

# **Students' Union, London School of Economics**

## **Bye-Laws**

### **Background**

1. Students' Union, London School of Economics ("LSE SU" or "the Students' Union" or "the Union") is an unincorporated association
2. These Bye-laws are made pursuant to the Articles of Governance of the Union
3. These Bye-laws cover the following:
  - (1) Referenda
  - (2) General Meetings
  - (3) Elections
  - (4) Student Activities
  - (5) Assemblies
  - (6) Executive Committee
  - (7) Democracy Committee
  - (8) Policy of the Union
  - (9) Discipline and Appeals
  - (10) Trustee Board
  - (11) Sub Committees of the Board

### **Definitions and Interpretation**

4. Words and phrases used in these Bye-laws have the same meaning as ascribed to them in the Articles of Governance of the Union
5. The Articles of the Governance of the Union shall take precedence over these Bye-laws and these Bye-laws shall not be interpreted or applied in any way which is inconsistent with the Articles of Governance of the Union

### **Amendments**

6. These Bye-laws may be altered, varied or amended by the Trustees in accordance with the Articles of Governance, which requires any amendments to be approved by the UGM

### **Guidance Documents**

7. Rules and provisions made in Guidance Documents provided supplementary to these Bye-laws shall carry the same weight as rules contained within the Byelaws themselves
8. Amendments to Guidance Documents shall remain the authority of the relevant body as detailed in the Bye-laws

## **BYE-LAW 1 | REFERENDA**

1. The Bye-Law is made pursuant to the Articles of the Union
2. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles of the Union
3. This Bye-Laws was last updated and approved in October 2013.

### **General Provisions for Referenda**

4. The Democracy Committee will publish all Ordinary Referendum details for the forthcoming year in the first week of the new Academic year. These should include the dates and times of motions being published, the date of the Democracy Committee Referenda Meeting, when polling is open, and the deadline for amendments
5. No member shall have more than one vote
6. Voting shall be by secret ballot using the single transferable vote (STV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland and shall include 'Abstain' as a voting option in each referendum
7. Voting will normally be online but on exceptional occasions may be paper based. Paper based voting will be authorised by the Returning Officer where appropriate
8. The Returning Officer shall be responsible for the conduct of all matters regarding referenda subject to his/her decisions being reviewed by the Democracy Committee
9. In the absence of the Returning Officer, the Democracy Committee shall select a replacement from their number
10. The Democracy Committee shall have the duty to determine and amend the Guidance Document on Elections and Guidance Document on Referenda
11. Referenda shall be held at times which are intended to enable the largest possible number of members to vote
12. Formal notice of all ordinary referenda shall normally be given by week one of the Academic Year
13. Details of referendum motions shall be published at least 10 days before polling begins
14. A Campaign Leaders Meeting must be held prior to polling opening, at a time specified by the Returning Officer

### **General Provisions for Ordinary Referenda**

15. Motions shall be submitted for Ordinary Referenda through the process outlined in the Policy of the Union Bye-Law
16. Motions for Ordinary Referendum can be withdrawn only by the person proposing the motion unless they are being withdrawn on specific legal advice in which case the Democracy Committee may withdraw the motion

### **General Provisions for Extraordinary Referenda**

17. An Extraordinary Referendum shall be convened at the request of two hundred and fifty full members of the Union in a Motion Petition in line with Bye-Law 9 Policy of the Union
18. An Extraordinary Referendum will be convened not less than six working term time days and not more than ten working term-time days following the formal receipt of a legitimate Motion Petition

19. The motion should be published no less than three working term-time days before polling opens, and the amendments deadline should be at least one working term-time day before polling opens
20. The business of an Extraordinary Referendum shall be restricted to the motion for which the referendum was called
21. Motions for Extraordinary Referendum can be withdrawn only by the person proposing the motion unless they are being withdrawn on specific legal advice in which case the Democracy Committee may withdraw the motion
22. No amendments shall be allowed to motions in Extraordinary Referendum

### **Requirements for Referenda Motions**

23. No motion may be taken to Ordinary or Extraordinary Referendum that concern the allocation of resources to any current or future student activity group(s) unless the business has first been to the Executive Committee. A student activity group is here taken to mean any group of self-organised students
24. Content of motions may be amended by the Democracy Committee prior to Referendum voting on the grounds of legality or unproven factual accuracy. Such an enforced amendment may be made at any time including after a Motion Petition

### **General provisions for Democracy Committee Referenda Meetings**

25. The Democracy Committee Referenda Meeting will normally be held five calendar days before polling opens in an Ordinary Referendum, and at least one working day before polling opens in an Extraordinary Referendum
26. Only Democracy Committee members and the proposers of motions have voting rights at The Democracy Committee Referenda Meeting. Proposers of amendments do not have voting rights at this meeting
27. The business of the Democracy Committee Referenda Meeting shall be:
  - 27.1. To discuss and take decisions on amendments submitted to motions published for that referendum period
  - 27.2. To agree final motion titles and questions
28. Any Union member may attend the Democracy Committee Referenda Meeting and can request to speak
29. Amendments to proposed Referenda motions must have been submitted by a member of the Union. Amendments must be made in writing to the Democracy Committee by the published deadline prior to the meeting. After this deadline emergency amendments will be allowed at the discretion of the proposer in conjunction with the Chair of the Democracy Committee
30. The Democracy Committee Referenda Meeting is responsible for agreeing final motion titles and should ensure that the title accurately reflects the proposal contained within the motion
31. Amendments shall usually take the following format and may be handed in at Union Reception:
  - 31.1. The text 'For the attention of the Democracy Committee'
  - 31.2. The text 'This amendments relates to' and state for which motions the amendment is intended

31.3. The name and contact details of a proposer who shall be a full member of the Union

31.4. The name of a seconder who shall be a full member of the Union

31.5. The full text of the amendment which should clearly state any relevant changes proposed to the Articles or Bye-Laws of the Union

31.6. The date on which the amendment was submitted

32. The proposer of the motion to which the amendment is submitted will be invited to accept the amendment and the proposer may accept none, some or all of a relevant amendment

33. If the proposer of a motion accepts the full text of an amendment submitted the motion and amendment will not be discussed at the Democracy Committee Referenda Meeting

34. If the proposer of a motion does not accept all or some of the text of an amendment submitted, the motion and amendment will be discussed and voted upon at the Democracy Committee Referenda Meeting

### **General Provisions for Referenda Debate**

35. An open debate on each Ordinary Referenda motion will be organised and chaired by a member of the Democracy Committee

36. An open debate on an Extraordinary Referenda motion will be organised and chaired by a member of the Democracy Committee

37. In a Referenda Debate there will normally be at least two pre-arranged speeches in favour and two against each motion. The proposer of a motion and the leader of the No campaign shall be responsible for selecting their pre-arranged speakers

38. People who are not full members of the Union may be permitted to be a prearranged speaker where approved by the Democracy Committee

### **General Provisions for Referenda Voting**

39. Referendum voting shall take the form of a secret cross campus ballot in which members are asked to vote either 'Yes', 'No' or 'Abstain' in answer to a clearly defined motion or motions

40. Referendum voting shall last not less than one working day and no more than four working days

41. Rules on Referenda polling, publicity, conduct and counting shall be as per the Articles, Bye-Laws and Guidance Document on Referenda

42. Quorum for a referenda vote shall be 15% of members, as calculated from HESA student numbers

### **Requirements for Referenda Campaigning**

43. Only full members who have joined either a Yes or No campaign may access Union resources to campaign during a referendum period

44. There will be provision for a separate Yes and No campaigners list for each motion in any Referenda period

45. To join a Yes or No campaign, members should state in writing to the Democracy Committee their name, LSE student number, telephone number, the title of the motion and whether they wish to join the Yes or No campaign for that motion

46. Members may join a Yes or No campaign at any time during the Referenda period, including during polling

47. The proposer of a motion shall be the leader of the Yes campaign for that motion, and may delegate leadership to another member at any time in writing to the Democracy Committee. The delegated leader must confirm that they wish to be the leader of the Yes campaign in writing to the Democracy Committee
48. The first member to join the No campaign for a motion shall be the leader of the No campaign, and may delegate leadership to another member at any time in writing to the Democracy Committee. The delegated leader must confirm that they wish to be the leader of the No campaign in writing to the Democracy Committee
49. Any use of Union resources by a member of either a Yes or No campaign must be authorised by the leader of that campaign to the Democracy Committee
50. Campaigning for or against individual motions may only begin once all appropriate campaign briefings have been completed and overseen by the Democracy Committee
51. Campaigning must follow the Guidance Document on Referenda as overseen by the Democracy Committee

### **Conduct**

52. Campaigners must conduct themselves in line with the Guidance Document on Referenda. Campaigners breaching these regulations will be subject to the disciplinary procedures outlined in the appropriate Guidance Document and Bye-Laws
53. Campaigning may begin at the end of the Campaign Leaders Meeting

