

Byelaw 3 – Elected Representatives

This byelaw outlines the role, duties and function of our elected representatives at The University of Central Lancashire Students' Union. It also details procedures for removal and discipline of elected representatives.

- 301 Four part-time, paid Students' Union Representatives and ten unpaid School Representatives serve as our 'Elected Representatives' team. Other student roles that may be elected in our structures are not members of this group for the purposes of decision making.
- 302 Elected representatives' core purpose is ensuring that they actively collect the opinions and views of students and communicate these to the University and other stakeholders, using the structures of the Union to support them in this work.

Elected Representatives Responsibilities

- 303 All Elected Representatives are responsible for:
- a) Actively engaging with students to learn about their views and represent these to the University and local area as required by their role description.
 - b) Deciding the agendas for the Students' Council meetings based on feedback and insight from students.
 - c) Attending appropriate meetings and conferences and reporting back.
 - d) Creating and encouraging strong and productive networks with students and relevant university and community leaders.
 - e) Promoting projects of work and activities that develop students.
 - f) Working within Union policy, University policy and the law.
 - g) Promoting engagement in Union activities and its Mission, Vision and Values.
 - h) Any additional duties outlined in their role descriptions.

Students' Union Representatives

- 304 Students' Union Representatives shall be Major Union Office Holders as defined by the 1994 Education Act. They shall be paid a wage as decided by the Board and be subject to a contract of employment by that body.
- 305 Except where there are transitional arrangements the term of office of a Students' Union Representative shall be from the 1st of July each year until 30th June the following year and will be offered a contract of employment for that period.
- 306 Students' Union Representatives remuneration will be reviewed at least annually by the Board of Trustees in line with annual organisational budget

setting.

- 307 Students' Union Representatives will be employees of the Union. The role of the Students' Union Representatives shall be detailed in their terms of employment. In addition to being subject to the general terms of employment at the Students' Union, they shall also be accountable to the student body through Students' Council.
- 308 Students' Union Representatives must be students at the University for the duration of their appointment. If they cease to be a registered student during their term of office, they shall be deemed to have resigned.
- 309 Students' Union Representatives must complete an induction and training programme in order to undertake their role effectively which will be provided by the Students' Union.
- 310 **Students' Union Representatives shall be responsible for:**
- a) Representing the views of students on key Committees, Boards and bodies across the University.
 - b) Representing the views of students to the National Union of Students and any other relevant regional or national bodies.
 - c) Supporting the work of Community Organisers.
 - d) Acting as key decision makers for the Students' Union when priority issues need attention and in setting the agendas for Students' Council meetings.
 - e) acting as a Trustee of the Union (appointment as a Trustee is automatic on commencing the term of office as a Students' Union Representative).

School Representatives

- 311 One School Representative shall be elected, by a ballot of students from within each school, to represent each Academic School in the University, as defined by the University in their structure.
- 312 These roles will not be remunerated.
- 313 The term of office will begin on 1st July and last for one calendar year.
- 314 School Representatives must be students at the University, within the school that they represent.
- 315 Two of the School Representatives may also serve as Student Trustees on the Students' Union Trustee Board.
- 316 **The role of a School Representative will be to:**
- a) Represent the views of students within the relevant school such that the views of students are represented within decision making structures of the University and Students' Union.

- b) Support the work of the Community Organisers within the relevant school
- c) Acting as key decision makers for the Students' Union when priority issues need attention and in setting the agendas for Students' Council meetings.
- d) Attend Students' Council meetings and input with and for their Academic Community.

Elected Representatives Meetings & Decisions

317 The Elected Representatives will meet at least fortnightly during term time in a manner that they agree including online and Union staff members will support these meetings. The agenda will always include the following:

- a) To note an update on actions taken by officers to advance Union campaigns.
- b) To note an update on actions taken by officers to help community organising.
- c) To note information required for upcoming meetings and approve any positions to be taken.
- d) To note any upcoming events and approve any actions needed.
- e) Urgent matters requiring action before Students' Council.
- f) Appointments to Committees, Boards and working groups.
- g) Any other business.

318 Decision making by the Elected Representatives should be by consensus wherever possible. In the event of a contested decision the following will apply:

- a) A decision can be approved by a supermajority of at least 75% of those in attendance at the meeting and at least 6 Elected Representatives are in attendance.
- b) The Elected Representatives can, by simple majority choose to put the decision to the next available meeting of the Students' Council
- c) Any decision requiring a vote the Chair (selected by the group) will have one, normal, vote, equal to all other members and there shall be no casting vote. In the event of a vote being tied the proposal will be deemed to have fallen.

319 Minutes of the Elected Representatives Meetings will be kept and published online (but may be redacted where the Elected Representatives considers the material is of a sensitive or confidential nature).

Vacancies and Removal of Elected Representatives

320 Should an Elected Representative role be temporarily absent due to sickness or leave, the Board of Trustees and/or Students' Council shall undertake such

action as required to ensure that the duties of that Representative are properly carried out.

- 321 An Elected Representative is removed from office if:
- a) They resign
 - b) They are removed from office by a simple majority vote of no confidence by Student Members in a referendum.
 - c) They are removed from office by a two third majority vote of no confidence by the Students' Council.
 - d) They have their student status revoked by the University.

Replacement of Elected Representatives

- 322 In the event of any Students' Union Representatives role becoming vacant following an election into the role, the Trustee Board will decide whether to hold a by-election, co-opt the second-place candidate in the election or some other action that will ensure representation of students.
- 323 In the event of a School Representative position becoming vacant, the community for that School will decide whether to hold a by-election, co-opt the second-place candidate in the election or some other action that will ensure representation of students.

Disciplinary Conduct

- 324 Elected Representatives are answerable for their conduct to the Union and University policies and procedures in force at the time including those applying to students. Elected Representatives are answerable for their political effectiveness to Students' Council.
- 325 The University Secretary or their nominee has the right to review process and outcome in relation to motions of no confidence of Students' Union Representatives to ensure due process has been followed.