

## **ACCOUNTABILITY & TRANSPARENCY BYE-LAW**

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*This Bye-Law describes how structures and officers should be transparent and held accountable.*

### **1. TRANSPARENCY**

- 1.1. Lancaster University Students' Union shall strive for its decision making to be transparent to the membership at all times.
- 1.2. All major union meetings shall publish agendas not later than three days in advance of the date set for the meeting, and publish minutes afterwards in a timely manner.
- 1.3. Minutes shall at minimum detail actions assigned or taken, key discussion points, and attendance.

### **2. ACCOUNTABILITY**

- 2.1. Officers and Groups should reasonably expect to be accountable for the actions and decisions they take.
- 2.2. There shall be a separate procedure for misconduct in office, the scope of which shall not encompass the political actions or decisions
- 2.3. Officers can be held accountable by;
  - 2.3.1. Direct Communication; members should expect responses to reasonable requests for information in a timely manner.
  - 2.3.2. Scrutiny Officers (detailed in section 3)
  - 2.3.3. Votes of No Confidence, as described in Article 26.2 of the Memorandum and Articles of Association.

### **3. SCRUTINY**

- 3.1. Scrutiny Officers exist to aid transparency and accountability, provide constructive feedback, and monitor progress made against policy implementation

- by the Executive Committee. Scrutiny Officers shall also monitor the progress made by the Full-Time Officers against manifesto pledges and any mandates.
- 3.2. There shall be a minimum of two Scrutiny Officers assigned to each Full-Time Officer who will be responsible for monitoring their progress through regular meetings.
  - 3.3. There shall be a minimum of three Scrutiny meetings per academic term. During the meetings, the Scrutiny Officers will have an opportunity to question the Full-Time Officer who they are scrutinising in order to aid their deliberation.
  - 3.4. Once per academic term, Scrutiny Officers make a rounded statement about the progress of their assigned Full-Time Officer, which may include commendations, recommendations, and requests to return with specific information. Statements will be published in an area accessible to members.
  - 3.5. Once per academic term, at the direction of the Scrutiny Officers, the Full-Time Officers will produce a progress report to be published in an area accessible to member.
  - 3.6. Scrutiny Officers shall have the ability to establish a sub-group to look at a particular issue in more detail if they feel it is appropriate. Sub-groups may only be called for a specified time limit.