

### **3. The Sabbatical Officers**

*The below is a draft chapter of the by-laws for Cambridge SU, presented to the GU Council for comment. It will also be presented to CUSU Council, and final approval will be by the directors of Cambridge SU.*

#### **1. GENERAL ARRANGEMENTS**

- 1.1. The Sabbatical Officers of the Students' Union shall be the Undergraduate (UG) President; the Postgraduate (PG) President; the Access, Education & Participation Officer (UG); the Access, Education & Participation Officer (PG); the Black & Minority Ethnic (BME) Officer; the Disabled Students' Officer; the Welfare & Community Officer; and the Women's Officer.
- 1.2. Sabbatical Officers shall be elected by a ballot of members of the Union, with all members eligible to vote, except where stated otherwise in By-Law 10 (*Elections*).
- 1.3. The Trustee Board shall consider the conditions of employment of Students' Union Officers, including pay levels and duration & start date for their term of office. No Officers or Officers-elect may take part in any decisions affecting their own terms and conditions.
- 1.4. A review of the Students' Union Officer posts and their roles and duties shall be carried out at least every three academic years, starting in 2022-23.
  - 1.4.1. The review shall be the responsibility of the Democracy Committee.

#### **2. WORKING ARRANGEMENTS**

- 2.1. The working arrangements and employment contracts of the sabbatical officers shall be produced the HR and Remuneration Committee of the Board of Trustees and shall be subject to the approval of the Student Council.
- 2.2. Sabbatical terms of office shall be for one year, commencing after the end of the Easter term, with the precise dates to be determined by the Board of Trustees in accordance with Article 26.6 of the Articles of Association.
- 2.3. If a sabbatical officer resigns in the first six months of their term of office, the Democracy Committee shall ensure that a by-election is held within four full weeks of Full Term.
- 2.4. If a sabbatical officer resigns after the first six months of their term of office, it shall be at the discretion of the Democracy Committee whether to hold a by-election for the position or to leave the position unfilled until the beginning of the next term of office.

#### **3. GENERAL DUTIES OF THE SABBATICAL OFFICERS**

- 3.1. The Sabbatical Officers shall represent students of the University to the University and to local and national bodies.
- 3.2. The Sabbatical Officers shall campaign for the rights and interests of students of the University locally and nationally.
- 3.3. The Sabbatical Officers shall represent students on University bodies. They shall report on meetings to the relevant Students' Union Committee(s) and Student Executive Committee.

- 3.4. The Sabbatical Officers shall act in accordance with decisions taken by Referenda and Students' Union Council, except where otherwise required by the individual duties of the Sabbatical Officers.
- 3.5. The Sabbatical Officers shall undertake additional responsibilities determined by Students' Union Council.
- 3.6. The Sabbatical Officers shall allocate responsibilities for each current Union policy and prepare proposals for action to be taken in support of the policy, which shall be submitted for approval and update as determined in the By-Laws.
- 3.7. The Sabbatical Officers shall seek to deliver on the commitments made in their manifesto for election.
- 3.8. The Sabbatical Officers shall prepare their team and individual annual objectives for approval at the first Student Council in their term of office; and for review at appropriate periods by Student Council.
- 3.9. The Sabbatical Officers shall report on their activity to the SU Council, and to the Union's Members by such other means as they deem appropriate.
- 3.10. The Sabbatical Officers shall ensure that arrangements are made for the induction and training of incoming Sabbatical Officers, individually and as a team.
- 3.11. The Sabbatical Officers shall take on any additional responsibilities within the Union as may be specified elsewhere in the By-laws.

#### 4. DUTIES OF INDIVIDUAL OFFICERS

- 4.1. The Undergraduate President shall:
  - 4.1.1. be the lead representative of undergraduate students at the University of Cambridge;
  - 4.1.2. serve as a student member of University Council if permitted by the Statutes and Ordinances;
  - 4.1.3. represent the Union to the Council Committee for the Supervision of Students' Unions;
  - 4.1.4. act as a representative of students on other bodies of the Collegiate University as required;
  - 4.1.5. and, jointly with the Postgraduate President:
    - 4.1.5.1. act as the Union's lead spokesperson to external organisations, including the University, colleges, national and international students' unions and university groups, and the media;
    - 4.1.5.2. maintain networks to support collaboration between College Common Rooms including, but not limited to, the College Forum;
    - 4.1.5.3. lead and support the sabbatical officer team, co-ordinating the work of the sabbatical officers;
    - 4.1.5.4. ensure that the sabbatical officers prepare team and individual objectives for approval by the first Student Council of their term of office; and for review at appropriate periods by Student Council.
- 4.2. The Postgraduate President shall:
  - 4.2.1. be the lead representative of postgraduate students at the University of Cambridge;

- 4.2.2. serve as a student member of University Council if permitted by the Statutes and Ordinances.
- 4.2.3. represent the Union to the Council Committee for the Supervision of Students' Unions;
- 4.2.4. act as a representative of students on other bodies of the Collegiate University as required;
- 4.2.5. and jointly with the Undergraduate President shall:
  - 4.2.5.1. act as the Union's lead spokesperson to external organisations, including the University, colleges, national and international students' unions and university groups, and the media;
  - 4.2.5.2. maintain networks to support collaboration between College Common Rooms including, but not limited to, the College Forum;
  - 4.2.5.3. lead and support the sabbatical officer team, co-ordinating the work of the sabbatical officers;
  - 4.2.5.4. ensure that the sabbatical officers prepare team and individual objectives for approval by the first Student Council of their term of office; and for review at appropriate periods by Student Council.
  
