



**YORK ST JOHN  
STUDENTS' UNION**

## **BYELAW 2: EXECUTIVE COMMITTEE**

REVIEWED AND REVISED AUGUST 2018

## **BYELAW 2: EXECUTIVE COMMITTEE**

### **1. Membership**

- 1.1. The Executive Committee shall act in accordance ~~with~~ Article 46.
- 1.2. Membership of the Executive Committee shall be the three Sabbatical Trustees and the Part-Time Officers.
- 1.3. The Union Chief Executive, or suitable designated staff member(s), shall be entitled to attend meetings of the Executive Committee.
- 1.4. The Executive Committee have the power to invite any other relevant full member or member of Union or University staff to meetings.

### **2. Role of the Executive Committee**

- 2.1. The Executive Committee has responsibility for:
  - 2.1.1. Ensuring the expansion and implementation the Students' Union vision, values and objectives set within the Students' Union Strategic Plan;
  - 2.1.2. Creating motions for action and policy for implementation to improve University life for students when it is not practical for Executive Council to be convened;
  - 2.1.3. Working with relevant Union and University staff members to action and fulfil policy motions passed by Executive Council;

### **3. The Sabbatical Officers**

- 3.1. The Sabbatical Officers shall be:
  - 3.1.1. The President of the Students' Union
  - 3.1.2. The President of Education, who shall be, jointly, deputy President of the Union;
  - 3.1.3. The President of Wellbeing & Diversity, who shall be, jointly, deputy President of the Union.
- 3.2. The Sabbatical Officers shall be responsible for representing the views of students to the University and the duties and remit set out in the President Role Descriptions.
- 3.3. The Sabbatical Officers shall receive remuneration from the Union for the work they undertake on behalf of the Union. This shall be reviewed annually by the Board of Trustees (excluding the Sabbatical Trustees).
- 3.4. 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 the following year.
- 3.5. In the event of the resignation, death or removal of a Sabbatical Officer before his or her term of office has expired, a by-election shall be held in accordance with the byelaws to fill this position.

#### **4. Eligibility to be a Sabbatical Officer**

- 4.1. To be eligible to stand for any of the Sabbatical Officers' positions candidates must:
  - 4.1.1. Be a current registered student at the University and Full Member of the Union.
  - 4.1.2. Have not previously been a Sabbatical Officer for a period exceeding one year.
- 4.2. Elections to the posts of Sabbatical Officers shall be overseen by the Returning Officer in line with Byelaw 9, with the Returning Officer's decision being final, notwithstanding right of appeal to the Board of Trustees.

#### **5. Duties and Responsibilities of the Sabbatical Officers**

- 5.1. Immediately following their election, successful candidates shall be deemed to be Sabbatical Officers-elect and shall be invited to become non-voting members of the Executive Council and the committees on which they shall be members when they assume office.
- 5.2. Any Sabbatical Officer who is unable to carry out their duties due to absence may appoint one of the other Sabbatical Officers to act for them. The Acting Sabbatical Officer shall assume all responsibilities of that post for the period specified by the post holder. In this situation, Sabbatical Officers can call on other members of the Executive Committee to help with the extra workload created.
- 5.3. Sabbatical Officers shall also be responsible for the duties as detailed in the Presidential Role Responsibilities documents.
- 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.
- 5.5. The Sabbatical Officers shall be expected to sign and work to an employment contract outlining their responsibilities and duties when in post.
- 5.6. The outgoing Sabbatical Officers must ensure that they provide a detailed handover to their successors using the processes that are in place.
- 5.7. During the University vacations, and any exceptional circumstances, the Sabbatical Officers shall be empowered to take decisions on behalf of Executive Council, subject to ratification by Executive Council at the first opportunity.
- 5.8. If it appears to the Sabbatical Officers 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.
- 5.9. In line with the points laid out in Article 40 of the Articles of Association, a Sabbatical Officer can be removed from position by a motion of no confidence in line with limitations detailed in that section.

## 6. Part-Time Officers

6.1. Part-Time Officers shall hold office for a period of 12 months from the first week of July to the last week of June the following year.

6.2. Part-Time Officers shall usually be elected at the same time as the Sabbatical Officers in line with Byelaw 9.

6.3. The Part-Time Officers shall be the Chairs of Schools and the Liberation Officers.

6.4. The role of the Chairs of School shall include:

- Bringing student issues to the attention of Executive 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 Academic Representatives within their Schools.

6.5. The role of the Liberation Officers shall include:

- Bringing student issues to the attention of Executive Council and leading on resolving them.
- Acting as a point of contact between the Union and the University on general student matters relating to students within the liberation group.
- Attending relevant University Committees, Boards and Panels as required.

6.6. If a Part-Time Officer is not available to attend a meeting, they can nominate an alternate Part-Time Officer to carry out their role.

6.7. To be eligible to stand for a Part-Time Officer position, candidates must:

6.7.1. Be a registered student at the University and for the following academic year;

6.7.2. Be a Full Member of the Union;

6.7.3. Have not been a Part-Time Officer for a period exceeding two years;

6.7.4. Be a student within that School (if standing for a Chair of School position);

6.7.5. Identify as a member of the liberation group (if standing for a Liberation Officer position).

6.8. If a Part-Time Officer ceases to be a registered student at the University or a Full Member of the Union then they may no longer remain a Part-Time Officer.