### **Complaints and Appeals**

54. Complaints regarding campaigners conduct must be submitted to the Returning Officer or their deputy no later than the close of polling
55. Complaints will be dealt with as outlined in the Guidance Document covering campaigning regulations or elsewhere in these rules
56. The Returning Officer or their deputy may take any disciplinary action, short of permanent withdrawal of a motion that they believe to be reasonable. In the event that the Returning Officer or their deputy deems that an offence is fundamentally and significantly detrimental to the integrity of the vote and deems it appropriate to withdraw a motion they should make this recommendation to the Democracy Committee in writing
57. The Democracy Committee shall hear any appeals relating to decisions of the Returning Officer or their deputy short of withdrawal of a motion
58. Appeals against the rulings of the Returning Officer or their deputy must be made in writing within one working day of the decision being confirmed in writing. The appeal should be submitted to the appointed office for the attention of the Democracy Committee. The appeal should state the grounds for appeal, the desired outcome and whether the appellant wishes to present the appeal in person
59. The Returning Officer or their deputy shall be responsible for convening Democracy Committee in the event of any such appeals
60. Appeals against a decision of the Democracy Committee, where this decision was not an appeal against a decision taken by the Returning Officer or their deputy, should be made in writing within one working day of the decision being confirmed in writing. The appeal should be submitted to the appointed office for the attention of the Executive Committee. The appeal should state the grounds for appeal, the desired outcome and whether the appellant wishes to present the appeal in person
61. Complaints regarding the outcome of a decision on an appeal may be reviewed only via the School's complaint procedure

62. In the event of an appeal being upheld against a decision which had resulted in a motion being removed from a ballot, the Democracy Committee shall have the discretion to order the individual Referendum motion to be re-submitted to the membership at the earliest convenient time or to automatically carry the motion forward to the next Ordinary Referendum

## **BYE-LAW 2 | GENERAL MEETINGS**

1. The Bye-laws are made pursuant to the Articles
2. Words and phrases used in these Bye-laws have the same meaning as ascribed to them in the Articles
3. These Bye-laws were last updated and approved on 11 February 2010

### **General**

4. The UGM is the final authority over Union matters, subject only to the law, the Articles, the Bye-Laws, and to the review of the Trustees as provided for in the Articles. Should the Trustees or the Democracy Committee disallow a successfully passed UGM motion, they shall publish a notice of this disallowance, complete with their reasons, to all members on the Union website and via email within seven academic days of the disallowance.
5. Types of General Meeting
  - a. Union General Meeting
  - b. Annual General Meeting
  - c. Extraordinary General Meeting
6. A General Meeting shall be convened by the General Secretary and held weekly during term time in Michaelmas and Lent Terms, and at least once in summer Term
7. No person who is not a member of the Union shall be allowed to speak unless the meeting agrees otherwise
8. A General Meeting and all its attendees should comply with the Equal Opportunities Bye-laws at all times
9. No person, having being recognised by the Chair to speak, should be prevented from speaking by any action or intimidation of any person present. The Chair shall have the power to remove any person who is behaving in an intimidating way to another person or group of people
10. All people present at a General Meeting are subject to the Disciplinary and Appeals Bye-laws of the Union

### **Voting**

11. General Meeting voting shall take place in an online vote that should usually open immediately after the meeting but should not open more than two hours after a meeting closing and should be open until 5pm on the day following the General Meeting
12. All full members of the Union shall be able to vote on General Meeting business.
13. Other than in the case of Procedural Motions, the minutes of a previous meeting, a policy lapse challenge, and the election of the Vice-Chair, a Union

General Meeting and an Emergency General Meeting will not be able to hold a valid physical vote at any time

14. No motion may be voted on unless discussed at a General Meeting

15. Quorum for a General Meeting vote shall be two hundred and fifty members

### **UGM Chair and UGM Vice-Chair**

15i. The Chair shall be responsible for the good conduct of all General Meetings

16. The Vice-Chair shall assist in ensuring the good conduct, and shall be responsible for ensuring that minutes are taken of all General Meetings

17. The Vice-Chair shall take on the duties of the Chair wherever the Chair is absent

18. Where the Vice-Chair or the Chair and Vice-Chair are absent the Chair may appoint a member of the Democracy Committee, or the Executive Committee to temporarily take on the duties of the Chair and/or Vice-Chair

19. If no objection is raised to the minutes of a previous General Meeting, the minutes shall be ratified by the Chair without vote. If an objection is raised to the minutes, the person objecting shall explain the objection and propose an amendment. The Chair shall either accept the amendment or reject the proposed amendment and put the minutes to a vote for ratification

20. The election of the Chair shall be conducted in line with the Bye-laws of the Union

21. The election of the Vice-Chair shall be conducted as follows:

a. At the first General Meeting of the academic year, the Vice Chair shall be taken by the General Secretary

b. The entire election for Vice-Chair shall be conducted as the first business of this meeting and will elect the Vice-Chair for one academic year

c. Any full member of the Union is entitled to stand for Vice-Chair

d. The election shall be conducted with the assistance of the Democracy Committee and the vote shall be taken by a show of hands

e. If on the first vote for the Vice-Chair a candidate receives a simple majority of votes cast, that person shall be elected. If no candidate receives a simple majority on the first vote, there shall be a second and final vote between the two candidates who gained the most votes at the first vote

### **Order Paper**

22. An Order Paper shall be produced by the Democracy Committee. It shall be made available online and in printed form at the earliest opportunity, but with no less than 24 hours before the General Meeting

23. The business of any General Meeting shall be conducted as specified in these Bye-laws, apart from the Annual General Meeting which shall be conducted as specified in the Articles

24. Motions submitted should comply with the Policy of the Union Bye-laws

### **Union General Meeting (UGM)**

25. The order of business for any UGM shall be, and shall be conducted in the following order:

a. Ratification of the minutes of the last UGM and/or EGM

b. Announcements from the Chair

c. Note any reports tabled

- d. Questions to either an elected student or Media Group editor
  - e. Any by-elections, which should be conducted in line with the Elections Bye-law
  - f. Notice of policies due to lapse
  - g. Motions for debate
26. The Order Paper for any UGM shall table the following information:
- a. The title, proposer and seconder of any motions submitted by the Friday prior to the meeting, and the destination of that motion
  - b. The text, proposer and seconder of any motions tabled for debate at a future UGM or Referendum
  - c. The text, proposer and seconder of any motions tabled for debate and vote at the UGM
27. Reports should be submitted as specified in the Bye-laws of the Union, and be noted on the Order Paper, and available for reference online
28. Questions to any of the following are permitted in written format to the Chair prior to the commencement of the UGM, or may be raised orally by a member of the Union at the appropriate time at the Chairs' discretion:
- a. Any member of the Executive Committee
  - b. Any member of the Democracy Committee
  - c. Any Head of a Media Group Society

### **Union General Meeting Motions**

29. A motion submitted for debate and vote at a UGM must sit on an order paper and published on the LSESU website for at least one calendar week before being discussed.
30. Amendments to motions shall either be made in advance, in writing to the Democracy Committee, or at the meeting at which the motion is discussed.
31. Any full member of the Union may submit an amendment following the procedure:
- a. Amendments should be submitted in writing or verbally at the meeting proper
  - b. The Democracy Committee, if the amendment is submitted in advance, or the UGM Chair, if submitted verbally, may strike the amendment out if it changes the broad meaning of the motion, contradicts the Articles without explicitly changing the Articles, or would be subject to the authority of the Trustees as set out in the Articles
- Any full member of the Union may submit an amendment following the procedure:
- c. Amendments should be submitted in writing and shall be for the attention of the Democracy Committee.
  - d. The Democracy Committee may decide the following on any amendment submitted:
    - i. To strike the amendment out if it changes the broad meaning of the motion, contradicts the Articles without explicitly changing the Articles, or would be subject to the authority of the Trustees as set out in the Articles.
    - ii. To put the amendment forward to the proposer for decision
- d. Amendments shall usually take the following format and may be handed in at Union Reception:
- i. The text 'For the attention of the Democracy Committee'
  - ii. The text 'This amendment relates to' and state for which motions the amendment is intended
  - iii. The name and contact details of a proposer who shall be a full member of the Union
  - iv. The name of a seconder who shall be a full member of the Union
  - v. The full text of the amendment which should clearly state any relevant changes proposed to the Articles or Bye-laws of the Union



- vi. The date on which the amendment is submitted
- d. The Proposer of the motion to which the amendment is submitted will be invited to accept the amendment and the proposer may accept none, some or all of a relevant amendment
- e. An amendment, or any meaningful part of an amendment that is not accepted by the related motion's proposer shall go separately to the vote

### **Annual General Meeting (AGM)**

- 32. The AGM shall be held in Lent Term and its business shall be, and shall be conducted in the order specified in the Articles.
- 33. The minutes of the AGM shall be ratified by the Executive Committee.

### **Extraordinary General Meeting (EGM)**

- 34. An EGM shall be convened at the request of two hundred and fifty full members of the Union in a Motion Petition in line with Bye-Law 9 Policy of the Union
- 35. An EGM will be convened within three working term-time days following the formal receipt of a legitimate Motion Petition
- 36. The business of the EGM shall be, and shall be conducted in the following order:
  - a. Announcements from the Chair
  - b. Motions for debate
- 37. The order paper shall table the text, proposer and seconder of the motion(s) for debate at the EGM
- 38. No amendments shall be allowed to motions for debate at an EGM

### **Procedural Motions**

- 39. Procedural Motions may be used at any General Meeting
- 40. All Procedural Motions shall following this procedure:
  - a. The proposer should submit in writing to the Vice Chair, or make known orally, the details of the Procedural Motion they wish to submit
  - b. A Procedural Motion should be taken as soon as a debate is balanced, and shall usually be taken in the order that they are submitted
  - c. The Chair shall have the discretion to call for an indicative vote on whether to hear the case for the procedural motion and may reject the call for the Procedural Motion where a meeting indicates so
  - d. If heard, there shall be a speech in favour and against the Procedural Motion
  - e. Extra rounds of speeches may be granted at the Chair's discretion
  - f. Once the debate is balanced there shall be a final vote on the Procedural Motion
  - g. There is no quorum necessary for a Procedural Motion
- 41. The following are the Procedural Motions that may be used by a member present at a General Meeting:

Procedural Motion 1

### **The question now be put**

The discussion of a motion, document or issue in question should be balanced and finished and should be put to a vote

Procedural Motion 2

**The meeting be suspended for a specified purpose**

The proposer must make clear the purpose of the suspension, and for how long they wish to suspend the meeting.

