

## **WOMEN'S FORUM BYELAW**

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### **1. STATUS**

- 1.1. There shall be a Women's Liberation Subcommittee of LUSU Council.
- 1.2. The committee shall meet at least three times each academic term.

### **2. ROLE**

- 2.1. The aims of the Women's Liberation Subcommittee shall be:
  - 2.1.1. To discuss and implement campaigns on issues surrounding women's liberation;
  - 2.1.2. To advise, through the Women's Liberation CCO, LUSU Liberation Committee, the LUSU Council and EWD Council on policies and campaigns that affect women's liberation;
  - 2.1.3. To discuss and implement campaigns to support women in elected positions;
  - 2.1.4. Actively challenge hate incidents on campus and in the local community;
  - 2.1.5. Care for the welfare of members by providing support, information, and resources;
  - 2.1.6. Actively campaign at a campus, local and national level for women's equality and rights, and to increase understanding of women's issues and communities;
  - 2.1.7. Organise at least one social per term and aim to ensure that a safe space exists during all affiliated events and meetings;
  - 2.1.8. Publicise its existence, its role, the services it offers, and its contact details to students using the widest range of media and outreach channels available;
  - 2.1.9. Promote equality and inclusivity of all gender identities.

### **3. THE FORUM MEMBERSHIP**

- 3.1. Membership shall comprise all full LUSU members who self-define to any extent as a woman. LUSU or University staff members can request membership from the Committee.
- 3.2. Members shall have the right to speak and vote at any General Meeting, and vote and stand in any election.
- 3.3. Members shall have the right to be represented by the Committee officers.

- 3.4. Members and associate members shall have the right to attend all Forum events and meetings.
- 3.5. The Forum shall not charge any fee for membership.
- 3.6. Honorary lifetime membership may be awarded to an individual who has made exemplary services to the association and the community.
- 3.7. Individuals with honorary lifetime membership will have the same rights as associate members, unless they are members.
- 3.8. Honorary lifetime membership shall be awarded by the forum by a simple majority vote by the committee at the end of the academic year for individuals leaving their studies.

#### **4. THE FORUM COMMITTEE**

- 4.1. The Forum shall be run by a Committee (Sub-Committee of Liberation Committee).
- 4.2. All members of the Women's Liberation Subcommittee must self-define as a woman and shall be:
  - 4.2.1. The LUSU Women's Liberation Officer who will act as Chair
  - 4.2.2. Campaigns Officer (Black)
  - 4.2.3. Campaigns Officer (Disabled)
  - 4.2.4. Campaigns Officer (Lgb+)
  - 4.2.5. Campaigns Officer (T+)
  - 4.2.6. Campaigns Officer (Caring responsibilities)
  - 4.2.7. Campaigns Officer (Postgrad, mature, staff)
  - 4.2.8. Campaigns Officer (Open)
  - 4.2.9. Campaigns Supporter
  - 4.2.10. Publicity Officer
  - 4.2.11. Welfare Officer
  - 4.2.12. Scribe
- 4.2. Committee officers shall ordinarily take office on the last day of the term elected in.
- 4.3. No member may hold more than one committee position, excluding that of

Scribe. If elected to another position, the officer must resign their present post if the two would be concurrent.

- 4.4. Officers may resign by submitting written resignation to the LUSU Women's Liberation Officer or verbally to the LUSU Women's Liberation Officer and one other portfolio officer present.
- 4.5. An officer shall cease to hold office if they are absent, without submitting acceptable apologies, from three consecutive meetings.
- 4.6. The committee or forum may co-opt any members into vacant committee positions as they deem suitable in order for the committee to be fully representative of all women on campus.

#### 4.7. **Standing Mandates**

4.7.1. All officers shall be permanently mandated to:

- 4.7.1.1. Help and collaborate with all other officers when necessary;
- 4.7.1.2. Not bring the Committee and Forum into disrepute through their actions or inactions;
- 4.7.1.3. Represent the interests of members and the women's community through their actions and decisions;
- 4.7.1.4. Remain strictly confidential when appropriate;
- 4.7.1.5. Contribute to all Forum campaigns and activities when required;
- 4.7.1.6. Adhere to all LUSU and Forum governance documents and policies;
- 4.7.1.7. Attend or submit acceptable apologies to the LUSU Women's Liberation Officer in writing for all mandated meetings;
- 4.7.1.8. Collectively stand in if non-self-defining officer vacancies arise, until positions are filled.

#### 4.8. **Portfolio Officer Responsibilities**

4.8.1. **Campaigns (Black) Officer shall:**

- 4.8.1.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.1.2. Coordinate with the relevant officers;
- 4.8.1.3. Be primarily responsible for ensuring that the forum reflects the diverse nature of black individuals;
- 4.8.1.4. Encourage the awareness of black individuals within the forum;

- 4.8.1.5. Maintain a solid working relationship with the relevant societies and communities;
- 4.8.1.6. Actively engage with the LUSU Ethnic Minorities Officer
- 4.8.1.7. Self-define as black.

