

## Bye Laws

### Byelaw 1 – Membership Rights

#### Types of Membership

100 There will be the following three types of membership

- a) Student Members who shall be all current students of the London School of Economics and Political Science who have not opted-out and the Full Time Officers of the Union.
- b) Company Law Members who shall be the Trustees of the Union as described in the Articles
- c) Associate Members who shall be individuals approved by the Trustee Board.

#### Rights of Membership

101 The following rights shall be given to all Student members:

- a) The right to be represented by the Union on academic and welfare issues, principally by the elected student representatives at meetings of the School
- b) The right to vote in elections including those for Full Time Officers
- c) The right to engage in the democratic votes of the Union as described in Byelaw 2
- d) The right to stand as a candidate for elections of the Union subject to Byelaw 4
- e) The right to access to the services and support facilities provided by the Union including the advice centre
- f) The right to join the Union's student groups subject to their conditions of membership
- g) The right to stand for elected positions in a student group they are a member of
- h) The right to use the social facilities administered by the Union
- i) The right to protection under the Union's Code of Conduct

102 The following rights shall be given to all Associate members

- a) The right to access to the services and support facilities provided by the Union including the advice centre
- b) The right to join the Union's student groups subject to their conditions of membership
- c) The right to use the social facilities administered by the Union

103 No right or benefit to an Associate member or someone who is not a Union member shall be more advantageous to them than to a Student member. Associate members and those who are not Union members may be subject to additional fees as set by the Trustees for access to the Union's services.

#### Conditions of Membership

104 All members, of whatever class, shall be subject to the Union's Code of Conduct which protects the membership and sets out expected behaviours of all who engage in the Union. Any laws of the land and rules of the School may also apply. Anyone using the services of the Union, including the commercial premises, will also be subject to these.

105 The Trustees have the power to suspend or withdraw benefits of membership in the event of a member failing to comply with the requirements and conditions of membership and any code of conduct that may be in force.

### **Opting Out of Student Membership**

106 Student members may opt-out of membership as allowed by the 1994 Education Act. To do so they should contact the Union or School with their intention to do so.

107 Opting out will mean the student relinquishes the rights outlined in 101.

108 The following services will remain available to students who have opted out but may be subject to additional charges:

- a) To have access to the service and support facilities provided by the Union;
- b) To be eligible to join registered clubs and societies of the Union, subject to the conditions of membership of such clubs and societies;
- c) To utilise the social facilities administered by the Union

109 The School has an obligation to ensure that no student is disadvantaged in their dealings with the School if they have chosen not to be a member of the Students' Union.

**Byelaw 2 – Policy Processes**

<b>Glossary</b>	
Accountability Board	The body of students who lead on Executive Accountability.
Articles	The external, legal document that explains the Union in terms of Charity & Company Law. It has authority over the byelaws and is available on the website
Motion	A proposal for a position or belief on behalf of students
Notice	Information about a meeting
Student Policy	A motion that has been accepted by the students and becomes the official position of the Union to be followed by its Executive & members
Executive Policy	Policy positions that have been agreed by the Executive Committee and become the official position of the Union for the duration of that Executive Committee’s tenure
Quorum	The number of students needed at a meeting for business to occur
Referendum	A vote of all students
Sortition	The random process to choose Student Panel members & Accountability Board members considerate of the student body’s diversity
Student Panel	A small group of students selected to reflect the student body to discuss motions
Student Town Hall	A meeting available to all students to receive updates from key union bodies and hold the Executive accountable

**Types of Student Policy Process**

200A There are 2 types of LSESU Policy

- a) Executive Policy
- b) Student Policy

200B There will be the following elements in the SU’s policy processes

- a) Referenda of all students, which are described in Byelaw 4
- b) Student Members Meetings
- c) Student Town Halls
- d) Student Panels
- e) Executive Committee

**Annual Student Members Meetings - Calling and Agendas**

201 Notice of Student Members Meetings shall be given at least 21 days in advance of the meeting (not including the day that the meeting is held or the day on which the notice was sent).

For the avoidance of doubt notice can be given by placing a prominent message on the SU Website. Business for the meeting shall be made available on the website at least 14 days before the meeting.

