

***Standing Order
Governing Union Officers***

1. Sabbatical Officers

- 1.1 The sabbatical officers of UBU shall be as set down in the Constitution, paragraph 11.1.
- 1.2 Job descriptions are at Appendix A to this Standing Order
- 1.3 Sabbatical officers shall serve from August 1 to July 31 of the following year, unless re-elected.
- 1.4 Sabbatical posts are whole time. This means that:
 - a. The average hours worked during each week must be no less than 36.25 and no more than 46 hours.
 - b. 25 days annual leave shall be granted for the full year.
 - c. Executive must grant permission for annual leave and/or time off in lieu.
 - d. All incoming and outgoing officers must make themselves available for a period of one month, from 1 July to 31 July for "handover training".
 - e. Officers shall be required to keep a diary of their engagements and make a written report to Executive Committee each week.
 - f. Officers shall inform the Administrator if they are unable to report to work due to illness.
 - g. Officers shall inform the Receptionist when they are absent from their offices.
 - h. Approval for other employment must be sought from the Executive Committee.

2. Resignations

- 2.1 Sabbatical officers who wish to resign from their position must give one month's notice in writing to the Union Secretary-Treasurer.

3. Executive Officers

- 3.1 For the purposes of these standing orders "Executive Officer" shall include Sabbatical Officers and Presidents of Standing Committees.
- 3.2 All Executive Officers shall carry out their duties as prescribed by their job description or as reasonably mandated by Referenda, General Meeting, Union Council or Executive Committee. Officers may not be mandated by any authority to bring the Union into disrepute or undertake actions, which are against UBU Constitution, Regulations or Standing Orders, University Statutes or the Law.
- 3.3 The Staff/Student protocol must be observed. A copy of this is available at UBU Reception.

4. Expenses

4.1 Sabbatical Officers shall be reimbursed for all official travel. Those who are eligible shall be reimbursed for the purchase of the relevant student discount coach or rail card. All travel must be undertaken by the most economical means, usually coach or second class rail. When using the Union minibus on official business, all fuel costs shall be reimbursed upon production of a receipt.

4.2 Where an Executive Officer chooses to use their own transport they will be reimbursed as follows:

- a. One person travelling – second class rail fare to nearest station, plus reasonable amount for bus fares.
- b. Two or more people travelling – 2 x second class rail fare, plus reasonable amount for bus fares.

4.3 Out of pocket expenses shall be paid at the rate of £5 per full day away from Bradford. Subsistence (where food is not provided) shall be paid as follows:

- | | | | |
|--------------|----|--------|------|
| a. Breakfast | £4 | Tea | £3* |
| b. Lunch | £5 | Dinner | £10* |

*Tea and Dinner allowance will not be paid for the same day.

5. Trade Unions

5.1. Officers shall be free to belong to a Trade Union.

6. Declaration of Interest

6.1 Private and personal interests should be declared and recorded in the Minutes of any meeting where an Officer believes that there may be conflict with these interests and an item under discussion. Officers who make such a declaration may continue to attend the meeting, but may not take part in any discussion on the item where an interest has been declared, unless invited to do so by the Chairperson, and shall be required to absent themselves from the meeting whilst the vote on any such a motion is taken.

7. Gifts and Hospitality

7.1 All gifts and hospitality to an officer should be noted at an Executive meeting.

Offers of gifts or hospitality should be discussed at Executive Committee and refused if the Officers fee. That they may be placed under a significant obligation by acceptance.

8. Discipline Procedure

8.1 An Officer may be warned informally by a quorate Executive Committee for failing to perform the duties of their office satisfactorily. If warnings have not been heeded, or in more serious cases, Officers may be censured or subject to a vote of No Confidence.

9. Motions of Censure

9.1 If any member of Council believes that any Officer warrants disciplinary action but the matter is not so serious as to warrant a motion of No confidence they may submit a Motion of Censure to Council.

9.2 All motions must state in writing the grounds for the complaint, including any UBU regulations that are alleged to have been breached, and be submitted to the Union Secretary-Treasurer or General Manager. The motion will be dealt with in accordance with Standing Orders governing Council.

9.3 All reasonable steps must be taken to ensure that the Officer is aware of the Motion of Censure, the grounds for complaint and the Censure procedure as set herein, as soon as practical.

9.4 the Officer may attend the meeting at which the Motion of Censure is to be discussed and may be accompanied by a friend or representative. The proposer of the motion shall have the right to put his or her case and the Officer or friend shall have the right to reply. Councillors may put questions to the proposer of the motion or the Officer or his/her friend. The Officer, friend or representative shall have the right to address the meeting before moving to the vote. Voting shall be by secret ballot.

