



LIVERPOOL SUPPORTERS UNION LIMITED (LSU)

(Registration under the Industrial and Provident Societies Acts 1965-1978)

UNION HANDBOOK

BRANCHES

- 1 The Union allows locally based Union Members to form branches that will be recognised by the main Union subject to the following rules:

NAME

- 2 The name of the Society (referred to in these Rules as "the Branch") shall be:
LIVERPOOL SUPPORTERS' UNION LIMITED (LSU) – "[INSERT NAME] BRANCH"

OBJECTS

- 3 The objects of the Branch shall be as set out in Section 2 of LSU Constitution.

MEMBERSHIP OF BRANCHES

- 4.1 The first members of the Branch shall be the signatories to the application for acceptance as a Branch with the Management Committee of the LSU.
- 4.2 In order to obtain acceptance as a Branch the following conditions need to be met:
 - The Branch will have at least 25 members who have subscribed to that Branch in the form set out by the LSU Management Committee
 - All members of the Branch will be current paid up members of the LSU;

- The Branch will have a Management Committee of at least a Chairman, Secretary and Treasurer elected in accordance with Rule 5.2 below;
- Any member of a Branch can only be a member of one affiliated LSU Branch;
- The Branch must keep a register of subscribed Branch members and submit a copy of the same to the Secretary of the LSU at least 28 days prior to the LSU AGM;
- Any new subscribing Branch member must be notified to the Secretary of the LSU within 28 days of subscription failing which they will not be accounted for in relation to a calculation of that Branches' membership numbers;
- The Branch will nominate one member to communicate, attend and where appropriate vote on any LSU business. Such nomination will be by way of a vote of members of the Branch;
- Branches must observe the rules, aims and objectives of the LSU Constitution;
- No Branch may contain more than 250 members;
- Membership will not be limited on the grounds of race, creed, religion, disability of any type, sex or sexual orientation

- 4.3 A member of a Branch shall cease to be a member if he or she:
- (a) resigns in writing to the Secretary of the LSU;
 - (b) fails to pay any subscription due in respect of membership within three months of its falling due;
 - (c) is expelled from the membership in accordance with Rule 7.5 of the LSU Constitution;
 - (d) being an individual, dies;
 - (e) is expelled from membership of the Branch

BRANCH COMMITTEE OF MANAGEMENT

- 5.1 The Branch shall have a Committee of not more than five and not less than three members. Only eligible members of the Union and Branch may serve on the Committee. "Eligible members" are defined in Section 5 of the LSU Constitution;
- 5.2 The Branch Committee shall be elected by ballot of branch members witnessed & overseen by at least two members of the LSU Management Committee who are not members of the Branch in question.
- 5.3 The Branch Committee shall serve for a period of no longer than three years from the date of the first election. Retiring Branch Committee members may seek re-election for a further term to not exceed three years from the date of their re-election.
- 5.4 Procedures for nominating and electing Committee members and the positions of Chair, Secretary and Treasurer shall be established by the Branch and may be amended by the Branch Committee, provided that all eligible members of the Branch are entitled to stand for election and all eligible members are entitled to vote and the procedure for any election has been approved by the Management Committee of the LSU.
- 5.5 The Branch Committee may co-opt any eligible member of the Union to fill a casual vacancy within their body. A person so co-opted shall for all purposes be treated as a duly elected member of the Committee and shall serve until the next annual election following their co-option. A casual vacancy shall be deemed to exist if the number of Committee members should drop below the minimum prescribed in these Rules.

