

## LUSU GIVES COMMITTEE BY-LAW

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### 1. STATUS

- 1.1 There will be a Charities Appeal Sub-Committee of the LUSU Council, known as LUSU Gives.
- 1.2 The by-law of the Committee shall become a by-law of the LUSU Constitution.
- 1.3 The LUSU Gives Committee (hereafter known as the Executive) shall govern, and be elected by, the LUSU Gives members, with the exception of the Charity Cross Campus Officer who shall be elected by Cross Campus ballot and act as the president of LUSU Gives.
- 1.4 The primary aim of LUSU Gives is to raise money and awareness for selected charities, through fund-raising events and sponsorship.
- 1.5 The financial operation of LUSU Gives shall be in line with LUSU financial regulations.

### 2. MEMBERSHIP

- 2.1. Membership is open to all registered students and staff of Lancaster University.
- 2.2. Any interested members of the public or alumni are welcome to join as honorary members.  
  
This will give them full rights as listed but honorary members will not be eligible to join the executive of LUSU Gives.
- 2.3. The Executive Committee reserves the right to refuse or revoke membership of an individual for breaching this by-law, the Safety Code of Practice, the LUSU Society Framework, or bringing the Group into disrepute.

### 3. MEETINGS AND ACCOUNTABILITY

- 3.1. General meetings will be held at least once a term, at a time and date set by the Executive and will be open to all members to attend. All Exec meetings are open to the LUSU Gives membership, unless the meeting is declared closed by the President.
- 3.2. The purpose of general meetings will be to inform members of upcoming events and to hold votes to decide on event details and the charities for which we will be raising money.
- 3.3. Any votes will be decided by a simple majority of those attending the meeting.

3.4. Executive meetings will be held once a week at a time and date set by the President and will be used to discuss all LUSU Gives matters and be available to members to raise concerns, questions and ideas with the Executive.

3.5. An Annual General Meeting, hereafter AGM, will be held in the second half of the Summer Term. The purpose of this meeting will be to elect the new Exec committee with the exception of the LUSU Gives President.

3.6. The President and General Secretary must be able to give full account before the LUSU Gives membership for the LUSU Gives budget.

3.7. All members of LUSU Gives may attend and speak at General Meetings or AGMs. Only full members may vote in elections and society decisions (with the exception of the election for Charity Cross Campus Officer which will be conducted by Cross Campus Ballot).

#### **4. THE EXECUTIVE COMMITTEE**

4.1. LUSU Gives shall be governed by the Executive which will be elected annually at the Annual General Meeting, with the exception of the Charity Cross Campus Officer which will be conducted by Cross Campus Ballot. The roles and responsibilities of the Executive are set out in Section 5 of this by-law.

4.2. The Executive shall consist of:

4.2.1. President (Cross Campus Charity Officer)

4.2.2. Vice President

4.2.3. General Secretary

4.2.4. Publicity Officer

4.2.5. Communications Officer

4.2.6. 2 x Events Co-Ordinators

4.2.7. Project contact

4.2.8. Charity contact

4.3. The Executive is a team and as such each officer shall support and assist the rest of the Executive in the performance of their duties at all times.

4.4. Members elected to the Executive, as set out in Section 5 of this constitution, shall take office from the last day of the Summer Term. The Executive committee is obliged to provide a handover to the incoming officers.

4.5. Any member of the Executive may resign by giving two weeks written notice to the Charity Cross Campus Officer. In the case of the Charity Cross Campus Officer, written notice should be sent to the LUSU President. Subsequent to the resignation of an officer, a by-election must be held as soon as possible.

4.6. All members of the Executive are required to attend Executive, General and Annual General Meetings. Any officer shall cease to hold office if they fail to attend three consecutive meetings without acceptable written apology to the Executive.

4.7. Failure of members of the Executive to carry out responsibilities conferred on them by this by-law, or by resolutions of General Meetings, without reasonable excuse, are sufficient grounds for a motion of censure of no confidence. Any such action requires the agreement of a qualified majority at a General Meeting.

