# Standing Orders of Cambridge University Students' Union

(An Unincorporated Association)

Date approved by Membership: ~~23 October 2017~~ 4 March 2019

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# Standing Orders of Cambridge University Students' Union

## Article A Introduction

**A.1** These Standing Orders should be read in conjunction with the Cambridge University Students' Union (CUSU) Constitution. Together, these documents form the basis for the operation of CUSU.

**A.2** Should there be any conflict or contradiction between the Constitution and Standing Orders, then the former shall take precedence.

**A.3** If any dispute arises in relation to the interpretation of the Constitution, or any of these Standing Orders, or if any conflict or contradiction between Standing Orders exists, it shall be resolved by the ~~Union Development Team~~Democracy Steering Group. This decision shall be final.

**A.4** The CUSU Constitution should be referred to for meanings of any defined terms used in these Standing Orders; additional definitions may be added from time-to-time).

**A.5** These Standing Orders may be amended through a quorate Referendum (as laid out in Article F below (*Conduct of Referendums~~Conduct of Referendums~~Conduct of ~~Referendums~~*)) with a simple majority in favour, or by 66% vote in favour of two consecutive quorate meetings of CUSU Council.

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**A.6** In any change to the Standing Orders a nominee of the Board of Trustees shall be responsible for drafting proposed changes to protect the consistency of the written document and ensure it continues to be compliant with prevailing legislation affecting the charity.

**A.7** These Standing Orders may be amended by the Board of Trustees provided amendments are ratified by a simple majority resolution of two consecutive CUSU Council meetings. In an instance that the Board of Trustees employ Clause 57 of the

CUSU Constitution to amend any part of the Standing Orders without CUSU Council ratification (for example, in the event of urgent amendments being required), CUSU Council shall permit the Board of Trustees to suspend any disputed provisions of the Standing Orders and until such time as the CUSU Council fully ratify replacement provisions. The ~~Union Development Team~~Democracy Steering Group shall be responsible for defining transitional provisions during any period of suspension.

**A.8** In accordance with Clause 14.3 (*Members*) of the CUSU Constitution, the procedure for opting out of Ordinary Membership shall be delegated to the *Statutes and Ordinances* of the University of Cambridge. Upon receiving confirmation from the University of Cambridge of any Member who has rescinded their membership of CUSU, CUSU shall revise records accordingly for the remainder of the Academic Year.

**A.9** For the purposes of Part II of Chapter 30 of the Education Act 1994 (namely paragraph 22 of Chapter 30), the CUSU President shall be deemed the Major Union Office of the Students' Union.

## Article B The Board of Trustees

### B.1 Governance Practices of the Board of Trustees

i. The CUSU Board of Trustees' ("the Board") shall establish and maintain a 'Trustees Handbook', which would normally include necessary policies pertaining to the good governance practices of the Board. The Trustees Handbook must, at a minimum, include a Conflicts of Interest Policy, Confidentiality Policy, a copy of the Trustee Declaration and a trustee role description. The Secretary of the Board shall make the handbook available to any Ordinary Member on request.

ii. The Board of Trustees shall maintain policies and procedures pursuant to Clauses 54 to 65 (*Powers of Trustees*, *matters of delegation of duties* and *Bank Account*), to which D.26~~D.26~~D.23 (*Internal Policy*~~*Internal Policy*~~*Internal Policy*~~*Internal Policy*~~) shall apply and, where relevant, provide detail or provision.

iii. The Board shall make available guidance to CUSU Council, via the Chair, on matters of charity governance that relate to compliance with the law, in particular, the commitment of charity resources. The Board shall be available to provide on-going support to the Chair in matters pertaining to charity governance.

iv. The CUSU Council Chair shall ensure that guidance from Board in relation to charity governance is communicated to Council members when necessary and, in particular, motions submitted that conflict with guidance are referred to the Board or referred back to the proposer.

v. The CUSU Council Chair shall provide the Board with Council correspondence, such as copies of meeting papers, approved motions and minutes.

