

**CODE OF PRACTICE WITH RESPECT TO THE LIVERPOOL GUILD OF STUDENTS
(LGoS) AS REQUIRED BY THE EDUCATION ACT 1994
February 2020**

Produced in accordance with the requirements of the Education Act 1994 and approved by the Council of the University.

Establishment and Constitution of the Liverpool Guild of Students (the Guild)

1. The Guild of Students within the University of Liverpool is established in accordance with the [University Charter](#) (Clause 14) and [Statutes](#) (Clause 12). The constitution, functions, and privileges of the Guild of Students are prescribed and regulated in [Ordinance 23](#).
2. The Guild of Students is an incorporated association. It has written Governing Documents (Articles of Association and Byelaws), which have been approved by the Council of the University and which will be reviewed by that Council every five years or such shorter period as may be determined by that Council. Whenever practicable this review shall take place at the same time as the review of this Code of Practice. (Copies of the Governing Documents are available from the Liverpool Guild of Students and can be accessed on the Guild web site at www.liverpoolguild.org/)

Membership

3. Every student at the University has a right to be a member of the Guild, and may also choose not to be a member. Types of membership and the rights accorded to members are set out in Appendix One of the Guild of Students' Articles of Association. Membership of the Guild of Students is accorded automatically to all new students. In order to opt out of full membership, students are required to indicate their wish to do so in writing to the Director of Student Administration and Support within 4 weeks of the start of each year of their course by completing the relevant form. A student who has exercised the right to opt out of membership of the Guild will then remain a non-member of the Guild for the remainder of the academic year. If a student wishes to opt out in subsequent years, a separate form must be completed and returned at the beginning of each year of his or her course. (A copy of the prescribed form is available from the Student Administration and Support Division in the Foundation Building.)

Elections

4. Elections procedures are set out in the Governing Documents. The Returning Officer for such elections is appointed by the University Secretary and Director of Legal and Governance of the University.
5. Appointment of sabbatical trustees to the Guild Trustee Board is by election in a secret ballot in which all members are entitled to vote.
6. No-one shall hold sabbatical trustee office in the Liverpool Guild of Students for more than two years.
7. Appointment of student trustees and external trustees to the Guild Trustee Board is by co-option as detailed in the Bye Laws of the Guild of Students.

Financial Affairs and Accounts of the Guild

8. The Guild will arrange for its accounts to be drawn up and audited annually. The accounts will be submitted to the Council of the University by a date determined by that Council. A student may obtain a copy of these accounts by requesting them from the Liverpool Guild of Students, and these are accessible on the Guild website at www.liverpoolguild.org/. The Guild is required by the Council of the University to submit its budget annually to the Vice-Chancellor for approval and to provide copies of its management accounts to the University.
9. The accounts will list any external organisation to which the Guild has made donations in the period to which the accounts relate and provide details of those donations. Where no such donations have been made a nil return will be recorded in the accounts under this heading.
10. The accounts will also record any affiliation by the Guild to any external organisation by naming such organisation and providing details of any subscriptions paid by the Guild to the organisation.

Requirement of Charity Law

11. The Guild of Students is governed by the law relating to educational charities. In particular, whilst it may spend money on political debate, it may not support political or other causes which have nothing to do with its members' education or welfare as students. This does not prevent students from collecting funds privately for the support of any lawful cause.

Affiliation to External Organisations

12. The Guild of Students' Board of Trustees will review and publish to its members all affiliations to external organisations at least once a year on the website. A request may be made by petition to Guild Council once per year by at least 5% of the members of the Guild that the question of continued affiliation to any particular external organisation be decided upon by a secret ballot in which all members are entitled to vote. In the case of such a request the procedures for referenda laid down in the Guild's constitution will be implemented.
13. Such a request may only be made once in any academic year in respect of each affiliation.
14. The Guild will publish on its website (www.liverpoolguild.org/) any decision it has made to affiliate to an external organisation stating the name of the organisation and details of any subscription paid to the organisation.

Allocation of Resources to Guild Clubs and Societies

15. The procedure for allocating resources to Guild Societies shall be fair and will be set out in the societies section of the Guild website (www.liverpoolguild.org/) .

Diversity and Equality

16. The Guild will have in place a Diversity and Equality policy demonstrating how it ensures that all students are treated fairly. This includes ensuring that students are not discriminated against on the grounds of the protected characteristics of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religious Belief and Non Belief, Sex and Sexual Orientation. The Guild will clearly state that students who exercise their right not to be a member of the Guild shall not be unfairly disadvantaged in the provision of services or other facilities. Students who chose not to be a member of the Guild will be known as users of the Guild and their rights will be set out in the Bye Laws of the Guild.

Complaints

17. The Guild will have in place a Student Complaints Policy which will set out a clear process for students to complain about the services provided by the Guild and/or the behaviour of individuals or groups of students in relation to Guild activities.