- 5.6 In the event that the size of the Committee should drop below the minimum number of members prescribed in these Rules, the members of the Branch Committee may act to increase their number or to call a General Meeting of the Union, but for no other purpose but in any event must inform the Secretary of the LSU.
- 5.7 A Branch Committee member shall declare an interest in any contract or matter in which s/he has a personal material or financial interest, whether directly or indirectly, and shall not vote in respect of such contract or matter unless the nature of the interest is one shared with a majority of the other members of the Committee.
- 5.8 The office of Committee member shall be immediately vacated if s/he:
(a) resigns their office in writing to the Branch; or
(b) ceases to be a member of the Union for any reason whatsoever; or
(c) is removed from office by a majority vote of the Union in General Meeting, the notices for which specified that the question of the Committee member's removal was to be considered; or
(d) in the opinion of a majority of the Committee, fails to declare her/his interest in any contract as referred to in Rule 11.7 of the LSU Constitution; or
(e) is absent from three successive meetings of the Committee during a continuous period of twelve months without special leave of absence from the Committee and they decide that s/he has by reason of such absence vacated office; or
(f) becomes bankrupt or, in the opinion of a majority of the Committee, incapable on medical or psychological grounds of carrying out the functions of a Committee member.

POWERS AND DUTIES OF THE COMMITTEE

- 6.1 The business of the Branch shall be managed by the Management Committee who may pay all expenses of the formation of the Branch as they think fit and may exercise all such powers of the Branch as may be exercised and done by the Branch. No regulation made by the Union in General Meeting shall invalidate any prior act of the Committee which would have been valid had that regulation not been made.
- 6.2 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for monies paid to the Branch shall be signed, drawn, accepted, endorsed, or otherwise executed in such manner as the Branch Committee or Treasurer of the Union shall from time to time direct.

PROCEEDINGS AT COMMITTEE MEETINGS

- 7.1 The Branch Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. The Branch Secretary shall at the request of two or more Branch Committee members or by resolution of the LSU Management Committee summon a meeting of the Branch Committee at any reasonable time by giving all Branch Committee members reasonable notice of the date, time and venue for the meeting and the general nature of the business to be considered.
- 7.2 The quorum necessary for the transaction of business at a Committee meeting shall be one half of the members of the Committee.
- 7.3 At every Branch Committee meeting the Branch Committee members present shall elect one

of their number to be Chair of the meeting whose function shall be to conduct the business of the meeting in an orderly manner.

- 7.4 The Branch Committee shall cause proper minutes to be made of all the proceedings of the Branch, of the Branch Committee and of any sub-committees. All such minutes shall be open to inspection by any member of the Branch and will be sent to the Secretary of the LSU within 28 days of any meeting.
- 7.5 Questions arising at Branch Committee meetings shall be decided by a majority of votes of those present. In the event of a tied vote the Chairperson shall not have a second or casting vote and the resolution shall be deemed to be lost.

AUDITORS

- 8.1 Where the income of the Branch exceeds £1000 (sterling or its equivalent in local currency) the Branch shall appoint a suitably qualified auditor to audit the Branch's accounts and balance sheet. Such audit to be completed and submitted to the Treasurer of the LSU no later than 56 days prior to the LSU AGM such report to cover the preceding twelve month period.
- 8.2 None of the following persons shall be appointed as auditor of the Branch:
- (a) _ an officer or employee of the Union ;
 - (b) _ a person who is a partner or employee of or who employs an officer of the Union
- 8.3 The first appointment of an auditor shall be made within three months of the acceptance of the Branch as a duly recognized Branch by the Management Committee of the LSU and shall be made by the Branch Committee if no General Meeting is held within that time.
- 8.4 The Branch Committee may appoint an auditor to fill a casual vacancy occurring between General Meetings. Except as specified in these cases, every appointment of an auditor shall be made by a resolution of a General Meeting of the Branch.
- 8.5 An auditor for the preceding financial year shall be re-appointed as auditor of the Branch for the current financial year unless:
- (a) a resolution has been passed at a General Meeting appointing someone else as auditor or providing expressly that s/he shall not be re-appointed; or
 - (b) s/he has given notice in writing to the Union of her/his unwillingness to be re-appointed; or
 - (c) s/he is ineligible for appointment as auditor of the Union for the current financial year; or
 - (d) s/he has ceased to act as auditor of the Union by reason of incapacity.
- 8.6 Any resolution of a General Meeting of the Branch either to remove an auditor from office or to appoint another person as auditor shall not be effective unless notice of the proposed resolution has been given to the Branch members at least twenty-eight days prior to the meeting at which the resolution is to be considered. At least fourteen days' notice of such resolution must then be given to the Treasurer of the LSU and in writing to the auditors.