### B.2 Reporting Processes

i. The Board shall ensure the non-reserved minutes of trustee meetings are made available to Members once approved at a subsequent meeting. Minutes shall normally be uploaded within seven days of the trustee meeting at which the minutes were approved.

ii. The Board shall report termly to CUSU Council, and such reports shall:
   a) Normally be submitted to the final CUSU Council of each Term;
   b) Be restricted to non-confidential or commercially-sensitive information;
   c) Include information pertaining to the general governance activities of the Board of Trustees, the strategy of the Union and the financial health of the Union (including a commentary regarding the Union's income and expenditure against budget);
   d) Be verbal or in written form;
   e) Require a minimum of one trustee to attend; and,
   f) Provide an opportunity for CUSU Council Members to submit questions to the CUSU Chair that shall then be put to the trustees, which must be answered at the meeting verbally or provided via a subsequent report submitted to the following Council.

iii. In the event of Board intervention in the democratic processes of the membership under Clause 55 of the Constitution, the Board shall submit a report to a CUSU

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Council meeting no later than two Council meetings following the respective Board decision. The report shall:

a) Be verbal or in written form;
b) Be presented by at least one trustee in attendance at the meeting;
c) Be restricted to non-confidential or commercially-sensitive information;
d) provide an explanation to the Members for any Board intervention; and,
e) Provide an opportunity for CUSU Council Members to submit questions to the CUSU Chair that shall then be put to the trustees, which must be answered at the meeting verbally or provided via a subsequent report submitted to the following Council.

**B.3 Membership and Attendance**

i. Membership of the Board of Trustees are subject to provisions of the Constitution:
   a) There shall be four Officer Trustees.
   b) There shall be two External Trustees.
   c) There shall be two Student Trustees.

**B.4** The CUSU General Manager shall normally attend meetings of the Board, subject to reserved business items, as an advisor to the Board.

**B.5** The Secretary to the Board will be a nominee of the General Manager.

**B.6** The Board of Trustees may request attendance and report of any person who, in the view of the Trustees, may provide the Board of Trustees with pertinent or useful information or opinion to facilitate the discharge of its duties.

## Article C Trustees

### C.1 Officer Trustees

i. There will be four *ex officio* elected Officer Trustees as follows (who are elected in accordance with their Executive Office at CUSU):
   a) The President
   b) The Education Officer
   c) The Women's Officer
   d) The Access & Funding Officer

ii. Executive Officers who are also Officer Trustees (C.1) may only hold the office of Officer Trustee whilst an employment contract as an Executive Officer with CUSU is in force and valid.

iii. Executive Officers who are also Officer Trustees (C.1) may not take up either post if they are disqualified from being a charity trustee in England or they are or become ineligible for trusteeship at CUSU (as detailed in the Constitution). Where an *ex officio* Officer Trustee is ineligible to hold the office of trustee or an Officer Trustee position is vacant, CUSU Council may appoint, or elect in the case of contested interest, one of the remaining Executive Officers who are not Officer Trustees to be co-opted by the Board of Trustees, subject to their eligibility, until such time that individual elected Officer Trustee positions set-out in C.1 are no longer vacant.

iv. The term of office for Officer Trustees will be from 15 July (or date of election if later) to 14 July (or date of resignation if earlier). No Officer Trustee may hold office for more than two years, either consecutively or non-consecutively.

### C.2 Student Trustees

i. Student Trustees will normally be appointed by a Selection Group consisting of the ~~Union Development Team~~Democracy Steering Group, plus a nominee elected from and by the membership of CUSU Council, plus one additional Sabbatical Officer who is not a member of UD Team and is not the nominee of CUSU Council and who is appointed by a resolution of the Executive Committee. The Selection Group shall nominate a Chair from among its membership.

ii. The responsibility of the Selection Group shall be to propose suitable Student Trustee candidates to fill Student Trustee vacancies on CUSU's Board of Trustees. Duties shall include:
   a) to consult the Board of Trustees on skills and experience needs of the Board of Trustees;
   b) to update CUSU Council on their progress in recruiting Students Trustees, which should include non-confidential information regarding their actions, the recruitment procedure and the number of applications received, excluded, and passed over;
   c) to promote Student Trustee vacancies for the forthcoming Academic Year to all students;
   d) to receive applications responsibly and make and store records confidentially;

e) to select suitable candidates from the selection pool of applicants;
f) to propose candidates to fill Student Trustee vacancies to CUSU Council; and,
g) to follow-up the recruitment process by way of contacting applicants as to their success and informing the Board of Trustees of the decision of CUSU Council.

iii. The design and content of the Student Trustee application form is the responsibility of the CUSU Trustees and should be reviewed annually.

