

CUSU LGBT+ Constitution

CHAPTER I: AIMS, OBJECTIVES AND MEMBERSHIP	1
CHAPTER II: CONSTITUTION AND STANDING ORDERS	2
CHAPTER IIIA: OPEN MEETINGS AND POLICY.....	3
CHAPTER IIIB: REFERENDA.....	7
CHAPTER IV: POLLS.....	8
CHAPTER V: GRIEVANCES	9
CHAPTER VI: THE EXECUTIVE COMMITTEE.....	9
CHAPTER VII: CONTRACTS	13
CHAPTER VIII: DUTIES.....	13
STANDING ORDERS	16
Current CUSU LGBT+ Policies.....	16

CHAPTER I: AIMS, OBJECTIVES AND MEMBERSHIP

1. NAME

Cambridge University Students' Union Lesbian, Gay, Bisexual and Trans Campaign, hereafter abbreviated to CUSU LGBT+, or referred to as the Campaign, shall be the campaign recognised by the Cambridge University Students' Union (hereafter abbreviated to CUSU) representing the people listed in section 3, hereafter called Members.

2. AIMS AND OBJECTIVES

- a. The objectives of CUSU LGBT+ shall be:
 - i. To promote and protect the welfare of all its members;
 - ii. To represent its members at CUSU Council, and to any other outside body involved with CUSU LGBT+;
 - iii. To work to fight relevant discriminatory legislation and relevant prejudice and/or discrimination both in the local and wider communities;
 - iv. To campaign for relevant protective or equality-promoting legislation and raise awareness and acceptance of the groups it represents both in the local and wider communities;
 - v. To organise events, both social or otherwise, to benefit its members and/or to further these aims;
 - vi. To work with college communities, the Cambridge University Staff LGBT network, and any other relevant group to help to achieve these aims.
- b. In everything CUSU LGBT+ does there should be no discrimination, prejudice or bias on any grounds except bias that may be necessary for the support of a disadvantaged section of the community.
- c. CUSU LGBT+ should always strive to be as democratic and representative as possible while still upholding these objectives.
- d. CUSU LGBT+ should ensure that any accessibility requirements of its Members, members of the Exec or Candidates in Elections are met whenever feasibly possible.

3. MEMBERSHIP

- a. A member of CUSU LGBT+ shall be defined as someone who both:
 - i. Is a current member of CUSU;
 - ii. Self identifies as Lesbian, Gay, Bisexual, Trans or any other related minority identity that falls under the wider umbrella of sexual and gender identities;
- b. Membership status shall not be affected by any other affiliation.
- c. Membership shall entitle members to partake in Elections, Open Meetings and Referenda and to stand for election to the Executive Committee (hereafter called the Exec).
- d. Any non-Member who wishes to assist with campaigns may do so provided their involvement is not intended to contravene any of the mission statements.
- e. All events organised by CUSU LGBT+ shall be open to all unless:
- f. The welfare and/or privacy of the people involved would be improved by limiting who may attend;
- g. There is a limit to the number of people who can attend, in which case priority should be given to Members or in extreme cases limited solely to Members.
 - i) f. CUSU LGBT+ shall retain the right to refuse entry to anyone/eject anyone from any of its events if the person concerned is believed to be causing, or likely to cause, serious offence or harm to anyone present at the event.
 - ii) g. The only Members whose rights as a Member shall be limited shall be the Chair and any person who is the Chairperson at a Meeting.
- h. These limitations shall only exist while that person is acting in the relevant role and only limit rights directly related to the role they are performing such as voting/ speaking at Meetings.

CHAPTER II: CONSTITUTION AND STANDING ORDERS

4. AMENDMENTS

- a. Amendments to this constitution:
 - i. Shall require a Referendum to be conducted in accordance with chapter III;
 - ii. All changes must:
 - 1. Be legal under the laws of the United Kingdom and relevant international law;
 - 2. Be legal under the CUSU constitution and any other relevant CUSU dictates;
 - 3. Not call for any action or inaction that is beyond the control, capabilities or reasonable scope of CUSU LGBT+.
 - iii. Must be approved by CUSU Council and shall only take effect after such approval;
- b. Amendments to the Standing Orders:
 - i. Shall, unless as detailed in (iii), require the assent of a majority of two-thirds of those Members present at two consecutive Open Meetings which must be at least 7 days apart, or in a referendum as described in Chapter III,
 - ii. Shall not attempt to circumnavigate the constitution by any means ensuring the Standing Orders only cover areas not covered by the constitution.
 - iii. May be made by a majority vote of the Exec solely and only for the creation of new roles as laid out in 34.