DISSOLUTION

- 9.1 The Branch may be dissolved by the consent of three quarters of the members by their signatures to an instrument of dissolution. If on the winding up or dissolution of the Branch any of its assets remain to be disposed of after its liabilities are satisfied, these assets shall not be distributed among the members, but shall be transferred instead to the LSU and become the LSU's sole property.

DISPUTES

- 10.1 Where there is any dispute over the management of the Branch then the Constitution of the LSU will have precedence over any established branch rules.
- 10.2 In the event of a dispute between the Branch Committee and a member then such dispute shall be referred to the LSU Management Committee for decision and such a decision shall be binding.
- 10.3 In the event of a dispute between the Branch and the LSU then such dispute shall be referred to an Arbitrator to be agreed between the parties.

BRANCH REPRESENTATION

- 11.1 The Branch shall, no later than 28 days prior to the AGM of the LSU, elect a Branch Representative to attend the AGM to represent, contribute and vote on the resolutions and debates at the AGM.
- 11.2 The Branch Representative will be mandated to vote on the resolutions before the AGM and the Branch shall mandate in any way it sees fit for the Branch Representative to vote and be heard on resolutions placed before the AGM where notice has not previously been given to the Branch.
- 11.3 The Branch shall submit a form to the Secretary of the LSU no later than 28 days prior to the AGM of the LSU detailing the number of members of the Branch. The Secretary will check that all Branch members are eligible members and will certify the number of eligible members represented by the Branch Representative at the AGM.
- 11.4 Where a vote is called for at the AGM the vote of the Branch Representative will be counted as the number of eligible members of the Branch.
- 11.5 The Branch Representative will, as soon as practicable, supply a report to the Branch members of the AGM such report to include the resolutions voted upon and the way in which the Branch's votes were cast.

MEMBERSHIP

- 12.1 Membership of the Union will be open to the following categories of members on terms and conditions agreed and published by the Management Committee of the Union from time to time:
- Full Members
 - Associate Members
 - Child Membership defined as any person up to the age of 11;
 - Youth Membership defined as any person between the ages of 12 and 17
- 12.2 All Members will conduct themselves at all times supporting the aims and objectives of the Union.
- 12.3 All Members agree to submit to the Union's Disciplinary Procedure that is in place at the time of any reference of any Member under the Union's Constitution for disciplinary action.
- 12.4 Associate Members may convert to Full Membership at any time in accordance with any conversion provisions agreed by the Union's Constitution or amended rules within this Handbook duly approved by the Union's members
- 12.5 Associate Members will have no right to vote on any resolution at any General Meeting or otherwise without the full members in a General Meeting approving such a right be given to them.
- 12.6 Subject to 12.5 above the Management Committee of the Union may at its own discretion seek the views or opinions of Associate Members on any matter by way of a poll or vote. Any poll or vote will be non-binding upon the Full Members without their express approval, either before or after, a General Meeting
- 12.7 Child and Youth members will be registered as Youth Members and will not have voting rights.

