

## Bye-laws of Liverpool Guild of Students

Company Number: 07324992

Charity Number: 1137398

Approved by Liverpool Guild of Students Board of Trustees

29<sup>th</sup> July 2021

## Background

1. Liverpool Guild of Students (“**the Guild**”) is a Company Limited by Guarantee and a Registered Charity.
2. These Bye-laws are made by the Trustees pursuant to §62 of the Articles of Association of the Guild.
3. These Bye-laws relate to the following:

### **General**

1. Membership of the Guild - page 4
2. General Governance of the Guild - page 8
3. Code of Conduct - page 11

### **Governance**

4. Sabbatical Officers – page 13
5. Resources & Audit Committee – page 15
6. Governance & Appointments Committee – page 17
7. Removed Trustees – page 18

### **Democracy**

8. Guild Summit – page 21
9. Cross Campus Elections – page 23
10. Preferenda – page 25
11. Referenda – page 28
12. Secure Petitions – page 31

### **Activity**

13. Societies – page 32

## Definitions and interpretation

4. Words and phrases used in these Bye-laws have the same meaning as ascribed to them in the Articles of Association of the Guild unless the context otherwise requires.
5. The Articles of Association of the Guild 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 Association of the Guild.

## Amendment

6. These Bye-laws may be altered, varied or amended by the Trustees of the Guild in accordance with §62 of the Articles of Association.

These Bye-laws were made on 29th July 2021

Signed:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the left.

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**Chair of the Board of Trustees**

<b>BYELAW 1. MEMBERSHIP</b>	
<b>Status</b>	<p>1.1 Membership is as defined in §10 of the Articles of Association. Members may be referred to as Full Members.</p> <p>1.2 Full Members of the Guild are those students who are enrolled on a course of study with the University of Liverpool whose studies are substantively conducted on the University's UK campuses, as defined by the University.</p> <p>1.2.1 Students of other institutions with an association to the University of Liverpool, defined in clauses 1.13, 1.14 and 1.15 of this Bye-law may not be admitted as Full Members.</p> <p>1.2.2 The current Sabbatical Officers of the Guild shall be admitted as Full Members.</p> <p>1.3 Full Members shall be considered as the members of the Guild for the purposes of the Articles, Bye-laws or Companies Acts.</p> <p>1.4 Associate Members, Life Members, Reciprocal Members, Honorary Life Members and Users shall not be considered as Members of the Guild for the purposes of the Articles, Bye-laws or Companies Acts.</p>
<b>Full Members</b>	<p>1.5 Full Members of the Guild shall be entitled to:</p> <p>1.5.1 make use of any services and facilities of the Guild;</p> <p>1.5.2 hold ordinary membership and stand for election to the committee of any Guild club or society;</p> <p>1.5.3 attend Guild Summit as observers, except in such cases as are specified in these Bye-laws;</p> <p>1.5.4 vote and stand for office in Guild elections; and</p> <p>1.5.5 attend and vote at Members' Meetings of the Guild.</p>
<b>Opting-out</b>	<p>1.6 Every Full Member shall be able to relinquish their membership of the Guild.</p> <p>1.7 A Full Member who has opted out shall be termed as a <i>User</i>.</p> <p>1.8 A Full Member who opts out of the Guild shall continue to have the right to attend Guild-run events and participate in student activities.</p> <p>1.9 A Full Member who opts out of the Guild shall not be able to participate in the democratic and decision-making function of the Guild. This includes not being able to stand or apply for any Guild officer or representative position.</p> <p>1.10 A student wishing to opt out or re-join must indicate this in writing to the person nominated by the University and person nominated by the Guild within 4 weeks of the start of each year of their course by completing the relevant form.</p>
<b>Rights &amp; privileges</b>	<p>1.11 All Members are subject to the Statutes and Regulations issued by the University from time to time.</p>

<p><b>Associate Members</b></p>	<p>1.12 Associate There are two levels of Associate Membership within the Guild: Associate Member- Level One, and Associate Member-Level Two</p> <p>1.13 Associate Members- Level One shall be entitled to:</p> <p style="padding-left: 40px;">1.13.1 have restricted use of the services and facilities of the Guild which may from time to time be available to them;</p> <p style="padding-left: 40px;">1.13.2 hold ordinary membership of any Guild club or society; and</p> <p style="padding-left: 40px;">1.13.3 attend the Annual Members' Meeting of the Guild as observers.</p> <p>1.14 In addition to the entitlements in 1.13, Associate Members- Level Two shall be entitled to access the Guild's Advice Service on relevant matters.</p> <p>1.15 Individuals shall usually be admitted as Associate Members by virtue of their status as one of the following:</p> <p style="padding-left: 40px;">1.15.1 Students undertaking a University of Liverpool programme online.</p> <p style="padding-left: 40px;">1.15.2 Students of other institutions undertaking a period of study at the University of Liverpool</p> <p style="padding-left: 40px;">1.15.3 Students undertaking University of Liverpool programmes not delivered on the University of Liverpool's UK Campuses</p> <p style="padding-left: 40px;">1.15.4 Students of other institutions with a formal association to the University of Liverpool</p> <p style="padding-left: 40px;">1.15.5 Individuals undertaking a short course at the University of Liverpool</p> <p>1.16 The Guild and University shall maintain a shared record of partnerships and agreements than confer Associate Membership on individuals.</p> <p>1.17 A list of individual Associate Members shall not be maintained.</p> <p>1.18 An application to become an Associate Member shall in be such form as the Trustees determine</p> <p>1.19 Such Associate Members shall not be Members for the purposes of the Articles, Bye-laws or the Companies Acts and shall not be entitled to vote on any matter. Members of the Guild shall be entitled to:</p> <p style="padding-left: 40px;">1.19.1 have restricted use of the services and facilities of the Guild which may from time to time be available to them;</p> <p style="padding-left: 40px;">1.19.2 hold ordinary membership of any Guild club or society; and</p> <p style="padding-left: 40px;">1.19.3 attend the Annual Members' Meeting of the Guild as observers.</p> <p>1.20 Students of other institutions undertaking a period of study at the University of Liverpool may be admitted as Associate Members by virtue of their status, this includes but is not limited to:</p> <p style="padding-left: 40px;">1.20.1 ERASMUS students</p> <p style="padding-left: 40px;">1.20.2 International exchange students</p>
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	<p>1.21 Students undertaking University of Liverpool programmes not delivered on the University of Liverpool's UK Campuses may be admitted as Associate Members by virtue of their status, this includes but is not limited to:</p> <ul style="list-style-type: none"> <li>1.21.1 Cayman Islands Law School</li> <li>1.21.2 Singapore Institute of Technology</li> <li>1.21.3 University of Liverpool Online students</li> </ul> <p>1.22 Students of other institutions with a formal association to the University of Liverpool may be admitted as Associate Members by virtue of their status, this includes but is not limited to:</p> <ul style="list-style-type: none"> <li>1.22.1 Liverpool International College</li> <li>1.22.2 Liverpool School of Tropical Medicine</li> <li>1.22.3 Go Higher students</li> <li>1.22.4 University of Law at Liverpool</li> </ul> <p>1.23 The following persons may be admitted as Associate Members, as the Trustees think fit:</p> <ul style="list-style-type: none"> <li>1.23.1 University alumni;</li> <li>1.23.2 Guild and University staff;</li> <li>1.23.3 past members of the Guild; and</li> <li>1.23.4 such persons as the Trustees consider to be Friends of the Guild.</li> </ul> <p>1.24 An application to become an Associate Member shall in be such form as the Trustees determine.</p> <p>1.25 Such Associate Members shall not be Members for the purposes of the Articles, Bye-laws or the Companies Acts and shall not be entitled to vote on any matter.</p>
<b>Life Members</b>	<p>1.26 Former members of the Guild may become Life Members of the Guild. The Trustees shall determine the form of application for Life Members from time to time and Life Members shall be subject to such rights and obligations as the Trustees consider appropriate.</p> <p>1.27 Life Members shall not be Members for the purposes of the Articles, Bye-Laws or the Companies Acts and shall not be entitled to vote on any matter.</p>
<b>Reciprocal Members</b>	<p>1.28 The Trustees may grant Reciprocal Member status to such members of other students' unions as the Trustees think fit.</p> <p>1.29 Reciprocal Members of the Guild shall be entitled to:</p> <ul style="list-style-type: none"> <li>1.29.1 have restricted use of the services and facilities of the Guild which may from time to time be available to them;</li> <li>1.29.2 hold ordinary membership of any Guild club or society; and</li> </ul>

