

# **Young Liberals Federal Executive, Financial, and Membership Regulations**

# **Executive Regulations**

## **Section 1: Compliance**

1. The Executive as a whole is responsible for ensuring that Young Liberals operates in accordance with all applicable laws and regulation, and where necessary for updating these regulations. This includes but is not limited to:

- a. Legal requirements around data protection; and
- b. Electoral reporting requirements.

2. The Executive is also responsible for running the Young Liberals in a manner consistent with the Constitution of the Young Liberals.

3. The Executive is responsible for electing representatives to the Federal Board and any other party body where the Young Liberals are entitled to representation.

## **Section 2: Conduct of Meetings**

1. The Executive shall meet in person six times during the year from 1st November to 31st October the following year; they may hold additional meetings in person or online as required.

2. All members of the Executive are expected to attend all executive meetings or send apologies before the meeting begins. Any Executive member who misses two consecutive meetings or three meetings in a single term without sending apologies will be deemed to have resigned.

3. Young Liberals staff member(s) shall attend all Executive meetings where reasonably possible.
4. All members of the Young Liberals, Honorary Officers, and such others as may be invited by the Executive shall be entitled to attend Executive meetings.
5. The agenda for each meeting shall be circulated at least 48 hours in advance of the meeting.
6. The chair of the meeting shall be responsible for ensuring the good conduct of the meeting and in particular shall ensure that the meeting keeps to the agenda and to time.
7. The minutes of the meeting shall record:
  - a. Those attending the meeting, and those giving apologies;
  - b. Key points of information noted; and
  - c. Agreed actions, and the individuals who will carry them out.
8. The Vice-Chair shall be responsible for ensuring that accurate minutes are taken, circulated to the Executive for comment, and uploaded to the website.
9. Sensitive matters may be declared 'closed business' by a majority vote. Access to such sections of meetings and to the minutes of these items will be limited to Executive Officers, Registered Officers and such individuals as the Executive may invite.
10. If a portfolio is filled with a job share, the two individuals shall have one vote between them. If they disagree, they must abstain.

However, if only one is present, a vote cast by that individual may not subsequently be challenged by the other.

### **Section 3: Written Resolutions**

1. Between meetings, the Executive may make decisions by written resolution via email.
2. Votes shall be called by the Chair or Vice-Chair, who shall notify all members of the Executive simultaneously by email of the motion proposed.
3. Motions shall be carried if after 24 hours the majority of votes cast are in favour of the motion.
4. A motion shall be carried before the time limit has elapsed if a majority of all those eligible to vote have voted in favour.
5. For the purposes of determining whether a motion has been carried early, the vote of a job share shall only be counted in favour of a motion if both individuals have confirmed their support for the motion.
6. If the motion is not carried early, and only one member of a job share has cast a vote, that vote shall be counted as a joint vote.

### **Section 4: Duties of the Executive**

1. Where a single position is vacant, the Executive as a whole is responsible for ensuring that role's responsibilities continue to be carried out, reapportioning responsibility as necessary.

2. Members of the Executive are responsible for ensuring that their role is carried out, but this may include allocating responsibilities to members of committees or arranging for another Officer to cover a specific matter. The duties of the Chair will be delegated to the Vice-Chair in the first instance.

3. The duties of the individual members of the Executive shall be as follows:

**a. Chair:**

- i. Organise and chair executive meetings.
- ii. Ensure the Young Liberals works towards its Objectives as set out in the Constitution;
- iii. Take the initiative to ensure the Executive's objectives are achieved,  
including supporting other executive members;
- iv. Liaise with LDHQ to ensure that staff funded by Young Liberals are line managed in accordance with the requirements of the Organisation; and
- v. Be the principal public and internal party representative of Young Liberals.

**b. Vice-Chair:**

- i. Stand in for the Chair when needed;
- ii. Coordinate communications between executive members and ensure decisions are made at the appropriate level; and
- iii. Ensure that accurate minutes of executive meetings are taken, circulated to the executive for comment, and uploaded to the website.

iv. Ensuring that the constitution and all other documents that govern the Young Liberals are kept up to date after any changes are made to them.