- 4.3. The Undergraduate Access, Education & Participation Officer shall:
  - 4.3.1. be the lead officer for undergraduate students on issues surrounding their educational experience at university, the equal participation of all undergraduate students in university life, and fair access to undergraduate study at the University;
  - 4.3.2. represent undergraduate students on the General Board of the Faculties if permitted by the Statutes and Ordinances;
  - 4.3.3. act as a representative of students on bodies of the Collegiate University as required;
  - 4.3.4. oversee the delivery of the Union's activity aimed at widening access to undergraduate study;
  - 4.3.5. and jointly with the Postgraduate Access, Education and Participation Officer shall:
    - 4.3.5.1. be responsible for the provision of training and support for Student Academic Representatives;
    - 4.3.5.2. be responsible for the provision of training for JCR officers working to widen access and participation;
    - 4.3.5.3. Maintain networks to support collaboration between Student Academic Representatives including, but not limited to, the Academic Forum.
  
- 4.4. The Postgraduate Access, Education and Participation Officer shall:
  - 4.4.1. be the lead officer for postgraduate students on issues surrounding their educational experience at university, the equal participation of all postgraduate students in university life, and fair access to postgraduate study at the University;
  - 4.4.2. represent postgraduate students on the General Board of the Faculties if permitted by the Statutes and Ordinances;
  - 4.4.3. act as a representative of students on other bodies of the Collegiate University as required.

- 4.4.4. oversee the delivery of the Union's activity aimed at widening access to postgraduate study;
- 4.4.5. and jointly with the Undergraduate Access, Education and Participation Officer shall:
  - 4.4.5.1. be responsible for the provision of training and support for Student Academic Representatives;
  - 4.4.5.2. be responsible for the provision of training for MCR officers working to widen access and participation;
  - 4.4.5.3. maintain networks to support collaboration between Student Academic Representatives including, but not limited to, the Academic Forum.
  
- 4.5. The Welfare & Community Officer shall:
  - 4.5.1. be the lead officer for all students on issues surrounding their mental, physical and social wellbeing and the rights and protections afforded to students, including matters relating to student accommodation and housing within the Collegiate University and the city of Cambridge;
  - 4.5.2. be the lead officer for issues pertaining to the relationship between students and the wider community, the engagement of students with local and national democracy and issues affecting students in the local area;
  - 4.5.3. act as a representative of students on other bodies of the Collegiate University as required;
  - 4.5.4. oversee the Union's activities which aim to advance the welfare and rights of students, including but not limited to the Advice Service;
  - 4.5.5. be responsible for the provision of training and support for student Welfare Officers in colleges and student groups;
  - 4.5.6. maintain networks to support collaboration between Welfare Officers.
  
- 4.6. The Black & Minority Ethnic Officer shall:
  - 4.6.1. be the lead representative for Black and Minority Ethnic (BME) students at the university of Cambridge;
  - 4.6.2. be the public face and political leadership of the Cambridge SU BME Campaign;
  - 4.6.3. lead the Union's work advancing an inclusive, supportive and progressive environment for BME students at the University of Cambridge;
  - 4.6.4. act in accordance with decisions taken by the BME Campaign Forum;
  - 4.6.5. be responsible for running the ordinary business of the BME Campaign, for coordinating the Campaign's work, and leading the development and enactment of policy positions on behalf of BME members and their interests;
  - 4.6.6. be responsible for the provision of training for the BME Campaign Committee and for college BME officers;
  - 4.6.7. be responsible for representing students on University committees as required.
  
- 4.7. The Women's Officer shall:

- 4.7.1. be the lead representative for women students at the University of Cambridge and students at the University for whom “woman” forms a part of their gender identity;
  - 4.7.2. be the public face and political leadership of the Women’s Campaign;
  - 4.7.3. lead the Union’s work advancing an inclusive, supportive and progressive environment for women students at the University of Cambridge and students at the University for whom “woman” forms a part of their gender identity;
  - 4.7.4. act in accordance with decisions taken by the Women’s Campaign Forum;
  - 4.7.5. be responsible for running the ordinary business of the Women’s Campaign, for coordinating the Campaign’s work, and leading the development and enactment of policy positions on behalf of women students at the University of Cambridge and students at the University for whom “woman” forms a part of their gender identity, and their interests;
  - 4.7.6. be responsible for the provision of training for the Committee and for college women’s officers;
  - 4.7.7. be responsible for representing students on University committees as required.
- 4.8. The Disabled Students’ Officer shall:
- 4.8.1. be the lead representative for disabled students at the University of Cambridge;
  - 4.8.2. be the public face and political leadership of the Cambridge SU Disabled Students’ Campaign;
  - 4.8.3. lead the Union’s work advancing an inclusive, supportive and progressive environment for disabled students at the University of Cambridge;
  - 4.8.4. act in accordance with decisions taken by the Disabled Students’ Campaign Forum;
  - 4.8.5. be responsible for running the ordinary business of the Disabled Students’ Campaign, for coordinating the Campaign’s work, and leading the development and enactment of policy positions on behalf of disabled students and their interests;
  - 4.8.6. be responsible for the Union’s work on improving the accessibility of disabled students’ experiences in their study period;
  - 4.8.7. be responsible for the provision of training for the Committee and for college disabled students’ officers;
  - 4.8.8. be responsible for representing students on University committees as required.