	<p>1.29.3 attend the Annual Members' Meeting of the Guild as observers.</p> <p>1.30 Reciprocal Members shall not be Members for the purposes of the Articles, Bye-laws or the Companies Acts and shall not be entitled to vote on any matter.</p>
<p><b>Honorary Life Members</b></p>	<p>1.31 Honorary Life Members of the Guild shall be entitled to:</p> <p>1.31.1 have restricted use of any services and facilities of the Guild which may from time to time be available to them;</p> <p>1.31.2 hold ordinary membership of any Guild club or society; and</p> <p>1.31.3 attend the Annual Members' Meeting of the Guild as observers.</p> <p>1.32 An application to become an Honorary Life Member shall be made in the form to be determined by the Trustees from time to time and Honorary Life Members shall be subject to such rights and obligations as the Trustee Board consider appropriate.</p> <p>1.33 Honorary Life Members shall not be Members for the purposes of the Articles, Bye-laws or the Companies Acts and shall not be entitled to vote on any matter.</p>
<p><b>Users</b></p>	<p>1.34 A User of the Guild shall be entitled to:</p> <p>1.34.1 make use of the services and facilities of the Guild; and</p> <p>1.34.2 hold ordinary membership of any Guild club or society.</p>
<p><b>Percentages</b></p>	<p>1.35 Where a percentage of membership is specified this shall be calculated from the number of Full Members provided by the University which should have been extracted not more than four weeks prior to the date required. (i.e. in the case of a secure petition from the date the petition is begun).</p>

**BYELAW 2. GENERAL GOVERNANCE OF THE GUILD**

<b>Trustees</b>	<p>2.1 The Trustees appointed pursuant to the Articles of Association of the Guild have overall responsibility for the day-to-day management and administration of the Guild.</p> <p>2.2 The Trustees are charity trustees as defined by section 177 Charities Act 2011.</p> <p>2.3 The portfolios of Sabbatical Trustees may be determined by the Trustees from time to time in accordance with Guidance and/or Strategies made from time to time under clause 2.18 of this Bye-law.</p>
<b>Trustees Term of Office</b>	<p>2.4 Sabbatical trustees are elected to a term of office of one year commencing 1st August and ending 31st July.</p> <p>2.5 Student trustees are appointed for a term of two years, ordinarily commencing 1st August.</p> <p>2.6 External trustees are appointed for a term of four years, ordinarily commencing 1st August.</p> <p>2.7 Should any student trustee or external trustee leave office during their term a further trustee may be recruited using the same process stated in the Articles of Association.</p> <p>2.8 A student trustee who graduates and is proceeding or advancing to complete another eligible course of study at the University of Liverpool must inform the Board of Trustees who will then determine the continuation of their term as follows:</p> <p style="padding-left: 40px;">2.8.1 If the Board of Trustees agrees that the student trustee should continue their term but there is an absence of student status between graduation and matriculation, then the student trustees' voting rights would be paused until matriculation.</p> <p style="padding-left: 40px;">2.8.2 If their term would otherwise continue this does not constitute an additional term and the original term remains.</p> <p>2.9 Should a Sabbatical Officer leave office during their term:</p> <p style="padding-left: 40px;">2.9.1 A by-election may be held to elect a replacement Sabbatical Officer whose term of office shall end on 31st July of the same academic year. This term shall be considered as a full year for the purposes of the Education Act 1994; or</p> <p style="padding-left: 40px;">2.9.2 an additional Student Trustee who will not be appointed as a Sabbatical Officer and whose term of office shall end on 31st July of the same academic year may be recruited to fill the trustee vacancy.</p> <p>2.10 Should a Sabbatical Officer resign prior to taking office the position of both Sabbatical Officer and Sabbatical Trustee shall be filled in accordance with the procedure set out in Byelaw 9.20.</p>



<p><b>Delegated Committees</b></p>	<p>2.11 In accordance with §45 of the Articles of Association the Trustees can constitute delegated subcommittees. The Trustees will determine the number, remit and membership of these committees. A Trustee will chair any committee and members may include Trustees, members, and Guild and/or University staff members.</p> <p>2.12 Delegated committees shall include but not be limited to:</p> <p>2.12.1 Resources &amp; Audit Committee;</p> <p>2.12.2 Governance &amp; Appointments Committee;</p> <p>2.12.3 CEO Management Committee.</p>
<p><b>Complaints</b></p>	<p>2.13 The Guild shall maintain a Complaints Procedure.</p> <p>2.14 The following have distinct processes and may not be dealt with under the Complaints Procedure:</p> <p>2.14.1 Matters dealt with under the Disciplinary Procedure, notwithstanding complaints which by their nature are referred to the Disciplinary Procedure;</p> <p>2.14.2 Decisions relating to elections which are made by the Returning Officer or Deputy Returning Officer in accordance with BYELAW 9; or</p> <p>2.14.3 Any staffing matter which must be dealt with through the relevant HR process.</p>
<p><b>Relationship with the University of Liverpool</b></p>	<p>2.15 The Trustees shall comply with the Education Act. In addition the Trustees shall comply with the Code of Practice.</p> <p>2.16 In accordance with the responsibilities set out in the Education Act and §9.2 the University Council shall be required to approve any amendments to the Articles of Association.</p> <p>2.17 Any amendment to the Bye-laws will be subject to consultation with the University as set out in the Articles of Association. University approval is explicitly required where the responsibilities of higher education institutions for oversight of their students' union, as set out in the Education Act, are engaged.</p>
<p><b>Guidance and Strategies</b></p>	<p>2.18 The Trustees may (and shall if required under the Education Act) issue guidance and strategies on such issues as they consider to be useful, including but not limited to the following:</p> <p>2.18.1 elections;</p> <p>2.18.2 meetings;</p> <p>2.18.3 equality &amp; diversity;</p> <p>2.18.4 communications;</p> <p>2.18.5 trustee roles &amp; responsibilities;</p> <p>2.18.6 community forums;</p>