5. INTERPRETATION

- a. Whenever a fraction of people is mentioned in a provision of this constitution or its appendices it shall be taken to mean the smallest whole number which shall

- exceed the fraction.
- b. In case of doubt, interpretation of this constitution (and its appendices) shall rest with the Exec, except that during Open Meetings the Chairperson shall be the sole interpreter of the constitution in respect of questions not yet decided by the Exec.
 - c. "Year" shall be taken to mean the a period between the end of two consecutive AGMs.
 - d. "Day" shall be taken to mean a day of full term.
 - e. "Chair" shall refer to the Exec member elected by the members.
 - f. "Chairperson" shall refer the the person chairing a meeting regardless of whether they are the Chair or not.
 - g. "Opposer" shall be taken to mean to the first person to speak against the motion.
 - h. "Concerned Member" shall be taken to mean the Proposer, Secunder or Opposer of the Motion; any of the signatories of the Petition or a Candidate in the Election.

6. PREVIOUS CONSTITUTIONS

- a. All previous constitutions, standing orders and policies not included in this document or its appendices are expressly revoked.

CHAPTER IIIA: OPEN MEETINGS AND POLICY

7. GENERAL:

- a. There shall be two types of Open Meeting hereafter considered equal unless specified:
 - i. Ordinary Open Meetings
 - ii. Extraordinary Open Meetings
- b. Ordinary Open Meetings shall be held at least once a term (with the AGM being treated as an Ordinary Open Meeting);
- c. Any Member may attend, vote and speak at any Open Meeting. Non-members (hereafter called Guests) may attend any Open Meeting but
 - i. May not vote;
 - ii. May only speak after a successful procedural motion of type (vi);

8. TIMING

- a. The time and date of the Open Meetings shall be decided by the Chair and advertised by the Communications Officer on the seventh day before the meeting with an invitation for the submission of motions.
- b. All Open Meetings shall be held in Full Term in a public, accessible, room at a reasonable time.
- c. An Extraordinary Open Meeting shall be held at a time and date specified in the petition which calls it subject to clause 8.b. This petition must be submitted to the Communications Officer at least two days before the time it is to be held. The same petition must include the motions to be discussed at the Extraordinary Open Meeting and be signed by either the President and one-half of the Exec or by 25 members. No business other than that detailed in the petition shall be discussed at the Extraordinary Open Meeting.

9. QUORUM

- a. The quorum for an Open Meeting shall consist of 15 members not including the Chairperson. An Open Meeting may only start if a quorum is present.

- b. At each vote, the Chairperson should verify the meeting is still quorate. If the Meeting is declared inquorate the meeting shall be deemed to have ended and all remaining items of business shall be held over and discussed at the next Open Meeting.

10. MOTIONS

- a. There shall be three types of motion:
 - i. Ordinary motions;
 - ii. Extraordinary motions;
 - iii. Procedural motions;
- b. Motion types (i) and (ii), of the above types of motion, may take the form of either:
 - i. A motion regarding CUSU LGBT+ policy;
 - ii. A discussion;
 - iii. A motion mandating the Exec or a member of the Exec to perform a task.
- c. Each Ordinary motion shall have to have been submitted by email to the Communications Officer before midnight on the second day before the Ordinary Open Meeting at which it is to be discussed. The email must contain both names of the Proposer and Seconder and be sent from the @cam email address of the Proposer and copied to the @cam email address of the Seconder.
- d. An Extraordinary Motion may be submitted to an Ordinary Open Meeting at any time before the end of the Ordinary Open Meeting. A Simple Majority vote shall be required to accept the motion for discussion.

11. PROCEDURAL MOTIONS

- a. There shall be the following procedural motions available to any Member (with the exception of the Chairperson) during an Open Meeting. These procedural motions shall take priority over all Ordinary and Extraordinary motions.
 - i. Objection to the presence of a Guest or Guests;
 - ii. That the question now be put;
 - iii. That the question not be put or is deferred to an Exec Member or the Exec or is decided by Referendum;
 - iv. That the motion be taken in parts;
 - v. Challenge to a ruling by the Chairperson or change of Chairperson;
 - vi. Approval for a Guest to speak;
 - vii. That an individual be allowed to speak for longer than 3 minutes;
- b. Procedural Motions shall be voted on after one speech in favour and up to one speech against. A Simple Majority shall be required for the Procedural Motion to be carried.
- c. In the case of a procedural motion of type (v) being put, the Chairperson shall be permitted to make the speech against the motion. In the event that a motion requesting a change of Chairperson passes, the Chairperson must immediately step down and be replaced in accordance with clause 13.b.
- d. In the case of a procedural motion of type (iii) passing, discussion of the motion shall stop immediately.
- e. In the case of a procedural motion of type (ii) passing, the Chairperson should ensure the motion is balanced and allow a summation before halting discussion.
- f. In the case of a procedural motion of type (vii), a new time limit shall be specified by the Proposer.