9.5 A Motion of Censure may be carried by a simple majority in favour of those present and eligible to vote at a quorate Council meeting.

- 9.6 The Officer, friend or representative, if present at the meeting, shall be informed immediately by the Chairperson of Council of the result of the vote. If the Officer or his/her nominated friend do not attend the meeting the Chairperson will inform the Officer in writing no later than two clear days after such a vote.
- 9.7 Where a Motion of Censure is received against an Officer on whom a Motion of Censure has already been passed during the academic year, the matter will automatically be dealt with as a Motion of No Confidence.

10. Motions of No Confidence

- 10.1 Any member of Council or Executive Committee may submit a Motion of No Confidence against an Officer who is alleged to have seriously breached UBU regulations or who has already been censured in the academic year.
- 10.2 All Motions of No Confidence must state in writing the grounds of the complaint, including any UBU regulations that are alleged to have been breached, and submitted to the Union Secretary-Treasurer or General Manager. The motion will be dealt with in accordance with Standing Orders governing Council.
- 10.3 All reasonable steps must be taken to ensure that the Officer is aware of the Motion of Censure, the Grounds for complaint and the No Confidence procedure as set herein, as soon as practical.
- 10.4 The Officer may attend the meeting at which the Motion of No Confidence is to be discussed and may be accompanied by a friend or representative. The proposer of the motion shall have the right to put his or her case and the Officer, friend or representative shall have the right to reply. Councillors may put questions to the proposer of the motion or the Officer, his/her friend or representative. The Officer, friend or representative, shall have the right to address the meeting before moving to the vote. Voting shall be by secret ballot.
- 10.5 A Motion of No Confidence may be carried by a vote in favour by a two-thirds majority of those present and eligible to vote at a quorate Council meeting.
- 10.6 The Officer or friend, if present at the meeting, shall be informed immediately by the Chairperson of Council of the result of the vote. If the Officer or his/her nominated friend or representative do not attend the meeting the Chairperson will inform the Officer in writing no later than two clear days after such a vote.
- 10.7 A full set of the Minutes of the Council meeting at which such a vote was carried shall be passed to the Union Honorary Treasurer as soon as they are published.
- 10.8 If a Motion of No Confidence is passed, the Officer shall be required to resign within seven working days of the motion being carried and the post shall become vacant.
- 10.9 Where a Sabbatical Officer is called to resign by the passing of a Motion of No Confidence he/she shall be entitled to request that a Referendum be called to vote

on whether or not they may be reinstated. The Referendum shall be called in accordance with UBU Referenda regulations.

10.10 Where a Sabbatical Officer post becomes vacant every effort shall be made to provide additional administrative support for the duration of the vacancy.

Appendices Standing Orders Governing Union Officers

Contract of work

I, (the undersigned candidate) understand that should I be elected to be an officer of the Union will be contracted to the University of Bradford Union to work for the period mid June 200_ to 31st July 200_ for minimum of 36^{1/4} hours per week.

Holidays allowed during the year are 25 days plus statutory days and Bank Holidays (13) but I understand that I will be unable to take holidays during the training and handover period as outlined jointly by Union Executive and Council.

The Union of Students is an exempt charity. There is a substantial body of Government legislation and case law concerned with our activities and with the conduct of the Executive Committee who are our trustees; I understand that by standing I may become a trustee of the Union.

Trustee declaration

I understand and accept the Elections Regulations and Union Constitutional documents and standing orders. I declare that if elected:

1. I'm over 18 when starting this post; and
2. I have not been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent; or
3. I am not an un-discharged bankrupt; or
4. I have not made compositions or arrangements with my creditors from which they have not been discharged; or
5. I have not at any time been removed by the Charity Commissioners or by the court in England, Wales (or by the Court of Sessions in Scotland) from being a trustee because of misconduct; or
6. Have failed to make payments under the county court administrator's orders; or
7. I am not disqualified from being a company director; or
8. I am not subject to an order made under s. 429(2) (b) of the Insolvency Act 1986.

Signed by the Candidate

Signature _____

Print Name _____

Date _____

Signed on behalf of the Union by Elections Committee

Signature _____

Print Name _____

Date _____

Witnessed by, Returning Officer or Assistant

Signature _____

Print Name _____

Date _____

Appendix II – Sabbatical Job Roles

Women’s Liberation Officer

Purpose and Scope

The Women’s Liberation Officer is responsible for representing students in matters relating women, liberation, safety and their welfare. She is the guaranteed Women’s representation in the Union and is the only liberation officer representing students who are in the majority numerically.