**4.8.2. Campaigns (Disabled) Officer shall:**

- 4.8.2.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.2.2. Coordinate with the relevant officers;
- 4.8.2.3. Be primarily responsible for ensuring that the forum reflects the diverse nature of students with disabilities;
- 4.8.2.4. Encourage the awareness of students with disabilities within the forum;
- 4.8.2.5. Maintain a solid working relationship with the relevant societies and communities;
- 4.8.2.6. Actively engage with the LUSU Students with Disabilities Officer;
- 4.8.2.7. Self-define as disabled.

**4.8.3. Campaigns (LGB+) Officer shall:**

- 4.8.3.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.3.2. Coordinate with the relevant officers;
- 4.8.3.3. Be primarily responsible for ensuring that the forum reflects the diverse nature of LGB+ individuals;
- 4.8.3.4. Encourage the awareness of LGB+ individuals within the forum;
- 4.8.3.5. Maintain a solid working relationship with the relevant societies and communities;
- 4.8.3.6. Actively engage with the LUSU LGBTQ+ Officer;
- 4.8.3.7. Self-define as LGB+.

**4.8.4. Campaigns (T+) Officer shall:**

- 4.8.4.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.4.2. Coordinate with the relevant officers;
- 4.8.4.3. Be primarily responsible for ensuring that the forum reflects the diverse nature of trans individuals;

- 4.8.4.4. Encourage the awareness of trans individuals within the forum;
- 4.8.4.5. Maintain a solid working relationship with the relevant societies and communities;
- 4.8.4.6. Actively engage with the LUSU LGBTQ+ Officer;
- 4.8.4.7. Self-define as trans.

**4.8.5. Campaigns (Caring responsibilities) Officer shall:**

- 4.8.5.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.5.2. Coordinate with the relevant officers;
- 4.8.5.3. Encourage the awareness of people with caring responsibilities within the forum;
- 4.8.5.4. Maintain a solid working relationship with the relevant communities;
- 4.8.5.5. Be a person with caring responsibilities.

**4.8.6. Campaigns (Postgrad, mature, staff) Officer shall:**

- 4.8.6.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.6.2. Coordinate with the relevant officers;
- 4.8.6.3. Encourage the awareness of postgrads, mature students, and staff within the forum;
- 4.8.6.4. Maintain a solid working relationship with the relevant communities;
- 4.8.6.5. Be a postgrad, a mature student, or a member of staff;
- 4.8.6.6. Facilitate the assimilation and integration of new members into the community, particularly Mature Students, postgraduates, and staff.

**4.8.7. Campaigns (Open) Officer shall:**

- 4.8.7.1. Collectively lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.8.7.2. Collectively endeavor to include all LGBTQ+ demographics during their time in office;
- 4.8.7.3. Make sure all details for campaigns are articulated to the Publicity Officer in a timely manner.

**4.8.8. Campaigns Supporter shall:**

- 4.8.8.1. Ensure campaigns are being run regularly and support the whole team in the running of campaigns.

**4.8.9. Publicity Officer shall:**

- 4.8.9.1. Be in charge of making the wider campus and wider community aware of campaigns and events being run by the forum through various mediums, including social media;
- 4.8.9.2. Be in charge of creating visual material for the forum, including but not limited to posters, flyers, and social media images

**4.8.10. Welfare Officer shall:**

- 4.8.10.1. Be a point of contact for welfare issues and ensuring a safe space is maintained;
- 4.8.10.2. Signpost people to further help
- 4.8.10.3. Hold a welfare office hour once a week

**4.8.11. The Scribe shall:**

- 4.8.11.1. Take minutes at Women's Forum and Women's Committee meetings and circulate them within 48 hours;
- 4.8.11.2. Be a floating remit that is passed between Women's Committee members on a meeting-to-meeting basis.

**4.9. The LUSU Women's Liberation Officer shall:**

- 4.9.1. Liaise with LUSU, JCR's, the PG Board, the University, the NUS, and the local community, and report on behalf of the Forum as required;
- 4.9.2. Authorise the social media and website only to ensure they follow LUSU governance documents and are not open to legal proceedings;
- 4.9.3. Co-ordinate the activities of the Committee and manage the email account;
- 4.9.4. Be the primary point of contact, and hold a weekly office hour when the Welfare officer is not available;
- 4.9.5. Make sure that all officers receive adequate training in a timely manner;

**5. MEETINGS**

- 5.1. Committee Meetings shall exist to plan officer activities and discuss issues.
- 5.2. All business and voting shall adopt the procedure for LUSU Council.
- 5.3. All votes shall carry by a simple majority, except for amendments to this byelaw.
- 5.4. All meetings shall be chaired by the Women's Liberation Officer and convened at a suitable time.
  - 5.4.1. If the Women's Liberation Officer is absent for a meeting, the committee may elect a temporary chair for the duration of the meeting.
- 5.5. Minutes shall be taken, and ratified at the next meeting.
- 5.6. The agenda must be circulated 24 hours before the meeting. (Except EGMs.)
- 5.7. If the chair steps down, a temporary chair may be elected by a simple majority vote.