12. AGENDA

- a. The agenda shall be published via the relevant email lists by the Communications Officer no later than 48 hours before the Open Meeting is due to take place and a partial agenda shall be made available online as motions are submitted.

13. THE CHAIRPERSON

- a. The Chair shall always be the Chairperson at the start of all Open Meetings at which they are present.
- b. In the event the Chair cannot be present at a meeting or in the event that a Chairperson vacates the chair by a procedural motion (or otherwise), the next most senior Exec member shall be the Chairperson with the exception that the Communications Officer should never take the chair.
- c. The Chairperson shall be empowered to limit the length of speeches, but to no less than three minutes for a Motion other than a Procedural Motion, where the limit may be set at no less than thirty seconds.
- d. The Chairperson shall neither be a Concerned Member nor address the Open Meeting, except in their official capacity, with the exception of speaking against a procedural motion as described in clause 11.c.

14. SPEECHES

- a. At the start of each motion the Proposer or Secunder shall state the motion and explain it as they see fit.
- b. The Chairperson shall then ask for speeches against and for the motion, in alternation, keeping the debate balanced.
- c. It shall be possible to ask a question 'to' the Motion (at the invitation of the Chairperson) which shall comprise of a neutral question of clarification.
- d. The Chairperson may reject any question to the motion which they feel cannot be answered neutrally.
- e. It shall be possible to make a Point of Information (at the invitation of the Chairperson), which shall be a neutral provision of fact or clarification relevant to the motion being discussed.
- f. The Proposer or Secunder shall be entitled to make a summation before voting takes place after a final speech against the motion (unless no such speech is requested).
- g. The summation should not provide any new information or arguments but should serve to summarise the key points.

15. AMENDMENTS TO MOTIONS

- a. Any member may propose an amendment to a Motion (through the Communications Officer if they cannot be present at the meeting).
- b. An amendment may be submitted at any time before the summation of the debate.
- c. Amendments shall be submitted in writing to the Chairperson.
- d. If the Chairperson, Proposer and Secunder agree that the amendment is within the spirit of the original Motion, the amendment shall be accepted as a 'friendly' amendment.
- e. If the amendment is considered to change the Motion significantly and/or it is not accepted as a friendly amendment, it shall be treated as an Extraordinary Motion to amend the original Motion.
- f. The Extraordinary Motion shall be debated immediately and the balance of the

original Motion shall be restored (or maintained) after the amendment debate.

16. POLICY

- a. CUSU LGBT+ Policy shall be used to formalise medium term plans for the Campaign.
- b. Policy shall be created by a successful motion at an Open Meeting.
- c. Policy may be revoked by a successful motion at two consecutive Open Meetings or by referendum.
- d. Policy shall last for the remainder of the year it is enacted and for two further years after the AGM following its enactment or amendment.
- e. Expiring policies may be renewed by a Simple Majority vote at the AGM preceding their expiration.
- f. Policies may be amended by a successful motion at an Open Meeting if the Exec deems the amendment to be in keeping with the original spirit of the policy.
- g. Proposed amendments which the Exec do not deem to be so shall require a successful motion at two consecutive Open Meetings or a referendum.
- h. Policies must further at least one of the aims/objectives as defined in article 2 and must not counteract or prevent the achievement of any aim or objective.
- i. Policies additionally must not attempt to circumnavigate this constitution or its standing orders by:
 - i. Attempting to restrict or widen the definition of membership;
 - ii. Attempting to redefine, either explicitly or otherwise, any of the defined terms in this constitution;
 - iii. Attempting to restrict the accessibility or inclusivity of anything the Campaign does;
 - iv. Attempting to prevent the Campaign, a committee of the Campaign or an individual officer of the Campaign from acting in a way required by this constitution or its Standing Orders either directly or otherwise;
 - v. Attempting to reduce the fairness of an election by any means;
 - vi. Any other means not listed here.
- j. Policies should aim to be relevant for the entire duration of their enactment.
- k. The Chair shall be responsible for keeping a list of current policies and ensuring all expiring policies are considered for renewal at each AGM.

17. VOTING

- a. Every Member present at an Open Meeting shall be entitled to one vote at each discrete instance where a vote is required except for the Chairperson who shall have no vote.
- b. Votes by proxy will be accepted on any unamended motion (including motions amended solely by friendly amendments). To be accepted such a vote must:
 - i. Specify the motion to which it pertains;
 - ii. State whether the vote is for or against the motion;
 - iii. Be from the @cam email address of the voter (who must be a Member);
 - iv. Be emailed to the Communications Officer at least two hours before the Open Meeting is due to start.