Procedural Motion 3

**Challenge a Chair's ruling**

May only be submitted during the agenda item within which the ruling has been made.

Procedural Motion 4

**Extend the time limit on an agenda item**

The proposer must specify for how long they wish to extend the time limit.

Procedural Motion 5

**Refer the item to another body (including a later General Meeting)**

If this Procedural Motion passes the item, including a motion, will cease to be discussed, will not be voted on and will be directly referred to the specified body.

Procedural Motion 6

**No confidence in the Vice-Chair**

During this discussion and vote the Vice-Chair should be replaced by someone nominated by the Chair either from the Democracy Committee or the Executive Committee. Should this procedural motion pass the Vice-Chair will cease to be the Vice-Chair and an election shall be held at the nearest subsequent General Meeting.

Procedural Motion 7

**Allow a non-member to speak**

The proposer shall specify which non-member they wish to be allowed to speak and for how long.

### **BYE-LAW 3 | ELECTIONS**

1. The Regulations are made pursuant to the Articles of the Union
2. Words and phrases used in Regulations have the same meaning as ascribed to them in the Articles of the Union
3. These Regulations were last updated and approved in October 2014

#### **General Regulations for Elections (including voting in Referendum ballots)**

4. The Democracy Committee will publish all election details for the forthcoming year in the first week of the new Academic year. These should include the dates and times nominations close and polling is open, and the deadline for, and word limit of, manifestos
5. No member shall have more than one vote
6. Voting shall be by secret ballot using the single transferable vote (STV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland and shall include re-open nominations as a candidate
7. Voting will normally be online but on exceptional occasions may be paper based. Paper based voting will be authorised by the Returning Officer where appropriate
8. Should re-open nominations be the elected candidate, then the post in question shall remain vacant until a by-election is held
9. The Returning Officer shall be responsible for the conduct of all matters regarding the elections subject to his/her decisions being reviewed by the Democracy Committee
10. In the absence of the Returning Officer as nominated by the Democracy Committee, the noted deputy will take their place or another member will be appointed from the Democracy Committee
11. The Democracy Committee shall have the duty to determine and amend the Guidance Document on Elections and Guidance Document on Referenda

#### **Elected Positions**

12. The following posts shall be elected by cross-campus ballot:
  - a. Officer Trustees
  - b. The following members of the Executive Committee:
    - i. Anti-Racism Officer, AU President, Environment & Ethics Officer, International Students' Officer, Mature & Part-Time Students' Officer, RAG President
  - c. Student Trustees
  - d. Members of the Democracy Committee
  - e. Representatives on School Committees
  - f. A General Course President who shall be a part of the Community and Welfare Assembly and the Education Assembly

- g. A Mature & Part-Time Representative who shall be a part of the Community and Welfare Assembly and the Education Assembly
  - h. Delegates to National Union of Students (NUS) National Conferences
13. Delegates to National Union of Students (NUS) Conferences shall be elected in line with guidelines from NUS

14. The following Liberation Officer posts shall be elected by students who self-define as being part of this Liberation group:

- a. Disabled Students' Officer
- b. LGBT+ Students' Officer
- c. Women's Officer
- d. Black & Minority Ethnic (BME) Students' Officer

These Liberation Officers are part of the Executive Committee and are accountable to all students.

### **Timing of Elections**

14. Elections shall be held at times which are intended to enable the largest possible number of members to vote

15. Formal notice of all elections shall normally be given by week one of the Academic Year

16. Nominations shall open sixteen days before close of polling

17. Detailed Notice of elections shall be given a minimum of seven working days before nominations open

18. Nominations shall close ten working days before close of polling

19. A candidates' meeting must be held following the closure of nominations at a time specified by the Returning Officer

### **Nominations**

20. Nomination papers must be available as soon as nominations open and available for submission online unless the Returning Officer has authorised a paper based method

21. The Returning Officer or their deputy will then check and compile these at the close of nominations

22. Each completed nomination paper must include the full name and student number of those nominated

23. A written or emailed receipt must be issued by the Union to confirm the submission of each completed nomination paper

### **Hustings**

24. The Returning Officer or their deputy shall organise events at which candidates for the Officer Trustee positions shall have the opportunity to speak and to answer questions

25. Hustings shall take place at the UGM in the week before polling

26. A failure to attend a hustings event shall not be compensated by the presence of a representative however a statement may be submitted and will be read where this occurs

27. Hustings shall be held for the elections of the Officer Trustees

28. All campaigning publicity must meet the requirements of the Guidance Document on Elections, as approved by the Returning Officer and the Democracy Committee

## **Money**

29. All candidates in an Election shall receive a publicity allowance at a level set by Democracy Committee for use on paper publicity
30. Each candidate is also entitled to spend up to £60.00 in an election campaign

## **Conduct**

31. Candidates/Nominees must conduct themselves in line with the Guidance Document on Elections. Candidates /nominees breaching these regulations will be subject to the disciplinary procedures outlined in the appropriate Guidance Document and Bye-Laws
32. Campaigning may begin at the end of the candidates/nominees briefing
33. Complaints regarding candidates conduct must be submitted to the Returning Officer or their deputy no later than the close of polling
34. Complaints will be dealt with as outlined in the Elections Guidance Document covering campaigning regulations or elsewhere in these rules
35. The Returning Officer or their deputy may take any disciplinary action short of permanent withdrawal of a candidate/motion that they believe to be reasonable. In the event that the Returning Officer or their deputy deems it appropriate to withdraw a candidate/motion they should make this recommendation to the Democracy Committee in writing
36. The Democracy Committee shall hear any appeals relating to decisions of the Returning Officer or their deputy short of withdrawal of a candidate/motion
37. The Returning Officer or their deputy shall be responsible for convening Democracy Committee in the event of any such appeals
38. If a candidate/nominee wishes to complain against any decision of the Democracy Committee they can do so through the Chair of the Executive Committee
39. Any member of Democracy Committee who is either a nominee in a Referendum, candidate or campaign supporter in an election shall be suspended from the Committee until such a time as the election result is certified

## **Counting**

40. The timing of the count shall be approved by The Democracy Committee or the Returning Officer or their deputy prior to the start of polling
41. Each candidate in any election will be permitted to nominate one individual to monitor the count on their behalf
42. Complaints about the count must be made in writing to the Returning Officer no later than 1 working day after the announcement of the result. The Democracy Committee will be convened to hear any complaints
43. The results of all Union elections shall be certified by the Returning Officer

#### **BYE-LAW 4 | STUDENT ACTIVITIES**

1. The Bye-Law is made pursuant to the Articles
2. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles
3. This Bye-Law was last updated and approved on 11 February 2010

#### **General**

4. Student groups included in this Bye-Law include the following:
  - 4.1. Societies
  - 4.2. Sports Clubs that are part of the Athletic Union
  - 4.3. Media Group Societies
5. To be considered for recognition, a new Society, Club or Media Group Society shall present a proposal as specified below
6. No Society, Club or Media Group Society may receive funds from the Union or make use of the Union's facilities without the prior recognition by the Union
7. No Society, Club, or Media Group Society shall be recognised if its purpose conflicts with the Core Objectives of the Union, except that this restriction shall not be unjustly interpreted so as to preclude the establishment of political, religious or ethnically based Societies, Clubs and Media Group Societies

8. All recognised Societies, Clubs and Media Group Societies are subject to these Bye-Laws and members of Societies' and Clubs' elected leadership, usually the Committee, are accountable to the Executive Committee in adhering to them

9. All members of recognised Societies and Clubs are subject to the Disciplinary and Appeal Bye-Law.

10. Societies, Clubs and Media Group Societies shall state on all publications and advertisements that they are a Society, Club or Media Group Society of the LSE Students' Union. No Society, Club or Media Group Society may use the term 'London School of Economics or any official LSE Branding during any activities, except in special circumstances approved by the Activities and Development Officer

### **Recognition: Setting up a new Society, Club or Media Group Society**

11. A proposal for the formation of a new Society, Club, or Media Group Society must be submitted to the Activities and Development Officer, who shall present the proposal to the Activities Committee

12. A proposal for the formation of a new Media Group Society must be submitted through a General Meeting motion to add a new Media Group Society to the list in the Bye Laws

13. Proposals for the formation of new Societies and Clubs will usually require the following supporting information:

14.1. The names, contact details and signatures of a Chair, Treasurer and Secretary, or another three leadership positions, who must be members of the Union

14.2. Signatures of at least twenty members of the Union

14.3. A statement of the aims and objectives of the Society, Club or Media Group Society, which shall not be contrary to the core objectives of the Union

14.4. A unique constitution, which determines the activities that the Society, Club or Media Group Society can partake in. These constitutions must be based on and include all points in the Model Student Activities Constitution.