They deputise for the Ethics, Environment and Welfare Officer in their absence and support the Academic Affairs Officer and the Advice Centre where case work overlaps. They support the Student with Dependents Officer

All officers are members of the Union executive and are de-facto trustees of the Union which is a charity under the Education Act 1994 and Charity Act 2005. They have a general responsibility for the running of the union and collectively can be held to account for its actions.

Committees and Responsibilities

- To make sure that the interests of female students are represented in any policy which the university produces.
- To report regularly on Women’s and equality matters to the Committees of the union
- To bring to the attention of the student body of new proposals put forth by the university which may impact upon female students and fight for a safer and more Women friendly campus.
- To coordinate and run campaigns, conference and events particularly relating to feminism and Women’s Issues.

- Provide Specific Representation for Women
- Provide a safe space for Women to meet (coordinating the Women’s Forum)
- Campaign on Economic Issues effecting Women
- Work on issues of ownership and the body.
- General Safety on Campus
- Promoting a positive idea of Feminism and the fight for greater equality.
- Oversee Equal Opportunities within the Union
- Support, when necessary the work of other Liberation officers.
- Support the work of the Ethics, Environment and Welfare Officer
- Coordinate Women’s Week/ fortnight
- Responsibility of the UBUS / Safety Bus
- Liaise with NUS Women’s Campaign and other external Women’s groups.
- Case work effecting specific Women’s Issues
- Union Committees (Executive, Council, Finance, Advice Centre, General Meetings)
- UNIPOL Board of Directors or other boards with the EEW Officer

- Equal Opportunities Committee / Equality and Diversity Committee
- Form for Action on Disability Issues
- SIDs (Students In Distress)
- Safety and Security Forum
- Equality
- Women’s Committee.

Other responsibilities

There are other responsibilities, duties and committees that the Women's Liberation Officer must attend as the Union Council and Executive see fit.

All officers must abide by the Standing Orders of Officers and the Union Constitution signing the declaration of sabbatical upon election. This outlines the holiday allowance (25 days, plus statutory holidays), the honorarium and other expenses whilst acting as an officer.

Student Activities Officer

Purpose and Scope

The Student Activities Officer is responsible for all student activities within the Union. This includes being the head of clubs through the Athletics Association, societies through the Societies Federation and student volunteering through UCAN. This includes budgeting, day to day activities and working closely with the departmental coordinators and administrators to ensure the smooth running of activities on and off campus.

With the Union Secretary-Treasurer they coordinate RAG (Raise and Give), Welcome Week and are a member of the Union Finance and Scrutiny Committee.

All officers are members of the Union executive and are de-facto trustees of the Union which is a charity under the Education Act 1994 and Charity Act 2005. They have a general responsibility for the running of the union and collectively can be held to account for its actions.

Committees and Responsibilities

- To make sure that the interests of students are represented in any policy which the university produces in relation to activities organised social spaces and sports facilities.
- To report regularly on activities and volunteering matters to the Committees of the union.
- To lead and direct the sports, societies and volunteering departments within the work plan laid out for those areas.
- To improve the experience of students at the University of Bradford by continuously attending meetings held at the university and putting forth proposals for change.
- Lead community engagement and coordinate engagement projects.

- Constitutional head of the Athletic Association and Societies Federation
- Helping students run Sports Clubs and Societies
- Liaising, BUSA, outside companies and other institutions.
- Sabbatical responsible for student volunteering
- Help with organising BUSA Student Health and Safety
- Sports and Societies Sponsorship
- Overall Budget holder for Student Activities
- Approving Print Work for Student Activities.
- Meeting students outside of office hours to help them with the development of the activity.
- Finance Committee
- UCAN Management Group
- UCAN Steering Group
- Union Committees (Executive, Council, Finance, Advice Centre, General Meetings)

- Welfare and Campus Amenities
- Health and Safety Committee
- Sports Facilities Strategy Group
- BUSA Divisional meetings/AGM
- Student Activity Group
- Sits in Athletics Association and Societies Federation Councils

Other responsibilities

There are other responsibilities, duties and committees that the Student Activities Officer must attend as the Union Council and Executive see fit.

All officers must abide by the Standing Orders of Officers and the Union Constitution signing the declaration of sabbatical upon election. This outlines the holiday allowance (25 days, plus statutory holidays), the honorarium and other expenses whilst acting as an officer.

