



# Constitution

**Last revised May 2012**

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## **Preamble**

The name of the Union shall be the Cambridge University Students' Union, abbreviated where appropriate to CUSU.

## **Article A - The Objectives of the Union**

**A.1** The objects of the CUSU shall be:

- i. to advance the education of its members;
- ii. to provide, in the interests of the social welfare of its members, facilities for recreation or other leisure-time activity, being facilities:
  - a) that will improve their conditions of life by enabling or assisting them to participate in the intellectual, social and other activities of or connected with the University; or
  - b) of which they have need by reason of their being students;
- iii. to promote equal opportunity for access to Cambridge and its affiliated institutions for all applicants, and furthermore to encourage access to the University for applicants from backgrounds underrepresented in the University;
- iv. in furtherance of the objects specified above, to act as a channel of communication between its members and Cambridge University and other bodies.

**A.2** The Union shall pursue these objects:

- i. by seeking to act as the main channel of communication between the students and the governing bodies and officers of the University.
- ii. by the supply of goods, services, and facilities to students and student organisations.
- iii. by the promotion of social, cultural and educational activities.
- iii. by representing its members, individually and collectively, at local, national and other appropriate levels.
- iv. by liaising and co-operating with representative bodies of the students of the University and of other higher educational and further education establishments.
- v. by seeking to further the interests of students in economic, social, and youth issues having a direct effect upon education or upon the welfare of students and/or their status within society.
- vi. by representing and seeking to give effect to the views of students on issues concerning or directly affecting education or student social rights in any country.

**A.3** The Union shall be independent of any religious body or party political organisation and (except in so far as may be necessary for the support of a disadvantaged section of society) shall pursue its object without regard to race, nationality, creed, disability, gender, age, HIV status or sexual orientation.

**A.4** The CUSU shall be a democratic body.

## **Article B - Membership & Subscriptions**

**B.1** The Cambridge University Students' Union (CUSU) shall be an association of all Students of the Colleges, Approved Foundations, and Approved Societies in the University of Cambridge, excepting all those Students having resigned their membership under the procedure set down in the University Ordinances.

**B.2** The Ordinary Membership of the CUSU shall comprise:

- i. All Students of the Colleges, Approved Foundations, and Approved Societies in the University of Cambridge, excepting all those Students having resigned their membership under the procedure set down in the University Ordinances;
- and
- ii. Any sabbatical officer of an Affiliated Common Room, the CUSU, or the Graduate Union

**B.3** Those Junior Common Rooms, Middle Common Rooms, Students' Unions, and other equivalent organisations severally of the Colleges that affiliate by financial contribution to the CUSU in accordance with K.4 shall be the Affiliated Common Rooms of the CUSU.

**B.4** The rights of Ordinary Membership shall be:

- i. To participate in the making of the Policy of the CUSU as described herein and in Standing Orders, and in the making of the Policy of the CUSU through Referenda as described herein; and
- ii. To vote in elections as governed herein and in Standing Orders; and
- iii. Any other rights of Ordinary Membership as may be from time to time decided by the CUSU Council, in accordance with A.1 and A.2 of this Constitution, and applying equally to all Students of the University. The rights of membership shall be protected by provisions of Standing Orders.

**B.5** The rights of the Affiliated Common Rooms shall be:

- i. To use the facilities of CUSU as defined in The Rules and Policies of the Union, under the conditions currently enforced by resolutions of the CUSU Council, these conditions applying equally (subject to K.12) to all Ordinary Members of the Affiliated Common Rooms; and
- ii. To receive such services, publications and any other resources as specified in the Rules and Policies, or as may be negotiated from time to time between the Trustees of the CUSU and individual Common Rooms.

**B.6** An Affiliated Common Room shall be presumed to have maintained their affiliation to the CUSU for the following Budget year unless the Coordinator is informed otherwise in a written statement signed by the President of the Common Room and received not later than the last day of Lent Full Term.

**B.7** Any College not already affiliated to the CUSU may do so at any time, subject to a resolution of the CUSU Council to that effect. Such a resolution shall stipulate the time and financial arrangements under which affiliation shall begin.

**B.8** All members of CUSU shall have the right not to be discriminated against. The operation of the CUSU shall not discriminate against any person on grounds of race, creed, nationality, disability, gender, age, sexual orientation or HIV status, provided that this provision shall not invalidate the provisions of clauses J.2, J.10 and I.4.

**B.9** The Sabbaticals and Sabbaticals-elect may nominate persons who have made an exceptional contribution to the CUSU for Honorary Life Membership. Such membership may be conferred by

a majority vote of the Council. Honorary Life Members shall pay no subscription and shall be precluded from all voting rights laid out herein or in Standing Orders. They shall have the rights described under Clauses B.4(iii) and B.5(i) unless individually revoked by the Council.

## **Article C – Referenda**

**C.1** Referenda of the Ordinary Membership shall be the supreme policymaking forum of the Union. CUSU Policy derived from a resolution of a referendum shall only be amended or revoked by the resolution of a subsequent referendum.

**C.2** Any matter, other than the removal of a person from office, may be referred to a Referendum, in which all Ordinary Members of the CUSU shall be entitled to vote.

**C.3** A referendum shall be held by the Elections Committee if it is requisitioned by:

- i. A petition to that effect signed by not fewer than 350 Ordinary members of the CUSU; or
- ii. A request to that effect from not less than one third of all affiliated college JCR/MCRs. The request shall be signed by each President of the JCR/MCR making the request, and each signature shall be recognised only if accompanied by a copy of the minutes of the relevant meeting of the Affiliated Common Room issuing the instruction; or
- iii. A resolution approved by a two-thirds majority at a meeting of the CUSU Council; or
- iv. A resolution of an Ordinary Open Meeting ratified by resolution of the following CUSU Council Meeting.

