

Bye-Law 3: Student Officers

3.1. Purpose

- 3.2. This Bye-Law sets out the roles, eligibility, duties, accountability, terms of office, and removal/casual vacancy provisions for Student Officers of Roehampton Students' Union ("the Union"). Operational detail will be set out in job descriptions and relevant Union policies.
- 3.3. "Student Officers" is the collective term for elected representatives of the Union and comprises:
 - 3.3.1. Sabbatical Officers; and
 - 3.3.2. Part-Time Officers (PTOs).
- 3.4. Student Officers exist to represent the interests and voice of Union members, influence institutional, local and national policy, and strengthen the Union's democratic leadership.

3.5. Student Officers of the Students' Union

- 3.6. Student Officers of the Students' Union are the primary elected representatives of the student body within Roehampton University.
- 3.7. For the purposes of the National Union of Students (NUS), Student Officers shall be eligible to act as NUS Representatives as required by NUS. A separate process for appointing any NUS Liberation Representatives shall be published online by the Union.
- 3.8. Student Officers shall participate in Students' Union Council (also known as SU Council) as required under Bye-Law 5.
- 3.9. Each Sabbatical Officer and Part-Time Officer will have a publicly available job description on the Union's website setting out the core responsibilities of their portfolio.
- 3.10. Job descriptions are approved by the Board of Trustees and may be updated from time to time, provided changes do not alter the democratic or constitutional status of roles.
- 3.11. The Union shall maintain a Student Officer Handbook setting out detailed expectations, standards and procedures for all Student Officers.

3.12. Sabbatical Officers

- 3.13. The following roles are elected by the Students' Union and are the Sabbatical Officers of the Union. For the purposes of the Union's Articles of Association and the Education Act 1994, Sabbatical Officers are the Union's Major Office Holders:
 - 3.13.1. President Education
 - 3.13.2. President Community
- 3.14. Sabbatical Officers of the Students' Union are:
 - 3.14.1. Student Members and shall therefore be subject to the Members' Code of Conduct.

- 3.14.2. Trustees of the Union and shall therefore be subject to the Trustee Code of Conduct.
- 3.14.3. Employees of the Union, subject to an employment contract, employment policies, and job description as approved by the Board of Trustees, and remunerated in line with the Union's remuneration policy.
- 3.15. Should a Sabbatical Officer cease to be any of the above for any reason, they shall cease to be a Sabbatical Officer of the Students' Union.
- 3.16. Term of Office
- 3.17. Sabbatical Officers are elected for one-year terms commencing on 1 July, but formal start dates shall be confirmed at the Board's discretion in any employment contract.
- 3.18. Sabbatical Officers may serve up to a maximum of two terms; these terms may be consecutive or non-consecutive.
- 3.19. Core Duties
- 3.20. Sabbatical Officers shall:
 - 3.20.1. Represent student views on key University committees, project boards and decision-making bodies, as well as within the Students' Union and with external stakeholders such as local MPs, Wandsworth Council and the Mayor's Office.
 - 3.20.2. Represent students to the National Union of Students (NUS) and other relevant regional or national bodies.
 - 3.20.3. Ensure student perspectives are actively considered in all major University and Students' Union decisions.
 - 3.20.4. Keep students informed through clear communication, highlighting progress, outcomes and the impact of student feedback.
 - 3.20.5. Lead and promote Union campaigns, Student Priorities, and contribute to delivering the Union's strategic plan.
 - 3.20.6. Support and empower students to run their own campaigns and initiatives.
 - 3.20.7. Act as a key decision-maker for the Students' Union and set agendas for Students' Union Council.
 - 3.20.8. Engage with students regularly and convene democratic forums as required.
 - 3.20.9. Work closely with senior staff at the University, local partners and national bodies to ensure students have influence at every level.
 - 3.20.10. Deliver on assigned Student Priorities in collaboration with Students' Union and University staff.
 - 3.20.11. Influence the University's strategy through committee participation and regular dialogue with key staff.
- 3.21. Sabbatical Officer time is a charitable resource of the Union and must therefore be directed towards the Union's charitable objects. This is reflected in the duties above and in the Student Voice provisions of Bye-Law 5.
- 3.22. Part-Time Officers (PTOs)**
- 3.23. PTOs are elected volunteer Student Officers who hold designated portfolios to represent student communities and advance Union priorities.