4.8. All Executive members are expected to not show bias towards individual charity groups.

4.9. It is the joint responsibility of all Executive members to oversee the society's communications through its e-Mail account.

## **5. THE EXECUTIVE OFFICERS**

### **5.1. President (Charity Cross Campus Officer).**

Who shall: Co-ordinate the activities of the executive and be primary representative of the membership. Shall be responsible for calling and convening all meetings. They will work with the Events Coordinators to put-forward and organise fundraising events of all 3 types. Shall work with the publicity officer to raise awareness of all charitable groups and causes on campus. They will attend LUSU Council and any other relevant meetings and will make sure LUSU Gives always follows the rules set down by LUSU. If the President cannot attend a meeting, the Vice-President may be selected to take their place. The President is encouraged to hold Office hours on behalf of the LUSU Gives Executive committee.

### **5.2. Vice President**

Who shall: Assist the President in all matters and deputise for them in their absence, with the consent of the President. Will help and support the other members of the Executive. The Vice President shall be responsible for matters concerning risk assessments, room bookings and general Health & Safety concerns. The Vice President ensures that all activities and socials organised by the society will always meet the environmental, health and safety standards set by LUSU and is therefore responsible for the overall safety of the members during socials and attend appropriate safety briefings hosted by LUSU. They shall

also perform or assist with accident investigations when required, and ensure that processes take necessary action to prevent future incidents by communicating recommendations to the necessary Executive Committee Members.

### 5.3. **General Secretary**

Who shall: Be responsible for taking minutes and / or notes during Executive meetings or AGMs. The General Secretary keeps track and account of all financial transactions and check accounts by the LUSU Finance Office. The General Secretary, alongside the LUSU Gives President, is designated signatory in dealing with the LUSU Finance Office. Can be held accountable for the LUSU Gives accounts and shall advise the President as necessary on financial matters. The General Secretary shall be responsible for taking money for all new members and for keeping the members' list up to date.

### 5.4. **Publicity Officer**

Who shall: design and distribute all digital and print output on behalf of LUSU Gives to publicise LUSU Gives Events. Shall be in charge of liaising with the relevant on-campus and local media to increase the visibility of LUSU Gives, e.g. Scan, LA1 TV or Bailrigg FM. The society logo and name will be used on all publicity materials.

### 5.6. **Communications Officer**

Who shall: Be responsible for for publicising all LUSU Gives events-via Social media. The society logo and name will be used on all publicity materials. They shall liaise with the local media including SCAN and Bailrigg FM and LA1:TV and be solely responsible for the maintenance of the LUSU Gives website and Social media e.g. Facebook and Twitter. The Communications Officer shall not print material that violates the law, University policy, or the LUSU Equal Opportunity Policy. Each addition must be presented to the President for approval before it is distributed. A newsletter shall be distributed to member at least once a term under the direction of the Communications Officer.

### 5.5. **2 x Events Co-ordinators**

Who shall: Work closely with the President and the Executive committee in planning and organising fundraising events. They shall be responsible for organising and encouraging excursions to street collections, and shall apply for all permits required for street collections. They shall also be responsible for assisting other Executives or members in creating their own fundraising events. Upon election, the Events Co-ordinators informally agree upon the respective area of responsibility.

## 5.5.1.

One of the two Events co-ordinators shall facilitate a presence of LUSU Gives on its own by creating its own fundraising events in liaison with external charities, charity societies represented on campus or student project groups.

5.5.2. The second Events co-ordinator shall be responsible for liaising with existing networks on campus with particular reference to sports teams and the college JCRs and SCR. They shall attend the EWD Council alongside the President and support the rest of the Executive committee in any outstanding tasks.

**5.6 Project Contact**

Who shall: be responsible for maintaining communication between LUSU Gives and societies and clubs who wish to run their own charity events with the support of LUSU Gives. They shall also be the primary contact for individuals who wish to run their own fundraising events. The Project Contact delegates responsibility to designated Project ambassadors. They shall be responsible for ensuring that these events are compliant with the LUSU Gives by-law. It is within the Project Contact's remit to liaise with the respective LUSU member of staff in charge of community engagement and / or volunteering.