**C.4** Referenda shall be held in Full Undergraduate Term and within 21 Full Term Days of being called.

**C.5** The Returning Officer for a Referendum shall be chosen by a vote of the Elections Committee from among the members of the Committee. The Returning Officer shall, in conjunction with the President of the JCR/MCRs, publicise the date and motion of the Referendum in each College for a period of at least 7 Term days before the date of the Referendum.

**C.6** The Returning Officer shall make every reasonable effort to ensure that properly supervised balloting systems are available on the date of the Referendum and that the hours of polling are publicised in each College. There shall be at least one properly supervised ballot area in each College<sup>1</sup>.

**C.7** A simple majority shall pass the motion of a Referendum provided that the number voting in favour of the motion is not less than one tenth of the number students making up the Ordinary Membership. The motion (if passed) shall be the resolution of the Referendum. The count of the Referendum shall be public.

**C.8** Unless the resolution of the Referendum specifically provides to the contrary, the resolution shall take immediate effect and shall nullify any conflicting Policy previously derived.

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<sup>1</sup> Subject to interpretation of October 4 2011 (see Appendix)

**C.9** The process by which Referenda shall be held shall be laid out in Standing Orders.

## **Article D – The CUSU Council**

**D.1** Within the limits prescribed herein, the CUSU Council shall be the principal representative, policy-making and administering body of the CUSU. Except in the exercise of functions granted only to other bodies within the CUSU laid out either herein or in Standing Orders, the Council shall have primacy in all matters pertaining to the CUSU, and all sanctioned CUSU campaigns and Officers shall be bound in the exercise of their functions by the mandates of Council. CUSU policy derived from a resolution of the CUSU Council shall only be amended or revoked by a subsequent resolution of the Council or of a Referendum.

**D.2** Subject to clauses D.5, D.8, D.13 and K.12 the voting membership of the Council shall comprise:

- i. The representatives of the colleges under D.3 below; and
- ii. The Graduate Union President; and
- iii. One representative from each of the Faculties of the University, chosen from amongst the student members of the Faculty Boards, under the provisions set out in H.5 and
- iv. Heads of the Autonomous Campaigns
- v. Each officer designated as a “constituent representative” in the Standing Orders

### **D.3**

- i. Colleges where both a JCR and MCR exist shall each be represented at Council by their respective Presidents. The larger Common Room shall have an additional elected representative.
- ii. Mixed graduate/undergraduate colleges where only one student representative body exists, and neither graduates or undergraduates make up less than 15% of the total number of Ordinary Members in that college, shall be represented by the President and two other elected representatives, which shall ordinarily be one graduate and one undergraduate.
- iii. Colleges where only one student representative body exists, and either graduates or undergraduates make up less than 15% of the total number of Ordinary Members in that college, shall be represented by the President and one other elected representative.
- iv. Should there be multiple common rooms in a college, with certain of those common rooms affiliated to CUSU but not others, the Affiliated Common Rooms shall be represented at Council in the same way as they would be if all common rooms in the college were affiliated (i.e., as stated in D.3.i-iii)

**D.4** Each Council representative shall register his or her name with the CUSU Chair. The CUSU Chair shall make available a list of Council representatives to members of the CUSU for consultation in the CUSU office. Both the CUSU Chair and CUSU Coordinator shall be informed of any change of representative before that representative takes his/her place on Council.

**D.5** The substitution of voting representatives of the Council shall be governed by the Standing Orders.

**D.6** The quorum of the Council shall be one quarter of the number of representatives registered with the Chair to vote. No person may, at any time, exercise more than one vote or count more than once towards the quorum.

**D.7** Except where otherwise stated herein or in Standing Orders, a simple majority shall pass a motion of Council.

**D.8** The Chair of Council (CUSU Chair) must be, or must have been at some time, a registered representative on the Council or a member of the CUSU Executive and shall be appointed in the manner laid down in Standing Orders. The chair shall have no voting rights.

**D.9** Any member of the CUSU may attend as an observer and speak at the invitation of the Chair.

**D.10** The Council shall meet four times in each of the Michaelmas and Lent Terms, and twice in the Easter term. Dates, times and venues of meetings shall be decided by the Council except as provided in Clause D.11. Dates, times and venues of future meetings, when decided; and minutes of past meetings, shall be made available by the CUSU Chair to members of the CUSU for consultation in the CUSU offices and online.

**D.11** An Extraordinary Meeting of the Council shall be held by the Chair or the Coordinator if requested by at least 16 Council members, or by three sabbatical officers, or by two Executive teams. Such a meeting shall be held within three Full Term days of the request.

**D.12** Subject to the provisions of clauses C.1, D.1 and D.6 a resolution of the Council shall become CUSU Policy.

**D.13** Any matter under consideration by the Council impacting directly upon the affiliation fee payable to the CUSU by the Affiliated Colleges shall be voted upon in isolation, and exclusively by those representatives of the Affiliated Common Rooms present.

**D.14** The powers of Council to propose amendments to the Constitution and to amend Standing Orders shall not be delegated. The power to pass motions of censure and of No Confidence in Officers of the CUSU shall not be delegated, excepting that a motion of No Confidence in the Student Support Officer passed by the council of the Graduate Union according to its constitution shall be sufficient to meet the criteria in clause F.4 (ii). Other powers of the Council may be delegated by resolution of Council, only with reference to a particular instance and for a specified period of time detailed in the motion by which the power(s) in question is/are delegated. The powers of Council pertaining to the day to day business of the CUSU shall be delegated to the Sabbatical Officers outside of Undergraduate Term; providing always that

- i. Every reasonable effort is made by the Sabbatical Officers to bring to the attention of the Council any such business as may be predictable before the end of the previous Term, and
- ii. The Sabbaticals bring a complete report of business carried out during vacations before the first Council Meeting of the following term.

**D.15** Should a person be granted more than one vote on the CUSU Council by virtue of his or her holding multiple positions, he or she shall not be allowed to personally exercise more than one

vote at any given Council. He or she may, however, designate a proxy to represent each additional vote.