<b>Members Meetings</b>	2.19 Members Meetings may be called by the Trustees in accordance with §17 of the Articles of Association. 2.20 An Annual Members Meeting is usually called once each academic year. 2.21 The Trustees shall issue Guidance made from time to time under clause 2.18 of these Bye-laws directing the operation of Members Meetings.
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<b>BYELAW 3. CODE OF CONDUCT</b>	
<b>Code of Conduct</b>	<p>3.1 The Guild shall maintain a Code of Conduct in accordance with §13 of the Articles of Association.</p> <p>3.2 All members and all Trustees shall be subject to the Code of Conduct, particularly when on premises administered by or events organised by the Guild.</p> <p>3.3 The Code shall be reviewed on a three-yearly basis.</p>
<b>Disciplinary Procedure</b>	<p>3.4 The Guild shall maintain a Members Disciplinary Procedure</p> <p>3.5 The Disciplinary Procedure shall be reviewed on a three-yearly basis.</p> <p>3.6 Any case which is being investigated by the police or University shall be dealt with by those bodies respectively ahead of proceeding through the Guild’s disciplinary procedure.</p> <p style="padding-left: 40px;">3.6.1 Proceedings through the Guild’s members disciplinary procedure may proceed in advance of or alongside a University investigation in cases where the Guild has responsibility for University Policy (e.g. Freedom of Speech).</p>
<b>Supervising Trustee</b>	<p>3.7 The Board of Trustees shall appoint annually one external trustee to act as the Supervising Trustee in accordance with and to exercise the powers outlined in the members Disciplinary Procedure.</p>
<b>Members Disciplinary Panel</b>	<p>3.8 Alleged breaches of the Code of Conduct shall be referred to the Members Disciplinary Panel</p> <p>3.9 The disciplinary panel will be appointed by the Supervising Trustee and will normally consist of a Sabbatical Officer (or their representative) and one or more of the following:</p> <p style="padding-left: 40px;">3.8.1 one Student Trustee; and</p> <p style="padding-left: 40px;">3.8.2 one member of Guild Staff.</p> <p>3.10 No member of the Members Disciplinary Panel may have had prior involvement with the matter to be considered.</p>

<b>Members Disciplinary Appeals Panel</b>	<p>3.11 Appeals against the decisions of the Members Disciplinary Panel shall be heard by the Members Disciplinary Appeals Panel.</p> <p>3.12 Appeals may be made against:</p> <p>3.12.1 the finding of a breach of the Code of Conduct;</p> <p>3.12.2 the sanction imposed; or</p> <p>3.12.3 the process applied.</p> <p>3.13 The membership of the panel shall be:</p> <p>The Guild President (chair); and one or more of the following:</p> <p>3.13.1.1 one External Trustee;</p> <p>3.13.1.2 one Student Trustee;</p> <p>3.13.1.3 one member of Guild Staff.</p> <p>3.14 No member of the Members Disciplinary Appeals Panel may have had prior involvement with the matter to be considered and may not simultaneously serve on any Members Disciplinary Panel.</p>
<b>Sanctions</b>	<p>3.15 The Members Disciplinary Panel and Members Disciplinary Appeals Panel may impose sanctions.</p> <p>3.16 Sanctions may be imposed up to and including the indefinite suspension of any or all of the privileges of membership of the Guild as outlined in the Guild Disciplinary Procedure.</p>

<b>BYELAW 4. SABBATICAL OFFICERS</b>	
<b>Appointment</b>	4.1 The post of Sabbatical Officer shall be concurrent with the post of Sabbatical Trustee and shall be elected in accordance with §35 of the Articles of Association and BYELAW 9.
<b>Positions</b>	<p>4.2 There shall be four full-time Sabbatical Officers.</p> <p>4.3 The Sabbatical Officers shall be:</p> <ul style="list-style-type: none"> <li>4.3.1 one President (may be referred to as Guild President);</li> <li>4.3.2 one Deputy President; and</li> <li>4.3.3 two Vice Presidents.</li> </ul> <p>4.4 The candidate who is first to be elected in the relevant election may first be offered the position of President, the second Deputy President and the remaining candidates Vice President.</p> <p>4.5 Any disputes relating to the allocation of the Sabbatical Officer positions shall be resolved by the Board of Trustees, whose decision shall be final.</p>
<b>Duties and Functions</b>	4.6 The distribution of duties and functions between the Sabbatical Officers shall be agreed jointly by the four Sabbatical Officers with any disputes to be resolved by the Board of Trustees, whose decision shall be final.
<b>Term of Office</b>	<p>4.7 The Sabbatical Officers shall hold office from August 1<sup>st</sup> to July 31<sup>st</sup> in each academic year.</p> <p>4.8 Sabbatical Officers may be elected to no more than two terms, which need not be consecutive.</p>
<b>Employment Status</b>	<p>4.9 Sabbatical Trustees will enter into contracts of employment with the Guild in respect of the role of Sabbatical Officer per §6.3.3a of the Articles of Association.</p> <p>4.10 Such contracts of employment may extend ahead of the commencement of the term of office outlined in BYELAW 4.7 to allow for training and handover. For the avoidance of doubt this period shall not be included in the term of office for the purposes of the Education Act 1994.</p> <p>4.11 Sabbatical Officers may not enter into any contract of employment with the Guild not related to the role of Sabbatical Officer.</p>
<b>Accountability</b>	<p>4.12 Officers' Accountability Meetings shall be held from time to time to provide Members with a forum to question the sabbatical officers.</p> <p>4.13 Members may petition the Guild in accordance with BYELAW 12 on the following:</p> <ul style="list-style-type: none"> <li>4.13.1 On receipt of a secure petition of fifty Full Members requesting it a Sabbatical Officer shall be required to write a report on the subject raised. Such a petition shall have a closure date twenty-eight days from its opening.</li> </ul>

	<p>4.13.2 On receipt of a secure petition of 2% of Full Members requesting it a Sabbatical Officer shall be required to attend an extraordinary Officers' Question Time. Such a petition shall have a closure date fifty-six days from its opening.</p> <p>4.13.3 On receipt of a secure petition of 3% of Full Members requesting it a motion of no-confidence shall be debated in accordance with §39 of the Articles of Association.</p> <p>4.14 Mandatory closure dates for secure petitions shall include published University Term Dates and not include days outside these times.</p> <p>4.15 Secure petitions requesting any of the actions in BYELAW 4.13 relating to the same subject may run concurrently.</p>
<p><b>Disciplinary Procedure</b></p>	<p>4.16 Sabbatical Officers' status as Members, Trustees and Employees of the Guild may lead to various responsibilities under the Guild's Disciplinary Procedures. The Supervising Trustee shall determine which Disciplinary Procedure should be enacted in respect of Sabbatical Officers when required.</p>

