



## Bye-Law 9: Part-time Officers

To be read in conjunction with:

1. The other RUSU Bye-laws.
2. The Part-time Officers Code of Conduct.
3. The Part-time Officers Agreement.
4. RUSU Student Group Definitions.

This bye-law sets out the mission, structure, governance and finances surrounding Part-time Officers (PTOs).

### Part-time Officer Roles

- BAME Students' Officer
- Disabled Students' Officer
- Environment and Ethics Students' Officer
- International Students' Officer
- LGBTQ+ Students' Officer
- Mature Students' Officer
- Postgraduate Research Students' Officer
- Postgraduate Taught Students' Officer
- Trans Students' Officer
- Women's Officer

Roles are listed in alphabetical order. All roles listed represent certain student groups, with the exception of Environment and Ethics Students' Officer, in recognition that this role encompasses all student groups.

A PTO can only hold a representation role if they self-define into the the group of students, as outlined in 'RUSU Student Group Definitions'. These roles and definitions shall be reviewed periodically by RUSU Management Committee in consultation with the Liberation and Representation Committee.

### Mission

PTOs exist to represent the views and interests of their defining group of students within the Students' Union (RUSU) and the University of Reading as students and/or graduates and members of society at a local and national level.

They will act as a key point of contact for their defined group of students within the union and provide information or signpost where necessary.

Further duties and responsibilities are set out in the RUSU Part-time Officer Agreement.



## **Governance**

A PTO is responsible to its defined membership group and to the RUSU Trustee Board with delegated responsibility to the RUSU Diversity Officer. Details and guidance on how to uphold this responsibility are set out in the Part-time Officer Code of Conduct and Part-time Officer Agreement.

## **Liberation and Representation Committee (LARC)**

A meeting of LARC shall be convened to discuss the work of the PTOs, monitor their progress and to share best practice. The membership of this sub-committee is as below:

RUSU Diversity Officer (Chair)  
RUSU Full-time Officer (Appointed by RUSU Management Committee)  
All RUSU Part-time Officers  
RUSU Inclusivity Coordinator (Secretary)  
RUSU Advice and Representation Manager (in attendance)  
Other RUSU Full-time Officers (by invitation)  
Other RUSU staff members (by invitation)

This committee shall meet up to 5 times a year (twice in autumn and spring terms and once in summer term) at the discretion of the chair.

## **Finance**

The PTO team have a budget allocated for the academic year to cover campaigning costs and representation. PTOs will use RUSU's resources responsibly and ensure that any spending is authorised in advance by the budget holder. RUSU Finance Committee set the budget. RUSU Diversity Officer has oversight of the PTO budget and developing criteria against what resources will be spent.

## **Elections**

Elections for new PTOs shall be held with the annual RUSU Main Elections through the RUSU website using the Single Transferable Vote system (except for the Postgraduate Taught PTO which will take place in the autumn term). The Returning Officer shall be independent and shall not be a member of RUSU (usually a representative from the NUS) for all elections.

A candidate can only run for one PTO role at any given time. Further details on the election can be found in the RUSU Elections Bye-law.

A by-election may be called, if a position becomes vacant for any reason. If the position becomes vacant in the Spring Term, the RUSU Elections Committee may opt to forgo a by-election for a position and instead allow the newly elected PTO to start early or co-opt a suitable person into the role.

## **Term in Office**

A PTO shall remain in office for a term of one academic year (allowing time for handover) which will normally commence within the last two weeks of the summer term (except for the Post-Graduate Taught PTO which will take place in the autumn term).



A PTO may be re-elected for a maximum further term of one year by the defining group of students.

A PTO may only hold one role in a term of office, but can be elected into a different role in a different term of office.

A PTO may serve a maximum of two terms in any role which may be consecutive or non-consecutive.

## **Removal of Office**

The PTO will be expected to meet with the Diversity Officer (or the Inclusivity Co-ordinator) on a regular basis (at least termly) throughout the year.

A PTO may be removed from office by the RUSU Diversity Officer if they fail to adhere to one or more of responsibilities outlined in the RUSU Part-time Officer Code of Conduct or the Part-time Officer Agreement.

If the decision is taken to remove a PTO from office by the RUSU Diversity Officer, they will invite the PTO to a meeting. If the PTO does not attend the meeting or fails to respond to the invitation, the Diversity Officer holds the right to inform the PTO of their removal of office by written communication.

A PTO may be removed from office as a result of a RUSU Disciplinary of any nature, as per the RUSU Disciplinary Procedure.

A PTO can also be removed from office by the Student Members of the Part-time Officer's student group. A Referendum may be called on the PTO's position and will be triggered if 10% or 400 (whichever is lower) of Student Members of the PTO's student group sign a Secure Petition of no confidence.

If a Referendum is triggered, the quoracy shall be decided by the RUSU Elections Committee. For a Referendum vote to be valid the number of votes will need to exceed this quoracy. If quoracy is met, then a simple majority of eligible voters will result in the removal of a School Rep.

In any case of PTO being removed, RUSU Elections Committee will decide if a by-election will run, a new PTO will be co-opted into the role, or the role will remain vacant.

A student wishing to resign from their role as PTO must state this in writing to a RUSU Full Time Officer or member of RUSU staff.

A student who resigns from their PTO role is not permitted to run for the same PTO role for the remainder of the elected academic year. The student will be permitted to run for the role in future years.

A student who has been removed from their PTO role is not permitted to re-run for any PTO role for the duration of the remainder of their studies.