## **Article E – Open Meetings**

**E.1** The powers of Open Meetings of the CUSU shall be as laid out herein and in Standing Orders. Except where expressly stated otherwise herein, resolutions of Open Meetings shall require ratification by the CUSU Council.

**E.2** All Ordinary Members of the CUSU shall have the right to attend and vote at Open Meetings.

**E.3** The quorum for a resolution of an Open Meeting shall be 100 Ordinary Members of the CUSU indicating their presence during the vote. No person may, at any time, exercise more than one vote, transfer their right to vote to another individual, or count more than once towards the quorum.

**E.4** Except where otherwise stated herein or in Standing Orders, a simple majority shall pass a motion at an Open Meeting.

**E.5** Motions shall be submitted in writing, signed by a proposer and seconder (both ordinary members of the CUSU), to the CUSU Chair not later than the deadlines as they are specified in Standing Orders and publicised by the Executive.

**E.6** The powers of the Chair shall be as laid down in Standing Orders.

**E.7** All debate shall be conducted through the Chair and shall be conducted in a manner consistent with Standing Orders. All Ordinary Members of the CUSU shall have the right to speak, subject to Standing Orders arising out of clauses A.3 and B.8.

**E.8** There shall be at least one Scheduled Open Meeting each Undergraduate Term. Dates, times and venues of Meetings shall be decided by the Chair, except as provided in Clause E.9. Dates, times and venues of future meetings, when decided; and minutes of past meetings shall be made available by the CUSU Chair to members of the CUSU for consultation in the CUSU offices and online.

**E.9** An Emergency Open Meeting, if requested, must be held within seven Term days of the request being brought. An Emergency Open Meeting shall be held if requested by:

- i. At least 24 voting members of Council, or
- ii. Three Sabbatical Officers or two CUSU Teams
- iii. A petition (written or electronic) signed by 350 Ordinary Members of the CUSU. The exact purpose of the petition must be described on each page of the petition, and each signature must be dated and accompanied by a contact address (e-mail is acceptable).

## **Article F – The Executive**

**F.1** The Executive shall be responsible for the day to day running of the CUSU at the direction of CUSU Policy.

**F.2** The Executive of the CUSU shall comprise

- i. all of those members of the CUSU acting in the capacity of officers in positions designated as “Executive offices” in the Standing orders, and
- ii. all of those teams or committees designated as “Executive teams” or “Executive committees” in the Standing Orders, and
- iii. Sabbaticals, and
- iv. Sabbaticals elect, and
- v. Heads of Autonomous Campaigns

**F.3** A member of the Executive shall be deemed to have resigned:

- i. if he or she gives notice of resignation to the Coordinator; or
- ii. if he or she ceases to be an Ordinary Member of the CUSU; or
- iii. if he or she fails to attend two meetings of his or her team during any one University Term without providing a reason for his or her absences which is acceptable to the Coordinator, whose decision shall be subject to ratification by the President and announced at the next Coordination Meeting.

**F.4** Apart from the cases covered by clause F.3, a member of the Executive shall only be directed to resign according to the provisions of this clause:

- i. Saving the case specified in clause F.4 (ii), any Executive officer shall be removed from office only when a Motion of No Confidence in him or her is passed by a two thirds majority at a Meeting of Council and subsequently ratified by a majority vote at a meeting of Council taking place not less than 14 days later. The ratification shall take place at the beginning of the second Council and shall be conducted separately from the ratification of the minutes of the first Council. Council may not pass motions of no confidence in the Heads of Autonomous Campaigns.
- ii. If a motion of No Confidence in the Student Support Officer is passed by the council of the Graduate Union according to its constitution, he or she shall also be removed from their CUSU office.
- iii. If the Student Support Officer resigns voluntarily from the Graduate Union (under the provisions of the constitution of the Graduate Union) he or she must also resign from the CUSU by giving notice of resignation to the Coordinator.

**F.5** CUSU shall not be able to mandate the student members of the University Council in any way, except that they shall represent CUSU policy as well as other student views to the University Council.

**F.6** All members of the Executive shall present Reports of their activities and Plans for the remainder of their terms of office to the CUSU Council at least once each Undergraduate Term. The method of this Reporting may be specified in the Standing Orders.

**F.7** Members of the Executive may, by mutual consent and with the consent of the Coordinator, delegate specified responsibilities to each other for a specified time, subject to such restrictions,

if any, as the Constitution, Standing Orders, or resolutions of the Council may prescribe. The powers of the Executive pertaining to the day to day business of the CUSU shall be delegated to the Sabbatical Officers outside of Undergraduate Term.

**F.8** It shall be the duty of the members of the Executive when transacting the business of the Union, and when acting in their capacity as members of the Executive, to act in a manner consistent with the objects of CUSU as those objects appear from this Constitution, Standing Orders and in CUSU Policy, in that order of priority.

**F.9** Members of the Executive shall be required to attend and to help facilitate certain CUSU events in their capacity as members of the Executive or of a certain Executive body. In the event that a member of the Executive cannot attend, apologies must be sent in advance to the event organiser. This aspect of Executive membership should be included in the job descriptions of all Executive posts (J.3).

**F.10** An invitation will be issued by the CUSU President on the election of University Council Representatives in order to encourage their participation in Executive meetings. University Council Representatives are not bound by any Article or Clause of this Constitution relating to the requirements of members of the CUSU

**F.11** Meetings of Executive bodies, except when otherwise stated in the Standing Orders, shall be open to attendance for all members of the CUSU and shall make available all records to all members of the CUSU.

**F.12** Members of the Executive are expected to produce a suitable handover document to assist their successors in transitioning into office.

