

Standing Orders

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Article A – CUSU Open Meetings

A.1 Submission of Motions and Amendments to CUSU Open Meetings

- (i) There are three types of motions that can be considered at CUSU Open Meetings:
 - 1. Ordinary Motions, which must be submitted to the CUSU Chair not later than noon four days before the meeting.
 - 2. Emergency Motions, which must be submitted to the CUSU Chair before the meeting. The Chair can refuse to accept an Emergency Motion if the substance of the motion has not actually arisen after the deadline for the submission of Ordinary Motions (i.e. it is not really an "Emergency").
 - 3. Procedural Motions, which are motions that affect the actual conduct of the meeting. They are proposed during the meeting. See A7.
- (ii) Amendments to Ordinary Motions and Emergency Motions must be submitted (in writing) to the Chair before the motion is considered. Minor textual amendments which do not affect the meaning of the motion may be submitted at any time at the discretion of the Chair.
- (iii) An Ordinary Motion, Emergency Motion or Amendment must be submitted in writing or by email. It can be proposed by two members of CUSU, or by a CUSU Committee or Team, or by an affiliated JCR or MCR. It can be withdrawn by its proposers, either in person at the meeting or in writing to the President. Any two members of CUSU present may then adopt it and re-propose it themselves.
- (iv) The Chair has to publicise the date and time of the meeting and the deadline for submissions of Motions and Amendments in each member college at least seven days before the meeting.

A.2 Calling Emergency Open Meetings

- (i) Emergency Open Meetings shall be held if requested by 24 members of Council, or by the CUSU Sabbatical Officers, or by two CUSU Committees or Teams, or by petition as described by article E9 of the Constitution. They must be held within seven Full Term days of the request being made (see E.9 of the CUSU Constitution).
- (ii) Within one day of receiving a request for an Emergency Open Meeting, the Chair has to publicise the date and time of the meeting and the procedure for submitting Emergency Motions and Amendments in each member college.

A.3 Submission of Motions and Amendments to Emergency Open Meetings

- (i) Ordinary Motions must be included with the request for the meeting. The agenda should be emailed to all Council members within one day of the request being made. A paper copy of the agenda is circulated at the meeting.

- (ii) Emergency motions and Amendments must be submitted in the manner laid out in A.1 (i) 2, A.1 (ii) of the Standing Orders.

A.4 Order of the Agenda Paper

- (i) Items on the agenda paper for an Open Meeting shall appear in the following order:
 1. Objections to the order of items on the agenda.
 2. Corrections to the minutes of the last Open Meeting.
 3. Matters arising from the minutes of the last Open Meeting.
 4. Date, Time, Venue of the next scheduled CUSU Meeting (Open Meeting or Council).
 5. Announcements by the Executive.
 6. Questions to the Executive.
 7. Ordinary Motions.
 8. Emergency Motions.
 9. Any Other Business.
- (ii) Items on the agenda paper for an Emergency Open Meeting shall appear in the following order:
 1. Objections to the order of items on the agenda.
 2. Date, Time, Venue of the next scheduled CUSU Meeting (Open Meeting or Council).
 3. Announcements by the Executive.
 4. Questions to the Executive.
 5. Ordinary Motions.
 6. Emergency Motions.
 7. Any Other Business.

A.5 Time limits in the debate

- (i) The normal time limit for a speech shall be 3 minutes. The Chair may propose a different time limit to members, subject to an indicative vote.
- (ii) There is a time limit of fifteen minutes to discuss an item on the Agenda or an Ordinary or Emergency Motion. This limit includes Amendments and Procedural Motions related to the main motion.
- (iii) The Chair may at any time suggest an overall time limit for the meeting subject to an indicative vote of members.
- (iv) A time limit can be overturned at any point by passing a Procedural Motion (see A.7).
- (v) When the time limit for discussing a motion expires, the debate is balanced and the motion is voted on immediately. If the time limit expires during the discussion of an Amendment, the debate on the Amendment is balanced, the Amendment is voted on, the debate on the main motion is balanced and then the main motion is voted on.

A.6 Procedure of Debate for Ordinary Motions, Emergency Motions and

Amendments

- (i) The proposer of the motion (or someone he/she nominates) makes the proposing speech.
- (ii) The Chair then asks for speeches against and for the motion, in alternation, keeping the debate balanced.
- (iii) It is possible to make a speech 'to' the motion (which is neutral on the issue under debate), and also to ask a question about the motion. Such a question should be for clarification of the motion, or the effects of the motion on the activities of CUSU, and should be aimed at the Chair, proposer of the motion, or a member of the Executive. The Chair may treat a question as a speech for or against a motion if they deem that it was not neutral.
- (iv) If an amendment has been submitted, it is debated after the proposing speech for the main motion.
- (v) If an amendment is passed by the meeting, or if it is accepted by the proposers of the main motion, it immediately passes into the main motion.
- (vi) The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed (see A.7 (ii) 2), or when the time limit expires (see A.5). The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

A.7 Procedural Motions

- (i) There are ten Procedural Motions that can be proposed by any CUSU member.
- (ii) The following six Procedural Motions can be proposed during discussion of a motion or amendment. They can only be considered if there has been at least one speech in favour and one speech against the motion or amendment. Procedural Motions take precedence over speeches, and are listed here in order of priority.
 1. That the question be not put. This means that the motion or amendment shouldn't be considered. This could be used, for example, if the content of the motion or amendment is likely to cause offence, or if its resolutions are anyway ultra vires (which is when CUSU cannot legally do what is being asked of it).
 2. That the motion or amendment should be voted on immediately.
 3. That the matter should be referred back to the Executive, the Faculty Forum, or to a committee.
 4. That the motion or amendment should be voted on in parts (see below for an explanation of how this works).
 5. That part of the motion or amendment should be deleted.
 6. That a specified set of Standing Orders should be suspended.
- (iii) The following four Procedural Motions can be proposed on a point of order at any time during a meeting:
 1. A request for a Chair's ruling. This must be given at once.

2. A challenge to a Chair's ruling.
 3. A motion that the Chair should leave the Chair for the rest of the meeting, see A.7 (vi).
 4. A motion that the time limit should be extended for a specified period.
- (iv) Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 seconds. They require a simple majority and do not have a quoracy (except A.7. ii 6 which requires a two thirds majority) and don't need to be recorded on voting papers.
- (v) If a motion is taken in parts, each part is debated and voted upon separately; if passed quorately the part then becomes CUSU Policy. If an amendment is taken in parts, each part is debated and voted upon separately; if passed quorately the part then becomes an amendment to the motion being considered.
- (vi) In the case of Procedural Motion A.7 (iii) 3 the Chair has to hand over the Chair to another member of the Executive. The Chair should be allowed to make the speech against the motion.
- (vii) Points of order cannot be raised during a speech, nor during the taking of a vote unless they relate specifically to the procedure of that vote.