**c. Events Officer:**

- i. Organise Young Liberals conferences, and ensure conferences operate smoothly with calling notices and agendas circulated in accordance with the requirements of the Constitution and Standing Orders;
- ii. Ensure appropriate event insurance is in place for Young Liberals events, either under the Liberal Democrats' insurance policy or independently;
- iii. Coordinate Young Liberals presence at Liberal Democrat Conferences, including a stall at the Exhibition, fringe events, training events, and socials;
- iv. Ensure that Young Liberals events are accessible and inclusive, supporting those of all backgrounds including non-drinkers as well as protected characteristics under the Equality Act, consulting with the Accessibility, Diversity and Standards Officer as required and;
- v. coordinate and support the Conference Committee in carrying out its duties

**d. Campaigns Officer:**

- i. Coordinate Young Liberals action days in target seats, including setting a timetable for action days, communication with local parties, and keeping members' attendance and morale high;
- ii. Plan and deliver annual Freshers campaigns with input from the Executive; sending Freshers packs containing campaign material and additional information to universities, colleges, branches and local parties that request them;
- iii. Support young members who are standing for election; and
- iv: Coordinate and support the Campaigns Committee in carrying out its duties.

**e. Communications Officer:**

- i. Manage communication channels with membership, including establishing new channels of communication where required;
- ii. Maintain the Young Liberals website, ensuring it is up-to-date, visually cohesive, and contains news, events, and information relevant to our members;
- iii. Manage the sending of emails to Young Liberals members, ensuring emails are well-drafted and relatively spaced out;
- iv. Manage the Young Liberals presence on social media, including regular posts on Twitter and Facebook;
- v. Promote the Young Liberals and the objectives of the Young Liberals in the media; and
- vi. Coordinate and support the Communications Committee in carrying out its duties

**f. Policy Officer:**

- i. Attend meetings of the Federal Policy Committee as the representative of the Young Liberals;
- ii. Coordinate and support the Policy Committee in carrying out its duties specified in the Constitution, including submitting policy motions to Liberal Democrat conferences;
- iii. Maintain the Policy Book, a central record of policies adopted by the Young Liberals according to provisions in the Constitution;
- iv. Answer Executive or members' queries relating to Young Liberals policy, for example ensuring that Young Liberals campaigns are accordance with policy;
- v. Support members with submitting policy motions to Young Liberals for Liberal Democrat conference(s), including help with drafting and advice on content; and
- vi. Plan and deliver training sessions to support our members to develop and make policy

**g. Finance Officer:**

- i. Draft an annual budget for the executive to vote on at the beginning of the term, which shall apply to the following calendar year;
- ii. Ensure proper budgetary control exercised, and executive members do not make spending commitments without authority;

- iii. Coordinate payments from Young Liberals bank accounts and monitor the financial position;
- iv. Lead fundraising campaigns for the Young Liberals as a whole or specific projects; and
- v. Ensure that the Registered Officers have access to all the information required to discharge their legal duties effectively.

**h. Membership Development Officer:**

- i. Identify and support the training needs of members, by running or coordinating training events at Young Liberals conferences and Liberal Democrat conferences;
- ii. Help to maintain accurate records of Young Liberals membership, including liaising with Membership at LDHQ;
- iii. Organise New Members Days to welcome new members and give an introduction to the Young Liberals
- iv. Help to develop and support local Young Liberals branches and university societies by providing advice, training, information, or grants; working with State Organisations as appropriate; and
- v: administrate the Young Liberals Branch Accreditation Scheme

**i. Accessibility, Diversity and Standards Officer:**

- i. Act as a central point of contact for our members with personal issues or disputes;
- ii. Guiding any individual with a welfare concern or dispute to the appropriate member of staff;

- iii. Support the executive with welfare and accessibility issues, for example help ensure accessibility of venues for events, provision of plain text versions of campaign graphics;
- iv. Maintain a relationship with the staff member;
- v. Promote diversity and equality of access within the Young Liberals, including by ensuring a welcoming environment for any who may attend;
- vi. Advising the executive on behaviour and mediating potential situations; and
- vii. coordinate and support Diversity Committee in carrying out its duties.

