Imperial College Union

Bye-Law F
Officers of the Union

Approved ~~July 2023~~June 2025

F. Officers of the Union

1. The Officers of the Union shall be the:

    1.1. Officer Trustees:

        1.1.1. President,

        1.1.2. Deputy President (Clubs & Societies),

        1.1.3. Deputy President (Education),

        ~~1.1.4. Deputy President (Finance & Services),~~

        ~~1.1.5.~~1.1.4. Deputy President (Welfare),

    1.2. Council Chair,

    1.3. Constituent Union Presidents

    1.4. Constituent Faculty Union Welfare Officers

    1.5. Constituent Faculty Union Academic Affairs Officers

    1.6. Management Group Chairs

    1.7. Union Liberation & Community Officers

    1.8. Postgraduate Representation Chairs

    1.9. Postgraduate Academic and Welfare Officers

Register of Interests

2. A Register of Interests shall be kept for Trustees, Sabbatical Officers of the Union and any other person at the discretion of the Board of Trustees or Union Council.

3. The Register shall be available to all Members and Trustees.

4. The Register shall contain

    4.1. any current part-time external employment,

    4.2. directorships and direct shareholdings,

    4.3. the Officer's department/division and year

    4.4. gifts, hospitality, and free or discounted tickets received in connection with Union business,

    4.5. sponsorship by any firm in connection with a course of study or Union business,

    4.6. positions of office held within the Union or any constituent part,

5. The Register shall contain any matter not falling in the above categories which could provide information of any pecuniary interest or other material benefit which an Officer receives which might reasonably be thought by others to influence their actions, speeches, or votes in committees, or actions taken in his or her capacity as an Officer.

6. Union Officers shall be required to sign the Register as an accurate record of their interests as a requirement of taking office.

7. The Register shall be kept and maintained by the Clerk to the Board of Trustees, who shall be responsible for notifying Officers of the responsibilities and requiring Officers to register.

Job Descriptions for the Officer Trustees

8. All Officer Trustees shall;
    - 8.1. Act as a Trustee ex-officio,
    - 8.2. Fulfil all Presidential and constitutional responsibilities,
    - 8.3. Execute and develop policy and further the aims and objectives of the Union,
    - 8.4. Ensure that all members of the Union are equally represented,
    - 8.5. Chair relevant Union Committees,
    - 8.6. Liaise with Union and College staff as appropriate,
    - 8.7. Represent the Union on external committees as appropriate,
    - 8.8. Report to Union committees as appropriate,
    - 8.9. Establish extra duties with the President where appropriate,
    - 8.10. Coordinate the work of the non-Trustee officers of the Union,
    - 8.11. Deliver the Union's strategic aims and uphold the Union's values,
    - 8.12. Ensure that the Union provides relevant and sustainable events and services that meet the demands of its members,
    - 8.13. Campaign where appropriate on issues relevant to the membership.

President

9. The President shall;
    - 9.1. Be the chief executive officer of the Union,
    - 9.2. Be the ultimate representative of the Union,
    - 9.3. Be ultimately responsible for the whole Union, its Constituent parts, and its activities and governance,
    - 9.4. Be ultimately responsible for the finances of the Union,
    - 9.5. Be ultimately responsible for staffing and discipline issues,
    - 9.6. Be responsible for the Union's marketing and communications to the membership, College and external organisations,
    - 9.7. Be responsible for constitutional development and preliminary interpretation,
    - 9.8. Ensure the adherence to the Complaints and Discipline procedures set out in Bye-Law G and Bye-Law H,
    - 9.9. Be responsible for the Managing Director,
    - 9.10. Be the manager of the other Officer Trustees in their role as employees and coordinate their work and that of the non-sabbatical Officers of the Union,

9.11. Delegate the duties and responsibilities of Officers in the case of vacancies or if any Officer is unable to carry out their duties.

