

03 – Who represents me?

The core purpose of the students' union is to represent students to the university and wider community so that things can be improved. The Union's elected representatives are the main way that this occurs, and they are described in this bye-law along with the committees that support them.

See also:

The **President** shall be the officer with lead interpretation of this Bye-Law.

Types of representatives and their general responsibilities.

- 301 There are the following types of representative within the Union
- a) Sabbatical Officers (full time)
 - b) Liberation Officers
 - c) Diversity Officers
 - d) Environment and Ethics Officer
 - e) Faculty Representatives
 - f) Chair and Deputy Chair of Student Council
- 302 Sabbatical Officers, Liberation Officers, and the Ethical and Environmental Officers shall be elected during the Spring Elections period. Diversity Officers will be elected during the Autumn Election period. The Chair and Deputy Chair of Student Council shall be elected at the last meeting of Super Council in each academic year to serve for the following academic year.
- 303 All officers shall fulfil the job descriptions as laid out in the Regulations. All appointments will be for 12 months.
- 304 Officers are able to call working groups to work on a specific project or campaign that either the SU is mandated to act upon, appears in the Officers' Manifesto, or is core to that Officers' role. These working groups shall be compiled according to the Regulations and shall be accountable to Student Council.
- 305 All Officers shall be expected to attend Union meetings as outlined in By-Law 4 and relevant University meetings as required.
- 306 All elected representatives have a responsibility to declare any interest from which they would derive a personal advantage as a result of any decision taken by a meeting of any Union body which they are present, in accordance with the Union's Policy on Conflict of Interest. At any meeting where an interest has been declared, the elected representative concerned will not cast a vote on that matter.

Sabbatical Officers

- 307 The Sabbatical Officers shall be
- a) President
 - b) Education Officer
 - c) Democracy and Development Officer
 - d) Welfare and Campaigns Officer
 - e) Postgraduate Officer
 - f) Societies Officer

g) Sports Officer

308 The Sabbatical Officer term of office will commence on 1st August until 31st July, inclusive except the Postgraduate Officer for whom the term of office will commence on 1st September until 31st August, inclusive. Sabbatical Officers are paid employees of the Union and major office holders as described in the 1994 Education Act.

309 In the case of a postgraduate student being elected to a different Sabbatical Officer position, the terms of office dates for the incoming and outgoing officers of that position would be decided on a case-by-case basis, in consultation with the Trustees.

Liberation and Diversity Officers

310 There will be the following Liberation Officers

- a) Ethnic Minority Students' Officer
- b) LGBTUA+ Students' Officer
- c) Trans Students' Officer
- d) Disabled Students' Officer
- e) Women's Officer

311 There will be the following Diversity Officers

- a) Part-Time and Mature Students' Officer
- b) Two International Students' Officers (EU and Non-EU)

312 Elections for these positions will be open to members of their respective communities and only those who define into those communities will be eligible to vote for those positions.

313 Liberation and Diversity Officers will be members of the Liberation and Diversity Executive and Student Council and will also send a report to their community at least once per term.

Environment and Ethics Officer

314 There shall be an Environment and Ethics Officer.

Faculty Representatives

315 There shall be the following Faculty Representatives

- a) Faculty of Arts Representative (Undergraduate)
- b) Faculty of Arts Representative (Postgraduate Taught)
- c) Faculty of Arts Representative (Postgraduate Research)
- d) Faculty of Social Science Representative (Undergraduate, WBS)
- e) Faculty of Social Science Representative (Undergraduate, non-WBS)
- f) Faculty of Social Science Representative (Postgraduate Taught, WBS)
- g) Faculty of Social Science Representative (Postgraduate Taught, non-WBS)
- h) Faculty of Social Science Representative (Postgraduate Research)
- i) Faculty of Science, Engineering and Medicine Representative (Undergraduate, Formal Sciences)
- j) Faculty of Science, Engineering and Medicine Representative (Undergraduate, Experimental Sciences)
- k) Faculty of Science, Engineering and Medicine Representative (Postgraduate Taught, Science and Engineering)
- l) Faculty of Science, Engineering and Medicine Representative (Postgraduate Taught, Medicine)

- m) Faculty of Science, Engineering and Medicine Representative (Postgraduate Research, Medicine)
- n) Faculty of Science, Engineering and Medicine Representative (Postgraduate Research, Science and Engineering)
- o) Foundation Programme Representative
- p) MBChB Representative

316 There will be the opportunity for two periods within each academic year for the election of student leaders. The Full Time Officers shall normally be elected in the Spring.

317 All Faculty Representatives shall send an update of their activities to their members at least once a Term.

Student Executive Committees

318 There will be the following Student Executive Committees:

- a) Democracy Exec.
- b) Education Exec.
- c) Development Exec.
- d) Liberation and Diversity Exec.
- e) Postgraduate Exec.
- f) Societies Exec.
- g) Sports Exec.
- h) Welfare Exec.

319 The positions of Student Executive Committee Members shall be elected in the first term of the academic year in accordance with Union Regulations.

320 The Chair of each Executive will be elected by the voting members of that Executive but will not be a Sabbatical Officer, Chair of Council or Deputy Chair of Council. No individual can be the Chair of more than one Executive.

321 The Chair of each Executive will become a member of Student Council.

322 It will be the responsibility of the Chair of each Executive that their Executive meets as regularly as required. The Union Regulations will lay out their remit.