**j. International Officer:**

- i. Manage relations with the Young Liberals' international affiliates and the youth wings of liberal political parties across the world;
- ii. Manage relations with groups within the Liberal Democrats with an international agenda;
- iii. Advise the Executive or members on international issues where relevant;
- iv. Coordinate international trips for members, including to events run by international affiliates; and
- v: Coordinate and support the International Congress Delegates Committee in carrying out its duties.

**k. Non-Portfolio Officer:**

- i. Support the Executive with various ad hoc pieces of work, for example temporarily covering for other executive members and leading on specific projects; and
- ii. Carry out the roles of any executive members who resign their roles or are subject to votes of No Confidence for the duration of the vacancy, if practical.

#### **I. BAME Officer**

- i. Work with the Accessibility, Diversity and Standards Officer to create a Young Liberals Strategic Response to the Alderdice Review, and implement this across Young Liberals.
- ii. Attend all Young Liberals meetings and speak on matters relating to their role such as the implementation of the Alderdice strategy, and the plans and actions of other members of the Executive when it concerns or could affect Black, Asian and Minority Ethnic (BAME) individuals and communities.
- iii. Liaise with relevant SAOs and AOs, especially LDCRE, to ensure Young Liberals is promoting an experience which is positive and inclusive for BAME members of Young Liberals.”

## **Financial Regulations**

### **Section 1: Financial Reporting and Legal Compliance**

1. The Executive and the Registered Officers shall ensure compliance with relevant laws and regulations, and in particular with the Political Parties, Elections and Referendums Act 2000 and

successor legislation (PPERA), and shall engage constructively with the Compliance Department of the Liberal Democrats to that end.

2. The Registered Treasurer shall ensure that adequate accounting records are kept.

3. The Registered Treasurer shall be responsible for the preparation of annual financial statements meeting the requirements of PPERA.

a. Subject to specific legal requirements, such financial statements shall be prepared with due regard to United Kingdom Generally Accepted Accounting Practice, but need not achieve full compliance.

b. The Registered Officers shall not approve financial statements unless they are satisfied that they give a true and fair view of the financial performance and position of the Organisation.

4. The accounting reference date of the Organisation shall be 31 December.

5. The Registered Treasurer shall be responsible for making monthly donation returns and such other returns as the Liberal Democrats may require. Such returns shall be submitted promptly.

6. The Chair shall report any change in the Registered Officers to the Liberal Democrats. This shall be done promptly.

7. Members of the Executive shall promptly provide the Registered Treasurer with such information and assistance as may be required for the purposes of legal compliance.

8. If, in particular circumstances, the Registered Treasurer considers it necessary in order to ensure legal compliance, the Registered Treasurer may direct that no transactions, or no transactions of a particular class, shall be undertaken without prior approval from the Registered Treasurer.

9. All Officers are reminded that non-compliance may lead to disciplinary action under the party's membership rules.

## **Section 2: Banking Arrangements:**

1. The Organisation shall maintain such bank accounts and other financial facilities as the Executive determines from time to time.

2. When authorising any bank account or other facility, the Executive shall specify which individuals ("Signatories") shall be empowered to give instructions on behalf of the Organisation in relation to that facility.

3. The Registered Officers may (individually) direct that they be included in the list of Signatories authorised on any bank account or other facility. For the purposes of these regulations, such a directive shall be deemed to have been approved by the Executive as soon as it is communicated to the Chair.

4. No individual may be added to or removed from the list of Signatories except by resolution of the Executive, except that an individual may be removed if in the assessment of two other Signatories this is urgently necessary in order to protect the interests

of the Organisation. Any change in Signatories shall be reported to the Executive.