## **Article G – The Sabbatical Officers**

**G.1** The six permanent Sabbatical Offices of the CUSU shall be President, Education and Deputy President, Access and Funding, Coordination and Services, Student Support, and Women's. These Officers shall alternatively be referred to as the President, Education Officer, Access Officer, Coordinator, Student Support Officer and Women's Officer respectively.

**G.2** From time to time there shall also be a sabbatical office with the title of Ethical Affairs Officer. A decision regarding the allocation of funding for the Ethical Affairs Sabbatical Officer shall be made annually by the first Council of Lent term. In the event that Council deems funding to be sustainable for the next year, the position shall continue as a sabbatical elected cross-campus. If Council deems the funding to not be in place or to be unsustainable, the position shall return to being a part-time Officer. This vote will require a two-thirds majority.

**G.3** The Sabbaticals shall transact the ordinary business of the CUSU at the direction of Council and as laid down in the Constitution, Standing Orders and Policy, in that order of priority, excepting the Women's Officer, who shall be bound by the constitution, standing orders and policies of the Women's Campaign. The Sabbatical Officers shall be bound by The Rules and Policies whenever and wherever they act in their capacity as Officers of the Union.

**G.4** The Student Support Officer shall be an officer of both the CUSU and the Graduate Union. Whenever and wherever the Student Support Officer is acting in their capacity as an Officer of the Graduate Union (representing and supporting graduates *as graduates*) they will be primarily bound by the constitution, standing orders and policy of the Graduate Union and secondarily bound to The Rules and Policies of the CUSU in line with G.2. In the event of conflicting policies or differences in interpretation, the CUSU President, GU President and the Student Support Officer will meet to devise a resolution which must be presented for approval to both CUSU and GU Council before any policy can take effect.

**G.5** The successful candidate in the elections for a Sabbatical Officer post shall sign a contract of employment with the CUSU before their election shall be confirmed, upon so doing they shall become a CUSU Sabbatical Officer-elect until taking up their post. The said contract shall be drawn up by the Coordinator in conjunction with the Sabbaticals, agreed by Council prior to the Elections for each Sabbatical post, and made available to all prospective candidates. The said contract shall incorporate all relevant provisions of this Constitution expressly or by reference and include a job description of the individual post to be taken.

**G.6** Each Sabbatical Officer shall receive the same remuneration, which shall be specified in the Budget. The salary of the Student Support Officer shall be met in equal measure by the CUSU and the Graduate Union. A Sabbatical who has been removed from office pursuant to F.3 or F.4 against his or her own will shall continue to be paid his or her own salary for two weeks after the date of effect of his or her removal. All reasonable expenses incurred transacting the business of the Union shall be refunded, providing always that, where such expense is foreseeable, the appropriate organ of the CUSU is informed in accordance with clause K.10 of the Constitution.

**G.7** The President shall be the Principal Financial Officer of the Union and the President of the Union for the purposes of the Statutes and Ordinances of the University.

**G.8** Employment references for each Sabbatical Officer shall be written and signed by two other members of the Executive prior to the end of their terms of Office.

## **Article H – The Faculty Forum**

**H.1** There shall be a Faculty Forum whose role shall be to consider education policy, in particular as affecting faculties and departments. The Faculty Forum shall have the right to propose policy to be ratified by Council.

**H.2** The Faculty Forum shall be a body for the elected student representatives to the boards of faculties, departments or institutions under the supervision of the General Board of the University, along with such other officers as may be designated in the Standing Orders.

**H.3** The Faculty Forum shall have a written constitution, which shall be contained in the Standing Orders.

**H.4** The constitution of the Faculty Forum shall make provision for at least one meeting of its membership to be held in each Full Undergraduate Term, to which reasonable notice has been given to all members.

**H.5** The student members of each Faculty Board shall choose one from amongst themselves to be a voting member of the Council. The Faculty Forum should adjudicate if a dispute arises.

### **Article I – CUSU Autonomous Campaigns**

**I.1** A campaign of the CUSU shall have the status of a CUSU Autonomous Campaign wherever it has satisfied the following criteria, and for as long as it continues to fulfil the conditions detailed in this article.

- i. The campaign shall have a written constitution, which shall have been passed twice by CUSU Council; and
- ii. The membership shall comprise exclusively a strict subset of the CUSU, which shall be defined in the constitution of the campaign; and
- iii. The campaign shall have an Executive elected democratically from amongst its membership.

**I.2** The constitution of each Autonomous Campaign shall make provision for at least two open meetings of its membership to be held each term. The Executive shall make every reasonable effort to publicise such meetings to all members of the CUSU in every college.

**I.3** The constitution of every Autonomous Campaign shall appear as an Appendix to Standing Orders of the CUSU. Any amendments made to the said shall require the resolution of an Open Meeting of the Autonomous Campaign passed with two thirds majority and ratification by a resolution of the Council passed with a simple majority.

**I.4** The membership of each Autonomous Campaign shall elect annually from amongst its membership an Executive. The Executive of the campaign will make every reasonable effort to advertise the time, date and venue of such elections to all Ordinary Members of the CUSU in every college.

**I.5** Every Autonomous Campaign shall have the right to apply for an allocation of funds from the Annual Budget, on condition that such funds are spent solely on Voting Members of the CUSU, and in a manner consistent with the objects of CUSU as those objects appear in this Constitution. The Executive of the Autonomous Campaign shall have responsibility for the day to day distribution of such funds, and if the Autonomous Campaign has a bank account independent of the CUSU, they shall present an account of all expenditure and activities to the CUSU Coordinator by the start of week eight of the Michaelmas term and to CUSU Council at its fourth Scheduled Meeting in the Lent Term.

**I.6** Where membership of an Autonomous Campaign is denied to, or revoked from, a member of the CUSU, they shall have the right of appeal. Such an appeal shall be heard by a panel consisting of 2 members of the CUSU designated by the Council, and additionally one member of the Autonomous Campaign Executive, ordinarily the representative to the CUSU. All appeals shall be decided by simple majority. Further appeals shall be directed to the Council.

