

Bye-Law 5: Sabbatical Officers

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 4 Elections.
- 1.3 Part-Time Officer roles are described under Bye-Law 6 Part-Time Officers.

2 Sabbatical Officers

- 2.1 The Sabbatical Officer roles shall be President, Vice President Education and Vice President Activities & Development.
- 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 as outlined in Article 20.3.
- 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 Executive Committee.

3 Employment 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 Officers as agreed among them.

- 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 City, University of London 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 Oversee the Union's relations with the external media and coordinate with the VP Activities and development on internal student media relations.
- 5.4 Promote the democratic structure and functioning of the Union, including elections and referenda.
- 5.5 Work with the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer's remit, or where action by the President may be advantageous for the goals of the Union.
- 5.6 Take the lead in campaigns on national student issues as agreed with the Executive Committee, Student Council, 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 Attend appropriate University meetings such as University Council and Senate and ensure that high level leadership and high level negotiations take place.
- 5.8 Take the lead, and work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues

6 Role and Duties of the Vice-President Education

- 6.1 To be the lead officer for students at City, University of London, 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.
- 6.2 To attend all relevant academic and education committees within the university including (but not limited to) Boards of Studies, Student Experience Committee, Education Committee and Senate.
- 6.3 To oversee the programme representatives network, ensuring that arrangements are made to recruit and develop representatives and ensure measures are in places to reward and recognize all student reps.

- 6.4 To gain feedback through various channels on all academic matters. To be the lead officer for liaison on academic projects such as the survey framework, academic quality matters and other relevant matters.
- 6.5 To be the Full Time Officer link for Part-Time officers on Education matters, and for Programme Representatives.
- 6.6 To Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer's remit, or where action by the Vice President Education may be advantageous for the goals of the Union.
- 6.7 To work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.

7 Role and Duties of Vice President Activities and Development

- 7.1 To be the lead officer for students at City, University of London, on activities which develop students including Student Activities: (Media, Clubs, Societies, Sports, Events, RAG, etc), volunteering and employability. To have responsibility for communicating student views and interests and managing key relationships in this area.
- 7.2 To attend all relevant meetings within the university including (but not limited to) Student experience committees, and meetings with the sport representing non-academic aspects of the Student experience.
- 7.3 To facilitate access to resources for all student activities and act as the champion for involvement in student activities within the university, with responsibility for sourcing research, feedback and opinions.
- 7.4 To lead projects internal to the Union on student activities projects including reward and recognition of student development activities.
- 7.5 Have ultimate responsibility for the Student Media.
- 7.6 To Respect the remit of the other Sabbatical Officers, consulting and working in conjunction with them when issues either cross remits, do not fit within any one officer's remit, or where action by the Vice President Activities and Development may be advantageous for the goals of the Union.
- 7.7 To take the lead on ethics and environmental issues, working in conjunction with the other Officers especially the Ethical and Environmental Officer.
- 7.8 To work in conjunction with the other Sabbatical Officers, on issues of Student Welfare, support for Liberation, and International student issues.