

Bye-law [ref TBC]: School Representatives

This bye-law is provisional and is subject to approval by the Board of Trustees. This may include minor amendments. The final version will be published before the close of nominations.

1. There shall be six School Representatives who shall be aligned with the six Schools:
 - 1.1. School Representative (Architecture, Computing and Engineering);
 - 1.2. School Representative (Arts and Creative Industries);
 - 1.3. School Representative (Business and Law);
 - 1.4. School Representative (Education and Communities);
 - 1.5. School Representative (Health, Sport and Bioscience);
 - 1.6. School Representative (Psychology).
2. School Representatives shall hold office from 1st July to 30th June of the following year.

Eligibility

3. School Representatives shall be elected by and from the Student Members in the respective schools.
4. School Representatives must be a Student Member at the time of their election and for the entire term of office.
5. School Representatives must have completed at least one academic year, or the majority thereof, as a Course Representative before taking office.
6. School Representatives must not hold any other representative position in the Students' Union or the University.
7. School Representatives must not undertake work for any other organisation in the weeks they work as a School Representative, except where such work is part of their course of education.
8. School Representatives shall be deemed to have resigned as a School Representative with immediate effect if they breach any of clauses above.

Duties and responsibilities

9. The principal duties of School Representatives are to:
 - 9.1. Work to improve the student experience by representing students' views at school level and reporting outcomes to the education officer, course representatives and Students' Union staff;
 - 9.2. Collate and review information from course committee meetings or provided by the Students' Union to inform representations to the school;
 - 9.3. Promote Students' Union campaigns and activities and encourage student engagement and participation;
 - 9.4. Support the operation of the course representative system;
 - 9.5. Support the operation of the academic student groups system;
 - 9.6. Be an active member of the Student Leadership Committee and relevant working groups and committees.

10. School Representatives must fulfil the following duties and responsibilities in addition to their principal duties:
 - 10.1. Extend and promote the rights of Students' Union members;
 - 10.2. Progress and develop work related to Students' Union policy;
 - 10.3. Present updates on their work to Students' Union committees as required;
 - 10.4. Be a member of and participate in Students' Union and University of East London committees as required;
 - 10.5. Participate in relevant local, regional and national events;
 - 10.6. Support student representatives in the fulfilment of their roles;
 - 10.7. Act as an ambassador of the Students' Union;
 - 10.8. Work as a team with other student representatives and staff members to achieve the Students' Union's aims and objectives;
 - 10.9. Work and act within the requirements of the Articles, bye-laws and other regulations;
 - 10.10. Liaise with University staff to achieve positive change for students;
 - 10.11. Attend training and development as required.

Employment

11. School Representatives will be employed by the Students' Union on a part-time basis during term-time and for up to four weeks outside of term-time.
12. The terms and conditions of employment, including working weeks and rate of pay, will be agreed by the Board of Trustees on an annual basis.