

**Newman Students' Union**  
**Bye Law F: PART-TIME OFFICERS**

**Overview**

This Bye Law outlines Terms of Reference for the Union's Part-Time Officers. The Part-Time Officers have a representative function within the Union's governance structure. They aim to:

- create change through collective action.
- provide purposeful representation for communities of students who share a common characteristic or interest.
- support the delivery of the Union's charitable objective to promote the interests and welfare of Students at Birmingham Newman University during their course of study and representing and supporting students.
- support the delivery of the Union's charitable objective to be the recognised representative channel between Students and Birmingham Newman University and any other external bodies.

**Structure and Election of Part-Time Officers**

- 1) There shall be nine Part-Time Officers, who with the Officer Trustees will form the Voice & Support Committee and Voice & Support Committee as detailed in Bye Law D.
- 2) The Part-Time Officer positions available are:
  - a) Union Chair
  - b) Academic Affairs Officer
  - c) Campaigns & Communications Officer
  - d) Environment & Sustainability Officer
  - e) Postgraduate Students Officer
  - f) LGBTQ+ Officer
  - g) Wellbeing Officer
  - h) REACH (Race, Ethnicity and Cultural Heritage) Officer
  - i) Mature Students Officer
  - j) Access and Inclusion Officer
- 3) The Part-Time Officers will be elected during the Union's Leadership Elections as outlined in Bye Law B, before the 31<sup>st</sup> May via cross campus each academic year.

**4) The Part-Time Officers**

**General Duties for all Part-Time Officers**

- 5) The Part-Time Officers shall be members of Student Council, as laid out in Bye Law D.
- 6) As described in Bye Law D, the Part-Time Officers will be members of either of the two sub-committees of Student Council:
  - a) Voice & Support Committee; or
  - b) Wellbeing & Community Committee
- 7) Membership of the Sub-Committees of Student Council is laid out in Points 12 and 14.
- 8) Produce reports to the above committees as set out in the Bye Laws.
- 9) Represent the interests of all members and Newman Students' Union to the University and other external bodies as appropriate and in accordance with both Birmingham Newman University and Union policy.

- 10) To attend any relevant University Committees and Meetings.
- 11) The Part-time Officer team will champion our values and ensure that equality, diversity and inclusivity is at the heart of what we do.
- 12) Part-Time Officers are a key point of contact for their defined group of students within the Union and provide information or signpost where necessary.
- 13) Part-Time Officers will spearhead and support events and opportunities for their constituent groups.

### **Membership of Sub-Committees of Student Council**

#### **Voice & Support Committee**

- 14) The Voice & Support Committee shall be chaired by the Union President.
- 15) Membership of the Voice & Support Committee, as laid out in Bye Law D, shall be:
  - a) Union Chair
  - b) Academic Affairs Officer
  - c) Campaigns & Communications Officer
  - d) Postgraduate Students Officer
  - e) Accessibility & Inclusion Officer

#### **Community & Wellbeing Committee**

- 16) The Community & Wellbeing Committee shall be chaired by the Union Vice-President.
- 17) Membership of the Community & Wellbeing Committee, as laid out in Bye Law D, shall be:
  - a) The LGBTQ+ Officer
  - b) The Wellbeing Officer
  - c) The REACH (Race, Ethnicity and Cultural Heritage) Officer
  - d) The Mature Students Officer
  - e) The Environment & Sustainability Officer
- 18) The Secretary for Sub-Committee of Student Council will be a member of Union Staff.
- 19) The Union Director and the Union's staff team may attend meetings of the Sub-Committees of Student Council at the request of the Chair of the Sub-Committee.
- 20) Part-Time Officers may be asked to attend either Sub-Committee of the Union at the request of Council or the Chair of the respective Sub-Committee.

#### **Specific Duties for Part-Time Officers**

- 21) All Part-Time Officers fulfil a representative role for either a specific group of students or the student body as whole, as defined in Points 4-11. For certain roles specific duties are expected and outlined below:

##### **Union Chair**

- 22) As set out in the Constitution and Bye-Law D, the Union Chair shall act as Chair for the following Union meetings:
  - a) Student Council
  - b) Annual General Meeting
  - c) Union Meetings
- 23) The Union Chair as defined in Bye Law B, shall be a Trustee of the Union.

##### **Academic Affairs Officer**

- 24) The Academic Affairs Officer shall:

- a) Assist the President with their duties relating to the Co-ordination of the Academic Representation System.
- b) Represent the concerns and aspirations of the student body in relation to academic provision.

### **Campaigns & Communications Officer**

25) The Campaigns & Communications Officer shall:

- a) Work with the Part-Time Officer Team to lead on inclusion campaigns, to include but not limited to:
  - i) Black History Month
  - ii) LGBTQ+ History Month
  - iii) International Women's Day
  - iv) Disability History Month
  - v) Mental Health Awareness Week
- b) Promote Union Campaigns as directed by Student Council.

### **Wellbeing Officer**

26) The Wellbeing Officer shall:

- a) Assist the Vice-President in their duties regarding the promotion and support of student-led societies, projects, events and initiatives.
- b) Conduct wellbeing related campaigns.
- c) To promote a healthy living lifestyle to students at Birmingham Newman University.

### **Accessibility & Inclusion Officer**

27) The Accessibility & Inclusion Officer shall:

- a) Represent the voice of disabled students in Union decision making.
- b) To work with the Officer Trustees to lobby Birmingham Newman University to make the campus more accessible and inclusive to students.
- c) Encourage greater involvement of disabled students in Union affairs.

### **Environment & Sustainability Officer**

28) The Environment & Sustainability Officer shall:

- a) To work with the Officer Trustees and Union staff to ensure the Union acts in an ethical and sustainable manner.
- b) To be the lead Union Officer on the Union's work during Green Week.

### **Disqualification, Resignation and Removal of Part-Time Officers**

29) The office of a Part-Time Officer shall be vacated if:

- a) they cease to be a Student;
- b) they are removed from membership of the Union in accordance with the Union's Code of Conduct;
- c) they resign by notice to the Union;
- d) members of Student Council believe the Part-Time Officer is suffering from mental or physical disorder and is incapable of acting as a trustee and they resolve that they be removed from office;

- e) they fail to attend three consecutive meetings of Student Council and in the opinion of the other Councillors there are no mitigating circumstances for that failure and Student Council therefore resolve that they be removed for this reason; or
- f) they are removed from office under Point 31.

### **Removal of Part-Time Officers by the Members**

30) The office of a Trustee shall be vacated if:

- a) a motion of no confidence in the Part-Time Officer is passed by a two thirds majority majority of the voting members of Student Council, as detailed in the Code of Conduct.
- b) a motion of no confidence in the Part-Time Officer is passed by a two thirds majority in a vote in a General Meeting. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 5% of Members.

### **Rights of Removed Part-Time Officers**

- 31) Following removal from Office under Points 29/30, an appeal must be made in writing to the Trustee Board, setting out any procedure irregularities in the dismissal process or any mitigating factors. Appeals should be made in writing no later than 10 working days after the date of dismissal from office.
- 32) The decision of the Trustee Board will be made within 10 working days of the date of appeal and the decision will be final.

### **Replacement of Part-Time Officers**

- 33) Should a Part-Time Officer position become vacant under Points 29/30 during or before the first semester, a Bye Election will be held within 4 weeks of the position becoming vacant, in line with Bye Law C.
- 34) Should a Part-Time Officer position become vacant after the first semester, the vacancy shall remain until the next set of Leadership Elections.