202 As outlined in the Articles, there shall be at least one Student Members meeting each academic year at a time set by the Trustees to maximise student participation. The business of this Annual Student Members Meeting shall be

- a) To approve the minutes of the last Student Members Meeting;
- b) To receive a report of the Trustees on the Union's activities since the last Student Members Meeting;
- c) To receive the accounts of the Union for the previous financial year;
- d) To approve the list of affiliations of the Union;
- e) To ask open questions to the Trustees by the Student Members;
- f) To approve or ratify any changes to the Byelaws or Articles

### **Additional Student Members Meetings – Calling and Agendas**

203 Additional Student Members Meeting may be called by the Board of Trustees, the Executive Committee or by petition of at least 50 Student Members who have written a letter to the Trustee Board Chair explaining what business they wish to discuss. Notice of a Student Members Meeting shall be given within two weeks of receipt of this letter by placing a prominent message on the SU website.

204 The Notice of the meeting shall be 21 days and must include all documents for discussion. The business of the Student Members Meeting shall be:

- a) To approve the minutes of the last Student Members Meeting
- b) The business for which the meeting was called.

205 Student Members Meetings shall be chaired by the Trustee Board chair or their designate.

206 Changes to the Articles require a vote at a Student Members Meeting as well as the Board of Trustees. There will be a period of 14 days during which students can submit any amendments to a proposal to change the Articles before the Student Members Meeting.

207 For the avoidance of doubt a Student Members Meeting is not a Company Law Meeting.

### **Student Town Halls**

208 Student Town Halls may be called by the Board of Trustees, the Democracy Committee or the Executive Committee. Notice of the Meetings shall be given at least 14 days in advance of the meeting (not including the day that the meeting is held or the day on which the notice was sent). For the avoidance of doubt notice can be given by placing a prominent message on the SU Website.

209 The business of the Town Hall shall be:

- a) To approve the minutes of the last Student Town Hall
- b) To receive reports from the Democracy Committee of the Student Panels held since the last Student Town Hall;

- c) To ask open questions to the Executive Officers led by the Accountability Board;
- d) Announcements from the Executive;
- e) Any other Business agreed by the Democracy Committee.

### **Student Town Halls – Membership**

210 Student Town Halls shall be chaired by a member of Democracy Committee. Should they not be present within 10 minutes of the start of a meeting then the members present shall elect someone from among their number to be the chair for the meeting.

211 All Student Members will be able to attend a Student Town Hall, speak at the permission of the chair and vote on the business being discussed. All votes will require a simple majority to pass.

### **Student Panels – role and duties**

212 Student Panels will have the following roles

- a) To receive motions via Democracy Committee
- b) To receive and consider information relevant to those motions from experts and those with lived experience of the issues being discussed
- c) To discuss the motions and suggest alterations to Democracy Committee
- d) To vote on those motions so that they become Student Policy or are proposed as a referendum

213 To carry out these roles the Student Panel will have the following duties

- a) To encourage open and accessible discussion
- b) To consider the diversity of students at LSE
- c) To seek to resolve conflicts wherever possible as part of the discussions
- d) To seek to do what they believe is best for the students of LSE

214 The Student Panel will not be representatives of students and will not be accountable to the student body.

### **Student Panels – membership**

215 Student Panel Members shall be chosen by sortition at the start of each academic year. The criteria for sortition will be set annually by the Democracy Committee but shall:

- a) Consider the diversity of the student body in relation to protected characteristics, mode of study and other factors deemed relevant by Democracy Committee
- b) Use the most up to date data available to Democracy Committee to undertake this sortition

216 The criteria for the sortition shall be made available to all students on the Union website and promoted by any other means felt suitable by Democracy Committee.

217 The size of the Student Panel shall be set by the Democracy Committee on an annual basis but shall not be less than 18 or greater than 48.

### **Student Panels – frequency and operation**

218 Democracy Committee shall set the dates and frequency of the Student Panels but there shall be at least one in each term.

219 Notice of the time, date and place of all Student Panels shall be given at least 14 days before each meeting. For the avoidance of doubt notice can be given by placing a prominent message on the Website. The deadline for motions shall be 7 days before the meeting and such items shall be accepted at the discretion of the Democracy Committee. All items shall be circulated to Student Panel members at least 6 days before the meeting.

### **Proposal and consideration of Motions**

220 Motions for the Student panel should be submitted to the Democracy Committee in a format and process of their choosing. This shall be advertised on the SU website.

221 Motions can be proposed by the following

- a) The Executive Committee (maximum 2 per Student Panel)
- b) The Trustee Board (on issues relating to student representation)
- c) Any Student Member

222 Democracy Committee shall choose up to six motions to be discussed at each Student panel. They will make this choice based on.