14.5. A proposed membership fee in accordance with the following:

14.5.1 Each Society: at least £1.50

14.5.2 Each Club: at least £10.00

15 Applications to be exempt from the minimum fee, and the reasons for the application, should be included in the membership fee section of the proposal

16 Provision for the election of a Committee to usually include as a minimum a President, a Secretary and a Treasurer

### **General and Associate Membership**

17 All Societies, Clubs and Media Group Societies must be open to all members of the Union

18 Associate Membership of a Club or Society describes the membership of a person who is not a member of the Union

19 Societies, Clubs and Media Group Societies may only accept associate memberships after a proposed Associate Membership Fee has been submitted to and accepted by the Activities Committee

20 Societies, Clubs and Media Group Societies applying for associate membership will need to justify the cost of the Associate Membership Fee and why associate members would benefit the Society, Club, Media Group or the student body in general

21 Associate Membership Fees must be calculated to reflect the true cost of participating in that Society, Club or Media Group, based on the full cost recovery approach. Associate Members must not be subsidised in any way by Union funds or resources

22 No Associate member may participate in voting or elections of a Society, Club or Media Group Society, and no Associate member may represent the Union at an external event or in an external organisation, especially in sport

### **Activities Committee**

23 Pursuant to the Bye-Laws of the Union, in particular the Assemblies Bye-Law, the Student Activities Assembly shall annually form the Activities Committee

24 The membership of the Activities Committee shall include the following:

24.1 The Activities and Development Officer

24.2 The AU President

24.3 2 Club members

24.4 2 Society members

24.5 1 Media Group member

25 The Activities Committee shall be chaired by the Activities and Development Officer

26 Other than the AU President, the Activities and Development Officer, and the media group member, all other members of the Activities Committee shall be elected at a meeting of the Student Activities Assembly

27 The purpose of the Activities Committee is to:

27.1 Consider proposals for new Societies, Clubs or Media Group Societies

27.2 Consider applications for Associate Memberships

27.3 Act as a focus group reporting to the Activities and Development

Officer to discuss and comment on specific Society, Media Group,

Athletic Union and Club budgets before they are sent to the Activities Assembly.

### **Finance**

28 The Trustees shall allocate a sum in the Union budget that is agreed by the Executive Committee which shall be for block grants to fund recognised Societies, Clubs, the Media Group and the Athletic Union.

29 The allocation of funds to recognised Societies, Clubs and the Athletic Union shall be decided by the Student Activities Budget Meeting as specified below:

29.1 The Student Activities Budget Meeting shall have the following membership:

29.1.1 The UGM Chair, or their nominee, shall chair the Student Activities Budget

Meeting

29.1.2 A member of the Activities Committee who is not the Activities and

Development Officer or the AU President shall be the Vice

Chair at the Student Activities Budget Meeting

29.1.3 Each recognised Society shall have ONE vote each at this meeting

29.1.4 Each recognised Club shall have ONE vote each at this meeting

29.2 The Student Activities Budget Meeting shall have the following business only:

29.2.1 To receive, discuss and vote on the Societies Budget, AU Budget and Media

Group Budget.

29.3 The Student Activities Budget Meeting shall be able to pass the Societies

Budget and the AU Budget with a simple majority of the meeting.

29.4 Quorum for the Student Activities Budget Meeting shall be 40% of all eligible

Societies and Clubs.

29.5 Where the Student Activities Budget Meeting is called but is not quorate, a

second meeting should be called

29.6 Where a second Student Activities Budget Meeting is called but is not quorate,

the business of the meeting shall be sent to the Executive Committee for decision



30 All Societies shall be required to submit a budget request form to the Activities and Development Officer in order to be eligible for grant funds. All Clubs shall be required to submit a budget request form to the AU President in order to be eligible for grant funds.

30.1 The deadline for the submission of budget requests shall be set by the Union and will be communicated to all Societies, Clubs and the Media Group at least one calendar month before the deadline

30.2 The Activities and Development Officer, having considered all applications and liaised with relevant Societies shall prepare the Societies Budget.

30.3 The Activities and Development Officer and the AU President, having considered all applications and liaised with relevant Clubs, shall prepare the Athletic Union Budget

30.4 The Societies Budget shall include the following:

30.4.1 All grant allocations to recognised Societies

30.4.2 All fund allocations to Society development

30.5 The AU Budget shall include the following:

30.5.1 All grant allocations to recognised Clubs

30.5.2 All fund allocations to Athletic Union development

30.6 The Society Budget, Media Group Budget and AU Budget shall be presented to the Activities Committee for discussion before ratification.

31 All Society, Club and Media Group Society expenditure must be conducted in accordance with the Bye-Laws and Articles and Society, Club and Media Group Society elected leadership, usually the Committee, will be accountable to the Trustees in adhering to them

32 Societies, Clubs and Media Group Societies must not use resources, including financial resources, in a way that would be deemed ultra vires. Ultra vires describes any use of Union resources that is deemed to be outside of the implied or specified objectives and powers of that group

33 No Society, Club or Media Group Society shall hold its own bank account and all its finance will be administered through the Union in accordance with the Bye-Laws and Articles

34 All Society, Club and Media Group Society assets must be registered with the Union each year through the budget request process. All assets are the property of that Society, Club or Media Group and therefore the Union

35 The Treasurer or equivalent of any Society, Club or Media Group Society is responsible for ensuring that all its expenditure is legitimate and that it does not exceed allocated budgets

36 The Treasurer of any Society, Club or Media Group Society shall ensure that all income received by that group is paid directly into the Union accounts

## **Health and Safety**

37 Societies, Clubs and Media Group Societies must ensure that they take responsibility for the safety of members participating in their activities

38 The Chair or Head, unless allocated to someone else in the Constitution of that Society, Club or Media Group Society is responsible for ensuring that all reasonable steps are taken to reduce risk to members

39 All Societies, Clubs and Media Group Societies must submit an annual risk assessment covering all core activities of that group

39.1 Societies, Clubs and Media Group Societies organising any overnight trip must complete a trip registration form and an additional risk assessment for each trip and submit it to the Union

40 At least one member of each Society, Club or Media Group Society Committee must receive health and safety training from the Union on an annual basis

41 Societies, Clubs and Media Group Societies must familiarise themselves with, abide by, and act in accordance with the health and safety policies of the Union

### **Democracy**

42 All Society and Club Committees must be elected by the members of that group on an annual basis.

42.1 The election of Society and Club and Committees shall take place at a General Meeting of that Society or Club

42.2 All members of that Society or Club who are full members of the Union shall be eligible to stand for election to the Committee

43 The Society or Club Chair or Head shall be responsible for convening at least one General Meeting per year where the Committee present the finances of the Society or Club to the membership

### **Breach of Rules**

44 All Societies, Clubs and Media Group Societies are subject to the Articles, Bye-Laws and any policies referred to in those documents.

44.1 Complaints and disciplinary action relating to the Media Group should be dealt with in the first instance by the procedure in the Media Group Principles.

45 Society, Club and Media Group Society Committees are responsible for ensuring that their groups do not act in breach of the Articles, Bye-Laws and any policies referred to in those documents

46 All Society, Club and Media Group Society Committees are responsible for upholding the Unions' equal opportunities policy. Breaches of the equal opportunities policy are taken extremely seriously

47 Any Society, Club or Media Group Society accused of being in breach of the Articles, Bye-Laws or any policies referred to in those documents, may be subject to disciplinary action and procedures in accordance with the Bye-Laws

48 Disciplinary action may be taken against the Society, Club or Media Group as a whole which may include but is not limited to:

48.1 Freezing Society, Club or Media Group Society funds

48.2 Fining the Society, Club or Media Group Society

48.3 Banning the Society, Club or Media Group Society from hosting events in Union venues

48.4 Suspension of the Society, Club or Media Group Society from the Student' Union

48.5 De-recognising the Society, Club or Media Group Society from the Students' Union

48.6 Any other action in line with the Bye-Laws

49 Disciplinary action may be taken against individuals on a Society, Club or Media Group Society Committee and may include but is not limited to:

49.1 Ceasing the individual's position on the Committee

49.2 Revoking the individual's membership of the Society, Club or Media Group

49.3 Suspending the individual from membership of the Society, Club or Media Group or from Union events or venues

49.4 Banning the individual from Union events or venues

49.5 Any other action in line with the Bye-Laws

### **Athletic Union**

50 The Union recognises the Athletic Union as a society of the Union whose purpose is to host and develop Sports Clubs for Union members

51 The Athletic Union Constitution is pursuant to the Bye-Laws

### **RAG (Raising and Giving Society) and Charity Fundraising**

52 The Union recognises a society known as RAG which shall comply with the Articles and Bye-Laws, particularly this section of the Bye-Laws

53 Societies, Clubs and Media Group Societies may undertake activities in pursuit of raising funds to be donated to registered charities external to the Union in line with the following:

53.1 No Union funds or resources may directly subsidise activities in pursuit of raising funds to be donated to registered charities external to the Union

53.2 Union accounts may be used to hold sums of money which may then be donated to registered charities external to the Union

53.3 No Society, Club or Media Group Society will be able to enter into deficit in the pursuit of raising funds to be donated to registered charities external to the Union

### **The Media Group**

54 The Union recognises an editorially independent, student-led and accountable media group.

55 The Media Group exists to further the Media Group principles, which must be consistent with the Union's own principles as outlined in the Union's governing Articles.

56 The Media Group shall comprise of the Media Group Societies.

57 The Media Group Societies, who shall share one membership fee, as the 'Media Group' shall be:

57.1 The Beaver (newspaper)

57.2 The Clare Market Review (journal)

57.3 Loose TV (television network)

57.4 Pulse Radio (radio)

58 The 'Head' shall refer to the following:

58.1 Executive Editor, The Beaver

58.2 Editor-in-Chief, The Clare Market Review

58.3 Station Manager, Pulse Radio

58.4 Network President, Loose TV

59 The Media Group shall be represented by the Media Group Committee, which shall comprise:

59.1 The Activities and Development Officer, who shall chair the committee

59.2 The head of each Media Group Society.

59.3 One other member from each other Media Group Society.

60 The meetings of the Media Group Committee shall be open to all Union members and shall be advertised. Non-committee members shall be unable to vote, however.

61 The Media Group Committee shall meet at least once each term, or at the discretion of the chair, with a minimum of one week's notice, or by notice from two members to all other members at a minimum of one week's notice.