Deputy President (Clubs & Societies)

10. The Deputy President (Clubs & Societies) shall:

10.1. Take on Presidential duties as appropriate,

10.2. Be ~~jointly~~ responsible ~~with Deputy President (Finance & Services)~~ for the training, support and recognition of Clubs, Societies & Projects (CSP) volunteers, in conjunction with the relevant Union committees,

10.3. Liaise with Union staff to ensure that appropriate support is being given to all Clubs, Societies & Projects,

10.4. Be responsible for reporting student opinion on and needs of CSPs to the College and external bodies, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees and staff,

10.5. Be ~~jointly~~ responsible ~~with Deputy President (Finance & Services)~~ for overseeing support on financial matters to Clubs, Societies & Projects,

10.6. Be responsible for overseeing the effective organisation of Welcome Fair.

Deputy President (Education)

11. The Deputy President (Education) shall:

11.1. Take on Presidential duties as appropriate,

11.2. Be responsible for reporting student opinion on academic affairs to the College, suggesting areas for development and enhancing the student experience and provision for students, in conjunction with the relevant Union committees,

11.3. Be responsible for the training, support and recognition of a Representation Network for the Academic Representatives of the Constituent Unions, and for Postgraduate Representatives, in conjunction with the relevant Union committees and staff,

11.4. Liaise with the Constituent Unions on all academic matters concerning students,

11.5. Support student and staff led educational innovation within the College.

~~**Deputy President (Finance & Services)**~~

~~12. The Deputy President (Finance & Services) shall:~~

~~12.1. Take on Presidential duties as appropriate,~~

~~12.2. Be responsible for reporting students' interests on health and safety to the College and external bodies, suggesting areas for development, in conjunction with the relevant Union committees and staff,~~

~~12.3. Be jointly responsible with Deputy President (Clubs & Societies) for the training, support and recognition of Clubs, Societies & Projects (CSPs) volunteers, in conjunction with the relevant Union committees and staff,~~

~~12.4. Be jointly responsible with Deputy President (Clubs & Societies) for overseeing support on financial matters to Clubs, Societies & Projects,~~

~~12.5. Be responsible for reporting students' interests on financial procedures that impact students, suggesting areas for development, in conjunction with the Finance & Risk sub-committee of the Board of Trustees, where the Deputy President (Finance & Services) will be a member,~~

~~12.6. Be responsible for ensuring students' interests are accounted for in the delivery of the Union services provided at all campuses, including but not limited to conferencing, retail and licensed trade services,~~

~~12.7. Be responsible for the sponsorship of the Union,~~

~~12.8. Be responsible for ensuring students' interests are considered in the training, support and recognition of all student staff, in conjunction with the relevant Union committees and staff,~~

~~12.9. Be responsible for ensuring students' interests are the key driving factor behind Union events, in conjunction with the relevant Union committees, volunteers and staff,~~

~~12.10. Be responsible for reporting students' interests on matters of sustainability – environmental, financial, and social – to both the College and the Union, suggesting areas for development, in conjunction with the relevant Union committees, volunteers and staff.~~

Deputy President (Welfare)

~~13.~~12. The Deputy President (Welfare) shall:

~~13.1.~~12.1. Take on Presidential duties as appropriate,

~~13.2.~~12.2. Be responsible for reporting student opinion on liberation and welfare issues to the College and external bodies, suggesting areas for development and enhancing the support provision for students, in conjunction with the relevant Union committees,

~~13.3.~~12.3. Be responsible for representing the welfare needs of all students, especially minority or underrepresented groups to the College,

~~13.4.~~12.4. Be responsible for the training, support and recognition of a Representation Network for the Wellbeing Representatives of the Constituent Unions, and for Postgraduate Representatives, in conjunction with the relevant Union committees and staff,

~~13.5.~~12.5. Be responsible for overseeing the support to student led campaigns.

Job Descriptions for other Union Officers

The Council Chair

~~14.~~13. The Council Chair shall:

~~14.1.~~13.1. Act as a Trustee ex-officio,

~~14.2.~~13.2. Chair Union Council and other relevant Union committees,

~~14.3.~~13.3. Uphold the Constitution and Bye-Laws in Union Council,

~~14.4.~~13.4. Be independent and impartial in all proceedings and duties as Council Chair,

~~14.5.~~13.5. Carry out such duties and responsibilities as may, from time to time, be laid down by the Union Council.

