LHSU By-Laws 

All-Member Union Meetings

# Preamble

Liverpool Hope Students’ Union (LHSU) is a registered charity and a students’ union (within the meaning of the Education Act 1994). The Union is a member led organisation. The Union will be governed in such a way as to give individual members opportunities for a meaningful input into its collective decision-making.

There are four types of important decision-making Union meetings:

* Trustee Board meetings (including Trustee Sub-Committee meetings),
* Executive Council meetings,
* General meetings (i.e. Annual General Meetings and Extraordinary General Meetings), and
* Members’ Forums.

The first two have subject to their own bye-laws. The second two are open to all full members of the Union and are the subject of this bye-law.

# General Meetings

* 1. Both Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs) will be organised in accordance with Clause 10 of the Constitution.
	2. The AGM must receive:
1. An annual statement of accounts (duly audited or examined where applicable);
2. The Trustee’s annual report;
3. Sabbatical Officer reports;
4. The Executive Council’s annual report; and
5. A current list of affiliations.
	1. The AGM has the power to:
6. Hold the Trustee Board to account, particularly in regard to the Union’s finances and annual report;
7. Hold the Sabbatical Officers to account, including consideration of any motion to commend, censure or express no confidence in an officer or officers;
8. Hold the Executive Council to account, particularly in regard to part-time officer remits;
9. Mandate Sabbatical and Part-time Officers on any matter except staffing and confidential issues;
10. Consider all affiliations to external organisations, including the NUS;
11. Consider policy motions (see clause 9.3 ‘Taking ordinary decisions by vote’ in the Constitution);
12. Consider any motion to amend the Union’s Constitution (see clause 27 ‘Amendment of the Constitution’ in the Constitution); and
13. Consider any motion to wind up or dissolve the Union (see clause 28 ‘Voluntary Winding Up or Dissolution’ in the Constitution).
	1. . The order of business for an AGM shall be:
14. Chair’s announcements
15. Minutes from the last meeting
16. Matters Arising
17. The Trustees’ Annual Report and Accounts for the previous academic year
18. Report from and questions to Sabbatical Officers
19. Report from and questions to the Executive Committee
20. Affiliations
21. Motions
22. Any other business
	1. General AGM provisions:
23. The AGM shall be open to all members of the Students’ Union to attend and vote.
24. Persons who are not members of the Union or Trustees may only be present at a General Meeting at the discretion of the Chair.
25. Any person whose presence or conduct prejudices the order or good conduct of a meeting may be ordered to withdraw by the Chair.
26. The Chair shall ensure that the meeting is in order and that remarks are relevant to the item of business.
27. The Chair shall rule a motion or amendment out of order if it:
* Is in contravention of the Constitution or Bye-Laws;
* Is not within the powers of an AGM;
* Is factually inaccurate, submitted without appropriate evidence or is out of date;
* Seeks to commit the Trustees, the Sabbatical Officers and Part-time Officers, or the Union’s resources to an illegal or unlawful act; or
* Seeks to amend the Bye-Laws.
1. Subject only to a challenge, supported by a majority at the meeting, the Chair’s ruling shall be final.
2. The Union’s General Manager, or their nominated deputy, will keep proper minutes of the proceedings at general meetings, and make them available on the Union’s website.
	1. General EGM provisions:
3. The general provisions for AGMs apply.
4. An EGM has the power to remove a Trustee. If a sabbatical officer is removed, their term of office will be terminated and they will be disbarred from office for a period of two years.

# Member Forums

2.1. Forums will be organised in accordance with Clause 9.5 ‘Taking decisions at a Member’s Forum’ of the Constitution.

2.2. The Members’ Forums must receive:

(i) Three Sabbatical Officer reports;

(ii) The Executive Council’s report; and

1. A current list of grant funding applications.

2.3. The Members’ Forums have the power to:

(i) Hold the Sabbatical Officers to account, including consideration of any motion to commend, censure or express no confidence in an officer or officers;

(ii) Hold the Executive Council to account, particularly with regard to part-time officer remits;

1. Mandate Sabbatical and Part-time Officers on any matter except staffing and confidential issues;
2. Consider all grant funding applications; and
3. Consider policy motions.

2.4. The order of business for a Members’ Forum shall be:

(i) Chair’s announcements

(ii) Minutes from the last meeting

1. Matters Arising

(iv) Report from and questions to Sabbatical Officers

1. Report from and questions to the Executive Committee
2. Motions
3. Grant funding applications
4. Any other business

2.5. Members’ Forum provisions:

(i) A minimum of three Members Forums must be held each academic year, one in each term.

(ii) The Executive Council can call a Members Forum at any time.

(iii) The Union’s General Manager, or their nominated deputy, must give at least 14 days notice of any Member Forum to all members.

(iv) The notice of any Member Forums must:

* State the time and date of the meeting;
* Give the address at which the meeting is to take place; and
* Give details of the general nature of the business to be dealt with at the meeting.

(v) The currently serving Chair of the Executive Council shall, if present and willing to act, preside as chair of the Forum. Subject to that, the members of the Union who are present at the Form shall elect a chair to preside at the meeting.

(vi) The quorum for Forums shall be 40 members.

(vii) Inquorate meetings can proceed but:

* any non-policy decisions made would have to be ratified at the next meeting of the Executive Council to be binding; and
* any policy decisions made would have to be ratified at the next quorate Forum but the meeting would be duly notified of the previous inquorate Forum’s position.

(viii) Decisions shall be taken by a simple majority of votes cast at the meeting.

1. The Union’s General Manager, or their nominated deputy, will keep proper minutes of the proceedings at Forum meetings, and make them available on the Union’s website.

# Motions

3.1. Motions to General Meetings and Member Forums are the principal means by which the Union decides policy. Any member, properly constituted student society or club, or the LHSU Equalities Panel may submit a motion or motions. This shall be sent in writing to the General Manager, or their nominated deputy, at least 7 days before the meeting. Motions are then made publicly available on the Union's website.

3.2. Whenever possible, the Executive Council or, if impractical, the Sabbatical Officer Team shall meet to decide on a recommendation to the General Meeting or Forum on each motion submitted. As important representative bodies they may also submit their own motions.

3.3. The following provisions also apply:

(i) Emergency motions may be presented to the General Manager, or their nominated deputy, at any time up until the beginning of the meeting. The Chair shall decide whether the subject of the motion constitutes an emergency.

(ii) All motions must be proposed and seconded by a member at the meeting. The motion may be formally seconded.

(iii) The proposer and seconder will be given 3 minutes each to speak to the motion.

(iv) Amendments to the motion may then be moved and seconded from the floor, but must be handed in writing to the Chair beforehand. Wrecking amendments (that destroy or reverse the motion’s original intent) are not allowed.

(v) The mover and seconder of each amendment in turn are then given 3 minutes each to speak.

(vi) Each amendment will be taken in turn, followed by a vote. If an amendment is carried, the amended resolution becomes the motion that will then be put to the vote.

1. A motion put to the vote of a meeting shall be decided on a show of hands, unless a poll is demanded by the chair before the show of hands.

(viii) If a motion is carried, it shall become the policy of the Union.

1. Once policy has been agreed democratically at any level in the Union, those members who originally voted or campaigned against it are expected to abide by it. For as long as it is official policy, it is important that all constituent parts of the Union work together to promote it and support it.

# Rules

4.1. Only the Executive Council can approve, review or amend these By-laws. Such changes must not be inconsistent with any provision of the LHSU Constitution.

4.2. Copies of these By-Laws must be made available to any member of the Union on request.