<b>BYELAW 5. RESOURCES AND AUDIT COMMITTEE</b>	
<b>Role and purpose</b>	<p>5.1 The Resources and Audit Committee has delegated responsibility for all financial matters including:</p> <ul style="list-style-type: none"> <li>5.1.1 all matters relating to the remuneration of employees of the Guild;</li> <li>5.1.2 and the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee, provided always that the Resources &amp; Audit Committee shall not incur expenditure on behalf of the Guild except in accordance with a budget which has been approved by the Trustees.</li> </ul>
<b>Composition</b>	<p>5.2 The Resources and Audit Committee shall consist of the at least three Trustees, being at least one Sabbatical, one Student and one External Trustee.</p> <p>5.3 The Chair of the Board of Trustees and the Honorary Treasurer are ex-officio members of the Resources &amp; Audit Committee.</p> <p>5.4 The Chief Executive may attend in an advisory capacity.</p>
<b>Chair</b>	<p>5.5 The Honorary Treasurer will be the chair of the Resources and Audit Committee unless another Trustee is appointed as chair by a resolution of the Trustees. The Trustees may at any time remove the chair from office.</p>
<b>Quorum</b>	<p>5.6 The quorum for meetings of the Resources and Audit Committee shall be at least three Trustees, one of whom must be the Chair of the Committee or the Chair of the Board of Trustees.</p>
<b>Advisors</b>	<p>5.7 The Trustees may by a resolution of those present and voting invite the Chief Executive of the Guild to attend and speak (but not vote) at meetings of the Resources &amp; Audit Committee.</p> <p>5.8 The Trustees may by a resolution of those present and voting appoint any person willing to so act as an External Advisor to the Resources &amp; Audit Committee. External advisors may attend and speak (but not vote) at meetings of the Resources &amp; Audit Committee.</p>
<b>Main Duties</b>	<p>5.9 The Resources &amp; Audit Committee shall:</p> <ul style="list-style-type: none"> <li>5.9.1 monitor the integrity of the Guild’s financial statements, including its annual and half-yearly reports, interim management statements and any other formal announcement relating to its financial performance;</li> <li>5.9.2 review the annual financial statements of the pension funds, where not reviewed by the board as a whole;</li> </ul>

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|  | <ul style="list-style-type: none"><li>5.9.3 review the effectiveness of the organisation's internal controls and risk management system;</li><li>5.9.4 review the effectiveness of the organisation's internal audit function;</li><li>5.9.5 oversee the relationship with the external auditor and make recommendations to the board in relation to the appointment, re-appointment and removal of the organisation's external auditor;</li><li>5.9.6 receive reports regarding commercial performance, make recommendations and set strategy goals.</li></ul> |
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<b>BYELAW 6. GOVERNANCE AND APPOINTMENTS COMMITTEE</b>	
<b>Role and purpose</b>	6.1 The Governance and Appointments Committee has delegated responsibility for identifying and proposing External and Student Trustees in accordance with §36 & §37 of the Articles of Association and for their induction, support and development.
<b>Composition</b>	6.2 The Governance and Appointments Committee shall consist of at least three Trustees, being at least one Sabbatical, one Student and one External Trustee. 6.3 The Chair of the Trustee Board is ex-officio a member of the Appointments Committee. 6.4 The Chief Executive may attend in an advisory capacity.
<b>Chair</b>	6.5 The Trustee Board will appoint a Chair of the Governance and Appointments Committee from amongst its number.
<b>Quorum</b>	6.6 The quorum for meetings of the Governance and Appointments Committee shall be at least three Trustee Board members, one of whom must be the Chair of the Committee or the Chair of the Board of Trustees.
<b>Main duties</b>	6.7 The Governance and Appointments Committee shall: <ul style="list-style-type: none"> <li>6.7.1 Undertake 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.</li> <li>6.7.2 Prepare job descriptions, person specifications and an information pack for prospective External and Student Trustees and be open about the time commitments involved and what is expected of each Trustee. It is essential that prospective Trustee Board members share the Guild's mission, ethos and values, are team players, and can be constructively challenging and independently minded.</li> <li>6.7.3 Prepare a recruitment plan and timetable for trustee vacancies, and 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.</li> <li>6.7.4 Identify a list of prospective External Trustees and develop their interest in the work of the organisation.</li> <li>6.7.5 Meet the prospective Trustee Board members, to scrutinise their suitability and to make recommendations to the Board.</li> <li>6.7.6 Inform successful and unsuccessful trustee candidates.</li> <li>6.7.7 Induct, mentor and involve new Trustee Board members.</li> <li>6.7.8 Appoint the Chief Executive.</li> </ul>

<b>BYELAW 7. REMOVED TRUSTEES</b>	
<b>Rights of Removed Trustees</b>	7.1 A resolution to remove a Trustee in accordance with §40 of the Articles of Association shall not be passed unless the Trustee concerned has been given at least 14 days clear notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been forwarded a reasonable opportunity of being heard by or making written representations to the other trustees.
<b>Right of Appeal</b>	7.2 A Trustee removed in accordance with §40 of the Articles of Association shall be entitled to appeal the decision to remove them to an Appeal Committee within 14 days of the resolution. 7.3 A Trustee has the right to appeal against a decision of removal by of the Trustees. This must be provided in writing to the Chief Executive not more than 14 days after the receipt of the written notice of the Trustees' decision in line with the Guild's grievance and disciplinary procedures and policies. 7.4 The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon. 7.5 If an appeal is lodged within time the decision to dismiss the Trustee shall not take effect until the final determination of the matter.
<b>Communication</b>	7.6 The Trustee appealing shall be called "the Appellant" and shall be given at least 21 days' written notice of the date, time and place of the appeal hearing. 7.7 At least 14 days prior to the date of the hearing, the Appellant shall: 7.7.1 confirm whether or not they intend to attend the hearing and, if so, the name of any person who will be accompanying or representing them; 7.7.2 if they intend to seek the agreement of the Appeal Committee to submit any such fresh evidence that they wish to rely upon. 7.8 At least seven days prior to the date of the hearing, the Guild shall provide the Appellant with any further evidence which it wishes to rely upon. 7.9 Neither party shall without the consent of the other or the permission of the Appeals Committee rely on any statement or document other than those provided or identified under clause 7.7 of this Bye-law.
<b>Composition</b>	7.10 The Appeals Committee shall be made up of: 7.10.1 one member of the University Council; 7.10.2 one student selected by sortation; and