18. MAJORITY REQUIRED BY MOTIONS

- a. Unless otherwise specified in this constitution, a Motion at an Open Meeting shall require a Simple Majority for it to be carried.
- b. A Simple Majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining (but requiring a minimum of 8 votes in favour).
- c. A Two-Thirds Majority shall be taken to mean that those voting in favour

outnumber those voting against by two to one, regardless of those abstaining (but requiring a minimum of 10 votes in favour).

19. MINUTES AND NOTICE OF MOTIONS PASSED

- a. The Communications Officer shall keep the minutes of each Open Meeting at which they are present;
- b. In the event the Communications Officer cannot be present at a meeting, minutes shall be kept by an Exec member chosen by the Chairperson.
- c. Minutes must be distributed as soon as possible after an Open Meeting.
- d. No action may be taken until 48 hours have passed since the relevant decision has been announced either in the minutes or as a separate announcement.

CHAPTER IIIB: REFERENDA

20. GENERAL

- a. Referenda shall be the supreme decision-making forum of the Campaign. Any decision derived from a resolution of a referendum may only be amended or revoked by the resolution of a subsequent referendum.
- b. There shall be four types of referenda:
 - i. Ordinary Referenda;
 - ii. Referenda to overturn decisions made by Open Meetings;
 - iii. Referenda called by Open Meetings;
 - iv. Referenda to amend this Constitution;

21. CALLING A REFERENDUM

- a. Referenda of type (i) shall be called by a resolution of the Exec or by a petition to the Exec signed by 25 or more Members.
- b. Referenda of type (ii) shall be called by a petition to the Exec signed by Members equal in number to those who voted in favour of the motion within 48 hours of the announcement of the decision.
- c. Referenda of type (iii) shall be called by a resolution of an Open Meeting motion.
- d. Referenda of the above type (iv) shall be called only by a resolution of the Exec.
- e. If a referendum of types (i), (ii) or (iii) is called then a vote should occur in no more than seven days.
- f. If a group of members requests a debate be held regarding the subject of the Referendum the Chair shall organise one.

22. QUORUM

- a. If a Referendum is not quorate the outcome shall be declared void.
- b. The Quorum for referenda of the above types (i), (ii) and (iii) shall be 30 members.
- c. The Quorum for referenda of the above type (iv) shall be 50 members.

23. RESULTS

- a. In the case of a referendum of the above types (i), (ii) or (iii) a Simple Majority shall be sufficient for a resolution of the referendum with the exception of a referendum called in accordance with clause 37.f.
- b. In the case of a referendum of the above type (iv) the assent of at least 33 Members being at least a two thirds majority shall be required to attain a resolution of the referendum.

CHAPTER IV: POLLS

24. SCOPE

- a. This chapter shall be applied to all Elections and Referenda held by CUSU LGBT+.

25. RETURNING OFFICER

- a. The Chair (or President, or next most senior officer, if a conflict of interest is declared) shall be the Returning Officer for all Elections and Referenda other than the exceptions given in clause 25.b.
- b. In the event that an incumbent Chair wishes to run for a position in an Election, the Returning Officer shall be the most senior Exec member not wishing to run in that Election.
- c. If the Returning Officer is a Concerned Member at any point during an Election or Referendum, then that Election or Referendum shall be deemed null and void.
- d. The Returning Officer shall oversee the Polls for Elections and Referenda.

26. RESULTS

- a. The Returning Officer shall announce the results once they have been verified.
- b. The result of an Election or Referendum shall not be valid till the Returning Officer has announced them.

27. POLLING

- a. Polls shall be conducted by secret ballot during at least 8 hours out of those from 9:00am to 8:00pm. The Returning Officer shall be the only person (other than the system's own administrators) permitted to access any online system used during the poll and responsible for the supervision (either directly, or through an appointed assistant) of any paper ballot held.

28. CAMPAIGNING

- a. The Returning Officer shall specify the locations in which no campaigning shall be allowed.
- b. Within these locations no posters or other material advertising candidates shall be allowed except for the manifestos submitted by the candidates as part of their nominations.
- c. A candidate may not enter these locations with the intention of campaigning.
- d. The Returning Officer may at their discretion specify other reasonable rules regarding campaigning.

29. VOTING

- a. Each Member shall have one and only one vote.
- b. All votes shall be cast electronically via the CUSU Online Election System or in person at a paper ballot.