A.8 Attendance and Voting at Open Meetings

- (i) All Ordinary Members of CUSU have the right to attend and vote at Open Meetings and Emergency Open Meetings.
- (ii) Groups or individuals who are not members of CUSU may attend and speak at Open Meetings and Emergency Open Meetings should the Open Meeting agree by means of an indicative vote. Non-members may not vote. Refer also to E.2, E.3 and E.4, of the CUSU Constitution.

A.9 Ratification of Policy Passed at Open Meetings

- (i) Motions passed (by a simple majority) at Open Meetings and Emergency Open Meetings do not become CUSU Policy until ratified by CUSU Council (see E.1 of the CUSU Constitution).
- (ii) Motions requiring ratification should automatically be entered onto the agenda for the next CUSU Council.
- (iii) Council shall ratify such motions by the vote of a majority of councillors present and voting.

A.10 The Chair

- (i) Open Meetings are chaired by the CUSU Chair.
- (ii) The Chair cannot participate in the debate and cannot vote.
- (iii) It is the responsibility of the Chair to ensure that the meeting is carried

out in accordance with the Standing Orders. If there is ever any confusion or uncertainty about the exact meaning of any particular Standing Order, the Chairperson makes a 'Chair's Ruling' and the meeting continues.

- (iv) For details of how to challenge a Chair's Ruling, or how to elect a new Chair, see A7 (these are both Procedural Motions).
- (v) The Chair may invite a member of CUSU to act as "Chair's Aide".
- (vi) The function of Chair's Aide is solely to advise the Chair, not to advise Council. As such the Chair's Aide should not address the Council in the capacity of Chair's Aide. All communication should go through the Chair. If a Chair's Aide wishes to make a speech, they must take the floor and address Council in another capacity.

A.11 Restrictions on Comments and Behaviour

- (i) The chair may demand the withdrawal of any remark or the ceasing of any behaviour that he or she deems threatening, intimidating, or designed to cause harm or disruption. The Chair may ask those concerned to leave the meeting if this demand is refused.

A.12 Photography at CUSU Meetings

- (i) This is the same as in B. 7.

Article B – CUSU Council

B.1 Membership

- (i) The members of Council shall be those as defined in article D.2 of the Constitution.

B.2 The Chair

- (i) Council is chaired by the CUSU Chair.
- (ii) The Chair cannot participate in the debate, and cannot vote.
- (iii) It is the responsibility of the Chair to ensure that the meeting is carried out in accordance with the Standing Orders. If there is ever any confusion or uncertainty about the exact meaning of any particular Standing Order, the Chair makes a 'Chair's Ruling' and the meeting continues.
- (iv) For details of how to challenge a Chair's Ruling, or how to elect a new Chair, see B.11 (ii) (these are both Procedural Motions).
- (v) The Chair may invite a member of CUSU to act as 'Chair's Aide'.
- (vi) The function of the Chair's Aide is solely to advise the Chair, not to advise Council. As such the Chair's Aide should not address the Council in the capacity of Chair's Aide. All communication should go through the Chair. If the Chair's Aide wishes to make a speech, they must take the floor and address Council in another capacity.

B.3 Publicity

- (i) The Chair has to publicise the date and time of the meeting and the deadline for the submission of Motions and Amendments to each member college at least twenty-one days before the meeting.

B.4 Attendance

- (i) All Council members should either attend Council in person or send a substitute (proxy) by providing written notification to the Chair. The substitute must be a CUSU member.
- (ii) Members of the executive should either attend or make appropriate apologies to the Chair; each executive Team or Committee shall be required to make at least one member available at Council during the time allotted for questions to the executive and reports from the executive.
- (iii) All Ordinary Members of CUSU have the right to attend any CUSU Council Meeting, and to speak at the invitation of the Chair.
- (iv) Groups or individuals who are not members of CUSU may attend and speak at CUSU Council, should the Council agree by means of an indicative vote.

B.5 Submission of Motions and Amendments

- (i) There are three types of motions that can be considered at Council Meetings:

1. Ordinary Motions, which must be submitted to the Chair not later than noon nine days before the meeting.
 2. Emergency Motions, which must be submitted to the Chair before the meeting. The Chair can refuse to accept an Emergency Motion if the substance of the motion has not arisen after the deadline for the submission of Ordinary Motions (i.e. it is not really an 'Emergency').
 3. Procedural Motions, which affect the conduct of the meeting.
- (ii) Amendments to Ordinary Motions and Emergency Motions should be submitted to the Chair in writing before the motion is considered. Amendments may, however, be submitted at any time at the discretion of the Chair. Amendments should be considered after the motion has been presented by its proposer(s).
- (iii) An Ordinary Motion, Emergency Motion or Amendment must be submitted in writing or by email. It can be proposed by two members of CUSU, or by a CUSU Committee or Team, or by an affiliated JCR or MCR or equivalent. It can be withdrawn by its proposers, either in person at the meeting or in writing to the Chair. Any two members of CUSU present may then adopt it and repropose it.
- (iv) It is the responsibility of the CUSU Chair to enter motions requiring ratification at Council (see A.9) and motions that require a second vote to become policy (see B.5 (v)).
- (v) Motions that must pass through two consecutive Council Meetings:
1. Changes to the Standing Orders (requires a two thirds majority).
 2. The Constitutions of the Autonomous Campaigns (but not amendments to these Constitutions once they exist). See I.1 and I.3 of the CUSU Constitution.
 3. A request for a referendum.
- (vi) If an Emergency Motion is submitted at least two days before the meeting, the Chair is responsible for photocopying and distributing it at Council; otherwise, the proposer must bring 50 copies of the Motion with him/her to Council.
- (vii) Any Motion or Amendment that is deemed by the chair to contain a racist, sexist, homophobic or other bigoted comment may be refused acceptance.
- (viii) Submitted motions that call for concrete, verifiable executive action to be taken should specify the team, officer, or body to be charged with carrying out the action. If a motion is passed which does not designate an agent, the Coordinator shall be responsible for assigning the motion's tasks.

B.6 The Agenda

- (i) Agendas are emailed to all Council members nine days before the meeting. Typed copies should be received seven days before the meeting.

- (ii) Items on the agenda paper for Council appear in the following order:
1. Objections to the order of items on the agenda.
 2. Corrections to the minutes of the last Council Meeting.
 3. Matters arising from the minutes of the last Council Meeting.
 4. Date, Time, Venue, of the next Council.
 5. Announcements by committees, campaign teams and the Executive.
 6. Questions to committees, campaign teams and the Executive.
 7. Announcements by the Council.
 8. Questions to the Council (This may be used to take informal surveys and non-binding indicative votes of Council).
 9. Motions to be Ratified (see A.9).
 10. Motions requiring a second vote (see B.5 (v)).
 11. Ordinary Motions.
 12. Emergency Motions.
 13. Elections.
 14. Any Other Business.