- 3.24. PTO roles, titles, and portfolios may be created, amended, or withdrawn by SU Council in accordance with Bye-Law 5.
- 3.25. There shall be a maximum of 30 PTOs at any one time.
- 3.26. For the avoidance of doubt, these roles do not qualify as 'Major Union Office Holders' for the purposes of the Articles of Association and the Education Act 1994.
- 3.27. PTOs are volunteers of the Students' Union and shall be subject to the Union's relevant volunteer agreements and the Members' Code of Conduct.
- 3.28. Eligibility and Availability
- 3.29. PTOs must be Student Members of the Union at the time of election and throughout their term, and must remain enrolled for the duration of office.
- 3.30. PTOs must meet any role-specific eligibility criteria (e.g. self-identification requirements for representative roles).
- 3.31. PTOs are expected to remain reasonably available and, where relevant, present on campus to their fulfil duties through their term of office. Where a PTO undertakes placement, study abroad, interruption of study, early completion, or other commitments that materially limit their ability to perform the role, the matter shall be handled in-line with the removal and vacancy provisions in this Bye-Law.
- 3.32. Term of Office
- 3.33. Part-Time Officers serve one-year terms from 1 July to 30 June, unless ended earlier by resignation or removal under this Bye-Law and the Union's policies.
- 3.34. Core Duties
- 3.35. All part-time officers shall:
- 3.35.1. Actively engage with students to learn about their views and represent these to the University and local area as required by their role description.
 - 3.35.2. Support delivery of Student Priorities and Union campaigns.
 - 3.35.3. Work collaboratively with Sabbatical Officers and Union staff.
 - 3.35.4. Create and encourage strong and productive networks with students and relevant university and community leaders.
 - 3.35.5. Any additional duties outlined in their role descriptions.
- 3.36. Part-Time Officer Roles
- 3.37. The following roles are currently designated as PTOs and will be published on the Union's website with portfolio descriptions:
- 3.37.1. College President – one per College
 - 3.37.2. College Deputy President – one per College
- 3.38. College Presidents and College Deputy Presidents
- 3.39. As a condition of holding office, the College President and College Deputy President roles are required to reside in the designated accommodation provided for the role for the duration of their term.
- 3.40. Accountability, Reporting and Conduct**

- 3.41. All Student Officers are accountable to the membership and must adhere to:
- 3.41.1. Bye-Law 5: Student Voice;
 - 3.41.2. The Union's Members' Code of Conduct; and where applicable,
 - 3.41.3. The Trustee Code of Conduct and the Union's staff and volunteer policies.
- 3.42. Sabbatical Officers and PTOs will provide regular public updates (e.g. termly written reports to SU Council and end-of-term impact summaries), including progress against Student Priorities, campaigns, committee outcomes, and actions taken in response to student feedback.
- 3.43. Student Officers must complete induction and mandatory training and participate in handover to successors as specified by the Union.

3.44. Removal from Office and Vacancies

- 3.45. Sabbatical Officers may be removed from office in accordance with the Articles of Association.
- 3.46. Part-Time Officers may be removed from office where any of the following apply:
- 3.46.1. They are removed through the Accountability Actions set out in Bye-Law 5: Student Voice.
 - 3.46.2. They are removed under the Union's volunteering policies or through disciplinary action as a result of the Union's Complaints and Disciplinary Policy.
 - 3.46.3. They resign by giving written notice to the Union.
 - 3.46.4. They die or otherwise become permanently unable to continue in office.
 - 3.46.5. They are absent without valid apology from two meetings of SU Council in an academic year, in which case a motion of no confidence shall automatically be tabled unless SU Council decides otherwise at its discretion.
- 3.47. Where a PTO resigns, is removed, or is otherwise unable to fulfil their duties, a casual vacancy shall be declared. Acting on advice from the relevant committee(s), the Board of Trustees (or as provided by Bye-Law 5) will determine whether to:
- 3.47.1. Hold a by-election;
 - 3.47.2. Co-opt; or
 - 3.47.3. Leave the position vacant until the next scheduled election.