The Management Group Chairs

~~15.~~14. The Management Group Chairs shall fulfil their duties as set out in their respective Standing Orders.

The Union Liberation & Community Officers

~~16.~~15. The Union Liberation & Community Officers shall be responsible to the Deputy President (Welfare) for representing the welfare interests of the members that affiliate with their remit,

~~17.~~16. The Liberation & Community Officers shall also:

~~17.1.~~16.1. Be the welfare representative to the Union and the College for the students that affiliate with their remit,

~~17.2.~~16.2. Co-ordinate the campaigns within their remit, taking into account the involvement of students based at non-South Kensington campuses and adjusting plans accordingly.

~~17.3.~~16.3. Carry out such duties as may, from time to time, be laid down by the Union Council or its relevant subcommittees.

The Postgraduate Academic and Welfare Officers

~~18.~~17. The Postgraduate Taught Academic and Welfare Officers shall:

~~18.1.~~17.1. Be responsible to the PGT Representation Chair for the academic and wellbeing representation of students in their constituency,

~~18.2.~~17.2. Represent the views of PGT students in their Faculty at Union and College meetings,

~~18.3.~~17.3. Co-ordinate the activities of, and hold regular meetings with, Department-level representatives in their constituency,

~~18.4.~~17.4. Chair the Staff-Student Committee or Staff-Student Liaison Group for their Faculty and level of study if such a committee exists,

~~18.5.~~17.5. Feedback all relevant decisions and information to students in their constituency,

~~18.6.~~17.6. Carry out such duties as may, from time to time, be laid down by the Union Council or its relevant subcommittees.

~~19.~~18. The Postgraduate Research Academic and Welfare Officers shall:

~~19.1.~~18.1. Be responsible to the PGR Representation Chair for the academic and

wellbeing representation of students in their constituency,

~~19.2.~~18.2. Represent the views of PGR students in their Faculty at Union and College meetings,

~~19.3.~~18.3. Co-ordinate the activities of, and hold regular meetings with, Department-level representatives in their constituency,

~~19.4.~~18.4. Chair the Staff-Student Committee or Staff-Student Liaison Group for their Faculty and level of study if such a committee exists,

~~19.5.~~18.5. Feedback all relevant decisions and information to students in their constituency,

~~19.6.~~18.6. Carry out such duties as may, from time to time, be laid down by the Union Council or its relevant subcommittees.

The Postgraduate Representation Chairs

~~20.~~19. The Postgraduate Taught Representation Chair shall:

~~20.1.~~19.1. Be responsible to the Deputy President (Education) for the academic representation of students in their constituency,

~~20.2.~~19.2. Be responsible to the Deputy President (Welfare) for the wellbeing representation of students in their constituency,

~~20.3.~~19.3. Represent the views of the College's PGT students in Union and College meetings,

~~20.4.~~19.4. Co-ordinate the activities of, and hold regular meetings with, the PGT Academic and Welfare Officers,

~~20.5.~~19.5. Co-Chair the PG Representation Committee with the PGR Representation Chair,

~~20.6.~~19.6. Feedback all relevant decisions and information to students in their constituency,

~~20.7.~~19.7. Carry out such duties as may, from time to time, be laid down by the Union Council or its relevant subcommittees.

~~21.~~20. The Postgraduate Research Representation Chair shall:

~~21.1.~~20.1. Be responsible to the Deputy President (Education) for the academic representation of students in their constituency,

~~21.2.~~20.2. Be responsible to the Deputy President (Welfare) for the wellbeing representation of students in their constituency,

~~21.3.~~20.3. Represent the views of the College's PGR students in Union and College meetings,

~~21.4.~~20.4. Co-ordinate the activities of, and hold regular meetings with, the PGR Academic and Welfare Officers,

~~21.5.~~20.5. Co-Chair the PG Representation Committee with the PGT Representation Chair,

~~21.6.~~20.6. Feedback all relevant decisions and information to students in their constituency,

~~21.7.~~20.7. Carry out such duties as may, from time to time, be laid down by the Union Council or its relevant subcommittees.