- a) What they feel is most relevant to students at the time of submission
- b) What they feel is widely felt by LSE students
- c) What they feel is deeply felt by LSE students including those marginalised by society or during the education experience.

223 Democracy Committee shall explain the reasons for their choices to the Student Panel and the next Student Town Hall including the reasons that they didn't put other motions forward.

224 Motions will be presented at the Student Panel in such a manner that allows for open and discursive debate as decided by the Democracy Committee. The order for discussing motions will be set by Democracy Committee. During this discussion amendments can be made to the motions.

225 To help the Student Panel understand the issues being raised in the motion the Democracy Committee will invite suitable experts and those with lived experience of the motions being discussed to come to the meeting and present ideas and answer questions. Student Panel members shall be able to ask for specific types of expert or student in advance of the meeting but the invitations will be at the Democracy Committee's discretion and in line with SU Policies.

226 Once the Democracy Committee is satisfied that enough discussion has occurred that is reasonable for the Student Panel members to understand the issues they will ask for a vote on the proposal. This will be done by a secret ballot.

227 The outcome of the vote will mean the following

- a) 25% or fewer members present voting in favour means that the motion falls

- b) Greater than 25% but fewer than 75% of members present voting in favour means that the motion shall be put forward for referendum
- c) 75% or greater of members present voting in favour means the motion passes.

228 Once a motion passes (whether by Student Panel or Referendum) it becomes Student Policy until the end of the next academic year unless a later policy overturns it.

### **Trustee Board**

229 The Trustees may override any decision or Policy made by the Student Members which the Trustees consider (in their absolute discretion):

- a) has or may have any adverse financial implications for the Union;
- b) is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
- c) is not or may not be in the best interests of the Union or all or any of its charitable objects; or
- d) will or may otherwise affect the discharge of any or all of the responsibilities of Trustees referred to in the Articles

### **Accountability**

230 A democratic, member led organisation should be able to hold its leaders accountable outside of the elections for the decisions that they make when representing students or campaigning for change.

231 This process will only be used for accountability of representative and campaigning work for elected student positions. The following will be dealt with in the following ways

- a) Issues of student behaviour to be dealt with through the Code of Conduct
- b) Issues of staff behaviour through the staff complaint process
- c) General complaints about Union activities through the complaints process
- d) Election complaints through the Returning Officer as outlined in Byelaw 4

### **Accountability Board – role and duties**

232 Accountability Board will have the following roles

- a) To receive written reports on activity undertaken by the Sabbatical Officers on manifesto pledges and policy and their role as outlined in Byelaw 3
- b) To receive and consider additional information from Sabbatical Officers on their work
- c) To recommend to the Sabbatical Officers what work should be prioritised, conscious of the restraints on workload
- d) To lead the accountability discussion on the work at Student Town Hall

233 To carry out these roles the Accountability Board will have the following duties

- a) To encourage open and accessible discussion
- b) To consider the diversity of students at LSE
- c) To seek to resolve conflicts wherever possible as part of the discussions
- d) To seek to do what they believe is best for the students of LSE

234 The Accountability Board will not be representatives of students and will not be accountable to the student body.

235 Accountability Board Members shall be chosen by sortition at the start of each academic year. The criteria for sortition will be set annually by the Democracy Committee but shall:

- a) Consider the diversity of the student body in relation to protected characteristics, mode of study and other factors deemed relevant by Democracy Committee
- b) Use the most up to date data available to Democracy Committee to undertake this sortition

236 The criteria for the sortition shall be made available to all students on the Union website and promoted by any other means felt suitable by Democracy Committee. The size of the Accountability Board shall be set by the Democracy Committee on an annual basis but shall not be greater than 12.

### **Executive Reports**

237 a) The work of the Executive shall be recorded in the Executive Report. This Report will include both Student Policy and Executive Policy. The Executive Committee shall have collective responsibility for delivering the policies in the Report but each area of work will be associated with a Sabbatical Officer.

237 b) Executive Policy remains active until the end of the academic year in which it was made

238 Before each Student Town Hall the General Secretary will ensure that the report is updated with work done that has progressed the priorities.

### **Accountability at Student Town Hall**

239 Students will be able to ask questions about the Executive Report. These shall be recorded.

240 After the Chair feels enough discussion has been undertaken for the Student Town Hall to have a good understanding of the issues they will call for a vote on the following which will need a simple majority to pass

- a) YES - To accept the report in full
- b) NO - To refuse to accept the report

241 Should Student Town Hall refuse to accept the report the Chair shall hold a round of speeches to choose one of the following two options which will need a 66% majority to pass.

