



BYE LAW – Sabbatical Officers

Approved - TBC

1 Sabbatical Officers of the Union

- 1.1 The Union shall have elected officers split between Sabbatical Officers and Part-Time Officers.
- 1.2 All Officers will be elected following the rules and procedures outlined in Bye-Law – Election Regulations.
- 1.3 Part-Time Officer roles are described under Bye-Law Part-Time Officers.

2 Sabbatical Officers

- 2.1 The Sabbatical Officer roles shall be President and Vice President Inclusion and Engagement
- 2.2 For the avoidance of doubt these roles will be major office holders for the consideration of the 1994 Education Act and no individual can hold a Sabbatical Position for more than two years in total.
- 2.3 Sabbatical Officers shall be elected for position from 1st July each year until and including the 30th of June the following year, though may be shortened or lengthened on a transitional basis.
- 2.4 Sabbatical Officers are Trustees of the Union for the duration of their post and will also have the roles and responsibilities outlined in the Articles.
- 2.5 In addition to any other roles and responsibilities the Sabbatical Officers shall attend SU Executive Committee.

3 Employments And Remuneration Of Sabbatical Officers

- 3.1 Sabbatical Officers are employees of the Union and no Sabbatical Officer may continue in post should they have been dismissed as an employee of the organisation.
- 3.2 Any case involving misconduct or gross misconduct by a Sabbatical Officer shall be handled in accordance with the relevant Union and/or disciplinary procedures for employees.
- 3.3 Sabbatical Officer remuneration will be agreed once a year by the lay members of the Board of Trustees and any officers who were not eligible to stand for election in that year.

4 Replacement Of Sabbatical Officers

- 4.1 Should a Sabbatical Officer resign or otherwise leave employment while in the first 5 months of their term of office (after 1st July but before 1st December of the year they were elected), the Board of Trustees may choose to hold a by-election to replace that role.
- 4.2 Should a Sabbatical Officer resign or otherwise leave employment while in the 6th to 12th months of their term of office (after 1st December of the year they were elected), the duties of that officer will be assigned to the other Sabbatical Officer as agreed with the Board of Trustees.
- 4.3 Should a Sabbatical Officer resign or otherwise leave employment before they take up their office (1st July of the year they were elected), the Board of Trustees shall hold a by-election to replace that role.

5 Role And Duties Of The President

- 5.1 Be the lead representative of Harper Adams students within the university and the local and national community, with responsibility for communicating student views and interests and managing key relationships.
- 5.2 Chair the Board of Trustees and the Executive Committee when the Chair is not present and ensure the effectiveness of these committees.
- 5.3 Actively contribute to the development of the Union strategy and objectives – identifying targets and measuring achievements as appropriate.
- 5.4 Promote the democratic structure and functioning of the Union, including elections and referenda.
- 5.5 To ensure that the activities of the Union reflect the demographics of the membership, that their interests are recognised appropriately.
- 5.6 Take the lead in campaigns on national student issues as agreed with the Executive Committee, Student Members' Meetings or Referenda and as lead coordination with the other Sabbatical Officers that the Union runs challenging and effective campaigns on student issues generally.
- 5.7 To ensure that the SU finances are managed sustainably, and in accordance with the requirements of the Charities Commission and all relevant legislation.
- 5.8 To ensure that the needs and voice of the SU membership are accurately represented at the University Board of Governors meetings.
- 5.9 Take the lead, and work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues
- 5.10 To execute the duties of the office of President to highest standard, ensuring the position is properly held accountable and held in the highest of regard.

1 Role And Duties Of The Vice President Inclusion And Engagement

- 1.1 To be the lead officer for students at Harper Adams on educational policy development, ensuring students get the highest academic quality of, for instance, learning and teaching, feedback and assessment. To have responsibility for communicating student views and interests and managing key relationships in this area.
- 1.2 To attend all relevant academic and education committees within the university including (but not limited to) Boards of Studies, and Student Experience and Retention Committee.
- 1.3 To oversee the programme representatives network, ensuring that arrangements are made to recruit and develop representatives and ensure measures are in place to reward and recognize all student reps.
- 1.4 To develop and ensure effective well being and diversity campaigns are delivered, leading the Unions volunteering activity, and enabling all students of Harper Adams to effectively engage with the Union.
- 1.5 To be an active leader in advancing and promoting the agreed strategy of the Students' Union.
- 1.6 To uphold the democratic system of the SU, and be accountable to the membership.
- 1.7 To ensure that the SU policies are adhered to, and updated accordingly.
- 1.8 To ensure that the activities of the Union reflect the demographics of the membership, and that their interests are recognised appropriately.
- 1.9 To ensure that the activities of the Union adhere to, and promote the behavioural standards expected by the Students Union and the University's code of conduct.
- 1.10 To be the Full Time Officer link for Part-Time officers on Education matters, and for Programme Representatives.
- 1.11 To work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.
- 1.12 To execute the duties of the office of Vice President to highest standard, ensuring the position is properly held accountable and held in the highest of regard.