5. Any change in Signatories shall be promptly communicated to the relevant bank or facility provider. Unless the Executive resolves otherwise in a specific case, the Finance Officer shall be responsible for coordinating the process.

6. Bank mandates shall be arranged to require two Signatures in order to authorise an instruction.

7. The Executive may authorise one or more individuals to use online banking facilities to monitor and initiate transactions. In this case, the authorised individuals shall keep their login details confidential and shall not grant access to any other individual. 8. In exceptional circumstances, the Executive may authorise the issue of a debit card to one or more individuals.

a. If a debit card is required, it shall be issued on a dedicated bank account that will be funded only to the minimum extent necessary for authorised transactions.

b. A debit card shall be held and used only by the named holder, who shall keep the card and the details printed on it secure and confidential.

9. If either online banking or a debit card is in use on an account, the Executive shall ensure that account is independently monitored for fraud. This may be done by review of hard copy bank statements received at the office, or by review of transactions automatically

entered into the Organisation's accounting records by an automated bank feed.

10. Signatories, online banking users and debit card holders shall only authorise transactions that are:

- a. Authorised by the Finance Officer or, where that is impossible, the Chair;
- b. Approved (or requested) by at least one other member of the Executive;
- c. Supported by appropriate documentation (such as an invoice);
- d. For activities that are within the scope of the Objectives of the Organisation set out in Article 1.2 of the Constitution; and
- e. Within the available funds in the relevant account or facility.

11. Each Signatory who approves a transaction or other instruction shall have a duty to ensure an appropriate record is kept, which shall include ensuring a copy of the supporting documentation is available to the Registered Treasurer.

12. No provision of these regulations shall be interpreted to prevent the performance of any duty under PPERA or other statutes. To the extent that a conflict is unavoidable, the legal duty shall prevail.

### **Section 3: Financial Arrangements of State Organisations**

1. As set out in the Constitution, the State Organisations are bound by these regulations.

2. Records of the financial activity and position of the State Organisations shall be maintained as part of the accounting records of the Organisation as a whole.
3. When applied to State Organisations, references in the Banking Arrangements section to Executive, Chair or Finance Officer shall be understood to refer to the equivalent body or Officer within that State Organisation.
4. The Federal Executive may by majority vote direct that a State Organisation amend or terminate its financial arrangements. This shall include a power to direct that a State Organisation close down all bank accounts and other facilities.
5. By agreement with another accounting unit, a State Organisation may cease to be part of this Organisation for accounting purposes and become part of that accounting unit instead.
  - a. In this case, they shall be bound by the procedures of that accounting unit and these regulations shall not apply.
  - b. Their other rights as a State Organisation, such as the right to nominate a representative to the Executive, will not be affected by any such arrangement.
  - c. Such a change may only be made at the Organisation's accounting reference date.

#### **Section 4: Expenses Payments**

1. All spending incurred for any reason must be explicitly cleared with the Finance Officer in advance of incurring the expense. This includes items which are anticipated in the budget.
2. Tickets for travel using public transport must be purchased in advance (in exceptional circumstances this requirement may be waived by the Finance Officer), using a railcard (if eligible). In all cases the cheapest method of transport will dictate the expense payment available; Executive members are free to book more expensive train tickets but may only reclaim the cheapest feasible option.
3. Expense claims must be submitted in writing within 30 days of the expense being incurred, with proof of purchase and bank details. Payment for late claims shall be made at the discretion of the Finance Officer, and the Executive shall be informed.

## **Membership Regulations**

### **Section 1: Membership**

1. The subscription fee for opt-in members under Article 5.7 of the Constitution shall be £0.
2. Associate members under Article 5.8 of the Constitution shall only be admitted in exceptional circumstances, by a vote of the full Executive.
3. All members of the Young Liberals are expected to abide by the Liberal Democrats' Code of Conduct.