	<p>7.10.3 one external member.</p> <p>7.11 Members of the Appeal Committee should not have been involved in the original decision to remove and 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.</p>
<b>The parties in proceedings</b>	<p>7.12 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.</p> <p>7.13 The Chair of the Trustee Board shall act on behalf of the Guild as Respondent to the appeal and for this purpose may instruct a representative.</p>
<b>Procedure</b>	<p>7.14 The function of the Appeals Committee is to review the reasonableness of the decision to dismiss the Appellant. It will consider the documents, statements and other evidence produced to the original Trustee Board meeting. The Appellant and the Respondent cannot call witnesses to give evidence to the Appeals Committee.</p> <p>7.15 The hearing of an appeal shall be conducted in accordance with clause 7.16 of this Bye-law except where to do so would be inconvenient or unjust, when the Chair of the Appeals Committee may modify the procedure to the extent that they deem necessary provided that the result is fair to the Appellant.</p>
<b>Order of proceedings</b>	<p>7.16 The order of proceedings for the Appeals Committee meeting, unless the Chair otherwise directs, will be:</p> <p>7.16.1 submissions by or on behalf of the Appellant;</p> <p>7.16.2 submissions by or on behalf of the Respondent;</p> <p>7.16.3 consideration of the evidence by the Appeals Committee;</p> <p>7.16.4 closing submissions by or on behalf of the Appellant;</p> <p>7.16.5 closing submissions by or on behalf of the Respondent.</p>
<b>Decision</b>	<p>7.17 The Appeals Committee may:</p> <p>7.17.1 uphold the appeal; or</p> <p>7.17.2 reject the appeal.</p> <p>7.18 Within seven days of the decision the Chief Executive will notify the Appellant in writing.</p> <p>7.19 A resolution of the Appeals Committee approving or not approving the removal shall be made.</p> <p>7.20 On any such resolution:</p>

	<p>7.20.1 upholding the decision, the concerned Trustee shall be removed from office with effect from the date the Trustee was removed by the Board of Trustees;</p> <p>7.20.2 not upholding the decision, the concerned Trustee shall continue to be a Trustee and be subject to the requirements of the Articles and Bye-laws as if no resolution to remove the Trustee had been passed.</p>
<b>Appellant absence</b>	<p>7.21 If the Appellant is not present or represented at the hearing, the Appeals Committee may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon them in accordance with clause 7.6 of this Bye-law.</p>

<b>BYELAW 8. GUILD SUMMIT</b>	
<b>Role and Purpose</b>	<p>8.1 The role and purpose of Guild Summit is as defined by §61 of the Articles of Association.</p> <p>8.2 The principle purpose of Guild Summit is to represent the views of Members.</p>
<b>Composition</b>	<p>8.3 Guild Summit shall consist of fifty Students, selected by sortition all of whom must be Full Members of the Guild, excepting Sabbatical Officers who may not be selected.</p> <p>8.4 The criteria for sortition will be defined by a Working Group which shall meet from time to time. The membership of this group shall be:</p> <p style="margin-left: 20px;">8.4.1 two Sabbatical Officers;</p> <p style="margin-left: 20px;">8.4.2 the Returning Officer for the cross campus elections;</p> <p style="margin-left: 20px;">8.4.3 the Deputy-Returning Officer; and</p> <p style="margin-left: 20px;">8.4.4 a senior Member of the University (to be appointed by the Guild Liaison Committee).</p> <p>8.5 The sortition criteria must be approved by the Guild Liaison Committee.</p> <p>8.6 Students will normally be selected to attend Summit for a Semester long-period. Where vacancies arise during a Semester, replacements will be selected by sortition.</p>
<b>Powers</b>	<p>8.7 Guild Summit may, by consensus, on any submission sent to it:</p> <p style="margin-left: 20px;">8.7.1 approve all or any part of the submission;</p> <p style="margin-left: 20px;">8.7.2 reject all or any part of the submission;</p> <p style="margin-left: 20px;">8.7.3 compose its own statement on the subject of the submission; or</p> <p style="margin-left: 20px;">8.7.4 refer the submission to a Preferendum.</p>
<b>Business</b>	<p>8.8 Matters submitted to the online student voice platform 'Change It' may be referred to Guild Summit for consideration.</p> <p>8.9 The Trustees shall issue Guidance relating to the operation of Change It and Guild Summit.</p>
<b>Person nominated by the Guild</b>	<p>8.10 A named member of Guild staff shall act as the nominated person from the Guild to Guild Summit</p> <p>8.11 The nominated person shall provide administrative support to Guild Summit and shall keep a record of all proceedings to include conclusions reached and names of all persons present at each such meeting.</p>

<b>Facilitation</b>	<p>8.12 Guild Summit may be facilitated by the named person to Guild Summit supported by other members of Guild staff.</p> <p>8.13 Guild Summit may be facilitated by an appropriate external Expert.</p>
<b>Payment</b>	<p>8.14 Each Student who is selected and attends a Guild Summit meeting shall be entitled to reimbursement.</p> <p>8.15 This reimbursement will be decided by the Trustee board from time to time.</p>
<b>Quorum</b>	<p>8.16 The quorum for meetings of Guild Summit shall be 50%+1 of the selected fifty members.</p>
<b>Attendance</b>	<p>8.17 Any Full or Associate Member may attend as an observer but shall not have speaking rights aside from those students identified in advance as those speaking in favour of or against an idea.</p> <p>8.18 Sabbatical Officers may engage with Change It and Guild Summit as Full Members of the Guild with no additional privileges.</p> <p>8.19 Guild Staff may attend as observers but shall not have speaking rights aside from those required by staff facilitating proceedings.</p> <p>8.20 Other external persons may only attend on invitation but shall not have speaking rights.</p>
<b>Conflicts of Interest</b>	<p>8.21 Members of Guild Summit with a personal conflict of interest in a matter to be discussed must follow the procedure laid out in §59 of the Articles of Association.</p> <p>8.22 Should any selected students be excluded from a discussion on an item due to a conflict of interest the quorum shall be reduced accordingly.</p>

<b>BYELAW 9. CROSS CAMPUS VOTES</b>	
<b>Sabbatical Officer Elections</b>	<p>9.1 The procedure for Sabbatical Officer Elections is as defined by §35 of the Articles of Association.</p> <p>9.2 Elections for Sabbatical Officers shall be held in the second semester of the academic year preceding the academic year in which the seats are available.</p> <p>9.3 Voting shall be conducted by secret ballot using the single transferable vote (STV) system.</p> <p>9.4 The ballot shall be conducted under the principle of One Member One Vote.</p>
<b>Other Elections</b>	<p>9.5 Elections for delegates to NUS National Conferences shall be conducted in accordance with the relevant NUS Guidance.</p> <p>9.6 Where NUS Guidance does not specify a specific method of election, the Deputy Returning Officer will be responsible for identifying the most appropriate method of selection.</p>
<b>Returning Officer</b>	<p>9.7 The Deputy Vice Chancellor shall appoint a Returning Officer to oversee the good conduct of elections.</p> <p>9.8 The Guild shall appoint a Deputy Returning Officer to assist the Returning Officer in their duties.</p> <p>9.9 The Trustees shall issue guidance, in accordance with Byelaw 2.18, on the roles of the Returning Officer and Deputy Returning Officer.</p>
<b>Election Rules and Guidance</b>	<p>9.10 Candidates are expected to conduct themselves in accordance with the Guild’s Code of Conduct and Candidates Guide, or any reasonable instruction of the Returning Officer or Deputy Returning Officer, and in a way that is fair and reasonable and engage in a positive campaigning experience that helps students to vote.</p>
<b>Complaints</b>	<p>9.11 Complaints must be made as soon as possible after the event they relate to.</p> <p>9.12 Complaints will not be accepted after the close of ballot, unless it concerns the conduct of the vote count.</p> <p>9.13 Students wishing to complain about the conduct of campaigns must submit a written complaint to the Deputy Returning Officer.</p> <p>9.14 The Deputy Returning Officer will consider the complaint and respond in writing within 48 hours of the complaint being received.</p> <p>9.15 Where a complaint has been made against a specific candidate, the individual will be informed in writing and they will be given an opportunity to respond to allegations. Where appropriate, candidates may be invited to come in and discuss the complaint in person.</p>

