Campus to the University and the Students' Union.

2.3. The Part-time Officer Role Descriptions may be amended by the Trustee Board and Student Council acting jointly at any time.

Part-time Officer Elections

2.4. To be eligible to stand for election to any Part-time Office, candidates must

- (a) be a current registered student at the University and a Student Member of the Students' Union, and anticipate that they shall be in the following academic year;
- (b) have not previously been a Part-time Officer of the Students' Union for a period exceeding two years;
- (c) for the Chairs of School, be a registered student within that School;
- (d) for the London Campus Officer, be a student registered at the London Campus; and,
- (e) for Officers in section 2.1 subsections (f) to (l), identify as a member of the demographic group.

2.5. Elections to the Part-time Offices shall be held in accordance with the Byelaws.

Part-time Officers-elect

- 2.6. Following the confirmation of the election to Part-time Offices by the Returning Officer, successful candidates shall become Part-time Officers-elect, and shall be invited to become non-voting members of the Student Council, and any other committees of the Students' Union of which they shall be members when they assume office.
- 2.7. The Students' Union may offer Part-time Officers-elect appropriate training and handovers before the beginning of their terms of office.
- 2.8. Outgoing Part-time Officers must ensure that they provide a detailed handover to their successors, using established Students' Union practices.

Term of Office

- 2.9. The Part-time Officers 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 of the following year; or in the event of election by by-election as soon as the results of the election are confirmed by the Returning Officer.
- 2.10. In the event of the resignation, death, or removal of a Part-time Officer before their term of office is expired, a byelection shall be held in accordance with the Byelaws to fill the office.
 - 2.10.1. Such a byelection may be deferred or suspended by the Trustee Board and Student Council acting jointly if the Trustee Board deems there is no practical need to hold a byelection before the next Part-time Officer begins their term of office.
- 2.11. A Part-time Officer ceases to be a Part-time Officer if they are no longer a registered student at the University and/or a Student Member of the Students' Union.
- 2.12. A Part-time Officer may be removed from their office through mechanisms specified in the Articles of Association.