DISCIPLINARY PROCEDURE

- 1 If complaint is made to the Management Committee of any behaviour, action, conduct or communication (to include written or electronic) by a Member then this will be investigated in the first instance by three members of the Management Committee who are NOT members of the Executive Committee. This group will be called the “Investigatory Committee”
- 2 The Investigatory Committee will gather evidence in relation to the complaint and if they deem there is sufficient evidence of any behaviour, action, conduct or communication prejudicial to the Union by a Member AND requiring some form of disciplinary action then they shall refer their investigation of the matter to the Executive Committee who will act as the “Disciplinary Committee”. The Disciplinary Committee will be quorate with no less than three members.
- 3 The investigation by the Investigation Committee should be completed within 42 days from the date of the complaint (but failure to do so for good reason will not be fatal to this procedure).
- 4 Once the matter has been referred to the Disciplinary Committee they will give written notice to the Member against whom the complaint has been made of the allegations made against the member and the date of a meeting to be convened no less than 14 days from the referral and no later than 28 days from the referral. This meeting is to be called “the Disciplinary Hearing”.
- 5 At the Disciplinary Hearing the member will be entitled to be represented or assisted by one individual and the following will take place:
 - (i) the Disciplinary Committee will put the allegations to the member;
 - (ii) the Disciplinary Committee will be entitled to ask questions of the member and any witnesses attending at the request of either the Disciplinary Committee or the member;
 - (iii) the Member will be entitled to ask questions of any witnesses attending at the request of either the Disciplinary Committee or the member.
- 6 If necessary the Disciplinary Committee has the power to adjourn and reconvene no later than 21 days from the date of the Disciplinary Hearing or any adjourned Disciplinary Hearing.
- 7 The Disciplinary Committee will have the power to make a finding in relation to the allegations against the Member. The findings should be given at the end of the Disciplinary Hearing or within seven days of completion of the disciplinary process and extend to the following:
 - (i) that the allegations are not proven with no further action required;
 - (ii) that the allegations are not proven with a note of advice to be issued to the Member by the Disciplinary Committee;
 - (iii) that the allegations are proven in full or part and a sanction from the following should be applied to the Member:
 - a verbal reprimand to be given by the Disciplinary Committee;
 - a written reprimand to be given by the Disciplinary Committee;
 - a suspension of Membership for a period not exceeding six months;
 - a suspension of Membership for a period not exceeding twelve months;
 - expulsion of the Member from the Union

- 8 The Member has the right of appeal against a decision of the Disciplinary Committee to “the Appeal Committee”. Any appeal must be made within seven days of notification of any finding and sanction imposed by the Disciplinary Committee. The appeal may be against either finding or sanction, or both.
- 9 The Appeal Committee will comprise three members of the Management Committee who have not previously been members of either the Investigation Committee or the Disciplinary Committee. If it is impracticable to co-opt three members of the Management Committee then the Chair of the Union will co-opt sufficient members of the Union to comprise the Appeal Committee subject where possible for at least one member of the Appeal Committee being a member of the Management Committee.
- 10 The Appeal Committee shall have access to all documents, notes and communications created by the Investigation and Disciplinary Committees and will call any further meeting to hear the Member’s appeal within 14 days of the appeal by the Member.
- 11 At the appeal hearing the Member will be entitled to be represented or assisted by one individual and the following will take place:
 - (i) the Appeal Committee will be entitled to ask questions of the Member and any witnesses attending at the request of either the Disciplinary Committee or the Member;
 - (iii) the Member will be entitled to ask questions of any witnesses attending at the request of either the Disciplinary Committee or the Member.
- 12 The Appeal Committee will have the power to make a final decision in relation to the original findings and sanction against the Member. The final decision should be given at the end of the Appeal Hearing or within seven days of the Appeal Hearing and extend to the following:
 - (i) to confirm the original findings of the Disciplinary Hearing and to withdraw, reduce, confirm or increase the sanctions imposed;
 - (ii) to substitute their own findings and to withdraw, reduce, confirm or increase the sanctions imposed.
- 13 There shall be no further right of appeal by the Member from a decision of the Appeal Committee.
- 14 A Member may be expelled for conduct prejudicial to the Union by a resolution carried by a majority of at least two-thirds of those members voting at a General Meeting of the Union of which due notice has been given, provided the grounds for expulsion have been specified in the notices calling the meeting and that the member whose expulsion is to be considered shall be given the opportunity to state his/her case to the meeting. If on due notice having been served the member fails to attend the meeting may proceed in the member’s absence.
- 15 No member expelled from membership shall be re-admitted except by a resolution carried by a majority of at least two-thirds of those members voting at a General Meeting of which due notice has been given. Any member expelled automatically forfeits any membership fee and/or annual subscription paid.