- a) REVIEW - To request that one or more sections of the report should be reconsidered by the Executive and more discussion is needed
- b) NO CONFIDENCE - To call a vote of no confidence in one or more Sabbatical Officers

242 If the 66% majority is not reached, further discussion will take place to try and resolve the differences of the Meeting.

243 All votes and the discussion of the Accountability Board will be recorded and sent to the Student Town Hall alongside any recommendations.



### **Votes of no confidence in an Officer**

244 If the Student Town Hall recommend that an Executive officer is removed (a vote of no confidence). a referendum of all students will be held.

### **Student Members Meetings & Student Town Hall – Chair**

245 To enable an accessible discussion and in line with other byelaws the Chairs of Student Members Meetings & Town Halls shall have the following powers:

- a) To call those who have submitted business to a meeting to speak and to assign a time limit for them to do so
- b) To call those who wish to speak against an item at a meeting to do so and assign a time limit for them to do so, paying particular attention to their duties to ensure balance
- c) To grant additional rounds of speeches on items to extend the debate and give more information to allow members to make their decisions
- d) To decide the order in which people speak, except that in a motion debate the discussion will alter between those in favour and those against
- e) To call the meeting to vote on an item by a show of hands
- f) To request a count on the show of hands of people present at a meeting
- g) To confirm the outcome of a vote on a specific item at a meeting
- h) To confirm a break in the business of the meeting for up to 15 minutes
- i) To remove an item from the agenda and for it not to be discussed
- j) To close the meeting
- k) To adjourn the meeting to another time and place within 7 days of this meeting. Notice of the new time and place shall be given via the website within 48 hours.

246 Should a meeting of the Student Members Meeting or Student Town Hall be unhappy with the decisions or conduct of the Chair then the following motions may be called and the Chair will grant their debate as long as 10 or more members present wish for the motion to be called by a majority show of hands.

- a) That the last decision of the Chair be reversed (decided by simple majority vote)
- b) That the Chair be removed from their position for the rest of this meeting and a new chair appointed (decided after a round of speeches)
- c) That the Chair enact one of their powers as outlines in 210 above (decided after a round of speeches)

**Byelaw 3 – Executive Committee**

<b>Glossary</b>	
Executive Committee	The elected officers of the Union
Quorum	The number of officers needed for something to happen at a meeting
Sabbatical Officer	A Student who has taken a year to be a full time representative and campaigner for students

301 There will be the following members of the Executive Committee

- a) Sabbatical Officers
- b) Part Time Officers

**Purpose of the Executive Committee**

302 The duties of all members of the Executive Committee shall be

- a) To actively meet and hold discussions with students to learn their views and represent these to the School and others
- b) To actively promote campaigns and projects of the Union
- c) To work with other members of the Executive to set and implement Executive Policy, and deliver Student Policy
- d) To work with other members of the Executive on political representative and campaigning issues as they arrive
- e) To seek to resolve conflicts about how to implement manifesto pledges and policy
- f) To promote a positive image of LSE SU including its democratic structures
- g) To attend relevant meetings of the Union
- h) To attend relevant meetings in the School and report back to the Executive Committee and staff
- i) To actively seek to be held accountable for their decisions and actions
- j) To advance education for students of LSE in line with the Charitable Objects of the Union

303 In addition the Sabbatical Officers have the additional duties

- a) To be a Trustee of the Union
- b) To support and engage with the Part Time Officers on their portfolios of work
- c) To be the lead representatives within the School
- d) Any other roles as outlined in their specific roles

**Sabbatical Officers and duties**

304 There shall be the following Sabbatical Officers of the Union which shall be full time roles and major union offices for the benefits of the 1994 Education Act

- a) General Secretary
- b) Activities & Communities Officer
- c) Education Officer
- d) Welfare & Liberation Officer

305 The duties of the General Secretary are:

- a) To be the main figurehead to the School, local community and others on issues that relate to students
- b) To coordinate the work of the Executive Committee, facilitating good working practice between its members
- c) To be the lead campaigner on issues that affect the generality of students at LSE
- d) To highlight the work of other officers to the School when it is important for them to be engaged with their remits
- e) To be Chair of the Trustee Board

