LHSU By-Laws 

Executive Council

# 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.

The Executive Council is a standing committee which consists solely of elected sabbatical officer trustees, student trustees and elected part-time officers. It is responsible for administering the day-to-day affairs of LHSU in several key areas. At all times, it shall function in accordance with the LHSU Constitution, in particular clause 16.1 and 17, and in consistency with other relevant By-Laws.

# Membership

* 1. The membership shall be:

(a) The three sabbatical officer trustees,

(b) The three student trustees,

(c) five of the ten elected part-time officers:

(i) Arts & Humanities Faculty Officer;

(ii) Education Faculty Officer;

(iii) Science Faculty Officer;

(iv) Part-time, International, Mature, Post-graduate Students (PIMPS) Officer; and

(v) Residential Life Officer.

(d) Equalities Officer.

* 1. The Equalities Officer is elected from the five Liberation Officers:

(i) Women’s Officer;

(ii) Disabilities Officer;

(iii) Black & Minority Ethnicities (BME) Officer;

(iv) Lesbian, Gay, Bisexual, Plus (LGB+) Officer; and

(v) Trans Officer.

The election for the Equalities Officer will take place at an Equalities Panel meeting.

* 1. The Equalities Panel will consist of the:

(i) Vice President Welfare;

(ii) Liberation Officers; and

(iii) elected of officers of the Afro Caribbean Society, Disability Studies Society, Feminist Society, and the LGBT+ Society.

The Panel will meet a minimum of once a term. Its purpose is to: elect the Equalities Officer; discuss issues relating to all the protected characteristics of the Equality Act 2010; to help coordinate related campaigns; to mandate the Equalities Officer; and, where appropriate, send motions to Forums.

# Executive Council Officers, voting and minutes

2.1. The officers will be: (a) Chair; (b) Vice-Chair; and (c) Secretary.

2.2. These three officers will be nominated and elected from the Council’s membership. However, only student trustees or part-time officers can be elected Chair, and only sabbatical officer trustees can be elected Secretary.

2.3. Each member shall have one vote, with the exception of the chair, who shall have only the casting vote in the event of a tie. Voting will usually be by a show of hands.

2.4. In the absence of the Chair the Vice-Chair will chair the meeting. In the absence of both, the meeting may appoint a temporary Chair from the student trustees and part-time officers present. A motion of ‘no confidence’ in the Chair can be proposed at any time during a meeting. If it is carried by a two thirds majority of attendees then the Chair will stand down to allow for the election of a replacement.

2.5. The Secretary is responsible for taking brief minutes of the meeting. In the absence of the Secretary the meeting may appoint a temporary Secretary from the sabbatical officer trustees present.

# Regularity and notice of meetings

3.1. The Executive Council will normally meet five times during the academic year. However, at the discretion of the Chair, the Council can meet more frequently if its workload necessitates it. In addition to the Chair’s discretion, any three Council members can call a meeting.

3.2 Members will receive notice of the meeting requesting them to attend. To ensure maximum participation, at least five working days’ notice of meetings will normally be given. The Secretary is responsible for sending notice of meetings. The draft minutes from the previous meeting will usually be circulated at the same time as the notice.

# Quorum and agenda

4.1. The quorum will be five members and must include at least one sabbatical officer trustee, one part-time officer, and (after the first meeting of the year) one of the Executive Council Officers.

4.2. The agenda will usually be prepared by the Secretary and submitted to the Chair for their approval. Items for the agenda can be sent to the Secretary up to 48 hours before the meeting. Later items can be brought up under ‘Any other business’.

# Council duties

5.1. The Council duties will be:

(a) the appointment of external trustees to the Board;

(b) the discipline and recall of all elected Union officers, including sabbatical officers;

(c) agreeing, revising and regularly reviewing the LHSU By-Laws;

(d) oversee the processes for referenda and polls;

(e) considering matters raised / to be raised at Member Forums;

(f) decide upon pressing or emergency policy motions;

(g) within agreed budgets, to make decisions on student participation to conferences; and

(h) within agreed budgets, to make decisions on campaigns and events.

5.2. The Council will also take on additional powers or functions delegated to it by the Board of Trustees.

5.3. Pressing or emergency policy resolutions passed at the Executive Council are only operative until the next Members’ Forum, a relevant referendum, or General Meeting, whichever is the earliest.

# Rules

6.1. The Executive Council may decide Standing Orders to regulate its meetings. In the absence of such a document, or where the document is silent on the matter at hand, the Chair shall regulate the meeting with due regard for common sense and custom and practice.

6.2. 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.

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