

Sabbatical Officer Rules Cardiff Met Students' Union

1. Background

1.1. These Rules have been made by the Board of Trustees of the Cardiff Met Students' Union ("the Board") pursuant to clause 8.2 of the Union's Constitution. These Rules relate to the following matters:

- 1.1.1. The election of Sabbatical Officers of the Union
- 1.1.2. The removal from office of Sabbatical Officers of the Union
- 1.1.3. The payment of Sabbatical Officers
- 1.1.4. The duties of Sabbatical Officers
- 1.1.5. Terms and Conditions of appointments
- 1.1.6. Miscellaneous Matters

2. Interpretation

2.1. The following words and phrases shall for the purposes of these rules have the following meanings:

General Meeting shall mean a meeting of the Union's membership pursuant to clause 5 of the Union's Constitution

President shall mean the President of the Union

Vice President shall mean the Vice President of the Union

Sabbatical Officers shall mean the President and Vice President

The Committee shall mean the Board of Trustees of the Union

Cardiff Met SU shall mean the Cardiff Metropolitan Students' Union

Union shall mean the Cardiff Met Students' Union as constituted by its Constitution

Student shall mean a registered full and part time student of Cardiff Met

Member shall mean a Student who has not exercised their right not to be a member of the Union

Returning Officer shall mean a competent person appointed by the Board to ensure the transparency and fairness of the election process and to oversee the count

Elections Officer shall mean a member of the Union who has been appointed by the Board to organise and provide the elections pursuant to Rule 3.1

Elections shall mean the election of the Sabbatical Officers in accordance with these Rules

Election Date shall mean the day to be determined by the Board

Notice of the Elections shall mean such notice to be published and displayed in and around the various campuses of Cardiff Met containing such information advertising the Elections as the Board shall determine

Nominations Period shall mean the period as described in rule 3.3.2 in which the Members may nominate a fellow Member for a Sabbatical Officer post

Candidate shall a Member who has received two nominations for a Sabbatical Officer post and who has confirmed to the Board their intention to stand in the Elections

3. Diversity and Inclusion

3.1. At the SU, we're not all the same. We are distinctive, we are individual, we are a collective. Our differences make us brilliant, make us strong, and bring us together because we believe in something bigger. For us to be truly representative, we need to represent everyone.

3.2. We encourage nominations from all members no matter their race, sex, gender identity, sexual orientation, age, disability or faith.

4. The Election of Sabbatical Officers

4.1. The Board shall appoint a Member to be the Elections Officer who shall be responsible for the organisation of all Elections in conjunction with the Returning Officer.

4.2. The Elections shall take place during the spring term and shall be conducted in accordance with these Rules.

4.3. Procedure:

4.3.1. Notice of the Elections shall be given no less than 4 weeks prior to the Election date.

- 4.3.2. The Nominations Period shall open on the day when Notice of the Elections is first given and shall remain open for a period of 7 days only.
- 4.3.3. A Member can nominate themselves as a Candidate provided they have completed one academic year at a Cardiff based Cardiff Metropolitan University campus.
- 4.3.4. Following the end of the Nominations Period the names of all those Members who received at least two nominations shall be published and displayed at all Cardiff Met campuses and those persons shall be Candidates PROVIDED THAT any such Member has previously confirmed to the Board their intention to stand in the Election (and for the avoidance of doubt where the nominated Member fails to confirm to the Board their intention to stand by the date published in the Elections Notice their will not be a Candidate).
- 4.3.5. The Elections Officer shall ensure all Candidates shall be afforded an equal opportunity to present their views and policies to Members.
- 4.3.6. The Elections Officer will ensure that all Members have the opportunity to vote for their choice of Sabbatical Officers from the Candidates in a secret ballot on a day(s) as advertised to the student members.
- 4.3.7. Immediately following the close of polling there shall be a count of all of those votes cast to determine which Candidates have been elected to the Sabbatical Officer posts. The count shall be undertaken by those persons appointed by the Elections Officer unless the Committee direct otherwise and the count shall be supervised, checked and verified by the Returning Officer.
- 4.3.8. In accordance with the requirements of the Education Act 1994 the Clerk to the Governors of the University or their nominated representative shall be invited to attend the count to ensure that it has been conducted in a fair and transparent manner.

5. Publicity and Funding

- 5.1. The Candidates shall each be entitled to an equal level of assistance from Union funds in such form and up to a specific financial unit as determined by the Finance & Services Committee from time to time and notified to the Elections Officer prior to the date when Notice of the Elections is first given.

6. Appointments and Appeals

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- 6.1. As soon as practical after the count the Returning Officer shall declare the winners of the Elections and publish all the results thereafter. Subject to the remaining provisions of this Rule 5 the winners so declared shall take office from third week in July in accordance with the Constitution and these Rules.
- 6.2. Any Candidate may challenge the result of the Elections within 24 hours of the winners being declared.
- 6.3. In the event of a challenge to the result of the election, the Returning Officer shall call a meeting of the Appeals Committee consisting of the following persons or their representative:
- One Member of the Board
 - The Returning Officer
 - The President of the Union or their nominee
 - A nominee of the Vice Chancellor
- 6.4. The Appeals Committee shall meet within 7 days of the receipt of the challenge to consider the merits of the challenge and the Appeals Committee shall issue a formal decision on the matter.
- 6.5. The decision of the Appeals Committee shall be final.

7. Sabbatical Officers' Term of Office

- 6.1 Sabbatical Officers shall hold office for 1 calendar year plus 2 weeks from third week in July immediately following the Elections Date or until resignation or removal from office.
- 6.2 The respective duties of the President and Vice President are to be determined by the Board.

6.3 The Sabbatical Officers shall hold office on such terms and conditions as the Board shall from time to time determine and must be free from academic duties that would affect them fulfilling the role.

6.4 A Sabbatical Officer may not hold a sabbatical post for more than two years.

8. Removal from Office

7.1 The President and/or Vice President can be dismissed by a majority vote in a Cardiff Met wide ballot of all Members (“a No Confidence Ballot”).

7.2 A No Confidence Ballot of Sabbatical Officers may be called by either:

7.2.1 By a motion to the Board which receives the support of a two-thirds of its members;

OR

7.2.2 By petition from 10% of Members of the Union.

7.3 The conduct of a No Confidence Ballot shall be determined by the Committee in association with the Returning Officer or their representative and shall where appropriate follow the procedures outlined in Rule 3 of these Rules.

7.4 For a vote of no confidence to be carried it must receive the support of two-thirds of those Members, present and entitled to vote and voting + 1. In the case of this being a fraction the number of votes needed shall be rounded up to the next whole number. Abstentions shall be neither votes for or against and will be recorded but not included in the calculation.

9. Resignation of Sabbatical Officers

8.1 Resignations of Sabbatical Officers must be presented to the Board.

8.2 In the event of resigning, a Sabbatical Officer’s pay shall terminate on the day their resignation takes effect.

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- 8.3 The period of notice for resignations for a Sabbatical Officer shall be determined by the Board and shall be detailed in the Sabbatical Offices contract of employment.
- 8.4 The next meeting of the Committee following a resignation shall determine in consultation with the Returning Officer or their representative the arrangements for a by-election if necessary.