

Bye- Law: Elected Officers
Approved: Trustee Board 26th June 2019

Full time elected Officers

1. There will be five Sabbatical Officers elected in accordance with the elections bye-law
2. The Sabbatical Officer roles will be as follows
 - 2.1. President
 - 2.2. Arts & Media Officer
 - 2.3. Business & Law Officer
 - 2.4. Science, Engineering and Environment Officer
 - 2.5. Health & Society Officer
3. All Members of the Union are eligible to stand for the position of President
4. Eligibility to stand for one of the four Officer positions covering the Universities academic schools (as specified in 2.2-2.5 above) is restricted to students of a school which is part of that Officer's portfolio.
 - 4.1. Where there is a question as to which School a student belongs to the current School registered by the University shall be used.
 - 4.2. Sabbatical Officers are able to re-stand for their positions, subject to clause 40 in the constitution
 - 4.3. Where a member believes they should be eligible to stand for an Officer position other than one which covers a school they are currently registered with they must make a submission to the Returning Officer who will make a ruling.
5. Members may only run for one Sabbatical Officer position at any one time
6. The Sabbatical Officers will collectively have the following duties:
 - 6.1. To promote, defend and extend the rights of members.
 - 6.2. Take a coordinating lead on issues whilst being careful to involve other Sabbatical officers and Representatives.
 - 6.3. Contribute positively to joint Union events, projects and meetings.
 - 6.4. Promote and celebrate the equality and diversity of all students
 - 6.5. Encourage environmental good practice and sustainability
 - 6.6. Be accountable to Union Council, reporting to each meeting on activity and achievements.
 - 6.7. Maximise contact with students by engaging with them face to face and online.
 - 6.8. Monitor key issues and problems affecting the student population and ensuring the Union is acting on these.
 - 6.9. Plan, promote, and run campaigns on key student issues.
 - 6.10. Represent students on University Boards, Committees and working groups.
 - 6.11. Attend Union Executive, Union Council and other Union meetings as appropriate and report to those meetings on their activities and actions.
 - 6.12. Promote group and team objectives and campaign priorities to students, and report on progress.
 - 6.13. Adhere to and comply with Constitution, Bye-Laws and policies of the Union.
 - 6.14. To work towards and support the Union's Strategy
 - 6.15. To work in accordance with and in furtherance of, Union policy.
 - 6.16. Be employees of the Union for the duration of their term in office, their terms and conditions of employment set by the Trustee Board;
 - 6.17. Always behave in a manner that maintains the good reputation of the Union and the office to which they have been elected.

	<p>6.18. Strive to represent fairly the opinions and issues of their constituencies and students as a whole. Ensuring that the interests of all campuses within the University are properly reflected in the decision-making of the Students' Union</p> <p>6.19. Carry out any other duties as may be assigned to them from time to time by Union Council, Union Executive and/or Board of Trustees, which are reasonably consistent with that Officer's position.</p> <p>7. The President shall have the following duties:</p> <p>7.1. To act as the lead voice of Salford students to the University, students and external organisations</p> <p>7.2. Lead on campus wide issues</p> <p>7.3. Lead on the Unions strategic direction</p> <p>7.4. Represent students who are not included in one of the School based Officers portfolios.</p> <p>7.5. Chair the Union Trustee board</p> <p>7.6. To be responsible, in conjunction with the Sabbatical Officers and through the Chief Executive, for monitoring and influencing progress towards strategic plan goals and effective running of the organisation</p> <p>7.7. Lead the Unions delegation to NUS National Conference</p> <p>8. The School based Officers shall have the following duties</p> <p>8.1. Represent students in their specific schools</p> <p>8.2. Support and empower student reps</p> <p>8.3. Work with student reps to identify and campaign on the issues that affect them</p> <p>8.4. Work with School reps to identify and campaign on issues that affect them</p> <p>8.5. Lead on education developments in their school, in conjunction with the other Sabbatical Officers.</p> <p>9. Following their election the Sabbatical officers will individually take responsibility for a specific portfolio area of the students' union</p> <p>9.1. The areas will be assigned at a meeting of the Union executive</p> <p>9.2. The Specific areas will be determined from time to time in consultation with the Trustee board but may include</p> <p>9.2.1. Activity & sports groups</p> <p>9.2.2. Wellbeing and community</p> <p>9.2.3. Careers and employability</p> <p>9.2.4. Representation & Democracy</p> <p>9.2.5. Commercial Services</p>
Volunteer elected officers	<p>10. There will be an elected officer for each of the Student Executives</p> <p>10.1. This will be a voluntary position</p> <p>11. The Volunteer elected officers will be:</p> <p>11.1. Societies and Sports Voluntary Officer</p> <p>11.2. Community and Wellbeing Voluntary Officer</p> <p>11.3. International Students' Voluntary Officer</p> <p>11.4. LGBTQ+ Students Voluntary Officer</p> <p>11.5. Trans Students Officer</p> <p>11.6. Women students Voluntary Officer</p> <p>11.7. Black and Minority Ethnic Students Voluntary Officer</p> <p>11.8. Students with Disabilities Voluntary Officer</p>