62 The business of the Media Group Committee shall be:

62.1 Creating and reviewing strategic plans relating to the development of the Media Group

62.2 Periodically discussing issues of shared concern including finance, membership, inclusivity, standards, and value for money

62.3 Periodically reviewing how the content of each publication meets the principles of the Media Group for which the Head of each publication is accountable

63 The Media Group societies shall be governed by their own constitutions insofar as those constitutions do not conflict with these bye-laws.

63.1 Media Group Society constitutions must be ratified by each Media Group society's members. Amendments to those constitutions shall require approval by the Media Group committee and must at least two-thirds of Media Group Society members present at a Media Group Society general meeting.

### **Media Group Finance**

64 The distribution of the Media Group Budget shall be drawn up and agreed by the Media Group committee, based on budget request forms submitted by each Media Group Society.

65 The Media Group Societies shall spend their allocations according to the budget request forms submitted as per clause 65. Deviations from these budgets must be approved by the Media Group Committee.

66 The Media Group shall receive:

66.1 funding to produce 21 issues of the Beaver newspaper per academic year

66.2 Funds sufficient to cover the minimum costs required to broadcast Pulse radio for a minimum of six hours a day, on average, during Michaelmas and Lent term

66.3 2 issues of the Clare Market Review per academic year

66.4 Funding to cover production of at least five films, television programmes or digital movie media programmes

67 In addition, the Media Group shall receive funding from the Union in order to further its development and security.

### **MEDIA GROUP PRINCIPLES**

#### **PURPOSE**

The Media Group exists for the benefit of, and to provide a service to, Union members. It does so from a position of editorial independence from the Union's elected executive officers and the UGM, but with such independence come both rights and responsibilities that members of media group societies have a duty to adhere to and enforce:

#### **RESPONSIBILITIES**

**A. To ensure all facts throughout publications and programmes are accurate, and to report and comment, fairly, accurately but critically on matters affecting students and of interest to them, at all times doing so in compliance with the standards outlined in the PCC 'Editors Code'.**

☐☐ Stimulate interest in, and knowledge of, a full range of subjects and issues affecting Union members that is accessible and can encourage either formal or informal learning

☐☐ Give information about, and increases the understanding of, what is

happening at LSE and the Union through balanced, factual and fair news, other information and analysis of current events and ideas

☐☐ Promote understanding of the LSE and the Union's political systems

#### **B. Stimulate creativity and inclusion**

☐☐ Enrich the cultural life of the LSE through creative excellence in distinctive and original content

☐☐ Foster creativity and nurture talent

☐☐ Promote interest, engagement and participation in cultural activity

#### **C. Reporting the views of Union members**

☐☐ Reflect and strengthen the cultural identities found at LSE through original content

☐☐ Promote awareness of the different cultures and alternative viewpoints of Union members through content that reflects the lives of different people and Communities

#### **D. Reporting on the Union in its activities and campaigns**

☐☐ Accurately reflect through reporting the activities, events and campaigns of the Union

☐☐ Ensure that reporting on activities, events and campaigns of the Union is balanced, factual and fair

**E. To ensure compliance with the Union's Articles at all times, and its bye-laws, insofar as they do not conflict with the principles outlined here.**

#### **RIGHTS**

**Editorial independence is viewed as essential to furthering the Media Group's responsibilities.**

☐☐ Independence shall mean the ability of the Media Group Societies to print and broadcast content, as their Head's see fit, subject to the above responsibilities and the law of the land.

☐☐ The ability to criticise the Union's policies or the actions of its officers is recognised as being an essential part of editorial independence and a healthy part of the Union's culture, subject to the above responsibilities and the law of the land.

#### **GENERAL RESTRICTIONS**

☐☐ Media Group publications and broadcasts must make clear that the views expressed in all content are those of the contributors and not necessarily the views of the Head or the Union

☐☐ The Trustees of the Union, especially the Officer Trustees, are the Media Group's publishers and reserve the right to remove or stop publication or broadcast of any content that may be illegal, or in contempt of the Union's governing Articles.

☐☐ Each Media Society head should pay due attention to issues submitted by the Union for consideration for reporting.

☐☐ Publications must not express and preference (either positive or negative) for any candidate for election within the Union

☐☐ All coverage of Elections and Referenda must be balanced, accurate and fair

☐☐ All coverage of General Meetings and proposed motions for General Meetings should be accurate, fair and representative

☐☐ Publications must not mention by name or title a member of the Union's staff.

## **DESCRIPTION OF MEDIA GROUP SOCIETIES**

### **The Beaver**

☐☐A regular term-time newspaper with an obligation to print twenty one issues per academic year

☐☐It will state on the first page of each issue that it is the newspaper of the Union

☐☐The number of pages, print quality and paper type shall be discussed between the Head and the Activities and Development Officer

### **The Clare Market Review**

☐☐A journal with an obligation to print at least two issues per academic year

☐☐State in each issue that it is the journal of the Union

☐☐The number of pages, print quality and paper type shall be discussed between the Head and the Activities and Development Officer

### **Pulse Radio**

☐☐A radio station with an obligation to air for at least 6 hours per day during Michaelmas and Lent Term

☐☐It will identify itself as the radio station of the Union

☐☐It shall play throughout the Union

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☐☐A Pulse committee member shall supervise every show

### **Loose TV**

☐☐A television network with an obligation to create television programmes or film or digital movie media

☐☐It will identify itself as the television station of the Union

## **COMPLAINTS & DISCIPLINE**

In the first instance, complaints should be made in writing to the Head of the Media Group Society who shall contact the complainant to discuss options including but not limited to the following:

☐☐Retraction

☐☐Apology

☐☐Opportunity to offer an alternative view

☐☐The Head to submit a complaint about a member of that Media Group Society through the procedure stated in the Disciplinary and Appeals Bye-Law

☐☐Rejection of the complaint

If the complainant is not satisfied after complaining to the Head, they may thereafter follow the procedure stated in the Disciplinary and Appeals Bye-Law

## **ADVERTISING**

The Union shall be responsible for providing advertising for Media Group Societies and all monies earned shall be kept by the Union for distribution which does not preclude a

member of a Media Group Society being involved in seeking advertising insofar as their involvement has either been sought by the Union or is known to the Activities and Development Officer.

#### **COPYRIGHT**

All publications are exclusive copyright of the Union

#### **COMPLIANCE**

Each Head shall read and sign a copy of these principles upon their election to the position. These principles must also be circulated to all members of the Media Group Societies. The Heads shall be held accountable to the UGM usually through questions from members and at least a written termly report which should be available for reference online, which should refer explicitly to the Purposes of the Media Group

#### **BYE-LAW 5 | ASSEMBLIES**

1. The Bye-laws are made pursuant to the Articles.
2. Words and phrases used in these Bye-laws have the same meaning as ascribed to them in the Articles.
3. These Bye-laws was last updated and approved on 11 February 2010

## **Definition**

3. Assemblies shall be defined as groups, networks or meetings where members regularly come together for the following purpose and duties:
  - a. To direct the Union's policy and campaign activity
  - b. To discuss issues for action, often prompted by relevant Union policy, and involve students in making change
  - c. To organise members to take action around collective issues
  - d. To create opportunities for immediate change and/or action where possible
  - e. All Assemblies shall keep summary notes of their proceedings and make them available to the student body, through the Executive Committee
  - f. A quorum for an Assembly may be requested by the Executive Committee but in normal circumstances shall not be required
  - g. All Assemblies must be convened by the chair at least once per term
  - h. Assemblies may create informal groups and positions where it deems necessary.
4. Assemblies shall seek to maintain work within specific terms of reference and will be guided by the chair of that Assembly who will be part of the Executive Committee.
5. Assemblies may be formed by a vote at a UGM, and shall fall into the following categories:

## **Union Assemblies**

6. The Union Assemblies are open to all full members of the Union and shall be:
  - 6.1. Education Assembly
    - 6.1.1. Chaired by the Education Officer
  - 6.2. Activities Assembly
    - 6.2.1. Chaired by the Activities and Development Officer
  - 6.3. Community and Welfare Assembly
    - 6.3.1. Chaired by the Community and Welfare Officer
  - 6.4. Post Graduate Assembly
    - 6.4.1. Chaired by the Post Graduate Officer
  - 6.5. Environment and Ethics Assembly
    - 6.5.1. Chaired by the Environment and Ethics Assembly
  - 6.6. International Assembly
    - 6.6.1. Chaired by the International Students Officer
  - 6.7. Anti-Racism Assembly
    - 6.7.1. Chaired by the Anti-Racism Officer

## **Liberation Assemblies**

7. The Liberation Assemblies shall be:
  - 7.1. Womens' Assembly
    - 7.1.1. The Women's Assembly shall be chaired by the Women's Officer
    - 7.1.2. The Women's Assembly is only open to full Union members who define as women.
  - 7.2. LGBT+ Assembly
    - 7.2.1. The LGBT+ Assembly shall be chaired by the LGBT+ Students' Officer
    - 7.2.2. The LGBT+ Assembly is only open to full Union members who define as lesbian, gay, bisexual, trans, and other minority gender identities and sexual orientations, such a gender queer and asexual.
  - 7.3. Disabled Students Assembly



7.3.1. The Disabled Students Assembly shall be chaired by the Disabled Students' Officer

7.3.2. The Disabled Students Assembly is only open to full Union members who define as disabled.

## **BYE-LAW 6 | EXECUTIVE COMMITTEE**

1. The Bye-laws are made pursuant to the Articles.
2. Words and phrases used in these Bye-laws have the same meaning as ascribed to them in the Articles.
3. These Bye-laws was last updated and approved on 11 February 2010