iv. Up to 2 [two] Student Trustees shall be appointed by a simple majority vote of the Selection Group, provided that the appointment of each Student Trustee is ratified by a 66% majority vote of CUSU Council. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by CUSU Council.

v. The Student Trustee Selection Group may be convened at any time a Student Trustee vacancy arises. The Student Trustee Selection Group will normally be established at the first Council of Lent Term to coordinate recruitment of Student Trustees for the forthcoming Academic Year.

vi. The Selection Group will normally submit a Motion to CUSU Council for the first Council of Easter Term to ratify the decision of the Selection Group.

vii. Student Trustees may remain in office for a term of one year commencing either directly after the completion of the term of office of their predecessor or immediately after their appointment if the position is vacant, subject to their eligibility and valid status as a Student Trustee subject to provisions of the Constitution.

viii. The term of office shall run from the Michaelmas following their appointment or election for one calendar year.

ix. A Student Trustee may serve a maximum of two consecutive or non-consecutive terms. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end

x. In the event of an imminent Student Trustee vacancy, the Board of Trustees may choose to co-opt an outgoing Student Trustee until such time as a new Student Trustee can be appointed and approved.

xi. The Student Trustees must not hold any paid position within CUSU.

**C.3 External Trustees**

i. External Trustees refer to trustees who are not Members or current students of the University of Cambridge, or who are not staff or officers of the University of Cambridge or CUSU; External Trustees will be recruited on the basis of their skills and experiences in relation to the needs of the Board of Trustees in fulfilling its collective duty.

ii. Up to 2 [two] External Trustees shall be appointed in-line with the Constitution.

iii. The Board of Trustees shall coordinate the recruitment process for External Trustee vacancies. Upon completion of the process the Trustees shall propose suitable External Trustee candidates to fill External Trustee vacancies to CUSU Council, which must be ratified in accordance with the Constitution.

iv. The appointment of External Trustees may happen at any time a vacancy arises. The Board of Trustees, upon agreement with an External Trustee candidate, may agree to shorten the term of an External Trustee by up to one year in order to ensure consistency of experience across the Board; such must be approved by a two-thirds majority of CUSU Council.

v. External Trustees must not hold any elected or paid position within CUSU or the University and its related organisations, for example, Cambridge University Press. The Trustees must make the ~~Union Development Team~~Democracy Steering Group aware of any Declarations of Interest from External Trustees. The ~~Union Development Team~~Democracy Steering Group are permitted discretion to accept any declaration or propose remedial action to the Board of Trustees or CUSU Council.

vi. Former Elected Officers, Student Trustees, members of staff either of CUSU or the University and graduates of the University of Cambridge may not apply to be External Trustees until five years after their term of office has ended or they have left CUSU or the University of Cambridge. This is subject to the discretion of the Board.

vii. External Trustees must re-apply for any additional term.

viii. In the event of an imminent External Trustee vacancy, the Board of Trustees may choose to co-opt an outgoing External Trustee until such time as a new External Trustee can be appointed and approved.

## Article D CUSU Council

### D.1 Purpose of CUSU Council

i. CUSU Council will:
   a) develop and review CUSU Policy;
   b) mandate specific actions to be carried out by the Executive Committee and Student Officers;
   c) provide students with a forum to guide and scrutinise Executive and Student Officer activity;
   d) provide guidance to the Board of Trustees and ratify proposals where required;
   e) receive reports from the Union's representatives and Board of Trustees;
   f) work to widen the democratic nature of Union decision-making; and,
   g) provide a forum for students to raise and discuss issues that concern them.

ii. CUSU Council will be the sovereign policy making body of the Students' Union, for the purposes of engagement with the National Union of Students.

iii. The CUSU Council can by majority vote set up sub-committees to work on areas under its remit. Any sub-committee of the CUSU Council will:
   a) Have specified terms of reference.
   b) Report into CUSU Council.
   c) Be tasked with covering an area of CUSU activity, or a time limited enquiry into a student issue.
   d) Only be open to students involved in the activity of the scope of the subcommittee or affected by the issue of investigation.
   e) Be open to relevant Executive Officers, CUSU staff or student representatives.
   f) Have a Chair selected by CUSU Council at the time of its creation.

**D.2** The Board of Trustees is responsible for ensuring that Council Meetings are planned and held as required in CUSU's Constitution and Standing Orders.