Items 7, 8, and 11 may be omitted from the Agenda paper if there is no relevant business.

(iii) No other items besides those listed above can be added to the agenda paper.

(iv) In the case of objections to the order paper, members should submit to the Chair before the meeting the proposed order change with justification. The Chair will communicate this request at Item 6. If there are objections to this change an indicative vote, needing a simple majority to pass, will be taken.

B.7 Photography and Electronic Recording of Council

(i) Any member of CUSU present has the right not to be photographed at a CUSU meeting.

B.8 Restrictions on Comments and behaviour

(i) The chair may demand the withdrawal of any remark or the ceasing of any behaviour that he or she deems threatening, intimidating, or designed to cause harm or disruption. The Chair may ask those concerned to leave the meeting if this demand is refused.

(ii) No smoking.

B.9 Procedure of Debate for Non-Procedural Motions and Amendments

(i) The proposer of the motion (or someone he/she nominates) makes the proposing speech.

(ii) If an amendment has been submitted, it is debated after the proposing speech for the main motion. At the chair's discretion, some substantive debate of the motion may take place before the discussion of a given amendment.

- (iii) If more than one amendment has been submitted to the same motion, the order the amendments are taken in is decided by the Chair. This is counted as a Chair's Ruling and can be overturned in the standard way (see B.11 (ii)).
- (iv) If an amendment is accepted by the proposers or passed by Council, it immediately becomes part of the main motion.
- (v) After the proposing speech and any debates on amendments, the Chair then asks for speeches against and for the motion, in alternation, keeping the debate balanced.
- (vi) It is possible to make a point of information about the motion (which is neutral on the issue under debate), and also to ask a question about the motion. Such a question should be for clarification of the motion, or the effects of the motion on the activities of CUSU, and should be explicitly aimed at the Chair, proposer of the motion, or a member of the Executive. The Chair may treat a question as a speech for or against a motion if they deem that it was not neutral.
- (vii) The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed (see B.11 (i) 2), or when the time limit expires (see B.10). The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

B.10 Time Limits

- (i) There is a time limit of fifteen minutes to discuss an item on the Agenda or an Ordinary or Emergency Motion. This limit includes Amendments and Procedural Motions related to the main motion.
- (ii) When the time limit for discussing a motion expires, the debate is balanced and the motion is voted on. If the time limit expires during the discussion of an Amendment, the debate on the Amendment is balanced, the Amendment is voted on, the debate on the main motion is balanced and then the main motion is voted on.
- (iii) The normal time limit for any speech shall be 3 minutes, except for:
 1. Announcements shall be limited to 1 minute per announcement.
 2. Speeches during procedural motions shall be 30 seconds each.
 3. There are no fixed time limits to the answering of questions asked during item 5 of the agenda.
- (iv) The Chair may at any time propose a different time limit to Council, subject to an indicative vote.
- (v) A time limit can be overturned at any point by passing a Procedural Motion (see B.11 (ii) 4).

B.11 Procedural Motions

- (i) The following six Procedural Motions can be proposed during discussion of a motion or amendment. They can only be considered if there has been at least one speech in favour and one speech against the motion or amendment. Procedural Motions take precedence over speeches, and are listed here in order of priority.

1. That the question be not put. This means that the motion or amendment shouldn't be considered. This could be used, for example, if the content of the motion or amendment is likely to cause offence, or if its resolutions are anyway ultra vires.
 2. That the motion or amendment should be voted on immediately.
 3. That the matter should be referred back to the Executive, the Faculty Forum, to a committee or to a latter Council meeting.
 4. That the motion or amendment should be voted on in parts (see below for an explanation of how this works). If a motion is taken in parts, each part is debated and voted upon separately; if passed the part then becomes CUSU Policy. If an amendment is taken in parts, each part is debated and voted upon separately; if passed the part then becomes an amendment to the motion being considered.
 5. That part of the motion or amendment should be deleted.
 6. That a specified set of Standing Orders should be suspended.
- (ii) The following four Procedural Motions can be proposed on a point of order at any time during a meeting, besides during a speech or during the taking of a vote (unless they relate specifically to the procedure of that vote).
1. A request for a Chair's ruling. This must be given at once.
 2. A challenge to a Chair's ruling.
 3. A motion that the Chair should leave the Chair for the rest of the meeting. If this is proposed, the Chair has to hand over to another member of the Executive for this motion. The Chair should be allowed to make the speech against. If the motion is passed, the Chair passes to whichever willing Council member present has their birthday closest to 23rd May. Should two willing present members have equidistant birthdays, that member with the lightest coloured socks shall take the chair.
 4. A motion that the time limit should be extended for a specified period.
- (iii) Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 seconds. They require a simple majority and do not have a quorum (except B. 11(i) 6) which requires a two thirds majority) and don't need to be recorded on voting papers. Extra rounds of speeches can be requested and will go ahead if there are no objections. In the case of objections, there should be an indicative vote, requiring a simple majority, on whether there should be another round.
- (iv) Questions during procedural motions should be about procedure, and addressed to the chair.

B.12 Votes at Council

- (i) Only members of Council, and their proxies, are eligible to vote.

- (ii) Votes shall be taken at Council by the raising of voting papers.
- (iii) For a vote to be carried the total number of members voting must be above the level of quorum, as defined in article D.6 of the CUSU Constitution, i.e. one quarter of the number of registered members of Council.
- (iv) A simple majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining. For a vote to be carried there must be a minimum of 18 votes in favour, or one eighth of the registered members of Council, whichever is the lesser.
- (v) 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. For a vote to be carried there must be a minimum of 24 votes in favour or one sixth of the number registered members of Council, whichever is the lesser.
- (vi) A member of Council, or their proxy, may only vote on a motion that if they are present during the taking of the vote.
- (vii) If a member of Council doesn't vote but is present at the time of voting, it is counted as an abstention.
- (viii) No individual can exercise more than one vote at CUSU Council.
- (ix) At the discretion of the Chair, in circumstances in which a paper count is close or subject to error and an accurate count is required immediately, the Council's ballot papers may be divided according to their votes and counted, then redistributed to the voting members so that Council may continue.

B.13 Voting and Attendance Records and How to change a vote at Council

- (i) Votes at Council meetings are recorded on the voting record. These are publicly available. It is possible for a member of Council to change the way he/she voted on Ordinary Motions or Emergency Motions at the last meeting. Members of Council may also change the way someone carrying their vote as a proxy voted on Ordinary Motions or Emergency Motions at the previous meeting. This is done by telling the Chair in the 'matters arising' section of the meeting. It is not possible to change a vote on a Procedural Motion, Amendment or election.
- (ii) Attendance Records shall be kept for each Council, and the record of attendance for Council representatives shall be compiled by the Secretary; this record should be published in the most public manner found reasonably feasible.