323 Outside of the undergraduate academic terms the powers of the Student Executive Committees shall fall to the Sabbatical Officers. Any decision taken must be ratified at the first meeting of Student Council after the start of the term.

324 Each Executive will oversee all Policy, motions, and actions within their relevant zone of policy work as defined in Union Regulations.

325 They will support and review representation and undertake research to enhance the experience of students impacted by their particular zone of work.

Membership and specific provisions for Student Executive Committees

326 The membership of the Democracy Exec will be:

- a) Democracy and Development Officer
- b) Chair of Council
- c) Deputy Chair of Council
- d) Returning Officer (non-voting), as required
- e) 6 elected members

327 The core function of the Democracy Exec will be to oversee all Union democratic policy processes.

328 The membership of the Education Exec will be:

- a) Education Officer
- b) Undergraduate Faculty Representatives
- c) Foundation Faculty Representative
- d) 4 elected members
- e) Postgraduate Officer (non-voting) as required

329 The core function of the Education Exec will be to coordinate campaigns that impact on academic content and quality, representing students' academic interests.

330 The membership of the Development Exec will be:

- a) Democracy and Development Officer
- b) Environment and Ethics Officer
- c) 6 elected members

331 The core function of the Development Exec will be to award money to student projects and campaigns in accordance with the Regulations.

332 The membership of the Liberation and Diversity Exec will be:

- a) President
- b) Five Liberation Officers
- c) International Students' Officers (EU & Non-EU)
- d) Part-time and Mature Students' Officer

333 The core function of the Liberation and Diversity Exec will be to enable a safe environment within the Union.

334 The membership of the Postgraduate Exec will be:

- a) Postgraduate Officer
- b) Postgraduate Faculty Representatives
- c) Medical Faculty Representatives
- d) Two Postgraduate Taught members
- e) Two Postgraduate Research members
- f) Education Officer, non-voting, as required

- 335 The Postgraduate Exec will support and review postgraduate representation, undertake research to enhance the experience of postgraduate students, and oversee all Policy, motions, and actions within the Union Postgraduate Zone.
- 336 The membership of the Societies Exec will be:
a) Societies Officer
b) Eight elected members
- 337 The Societies Exec will aid development of existing societies, highlight new and exciting opportunities for students to engage in society activities both on and off campus.
- 338 The membership of the Sports Exec will be:
a) Sports Officer
b) Eight elected members
- 339 The Sports Exec will aid development of existing clubs, highlight new and exciting opportunities for students to engage in sport both on and off campus.
- 340 The membership of the Welfare Exec will be:
a) Welfare and Campaigns Officer
b) Eight elected members (two places reserved for Mental Health Awareness Representatives)
- 341 The Welfare Exec will support and review student wellbeing on campus and in the community, support the work of campaign leaders and evaluate the effectiveness of campaigns.

Conference Delegates

- 342 Organisations that Warwick SU affiliates to may hold conferences that delegates can be sent to.
- 343 Affiliated organisations may set regulations for delegates to be appointed. Additional rules will be contained in the Union Regulations.
- 344 NUS Conference Delegates shall be elected during the academic year that the Conference is held.
- 345 Following attendance at a Conference all delegates shall submit a report to Student Council. The report will consist of a brief description of the conference, the major issues discussed, any significant elections (with results), as well as notes on policies passed and any personal notes, where appropriate.

School and Faculty representative meetings

- 346 Each Student-Staff Liaison Committee shall discuss teaching, learning, student support and the overall student experience with University staff.
- 347 Course Representatives shall be democratically elected from amongst members of that course to represent Student members on each Student-Staff Liaison

Committee.

- 348 The Chair and Secretary of each Student-Staff Liaison Committee shall be a Student member.
- 349 Any student registered on a University course shall be able to form a Student-Staff Liaison Committee if one is not already present.
- 350 Each Student Staff Liaison Committee shall abide by the Code of Practice on the Student-Staff Liaison Committees.
- 351 There shall be at least one Faculty Committee to represent each Faculty, made up of postgraduate and undergraduate representatives. They will meet either jointly or separately.
- 352 The members of each Student Faculty Committee shall be comprised of:
- a) The relevant Chairs of each Student-Staff Liaison Committee within the Faculty.
 - b) The relevant Faculty Representatives who shall be the Chair of the Student Faculty Committee.
- 353 The Committee meeting will also be open to Postgraduate Exec and Education Exec members, relevant SU Officers and relevant SU staff members (in an advisory capacity).
- 354 The Student Faculty Committees shall:
- a) Meet at least once a term (or every 10 weeks), preferably prior to the relevant University Faculty Board meetings.
 - b) Discuss matters arising from Student-Staff Liaison Committees.
 - c) Discuss matters arising from University Faculty Board Meetings.
 - d) Discuss matters arising from Union Education and Postgraduate Exec meetings.
 - e) Raise awareness of the Union's and University's academic representation structures and support services.
 - f) Propose motions to Student Council and SU Referendum (including votes of no confidence in their Faculty Representative).
 - g) Temporarily appoint one of their own to attend a University Faculty Board meeting if the Faculty Representative is unable to attend.
 - h) Appoint one of their own to attend University Faculty Sub-Committee's if the Faculty Representative is unable to attend.
 - i) Keep minutes and send, once agreed by Committee members, to the Academic Voice department.
- 355 All meetings of the Committee shall be communicated by the Chair to the Academic Voice Coordinator at least two weeks prior to the meeting.