Ethics, Environment and Welfare Officer

Purpose and Scope

The Ethics, Environment and Welfare Officer is responsible for leading the Union and scrutinising the University on matters regarding Ethics, Environment and Welfare issues. They are the leading officer for ensuring positive change in relation to Ethics, Environment and Welfare.

They deputise for the Women's Liberation Officer, if they are a woman, in her absence and support the Union Secretary-Treasurer in relation to internal union matters. They work closely with Advice Centre for case work and the dedicated staff members leading on environmental issues.

All officers are members of the Union executive and are de-facto trustees of the Union which is a charity under the Education Act 1994 and Charity Act 2005. They have a general responsibility for the running of the union and collectively can be held to account for its actions.

Committees and Responsibilities

- To make sure that the interests of students regarding their welfare, ethical and environmental concerns are relayed to the University
- To make sure that Accommodation meets both environmental and welfare needs whilst campaign on the price of accommodation
- Auditing the Union and Universities work in relating to national standards and further.
- Stimulate debate on topics where ethics are concerned and educate students on these issues.
- All accommodation Issues.
- Non-Academic case work.
- Student health campaigns and concerns.
- Case work with the Academic Affairs Officer when needed.
- Health and Safety Committee.
- Sound Impact Action Group.
- Ethics and Environment Committee.

- Oversee running of Second Hand Store. (UBoutique)
- Work with Student Activities Officer (regarding UCAN and their environmental work).
- Help Coordinate with the University the EcoVersity Ambassadors.
- Equal Opportunities Committee / Equality and Diversity Committee.
- WACA (Welfare and Campus Amenities).
- SIDs (Students In Distress).
- EcoVersity Action Group.
- EcoVersity Task Groups (for example Food and Drink).
- Coordinating Student representation on the EcoVersity scrutiny group.
- Bradford Fair-Trade Zone Steering Group.
- University Fair-Trade Group or equivalent.
- UNIPOL Board of Directors and other meetings.
- Housing Forums.
- Student Sustainable Village.

Other responsibilities

There are other responsibilities, duties and committees that the Ethics, Environment and Welfare Officer must attend to as the Union Council and Executive see fit.

All officers must abide by the Standing Orders of Officers and the Union Constitution signing the declaration of sabbatical upon election. This outlines the holiday allowance (25 days, plus statutory holidays), the honorarium and other expenses whilst acting as an officer.

Union Secretary-Treasurer

Purpose and Scope

The Union Secretary-Treasurer is responsible for representing the union to the University and externally on general and financial matters. They coordinate the democratic functions of the union such as elections, council, committees and meetings and are the lead sabbatical with responsibility for financial, commercial and staffing issues. In all matters relating to the students life and work in academia. With other officers they coordinate Welcome Week and RAG (Raise and Give), they help the Academic Affairs officer coordinate the Union Courser Reps.

They deputise for the Academic Affairs Officer in their absence and work the Ethics, Environment and Welfare Officer on internal union matters.

All officers are members of the Union executive and are de-facto trustees of the Union which is a charity under the Education Act 1994 and Charity Act 2005. They have a general responsibility for the running of the union and collectively can be held to account for its actions.

Committees and Responsibilities

- To make sure that the Union is represented to the University so that it is able to grow.
- To report regularly on internal matters to the Committees of the union.
- To promote engagement in the union increasing turn out in elections and developing new ways for participation of students in the union.

- To improve the experience of students at the University of Bradford by continuously attending meetings held at the university and putting forth proposals for change
- Coordinate Elections (NUS, Executive, Council and Senate) and convene Union committees including Council and General Meetings.
- To chair Constitutional review and Finance and Security Committee
- To work with the Finance and Admin Manager on financial management and approve the overall union budget and sign cheques and orders.
- To coordinate staffing issues (line manage the General Manager)
- To lead the commercial development plan with the Commercial Services Manager,
- To be the Contact for NUS and NUSSL
- To be the guardian of the Union Constitution and its subdocuments
- Deputise for Academic Affairs Officer
- Coordinate Welcome Week
- Union Committees (Executive, Council, Finance, Advice Centre, General Meetings)
- University Senate
- Academic Policy Committee
- Learning and Teaching Sub-committee
- Degree Ceremonies
- University Council, Court and Assembly
- Honorary Degree Committee
- Union negotiations with University
- Coordinate regular meetings with University management
- Other University committees when required.

Other responsibilities

There are other responsibilities, duties and committees that the Union Secretary-Treasurer must attend as the Union Council and Executive see fit.

All officers must abide by the Standing Orders of Officers and the Union Constitution signing the declaration of sabbatical upon election. This outlines the holiday allowance (25 days, plus statutory holidays), the honorarium and other expenses whilst acting as an officer.