	<p>9.16 Following the Deputy Returning Officer’s determination, if either party believes that there is new evidence, or if they disagree with the outcome of the complaint, they can appeal to the Returning Officer.</p> <p>9.17 The Returning Officer will investigate the appeal. They will notify relevant parties of the outcome in writing.</p> <p>9.18 The Returning Officer’s decision is final.</p> <p>9.19 The process for submitting complaints will be available on the Guild’s website, and sent to all candidates.</p>
<p><b>By-elections</b></p>	<p>9.20 In accordance with §42.1 of the Articles of Association a Sabbatical Officer vacancy occurring before the commencement of the term of office may be filled by removing the first-preference votes of the retiring Officer and instituting a recount. Any previously elected officers are protected and will remain in post regardless of the recount result. The candidate, not previously elected, receiving the highest number of votes in the recount shall be offered the position.</p> <p>9.21 A sabbatical officer vacancy occurring after the commencement of the term of office shall be:              9.21.1 filled by holding a new cross campus ballot; or              9.21.2 held vacant;          this shall be decided by the Returning Officer.</p> <p>9.22 The Board of Trustees may determine the by-election process as required to ensure a full and fair contest in so far as the changes remain within the spirit of this Bye-law and all relevant legislation. Any proposed changes to the process must be agreed with the Returning Officer.</p>



BYELAW 10.	PREFERENDA
<p><b>Procedure</b></p>	<p>10.1 The procedure for preferenda is defined by §16 of the Articles of Association.</p> <p>10.2 A preferendum is a multi-option voting process for use in decision-making. The result shall be decided using a Modified Borda Count to calculate the most popular option whereby:</p> <p>10.2.1 voters have to select options in order of preference.</p> <p>10.2.2 their first preference is given the highest weighting reducing throughout the options.</p> <p>10.2.3 if a voter does not rank all of the options the responses which have been selected are weighted starting from the lowest possible weighting upwards.</p> <p>10.3 The voting period shall be preceded by a campaigning period during which interested parties should make their case to members. This does not preclude campaigning during the voting period.</p>
<p><b>Question setting</b></p>	<p>10.4 Where a preferendum is called following a secure petition in accordance with §16.1.2 of the Articles of Association and BYELAW 12 the voting options shall include but are not limited to:</p> <p>10.4.1 an option representing full acceptance of the submission;</p> <p>10.4.2 an option representing a full rejection of the submission; and</p> <p>10.4.3 the opinion(s) of Guild Summit where different from the above.</p> <p>10.5 Where a preferendum is called following a failure of Guild Summit to reach a consensus in accordance with §16.1.3 of the Articles of Association the voting options shall include but not limited to:</p> <p>10.5.1 the options as outlined by the Guild Summit:</p> <p>10.5.2 an option representing full acceptance of the submission; and</p> <p>10.5.3 an option representing a full rejection of the submission.</p> <p>10.6 As defined in §61.2 of the Articles of Association, where the nature of topic of a preferendum called under 10.5 means that there are not more than two options available to vote on, the trustee Board will be asked to consider whether a Referendum should be held instead.</p>
<p><b>Notice and Timing</b></p>	<p>10.7 Preferenda should, where practicable, be held on the scheduled Guild election dates. The Deputy Returning Officer shall determine whether this is appropriate or if expediency is required on a case by case basis.</p>

	<p>10.8 Preferenda should not be held during University examination periods or outside normal term times; any validly called Preferendum scheduled to be held during these dates may be deferred.</p> <p>10.9 The same issue shall not be the subject of a Preferendum more than once each academic year.</p> <p>10.10 Where a Preferendum is validly called after a date 10 days prior to the start of the final election period of an academic year the Preferendum shall be held at the first election period of the following academic year.</p> <p>10.11 Notice of Preferendum shall be given at least seven days before the start of the voting period.</p> <p>10.12 The Notice of Preferendum shall include the dates of the voting period, the time of close of poll and the question and all possible responses in full.</p> <p>10.13 The Notice of Preferendum may be displayed on the Guild website, in Guild or University buildings, emailed to Members and displayed in any other way the Trustees deem suitable.</p>
<b>Returning Officer</b>	<p>10.14 A Returning Officer and Deputy Returning Officer shall be appointed in accordance with the procedures outlined in BYELAW 9.</p>
<b>Quorum</b>	<p>10.15 The quorum shall be as defined in §16.4 of the Articles of Association.</p>
<b>Preferendum Rules and Guidance</b>	<p>10.16 Campaign teams are expected to conduct themselves in accordance with the Guild’s Code of Conduct and Candidates Guide for Student Votes and in a way that is fair and reasonable and engage in a positive campaigning experience that helps students to vote and engage with the issue being discussed.</p>
<b>Campaigns</b>	<p>10.17 Anyone who campaigns for or against a preferendum question shall be deemed to be part of that Preferendum Campaign Team and shall be bound by the Code of Conduct and regulations for elections.</p> <p>10.18 There may be no more than one official campaign team for each of the positions presented on the ballot.</p> <p>10.19 Students wishing to form a Campaign Team shall submit the names of the leaders of the Campaign Team and the option they are seeking to represent.</p> <p>10.20 Prior to being declared an official campaign team a representative of the team shall sign a letter of intent. The letter of intent shall be drafted by the Deputy Returning Officer and shall indicate that as representatives of the Campaign Team all members shall comply with all regulations made by the Deputy Returning Officer and that they may be subject to disciplinary action should they violate these regulations.</p>

	<p>10.21 Should the Deputy Returning Officer receive more than one letter of intent the Deputy Returning Officer shall determine the official campaign team.</p> <p>10.22 Where a preferendum is called by the Trustees under §16.1.1 of the Articles of Association they shall have the right to form the official Campaign Team in favour of the Guild’s position without submission of a letter of intent.</p> <p>10.23 External campaigners shall not be permitted to participate in any campaigning.</p>
<p><b>Complaints</b></p>	<p>10.24 Complaints must be made as soon as possible after the event they relate to.</p> <p>10.25 Complaints will not be accepted after the close of ballot, unless it concerns the conduct of the vote count.</p> <p>10.26 Students wishing to complain about the conduct of campaigns or campaigners must submit a written complaint to the Deputy Returning Officer.</p> <p>10.27 The Deputy Returning Officer will consider the complaint and respond in writing within 48 hours of the complaint being received.</p> <p>10.28 Where a complaint has been made against a specific individual, that person will be informed in writing and they will be given an opportunity to respond to allegations. Where appropriate, representatives of Campaign Teams may be invited to come in and discuss the complaint in person.</p> <p>10.29 Following the Deputy Returning Officer’s determination, if either party believes that there is new evidence, or if they disagree with the outcome of the complaint, they can appeal to the Returning Officer.</p> <p>10.30 The Returning Officer will investigate the appeal. They will notify relevant parties of the outcome in writing.</p> <p>10.31 The Returning Officer’s decision is final.</p> <p>10.32 The process for submitting complaints will be made available on the Guild’s website, and sent to all candidates.</p>