B.14 Calling Extraordinary Council Meetings

- (i) Extraordinary Council Meetings are called either by 16 members of Council or by the CUSU Executive. If so requested, they must be held within three Full Term days of the request being made.

- (ii) If so requested, within one day of receiving a request for an Extraordinary Council Meeting, the Executive has to publicise the date and time of the meeting and the procedure for submitting Emergency Motions and Amendments to each member college.

B.15 Submission of Motions and Amendments to Extraordinary Council Meetings

- (i) Ordinary Motions must be included with the request for the meeting. The agenda should be emailed to all Council members within one day of the request being made. A paper copy of the agenda is circulated at the meeting.
- (ii) Emergency motions and Amendments must be submitted in the manner laid out in clauses B.5 (i) 2, B.5 (ii) of the Standing Orders.

B. 16 Constituent Representatives

- (i) The Following Officers shall be granted voting rights in the CUSU Council on the basis of their being constituent representatives pursuant to section D.2.v of the Constitution:
 1. The LGBT Chair.
 2. The Students with Disabilities Officer.
 3. The Mature Students and Graduate College Academic Officer.
 4. The Women's Officer.
 5. The Black Students' Officer.
 6. The International Students' Chair.
 7. The Graduate Union president.

B. 17 When Policy Takes Effect

- (i) Policies other than motions of No Confidence shall take effect immediately upon passage in Council, provisional to there being no changes of votes in the intervening period between the passing of the policy and the ratification of the minutes of the Council at which the policy was passed. Motions of No Confidence shall take effect separately under the provisions of Section F of the Constitution.

Article C – Elections

C.1 The Single Transferable Vote system and Re-Open Nominations

- (i) All elections are by single transferable vote, under the regulations currently recognised by the electoral reform society, except for the case described in C.1 (ii). The count in any election or by-election is public.
- (ii) For the purpose of counting the votes, the "re-open nominations" box is treated as if a candidate. If at any stage of the count the "re-open nominations" candidate gains the required number of votes to be elected, the election closes and a further election is held for those places which remain unfilled.

C.2 Elections Committee

- (i) No member of the Elections Committee can stand for election to the Executive.
- (ii) No member of the Elections Committee can endorse or campaign on behalf of any candidate.
- (iii) Rulings of the Elections Committee must be made in writing and issued to all candidates concerned.
- (iv) Guidelines for the Elections Committee shall be determined by a resolution of Council prior to the opening of nominations for positions on the Committee.
- (v) The term of office for the Elections Committee shall be from its election until all complaints have been dealt with and the final Returning Officers Report has been submitted, and passed by Council.
- (vi) The Elections Committee shall be co-opted by the Second Council of Michaelmas Term.

C.3 Electoral Labels

- (i) Candidates can submit a label under which they are standing of up to 30 characters (including spaces and punctuation marks). This then appears on the ballot papers.
- (ii) Any candidate standing under a shared label, or with literature shared with one or more other candidates, is deemed to be a member of a political group.
- (iii) A candidate using Independent, Individual, or some similar title as an electoral label may not share literature or artwork with any other candidate.
- (iv) The returning officer can amend any label inconsistent with these standing orders.

C.4 Nominations and the ballot form

- (i) Nominations have to be submitted on an official nomination form. No member of CUSU can propose or second more than one candidate in any one election.
- (ii) A copy of the CUSU Election Standing Orders has to be distributed

with all official nomination forms. All candidates will sign to say that they have read, understood, and agree to abide by the rules and regulations of the Elections.

- (iii) The order of the ballot form is decided by lottery. Political groups may submit an order in which they wish their candidates names to appear.

C.5 Publicity

- (i) All individuals and political groups can submit one black-and-white A4 manifesto to be displayed in every college on the day of the election. Photographs of the candidate or details about any particular supporter, proposer, or seconder of a candidate are not allowed on any publicity or the manifesto.
- (ii) The returning officer can reject any manifestos which conflict with any CUSU policy concerning statements likely to cause offence.
- (iii) Candidates cannot issue any publicity before the close of nominations.
- (iv) Every year, the Elections Committee decides on a limit to the amount that can be spent on a candidate's campaign. Where relevant, the Elections Committee will put an appropriate value on items such as photocopying, in an effort to remove any effects of unequal access to resources amongst candidates. These valuations will then be used as costs when calculating the 'amount spent' by a candidate.
- (v) Candidates must abide by the University regulations regarding the use of email lists. Candidates may not use e-mail for campaigning except to friends of the candidate.
- (vi) Candidates are responsible for those campaigning on their behalf and are encouraged to make their supporters aware of the restrictions by which their activities are bound. Candidates should be aware that in the event that they fail to give adequate warning to their supporters and a complaint is brought against them, their failure to warn their supporters will not constitute an acceptable explanation.
- (vii) Candidates cannot fly-poster. A strict definition of fly-posting will be given by the Elections Committee to all candidates prior to campaigning.
- (viii) Stickers are banned except when worn by supporters.
- (ix) Candidates, or supporters, may not campaign or place publicity within five metres of any ballot box or of any public computing facility used for online voting.
- (x) If, during the course of an election, hustings are to be held, all candidates must attend a minimum of one quarter of the hustings, with exceptions only in circumstances that meet the satisfaction of the elections committee. All hustings must be chaired by a member of the Election Committee.
- (xi) Use of chalked publicity on University or Council property by candidates or their supporters is banned.

C. 6 By-Elections at CUSU Council

- (i) There must be a re-open nominations candidate.
- (ii) If a by-election is held in the first Council after the CUSU elections the conduct of that by-election remains the responsibility of the elections committee and must be included in that committees report of the elections.
- (iii) If a by-election occurs at a time when the elections committee is not in existence the conduct of the election is the responsibility of the CUSU Chair, or the President in his/her place.
- (iv) The elections committee, or CUSU Chair, whichever holds responsibility for the election, has discretion over which Clauses of Article J. of the CUSU Constitution apply to an individual by-election.
- (v) Irrespective of when a by-election for a cross-campus post occurs at Council, the post will be re-elected in the CUSU elections the next year.
- (vi) Vacancies in part-time cross-campus elected posts may be filled by a co-option of Council.
- (vii) There shall be a transition/handover period of two weeks after elections at Council during which the officer-elect shall shadow the officer that he or she is to replace; the officer-elect shall take office at the end of this two-week period. The transition period shall be waived for vacant offices.