### **Definition**

4. The Executive Committee shall be the Officer Trustees as defined in the Articles of Governance and the up to 10 additional volunteer officers

### **Purpose**

5. Representational: to promote and defend the rights of Members
6. Campaigning: to campaign on issues affecting Members

### **Role & Responsibility**

7. To represent the voice of students
8. To execute policy through Assemblies and other methods
9. To review policy annually
10. To lead the Union in delivering on students' representative and political priorities.
11. Receive a quarterly report from the Trustees
12. To coordinate and set up a sub-group to appoint Honorary Members
13. To scrutinise decisions made by the Democracy Committee and be the point of appeal for decisions made by the Democracy Committee
14. The Committee shall be held accountable to the UGM usually through questions from members and at least a written termly report which should be available for reference online

### **Composition**

15. There shall be the following Executive Committee Officers:
  - a. General Secretary (Officer Trustee)
  - b. Community & Welfare Officer (Officer Trustee)
  - c. Activities & Development Officer (Officer Trustee)
  - d. Education Officer (Officer Trustee)
  - e. Postgraduate Officer (Officer Trustee)
  - f. Athletics Union President (Executive Committee Officer)
  - g. Anti-Racism Officer (Executive Committee Officer)
  - h. Black & Minority Ethnic (BME) Students' Officer (Executive Committee Officer)
  - i. Disabled Students Officer (Executive Committee Officer)
  - j. Environment & Ethics Officer (Executive Committee Officer)
  - k. International Students Officer (Executive Committee Officer)
  - l. LGBT+ Officer (Executive Committee Officer)
  - m. Women's Officer (Executive Committee Officer)
  - n. RAG President (Executive Committee Officer)

### **Conditions**

16. Officer Trustees shall remain in office in accordance with the Articles of Governance which will also apply to all members of the Executive Committee
17. Executive Committee Officers shall be granted all the privileges of Union membership
18. Executive Officers must be a Member at the time of their election and for the duration of their time in office
19. Only a member of the Athletic Union may be a candidate for the position of Athletic Union President
20. Only a member who defines as a woman may be a candidate for the position of Women's Officer
21. Only a member who defines as lesbian, gay, bisexual, trans, or other minority gender identities and sexual orientations, such as gender queer and asexual, may be a candidate for the position of LGBT+ Students' Officer
22. Only a member who defines as disabled may be a candidate for the position of Disabled Students' Officer
23. Only a member who defines as Black or Minority Ethnic may be a candidate for the position of BME Students' Officer
23. Only a member of RAG may be a candidate for RAG Chair. Like all other Executive Committee elections, any student is able to vote for them.

#### **Collective Duties of Officer Trustees**

23. These duties are outlined in detail in the Trustee Board Bye-Law

#### **Remuneration of Officer Trustees**

24. Officer Trustees shall be paid £26,582.04 per annum pro rata

#### **Collective Duties of Executive Committee Officers**

25. To support, where appropriate, student assemblies and committees in the fulfilment of their roles
26. To liaise with external organizations appropriate to individual roles

#### **Individual Duties of Officer Trustees**

27. Duties of the General Secretary shall be as follows:
  - a. Direct the Union's representative work
  - b. Union Spokesperson
  - c. Chair the Executive Committee
  - d. Chair of the Trustee Board
  - e. Chair the sub committees of the Trustee Board
  - f. Primary liaison between the School and the Union, and responsible for coordinating Student representation on School Committees
  - g. Ex-officio delegate to conferences, councils and other decision-making bodies of affiliated organizations
28. Duties of the Activities & Development Officer shall be as follows:
  - a. Direct the volunteering programmes
  - b. Direct the Union's Student activities work
  - c. Instigator of new and developing extra curricular activities
  - d. Lead projects that enhance the personal development of members
  - e. Chair of the Activities Assembly

29. Duties of the Education Officer shall be as follows:
  - a. Direct the Union's work on educational and academic issues
  - b. Direct the Union's work on academic representation
  - c. Primary Officer involved with monitoring the activities of the Academic Board and other related Academic Committees
  - d. Chair the Education Assembly
30. Duties of the Community & Welfare Officer shall be as follows:
  - a. Direct the Union's work on the welfare of members
  - b. Direct the Union's work on issues relating to members' local, regional, national and international communities
  - c. Direct the Union's work on citizenship and wider societal issues
  - d. Direct the Union's work on developing good campus relations
  - e. Chair the Community and Welfare Assembly
31. Duties of the Post Graduate Officer shall be as follows:
  - a. Direct the Union's work on educational and academic issues relating specifically to PGT and PGR members
  - b. Direct the Union's work on the student experience relating specifically to PGT and PGR members
  - c. Take a leadership role in the Education Assembly
  - d. Chair the Post Graduate Assembly

#### **Individual Duties of Executive Committee Officers**

32. Athletics Union President
  - a. Direct the Union's work on sport, Sports Clubs, and the Athletic Union
  - b. Undertake duties as specified in the Athletic Union Constitution
  - c. Take a leadership role in the Activities Assembly
33. Anti-Racism Officer
  - a. Direct the Union's work on Anti-Racism
  - b. Take a leadership role in the Community and Welfare Assembly
  - c. Chair the Anti-Racism Assembly
34. Black & Minority Ethnic (BME) Students' Officer
  - a. To represent the views of students who self-define as BME
  - b. To deal with issues of under-representation, inclusivity, wider engagement and other issues concerning BME liberation
  - c. To chair the BME Students' Assembly
34. Disabled Students' Officer
  - a. To represent the views and interests of disabled students
  - b. Direct the Union's work on liberation from disablism
  - c. Chair the Disabled Students Assembly
35. Environment & Ethics Officer
  - a. Direct the Union's work on environmental and ethical issues
  - b. Chair the Environment and Ethics Assembly
36. International Students' Officer
  - a. To represent the views and interests of international students
  - b. Direct the Union's work on issues specifically relating to international students
  - c. Chair the International Students Assembly
37. LGBT+ Students' Officer
  - a. To represent the views and interests of lesbian, gay, bisexual and trans students
  - b. Direct the Union's work on liberation from homophobia and transphobia

- c. Chair the LGBT+ Assembly
38. Women's Officer
- a. To represent the views and interests of women students
  - b. Direct the Union's work on liberation from sexism
  - c. Chair the Women's Assembly

### **Removal from Office**

39. Any student who is dissatisfied with the work of a Executive Committee Officer may submit a formal motion of no confidence to a General Meeting

40. Executive Committee representatives may be excluded from Office by:

- a. A super-majority quorate General Meeting Vote
- b. Ceasing to be a student of the University, including through choice or as the result of a breach of the University student disciplinary regulations resulting in exclusion from the University
- c. In the event of a student member of the Executive Committee failing to attend three consecutive meetings without presenting proper apologies, he/she shall be deemed to have resigned. An appeal against such a decision may be heard by the Democracy Committee
- d. Any Executive Committee Officer wishing to resign from their position must do so in writing to the General Secretary. Resignations shall take effect immediately, and be reported to the next meeting of the Executive Committee and or UGM
- e. A vacancy arising by any of the above means shall be re-elected subject to the conditions of the Elections Regulations. (Bye-Law 3.)

### **Proceedings, Quorum and Frequency of Executive Committee Meetings**

41. The Executive Committee shall meet not less than four times a term during Michelmas and Lent and at least once in the Summer Term

42. Quorum shall be 50% plus one members, including one Sabbatical

43. During the summer vacation period the Officer Trustees shall have the authority to approve items of emergency business on behalf of the Executive Committee. Any emergency business so conducted shall be reported to the first meeting of the Executive Committee at the start of the first term for ratification

## **BYE-LAW 7 | DEMOCRACY COMMITTEE**

1. The Bye-Law is made pursuant to the Articles of the Union.
2. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles of the Union.
3. This Bye-Law was last updated and approved on 11 February 2010

### **Role & Responsibilities**

4. Democracy Committee shall have the authority to:
  - 4.1 Nominate one of their number to oversee and direct elections in line with the Bye-Laws
  - 4.1. Nominate one of their number to oversee and direct referenda in line with the Bye-Laws
  - 4.3. Oversee and direct the democratic policy process in line with the Bye-Laws
  - 4.4. Prioritise topics for discussion and debate in a representative body in line with the Bye-Laws
  - 4.5 Act as the formal committee dealing with discipline and resignation of officers in line with the Bye-Laws
5. The Committee shall be held accountable to the UGM usually through reporting decisions in the order paper and questions from members
6. To produce a democratic calendar by week one of the Academic Year

### **Composition**

7. Five elected students.
  - 7.1 The 5 student members will be elected in one single election where there are 5 places through an Single Transferable Vote.
  - 7.2 The candidate who is elected first has first refusal on taking the position of UGM Chair. If this is refused, the UGM Chair shall be selected by the Democracy Committee and come from their number
  - 7.3 The position of UGM Chair will normally be ultimately responsible for elections and referenda as the Returning Officer
  - 7.4 The Returning Officer shall not stand as a candidate in any elections (except when standing for re-election)
  - 7.5 The Chair of the Democracy Committee shall not also be the UGM Chair or the Returning Officer and shall be selected from within their number

### **Quorum & Frequency of Meetings**

8. The Committee will meet no less than three times in an academic year.
9. If there are two or more vacant positions, the Executive Committee will take on the responsibilities of the Democracy Committee until such time that there is one or no vacancies.
10. The quorum of a meeting shall be no less than two thirds of the current membership.

### **Removal from Office**

11. Any student who is dissatisfied with the work of a member of the Democracy Committee may submit a formal motion of no confidence to a General Meeting.

