

University of Cumbria Students' Union

Bye-Law 4: Sabbatical Officers

1. Full Time Sabbatical Officer Roles

1.1. The Full Time Sabbatical Officer roles of the Students' Union are:

- i) Academic Officer
- ii) Activities Officer
- iii) Welfare Officer

2. Appointment

2.1. The Full Time Sabbatical Officer roles stated in clause 1.1 are the appointments of major union offices under Section 22 of the Education Act 1994.

2.2. The Full Time Sabbatical Officer roles under clause 1.1 are elected in accordance with the Constitution and Bye-Law 5: Elections.

2.3. The Full Time Sabbatical Officer shall commence their role on the 1st July following their election through 31st June the following year.

3. Status

3.1. The Full Time Sabbatical Officers are both an office holder and an employee of University of Cumbria Students' Union.

3.2. The Full Time Sabbatical Officers are subject to the policies and procedures of the Union as outlined in the Constitution and Bye-Laws.

3.3. The Full Time Sabbatical Officers are required to adhere to the terms and conditions of employment as stated in their contracts of employment with the Union.

4. General Duties

4.1. All Full Time Sabbatical Officers are expected to undertake the following general duties:

- i) To uphold the purpose, vision and values of the Union.
- ii) To uphold the Constitution, Bye-Laws, and any other regulations or policies to ensure the effective governance of the Union.
- iii) To encourage the development of localised student communities and take responsibility for the Union's relations with, and integration into, the local community.
- iv) To support the provision of democratic systems that provide channels for student voice to shape the work of the Union, including elections and student Ideas.
- v) To engage with national education issues and other issues relevant to the membership.

- vi) To be accountable to the membership, via the democratic systems, for delivery of actions and policy devolved to them.
- vii) To serve as a Sabbatical Trustee of the Union.
- viii) To keep and publish a record of their weekly activities to be accessed and scrutinised by Members.

4.2. All Full Time Sabbatical Officers are expected to attend the following meetings within the Students' Union and University:

- i) Executive Committee,
- ii) Board of Trustees,
- iii) Any other formal meetings as required by the Students' Union.
- iv) Any other formal meetings as required to ensure the fair representation and involvement of members in the University's decision-making.

4.3. All Full Time Sabbatical Officers are expected to engage with members to understand their issues, concerns, desires, and ideas across the breadth of the student experience by:

- i) Maintaining daily contact via face-to-face or direct digital means.
- ii) Maintaining a physical presence across all main campus locations.
- iii) Being present at, and supporting the delivery of, student-led activities and events.
- iv) Relaying and redirecting members' views, concerns, issues and ideas as appropriate within the operational and democratic structures of the Union to ensure effective and appropriate consideration and resolution.

4.4. All Full Time Sabbatical Officers are expected to support, guide, and assist:

- i) Student Academic Representatives,
- ii) Campus Representatives,
- iii) Liberation Networks,
- iv) Student Groups,
- v) Any other student volunteers or student-led volunteering projects.

4.5. All Full Time Sabbatical Officers are expected to fulfil role-specific duties as outlined in clause 5 of this Bye-Law.

4.6. All Full Time Sabbatical Officer are expected to abide by the Union Code of Conduct.

5. Role-Specific Responsibilities

5.1 The Academic Officer is expected to undertake the following duties:

- i) To represent the Union's members on matters relative to their academic experience; such matters may include, but are not limited to:
 - a) Academic quality and standards,
 - b) Course-level student voice systems,
 - c) Academic policies, procedures and regulations,
 - d) Academic infrastructure such as resources and facilities.
- ii) To lead campaigning activity for positive change on behalf of members in relation to academic matters.

- iii) To act as the senior channel for students' views, ideas and feedback relating to the academic quality and students' academic experience.
- iv) To be the lead liaison with all external organisations on matters of academic relevance.
- v) To support the development of, and participation in, Union Affiliated Activity Groups promoting students' academic interests.
- vi) To represent members' views, ideas and feedback to University of Cumbria Academic Board and associated sub-committees.
- vii) To act as Chair of the Student Council.
- viii) To take lead responsibility of policy and actions delegated by appropriate democratic means.
- ix) To be accountable to the membership, via the democratic systems, for delivery of policy and actions delegated by appropriate democratic means.

5.2 The Activities Officer is expected to undertake the following duties:

- i) To represent the Union's members on matters relative to their extra-curricular experience; such matters may include, but are not limited to:
 - a) Students' extra-curricular activities, events, and opportunities,
 - b) Student-led groups and volunteering opportunities,
 - c) Campus/site-based issues.
- ii) To lead campaigning activity for positive change on behalf of members in relation to extra-curricular matters.
- iii) To act as the senior channel for students' views, ideas and feedback relating to non-academic activities, facilities, and opportunities.
- iv) To be the lead liaison with all external organisations on matters relevant to students' non-academic or extra-curricular experience.
- v) To support the development of, and participation in, Union Affiliated Activity Groups.
- vi) To act as Chair of the Union's Board of Trustees.
- vii) To take lead responsibility of policy and actions delegated by appropriate democratic means.
- viii) To be accountable to the membership, via the democratic systems, for delivery of policy and actions delegated by appropriate democratic means.

5.3 The Welfare Officer is expected to undertake the following duties:

- i) To represent the Union's members on matters relative to their welfare and wellbeing; such matters may include, but are not limited to:
 - a) Physical health,
 - b) Mental health,
 - c) Sexual health,
 - d) Student finance,
 - e) Accommodation.
- ii) To lead campaigning activity for positive change on behalf of members in relation to welfare matters.
- iii) To act as the senior channel for students' views, ideas and feedback relating to their welfare and the provision of appropriate support.
- iv) To be the lead liaison with all external organisations on matters relevant to students' welfare.

- v) To support the development of, and participation in, Union Affiliated Activity Groups promoting positive student welfare.
- vi) To represent members' views, ideas and feedback to University of Cumbria Board of Directors and act as the University's Student Director.
- vii) To take lead responsibility of policy and actions delegated by appropriate democratic means.
- viii) To be accountable to the membership, via the democratic systems, for delivery of policy and actions delegated by appropriate democratic means.

6. Accountability

- 6.1. The Full Time Sabbatical Officers are accountable to all members of the Union.
- 6.2. Full Time Sabbatical Officers may be sanctioned or removed from post according to the following procedure:
 - i) Proposal for sanctioning or dismissal submitted and supported by students according to Bye-Law 8: Ideas & Policy.
 - ii) Proposal considered by Executive Committee with the exclusion of the offending Sabbatical Officer.
 - iii) If further action deemed necessary, an all-member referendum shall be called in accordance with Bye-Law 9: Referendums.
 - iv) If successful, the proposed sanction shall be applied with immediate effect.
 - v) Replacement of removed Sabbatical Officers shall be via an election set by the Board of Trustees in accordance with Bye-Law 6: Elections.