

Bye-Law 10: Senior Reps

To be read in conjunction with:

1. The other RUSU Bye-laws.
2. The Senior Reps Code of Conduct.
3. The Senior Reps Agreement.
4. RUSU Student Group Definitions.
5. RUSU Disciplinary Procedure.

This bye-law sets out the mission, structure, governance and finances surrounding Senior Reps.

RUSU Senior Rep Roles

There are 48 RUSU Reps. 32 Undergraduate Senior Reps and 16 Postgraduate Senior Reps. Each of the following have 2 UG Senior Reps and 1 PG Senior Rep, with the noted exceptions.

- Senior Rep (Agriculture, Policy & Development)
- Senior Rep (Arts & Communication Design)
- Senior Rep (Archaeology, Geography & Environmental Science)
- Senior Rep (Biological Sciences)
- Senior Rep (Built Environment)
- Senior Rep (Chemistry, Food Sciences & Pharmacy)
- Senior Rep (Henley Business School – 4 UG Senior Reps, 3 PG Senior Reps)
- Senior Rep (Humanities)
- Senior Rep (Institute of Education)
- Senior Rep (International Study and Language Institute – 2 UG Senior Reps only)
- Senior Rep (Law)
- Senior Rep (Literature & Languages)
- Senior Rep (Mathematical, Physical & Computational Sciences)
- Senior Rep (Politics, Economics & International Relations)
- Senior Rep (Psychology & Clinical Language Sciences)

A Senior Rep can only be in a role if they are registered within the relevant school. Only undergraduate students within the relevant school can stand for an UG Senior Rep role and only postgraduate students within the relevant school can stand for a PG Senior Rep role. How RUSU defines specific groups of students is set out in 'RUSU Student Group Definitions'.

Mission

RUSU Senior Reps exist to represent the views and interests of students within their school and to ensure feedback is heard by the school. RUSU Senior Reps sit on School Boards for Teaching, Learning and the Student Experience where they represent the student voice on teaching and learning matters at School level. RUSU Senior Reps work in partnership with the school and RUSU to facilitate positive changes to the delivery and/or development of any aspect of the student experience within their school.

RUSU Senior Reps (from each School) work together to lead a team of RUSU Course Reps within their School. They are required to convene and lead regular Course Rep Consultations for the



period of time they are in office. They act as a key point of contact for RUSU Course Reps within their School and provide information, support or signpost where necessary. Further duties and responsibilities are set out in the RUSU Senior Rep Agreement.

Governance

A RUSU Senior Rep is responsible to its membership group (the school they represent) and to the RUSU Trustee Board (with delegated responsibility to the RUSU Education Officer). Details and guidance on how to uphold this responsibility are set out in the RUSU Senior Rep Code of Conduct and RUSU Senior Rep Agreement.

Term in Office

A RUSU Senior Rep shall remain in office for a term of one academic year (allowing time for handover).

An UG Senior Rep will normally commence their term in office within the last two weeks of the summer term. A PG Senior Rep will normally commence their term in office approximately one month after the start of the autumn term.

A Senior Rep may be re-elected for a maximum further term of one year by the membership group of students they represent.

A Senior Rep may serve a maximum of three terms in office which may be consecutive or non-consecutive.

Senior Rep Consultation

A meeting shall be convened to discuss the work of the Senior Reps, identify teaching and learning issues affecting students and trends across Schools, monitor any progress on issues raised and to share best practice. The membership of this group is as below:

RUSU Education Officer (Chair)
All RUSU Senior Reps
RUSU Impact and Community Coordinator (Secretary)
RUSU Representation and Democracy Manager (in attendance)
Other RUSU Full-time Officers (by invitation)
Other RUSU staff members (by invitation)

This committee shall meet three times a year (normally - once in autumn term, once in spring term, and once in summer term) at the discretion of the chair.

Finance

The Representation team have a budget allocated for the academic year to cover costs of facilitating academic representation function. Senior Reps do not have direct access to a campaigns or project budget, however, the Academic Representation Manager can allocate some resources to cover costs where finances are available. They will also provide advice on other funding opportunities for initiatives or projects that Senior Reps want to lead on. Senior Reps are to use RUSU's resources responsibly and ensure that any spending is authorised in advance by the budget holder.

Elections

Elections for new Undergraduate Senior Reps shall be held with the annual RUSU Main Elections through the RUSU website using a Single Transferable Vote. Elections for the Postgraduate Senior



Reps shall be held at the beginning of the autumn term as part of the RUSU Postgraduate Elections. 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 Senior Rep role at any given time. Further details on elections can be found in the RUSU Elections Bye-law.

A by-election may be called if a position becomes vacant for any reason. However, RUSU Elections Committee may opt to forgo a by-election for a position and instead co-opt a student into the role or allow the school to co-opt a student into the role. If the role remains vacant after these options have been exhausted, RUSU Elections Committee may choose to leave the role vacant.

Removal of Office

The Senior Rep will be expected to meet with the Education Officer (or a member of the Academic Representation Team) on a regular basis (at least termly) throughout the year.

A Senior Rep may be removed from office by the RUSU Education Officer if they fail to adhere to one or more of the responsibilities outlined in the RUSU Senior Rep Code of Conduct or the RUSU Senior Rep Agreement.

If the decision is taken to remove a Senior Rep from office by the RUSU Education Officer, they will invite the Senior Rep to a meeting. If the Senior Rep does not attend the meeting or fails to respond to the invitation, the Education Officer holds the right to inform both the Senior Rep and the School of the Senior Rep's removal from office by written communication.

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

A Senior Rep can also be removed from office by the Student Members in the Senior Rep's membership group. A Referendum may be called on the Senior Rep's position and will be triggered if 10% or 400 (whichever is lower) of Student Members of the Senior Rep's membership 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 Senior Rep.

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

In the case of a Senior Rep being removed from office, the student will not be able to re-run for the position of Senior Rep for the remainder of the duration of their studies.

In the case of a Senior Rep resigning, the student will not be able to re-run for the Senior Rep position for the rest of the academic year.

*Approved by: RUSU Elections Committee
Date: 15/10/20*