<b>BYELAW 11. REFERENDA</b>	
<b>Procedure</b>	<p>11.1 The procedure for referenda is defined by §15 of the Articles of Association.</p> <p>11.2 A referendum is a general vote on a single question which has been referred for a direct decision whereby voters select to agree or disagree with the question posed.</p> <p>11.3 The voting period may be preceded by a campaigning period during which interested parties should make their case to Members. This does not preclude campaigning during the voting period.</p>
<b>Returning Officer</b>	<p>11.4 A Returning Officer and Deputy Returning Officer shall be appointed in accordance with the procedures outlined in BYELAW 9.</p>
<b>Question setting</b>	<p>11.5 The referendum question shall be phrased in such a way that a 'yes'/'no' option or other simple binary conclusion can be reached. The Returning Officer shall have the final decision on the wording of the question.</p> <p>11.6 The referendum question shall result in either full acceptance or full rejection of the issue put; items with multiple possible outcomes should be referred to a Referendum.</p> <p>11.7 Any electronic election shall include the option to submit a spoiled ballot.</p>
<b>Notice and Timing</b>	<p>11.8 Referenda should, where practicable, be held on the scheduled Guild election dates. The Deputy Returning Officer shall determine whether this is appropriate or if expediency is required on a case by case basis according to the Referendum Guidance document.</p> <p>11.9 Referenda should not be held during University examination periods or outside normal term times; any validly called referendum scheduled to be held during these dates may be deferred.</p> <p>11.10 The same issue shall not be the subject of a referendum more than once each academic year.</p> <p>11.11 Notice of a Referendum shall be given at least seven days before the start of the voting period.</p> <p>11.12 The Notice of Referendum shall include the dates of the voting period, the time of close of poll and the question and all possible responses in full.</p> <p>11.13 The notice may be displayed on the Guild website, in Guild or University buildings, emailed to Members and displayed in any other way the Trustees deem suitable.</p>
<b>Quorum</b>	<p>11.14 The quorum shall be as defined in §15.4 of the Articles of Association.</p>

<p><b>Referendum Rules and Guidance</b></p>	<p>11.15 Campaigners are expected to conduct themselves in accordance with the Guild’s Code of Conduct and Candidates Guide and in a way that is fair and reasonable. Campaigns should be run in a positive way which helps students to vote and engage with the issue being discussed.</p> <p>11.16 The Trustees shall approve Guidance on Referenda.</p>
<p><b>Campaigns</b></p>	<p>11.17 Anyone who campaigns for or against a referendum question shall be deemed to be part of that Referendum Campaign Team and shall be bound by the Code of Conduct and regulations for elections.</p> <p>11.18 There may be no more than one official campaign team for each of the proposition and opposition positions presented on the ballot.</p> <p>11.19 Students wishing to form a campaign team shall submit the names of the leaders of the campaign team and the option they are seeking to represent.</p> <p>11.20 Prior to being declared an official campaign team a representative of the team shall sign a letter of intent. The letter of intent shall be drafted by the Deputy Returning Officer and shall indicate that as representatives of the campaign team all members shall comply with all regulations made by the Deputy Returning Officer and that they may be subject to disciplinary action should they violate these regulations.</p> <p>11.21 Should the Deputy Returning Officer receive more than one letter of intent the Deputy Returning Officer shall determine the official campaign team.</p> <p>11.22 Where a referendum is called by the Trustees under §15.1.1 of the Articles of Association they shall have the right to form the official campaign team in favour of the Guild’s position without submission of a letter of intent.</p> <p>11.23 External campaigners shall not be permitted to participate in any campaigning.</p>
<p><b>Complaints</b></p>	<p>11.24 Complaints must be made as soon as possible after the events to which they relate.</p> <p>11.25 Complaints will not be accepted after the close of ballot, unless it concerns the conduct of the vote count.</p> <p>11.26 Students wishing to complain about the conduct of campaigns or campaigners must submit a written complaint to the Deputy Returning Officer.</p> <p>11.27 The Deputy Returning Officer will consider the complaint and respond in writing within 48 hours of the complaint being received.</p>

	<p>11.28 Where a complaint has been made against a specific individual, that person will be informed in writing and they will be given an opportunity to respond to allegations. Where appropriate, representatives of Campaign Teams may be invited to come in and discuss the complaint in person.</p> <p>11.29 Following the Deputy Returning Officer’s determination, if either party believes that there is new evidence, or if they disagree with the outcome of the complaint, they can appeal to the Returning Officer.</p> <p>11.30 The Returning Officer will investigate the appeal. They will notify relevant parties of the outcome in writing.</p> <p>11.31 The Returning Officer’s decision is final.</p> <p>11.32 The process for submitting complaints will be made available on the Guild’s website, and sent to all candidates.</p>
<p><b>Calling Referenda</b></p>	<p>11.33 A Referendum may be called by the Board of Trustees under §15.1.1 of the Articles of Association.</p> <p>11.34 A Referendum may be called by a Members’ Meeting under §15.1.2 of the Articles of Association.</p> <p>11.35 A Referendum may be called by secure petition under §15.1.3 of the Articles of Association and in accordance with BYELAW 12.</p>
<p><b>Referenda on Affiliations</b></p>	<p>11.36 Members who oppose or propose affiliation of the Guild to a particular external organisation may call for a secret ballot of all members. To pass a referendum on affiliations 5% of the full membership of the Guild must participate in accordance with §15.2.5 of the Articles of Association, provided that no organisation may be subject to a ballot more than once in any one academic year.</p>

<b>BYELAW 12. SECURE PETITIONS</b>	
<b>General Principles</b>	<p>12.1 This Bye-law applies to secure petitions being submitted to the Guild.</p> <p>12.2 A secure petition must be delivered within the same academic year in which it was begun.</p> <p>12.3 Valid signatories will be the current Full Members of the Guild.</p>
<b>Format</b>	<p>12.4 Secure petitions must be submitted electronically via the petition function on the Guild website.</p> <p>12.5 Any petition must state the question or resolution to be proposed in full, which must not be more than 200 words.</p> <p>12.6 Any petition must state the proposer and seconder who shall be the principle contacts for any queries regarding the petition.</p>
<b>Required details</b>	<p>12.7 To add their name to the secure petition signatories must log-in to the Guild website using their University account and be identified by their full name and University of Liverpool Student ID number.</p>
<b>Delivery</b>	<p>12.8 A secure petition will be deemed to be closed at the point at which any of the following is met:</p> <p style="margin-left: 20px;">12.8.1 The end of the academic year in which the petition was opened;</p> <p style="margin-left: 20px;">12.8.2 The proposer requests the petition is closed; or</p> <p style="margin-left: 20px;">12.8.3 The petition close date is reached.</p> <p>12.9 Once a petition has been closed it will be automatically delivered to the Deputy Returning Officer and no further names may be added.</p>
<b>Validation and Verification</b>	<p>12.10 On receipt of a secure petition the Deputy Returning Officer shall verify the signatories to ensure that they have the right to vote according to BYELAW 1.</p> <p>12.11 Where the Deputy Returning Officer is not satisfied that signatories are Full Members or have not provided the correct required information they may, at his or her discretion, take additional action to verify unclear or invalid signatories, including but not limited to contacting those individuals to confirm their status and/or their intention to sign.</p>
<b>Conduct</b>	<p>12.12 Collection of signatures must be conducted within the Code of Conduct</p> <p>12.13 Students must sign of their own free will and must not be coerced or otherwise pressured into providing a signature.</p>