30. MALPRACTICE

- a. Any complaints about malpractice during an Election or Referendum shall be submitted to the Returning Officer (or, in the case of malpractice involving the Returning Officer, the most senior Exec member not involved) as soon as possible but no later than 24 hours after the close of the poll at which point the result will stand if no complaint has been received.
- b. All claims of malpractice must be reported to the Exec and will be upheld if a two-thirds majority of the Exec vote in favour of the claim.

- c. If a claim is upheld according to clause 30.b the election shall be declared void and be re-held within 7 days.

CHAPTER V: GRIEVANCES

31. RIGHT TO COMPLAIN

- a. All Members who are dissatisfied in their dealings with CUSU LGBT have the right to tender a complaint.

32. PROCEDURE FOR COMPLAINTS

- a. In the first instance, all complaints, other than those in which the Chair is personally involved, shall be made to the Chair. At the request of the complainant, the Chair shall either investigate the complaint themselves or carry such a appeal to a person independent of CUSU LGBT+ as appropriate.
- b. Any appeals against the decision of the Chair or against an action of the Chair should be made to the most senior Exec member not involved in the complaint.
- c. In the event that no Exec member is suitable the complaint may be made to the CUSU President who shall be given the discretion to deal with the complaint as they see fit, provided the autonomy of the Campaign is maintained.
- d. Where necessary, CUSU shall have the power to provide effective remedy where it considers it appropriate, while maintaining the autonomy of the Campaign.

CHAPTER VI: THE EXECUTIVE COMMITTEE

33. OFFICERS

- a. Each Exec member shall be bound by the duties declared in Chapter VIII and also by mandate of an Open Meeting.
- b. The Exec shall comprise:
 - i. The Chair;
 - ii. The President(s);
 - iii. The Communications Officer;
 - iv. The Reps Co-Ordinator;
 - v. The Welfare Officer(s);
 - vi. The Campaigns Officer(s);
 - vii. The Ents and Socials Officer(s);
 - viii. The Computing Officer;
 - ix. Magazine Editor(s);
 - x. The Bi Rep(s);
 - xi. The Grad Rep(s);
 - xii. The Trans Rep(s);
 - xiii. The Women's Rep(s);
 - xiv. The Finance and Sponsorship Officer;
 - xv. Any roles listed in the Standing Orders;

34. ROLES IN STANDING ORDERS

- a. Roles may be created in the Standing Orders under any the following conditions:
 - i. The role is intended to be temporary.
 - ii. To test the usefulness of a new role before adding the role to the constitution.
 - iii. To urgently respond to a major change to the Campaign.

- b. Any roles created in the Standing Orders shall remain for up to one year following the AGM after they have been added. If, by that time, the role has not been added as a permanent role (by adding it to the list of roles in the constitution) then it shall not be re-elected in the elections preceding that AGM and shall be removed from the Standing Orders.

35. ELECTIONS

a. Dates

- i. The annual poll for the elections of the Chair and the President shall be held on a day at least 21 days after the start and at least 21 days before the end of Lent Full Term.
- ii. The incumbent Chair shall decide and announce the date of the annual poll for the elections of the Chair and the President subject to the above sub-clause.
- iii. The annual poll for the other roles listed in this constitution shall take place at least three days after but no later than ten days after the elections of both the Chair and the President and the date shall be decided by the incumbent Chair.
- iv. The election of the roles listed in the Standing Orders shall take place alongside the election of the roles, other than President and Chair, listed in this constitution or, as described in article 38 if the role is created part way through a year.

b. Nominations

- i. All Members shall be Eligible Members with the exception of the Returning Officer in the Election and the incoming Chair and incoming President (with regard to the Election for the other roles listed in this constitution).
- ii. A Valid Nomination must:
 - 1. Be from a Eligible Member or Eligible Members;
 - 2. Indicate the Candidates agreement to be bound by this Constitution (and its appendices);
 - 3. Be sent from the @cam address of the Candidate and copied to their Proposer and their Seconder (who must be Eligible Members).
- iii. The Nomination may be accompanied by a plain text manifesto of up to 300 words.
- iv. For all roles up to two Eligible Members may stand as a single Valid Nomination in each role.
- v. Nominations shall be opened, for all elections, on the seventh day before they are closed.
- vi. The Returning Officer shall rule about Valid Nominations and shall announce those received by the Close of Nominations which shall be at midnight on the third day before the Poll.
- vii. Only the Candidate shall be allowed to withdraw their Nomination, by sending an email from their @cam address, at any time before the Opening of the Poll.
- viii. No Candidate may run for more than one position within each Poll.
- ix. If no Valid Nominations are received for any position, nominations shall be reopened and remain open until the seventh day after the first Valid Nomination is received and a by-election shall be held in the usual fashion.
- x. All Candidates for Rep roles must self-identify within the group the role represents.

c. Polls for elections

- i. Polls for Elections shall be held no more than 72 hours after the Close of Nominations.
- ii. Polls for the Election of the Chair and the President shall require a quorum of 40

Members.