C.7 Election of the Faculty Forum's Representatives to Council

- (i) There is a re-open nominations candidate.
- (ii) Nominations will be taken in person or by proxy at the Faculty Forum meeting.
- (iii) Only members of the Faculty Forum can vote or stand in the election.
- (iv) The election takes place at the first meeting of the Faculty Forum in Lent Full Term.

C.8 Complaints

- (i) The Elections Committee shall acknowledge all complaints within 24 hours of receiving them. The Elections Committee shall record all discussions, decisions and votes, whether in person, by phone or email.
- (ii) The Elections Committee shall decide on the merits of the objection by collecting information from all interested parties in order to ascertain whether they support or not the upholding of the complaint.
- (iii) The Elections Committee shall look to resolve all complaints thoroughly and as quickly as possible. The Elections Committee shall endeavour to keep all involved with the complaint informed

about the progress of the complaint and resolve it within three working days.

- (iv) Any party may appeal to overturn the decision of the Elections Committee in writing, within 72 hours of the Elections Committee announcing their decision whether or not to uphold the complaint, in accordance with the Constitution J.19.
- (v) If a by-election is held when the Elections Committee is not in existence, any complainants should refer to the CUSU Complaints Procedure available from the CUSU Offices or the CUSU President.

D – Referenda

D.1 Voting System

- (i) All referenda are by simple majority vote. The count in any referendum is public.
- (ii) For any question put in a referendum, the two answers are to the affirmative and to the negative, in that order. A ballot form submitted unmarked indicates the recording of an abstention.

D.2 Conduct of Referenda

- (i) The Elections Committee, including the Returning Officer, shall oversee the running of any referendum.
- (ii) Rulings made by the Elections Committee pertaining to the conduct of any referendum shall be issued in writing for the information of all voters and College Returning Officers. This shall be displayed in every college on the day of the referendum.
- (iii) Electronic voting shall only be employed if the method of voting employed is secret and secure. Electronic voting may only be employed in addition to, rather than in place of, voting in person, and suitable arrangements must be made to ensure the validity and accuracy of the count.
- (iv) Members of the CUSU Executive should not campaign for either a yes or a no whilst in their capacity as a member of the CUSU Executive. Furthermore, this ban over-rides any mandating by council to do so.
- (v) The Elections Committee are responsible for producing objective information relevant to the referendum, which should be distributed to College Returning Officers along with the ballot papers.
- (vi) Further to D.2 (v), the Elections Committee should produce posters advocating the arguments 'For' and 'Against' the passing of the referendum. The CUSU Executive should make sure that such posters are put up in all colleges well in advance of the referendum.
- (vii) No publicity relating to the referendum, besides that produced by the Elections Committee, should be within five metres of any ballot box.

D.3 Voting Materials

- (i) The only writing on the ballot paper itself should be the question put, along with affirmative and negative answers and instructions as to how to vote.
- (ii) Voting materials shall be kept for a period of one month before being destroyed, apart from principal documents which shall be archived in the usual way.

E – Policy, Reports and Plans

E.1 Making CUSU Policy

- (i) CUSU Policy can be set by either a resolution of a Referendum or the Council. In addition to this, Internal Policy can be passed as designated in E.3.
- (ii) Policy derived from a resolution of Council can only be amended or revoked by a subsequent resolution of the Council. In the event of contradictions in policy, the later policy overrules the earlier policy.
- (iii) Policy derived from a resolution of a Referendum can only be amended or revoked by a subsequent resolution of a Referendum. In the event of contradictions in policy, the later policy overrules the earlier policy.

E.2 Lapsing Policy

- (i) As stated in clause M.6 of the CUSU Constitution, policy passed at Council or by a Referendum remains valid for the remainder of the academic year it was passed, and for the two subsequent academic years, or until such time that it is overturned.
- (ii) Policy can be renewed if it is resubmitted to Council in the usual way.
- (iii) It is the responsibility of the Democracy and Development Team, to compile a complete list of Policy that is about to lapse, together with brief summaries of Policy detail where necessary, prior to the Easter II Meeting of Council. This list should be distributed to members of Council at this meeting.
- (iv) the Democracy and Development Team should submit to the Michaelmas I Meeting of Council as an Ordinary Motion any Policy that they think should be renewed.

E.3 Internal Policy

- (i) Internal Policy shall be defined as policy that solely concerns the operating procedure of the CUSU executive, campaign teams and committees.
- (ii) Internal Policy can be created by any executive office or body with the approval of both the Coordinator and the President. Internal policy should be announced at the earliest Coordination meeting after its inception. No Internal Policy can overrule any Policy passed by a resolution of the Council or a Referendum.
- (iii) Any Internal Policy should be announced at the subsequent meeting of Council.
- (iv) Internal Policy does not lapse. In the event of contradiction with other Internal Policy, the Policy that has been passed more recently overrules.
- (v) CUSU should have the following sets of internal policy:
 1. Financial Policy.
 2. Child Protection Policy.

3. Policy on the Financial Reserves.
4. Ethical Policy.
5. Computing Policy.
6. Equal Opportunities Policy.
7. Legal Policy.

E.4 Executive Reports and Plans

- (i) Each term, each member of the Executive must submit their Reports and Plans to the member of the Executive responsible for Communications not later than noon eleven days before the first Ordinary Council meeting of each term.
- (ii) The member of the Executive responsible for communications should compile the Reports and Plans and make sure they are sent each member of Council along with the agenda for the first Ordinary Council Meeting of term. If a member of the Executive submitted Plans during the previous term, these should be printed in the compilation alongside their Reports.
- (iii) If there is an objection to something in the Plans, any motion aimed at changing this plan could be submitted as an Emergency motion to the appropriate Council Meeting and must be accepted by the Chair (except as outlined in B.5 (vii)).
- (iv) Questions on the Executive's Reports and Plans can be asked during Agenda Item 6, in the standard manner.
- (v) Each time a motion is passed by Council calling for action on the part of the executive, a list of the steps to be taken shall be published and updated as the tasks are completed.