<b>BYELAW 13. SOCIETIES</b>	
<b>Background</b>	13.1 Student Societies (or Activity Groups, Clubs etc.) may be established in furtherance of the Guild's Charitable Objects under §5.2 of the Articles of Association.
<b>Organisation</b>	13.2 Societies shall comply with the Code of Conduct, and the provisions of the Societies' Handbook, and all other Guild policies.
<b>Registration</b>	<p>13.3 All Societies must be registered with, and ratified by, the Guild.</p> <p>13.4 Societies registration will be considered in line with the Guild's Society Registration Process, published on the Guild website.</p> <p>13.5 All societies must have a minimum of three committee members.</p> <p>13.6 Societies may apply for initial registration to be considered in accordance with the Guild's guidelines:</p> <p style="padding-left: 20px;">13.6.1 New societies must not duplicate the aims of any other registered societies.</p> <p style="padding-left: 20px;">13.6.2 New societies must not duplicate the activities or services of the Guild or any other University department.</p> <p style="padding-left: 20px;">13.6.3 New societies must not contravene the Guild's Articles of Association, Bye-laws, policies or values.</p> <p style="padding-left: 20px;">13.6.4 The resource and support that the proposed society requires must be reasonable within the limits of the existing resource available.</p> <p style="padding-left: 20px;">13.6.5 The activity of the proposed society must be deemed to be insurable within the Guild's current insurance policy.</p> <p style="padding-left: 20px;">13.6.6 The proposed society must not pose a significant financial, reputational or legal risk to the Guild, and the proposed activity must be legal.</p> <p style="padding-left: 20px;">13.6.7 A society, or one of similar aims, must not have been de-recognised within the last 12 months.</p> <p>13.7 Societies must re-register with the Guild annually, following their Annual General Meeting and prior to the commencement of each academic year. Societies which fail to re-register will not be considered Guild societies.</p>
<b>De-registration</b>	<p>13.8 Societies can be de-registered by the Trustee Board if they no longer meet the registration criteria</p> <p>13.9 A proposal to de-register a society shall be submitted to the Trustee Board for their approval.</p>



<p><b>Annual General Meeting</b></p>	<p>13.10 Societies should meet with their members before the end of the academic year to review their activities.</p> <p>13.11 Societies must, unless specifically exempted, hold an Annual General Meeting prior to the end of the second semester in each academic year.</p> <p>13.12 The process for running AGMs is outlined in the AGM Guidelines.</p>
<p><b>Committee</b></p>	<p>13.13 Societies must have a committee consisting of a minimum of three officers. whose method of election and terms of office shall be set out in this Bye-law.</p> <p>13.14 Society committee memberships are valid from August 1<sup>st</sup> to July 31<sup>st</sup> each year.</p> <p>13.15 All committee members must be Full Members of the Guild.</p> <p>13.16 Non-University of Liverpool students must not hold positions of responsibility within Guild societies, including committee positions and positions on content editing teams, production teams, or in show casts. These positions must remain available for University of Liverpool students only, to ensure that only full members benefit from the small number of opportunities available to them throughout their course of study.</p> <p>13.17 Committee members must not hold more than one position on the same committee.</p>
<p><b>Membership</b></p>	<p>13.18 Membership of Societies must be open to all Full and Associate Members of the Guild who must make up no less than 75% of membership. Up to 25% of society members may be students of other HE or FE institutions within the Merseyside area.</p> <p>13.19 Society memberships are valid from August 1<sup>st</sup> onwards until July 31<sup>st</sup> each year.</p>
<p><b>Elections</b></p>	<p>13.20 Elections are the method by which Guild societies must choose their committee.</p> <p>13.21 Elections will be held via the Guild website, unless a society has been granted permission from the Guild in advance.</p> <p>13.22 All society elections must be held in a way that is free, fair and open to all. They must also be secret and secure.</p> <p>13.23 Societies that have recently registered with the Guild will not need to hold another election for the next academic year, unless they have roles that they wish to fill via an election.</p> <p>13.24 Only Full Members of the Guild who are members of the society running their election are eligible to stand for, and vote in, that society's election.</p>

	<p>13.25 There must not be any criteria that candidates have to meet, declarations to sign, or specific values or beliefs to uphold in order to be eligible to stand or hold a committee position. The only exception to all roles being open to all members is when there are specific liberation roles or other relevant types of specific roles e.g. Year Representatives.</p> <p>13.26 New membership to societies will be paused at the end of any self-nomination period until the end of the election.</p> <p>13.27 Elections for all Society Committee positions shall be held in the second semester of the academic year preceding the academic year in which the seats are available.</p> <p>13.28 Complaints about Society elections must be submitted via the Guild’s Complaints Procedure, available on the Guild’s website.</p> <p>13.29 Members’ queries regarding Society elections will be overseen by the Director of Membership Services.</p>
<p><b>Financial Management</b></p>	<p>13.30 Resources shall be allocated to Societies in compliance with the provisions of the Education Act 1994 and in accordance with the Guild’s Grant Funding Procedure, published on the Guild website.</p> <p>13.31 All Society funds must be paid into the Society’s Guild income account within one clear day of receipt of the funds.</p> <p>13.32 No Society may hold its own bank account or any external funds. All Society funds must be kept within the Guild.</p> <p>13.33 All Society finances must be processed in adherence with the Guild’s Finance Manual.</p>
<p><b>Fundraising</b></p>	<p>13.34 Societies may fundraise on behalf of UK registered charities. Any such activity must be conducted in accordance with Guild guidelines, the Education Act 1994, Charities Act 2011, Charities Act 1992 (Part II), the Guild’s Finance Module, and all other relevant legislation.</p> <p>13.35 All funds raised on behalf of external bodies must be paid into the Guild central fundraising account within one clear day of receipt of the funds.</p>
<p><b>Activities</b></p>	<p>13.36 All activities conducted by Societies, whether on Guild premises or elsewhere, must:</p> <ul style="list-style-type: none"> <li>13.36.1 follow the University’s Policy and Code of Practice on Freedom of Speech.</li> <li>13.36.2 comply with all relevant health and safety legislation and the Guild and University policies on health and safety.</li> </ul>

	<p>13.36.3 comply with the Guild and the University's Codes of Conduct.</p> <p>13.36.4 comply with any other relevant Guild policies and</p> <p>13.36.5 comply with any other legislation.</p> <p>13.37 Societies may not enter into any legal agreement or contract. Approval lies with the Deputy Director of Membership Services, or Director of Membership Services.</p> <p>13.38 Risk assessments for all activities must be completed in accordance with the Society Health and Safety Handbook.</p>
<p><b>Complaints</b></p>	<p>13.36 All complaints relating to societies must be submitted in accordance with the Guild's Complaints Procedure.</p>