- iii. Polls for the Election of other roles listed in this constitution shall require a quorum of 30 Members;
- d. Re-open nominations
 - i. Any election which takes place shall include the option of Re-Open Nominations.
- e. Hustings
 - i. Chair and Presidential Hustings shall be held at a time no more than 48 hours before the Poll for Chair and President is due to occur.
 - ii. Hustings for other roles listed in this constitution shall be held at a time no more than 48 hours before the poll to elect said roles is due to occur.
 - iii. In the event that none of the roles for the Hustings called for in sub-clause 35.e (ii) have more than one candidate the Returning Officer may chose not to hold Hustings.
 - iv. All Hustings shall be held in a public, accessible, room at a reasonable time.
 - v. At Hustings, Candidates shall be given no less than 3 minutes to speak and then shall be given no less than 30 seconds (per question) to answer any questions from Members and/or Guests.
 - vi. Questions may not be directed solely to one candidate and all candidates must be given the opportunity to respond to all questions;
 - vii. The Chair shall chair all Hustings except in the cases listed in sub-clause (viii).
 - viii. If the Chair cannot be present at a Hustings or if they are running for a role being contested at that Hustings, the next most senior Exec member not running for a role being contested at that Hustings shall chair that Hustings.

36. TERM OF OFFICE

- a. Each Exec member shall serve on the Exec throughout the Year following the AGM after, or at which, they are elected until the end of the AGM which follows their election or until they resign or are deemed to have resigned under article 37.
- b. In the case of by-elections, the term of office shall begin as soon as the by-election result is announced by the Returning Officer and finish according to clause 36.a.

37. RESIGNATION

- a. Any member of the Exec may resign by giving notice via an email from their @cam address to the Chair.
- b. If the Chair wishes to resign they must give notice in the same manner to the President.
- c. Following a resignation as given in clauses 36.a or 36.b a 48 hour cooling-off period will be observed during which the resignation may be withdrawn in the same manner in which it was given.
- d. Any member of the Exec shall be deemed to have resigned with immediate effect if they cease to be a Member of CUSU.
- e. Any member of the Exec will have been deemed to have resigned with the right to appeal to an Open Meeting if:
 - i. They have failed to attend two consecutive Exec Meetings or three such meetings in one term and their apologies for these meetings were either nonexistent or unacceptable to the majority of the Exec.
 - ii. They have failed to attend three Open Meetings since they were elected (or re-elected) and their apologies for these meetings were either non-existent or unacceptable to the majority of the Exec.

- f. Any member of the Exec will be deemed to have resigned if they have had their position successfully challenged by a two-thirds majority in a Referendum called for by a petition of not less than 30 Members or 40 members in the case of the Chair or the President.

38. BY-ELECTIONS

- a. In the event of any Exec office becoming vacant due to article 37 (or any other reason) or a position being newly created, a by-election for that post (or Open Meeting in the case of a position listed in the Standing Orders) shall be held within fourteen days of the resignation taking effect at a time and on a day decided by the Chair or the next most senior officer still in office.
- b. In the event a position becomes vacant between the end of Michaelmas Term and the annual elections, the Exec may resolve to allow the position to remain unfilled until the annual elections. The Exec should delegate the responsibilities of the role to another member of the Exec or co-opt someone onto the Exec (as a non voting member) to assume the role.
- c. All by-elections shall be conducted in the same manner as annual elections except for the date and number of officers to be elected.
- d. If no Valid Nominations are received for a by-election then a current member of the Exec (with the exception of the Chair) may run in that by-election.
- e. Any Member elected in a by-election shall serve on the Exec throughout the remainder of the Year following their election until the end of the next AGM unless they resign or are deemed to have resigned.

39. EXEC MEETINGS

- a. The purpose of Exec Meetings shall be:
 - i. To organise the implementation of Policy and activities mandated in this constitution and its Standing Orders or through an Open Meeting;
 - ii. For each member of the Exec to report on their activities related to their role so that every member of the Exec shall know what every other member of the Exec shall be doing in order to avoid possible break down in communication or duplication of effort;
 - iii. For members of the Exec to relay the views of Members.
- b. The Chair shall be responsible for calling regular Exec meetings but Exec meetings may also be called at any time by the President or by one half of the currently elected Exec members.
- c. Exec meetings shall endeavour to reach Decisions by consensus but in the case of dispute the matter shall be decided by a Simple Majority. Each Exec member shall have one vote with the exception of the Chairperson who shall have no vote except in the event of a tie, in which case the Chairperson shall have the deciding vote.
- d. In the case of amendments to this constitution Decisions shall require a two-thirds majority of the current members of the Exec to:
 - i. Agree to the amendment;
 - ii. Be satisfied that:
 - 1. The amendment conforms to Sub-clause 4.a(ii);
 - 2. The amendment does not contradict any part of this constitution it does not seek to amend;
- e. The Quorum for Exec meetings shall be 6. At least 3 of the Exec members present must hold roles listed in this constitution.