### D.3 Scope of CUSU Policy

i. CUSU Policy motions shall set a position or mandate of the students' union on behalf of Members, subject to Clause 3 (*Objects*) of the CUSU Constitution, which may:
   a) Set a collective view or agenda that is deemed representative of CUSU's Membership;
   b) Mandate ensuing and ongoing activity in line with such a view to be undertaken or overseen by CUSU representatives or specific groups;
   c) Mandate required activity and/or commitments by Affiliate Members.

ii. Policy of CUSU will stay in affect for the time period specified in the policy (maximum of three years) unless subsequent policy is enacted that supersedes it or it is prevented from lapsing at the CUSU Council.

iii. CUSU Council will pass all motions which CUSU wishes to propose to NUS National Conference. These motions will not enter into CUSU Policy, unless this is specified in the motion text. If CUSU Council passes more text for NUS Conference than it can submit, then Council will be asked to complete a priority ballot to decide which text is submitted.

### D.4 CUSU Action Motions

i. CUSU Action motions shall set a position or mandate of the students' union on behalf of Members, subject to Clause 3 (Objects) of the CUSU Constitution, which may:
   a) Mandate ensuing and time-constrained activity to be undertaken or overseen by CUSU representatives or specific groups;
   b) Mandate ensuing and time-constrained activity by Affiliate Members; and/or,
   c) Commit resources to mandated activity.

ii. Actions shall stay in affect for the time period specified in the policy or until CUSU Council has been notified of the completion of the relevant mandated activity.

### D.5 Timings

i. The Chair, subject to D.10~~D.10~~D.9 (in particular D.10ii~~D.10ii~~D.9ii and D.10x~~D.10x~~D.9x), shall publicise the date and time of the meeting and the deadline for the submission of Motions and Amendments to each voting member of Council and affiliated college at least 14 days before the meeting.

ii. At least four non-extraordinary meetings of Council should be scheduled during each of Michaelmas and Lent terms, and at least two in Easter Term. The date of every Council meeting shall be approved by the previous meeting.

iii. The Chair, subject to D.10~~D.10~~D.9 (in particular D.10ii~~D.10ii~~D.9ii and D.10x~~D.10x~~D.9x), will circulate an Agenda to all voting members five days before the date of the meeting.

iv. All Ordinary Motions must be submitted by 6pm on the sixth day prior to the meeting date. Emergency motions may be submitted before 9am on the day of the meeting.

### D.6 Extraordinary Council

i. Extraordinary Council Meetings can be called either by 10 Non-Executive Members of Council, three sabbatical Officers or two Executive Teams providing a written request to the Chair. If so requested, they must be held within three Full Term days of the request.

ii. Within one day of receiving a request for an Extraordinary Council Meeting, the Chair shall publicise the date and time of the meeting and the procedure for submitting Emergency Motions and Amendments to each Member.

iii. Ordinary Motions must be included with the request for an Extraordinary Council Meeting. The agenda will normally be emailed to all Council members within one day of the request being made.

iv. Emergency motions and Amendments must be submitted in accordance with D.13~~D.13~~~~D.12~~ and D.14~~D.14~~~~D.13~~.

## D.7 Membership and Attendance

i. CUSU Council 'Voting Membership' will consist of:
   a) ~~The Presidents and External Officers of affiliated College Common Rooms; each College shall have three representatives.~~One representative per affiliated College Common Room, which shall ordinarily be the Vice-President or Externals Officer.
      ~~(1) Where there are two common rooms, the Junior Common Room (or equivalent, "JCR") shall hold two votes, and the Middle Combination Room or equivalent ("MCR) shall hold one vote.~~
   b) Elected members of the CUSU Executive who are:
      (1) Sabbatical Officers (as in H.4 and H.5);
      (2) Campaigns Officers of the Part-Time Executive (as in H.8), inclusive of Portfolio Campaigns Officers (H.8iv~~H.8iv~~~~H.8viii~~);
      (3) the representatives of each ~~Liberation~~ Campaign, each Campaign being awarded two votes at CUSU Council (excluding Campaigns led by Sabbatical Officers who are also Heads of ~~Liberation~~ Campaigns, who already have a vote on behalf of their constituency via their status as both Sabbatical Officer, thus leaving only one vote to be awarded to another representative of the Campaigns in question), and the distribution of the two votes within the executive committees of the ~~Liberation~~ Campaigns being decided by the Campaigns' committees themselves; and,
      ~~(4) the Head of the Ethical Affairs as laid out in 0.~~
   c) Graduate Union President.
   d) Twelve School-level Student Academic Representatives, subject to I.3 and I.8, of which:
      (1) Each School shall be represented by an undergraduate and a postgraduate representative.
   ~~e) The Elected NUS Delegates.~~