Article F – Executive Offices and Bodies

F.1 Structure of the Executive

- (i) The Autonomous Campaigns shall operate under rules and structure of their own choosing; the rules of Section F apply to the executive of the CUSU excluding the autonomous campaigns.
- (ii) The offices of the executive shall be grouped into teams that are assigned broad areas of responsibility for the carrying-out of policy mandated by the CUSU Council.
- (iii) Officers shall be responsible for supporting, contributing to and participating in activities falling under the purview of their team and the other offices within their team in addition to those of their own offices.
- (iv) Teams should, unless otherwise stated, meet at least once per week during full term, with allowances made for the difficulty of full scheduling during Easter Term.
- (v) The Coordinator should convene a weekly Coordination Meeting during Full Term to schedule activities across the executive and allocate needed resources to teams and offices. Coordination meetings should include participation from all council-accountable teams, normally through Sabbaticals or team leaders, and heads of autonomous campaigns shall be invited.
- (vi) A meeting of all the members of the executive branch of the CUSU should be scheduled at least twice per term.
- (vii) Teams carry out the instructions or mandates of council; they may also, however, propose motions, sign letters and statements, and draft proposals for internal policy with the unanimous consent of those team members present at a given meeting.
- (viii) In the event a team is given a mandate that is ambiguous, and they cannot agree to delegate decision responsibility to a team member, and they disagree about the proper course of action needed, the team may adopt a decision by majority vote, with the team leader casting a deciding vote if necessary.
- (ix) Reports from each team meeting should be created; these reports should be posted on the CUSU website, e-mailed to each team's relevant list of interested or concerned parties, and passed to the Coordinator for the Coordination Meeting.
- (x) A report from each Coordination Meeting should be created; the Coordination Report should detail recent and planned activities and include highlights from the reports of team meetings; the Coordination Report should be posted on the CUSU website, communicated to the CUSU Council, and sent to any relevant list of interested or concerned parties.
- (xi) Teams or individual officers may co-opt volunteers to assist in activities or perform work on behalf of the CUSU; the team or officer co-opting shall be held responsible for the conduct of such volunteers.
- (xii) In the event of an unfilled vacancy on a Group or Team, the team leader shall distribute the unclaimed responsibilities amongst the remaining team members, with the leader taking primary responsibility for the portfolio of the vacant office.

- (xiii) Each officer shall create a handover document for their successor which should include, the requirements of the Executive Office as set out in its job description, the CUSU Constitution and the Standing Orders, what the current Executive Officer has done during their term in office, unfinished business which their successor will need to continue.
- (xiv) When running Networks, officers or teams should open the Network contact lists to all interested parties.

F.2 The Resources Group

- (i) Offices in the Resources Group shall operate under the authority of the Coordinator; this group is not bound by the structural obligations of a team.

Executive Offices:

- (ii) The Coordinator
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall have the responsibility of overseeing the proper day-to-day functioning of the executive arm of the CUSU.
 - c) Shall directly manage staff, and will also directly manage any officers tasked with events, publicity, business management, administration, reception, and information technology.
 - d) Shall provide general support for CUSU's provision of services to its members.
 - e) Shall ensure that tasks assigned to teams or officers are carried out and shall report to Council on progress made in accomplishing mandated tasks.
 - f) Shall be the chief personnel manager of the executive and shall expediently report personnel problems to the Council and to the President.
 - g) Shall chair the weekly Coordination meeting and oversee the allocation of financial or personnel resources to efforts within various parts of the executive.
 - h) Shall be responsible for the maintenance of the Union's building and office space.
 - i) Shall, if allowed, represent the CUSU on the Standing Advisory Committee for Student Matters and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
 - j) Shall be responsible for creating and updating a general handbook for all of the Executive containing relevant information about CUSU, the Exec, and the organisation of CUSU campaigns and events. This should be given to each officer at the start of their term in office and also be made available online.
 - k) Shall hold regular Finance Meetings, including the treasurers of the Affiliated Common Rooms.
- (iii) The Communications Officer
 - a) Shall be elected by Council at the Third Meeting of Michaelmas Term.

- b) Shall maintain all CUSU contact databases and e-mail lists, including the membership of Council, Affiliated Common Room contacts for specific issues, Faculty representatives, and the members of the various CUSU Networks (Welfare, Green, etc.).
 - c) Shall collect the reports from each executive team meeting and compile them for the Coordinator before the weekly Coordination Meeting.
 - d) Shall distribute a weekly report including information from the Coordination Report and other relevant CUSU news, to Council, the Executive, and the Affiliated Common Rooms.
- (iv) The Entertainments Officer
- a) Shall be elected by Council at the Third Meeting of Lent Term.
 - b) Shall liaise with the students of the University on activities and entertainments put on by the CUSU.
 - c) Shall run regular meetings with, and stay in regular contact with, the Entertainments Officers and Managers of the Affiliated Common Rooms.
 - d) Shall organise volunteers into an Entertainments Committee to assist the CUSU in the publicising and execution of entertainments.
 - e) Shall facilitate communication and collaboration between Affiliated Common Rooms, promoting joint events and cross-campus publicity for collegiate entertainments.
 - f) Shall liaise with the CUSU Council on behalf of CUSU Ents.
 - g) May request a separate budget allocation for the organisation of entertainments.
- (v) The Sports and Societies Officer
- a) Shall be elected by Council at the Third Meeting of Lent Term.
 - b) Shall lead all CUSU activities involving support for student organisations and athletic participation.
 - c) Shall, if allowed, represent the CUSU on the Societies' Syndicate, the Sports Syndicate, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.

F.3 The Democracy and Development Team

- (i) The Democracy and Development Team shall be collectively responsible for CUSU actions pertaining to the Union's long-term development, constitutional structure, interpretation of rules and procedures, affiliation to outside bodies, relationships with members and with collegiate common rooms, and communication with the University on general matters.
- (ii) The Democracy and Development Team shall have a standing mandate to audit the Union's effectiveness, efficiency, and transparency.
- (iii) All members of the Democracy and Development Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.

Executive Offices:

(iv) The President

- a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
- b) The President shall lead the Democracy and Development Team, ensuring that its activities are performed in accordance with given mandates.
- c) The President shall oversee the work of the Coordinator and report to Council any problems with the management of the executive.
- d) The President shall act as the CUSU's chief spokesperson to outside organisations, including the University, national and international students' unions and university groups, and the media.
- e) The President shall have main responsibility for maintaining affiliation ties to outside organisations to which the CUSU joins itself.
- f) The President shall lead the Trustees of the Union and take responsibility for the propriety and legality of the CUSU's actions.
- g) The President shall sit ex-officio on the Elections Committee, providing support for its work and responding to any elections-related inquiries from the University.
- h) The President shall, if allowed, represent the CUSU on the University Council, the Standing Advisory Committee for Student Matters, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- i) The President shall bring concerns about the Constitutionality and Rules-conformity of existing CUSU policy to the Democracy and Development Team.
- j) The President may represent the CUSU ex-officio at the regional and national conferences of the National Union of Students.
- k) Shall hold regular meetings of the Presidents and External Officers of affiliated common rooms separate from Council meetings and maintain the Presidents' and Externals' Network.

