Imperial College Union

Bye-Law F
Officers of the Union

Approved ~~December~~ May 202~~5~~6

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 (Activities),

        1.1.3. Deputy President (Education),

        1.1.4. Deputy President (Welfare),

    1.2. Council Chair,

    1.3. Constituent Union Presidents

    1.4. Postgraduate Taught Chair and Postgraduate Research Chair

    ~~1.3.~~1.5. Constituent Faculty Union Postgraduate Representatives from ICSMSU, RCSU, CGCU and RSMU, including Vice President or Officer taught and research. As well as the ICSMSU Postgraduate president.

    ~~1.4.~~1.6. Constituent Faculty Union Welfare Officers

    ~~1.5.~~1.7. Constituent Faculty Union Academic Affairs Officers

    ~~1.6.~~1.8. Management Group Chairs

    ~~1.7.~~1.9. Elected Liberation & Community Networks

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.~~9.5. Be responsible for the Union's marketing and communications to the membership, College and external organisations,
   - ~~9.7.~~9.6. Be responsible for constitutional development and preliminary interpretation,
   - ~~9.8.~~9.7. Ensure the adherence to the Complaints and Discipline procedures set out in Bye-Law G and Bye-Law H,
   - ~~9.9.~~9.8. Be responsible for the performance of Managing Director,
   - 9.9. Coordinate the leadership and strategic work of the Officer Trustees whilst the Managing Director is responsible for their day-to-day employment management such as annual leave, wellbeing and conduct, ~~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,~~

9.10. Oversee the work 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 (Activities)

10. The Deputy President (Activities) shall:

10.1. Take on Presidential duties as appropriate,

10.2. Be responsible 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 responsible for overseeing support on financial matters to Clubs, Societies & Projects,

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

10.7. Be responsible for delivering community development for students, including supporting student-led events, volunteering, reward and recognition, and skills development, with support from the ICU staff team.

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 (Welfare)

12. The Deputy President (Welfare) shall:

12.1. Take on Presidential duties as appropriate,

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,

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

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,

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

Job Descriptions for other Union Officers

The Council Chair

13. The Council Chair shall:

13.1. Act as a Trustee ex-officio,

13.2. Chair Union Council and other relevant Union committees,

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

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

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

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

The Union Liberation & Community Networks

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

16. The Liberation & Community Networks shall also:

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

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.

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