**I.7** CUSU Council shall reserve the right to send an observer to any open meeting of any Autonomous Campaign. Such an observer need not be a member of the Autonomous Campaign.

All Ordinary Members of the CUSU shall have the right to speak at open meetings of Autonomous Campaigns when invited to do so by the Chair.

## **Article J – Elections**

**J.1** All CUSU elections shall be conducted by secret ballot and counted by Single Transferable Vote as set out in the Standing Orders. All counts shall be public. All CUSU Council elections shall be conducted by a public ballot and counted by Single Transferrable Vote in accordance with the regulations as set out in the Standing Orders. All counts shall be public.

**J.2** Only Ordinary Members of the CUSU shall be eligible to stand for Election to, or be co-opted to the Executive unless otherwise stated herein.

- i. No person may serve as a Sabbatical of the CUSU more than two terms.
- ii. No person may stand simultaneously for more than one Executive office.
- iii. If a candidate is standing for an Executive position whose term of office extends beyond the end of the academic year in which their course ends they are required to declare that this is the case at the time of nomination and prior to any election.
- iv. J.2 (iii) also applies to any candidate who will be absent from Cambridge for any substantial period during the term of the office they are standing for.
- v. Candidates for the position of Student Support Officer must be students in at least their third year of residence in Cambridge upon standing for election (e.g. third year undergraduates) or those from within the shared membership of the CUSU and the Graduate Union (including graduate students, undergraduates in their fourth year of residence, affiliated students and mature undergraduate students).

**J.3** The rights of prospective candidates to information pertaining to their candidacy, and, where appropriate, the contract of employment relating to the position shall be laid out in Standing Orders, providing always that such information shall be made available equally to all candidates for the same position.

**J.4** The term of Office of all Sabbatical Officers shall be from 15th July following Scheduled Elections to the 14th July one year later. The term of Office of the Part-time Executive Officers elected cross-campus in the Lent general elections shall be from the first Term Day of the Easter Term following Scheduled Elections to the day preceding the start of that same Term one year later. Where a by-election is held to fill an existing vacancy in the Executive, the successful candidate shall take office immediately.

**J.5** Scheduled Elections shall be held annually in Full Lent Term, not earlier than two weeks before the end of full term. Where possible Elections shall coincide with the elections of the student members of the University Council. Nominations shall open on the fourteenth day before the first day of voting in the Elections, and shall close at noon on the 7th Term day before the first day of voting in the Elections.

**J.6** It shall be the duty of the Returning Officer, in conjunction with the Presidents of the JCR/MCRs, to publicise the date of Elections in every college at least 10 Term days before the

the first day of voting in the Elections and to ensure that a balloting system shall be openly available in every College at preannounced times on the day(s) of the Election.

**J.7** On every ballot for elections to the CUSU, or any organisation to which the CUSU is affiliated and to which CUSU has a right of democratic representation, there shall appear only the names of the candidates standing, their electoral labels and the ballot rubric. Except where precluded by the rules of such external organisations an additional candidate, Re-Open Nominations (RON) shall appear on all ballots.

**J.8** The regulations pertaining to publicity material for elections and to the vicinity of each balloting area shall be governed by the Standing Orders.

**J.9** There shall be an Elections Committee made up of five members co-opted by the Council and the President, who shall sit ex-officio. The Elections Committee shall carry out and uphold all rules pertaining to the conduct of elections. The Returning Officer shall be chosen by a vote of the Elections Committee from among the members of the Committee. No member of the Elections Committee may stand for Election or co-option to the Executive. The term of office of the Elections Committee shall be laid out in Standing Orders. The returning officer of the Graduate Union will be invited to attend meetings to discuss and vote on matters pertaining to the election of the Student Support Officer.

**J.10** Sabbatical Officers shall be elected via a cross-campus ballot of all members of the CUSU, excepting the Women's Officer, whose electors shall be all those ordinary members who self-define as women. Methods of selection for all other Executive Officers shall be described in the Standing Orders, provided that all such methods are fundamentally democratic for the election of part-time student officers.

**J.11** Sabbatical vacancies may only be filled by means of an Election. Any vacant Part-time Executive officer post may be co-opted by the CUSU Council.

**J.12** In the event of a Sabbatical vacancy arising for which no nominations are submitted, the Council shall be empowered to mandate the Sabbatical officers to temporarily employ a member of staff to carry out the non-representational elements of the post.

**J.13** No member of the CUSU may stand in a By-election to a sabbatical position without the prior permission of his/her college to hold such office if elected or co-opted as the case may be; and in the case of a student undertaking postgraduate study, the permission of his or her Faculty or Department.

**J.14** The Elections Committee shall determine any matter pertaining to the conduct of an election by simple majority vote. This shall include the discretion to disqualify any candidate for breach, or reasonable suspicion of breach, of the provisions laid out herein or in Standing Orders. If any candidate is disqualified he/she shall be entitled to continue as a candidate until any appeal against disqualification is finally determined.

**J.15** Objections to the conduct of an Election or a By-election shall be submitted in writing, together with a statement setting out the nature of the objection, to the Elections Committee

not later than 72 hours after the determination of the election or the by-election. Objections shall be deemed to have been submitted when handed personally to the Returning Officer or when placed, timed and dated in the box that the Elections Committee shall make available in the CUSU Office for the purpose, or sent via e-mail marked as an official complaint and verified by an electronic read receipt. The Elections Committee shall decide on the merits of the objection and shall be empowered to:

- i. Invalidate all, or any part of, the Election or the By-election; and/or
- ii. Disqualify any candidate; and/or
- iii. Order a recount.

Such decisions will only be made if approved by a simple majority of the Elections Committee, providing that the number voting in favour shall be not less than three.

**J.16** A decision of the Elections Committee shall only be amended or overturned by a subsequent decision of that Committee or by a decision of the Junior Proctor in accordance with the University Ordinances. The decision of the Junior Proctor shall overrule that of Elections Committee, although one may appeal to the bodies in any order.

