

FULL TIME OFFICER GROUP BYE-LAW

This Bye-Law describes the composition and proceedings for the Full Time Officer Group.

Capitalised terms used but not defined in these Bye-Laws shall have the meaning given to them in the Articles of Association of the Union adopted with effect from 2 January 2023.

TERMS OF REFERENCE

1. There shall be a Full Time Officer Group whose primary duties shall be:
 - 1.1. The delivery of Policy and manifesto goals, including new or replacement Policy set by the Union Assembly;
 - 1.2. The development and delivery of a Union manifesto;
 - 1.3. The coordination of the production of reports from the Full Time Officers to be presented to Union Assembly;
 - 1.4. The coordination of the overall political programme of work of the Union, individual Full Time Officer priorities, and resolution of emerging political issues with the permanent staff of the Union, via the Chief Executive Officer;
 - 1.5. To act as a formal method for operational staff to interface with the work of the Officers, and to ensure the delivery of stated objectives of the Full Time Officer and Liberation & Campaign Officers mandates;
 - 1.6. Linking wider work across the University committee strands, student groups and community engagement; and
 - 1.7. To formally meet with the University Executive Board on a basis agreed between the University and the Union.

MEMBERSHIP

2. The Full Time Officer Group shall consist of each of the then current Full Time Officers.
3. In their capacity as members of the Full Time Officer Group, the Full Time Officers must at all times act in accordance with their duties and responsibilities as Trustees (including the

Trustee Code of Conduct), in a manner consistent with current Policy and having due regard to any other relevant directions or decisions of the Board of Trustees from time to time.

4. Having regard to their other responsibilities and budget constraints, the Full Time Officer Group shall be supported and advised by the Chief Executive Officer. At the request of the Full Time Officer Group, a member of Union staff may act as Secretary of the Full Time Officer Group.
5. The President shall be the Chair of the Full Time Officer Group.
6. The Vice Chair of the Full Time Officer Group shall be appointed by the President.

MEETINGS

7. Meetings of the Full Time Officer Group shall take place weekly at such times and places as the President may determine (acting reasonably).
8. The Full Time Officer Group shall regulate its proceedings as it sees fit having due regard to Union policies and standards. It should work to the principle of collective responsibility and strive to make any decisions in good faith and based on consensus.
9. The Full Time Officer Group is not a Committee of the Board or a Sub-Committee of the Union Assembly, and shall not interfere or otherwise disrupt the due operation of such Committees.
10. The Full Time Officer Group shall have no powers in addition to the individual powers conferred upon the Full Time Officers as set out in the Full Time Officer Bye-Law, the Trustee Board Bye-Law and the Articles.
11. Any action taken by the Full Time Officer Group shall be in full alignment with the principles of collective responsibility of the Board of Trustees and in full compliance with all policies and procedures applicable to the conduct of the Trustees, the Union and/or employees of the Union at the relevant time.
12. The Full Time Officer Group shall not be empowered to make, amend or terminate any Policy with the exception of provisions set out in Union Assembly Byelaw.

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