12. The academic executive will be chaired by a member elected at its first meeting of the year, who must not be a Trustee.
13. The volunteer officers shall have the following collective duties:
 - 13.1. To promote, defend and extend the rights of members
 - 13.2. Contribute positively to joint Union events, projects and meetings.
 - 13.3. To lead their individual executive
 - 13.4. Promote and celebrate the equality and diversity of all students
 - 13.5. Be accountable to Union Council, reporting to each meeting on activity and achievements;
 - 13.6. Maximise contact with students by engaging with them face to face and online;
 - 13.7. Monitor key issues and problems affecting the student population and ensuring the Union is acting on these;
 - 13.8. Plan, promote, and run campaigns on key student issues;
 - 13.9. Adhere to and comply with Constitution, Bye-Laws and policies of the Union;
 - 13.10. To work in accordance with and in furtherance of, Union policy.
 - 13.11. Always behave in a manner that maintains the good reputation of the Union and the office to which they have been elected.
14. The Activities and Sports Officer shall have the following duties:
 - 14.1. Chair the Activities and Sports Executive
 - 14.2. Represent the views of students taking part in the Unions activity and sports groups
 - 14.3. Lead, in conjunction with other members of the Executive, the Unions work on Activity and Sports groups
 - 14.4. Propose policies to develop Activity and Sports groups
 - 14.5. Campaign on issues affecting activity and sports groups
15. The Community and Wellbeing Officer shall have the following duties
 - 15.1. Chair the Community and Wellbeing Executive
 - 15.2. Lead, in conjunction with other members of the Executive, the Unions work in the local community and on well being
 - 15.3. Propose policies to develop the unions work in the local community and on student Well being
 - 15.4. Campaign on issues around student wellbeing and issues in the local community
16. The International Students' Officer shall have the following duties
 - 16.1. Chair the International students executive
 - 16.2. Represent the views of international students
 - 16.3. Lead, in conjunction with other members of the Executive, the Unions work on International students
 - 16.4. Propose policies to develop the unions work on international students
 - 16.5. Campaign on issues affecting international students
17. The LGBTQ+ Students Officer shall have the following duties
 - 17.1. Chair the LGBTQ+ Executive
 - 17.2. Represent the views of LGBTQ+ Students
 - 17.3. Lead, in conjunction with other members of the executive, the Unions work on LGBTQ Students
 - 17.4. Propose policies relevant to LGBTQ+ Students
 - 17.5. Campaign on issues affecting LGBTQ+ Students

	<p>18. The Trans Student Officer shall have the following duties</p> <ul style="list-style-type: none"> 18.1. Chair the Trans Students Executive 18.2. Represent the views of Trans Students 18.3. Lead, in conjunction with other members of the executive the Union s work on Trans students 18.4. Propose policies relevant to trans students 18.5. Campaign on issues affecting trans students <p>19. The Women Students Officer shall have the following duties</p> <ul style="list-style-type: none"> 19.1. Chair the women students Executive 19.2. Represent the views of women students 19.3. Lead, in conjunction with other members of the executive, the Unions work on women Students 19.4. Propose policies relevant to women Students 19.5. Campaign on issues affecting women Students <p>20. The BME Students Officer shall have the following duties</p> <ul style="list-style-type: none"> 20.1. Chair the BME students Executive 20.2. Represent the views of BME Students 20.3. Lead, in conjunction with other members of the executive, the Unions work on BME Students 20.4. Propose policies relevant to BME Students 20.5. Campaign on issues affecting BME Students <p>21. The Students with disabilities Officer shall have the following duties</p> <ul style="list-style-type: none"> 21.1. Chair the students with disabilities Executive 21.2. Represent the views of students with disabilities 21.3. Lead, in conjunction with other members of the executive, the Unions work on Students with disabilities 21.4. Propose policies relevant to Students with disabilities 21.5. Campaign on issues affecting Students with disabilities <p>22. The chair of the Academic Executive shall have the following duties:</p> <ul style="list-style-type: none"> 22.1. Chair the Academic Executive 22.2. Lead, in conjunction with other members of the Executive, the Unions work on education 22.3. Propose policies to develop the unions work on education within the University. 22.4. Campaigning to improve the quality of education
Other members of Union Council/ executives	<p>23. Membership of Student Executives and Union Council shall be as defined in the relevant bye-laws or guidance documents</p>
Programme level representatives	<p>24. There should be a student representative for each year of each programme.</p> <p>25. There will be a set threshold for the number of students on a programme above which it will be compulsory to have a student representative.</p> <ul style="list-style-type: none"> 25.1. This number will be determined yearly 25.2. Programmes with fewer students may still elect a representative <p>26. Programme level representatives should be elected by the students on that programme.</p>