306 The duties of the Activities & Communities Officer are:

- a) To be the main representative on issues to do with student development principally through student activities
- b) To be the main campaigner on issues that increase access to extracurricular activities, particularly student groups.
- c) To be the main contact for student groups and promote initiatives which support them
- d) To be the lead on initiatives that help build community within the School
- e) To be the lead on initiatives of sustainability within the School and Union

307 The duties of the Education Officer are:

- a) To be the main representative on issues to do with academic work and assessment within the School
- b) To be the main campaigner on issues that improve academic experience for students
- c) To be the main contact for Academic representatives within the Union including the relevant Part Time Officers
- d) To be the lead on initiatives that advance and support academic work across all students

308 The duties of the Welfare & Liberation Officer are:

- a) To be the main representative on issues to do with welfare within the School
- b) To be the lead campaigner on issues that improve living conditions for LSE students
- c) To be the main contact for welfare & liberation roles within the Union including the relevant Part Time Officers
- d) To be the lead on initiatives that advance and support student welfare across all students, with particular attention to those who are marginalised by society or their educational experiences

### **Part Time Officers and roles**

309 There shall be the following Part Time Officers of the Union:

- a) Black, Asian and Minority Ethnic Officer
- b) International Students Officer
- c) Lesbian, Gay, Bisexual, Trans & Queer Officer
- d) Neurodiversity and Disability Officer
- e) Class Liberation Officer
- f) Women's Officer

310 Each of the Part Time Officers shall be elected from the types of student described in their title in line with the Elections regulations. Students will be able to self identify for these roles.

311 The duties of the Part Time Officers shall be to actively engage with the students described in their title and to represent their views to the rest of the Executive, School and Union staff.

### **Administration of Executive Committee meetings**

311 The Executive Committee shall meet at least monthly during term time. Meetings may be held in person, online or a hybrid of the two. At the start of the year the Executive Committee shall agree such arrangements that means the members can meet regularly. These must include the following:

- a) That the General Secretary is the chair and one of the other Sabbatical Officers is deputy chair
- b) That the quorum shall not be more than 50% of all members
- c) That circulation of papers shall be at least 2 days before each meeting
- d) Expectations of attendance and sanctions for not doing so
- e) The ability to call emergency meetings that shall not need more than 3 members to do so

312 The Executive Committee or its subcommittees shall not have any of the powers reserved for the Trustee Board outlined in the Articles.

313 The agenda for each meeting shall be decided by the Chair but must include:

- a) To approve the minutes of the last meeting and update on any actions
- b) To note any issues arising within the School since the last meeting
- c) To note any issues arising from Accountability Board, Student Panels or Student Town Halls since the last meeting

#### **Others attending the Executive Committee**

314 An ethics and sustainability advisor will be elected in the Lent term. This will be a standalone role which advises the executive committee on ethical and sustainability issues. They are an advisor rather than a representative.

315 The Chief Executive of the Union or their representative will be able to attend the Executive Meetings. Other staff members will be able to attend with agreement by the Chair

316 A secretary for meetings may be appointed by the Chair

317 Other students may attend by agreement of the Chair

#### **Subcommittees of the Executive**

318 The Sabbatical Officers will be able to set committees to help advance the duties of the Executive as outlined above.

319 At least 3 sabbaticals must agree for the subcommittee to be set up and each must have a written Terms of Reference (including membership) approved by the Sabbaticals and reviewed at least annually at the start of the year. Terms of Reference will be published on the Union website.

320 Subcommittees have authority delegated by the Sabbaticals and their decisions may be overturned by the Executive Committee or Trustee Board.

321 If new Subcommittees are added they will be added to the Byelaw below without need of approval by the student body

322 The current Subcommittees are

- a) The Academic Executive Subcommittee (AES)
- b) The Activities and Communities Executive Subcommittee (ACES)
- c) The Welfare and Liberation Executive Subcommittee (WLES)

### **Resignation, removal and remuneration**

330 An Executive Committee member may resign their position by writing to the General Secretary or other Sabbatical Officer. An Executive Committee member may be removed if they are no longer a student of the School, their term of office ends or they are the subject of a disciplinary committee decision or a Vote of No Confidence in a referendum.

331 Should a vacancy for a Sabbatical Officer role occur the Trustee Board shall decide whether to hold a bye-election, seek the advice of the Returning Officer or some other action.

332 Should a vacancy for a Part Time Officer or the ethics and sustainability advisor occur before Christmas a by-election shall be held. Should a vacancy occur after this point the Trustee Board shall decide how to proceed.