**5.8. Charity Contact**

Who shall: Be responsible for maintaining communications between LUSU Gives and external charities and charity societies that are benefiting or seeking information from LUSU Gives. The Charity Contact shall submit a report at the Executive meeting in regards to any communications made. They shall also keep a record of any external charities that LUSU Gives have worked with, which shall then be passed on to the next elected Executive. The Charity Contact keeps up to date a list of contacts of external charities.

**6. ELECTIONS**

- 6.1. The Charity Cross Campus Officer shall be elected by a Cross Campus ballot in week 8 of the Michaelmas Term. The charity Cross Campus Officer will then act as LUSU Gives President for the duration of their term in office.
- 6.2. With regards to the elections for the rest of the committees, LUSU Elections subcommittee shall deputise the responsibility for running the elections to the Charity Cross Campus Officer, who shall act as Chief Returning Officer. Should the Charity Cross Campus Officer be a candidate in an election an Acting CRO may be appointed by a simple majority of an Executive Meeting.
- 6.3. All posts with the exception of Charity Cross Campus Officer shall be elected at the Annual General Meeting in the second half of Summer Term. These posts run from the end of Summer term, for one year.

- 6.4. Any post, with the exception of Cross Campus Charity Officer, may be filled by a by-election at a General Meeting. Candidates elected in by-election will take up office immediately.
- 6.5. All members will be informed of the date of the election, positions available, and details for nominations at least two weeks prior to voting taking place.
- 6.6. Nominations will be declared at the General Meeting one week prior to the election, and shall close no less than 24 hours before the date set for the election.
- 6.7. All candidates must be members of LUSU Gives, with the exception of Charity Cross Campus Officer.
- 6.8. Re-Open Nominations (R.O.N.) shall be a candidate in all elections.
- 6.9. All elections are preceded by two minute speeches from the candidates. This is followed by questions to the candidates directed through the CRO who shall act as Chair. Candidates unable to attend must send written confirmation of their intention to stand and this must be read out by the CRO after the speeches from the other candidates. If no confirmation is received, exclusion from the election will result. A vote shall then be taken by secret ballot.
- 6.10. All ballot papers must be retained for at least twenty-one days from the date of the election.

## **7. VOTING**

- 7.1. All decisions shall be made by a simple majority vote, with the exception of the Charity Cross Campus Officer which will be conducted by Cross Campus Ballot.
- 7.2. All voting in elections shall be done by secret ballot.
- 7.3. All candidates only have one vote, irrespective of the number of positions they fulfil.
- 7.4. Any complaints regarding elections should be taken to the CRO, and then to the Cross Campus Democracy Officer, as per the LUSU complaints procedure.

## **8. FUNDRAISING**

- 8.1. Events will be held throughout the year to raise money for different charities. Events and charities will be suggested by the Executive and voted on by the members as set out in Section 2 of this by-law.
- 8.2. LUSU Gives shall support any fundraising events run on campus by members, societies, clubs, JCR Executives, PG Board and individuals.
- 8.3. LUSU Gives-branded charity buckets and lanyards must be used when fundraising for an event on campus and in external university buildings.

**9. COMPLAINTS**

- 9.1. Complaints concerning the running or operations of LUSU Gives, or any Executive Committee members, should initially be discussed with the Charity CCO, and then be presented to LUSU, in accordance with the LUSU Constitution.

**10. SAFETY CODE OF PRACTICE**

- 10.1. The society must adhere to LUSU's safety framework at all times, as failure to abide by this framework may result in disciplinary action.
- 10.2. The Vice President is responsible for attending appropriate meetings with LUSU in order to keep up-to-date with the latest changes in LUSU's Safety Code of Practice.
- 10.3. It is the duty and responsibility of the Executive members to ensure that the safety and welfare framework is enforced at all the society's activities.

**11. DISSOLUTION**

- 11.1. In the event of the dissolution, all of LUSU Gives remaining assets, after the settlement of liabilities, shall be bequeathed to a charity nominated and voted for by the members.