

BYE LAW 2 THE OFFICER COMMITTEE AND THE GENERAL DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS AND REPRESENTATIVES OF THE UNION

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| General Provision | 1. Subject to the provisions of these Articles of Governance and its legal obligations, the Officer Committee shall have the following duties which, in addition to those set out elsewhere are owned by the Officer Committee collectively |
| Duties of the Officer Committee | <p>2. to implement and administer all recommendations from Union Council.</p> <p>3. to interpret and be responsible for the implementation of Policies.</p> <p>4. to be the body which gives executive effect to the decisions of the Union Council and to be responsible for ensuring that the activities of the Union and all Union bodies are carried on efficiently and effectively.</p> <p>5. to ensure that all Union business is conducted in accordance with these Articles of Governance, the Policies and all applicable laws.</p> <p>6. to make proposals to the Union Council and to the Board of Trustees, as appropriate, on any matters affecting the Union or its Members.</p> <p>7. to ensure that all Officer Committee meetings are conducted in accordance with these Articles of Governance.</p> <p>8. to represent, and negotiate on behalf of, the Union or any Full Member, with the University and any internal or external organisation.</p> <p>9. to organise and co-ordinate all Union campaigns.</p> <p>10. to be accountable to Union Council.</p> <p>11. to promote equality of opportunity, and to represent the proper concerns and interests of the Students both within the</p> |

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| | University and the wider community. |
| Powers of the Officer Committee | <p>12. The Officer Committee shall have the following powers:-</p> <p>12.1 To delegate the duties and powers of the Officer Committee to Full-time Officers and/or the CEO of the Union to act on behalf of the Officer Committee.</p> <p>12.2 Subject to the provisions of these Articles of Governance, to develop new and existing services and facilities for the benefit of the membership of the Union.</p> <p>12.3 To consider Policies for adoption by the Union for referral to the Union Council.</p> <p>12.4 To supervise the work of Elected Officers and Representatives of the Union.</p> <p>12.5 To convene sub-committees and working parties from amongst the membership of the Officer Committee, including ex-officio members, whose remit shall be determined by the Officer Committee.</p> <p>12.6 Where:</p> <p>12.6.1 in the opinion of the Officer Committee a decision in respect of any matter is urgently required; and</p> <p>12.6.2 that decision is a matter for which the decision of Union Council is required; and</p> <p>12.6.3 the Officer Committee reasonably believes that, by reason of the urgency of the matter in question, it is not possible within the time available to convene a meeting of Union Council at which a quorum is likely to be present;</p> <p>12.6.4 the Officer Committee may with the consent of the Board of Trustees make a plenary decision of that matter and any such decision shall be treated for all purposes as if it had been made by the Union Council.</p> <p>12.6.5 Provided that:</p> <p>12.6.5.1 this Clause shall not give power to the Officer Committee to alter these Articles of Governance or to resolve that the Union be wound up and</p> |

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| | 12.6.5.2 this Clause may only be used in exceptional circumstances during the course of the Semester. |
| <p>General duties of members of the Officer committee</p> | <p>13. Full-time Officers shall:-</p> <p>13.1 maintain their status as Full Members of the Union throughout the period during which they hold office;</p> <p>13.2 serve the interests of the Union and its Members and conduct their duties during the Financial Year of their appointment;</p> <p>13.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws</p> <p>13.4 alone or with others, discharge any further duties and responsibilities which may be requested or delegated to him/her by the Officer Committee or Union Council;</p> <p>13.5 receive remuneration as determined according to the Articles of Governance for the services they provide to the Union throughout the period of elected office;</p> <p>13.6 be entitled to receive a Statement of Terms and Conditions of Employment, within 8 weeks of the start of their period of elected office;</p> <p>13.7 have collective responsibility (together with Part-time officers) for all decisions made by the Officer Committee;</p> <p>13.8 be accountable individually to the Officers Committee and collectively with the other members of the Officers Committee to Union Council; and</p> <p>13.9 attend such meetings as they shall be specified to attend in these Articles of Governance or as may be requested by the Officer Committee from time to time.</p> <p>14. Part-time Officers shall:-</p> <p>14.1 maintain their status as Full Members of the Union throughout the period during which they hold office;</p> <p>14.2 serve the interests of the Union and its Members between the dates which coincide with the Financial Year of</p> |

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| | <p>election (if elected in the spring term of the University) or from the date of election to the end of the academic year if elected in the autumn term;</p> <p>14.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws;</p> <p>14.4 alone or with others, discharge any further duties and responsibilities, which may be requested or delegated by the Officer Committee or Union Council;</p> <p>14.5 have collective responsibility (together with Full-time Officers) for all decisions made by the Officer Committee;</p> <p>14.6 be accountable individually to the Officer Committee and collectively with the other members of the Officer Committee to Union Council; and</p> <p>14.7 to attend such meetings as they shall be specified to attend in these Articles of Governance or as may be requested by the Officer Committee from time to time.</p> |
| <p>Union Council Representatives</p> | <p>15. Union Council Representatives shall:-</p> <p>15.1 maintain their status as Full Members of the Union throughout the period during which they hold office;</p> <p>15.2 serve the interests of the Union and its Members between the dates which coincide with the Financial Year following the year of election (if elected in the spring term of the University) or from the date of election to the end of the academic year if elected in the autumn term;</p> <p>15.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws;</p> <p>15.4 alone or with others, discharge any further duties and responsibilities which may be requested or delegated by Union Council; and</p> <p>15.5 be accountable to Union Council.</p> <p>15.6 must abide by meeting protocol as set out in these Articles of Governance, Bye Laws and Guidance and Strategy documents</p> |

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| Members of Conference Delegation | <p>16. Members of conference delegations shall:-</p> <p>16.1 maintain their status as Full Members of the Union throughout the period during which they hold office;</p> <p>16.2 attend the specified conference on behalf of the Union and represent the Union's interests at the conference;</p> <p>16.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance, Bye Laws and Guidance and Strategy documents</p> <p>16.4 alone or with others, discharge any further duties and responsibilities which may be reasonably and properly requested or delegated by Union Council and the Officer Committee</p> <p>16.5 be accountable to Union Council and/or the Officer Committee</p> <p>16.6 abide by the Conference Code of Conduct as set out in the Guidance and Strategy documents</p> |
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