12. Democracy Committee representatives may be excluded from Office by:

12.1. A super-majority quorum General Meeting Vote

12.2. Ceasing to be a student of the University, including through choice or as the result of a breach of the University student disciplinary regulations resulting in exclusion from the University

12.3. In the event of a student member of the Democracy Committee failing to attend three consecutive meetings without presenting proper apologies, he/she shall be deemed to have resigned. An appeal against such a decision may be heard by the Executive Committee

12.4. Any member of the Democracy Committee wishing to resign from their position must do so in writing to the General Secretary. Resignations shall take effect immediately, and be reported to the next meeting of the Executive Committee and or UGM

13. A vacancy arising by any of the above means shall be re-elected subject to the conditions of the Elections Bye-Law

## **BYE-LAW 8 | POLICY OF THE UNION**

1. The Bye-Laws are made pursuant to the Articles
2. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles
3. These Bye-Laws were last updated and approved in March 2012

### **General**

4. All current policy of the Union shall be available online

### **Definitions**

5. The term 'policy' refers to a motion that has been passed by a valid student vote
6. The term 'motion' refers to a collection of related fact, belief and action statements that do not repeat the content of the Articles, Bye-Laws or current policy of the Union
7. Motions should never name or reference staff of the Union

### **Policy Submission**

8. Any full member of the Union may submit a motion following the procedure:
  - a. Submission of motions shall be on paper or via email and shall be for the attention of the Democracy Committee
  - b. Motions being submitted shall usually take the following format and may be submitted at Union Reception:
    - i. The text 'For the attention of the Democracy Committee'
    - ii. The text 'This motion is intended to be passed at' and state for which UGM or Referendum the motion is intended
    - iii. The name and contact details of a proposer who shall be a full member of the Union
    - iv. The name of a seconder who shall be a full member of the Union
    - v. The full text of the motion which should clearly state any relevant changes proposed to the Articles or Bye-Laws of the Union
    - vi. The date on which the motion is submitted
9. All motions submitted before 5pm on a Friday will be tabled for discussion and decision at the nearest following Democracy Committee
10. The Democracy Committee may decide the following on any motion submitted:
  - a. To prioritise the motion for debate and vote at a UGM
  - b. To send the motion for vote at a Referendum
  - c. To strike out the motion if it contradicts the Articles without explicitly changing the Articles or would be subject to the authority of the Trustees as set out in the Articles.
  - d. To strike the motion out if the motion, business or question has already been taken within the same academic year. The Democracy Committee shall decide whether a



proposed motion is repetitive of motions submitted previously in the same academic year and therefore whether this rule applies

e. To composite the motion with one or more other motions where they are related in content and intent and therefore to rename the composited motion

f. To move text from any section of the motion into another section of the motion

g. To deprioritise a motion for debate and vote. Where this occurs the motion will be deferred to the Order Paper of a later UGM and may be deprioritised on future Order Papers and will automatically fall off the order paper after three weeks

h. In deciding on the destination of a submitted motion, the Democracy Committee must pay due attention to the wishes of the proposer and should provide a reason for decisions where it is not in line with those wishes.

11. Once the Democracy Committee has made a decision on the destination of a submitted motion, the motion will follow the processes stated in the Articles and Bye-Laws of the Union

### **Policy Lapse**

12. All policies of the Union shall automatically lapse after three years of being Passed

13. All lapsing policies are open to challenge via the following process:

a. Lapsing policies will be automatically tabled for notice on the Order Paper at the nearest UGM prior to the policy lapsing

b. Any member of the Union may submit a challenge to a lapsing policy either in writing to the Democracy Committee, or their nominee, or orally at the appropriate point at the UGM where that motion is tabled

c. Where a challenge has been submitted, the Chair will invite a challenger to speak in favour of the challenge and someone to speak against the challenge

d. If at least 50 members challenge the lapse through a show of hands there shall be no other votes, and the motion will automatically be resubmitted to the Democracy Committee, where the Democracy Committee will become the submitter

### **Motion Petitions**

14. Any full member may call an Emergency General Meeting or an Extraordinary Referendum on a motion at the request of two hundred and fifty full members of the Union through a Motion Petition

15. Such a petition shall be in writing and shall include the names, signatures and LSE Student Numbers of the members requesting the EGM or ER and the date on which they signed the petition, and shall specify on each page where signatures are present:

a. The full text of the motion to be voted upon

b. Which body the motion is intended (General Meeting or Referendum)

16. A Motion Petition is only valid within the academic year in which it started and the dates next to signatures must evidence this

17. A Motion Petition must be submitted to the General Secretary who will formally confirm that they have received it only after all student numbers have been verified

18. Where the number of valid Student Numbers is lower than the required amount the General Secretary will inform the proposer of this and the motion will not go any further until the correct number of valid signatures are submitted

19. Once a valid Motion Petition has been verified and formally received the motion will be passed to the Democracy Committee and will follow the process outlined in either the General Meetings Bye-Law or the Referenda Bye-Law

20. Where agreed by the proposer the Democracy Committee may submit the motion to the next Union General Meeting or the next Ordinary Referendum
21. Any other petition, including a No Confidence Petition, should follow these rules

## **BYE-LAW 9 | DISCIPLINE AND APPEALS**

4. The Bye-Law is made pursuant to the Articles of the Union
5. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles of the Union
6. This Bye-Law was last updated and approved on 11 February 2010

### **DISCIPLINARY HEARINGS**

7. Depending on the area of Union activity that the breach of discipline has been made, will determine the staff and sabbatical officers who will be responsible for hearing the disciplinary and taking action
8. Typically, the composition of the Disciplinary Hearing will be at least 2 members of the Executive and up to 2 others which may include Union Staff

### **DISCIPLINARY APPEALS BODY**

#### **Purpose**

9. To act as an appeals body for individual members who feel that they have been unfairly treated by Union bodies including disciplinary decisions taken with regard to London School of Economics Students' Union premises, clubs and societies or any other official activity

#### **Composition**

10. The General Secretary shall be the chair
11. At least four members of the Union
12. There should be some attempt to make gender balance
13. Where the General Secretary has an interest in the case (usually as either the defendant, a witness or the complainant) the General Secretary will delegate their responsibilities to another Officer Trustee who does not have an interest in the case

#### **Hearing**

14. The General Secretary must call a meeting within seven days of any decision being brought before Disciplinary Appeals Body
15. A list of those Union members wishing to sit on the committee shall be maintained by The Executive Committee
16. Members shall be randomly selected from a list of names for each case.

## **Duties**

17. To have jurisdiction over members of the Union and over persons using Union facilities and resources.
18. To have final jurisdiction over the decisions of AU Clubs and Societies affecting individual members.
19. To report all decisions of Disciplinary Appeals Body to the Democracy Committee.

## **Powers**

20. To uphold or repeal disciplinary decisions of Union Committees, Clubs and Societies
21. To require the attendance at Disciplinary Appeals Body of any Union member
22. Non-compliance is an offence and will lead to further disciplinary action

## **Regulations**

23. All members must declare any interests that they have regarding the case.
24. No member may sit on the committee if the issue under consideration concerns activities or persons that they may be involved with
25. No members of the Executive (other than the Chair) may sit on the committee
26. Quorum is a full compliment of members as outlined above

## **Procedures**

27. Any member of the Union may appeal against a decision of Union committees or Clubs, Societies and Media Group Societies
28. The complainant must be informed of:
  - 28.1. The relevant sections of the Articles or Bye-Laws
  - 28.2. The factual details of the decision.
  - 28.3. The time, date and place of the hearing.
  - 28.4. The necessity to produce all witnesses at the time of the hearing.
29. Both the complainant and the Union Representative must be present for the meeting to proceed.
30. In the absence of either party the meeting shall adjourn and the Chair shall investigate the reasons for absence.
  - 30.1. Following an investigation by the Chair the meeting shall be reconvened and may proceed at the discretion of the Disciplinary Appeals Body and any of the parties may have the right to appoint another member as their representative
31. The complainant, or their representative, will present the case
32. All parties have the right to question each other under the direction of the Chair
33. Disciplinary Appeals Body will consider their decision in camera
34. Disciplinary Appeals Body shall reach its decision by simple majority
35. The Chair shall notify the parties immediately of the Body's decision

## **Appeal of Removal as a Trustee – Appeals Body**

36. In accordance with Article 61, a Trustee removed in accordance with Articles

87.1, 88.1 and 89.1 shall be entitled to appeal the decision to remove him or her to an Appeal Body. The Trustee appealing shall be called "the Appellant"

37. The Appellant has the right to appeal against a decision of the Trustees provides/he lodges his or her appeal in writing with the General Manager not more than 14 days after the receipt of the written notice of the decision of the Trustees

38. The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon

39. If an appeal is lodged within time the decision to dismiss the Appellant shall not take effect until the final determination of the matter

#### **Notification of hearing and exchange of information**

40. The Appellant shall be given at least 21 days' written notice of the date, time and place of the appeal hearing.

41. At least 14 days prior to the date of the hearing, the Appellant shall:

42. Confirm whether or not s/he intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him or her;

43. If s/he intends to seek the agreement of the Appeals Body to submit any such fresh evidence that s/he wishes to rely upon.

44. At least 7 days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence which it wishes to rely upon.

45. Neither party shall without the consent of the other or the permission of the Appeals Body rely on any statement of document other than those provided or identified under rules 35. to 37. of this Bye-Law.

#### **Composition of the Appeals Body**

46. The Appeals Body shall be made up as constituted under Article 91

47. The identity of those who sit on the Appeals Body, as per the agreed categories, shall be decided by the NUS appointee and University. In addition, the University nominee and the independent person should not have had any substantive involvement in the matter under appeal. Their relationship with the Appellant should not give rise to any conflict of interest.