(v) The Chair of the CUSU

- a) The Chair of the CUSU shall be elected by Council at the Third meeting of Michaelmas Term.
- b) The Chair of the CUSU shall preside over Council and Open Meetings, ensuring that those meetings operate within the CUSU's Constitution and Standing Orders.
- c) The Chair of the CUSU shall arrange the schedule and venues of Council Meetings and Open meetings and publicise them.
- d) The Chair of the CUSU shall liaise with members of Council and with Ordinary Members of the Union concerning the operation of Council meetings and Open Meetings.
- e) The Chair of the CUSU shall bring concerns about the Constitutionality or Rules-conformity of proposed CUSU policy to the Democracy and Development Team.

(vi) The Secretary of the CUSU

- a) The Secretary of the CUSU shall be elected by Council at the Third meeting of Lent Term.
- b) The Secretary of the CUSU shall take minutes of meetings of the CUSU Council and of CUSU Open Meetings and publish those minutes in relevant CUSU information outlets (including the CUSU Website, relevant e-mail lists, and the CUSU Offices) within five days of Council meetings.
- c) The Secretary of the CUSU shall keep the Union's records and internal documents and respond to internal and external requests for records and information.
- d) The Secretary of the CUSU shall keep the attendance and voting records for Council and publish them regularly.
- (vii) The Undergraduate Democracy and Development Officer
 - a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall liaise with the various collegiate JCRs on matters concerning their relationship with and affiliation to CUSU.
- (viii) The Graduate Democracy and Development Officer
 - a) Shall be elected by Council at the Third meeting of Lent Term.
 - b) Shall liaise with the various collegiate MCRs on matters concerning their relationship with and affiliation to CUSU.

F.4 The Education Team

- (i) The Education Team shall be collectively responsible for CUSU actions pertaining to: University, Faculty, and Collegiate instruction; the granting of degrees; the provision of academic and educational services; and the standing of students within academic institutions.
- (ii) All members of Education Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.
- (iii) The Education Team shall have a standing mandate to investigate academic practices in the colleges, faculties, and departments of the University and identify issues of student concern.

Executive Offices:

- (iv) The CUSU Education Officer
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall be the Union's primary caseworker for student issues on academic matters.
 - c) Shall, if allowed, represent the CUSU and Students on the General Board of the Faculties, the Standing Advisory Committee for Student Matters, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
 - d) Shall (with the College Academic Officers) run regular meetings of an Education Network of JCR and MCR education officers.

- e) Shall (with the Faculty Academic Officers) run regular meetings of an Education Network of Faculty representatives.
- f) Shall act in place of the President only when the President is absent for a significant period of time.
- (v) The Undergraduate College Academic Officer
 - a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall liaise with JCR education officers and support their work.
 - c) Shall lead CUSU activities related to undergraduate education in colleges, especially college supervision arrangements and collegiate libraries.
- (vi) The Mature Students and Graduate College Academic Officer
 - a) Shall be elected by cross-campus ballot during the Lent general elections.
 - b) Shall liaise with MCR education officers and support their work.
 - c) Shall lead CUSU activities related to graduate education and teaching in colleges, especially supervisor training and pay.
 - d) Shall represent the University's Mature Students to the CUSU and to the University and take the lead on campaigns specifically impacting on mature students.
 - e) Shall, if allowed, represent the CUSU on the Joint Committee on Childcare for Students and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (vii) The Undergraduate Faculty Academic Officer
 - a) Shall be elected by Council at the First meeting of Lent Term.
 - b) Shall liaise with the undergraduate Faculty and Departmental representatives of the University, including attending meetings of the Faculty Forum.
 - c) Shall lead CUSU activities regarding the in-faculty instruction of undergraduates, especially Tripos structure, examinations, and faculty libraries.
- (viii) The Graduate Faculty Academic Officer
 - a) Shall be elected by Council at the First meeting of Lent Term.
 - b) Shall liaise with the graduate Faculty and Departmental representatives of the University, including attending meetings of the Faculty Forum.
 - c) Shall lead CUSU activities regarding the in-faculty instruction of undergraduates, especially thesis and dissertation procedures.

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F.5 The Welfare Team

- (i) The Welfare Team shall be collectively responsible for CUSU actions pertaining to: students' mental and physical health; well-being; safety; security; and resources to cope with hardship and/or disability.
- (ii) All members of the Welfare Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.
- (iii) The Welfare Team shall have a standing mandate to identify and

investigate issues affecting the health, safety, security, and general well-being of the ordinary members of the CUSU.

Executive Offices:

- (iv) The Welfare Officer
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall be the Union's primary caseworker for students concerned with issues of health, safety, security, and general well-being.
 - c) Shall maintain and run regular meetings of a Welfare Network including JCR and MCR welfare officers.
 - d) Shall lead general CUSU campaign activities related to Welfare.
 - e) Shall, if allowed, represent the CUSU on the Standing Advisory Committee for Student Matters, the Senior Tutors' Welfare and Finance Committee, the Advisory Group on Communicable Diseases, the Emergency Planning Group, the University Health Services Management Committee, the Peer Support Advisory Working Group, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
 - f) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
- (v) The HIV and Sexual Health Officer
 - a) Shall be elected by Council at the Third meeting of Lent Term.
 - b) Shall lead CUSU campaigns and activities relating to reproductive health, HIV/AIDS, other STIs, safe sex practices, and sexual well-being.
- (vi) The Student Safety Officer
 - a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall lead CUSU campaigns and activities relating to the protection of students from harm, especially transport safety (including cycle safety and local public transport provision), local crime, illumination, policing, assault, and drug use.
 - c) Shall liaise with the Facilities and Catering Officer on issues of housing security and fire safety.
 - d) Shall, if allowed, represent the CUSU on the Consultative Committee for Safety, that Committee's Sub-Committee for Biological Safety, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (vii) The Mental Health Officer
 - a) Shall be elected by Council at the Third meeting of Lent Term.
 - b) Shall lead CUSU campaigns and activities relating to psychological well-being, especially academic stress, depression, eating disorders, and SMI's.
 - c) Shall, if allowed, represent the CUSU on the University Counselling Service Executive Committee, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (viii) The Students with Disabilities Officer
 - a) Shall be elected by a cross-campus ballot in the Lent general elections.

- b) Shall lead CUSU campaigns and activities relating to College and University provision for students facing physical, mental, or psychological impairments.
- c) Shall represent disabled students at CUSU Council and to the University and the Colleges.
- d) Shall, if allowed, represent the CUSU on the Joint Committee on Disability, the Disability Forum, the Disability Resource Centre Management Committee, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.

F.6 The Access and Funding Team

- (i) The Access and Funding Team shall be collectively responsible CUSU actions pertaining to the opportunity to attend the University and its related institutions; the ability to fund and support such attendance; and the standard of accommodation and other non-educational provision for students.
- (ii) All members of the Access and Funding Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.