**J.17** The Returning Officer for each election shall submit a report to the University Council with notice of the results.

**J.18** The President of the Union shall each year in the Lent Term prepare and present an electoral scheme for the conduct of elections to the University Council, which shall include the appointment of the Returning Officer. The Returning Officer for each election shall submit a report to the University Council with notice of the results.

## **Article K – Finance & Publications**

**K.1** For the purposes of the Education Act 1994 major union offices shall be defined as those offices elected by secret ballot of the whole Ordinary Membership.

**K.2** The Union shall administer its own finances. Standing Orders shall provide for the details of financial administration.

**K.3** An Annual Budget for the year beginning 1st July shall be prepared by the Coordinator and submitted to the first Council of Easter Term for ratification, having been made available for inspection at the CUSU Offices during office hours for the 2 weeks prior to the day of the meeting. The Budget shall allocate funds to specific Budget Headings from which those funds may be used only for prescribed activities of the CUSU. In addition the Budget may include a "Campaigns to Allocate" Heading to allow for variations in campaigning activity during the year and to ensure funds are available to launch a suitable reactive campaign, at the request of Council, during the Year of the Budget. It shall be a duty of the Coordinator to ensure that the Budgets presented to Council do not propose that expenditure shall exceed income in any Financial Year.

**K.4** The Council shall, at that first meeting of each Easter term, discuss the CUSU budget for the following Financial Year and shall recommend the Executive to request a given sum, passed in the budget, in contribution from the Affiliated Common Rooms for the following Financial Year.

**K.5** The Principal Financial Officer of the Union shall be accountable to the University Council for the financial management of the Union, in addition to his or her accountability and responsibility as specified herein and in Standing Orders.

**K.6** Following the end of the Union's financial year, the Coordinator shall procure the auditing of the Union's accounts and prepare a financial report, which he/she shall submit to the University Council and advertise to the Ordinary Membership as being available in the CUSU Offices.

**K.7** It shall be a duty of the Executive to ensure that the CUSU and all its constituent parts shall not incur any expenditure that is not in pursuance of the aims and objectives of the CUSU as defined in this Constitution, Standing Orders or in the Policies of the Union. It shall be the duty of the Executives of each Autonomous Campaign to ensure that no expenditure is incurred that is not in pursuance of the aims and objectives of that Representative Campaign and consistent with those of the CUSU as defined in this Constitution.

**K.8** It shall be within the competence of Council to amend the Budget, both at the time of presentation and in the subsequent Year to which it refers, by a resolution which simultaneously reduces a Budget Heading and increases a second by the same stated amount. There is no limit to the number of Budget Headings that can be so amended, provided always that the totals balance. Unless specified, any Council resolution changing the budget will take immediate effect.

**K.9**

a) Subject to the constraints of the budget and with the exception of the "Campaigns to Allocate" heading, the competencies of the various organs of the CUSU to allocate funds from each budget heading shall be as follows:

- i. A Referendum of the ordinary membership of the CUSU shall be empowered to allocate any sum of money subject to clause K.8.
- ii. A single resolution of the Council shall ordinarily be sufficient to allocate only up to £5,000; in the case of publications or matters pertaining to a central student union building, this maximum shall be raised to £20,000.
- iii. If a budget or Council resolution allots an amount of money to a designated team, committee, or officer for a specific purpose, the designee may release up to 100 percent of the allotted amount with the approval of the Coordinator.
- iv. If a budget or Council resolution allots an amount of money or resources for a purpose but does not specify an Executive agent, the Coordinator shall be empowered to release the funds or designate an agent at his or her discretion.
- v. The Budget may fund a "Campaigns to allocate" heading, which will be used to finance new or expanded initiatives passed by Council throughout the year. Any allocation from the "Campaigns to Allocate" heading shall require a subsequent resolution of Council.
- vi. The Budget may fund an Executive discretionary heading. The Sabbatical team shall be empowered to allocate up to £150 or 25 percent of this heading, whichever is the greater, for any given expenditure.

b) It shall be within the competence of the Council to authorise expenditure on capital items which incur a liability on further financial years provided that this expenditure does not exceed 10% of the total CUSU income in the year in which the capital expenditure is incurred.

**K.10** The CUSU shall hold an account at a recognised bank, nominated by the Council, into which all income of the Union and its associated bodies shall be paid. Subject to such consents as may be required by law, the various organs of the CUSU shall have the authority to instruct the Coordinator to negotiate borrowing facilities with this bank on behalf of the CUSU, up to the same limits of competency as are stipulated in clause K.10 for the allocation of funds.

**K.11** Where any Affiliated Common Room has for three successive terms failed to pay all or part of its subscriptions to the CUSU, that Common Room's voting members at Council shall be deprived of their voting rights under Section D above, and that Common Room deprived of all services provided by CUSU to its Affiliated Common Rooms, until such time as either such arrears are fully cleared or Council resolves by two thirds majority that the said voting rights and/or services, may be restored, wholly or partially as specified, for a specified and limited period.

**K.12** Every elected officer, appointee or member of staff of the CUSU shall be entitled to be indemnified out of the assets of the Union against all losses or liability which he/she may sustain or incur in or about the execution of his/her office or employment or otherwise in relation thereto; and no such person shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the course, or as a consequence, of the execution of his/her duties or in relation thereto; provided that this Article shall not affect his/her liability for the consequences of his/her own negligence, or in the event of his/her activities being fraudulent.

**K.13** It shall be the duty of the Coordinator to fully brief the Sabbatical Officers-elect in all matters pertaining to their responsibilities under Charity law and any other legal or statutory obligations to which the CUSU is subject. The Sabbatical Officers-elect shall be required to carry out such due diligence as shall be necessary to familiarise themselves with such obligations.