333 Remuneration of all Executive members and the ethics and sustainability advisor shall be decided by the Trustee Board.

**Byelaw 4 – Democracy Committee, Elections & Referenda**

<b>Glossary</b>	
Accountability Board	The body of students who lead on Executive Accountability as explained in Byelaw 5
Democracy Committee	A group of students who oversee the democratic processes of the Union
Elections	The process by which student leaders are selected
Motion	A proposal for a position or belief on behalf of students
No Confidence	A request to remove an official of the Union
Student Policy	A motion that has been accepted by the students and becomes the official position of the Union to be followed by its Executive & members
Referenda	Referenda are votes which are open to the entire student body for them to decide on a specific question.
Returning Officer	The person who oversees elections and referenda
Sortition	The random process to choose Student Panel members considerate of the student body’s diversity
Student Panel	A small group of students selected to reflect the student body to discuss motions
Student Town Hall	A meeting available to all students to receive updates from key union bodies and hold the Executive accountable
Transferable Vote	A voting method that allows students to rank candidates in order of preference rather than just their first choice.

**Democracy Committee – Duties and Powers**

401 There will be a Democracy Committee whose role will be to oversee the democratic processes of the Union with delegated authority of the Trustee Board to do so.

402 The primary duties of Democracy Committee shall be

- a) Actively promoting the democratic activities of the Union and encouraging student involvement
- b) Actively promoting a culture of accessibility and inclusion in the democratic activities of the Union both within meetings and outside them
- c) Advancing understanding among students of the democratic activities of the Union including the role and work of the Executive
- d) Advancing understanding among students of the Trustee Board and their role
- e) Oversight of the Student Policy formation process at Student Panels (see Byelaw 2) Student Members Meetings and Referenda
- f) Oversight of accountability through the Accountability Board (see Byelaw 5) and Student Town Halls (se Byelaw 2)

403 The secondary duties of Democracy Committee shall be

- a) Oversight of the rules of the union relating to democratic processes
- b) Ensuring compliance of these rules

404 To fulfil these duties the Democracy Committee shall have the following powers which they will work with the Executive Committee and the staff of the Union to exercise

- a) To set an annual schedule of democratic events including Student Town Halls & Student Panels aimed at maximising participation and that are sensitive to the School calendar of meetings
- b) To set timelines for elections and referenda as well as any rules. These shall be laid out in the election & referenda rulebook
- c) To set out the rules for any election counts and oversee the count for election to major union offices
- d) To choose a Chair for Student Town Halls
- e) To oversee the sortition for Student Panels & Accountability Board
- f) To publish the criteria for this sortition
- g) To set a format and process for the submission of motions to Student Panels
- h) To select up to six motions for each Student Panel and explain the reasons for their choice to the Student Panel and next Student Town Hall meeting
- i) To decide the order and format for discussing motions at Student Panels
- j) To appoint a Returning Officer

### **Membership**

405 There shall be 5 members of Democracy Committee elected from among the student membership. Each member shall hold the position for up to two years or until the end of their current course of study, whichever is shorter.

406 Democracy Committee members shall be eligible to hold or stand for another elected position, and stand for an Executive position in the same academic year that they were a Democracy Committee member. Any member of the Committee must resign from the Committee before the start of the academic term in which the relevant election takes place or prior to the point at which the Democracy Committee first discusses the Election Rules for the relevant election, whichever comes first. Democracy Committee members shall not be eligible to be a Student Panel or Accountability Board member in the same academic year that they were a Democracy Committee member.

### **The Returning Officer**

407 In the final term of each year, the Democracy Committee will appoint a Returning Officer for the next academic year. This must be an organisation or individual they believe has sufficient experience to oversee the elections and be impartial in their judgements.

408 The primary duties of the Returning Officer shall be:

- a) Promoting engagement in the Students' Union's democratic processes to ensure a wide range of candidates
- b) Promote a positive and accessible culture during elections between candidates and for students
- c) Maximising as much voter choice during elections as much as possible
- d) Ensuring that elections are fair and that all eligible students can vote in them
- e) Creating forums that allow candidates to promote themselves so that students can be informed voters
- f) To declare to the Democracy Committee and Trustee Board any interests they have in the outcome of elections or referenda
- g) To actively avoid any conflicts of interests in the outcomes of elections or referenda