#### **The parties in proceedings before the Appeals Body**

48. The Appellant shall be entitled to be accompanied or represented by one other person of his or her own choice except where, in the opinion of the Chair of the Appeal Body, such person has a conflict of interest.

49. The Chair of the Trustees shall act on behalf of the Union as the Respondent to the appeal and for this purpose may instruct a representative.

#### **Procedure before the Appeals Body**

50. The function of the Appeals Body is to review the reasonableness of the decision to dismiss the Appellant. On the appeal, the Appeals Body will consider the documents, statements and other evidence produced to the original Trustee meeting. The Appeals Body shall not interview or cross examine any witnesses.

51. The hearing of an appeal shall be conducted in accordance with rule

52. 45. to 48. of this Bye-Law except where to do so would be inconvenient or unjust, when the Chair of the Appeals Body may modify the procedure to the extent that s/he deems necessary provided that the result is fair to the Appellant.

### **Courses of action which the Appeals Body may take**

53. The courses of action which the Appeals Body may take are:

53.1. To uphold the appeal; or

53.2. To reject the appeal.

53.3. Within seven days, the General Manager will notify the Appellant, in writing of the decision of the Appeals Body.

### **The absence of the Appellant**

54. If at the Appeal hearing, the Appellant is not present or represented, the Appeals Body may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon him or her in accordance with rule 34.

### **Order of proceedings**

55. The order of proceedings for the Appeals Body meeting, unless the

56. Chair otherwise directs, will be as follows:

56.1. Submissions by or on behalf of the Appellant.

56.2. Submissions by or on behalf of the Respondent.

56.3. Consideration of the evidence by the Appeals Body.

56.4. Closing submissions by or on behalf of the Appellant.

56.5. Closing submissions by or on behalf of the Respondent.

#### **BYE-LAW 10 | TRUSTEE BOARD**

1. The Bye-Laws are made pursuant to the Articles
2. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles
3. These Bye-Laws were last updated and approved on 11 February 2010
4. The Trustee Board will be as set out in the Articles of Governance

#### **Collective Duties of Officer Trustees**

5. To be Trustees of the organisation
6. To promote and defend the rights of members
7. To work in accordance with and in furtherance of Union policy
8. To be responsible both to and for the Executive Committee as a whole
9. To ensure the Executive and AGM is kept up to date on the actions of the Trustee Board
10. Duties of Officer Trustees may be reallocated by the Executive Committee or Board of Trustees

#### **Composition**

11. General Secretary (Full Time Officer Trustee )
12. Community & Welfare Officer (Full Time Officer Trustee)
13. Activities & Development Officer (Full Time Officer Trustee)
14. Education Officer (Full Time Officer Trustee)

15. Postgraduate Officer (Part Time Officer Trustee)

16. Up to Six Student Trustees

a. Student Trustees term of office shall be twenty-four months. The term of office may be shorter if they cease to be a student.

### **Quorum and Frequency of Trustee Board Meetings**

17. The Trustee Board shall meet no less than five (5) times in a calendar year

18. Quorum shall be 50% plus one members

19. In the event of a Student Trustee member of the Trustee Board failing to attend three consecutive meetings without presenting proper apologies, he/she shall be deemed to have resigned. An appeal against such a decision may be heard as set out in the Articles

### **Removal From Office**

20. Removal from office will be as detailed in the Articles.

## **BYE-LAW 11 | SUB COMMITTEES OF THE BOARD**

1. The Bye-Laws are made pursuant to the Articles

2. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles

3. These Bye-Laws were last updated and approved in 11 February 2010

## **APPOINTMENTS COMMITTEE**

### **Composition, quorum and reporting**

4. The Appointments Committee will consist of not less than 5 Trustees appointed by the board with the General Manager in attendance in an advisory capacity. The Chair of Trustees is ex-officio a member of the Appointments Committee

5. A quorum will be at least 3 board members one of whom must be the Chair of the Appointments Committee or the Chair of Trustees

6. The appointments panel which interviews prospective Trustee candidates shall consist of 3 Trustees and if appropriate, a University Nominee. The General Manager shall be in attendance in an advisory capacity

7. The Appointments Committee having considered the views of the appointments panel will meet and report back regularly. And at least annually, to the Trustee Board.

## **Overall Responsibility**

8. The Appointments Committee will take delegated responsibility on behalf of the Trustee Board for identifying, and proposing Co-opted Trustees in accordance with the Articles of Governance and for their induction, support and development.

## **Main duties**

9. To carry out regular skills, experience and diversity audits of the Trustee Board and identify the skills, experience, characteristics and backgrounds that are needed to provide high quality effective governance

10. To prepare job descriptions, person specifications and an information pack for prospective Student Trustees and Co-opted Trustees and to be open about the time commitments involved and what is expected of each Trustee. It is essential that prospective Trustee Board members share the Union's mission and values; are team players; and can be constructively challenging and independently minded

11. To prepare a recruitment plan and timetable, and to consider whether vacancies should be advertised internally, through newsletters, the internet etc, advertised externally, through the web, local or national press or in specialist journals if specialist skills are needed

12. To identify a list of prospective Co-opted Trustees and develop their interest in the work of the organization

13. To meet the prospective Trustee Board members, to scrutinize their suitability and to make recommendations to the Board

14. To inform successful and unsuccessful candidates

15. To induct, mentor and involve new Trustee Board Members

16. To appoint the General Manager

## **AUDIT AND RISK COMMITTEE**

### **Purpose**

17. To ensure that the Union complies with all relevant laws and regulations and that an internal system of accountability is formally set up

18. To review and consider appropriate methods of controlling the Union's activities (financial and otherwise)

19. To analyze and manage the Union's overall risk profile

### **Membership**

20. The Committee shall consist of 3 trustees appointed by the Trustee Board, the external auditor and 2 external members who will be individuals of appropriate skills and expertise (of which a maximum of 1 are independent and not otherwise associated with the Union). The General Manager shall be in attendance

21. Each member cannot serve for more than 3 years in whatever capacity, for example as Trustee or external member



22. Trustee members may be members of Audit and Risk Committee as long as they are members of the Board of Trustees
23. External members may not serve for more than 3 years
24. The External Auditor shall be a member of Audit and Risk for the duration of his/her company's contract with the Union

### **Proceedings**

25. The Trustee Board will appoint the Chair of the Audit and Risk Committee
26. The quorum of the Committee shall be 3 and shall meet at least 3 times per year
27. Any trustee may attend a meeting of the Audit and Risk Committee, even where he or she is not a formally appointed member of the Committee
28. The Audit and Risk Committee may require the attendance of any Officer Trustees or employee of the Union to report on any matter raised by the Audit Committee, and may appoint or instruct any external professional advisor, legal or otherwise, to properly perform its functions
29. The Audit Committee may review, investigate or analyze on behalf of the Trustee Board any matter or issue which may threaten or adversely impact the Union's objects and governing documents, operations, assets, compliance with applicable law and regulations, records, data and overall reputation

### **Remit**

30. To review the risk profile of the Union and any existing audit framework (both internal and external)
31. To structure and recommend appropriate levels of internal and external audit systems
32. To monitor the performance of existing audit systems and to present regular reports to the Trustee Board in respect of the results of any auditing exercise
33. To advise on and ensure that audit checks are carried out in all key areas of the Union's operations: in particular, legal, financial and tax management, investment policies and performance, health and safety insurance
34. To promote a culture of accountability throughout the Union's operations and among its staff and members
35. To review and advise the Trustee Board in respect of any matter which threatens or carries a risk for the Union
36. To institute and monitor any special or ad-hoc audit or investigation, providing a report of its findings to the Trustee Board
37. To offer an ultimate port of call for the more urgent or sensitive concerns raised in respect of the Union's integrity, financial and otherwise
38. To liaise with external auditors and promote a more efficient and coordinated audit process involving internal and external auditors
39. To appoint other professional advisers where necessary and request specialist advice as may be required to perform its role effectively
40. To make other decisions of a financial nature but only as delegated by the Trustee Board

### **External Audits**

41. To monitor frequency and scope of external audits
42. To advise the Trustee Board on the appointment and to monitor the performance of external auditors

43. To review existing arrangements of external auditors (and their terms of business/engagement) and to advise on tenders if appropriate
44. To liaise with external auditors and review the preparation of the audit report
45. To co-ordinate the relationship between the Trustee Board and external auditors
46. To review the documentation provided by the Trustee Board to external auditors, for the preparation of the charity's statutory accounts and other financial statements

## **STAFFING COMMITTEE**

### **Purpose**

52. To agree amendments to employee policies
53. To approve the Union wide pay award
54. To agree the pay award for the General Manager

### **Membership**

55. The committee shall consist of 3 trustees appointed by the Trustee Board and may include 1 external members who will be individuals of appropriate skills and expertise. The General Manager and the Head of Operations shall be in attendance
56. Trustee members may be members of Staffing Committee as long as they are members of the Board of Trustees
57. External members may not serve for more than 4 years

### **Proceedings**

58. The Trustee Board will appoint the Chair of the Staffing Committee
59. The quorum of the Committee shall be 3 and it shall meet at least 3 times per year. The General Manager shall not take part in any decision concerning his/ her remuneration
60. Any trustee may attend a meeting of the Staffing Committee even where he or she is not formally appointed member of the Committee
61. The Staffing Committee will meet approximately two weeks before and report to the Trustee Board after each meeting or at any time it may be necessary or desirable
62. The Staffing Committee may require the attendance of any Officer Trustees or employees of the Union to report on any matter raised by the Staffing Committee, and may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions