

Schedule 3: Union Officers

1 General

- 1.1 There will be such Sabbatical Officers and Part-time Officers of the Union as laid down below, voted in by election on a yearly basis. These shall comprise the Union Executive Committee.
- 1.2 No one member shall hold more than one post. Part-time Officer posts may be shared between two people. However, the post shall only have one vote in a meeting of the Union Executive Committee.
- 1.3 In the event of there being no one elected for a post, or a position becoming vacant, the position shall come up at the next available election. A member of the Union may be co-opted to hold a post in the interim but shall have no voting rights on the Union Executive Committee.
- 1.4 All Part-time Officers must be ordinary members of the Union during their period of office. If any Part-time Officer's ordinary membership of the Union lapses, they shall no longer be able to hold the position and the post shall become vacant.
- 1.5 The term of office for all Executive Officers is 1 July to 31 June the following year.
- 1.6 The Executive Officers shall, at the start of the academic year, identify their own aims, objectives and priority campaigns for the year. The Union Executive Committee shall then prepare a calendar of events they wish to support or organise and shall delegate responsibility for these events to individual Officers.
- 1.7 If an Executive Officer does not attend or gives apologies for absence for three consecutive Union Executive Committee meetings without good cause, this shall be considered to be an automatic resignation. The Officer may appeal to the next UGM to overturn this.
- 1.8 There may be Honorary positions designated by the Union, and the process for the selection of those shall be as detailed in paragraph 20 below. The holders of Honorary positions shall have no official role in the running of the Union except as laid down within this Constitution.

2 Sabbatical Officers

- 2.1 There shall be four Sabbatical Officers who shall be Co-Presidents and known as
 - Co-President Democracy and Education
 - Co-President Activities and Events
 - Co-President Welfare and Campaigns
 - Co-President Equality and Liberation

- 2.2** The Sabbatical Officers shall be employees of the Union. Their terms of employment are set out in a separate contract of employment, which is forwarded to each Sabbatical Officer prior to the beginning of their appointment.
- 2.3** There shall be a handover period between the outgoing Sabbatical Officers and the incoming Sabbatical Officers as agreed after the incoming Sabbatical Officers have been elected. This period shall be no shorter than three weeks and all outgoing and incoming Sabbatical Officers must attend.
- 2.4** The Sabbatical Officers shall be accountable to the Union Executive Committee and to the UGM and shall consult members of the Union Executive wherever reasonably practicable before taking actions.
- 2.5** The Sabbatical Officers shall represent the students on school committees and shall be trustees of the Union. They shall attend all UGMs and Union Executive Committee meetings and shall attend the regular meetings with the Director of the School.
- 2.6** The Sabbatical Officers shall represent the Union externally and shall attend meetings with external bodies such as the National Union of Students.
- 2.7** The Sabbatical Officers shall report on their activities to a UGM at least once a term.
- 2.8** The Sabbatical Officers shall be signatories of the Union bank accounts and responsible for the finances of the Union, in liaison with the General Manager of the Union.
- 2.9** The Sabbatical Officers share equal financial responsibility and all can be the first signatory of the Union accounts.
- 2.10** The Sabbatical Officers shall be responsible for monitoring the financial affairs of the Union and setting the annual budget in conjunction with the General Manager.
- 2.11** The Sabbatical Officers shall facilitate the work of the other members of the Union Executive Committee and shall be responsible for carrying out policy as laid down by UGMs.
- 2.12** The Sabbatical Officers shall ensure that the Union abides by the Constitution, its Schedules and the Code of Practice.
- 2.13** The Sabbatical Officers shall be deemed members of the School and in keeping with their status as ordinary members of the Union shall abide by the School's codes, statements and regulations.
- 2.14** The Sabbatical Officers shall be responsible for events and orientation for the Freshers period.
- 2.15** The Sabbatical Officers shall be responsible in conjunction with the General Manager for the day-to-day running of the Union.
- 2.16** The Sabbatical Officers shall be responsible for fulfilling the tasks relating to vacant Union Executive Committee positions, and in cases of temporary absence, unless another member has been co-opted as an acting Officer.
- 2.17** In case of a Sabbatical Officer position being vacant for any reason, the Union Executive Committee shall use its discretion in covering the political and administrative aspects of the role. This may include co-option, job-sharing, employment of administrative support and other options.
- 2.18** Sabbatical Officers can be indemnified out of the Students' Union's assets for losses or liability which they incur in relation to the discharge of their duties of office, provided that they have not acted negligently or unlawfully.

3 Co-President Democracy & Education

- 3.1** The Co-President Democracy and Education shall be a Sabbatical Officer.
- 3.2** The Co-President Democracy and Education shall be a member of the School's Academic Board and Learning and Teaching Quality Committee as well as a member of other School committees as deemed relevant.
- 3.3** The Co-President Democracy and Education shall identify areas for attention relating to the education of students and provide information to Co-President Welfare and Campaigns to aid in running campaigns where relevant.
- 3.4** The Co-President Democracy and Education shall work with the part-time Academic Affairs Officer and other part-time officers in furthering the objectives, policies and campaigns of the Union.
- 3.5** The Co-President Democracy and Education, along with the Co-President Welfare and Campaigns, shall sit on the School's Board of Trustees.
- 3.6** The Co-President Democracy and Education shall work closely with and support the Academic Affairs Officer, and other part-time officers as necessary.
- 3.7** The Co-President Democracy and Education shall be responsible for organising and publicising UGMs and their minutes, with the Communications and Governance Co-ordinator. They shall also be responsible for ensuring archiving the minutes of the UGMs and Union Executive Committee meetings and for maintaining the Policy File, supported by the Communications and Governance Co-Ordinator.
- 3.8** The Co-President Democracy and Education shall be the NUS Services Ltd Student Liaison Officer, and shall be the first point of contact within the Union.
- 3.9** The Co-President Democracy and Education shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.
- 3.10** The Co-President Democracy and Education shall be responsible for the running of the student representation system, in liaison with the Union's Research and Representation Assistant, and for supporting the student representatives within the School.
- 3.11** The Co-President Democracy and Education shall provide information on the appropriate channels through which to raise issues with the School via the student representative and School committee structures.
- 3.12** The Co-President Democracy and Education shall be Chair of the Union's Board of Trustees

4 Co-President Activities and Events

- 4.1** The Co-President Activities and Events shall be a Sabbatical Officer.
- 4.2** The Co-President Activities and Events shall be responsible for encouraging the formation, and success of societies and sports teams within the Union.

- 4.3** The Co-President Activities and Events shall be responsible for organising the Societies Fayre in the first and second term and other events relating to societies.
- 4.4** The Co-President Activities and Events shall also be the main point of contact with the British Universities and Colleges Sport (BUCS) and seek Sport Development opportunities from National Bodies.
- 4.5** The Co-President Activities and Events shall be responsible for preparing an up-to-date list of active societies and publicising this. They shall also be responsible for the Sports and Societies area of the website and promoting its use, with support from the Communications and Governance Co-Ordinator.
- 4.6** The Co-President Activities and Events shall oversee the Union's publicity policy and they ensure Union events are appropriately publicised on the union website and via printed publications.
- 4.7** The Co-President Activities and Events alongside a neutral panel of society and sports team Presidents shall be responsible for setting individual societies' budgets to be ratified by the Union Executive Committee. The Co-President Activities and Events shall monitor these budgets and report as necessary to the Union Executive Committee, the UGM or the Trustees. The Co-President Activities and Events shall ensure that clubs and societies are spending their funds according to the stated aims of the Union and in the interests of each society's members.
- 4.8** The Co-President Activities and Events shall be responsible for ensuring that societies are aware of regulations pertaining to the running of societies and that they abide by them. The Co-President Activities and Events shall be responsible for ensuring that all sports and societies have adequate training and information about health and safety issues and abide by policies set.
- 4.9** The Co-President Activities and Events shall work closely with and support the part-time Sports Officer and Entertainments Officer, and other part-time officers as necessary.
- 4.10** The Co-President Activities and Events, with the Co-President Equality and Liberation, shall be responsible for promoting and monitoring equality and diversity within sports, societies and extracurricular student activities.
- 4.11** The Co-President Activities and Events shall be responsible for organising the Union's entertainments both in and outside of the University. They must also work closely with the part time Entertainments Officer to achieve this. Reports on each event's finances should be reported to the Union and made publically available to its members. They must ensure that all Union events are appropriately publicised.
- 4.12** The Co-President Activities and Events shall be responsible for funds raised for charity and must ensure that any fundraising on campus by societies and by the Students' Union is followed through with an appropriate receipt and report. This is to be included in a report by Trustees.
- 4.13** For staffing issues, the Co-President Activities and Events shall be considered to be the line manager of the General Manager.