**5.9 Forum Meetings**

- 5.9.1 Weekly meeting of the Forum unless otherwise specified by the LUSU Women's Liberation Officer;
- 5.9.2 Only self-defining women members of LUSU may attend meetings of the Women's Liberation Subcommittee.
- 5.9.3 All members are welcome to attend, vote and contribute;
- 5.9.4 Quoracy shall be ten members including at least half of the committee;

**5.10 Committee Meetings**

- 5.10.1 Meeting of the Forum's committee;
- 5.10.2 Committee officers are mandated to attend;
- 5.10.3 Quoracy is half of the committee;
- 5.10.4 Attendees have the same speaking rights as any of the members of the Women's Liberation Subcommittee but shall be non-voting;

**5.11 General Meetings**

- 5.11.1 Facilitate constitutional and electoral business;
- 5.11.2 All members may attend, speak and vote;
- 5.11.3 All motions must be on the agenda;
- 5.11.4 General Meetings must be called by the LUSU Women's Liberation Officer, a simple majority vote by the committee or a petition of 15 members;
- 5.11.5 Quoracy shall be ten members including at least half of the committee;

5.7.1. At least three days' notice shall be given of a General Meeting, specifying the date, time and venue. Notice must be publicised widely and shall include specific details of business to be transacted.

5.7.2. Amendments to motions may be proposed at any time prior to the vote.

#### 5.8. **Emergency General Meetings**

5.8.1. EGM's shall only be called when failure to discuss an item of business is harmful or detrimental to the Forum or its members.

5.8.2. EGM's shall be called by either: the LUSU Women's Liberation Officer, four committee officers with portfolio, or a petition of fifteen members.

5.8.3. EGM's shall follow all procedures for General Meetings, except notice period is reduced to next calendar day. EGM's must be publicised as widely as possible.

5.8.4. In the event of the LUSU Women's Liberation Officer resigning there shall be an EGM.

### 6. **ELECTIONS**

6.1. The Forum shall run elections for all portfolio positions, in week eight of Michaelmas term.

6.2. All elections shall follow LUSU Election regulations. Where procedure is unclear, the Democracy Cross Campus Officer shall decide on an appropriate course of action. Should a candidate not adhere to regulations, the Democracy Cross Campus Officer can disqualify them from the election.

6.3. In all elections, the Women's Liberation Officer shall be Acting Returning Officer. Where the Women's Liberation Officer cannot be ARO, the Committee shall vote on an appropriate substitute.

6.4. All elections shall be decided via secret ballot except at the discretion of the ARO.

#### 6.5. **Hustings procedure**

6.5.1. When called to hust, each candidate shall speak for up to two minutes, or submit a written hust of up to two minutes in length which shall be read by the Women's Liberation Officer.

6.5.2. Once all candidates have had the opportunity to hust, the Women's Liberation Officer shall invite questions from attendants. The Women's

Liberation Officer can end question time at their discretion.

## **7. FINANCES**

- 7.1. The Forum's finances shall adhere to LUSU Financial Regulations.
- 7.2. The Women's Liberation Officer shall pass all budgets through Liberation Committee in consultation with the Women's Committee;

## **8. DISCIPLINARY AND COMPLAINTS**

### **8.1. Disciplinary Procedures for Members**

- 8.1.1. All disciplinary matters should be dealt with following LUSU procedures.
- 8.1.2. If the Committee deem conduct at activities or online inappropriate, members may have their membership temporarily suspended by the committee officers.
- 8.1.3. Inappropriate conduct shall include:
  - 8.1.3.1. Behaviour that is illegal or deemed misconduct by LUSU;
  - 8.1.3.2. Abuse, harassment, or displays of discrimination or prejudice of any kind;
  - 8.1.3.3. Repeated or malicious breaches of confidentiality and safe space principles;
  - 8.1.3.4. Behaviour at Forum functions likely to bring the Forum into disrepute.
- 8.1.4. The Committee may refer any disciplinary matter to LUSU.

### **8.2. Disciplinary Procedures for Officers**

- 8.2.1. Failure of officers to fulfil responsibilities or meeting mandates, without reasonable excuse, is sufficient grounds for a vote of no confidence.
- 8.2.2. A vote of no confidence in an officer must be proposed by at least half of the committee or a petition of fifteen members. A vote of no confidence in an officer must be proposed and carried out in a committee meeting or a forum meeting. The officer can follow LUSU Appeals procedure with the LUSU Vice- President: Welfare and Community.

### **8.3. Complaints Procedures**

- 8.3.1. All complaints shall be dealt with following LUSU procedures.

## **9. BYELAW GOVERNANCE AND REVIEW**

- 9.1. This byelaw must be publicly available on the LUSU website.

9.2. Amendments to this byelaw shall be made following the motion being carried by a simple majority vote at a General Meeting and ratified at LUSU Council. Changes shall not come into operation until ratified at LUSU Council.