

LASER Terms of Service

1. Purpose

These Terms of Service (ToS) apply to all members and committee members of LASER within University of Liverpool. They outline expectations for behaviour, responsibilities, and processes to ensure the society operates in a fair, respectful, and inclusive manner.

2. General Conduct

- **Respect and Inclusion:** All individuals must treat others with respect, regardless of background, opinion, or role within the society. Discrimination, harassment, or bullying of any kind is strictly prohibited.
 - **Professionalism:** Members and committee members must act professionally, particularly when discussing sensitive matters such as finances or personal disputes.
 - **Conflict Resolution:** Personal feelings must not interfere with society matters. Disagreements should be handled respectfully and in line with society processes.
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3. Financial Conduct

- **Transparency:** All financial transactions must be documented clearly and openly. This includes deposits, event funds, sponsorships, and reimbursements.
- **Equality in Financial Access:** Members may not personally benefit from society funds or resources. Any exceptions (e.g., covering food and/or drinks for society events) must be approved the Chief Financial Officer(s).
- **Documentation:** Receipts, invoices, or other proof of transactions must be retained for all financial matters. Scanned copies must be maintained on the LASER Sharepoint.
- **Confidentiality:** Personal information (e.g., bank details) related to financial transactions must be handled securely and only by authorised individuals.

Member-Specific Financial Rules:

1. Members must not request or handle society funds unless explicitly authorised by the Chief Financial Officer(s), President and Vice-President.
2. Concerns regarding finances must be raised respectfully, without undue accusations or personal bias.

Committee-Specific Financial Rules:

1. Committee members are jointly responsible for the society's financial health and must ensure funds are used for legitimate purposes.
 2. Major financial decisions (e.g., expenses exceeding £100, other than those from approved UKSEDS teams) must be voted on and recorded.
 3. The Chief Financial Officer(s) must provide regular updates on the society's financial status during committee meetings.
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4. Responsibilities of Members

- **Participation:** Members are encouraged to participate actively in society events and activities.
 - **Reporting Issues:** Members must report concerns (e.g., misconduct, complaints, financial irregularities, etc) promptly using the appropriate reporting channels.
 - **Adherence to Policies:** Members must follow society policies, including the reporting and disciplinary procedures outlined by the society.
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5. Responsibilities of Committee Members

- **Leadership:** Committee members must act as role models and uphold the values of the society.
 - **Decision-Making:** Decisions must be made in the best interest of the society and its members, avoiding personal biases.
 - **Confidentiality:** Sensitive issues, such as complaints or financial matters, must be kept confidential within the committee.
 - **Accountability:** Committee members are accountable for their actions and decisions, and must report regularly to the society's membership.
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6. Disciplinary Actions

Failure to adhere to these Terms of Service may result in disciplinary actions, including but not limited to:

1. For Members:

- **Formal Warnings:** Up to three warnings may be issued for rule violations.
- **Suspension or Expulsion:** Serious or repeated violations may result in temporary or permanent removal from the society.
- **Escalation:** Serious incidents or repeated serious violations may result in escalation to the University of Liverpool for investigation and appropriate consequences.

2. For Committee Members:

- **Suspension of Duties:** A committee member may be suspended from their role pending investigation of misconduct.
- **Removal from the Committee:** Serious breaches of this ToS may result in a vote for removal from their position.

Decision-Making in Disciplinary Actions

- In the event of a tie during committee discussions or a significant level of indecision, the Society President will hold the majority vote to finalise the decision.
 - This rule ensures prompt resolutions and avoids prolonged delays in implementing necessary actions.
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7. Financial Dispute Resolution

If financial disputes arise:

1. Members must raise concerns in writing, supported by evidence, to the Society President.
 2. The Chief Financial Officer(s) and President will review the concern and provide a written response.
 3. If unresolved, the issue may be escalated to a committee meeting for a formal resolution, adhering to a respectful and impartial discussion process.
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8. LASER Reporting and Complaint Handling Procedure Terms of Service

8.1. Reporting Violations

- Violations of this ToS must be reported through the **LASER Reporting and Complaint Handling Procedure**. Members are encouraged to provide evidence (e.g., screenshots, witness statements) where possible.
- All reports will be handled confidentially, with outcomes communicated promptly to the involved parties.

8.2. Confidentiality and Transparency

The society is committed to maintaining confidentiality and ensuring transparency in the handling of reports and incidents.

- **Confidential Handling:** All reports and subsequent actions will be handled confidentially by the Society President and Vice-President.
- **Prompt Communication:** Members involved in a report will be informed of decisions and outcomes promptly and fairly.
- **Acceptance of Anonymous Reports:**
 - Anonymous reports will be accepted to encourage openness.
 - However, anonymous submissions may limit the ability to thoroughly investigate and address concerns.
- **Anonymity During Deliberations:** Upon discussion with the committee, identifying details in reports will be anonymised to prevent bias during decision-making about consequences.
- **Whistleblower Protection:**
 - No member will face retaliation or negative consequences for submitting a truthful report or raising legitimate concerns in good faith.
 - This ensures that members can report issues without fear of reprisal, fostering an environment of trust and accountability.

8.3. Integrity in Reporting Incidents

The society values fairness and honesty in the reporting of incidents. Members are expected to submit accurate and truthful information when using the **LASER Incident Report Form**.

- **Accidental Errors vs. Intentional Misrepresentation:**
 - If a report contains **accidental errors** or omissions that do not impact the core truth of the incident, the reporter will be given an opportunity to clarify or correct the information without facing consequences.
 - However, if a report is found to include deliberate misrepresentation of facts, forged signatures, or tampered evidence:
 - The report will be **immediately discarded** and considered invalid.
 - The individual responsible for the false submission may face disciplinary action under **Section 6**, depending on the severity of the misconduct.
- **Committee Review:** In cases of false reporting:
 - The committee will convene to evaluate the situation and determine appropriate consequences.
 - Possible outcomes include formal warnings, suspension, or permanent expulsion from the society, depending on the impact and intent behind the false submission.
- **Serious Offences:** Severe cases of false reporting may be escalated to the **University of Liverpool** for further investigation and disciplinary action.

This policy ensures that the reporting procedure is not misused while allowing flexibility for honest mistakes.

9. Academic Integrity and Original Work

- **Original Contributions:** All members are expected to ensure that any work they contribute to society projects, events, or activities is entirely their own.
 - **Plagiarism Policy:** The society adheres to the University of Liverpool's standards on plagiarism. Copying, reproducing, or presenting another person's work as your own is strictly prohibited.
 - **Accountability:** If plagiarism is identified:
 - The individual will be required to resubmit original work or may be excluded from the project.
 - Severe cases may lead to disciplinary actions under **Section 6**, including warnings, suspension, or escalation to the University of Liverpool.
 - **Guidance:** Members uncertain about plagiarism or citation requirements should consult the University of Liverpool's guidelines on academic integrity or seek advice from the committee.
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10. Amendments to LASER Terms of Service

These Terms of Service may be updated as needed. All changes will be communicated to members and committee members in a timely manner.