5 Co-President Welfare and Campaigns

- 5.1** The Co-President Welfare and Campaigns shall be a Sabbatical Officer.
- 5.2** The Co-President Welfare and Campaigns shall represent the Union on the School's Student Experience Committee, Resources and Planning Committee and on other committees as agreed by the Union's Executive Committee.

5.3 The Co-President Welfare and Campaigns, along with the Co-President Democracy and Education, shall sit on the School's Board of Trustees.

5.4 The Co-President Welfare and Campaigns shall be responsible for maintaining a confidential and safe environment within their office in which sensitive issues can be discussed. They shall ensure that all issues raised shall remain confidential unless otherwise authorised by the individual or required by law and shall respect student wishes in these cases.

5.5 The Co-President Welfare and Campaigns shall refer students to appropriate internal or external bodies to help resolve a member's issues. They shall not take on casework for which they are not qualified.

5.6 The Co-President Welfare and Campaigns shall identify areas for attention relating to general welfare of students and run campaigns where relevant.

5.7 The Co-President Welfare and Campaigns shall liaise with the School's Student Advice and Wellbeing on welfare issues and encourage the use of the services within the School.

5.8 The Co-President Welfare and Campaigns shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.

5.9 The Co-President Welfare and Campaigns shall liaise with the other Co-Presidents to campaign and raise awareness amongst students on education, equality and welfare issues and on education and welfare services available to members.

5.10 The Co-President Welfare and Campaigns shall work closely with and support the part-time Accommodation Officer and Campaigns Officer, and other part-time officers as necessary.

5.11 The Co-President Welfare and Campaigns shall liaise and meet with Sanctuary Students and other accommodation providers

5.12 The Co-President Welfare and Campaigns shall oversee casework relating to academic issues and academic appeals within the School with the support of the Welfare and Advice Caseworker.

6 Co-President Equality and Liberation

6.1 The Co-President Equality and Liberation shall be a sabbatical officer.

6.2 The Co-President Equality and Liberation shall be responsible for promoting equality and diversity in all of the Union's work, and ensuring that women students, black and minority ethnicity students, LGBTQ students, trans and non-binary students, disabled and carer students, working class students, mature students, international students, students of faith and any other marginalised groups of students are represented within the Union and that their needs met by the School.

6.3 The Co-President Equality and Liberation shall be responsible for monitoring and promoting the Union's Equality and Diversity Policy.

6.4 The Co-President Equality and Liberation shall sit on the School's Equality and Diversity Committee, and any other committees deemed appropriate.

6.5 The Co-President Equality and Liberation shall work closely with the Union's liberation officers and support their work whilst respect the autonomy of each liberation group, as well as the Mature Students Officer and International Students Officer.

6.6 The Co-President Equality and Liberation shall work with the Co-President Activities and Events in promoting and monitoring equality and diversity within sports, societies and extracurricular student activities.

6.7 The Co-President Equality and Liberation shall identify areas for attention relating to equality and liberation and, working with the Co-President Welfare and Campaigns, run campaigns where relevant.

6.10 The Co-President Equality and Liberation shall be responsible for working to prevent and responding to incidents of harassment, abuse and discrimination on campus, with the support of the Union's Advice and Welfare Caseworker and the relevant School staff.

6.11 The Co-President Equality and Liberation shall refer students to appropriate internal or external bodies to help resolve a member's issues. They shall not take on casework for which they are not qualified.

6.12 The Co-President Equality and Liberation shall liaise with the appropriate members of School staff in the Library, Faculties and elsewhere to ensure that Union policy and campaigns are progressed.

7 Part-time Officers

7.1 The Part-time Officers (that is, those posts detailed below in paragraphs 7-19 inclusive) shall represent their particular portfolio on the Union Executive Committee, and shall be expected to attend where possible all Union Executive Committee meetings, Trustee meetings and UGMs.

7.2 The Part-time Officers shall be expected to have regular meetings with the Sabbatical Officers and to report on their activities at least once a term to a UGM.

7.3 The Part-time Officers shall attend such School committees as agreed by the Union Executive Committee and within the constitution of those committees.