409 The secondary duties of the Returning Officer shall be:

- a) Have oversight of referenda and election rules

410 The Returning Officer shall have the authority to do the following

- a) To interpret election rules for the Union and how they are carried out
- b) To ensure that all candidates in an election have a fair opportunity to promote themselves and that any platform provided by the Union is equal for all. This shall include any coverage by Union run student media
- c) To set out the rules for any election counts and oversee the count for election to major union offices
- d) To report to the Trustee Board and governing body of the School on any elections to major union office
- e) To set sanctions on candidates
- f) To be the sole person able to disqualify candidates from an election
- g) To approve the results of an election count or referendum

### **Election & Referenda Rulebook**

412 The elections & referenda rulebook shall will include the following

- a) Rules on nomination for election and the details that students must provide to be eligible.
- b) Timescales for nominations and campaigning
- c) Rules concerning campaigning during the election and student group endorsements,
- d) Rules explaining how students can vote including any provision for online voting.
- e) Rules for complaints about elections and the sanctions that the Returning Officer may implement on candidates
- f) Rules concerning candidates who wish to campaign together as a "slate"
- g) Information about how to contact the Returning Officer and Democracy Committee
- h) Information about Trustee responsibilities and that candidates for Full Time Officer roles must be eligible to be a Trustee to be appointed
- i) Information relating to any requirements set by external bodies - for example NUS for their conferences

413 The elections and referenda rulebook will be published on the Union website at least 2 weeks before any election or referenda.

414 The elections shall be undertaken through a transferable vote method with the option for students to vote to Re-Open Nominations.

### **Complaints during elections**

415 Candidates for election may be held responsible for the conduct of their campaigning team if the Returning Officer believes that the candidate was (or should have been aware) of an activity during the election period. As well as the election rules outlined above, candidates will be subject to the general rules of the Union, the School and national laws. Should any of these be broken by a candidate or their team then the candidate may be disqualified.

416 Any complaints about an election must be received in writing (including email) and be received no less than 2 hours after the close of voting. They should outline the candidate(s) about which the complaint is raised, which election rules they believe have been broken and evidence to support their claim.



417 Where possible complaints should be raised within 48 hours of the event about which a complaint occurred.

418 No election count will take place until all complaints relating to that position are resolved (including any appeals).

419 The Returning Officer will investigate the complaint and make a judgement on the complaint in writing.

420 Should they wish, the Returning Officer may also report the complaint to the Union's or School's disciplinary processes.

### **Appeals**

421 Should the complainant or candidate be unhappy with the decision of the Returning Officer they may appeal the judgement in writing (including email) to the Democracy Committee members within 24 hours of receiving the judgement.

422 Any appeal should outline the reasons that the complainant or candidate does not believe the judgement is correct. Democracy Committee will not consider any additional information not made available during the original investigation.

422 The Democracy Committee shall consider the appeal within 48 working hours of receiving it. They will decide one of the following

- a) That the appeal be declined and the Returning Officer's judgement stands
- b) That the appeal be upheld and the Returning Officer's decision should be overturned

423 The decision of Democracy Committee shall be final. Should the complainant be unhappy with their treatment they may make a complaint to the School under the 1994 Education Act but the election count may proceed.

### **Referenda - general**

424 With the exception of a vote of no confidence in a Trustee or elected representative, a referendum shall be held to debate any issue by

- a) a Secure Petition signed by 100 student members
- b) a simple majority vote of the Student Members Meeting
- c) a simple majority vote of the Trustee Board or
- d) a vote of the Student Panel

425 The quorum for a referendum will not be more than 5% of student members.

### **Referenda – votes of no confidence**

426 A referenda to issue a vote of no confidence in a Trustee or elected representative shall be called be either

- a) a Secure Petition signed by 100 student members
- b) a simple majority vote of the Trustee Board or
- c) a 2/3rds majority vote of Accountability Board members

427 In line with the Articles the quorum for a vote of no confidence shall be 4% of all Student members.

### **Referenda Rules**

428 Referenda Rules shall be set by the Democracy Committee but shall include:

- a) A notice period of the referendum of at least 7 days (14 for a change in the Articles). The notice can be issued on the Union website
- b) Provision held by secret ballot outlining the process for voting including how many days it shall be open for
- c) The date and time where the count will take place and how the result will be publicised
- d) The procedure for submitting complaints and how they will be dealt with

429 There will be an Appeals process concerning the outcome of Referenda and the decisions of the Returning Officer. Appeals should be submitted to the Board of Trustees no later than 5 days following receipt of a response from the Returning Officer. The Board's decision is final.