Media and Entertainments Officer

Purpose and Scope

The Media and Entertainments Officer is responsible for all student activities within the Union. This includes being the Head of the Media Areas: RamAir, Broadcasting Rights; The Bradford Student, Publishing Rights; Bradford Student Cinema, Screening Rights and the Website, Hosting Rights. This includes budgeting, day to day activities and working closely with the media coordinators such as the managers, editors and coordinators They have a direct responsibility for the Media, Marketing and Entertainments department including the technical section.

With the Union Secretary-Treasurer they coordinate Welcome Week entertainments and help feed into Commercial Services. Work with the Academic Affairs Officer of the National Student Survey (NSS)

All officers are members of the Union executive and are de-facto trustees of the Union which is a charity under the Education Act 1994 and Charity Act 2005. They have a

general responsibly for the running of the union and collectively can be held to account for its actions.

Committees and Responsibilities

- To make sure that the interests of students are represented in any policy which the university produces in relation to general social spaces, media and entertainments venues.
 - To report regularly on Media and Entertainments to the Committees of the union.
 - To lead and direct the Media, Marketing and Entertainments departments within the work plan laid out for those areas.
 - To work on recruitment of new students through collaborative work on the prospectus for students.
 - Coordinate union involvement in Open Days and other joint media with the University.
 - Overall responsibility for the development of the unions promotional activity and marketing of union services
 - Coordinate the “Alternative Guide to Bradford” for all new students.
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- Constitutional head of the Media Areas
 - Helping develop the Media Areas
 - Media Areas Sponsorship
 - Lead the Friday Night Disco (FLIRT) planning
 - Develop live music and other entertainments for students run by students.
 - Overall Budget holder for Media Areas and Entertainments.
 - Approving Print Work for non-Student Activities.
 - Design work for union materials.
 - Union Committees (Executive, Council, Finance, Advice Centre, General Meetings)
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- Computer Users Group
 - External Relations Committee
 - Corporate Identity Sub-committee
 - Web Advisory Group and Computer Users Group
 - Editorial boards for Prospectus
 - Information Strategy sub-committee
 - Arts Advisory Group

Other responsibilities

There are other responsibilities, duties and committees that the Media and Entertainments Officer must attend as the Union Council and Executive see fit.

All officers must abide by the Standing Orders of Officers and the Union Constitution signing the declaration of sabbatical upon election. This outlines the holiday allowance (25 days, plus statutory holidays), the honorarium and other expenses whilst acting as an officer.

Academic Affairs Officer

Purpose and Scope

The Academic Affairs Officer is responsible for representing students in all matters relating to the students life and work in academia. They lead on Educational matters and

campaigns both internally and externally. With the Union Secretary-Treasurer they coordinate the Union Course Representatives and sit on academic committees.

They deputise for the Union Secretary-Treasurer in their absence and support the Women's Liberation and Ethics, Environment and Welfare Officer's where case work overlaps.

All officers are members of the Union executive and are de-facto trustees of the Union which is a charity under the Education Act 1994 and Charity Act 2005. They have a general responsibility for the running of the union and collectively can be held to account for its actions.

Committees and Responsibilities

- To make sure that the interests of students are represented in any policy which the university produces in relation to its courses
- To report regularly on academic matters to the Committees of the union
- To bring to the attention of the student body of new proposals put forth by the university which may impact upon students
- To improve the experience of students at the University of Bradford by continuously attending meetings held at the university and putting forth proposals for change

- Casework and Individual course problems (appeals, complaints, breaches and tribunals)
- Union Course Representatives
- Student recruitment and mentoring issues
- Campaigns relating to Education (eg Top Up Fees)
- Quality Assurance Assessment (QAA- Inspections)
- National Student Survey
- Student Union Advice Centre
- Deputise for the Union Secretary-Treasurer (second signatory to the account)
- Union Committees (Executive, Council, Finance, Advice Centre, General Meetings)

- University Senate
- Academic Policy Committee
- Learning and Teaching Sub-committee
- Quality Assurance
- 7 School Board Meetings
- Research and Innovation Strategy Committee
- Chancellor's award for distinguished teaching committee
- Equal Opportunities Committee
- Other University academic committees when required.

Other responsibilities

There are other responsibilities, duties and committees that the Academic Affairs Officer must attend as the Union Council and Executive see fit.

All officers must abide by the Standing Orders of Officers and the Union Constitution signing the declaration of sabbatical upon election. This outlines the holiday allowance (25 days, plus statutory holidays), the honorarium and other expenses whilst acting as an officer.