7.4 In the case of a part-time position being vacant for any reason, a member of the Union may be co-opted to hold the post until an election can be run. Co-opted officers shall have no voting rights on the Executive Committee and will not be Trustees.

8 Accommodation Officer

8.1 The Accommodation Officer will provide information, support and guidance to the student body regarding accommodation issues;

8.2 The Accommodation Officer will actively lead in any SOAS Students Union campaigns regarding homelessness in London and the greater community, as well as any other accommodation and housing related campaigns

8.3 The Accommodation Officer will be the direct point of liaison between SOAS Students' Union and Sanctuary Housing management regarding matters relating to Paul Robeson and Dinwiddy Halls of Residence

9 Entertainments Officer

9.1 The Entertainments Officer shall be responsible for planning a calendar of social events after Freshers' Week and for managing the entertainments budget with the Co-President Activities & Events.

9.2 The Entertainments Officer shall account for all costs incurred and income raised at any event they have organised.

9.3 The Entertainments Officer shall liaise with the General Manager in a timely manner concerning equipment required for events.

9.4 The Entertainments Officer shall attend all events and shall ensure that all events are attended in an orderly and safe manner.

9.5 The Entertainments Officer shall liaise with the Co-President Activities & Events on publicity for social events.

10 People of Colour Officer

- 10.1** The People of Colour Officer shall represent the interests of students of colour to the Union and the School.
- 10.2** The People of Colour Officer shall be the liaison with the NUS Black Students' Campaign.
- 10.3** The People of Colour Officer shall run events for Black History Month in conjunction with the Union and the School.
- 10.4** The People of Colour Officer shall run campaigns and events appropriate to this constituency.
- 10.5** The People of Colour officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

11 Womxn's Officer

- 11.1** The Womxn's Officer shall represent the interests of female students to the Union and the School, in particular with regard to issues of sexism.
- 11.2** The Womxn's Officer shall be the liaison with the NUS Women's Campaign.
- 11.3** The Womxn's Officer shall run campaigns and events appropriate to this constituency.
- 11.4** The Womxn's officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

12 Disabled Students and Carers' Officer

- 12.1** The Disabled Students and Carers' Officer shall represent the interests of students with disabilities to the Union and the School, especially on issues of exclusion and prejudice.
- 12.2** The Disabled Students and Carers' Officer shall liaise with the School's Student Disability Advisor to help improve facilities at SOAS for students with disabilities.
- 12.3** The Disabled Students and Carers' Officer shall liaise with the NUS Students with Disability Campaign nationally to help raise awareness of disability issues.
- 12.4** The Disabled Students and Carers' Officer shall run campaigns and events appropriate to this constituency.
- 12.5** The Disabled Students & Carers' Officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

13 Mature Students' Officer

13.1 The Mature Students' Officer shall represent the interests of mature students to the Union and the School.

13.2 The Mature Students' Officer shall liaise with the Mature Students' Society to run events and raise awareness of mature students' issues or establish a Mature Students' Society if one does not exist.

13.3 The Mature Students' Officer shall run campaigns and events appropriate to this constituency.

14 Environment Officer

14.1 The Environment Officer shall be consulted regarding all policy which affects the environment of the Students' Union, with particular reference to issues of sustainable energy, recycling and reducing waste.

14.2 The Environment Officer shall liaise with the School's Estates and Services Department to promote Union environmental policy School-wide.

14.3 The Environment Officer shall monitor and review the Union's environmental policy and report as necessary to the Union Executive Committee and the UGM.

14.4 The Environment Officer shall run campaigns to raise awareness of environment issues outside the School and encourage debate on these issues.

15 Postgraduate Research Officer

15.1 The Postgraduate Research Officer shall represent the interests of postgraduate research students to the Union and the School.

15.2 Postgraduate Research Officer shall liaise with the Research Students Association to run events for research students

15.3 The Postgraduate Research Officer shall run campaigns and events appropriate to this constituency.

15.4 The Postgraduate Officer shall be on the School's Common Room Committee to represent the views of Research Student common room members.

16 Campaigns Officer

16.1 The Campaigns Officer shall co-ordinate any campaigns raised by the student body and help encourage non-violent activism by students.

16.2 The Campaigns Officer shall and will be able to allocate Student Union campaigns funds, under the supervision of Sabbatical Officers and the rest of the SU executive to help advertise, promote and undertake the campaigns.