~~ii. Council Membership classes of i.b)(2), i.b)(3) and i.b)(4) shall hold one vote at CUSU Council per their portfolio (as applicable to i.b)(2)) or constituency (as applicable to (i.b)(3) and i.b)(4) ). Where a constituency leadership role is shared by multiple Ordinary Members, only one Ordinary Member may attend each meeting and vote as a voting Member (i.e. the constituency shall only be permitted one vote).~~

~~iii.~~ii. All Council members should either attend Council in person or send a substitute (proxy) by providing written notification to the Chair subject to restrictions set-out in this provision D.7~~D.7~~~~D.6~~ii~~iii~~ (below). Notification must reach the Chair before the start of the meeting. The substitute must be a CUSU Member. Council members should inform their constituents of any instance of proxy voting on their behalf. The membership classes of i.a), i.b) and~~,~~ i.d) ~~and i.e)~~ are subject to the following:
   a) The proxy votes of the members in class i.a) are limited to Ordinary Members of their constituent College;

b) Sabbatical Officers and, members of the Part-Time Executive ~~and NUS Delegates~~, classes in i.b)(1) and, i.b)(2) ~~and i.e)~~, are prohibited from sending a proxy in their place to act and vote on their behalf/with their vote.
c) The proxy votes of the Heads of ~~Liberation~~Campaigns, i.b)(3), are limited to Ordinary Members of the respective ~~Liberation~~ Campaign Executive.
d) The proxy votes of Student Academic Representatives, i.d), are limited to Ordinary Members who ~~are members of Faculty Forum,~~ belong to the School constituency and represent Ordinary Members at the respective level of study (i.e. undergraduate or postgraduate).

~~iv.~~iii. 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.

~~v.~~iv. All Ordinary Members of CUSU have the right to attend any CUSU Council Meeting, and to speak at the invitation of the Chair.

~~vi.~~v. 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.

~~vii.~~vi. Any Member may attend any CUSU Council meeting or propose a motion.

### D.8 Quorum of Council

i. Quorum of CUSU Council shall ordinarily consist of a number present equal to or greater than ~~three fifths of the number of Affiliated Common Rooms provided the number of non-Executive Council Members present, i.e. Council Members other than those prescribed in D.7i.b), is greater than the number of Executive Committee Council Members present (as described in D.7i.b) )~~one-third of eligible voting members of the Council.

ii. Non-quorate meetings may continue as normal and any resolution must be ratified at the following Council Meeting; non-quorate meetings may discuss issues and pass recommendations to the Executive or General Meetings for consideration.

### D.9 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. The final vote of any Motion shall be confirmed only by the voting record for the meeting.

iii. For a vote to be carried the total number of voters indicating their presence must be above the level of quorum.

iv. A simple majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining.

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.

vi. A member of Council, or their proxy, may only vote on a motion if they are present during the taking of the vote.

vii. No individual can exercise more than one vote at CUSU Council.

viii. 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.

ix. Any Member may vote on any Motion or proposed resolution, subject to restrictions:
   a) No Member may vote on any Motion where the Motion seeks Council approval or ratification of their report to Council;
   b) No Member may vote on any Motion where the individual may receive financial benefit from a resolution; for the avoidance of doubt, this restriction shall apply to membership category b) in any Motion to decide the explicit remuneration that Member would receive if re-elected as a Sabbatical Officer for the forthcoming year, however the restriction shall not apply to any Motion to ratify the budget more generally providing the remuneration of Sabbatical Officers for the forthcoming year had already been set.