## **Article L – The Board of Trustees**

**L.1** The trustees of the Union shall be:

- i. The sabbatical officers holding the office of President, Access and Funding, Education and Deputy President and Women's, for the duration of their terms of Office, and
- ii. Two other Ordinary Members of the CUSU, appointed annually by the Council, according to the procedures and criteria laid down in Standing Orders, and
- iii. Two external members, who shall not be current Members of the CUSU and shall be appointed by CUSU Council, according to the procedures and criteria laid down in Standing Orders.

**L.2** Trustees shall be considered to have resigned under the following circumstances:

- i. Officer Trustees who cease to hold their respective positions shall also cease to be Trustees.
- ii. Trustees appointed by Council may resign at any time by giving notice of resignation to the President.
- iii. Trustees appointed by Council shall be removed if a Motion of No Confidence in him or her is passed under the mechanism described in F.4.

**L.3** The Board shall meet a minimum of four times a year. The minimum number of Trustees required to meet Quorum shall ordinarily be five, except when there are less than five Trustees in office or it is an Extraordinary Meeting. All resolutions of the Board shall require the assent of the majority of Trustees present, excepting a tied vote where L.4 applies. If the number of Trustees falls below five, resolutions shall require unanimous assent.

**L.4** The President is the Chair of the Board and shall chair all meetings. In the event of an equal tie, the Chair may exercise a casting vote. The Education Officer is the Deputy Chair of the Board, and shall assume the duties of the Chair, including the ability to exercise a casting vote, for the duration of any meeting in which the Chair is not present.

**L.5** The procedures for the calling of Extraordinary meetings, notifying the Executive of the Board's operations, and the management of minutes and documents shall be governed by Standing Orders. Council may also enact Standing Orders which restrict the categories of individuals who may be appointed as External Trustees, provided that such directions do not conflict with any provisions contained herein.

**L.6** The Constitution, the Standing Orders, the Declaration of Trusteeship, and the Policy of the CUSU shall be construed as the Instruments of Trust, and adhered to in that order of precedence.

**L.7** The Trustees shall have no powers save those which are expressly defined by the Instruments of Trust, and those that are required by law irrespective of such provisions.

**L.8** The Board is ultimately responsible for the employment of Staff, though may delegate such responsibility to the Coordinator. The employment of Sabbatical Officers is expressly not a matter for the Board, except where required by law.

**L.9** The Board may revoke parts of CUSU Policy or amend the Budget where it is in contravention of the laws in the jurisdiction under which the CUSU falls, or where the Board judges that the policy or expenditure would incur unacceptable legal or financial risk to the Union. The procedure for decisions under this provision shall be governed by Standing Orders and shall include an appeal mechanism.

**L.10** Unless expressly defined in this Constitution, the powers of the Board may not be delegated.

## **Article M – Affiliations, Donations and Representation to External Organisations**

**M.1** A complete list of all those organisations to which the CUSU is affiliated or donates shall be available at the CUSU Offices for inspection during office hours. The annual reports of such external organisations shall be made available at the CUSU Offices and to the University Council.

**M.2** Subject to clauses A.3 & K.9, a resolution of two successive Councils or the simple majority of a referendum shall be sufficient to affiliate the Union to any outside organisation.

**M.3** Immediate notice of a decision to affiliate to an external organisation shall be made available to all Affiliated Common Rooms and to the University Council, stating the name of the organisation and details of any subscription or similar fee paid. Notice shall be given annually at the time of approval of the Budget of the Union's affiliations or donations to external organisations, to include the subscription or fee and any donation. Such notice shall be circulated to the University Council and to Affiliated Common Rooms.

**M.4** The CUSU shall appoint delegates to meetings/conferences of outside organisations to which it is affiliated and is entitled to representation. The appointment shall be in a manner required by the external organisation and, where practical, by cross-campus ballot.

## **Article N – Amendments to the Constitution, Standing Orders and Policy Lists**

**N.1** This Constitution shall be the primary document governing the transaction of all business of the CUSU and shall take precedence in the event of contradiction with any other part of the Rules. The Standing Orders shall take precedence over the Policy List in the event of contradiction, and the contradicting policy shall be void.

**N.2** This Constitution shall only be amended by a resolution of a Referendum, provided that,  
i. no amendment to clause A.1 shall be effective until the consent of the University has been signified by a change to the Ordinances of the University;  
ii. no other amendment shall be effective until the consent of the University Council has been signified;

**N.3** Any amendment to this Constitution shall be effective immediately, or on such date as is specified in the resolution of the Referendum, following such a resolution and the consent required under Clause N.2. No change to the Constitution may act retrospectively.

**N.4** Standing Orders may be adopted or amended by referendum, or by resolution of the Council passed at two consecutive Council meetings by two thirds majority. Any amendment to the Standing Orders shall be effective immediately, or on such date as is specified in the resolution; no change may act retrospectively. An amendment to Standing Orders may be conditional upon the result of a Referendum.

**N.5** The power to interpret the rules and policies of the Union shall be delegated in a manner and to an agent specified in the Standing Orders.

**N.6** Policy of the CUSU may be set by resolution of a Referendum or of the Council. Unless expressly stated in the resolution Policy passed by these bodies shall remain valid for the remainder of the academic year in which it was passed, and for the two subsequent academic years, or until such time as it is overturned, subject always to clauses C.1 & D.1.

**N.7** The Constitution and Standing Orders shall be supplied upon request to all Ordinary Members of the CUSU. The list of the Policies shall be made available at the CUSU Offices and online.

**N.8** The Executive Body with the responsibility of monitoring the rules and procedures may, at its sole discretion, renumber any part of the rules.

## **Article O – Definitions**

Each of the following definitions shall apply throughout this Constitution except where expressly stated, or where the context otherwise requires. 'Herein' - means at any point in this Constitution.

### **O.1 Student Representation:**

'the Union' - shall refer to the Cambridge University Students' Union.