- f. The Chair shall be the Chairperson at the start of all Exec Meetings at which they are present. In the event the Chair cannot be present at an Exec meeting the next most senior Exec member present shall take the chair with the exception that the Communications Officer shall never take the chair.
- g. The Communications Officer shall keep the minutes of all Exec meetings at which they are present. In the event the Communications Officer cannot be present at an Exec meeting the minutes shall be kept by an Exec member chosen by the Chairperson.
- h. In the event an Exec member cannot be present at a meeting they may submit an indication of opinion on any item or items on the agenda to the Chairperson of the meeting. In the event of a vote being taken on an item, a reasonable interpretation by the Chairperson may be used as a vote in proxy.
- i. Decisions of Exec Meetings shall be a Resolution of the Exec only when the meeting was quorate.

40. EXEC PROPOSALS FOR OPEN MEETINGS

- a. An Open Meeting item may be taken as Proposed by the Exec if it is a Resolution of the Exec which has the support of two thirds of the Exec.
- b. An Open Meeting item may be taken as Seconded by the Exec if it is a Resolution of the Exec which has the support of one-half of the Exec.
- c. An Open Meeting item Proposed by the Exec shall not need to be Seconded.

CHAPTER VII: CONTRACTS

41. OFFICERS EMPOWERED TO ENTER INTO CONTRACTS

- a. The President (or appointed deputy) shall be the only Exec member empowered to enter into a contract on behalf of CUSU LGBT+.
- b. All contracts must be countersigned as according to CUSU Policy.

42. DECISION

- a. CUSU LGBT+ shall not enter into any contract that has not been accepted by a two-thirds majority of the Exec or one that would contradict any of the mission statements or any part of this constitution or its appendices.

CHAPTER VIII: DUTIES

THE CHAIR

The Chair shall:

1. Be the Chairperson at all Exec Meetings, Open Meetings and Hustings at which they are present;
2. Prepare the agenda for Exec Meetings and Open Meetings;
3. Be the Returning Officer for all Elections for which they do not wish to partake in;
4. Ensure this constitution and its appendices are upheld;
5. Attend CUSU Council, CUSU Co-Ordination Meetings and any other relevant meetings;
6. Deal with the logistics of the Campaign including, but not limited to, complaints, enquiries about the Exec and liaising with CUSU on the logistics of the Campaign.
7. Handle the day to day finances of the Campaign, working with CUSU where necessary to achieve this.

THE PRESIDENT(S)

The President(s) shall:

1. Be the public face of the Campaign;
2. Ensure the Campaign as a whole and any parts thereof are progressing to the goals laid out in the mission statements;
3. Co-ordinate the sub-campaigns of CUSU LGBT+ and strive to achieve the goals within them;
4. Represent CUSU LGBT+ at CUSU Council, CUSU Co-Ordination Meetings and at any other relevant meetings;
5. Liaise with CUSU, the Staff LGBT Network, NUS LGBT and any other relevant body to help achieve the aims and objectives of the Campaign.
6. Act as a representative to the Campaign's sponsors and procure new sponsorship when necessary.

THE COMMUNICATIONS OFFICER

The Communications Officer shall:

1. Keep minutes for all Exec Meetings and Open Meetings at which they are present;
2. Send out weekly emails detailing upcoming events;
3. Ensure Members are kept informed about the activities of the Exec;
4. Handle incoming communications either directly or by forwarding to the relevant Exec member;
5. Ensure the Campaign as a whole is well publicised and assist the Campaigns Officer(s) with the publicity of sub-campaigns.

THE REPS CO-ORDINATOR

The Reps Co-Ordinator shall:

1. Work with the College Reps to provide a strong, productive network;
2. Facilitate the training of College Reps and Exec Reps and provide necessary resources to support them;
3. Act as a link between College Reps and the Campaign;
4. Ensuring, in the event an Exec Rep position is vacant, unrepresented groups are not disadvantaged.