Executive Offices:

- (iii) The Access and Funding Officer
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall be the Union's primary caseworker for issues of admissions, entrance, student financing, bursaries, and special Access initiatives.
 - c) Shall maintain and run regular meetings of an Access Network including all JCR and MCR Access and Target officers.
 - d) Shall lead general CUSU Access campaigns not specifically designated as part of the Target scheme.
 - e) Shall, if allowed, represent the CUSU on the Standing Advisory Committee for Student Matters, the Committee on Hardship Funds, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (iv) The Higher-Education Funding Officer
 - a) Shall be elected by Council at the Third meeting of Lent Term.
 - b) Shall lead CUSU campaigns and activities involving the government's funding of higher education, student loans and bursaries, the impact of monetary issues on Access, and other public and private provisions for the financial maintenance of students of the University.
- (v) The Target Officer
 - a) Shall be elected by Council at the Third meeting Lent Term.
 - b) Shall organise and lead CUSU Access campaigns under the Target Campaigns initiative.
- (vi) The Rents Officer
 - a) Shall be elected by Council at the Third meeting of Michaelmas Term.

- b) Shall provide support for JCRs and MCRs undergoing rents negotiations and re-negotiations.
 - c) Shall liaise with college bursars on general rents issues.
 - d) Shall maintain a database of college rents situations.
 - e) Shall lead CUSU activities and campaigns related to rents.
 - f) Shall support the Access and Funding Officer in casework involving students seeking affordable housing.
 - g) Shall, if allowed, represent the CUSU on the Bursars' Committee and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (vii) The Facilities and Catering Officer
- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall lead CUSU campaigns and activities involving the collegiate and university provision of food, the general standard of accommodation, the provision of catering facilities, and the inter-collegiate disparity in facilities and housing.
 - c) Shall liaise with the Student Safety Officer on issues of housing security and fire safety.
 - d) Shall support JCR and MCR officers in negotiating with colleges about the standard of housing, recreational facilities, and catering.
 - e) Shall, if allowed, represent the CUSU on the University Accommodation Syndicate and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.

F.7 The Ethical Affairs Team

- (i) The Ethical Affairs Team shall be collectively responsible for executive activities involving the relationship between the student body and the larger community, the impact of University, collegiate, student, and Union activities on the environment and/or broader society, and the interaction between social issues and forces and student life.
- (ii) All members of the Ethical Affairs Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.

Executive Offices:

- (iii) The Ethical Affairs Chair
 - a) Shall be chosen by all Ordinary Members of the CUSU by cross-campus ballot in the annual Lent elections.
 - b) Shall coordinate the work of the Ethical Affairs team, providing administrative support, attending Coordination Meetings, and ensuring a balancing of the focus areas of the Team's work.
 - c) Shall run regular meetings of a CUSU Ethical Network, to include all college Green, Ethical, and related officers.
 - d) Shall take the lead in general publicity and public/external relations for the Team.
- (iv) The Environmental Officer

- a) Shall be elected by Council at the Third meeting of Lent term.
 - b) Shall lead CUSU campaigns and activities involving the impact of the student body and the University on the environment, including energy, waste, pollution, carbon, biodiversity, and other relevant topic areas.
- (v) The Anti-Racism Officer
- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall lead CUSU campaigns and activities involving issues of racism and the impact of racism on the students of the University.
 - c) Shall, if allowed, represent the CUSU on the Cambridge University Faiths' Forum and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (vi) The Ethical Consumership Officer
- a) Shall be elected by Council at the Third meeting of Lent Term
 - b) Shall lead CUSU campaigns and activities involving the impact of purchasing, including CUSU procurement, University and Collegiate contracting and supply, student consumer awareness, and alternative product availability.
- (vii) The Ethical Investment Officer
- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall lead CUSU campaigns and activities involving the ethical investment of CUSU, University, Collegiate, and Common Room reserve funds.
- (viii) The Community and Volunteering Officer
- a) Shall be elected by Council at the Third meeting of Lent Term.
 - b) Shall lead CUSU campaigns and activities involving interaction between the student body and the local community, including connecting students with volunteering opportunities, liaising charitable with partner groups such as Student Community Action and RAG, promoting CUSU as a benefactor to the surrounding area, and connecting students with civic institutions and the democratic process.

F.8 The Open Portfolio Positions

- (i) Two open portfolio spaces shall be filled by Council at the Third meeting of Michaelmas Term. The candidates will specify a team (or the Resources Group) to which they should be added if elected; alternatively, they may be assigned to a team by the Coordinator upon election.

Article G – Challenging Motions and Policy

G.1 Challenges to the Constitutionality or Rules-compliance of Submitted Motions

- (i) Any two Ordinary Members of the CUSU may challenge a proposed motion's Constitutionality or conformity with the Standing Orders by writing to the Chair no later than five days prior to the opening of convening of Council or Open Meeting. The challenge should include an explanation of the objection.
- (ii) The Democracy and Development Team shall then consider the challenge in closed session. It may, before the opening of Council or Open Meeting:
 - 1. Clear the proposed motion.
 - 2. Take no action, leaving the item on the agenda paper.
 - 3. Delay the motion's submission until the next Council or Open Meeting pending further discussion or consultation.
 - 4. Rule a part of the proposal unconstitutional or in contravention of the rules, leaving the remainder on the agenda paper with the consent of the proposers.
 - 5. Rule the full proposal unconstitutional or in contravention of the rules and remove it from the agenda.Any action shall require the assent of a majority of the team.
- (iii) Pursuant to Sections C.1 and C.2 of the Constitution, no motion seeking a referendum may be challenged on the basis of its content.

G.2 Challenges to the Constitutionality or Rules-compliance of Pre-Existing Policy

- (i) Any two Ordinary Members of the CUSU may challenge a Union Policy's Constitutionality or conformity with the Standing Orders by writing to the President. The challenge should include an explanation of the objection.
- (ii) The Democracy and Development Team shall then consider the challenge in closed session at its next meeting. It may:
 - 1. Clear the policy in question.
 - 2. Rule a part of the proposal unconstitutional or in contravention of the rules, leaving the remainder as enforceable policy.
 - 3. Rule the full policy unconstitutional or in contravention of the rules and remove it from the mandates of the Union.Any action shall require the assent of a majority of the team.

G.3 Challenges to the Legality of Submitted Motions or of Policy

- (i) The Trustees of the Union may delay the consideration of a proposed policy by Council or an Open Meeting and/or invalidate any part of an agenda item on the basis of its non-conformity with the laws under the jurisdiction of which the Union falls.
- (ii) The Trustees of the Union may refuse the implementation of an

policy and/or invalidate any part of an existing policy basis of its non-conformity with the laws under the jurisdiction of which the Union falls.

- (iii) The Council shall, in the event the Trustees strike proposed or existing policy for legal reasons, have the option to mandate that the Trustees seek legal advice about a policy, provided that the Council specifies funding for the solicitation of such advice.