16.3 The Campaigns Officer shall endeavour to work with other Students' Unions, bodies that the SOAS SU is formally affiliated to and other organisations where appropriate to maximise the impact and potential success of their campaigns, promoting strong activist networks.

17 Academic Affairs Officer

17.1 The Academic Affairs Officer shall be responsible for dealing with issues relating to the academic life of students, the Library and IT.

17.2 The Academic Affairs Officer shall help organise and run, together with the Co-President Welfare & Education and the Representation Assistant, the student representative system.

17.3 The Academic Affairs Officer shall run campaigns and events as necessary regarding the academic life of students.

18 International Students' Officer

18.1 The International Students' Officer shall represent the interests of international students to the Union and the School.

18.2 The International Students' Officer shall liaise with the NUS International Students Campaign to raise awareness of issues pertaining to international students.

18.3 The International Students' Officer shall run campaigns and events appropriate to this constituency.

18.4 The International Students' Officer shall play a part in the international students' induction and be available to offer advice on international student issues in association with the Co- Presidents Welfare & Campaigns and Democracy & Education.

19 Anti-Racism Officer

19.1 The Anti-Racism Officer shall run campaigns within the Union and the School highlighting and opposing racism in all its forms.

19.2 The Anti-Racism Officer shall normally be a member of the School's Equality and Diversity Committee.

19.3 The Anti-Racism Officer shall liaise with the NUS Anti-Racism Campaign to run events to help combat racism nationally.

19.4 The Anti-Racism Officer shall liaise with the School's Diversity Advisor on race issues within the School.

20 LGBTQIA+ Students' Officer

20.1 The LGBTQIA+ Officer shall represent the interests of Lesbian, Gay, Bisexual, Pansexual, Transgender, Genderqueer, Queer, Intersexed, Agender, and Asexual students to the Union, in particular with regards to issues of homophobia, discrimination on the grounds of sexual orientation.

20.2 The LGBTQIA+ Officer shall be the liaison with the NUS LGBT Campaign.

20.3 The LGBTQIA+ Officer shall liaise with the LGBTQIA+ Society to run events for LGBTQIA+ students or to establish a LGBTQIA+ Society if one does not exist.

20.4 The LGBTQIA+ Officer shall run campaigns and events appropriate to these constituencies. The LGBTQIA+ officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

21 Sports Officer

21.1 The Sports Officer shall represent the interests of students engaged in sports and physical activity (both competitive and casual) to the Students' Union Exec and the School.

21.2 The Sports Officer shall work as a liaison between the Sports Union (a union of all SOAS sports teams) and the Co-President of Activities and Events, the Sports and Societies Co-ordinator (Union member of staff) and the SU Executive Body.

21.3 The Sports Officer shall work towards ensuring the further development and increased participation in sports through the Students' Union.

21.4 The Sports Officer shall run campaigns and events linked to SOAS Sports.

22 Working-Class Students' Officer

22.1 The working class officer shall represent the interests of working class and other economically deprived students at SOAS

22.2 The working class officer shall liaise with the school to improve accessibility, admission and student experience, and welfare for working class students.

22.3 The working class officer will run campaigns and events appropriate to the constituency

22.4 The working class officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

23 Trans* and Gender Identity Officer

23.1 The Trans* and Gender Identity Officer shall represent the interests of Trans & gender variant students to the Union and the School.

23.2 The Trans* and Gender Identity Officer shall be the liaison with the NUS Trans Campaign.

23.3 The Trans* and Gender Identity Officer shall run events for LGBT history month in conjunction with the Union, the LGBTQIA+ students' officer, and the School.

23.4 The Trans* and Gender Identity Officer shall run campaigns and events appropriate to this constituency.

23.5 The Trans* and Gender Identity Officer will work with other liberation officers to ensure their work reflects the intersectional nature of different students' identities.

24 Part-Time Students Officer

24.1 The Part-Time Students Officer shall represent the interests of part-time students to the Union and the School

24.2 The Part-Time Students Officer shall run campaigns and events appropriate to this constituency

24.3 The Part-Time Students Officer shall liaise with the School to improve the student experience and welfare for part-time students

25 Student Parents Officer

24.1 The Student Parents Officer shall represent the interests of part-time students to the Union and the School

24.2 The Student Parents Officer shall run campaigns and events appropriate to this constituency

24.3 The Student Parents Officer shall liaise with the School to improve accessibility, student experience and welfare for student parents