**Byelaw 5 – Student Activities**

<b>Glossary</b>	
Clubs	A group of students who share a common interest for a sport
Media Group Societies	A group of students who work together to produce a media publication
Quorum	The number of students needed for something to happen at a meeting
Societies	A group of students who share a common interest
Student Groups	Groups that develop community within the School, build networks of support for its members and offer personal development outside of their academic work through a shared interest or physical pursuit
Student Group Committees	Students who lead their Student Group
Student Group Regulations	The rules each Student Group must observe and the support they can receive from the Union

500 LSE SU operates student activities for the purpose to develop community within the School, build networks of support for its members and offer personal development outside of their academic work through a shared interest or physical pursuit

501 Student Groups in in this Bye-Law include the following:

- a) Societies
- b) Sports Clubs that are part of the Athletic Union
- c) Media Group Societies

**Requirements of Student Groups**

502 The following shall be required of all Student Groups at LSE SU to receive funding and support from the Union:

- a) A written constitution that outlines its purpose related to byelaw 500 above
- b) A committee of at least 3 members including a President, Secretary and Treasurer
- c) Signed agreement of the committee members outlined in 502b that they will ensure the Student Group follows the regulations for Student Activities
- d) At least 20 student members
- e) A membership fee of at least £10 per member for Sports Clubs & £1 per member for other groups

503 The requirements outlined in 502 must be in place when the Student Group is formed and will be checked on an annual basis by the Activities & Communities Officer.

**Support for Student Groups**

504 With delegated responsibility from the Trustee Board, the Activities & Communities Officer will ensure that the following is in place for Student Groups at the start of the Lent Term.

- a) A model constitution for Student Groups to use

- b) A published set of Student Group Regulations
- c) A published methodology for the allocation of funds to student Groups

505 The Trustees shall allocate a sum in the Union budget which shall be for grants to fund recognised Student Groups.

### **Student Group Membership**

505 All Students must be able to be a member of a Student Group unless their constitution allows a restriction based on a protected characteristic, belief or mode of study.

507 Student Groups may allow Associate members who shall not count towards the minimum numbers for a Student Group under 502 above. Associate members will still be subject to the rules of the Union and may be charged additional rates for membership as agreed by the Vice President Activities & Communities,

508 Associate members cannot hold any elected positions in the Student Group or vote for any position. The exception to these stipulations are that a Student Group committee may have a reserved position for Associate members.

### **Student Group Committee**

509 Each Student Group must have a Committee who should meet as often as they need to ensure the smooth running of the Student Group.

510 Student Group Committees have the following responsibilities

- a) To undertake activities that fulfil the Group's purpose as outlined in its constitution
- b) To work with other Student Groups and build communities throughout LSE
- c) To ensure that the Group's members follow the policies and Code of Conduct of the Union, including the Student Group Regulations
- d) To operate within the Student Group Regulations
- e) To promote the work of the Union
- f) To attend relevant training sessions and meetings as required
- g) To keep records of all Student Group and Committee meetings

511 Student Group Committee members must be elected. All student members must be eligible for election to Committee positions unless the Group's Constitution allows for positions to be reserved. All student members must be able to vote for all positions unless the Group's Constitution allows for a reserved Committee position for a defined section of students.

### **Student Group Democracy**

512 Each Student Group must hold at least one members' meeting each academic year. The quorum shall be at least 50% of student members of the Group. The meeting must be advertised to all members at least 2 weeks in advance and can take place online or in person. A record of the meeting shall be reported to the Union within 2 weeks.

513 The business of this members meeting must include:

- a) Report on the Activities of the Student Group in pursuing its purpose since the last all members meeting
- b) Report on the Student Group's Finances

514 Elections for Student Group Committees must be administered centrally.

## **Student Group Regulations**

515 The Student Group Regulations under 504b shall include the following

- a) The process for budget allocations
- b) Any procedures to be observed for raising additional funds
- c) Any procedures to be observed for expenditure including the keeping of receipts and other records
- d) Any procedures to be observed for storage of funds including use of the Union's banking facilities
- e) The rules for working with the Raising & Giving Society to fundraise for Charity
- f) Any other financial procedures
- g) Requirements for insurance especially for Sports Clubs
- h) The disciplinary process for Student Groups
- i) Any legal requirements for Student Groups including but not limited to safeguarding, health & safety, risk reduction and data protection.
- j) The democratic requirements for Student Group meetings
- k) Any other such information that the Trustee Board feel is necessary for the safe and effective running of Student Groups.