THE WELFARE OFFICER(S)

The Welfare Officer(s) shall:

1. Provide welfare support to members including one---on---one support, welfare events and welfare supplies;
2. Assist the Reps Co-Ordinator with Reps training;
3. Maintain links with CUSU Welfare Officers to enable collaboration on welfare support.

THE CAMPAIGNS OFFICER(S)

The Campaigns Officer(s) shall:

1. Organise the logistics of the sub-campaigns;
2. Be responsible for the publicity of the sub-campaigns.

THE ENTS AND SOCIALS OFFICER(S)

The Ents and Socials Officer(s) shall:

1. Organise social events for members;
2. Promote the success of any events endorsed by the Campaign;
3. Ensure events that are organised are diverse and open to all.

THE COMPUTING OFFICER

The Computing Officer shall:

1. Maintain and update the Campaign's website;
2. Administrate the email lists used by the Campaign as well as any other technologies used.

THE MAGAZINE EDITOR(S)

The Magazine Editor(s) shall:

1. Produce an edition of the Campaign's magazine once per term.

THE BI REP(S)

The Bi Rep(s) shall:

1. Represent, support, and organise events for Members who self identify as being attracted to multiple genders.

THE GRAD REP(S)

The Grad Rep(s) shall:

1. Represent, support and organise events for Members who are graduates or who are (or self-identify as) mature students.

THE TRANS REP(S)

The Trans Rep(s) shall:

1. Represent, support and organise events for: Members and other students whose gender identity is, is sometimes, or has ever been, or is perceived to be different from that assigned at birth; Members who are Intersex and Members who consider themselves to fall under the wider Trans/Gender Variant umbrella.

THE WOMEN'S REP(S)

The Women's Rep shall:

1. Represent, support and organise events for Members who self-identify as (or who have self-identified as) women or any other closely related gender identity.

THE FINANCE AND SPONSORSHIP OFFICER

The Finance and Sponsorship Officer shall:

1. Organise and plan sponsorship and any other finance initiatives for CUSU LGBT+ as directed by the Exec or Policy.

ALL REP ROLES

All Reps shall:

1. Assist with any sub-campaigns specifically related to their role;
2. One member of the Executive shall act as Librarian, to be decided by majority vote at the first committee meeting of the year.

STANDING ORDERS

CHAPTER I: POLLS

1. Polls shall be held using either the CUSU Online Election System, a paper ballot or a combination of both.
2. The Exec shall decide the exact format of the election ensuring article 27 of the constitution is adhered to.
3. Paper voting shall always be provided where the online system reveals a list of people who have voted.
4. Where paper voting is used it must be possible to vote by paper ballot during at least 3 hours of the Poll being open.
5. In the event the online system reveals a list of people who have voted, voters must be made aware of this fact before voting online.
6. Where paper voting is used, ballot papers must be securely kept by the Returning Officer, for scrutiny by any Member who was on the electoral role for that Poll.
7. Assistants appointed by the Returning Officer to supervise a paper ballot must not be a Candidate in the Election or anyone directly involved in campaigning in the Poll.

Current CUSU LGBT+ Policies

AGENDA FOR OPEN MEETINGS – to be renewed, AGM 2013

- a. The Agenda for Ordinary Open Meetings shall be as follows:
 - i. Corrections (if any) to the minutes of the last Open Meeting;
 - ii. Matters (if any) arising from the minutes of the last Open Meeting;
 - iii. Announcements (if any) by the Exec;
 - iv. Questions (if any) to the Exec;
 - v. Objections (if any) to the order of items on the agenda;
 - vi. Ordinary Motions (if any);
 - vii. Extraordinary Motions (if any);
 - viii. Elections (if any);
 - ix. AOB (if any).
- b. The Agenda for Extraordinary Open Meetings shall be as follows:
 - i. Announcements (if any) by the Exec;
 - ii. Questions (if any) to the Exec;
 - iii. Objections to the order of items on the agenda;
 - iv. Extraordinary Motions (as listed in the petition calling for the Meeting).

PARENTING SCHEME – to be renewed, AGM 2013

- a. There shall be a 'parenting' scheme run by CUSU LGBT+ starting in the Michaelmas term of each year.
- b. The scheme shall exist to support freshers coming up to Cambridge.
- c. The scheme shall also be made available to those students who are not freshers, but who were not previously involved in LGBT activities.
- d. 4. The President shall be responsible for coordinating the scheme (although this responsibility may be delegated to another Exec member – either wholly or in part).
- e. The coordination shall include (but not be limited to):
 - i. Encouraging people to sign up (both 'children' and 'parents').

- ii. Pairing 'children' with 'parents'.
- iii. Organising events for 'families'.
- iv. Publicising the scheme.
- v. Conducting a review of the scheme and forming a handover document for the following year.