	<p>27. All student representatives must engage in student rep training, either online or face to face, within six weeks of their details being reported to the union.</p> <p>27.1. If a programme representative does not take part in any training then a process will be triggered for their removal and replacement with another representative</p>
Code of Conduct	<p>28. All official union representatives shall adhere to the code of conduct for elected and volunteer reps whilst engaged in Union activities.</p> <p>Ethical and Professional Standards</p> <p>29. All student volunteers should be given training which either implicitly or explicitly includes the Nolan principles of ethical behaviour in public office.</p> <p>29.1. These seven ethical principles are:</p> <p>29.2. Selflessness</p> <p>29.3. Integrity</p> <p>29.4. Objectivity</p> <p>29.5. Accountability</p> <p>29.6. Openness</p> <p>29.7. Honesty</p> <p>29.8. Leadership</p> <p>30. Selflessness – student representatives should act solely in the best interests of the students of Salford. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.</p> <p>31. Integrity – student representatives should not place themselves under any financial or other obligation to non-students or organisations that might seek to influence them in the performance of their official duties.</p> <p>32. Objectivity – in carrying out their roles, including the appointment of other students, awarding contracts or recommending individuals for rewards or awards, student representatives should make decisions on merit.</p> <p>33. Accountability – student representatives are accountable to other students for their decisions and actions and must submit themselves to whatever level of democratic scrutiny is appropriate to their office.</p> <p>34. Openness – student representatives should be as open as possible about all the decisions and actions that they take. They should be able to give reasons for their decisions and restrict information only when the wider collective interest of the students of Salford clearly demands it.</p> <p>35. Honesty – student representatives have a duty to declare any private interests relating to their duties and to take steps to resolve and conflicts arising in a way that protects the collective interests of the students of Salford</p> <p>36. Leadership – student representatives should promote and support these principles by leadership and example.</p> <p>Professional Standards</p> <p>37. In keeping with most professional bodies, or standards required of staff or volunteers through the charity sector, the following behaviours whilst performing official duties will be considered unprofessional under most circumstances:-</p>

	<p>37.1. Heavy alcohol or other substance abuse,</p> <p>37.2. Theft, fraud or any other crime regulated by the laws of England & Wales,</p> <p>37.3. Bullying or Anti-Social behaviours which go beyond mere differences of opinion,</p> <p>37.4. Being found at fault as the outcome of a complaint without any evidence of remorse, indication of learning on behalf of the officer in question or a genuine attempt to apologise for the behaviour which led to the complaint.</p> <p>37.5. Being in violation of the ethical principles given above.</p> <p>37.6. 'Official Duties' includes anything said on Social Media whilst performing a role or referring to a performed role. Personal accounts are not included where no reference is made to an official post.</p>
Representatives accountability	<p>38. All representatives are accountable to the student body</p> <p>39. Sabbatical Officers may be removed from office by a vote of no confidence as outlined in the Bye-laws. This vote can be triggered either by a petition of students or a vote of Union Council as further detailed in the relevant bye-law</p> <p>40. Members of Union Council, except the Sabbatical Officers, may be removed from their position by:</p> <p>40.1. A no confidence vote at Union Council.</p> <p>40.2. A student no confidence vote triggered on receipt of a petition signed by 1% of the student body in which 4.5% of the student body vote.</p> <p>40.3. Should a vote of no confidence be successfully passed this will remove the member from their position on Union Council and the representative position they hold.</p> <p>40.4. The vacancy will be filled by a newly elected or selected rep chosen in consultation with the Union Executive</p> <p>41. All other Union representatives, except the Voluntary Elected Officers and the Sabbatical Officers, will be subject to the recall process.</p> <p>42. Recall is the procedure where students may request the election of a representative be recalled.</p> <p>43. Students may recall any Union representative, except Sabbatical Officers or Volunteer Elected Officers.</p> <p>44. To trigger the recall process a secure petition should be created on the Union website</p> <p>45. A petition requesting a recalled election should be signed by 20% of the students represented by the member it is proposed to be recalled within 14 days of the petition being started.</p> <p>46. After verification of the signatures a new election will be held, in accordance with the election bye-law</p> <p>47. The representative who has been recalled is eligible to stand in the new election.</p> <p>48. There is no quorum for the recalled election, unless there would have been a quorum for the original election.</p>