'Ordinary Member' – shall be as defined in clause B.2 of this constitution.

'JCR' - means the Junior Common Room or equivalent such representative body of undergraduates in a college, whether or not affiliated to the CUSU.

'MCR' - means the Middle Common Room or equivalent such representative body of graduates in a college (satisfying the requirements of the Higher Education Act 1994), whether or not affiliated to the CUSU.

'JCR/MCR' - shall refer severally to MCRs, JCRs or where only one student representative body exists within a college, that same joint representative body.

'Affiliated Common Room(s)' - shall refer to any JCR/MCR affiliated to the CUSU in the manner described in clauses B.3, B.4, B.5, and K.4. Common Rooms whose rights are restricted under the provisions of clause K.11 shall be considered Affiliated Common Rooms as the circumstance and Council resolutions dictate. In the event of the CUSU receiving guaranteed central funding from the University and affiliation charges being abolished, all JCR/MCRs shall be considered Affiliated Common Rooms for the purposes of The Rules, and clauses B.6, B.7 and K.11 shall become redundant.

'President' - shall refer to the principal representative of a JCR/MCR, or to the President of the CUSU as the context dictates.

### **O.2 The University:**

'University' - means the University of Cambridge

'College' - shall refer to any college listed in Statute K of the Statutes of the University of Cambridge, or such Institutions recognised under Statute H of the same. Severally to be referred to as 'the Colleges'. 'Graduate' - refers to any student registered as a Graduate Student with the University.

'Undergraduate' - refers to any student registered as an undergraduate student with the University.

'Student' - Unless otherwise implied by the context, shall refer jointly to Undergraduates and Graduates of the University of Cambridge.

### **0.3 Organs of the CUSU:**

'Referendum' - means a full referendum of the Ordinary Membership of the CUSU, as governed by Standing Orders.

'Council' - means the CUSU Council unless otherwise stated.

'Board' – means the CUSU Board of Trustees unless otherwise stated.

'Ordinary CUSU Campaign' – shall refer to any CUSU campaign not classed as a Representational Campaign under Article I.

'Sabbatical Officers' - shall refer to the Education Officer, the Access Officer, the President, the Coordinator, the Welfare Officer and the Women's Officer of the CUSU.

'Non-sabbatical Office' - shall refer to all posts on the Executive except Sabbatical posts.

'CUSU Offices' - means the premises where the majority of the CUSU Sabbatical Officers` conduct their ordinary business.

### **0.4 Elections:**

'Scheduled Elections' - Elections held in the Lent term in accordance with J.5.

'Elections' - Elections held to fill one or more Executive post by cross campus ballot, namely elections where a ballot system is made available for voting in every college in a manner in keeping with the Rules.

'By-election' - An unscheduled Election or co-option by the Council of a Member of the Executive

'Co-opted'/'Co-option' - Appointed to a position within the Union by a Single Transferable Vote of the CUSU Council.

'Elected' - Appointed to an Executive post, either by means of Election or by Co-option as the context and Rules dictate.

'Single Transferable Vote'/'STV' - shall refer to votes carried out according to the single transferable vote regulations as laid down in the Ordinances of the University.

### **0.5 Finance & Publications:**

'Budget' - shall refer to the most recently amended copy of the CUSU budget for the Financial year in progress unless otherwise stated.

'Annual Budget' - shall refer to the budget approved by Council in the first Scheduled Meeting of the Easter term, as described in clause K.3.

'Budget Heading'/'Heading' - shall refer to the budget headings as they appear in the Budget

**O.6 The Rules:**

'The Rules' - shall refer severally to the Constitution including appendices, and Standing Orders, including appendices.

'Constitution' - shall refer to this document, the constitution of the CUSU.

'Standing Orders' - means Standing Orders of the CUSU as adopted or amended under clause N.4. The Standing Orders shall be subordinate to this Constitution in accordance with N.1, and shall guide the members of the CUSU in the transaction of the business of the Union.

'Policy' - shall refer to current policy of the Union as determined by resolutions of Referenda and CUSU Council.

**O.7 Miscellaneous:**

'Academic Year' - shall mean the full calendar year beginning on the first day of the Michaelmas term.

'Financial Year' - shall mean July 1st to June 30th of the following year.

'Year' - unless otherwise stated means one full calendar year. e.g. 14 March to 13 March of the following year inclusive.

'Full Undergraduate Term' - Shall refer to the dates of Full Term as declared by the University registry.

'Term Day' - shall refer to all days in Full Undergraduate Term.

## **Article X – Transitional Provisions**

**X.1** Transitional provisions for the Board of Trustees shall be:

(i) Any changes to the Constitution regarding the composition of the Board before July 15<sup>th</sup> 2012 shall only come into effect from that date. This transitional clause shall then expire.

ii. Transitional provisions for the appointment of Member Trustees shall be as follows:

- (a) Extraordinary appointments of Member Trustees positions shall take place in the Easter Term 2012. The appointments procedure laid out in Standing Orders shall otherwise apply.
- (b) If, in the view of the Selection Group, insufficient nominations are received to fill Member Trustee spaces before the end of the Easter Term 2012, positions shall remain vacant until the usual appointment process begins in Lent Term 2013.
- (c) Member Trustees elected before July 15<sup>th</sup> 2012 should begin their term of office from 15<sup>th</sup> July 2012, ending on the day before the first day of Full Easter Term 2013. Member Trustees elected after July 15<sup>th</sup> 2012 should begin their terms of office immediately, ending on the day before the first day of Full Easter Term 2013.
- (d) Clauses (a) and (b) shall expire when no Member Trustee vacancies remain on the Board. Clause (c) shall expire on July 14<sup>th</sup> 2013.

## **Appendix: Constitutional Interpretations**

**C.6:** “The reference to a ‘properly supervised ballot area’ may be construed to mean a secure online voting server” (Democracy & Development Team, October 4 2011)