## D.10 The Chair and Deputy Chair

i. Council shall normally be administered by the CUSU Chair and CUSU Deputy Chair.
   a) The purpose of the CUSU Chair shall to lead the administration and business of CUSU Council in an impartial manner.
   ~~b)~~ The purpose of the CUSU Deputy Chair shall be to deputise for the CUSU Chair.~~, to lead all elections to offices via the CUSU Council meeting, and to lead the administration and business of Faculty Forum.~~
   b)

ii. Council shall normally be chaired by the CUSU Chair. In the absence of the CUSU Chair, CUSU Council shall normally then be chaired by Deputy Chair. In the absence of any Chair being appointed for a meeting, CUSU Council may resolve to appoint a Chair who will be unable to exercise any votes during the course of chairing duties.

iii. The CUSU Chair role shall be promoted to all Members in advance of an election.

iv. The CUSU Chair shall be elected by Council at the fourth meeting of Lent Term and service in office for the period of one year. The highest-ranking runner-up candidate in the election of Chair shall normally be automatically elected to the position of Deputy Chair and service in office for the period of one year. Bye-elections for vacant positions may take place at any subsequent Council.

v. The CUSU Chair and Deputy Chair must each be an Ordinary Member.

vi. The CUSU Chair shall preside over Council and General Meetings in an impartial manner, ensuring that those meetings operate within the CUSU's Constitution and Standing Orders.

vii. The duties of the CUSU Chair shall be:

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a) To arrange the schedule and venues of Council Meetings and General Meetings and publicise them. To liaise with members of Council and with Ordinary Members of the Union concerning the operation of Council meetings and General Meetings.
b) To provide impartial advice on the structuring of motions and ensure that all motions fit the purpose and scope of CUSU Council (as in D.3), and is compliant with Clause 3 (*Objects*) of the Constitution.
c) To direct the business of Council and General Meetings in-line with the Constitution and Standing Orders, inclusive of the duties to steer Council Members toward democratic resolutions, ensuring agenda items remain 'on topic', and that Members have due opportunity to participate in debate.
d) To encourage and facilitate the participation of all Council Members.
e) To record and retain such records, inclusive of voting records and minutes, of CUSU Council business and make available to Ordinary Members.
f) To bring concerns about the Constitutionality or Rules-conformity of proposed CUSU policy to the CUSU Executive.
g) To seek support from the CUSU Executive and CUSU staff in the enactment of their duties.
~~g)~~h) To work with the Democracy Steering Group to set and structure the agenda of CUSU Council.

viii. The duties of the CUSU Deputy Chair shall be:
a) To deputise for the CUSU Chair.
~~b) To promote and administer elections within CUSU and the University by the CUSU Council meeting.~~
~~c) To arrange the schedule and venues of Faculty Forum.~~
~~d) To liaise with members of Faculty Forum and with Ordinary Members of the Union concerning the operation of Faculty Forum meetings.~~
~~e) To direct the business of Faculty Forum in line with the Constitution and Standing Orders, inclusive of the duties to steer Forum members toward democratic resolutions, ensuring agenda items remain 'on topic', and that Members have due opportunity to participate in debate.~~
~~f) To encourage and facilitate the participation of all Student Academic Representatives.~~
~~g) To record and retain such records, inclusive of voting records and minutes, of Faculty Forum business and make available to Ordinary Members.~~
~~h) To bring concerns about the Constitutionality or Rules conformity of proposed CUSU policy to the CUSU Executive.~~
~~i)~~b) To seek support from the CUSU Executive and CUSU staff in the enactment of their duties.

ix. The Chair or Deputy Chair must announce any intention to nominate themselves for election of CUSU Chair or Deputy in a forthcoming election. The individual must:
a) inform the ~~Union Development Team~~Democracy Steering Group no later than the deadline for motions of the third meeting of Lent Term; and,
b) recuse themselves from any duties related to the election of Chair or Deputy Chair.

The ~~Union Development Team~~Democracy Steering Group shall be responsible for promoting the nominations of CUSU Chair or Deputy Chair where there is a conflict.

x. The Chair and Deputy Chair may delegate administrative duties of CUSU Council ~~and Faculty Forum~~ to a member of the CUSU staff team, subject to restrictions:

a) CUSU staff must not undertake the duties of D.10vii.c)~~D.10vii.c)~~~~D.9vii.c)~~, relating to *directing the business of Council* (i.e. staff may not attend the meeting as Chair and undertake chairing duties, but they may support all other administrative aspects of the Chair's role).
b) Any resource limitations of CUSU.
c) The consent of ~~Union Development Team~~Democracy Steering Group.

## D.11 The Chairing of CUSU Council ~~and Faculty Forum~~

i. The Chair cannot participate in the debate, and cannot vote.

ii. 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 unless a challenge is made via a Procedural Motion.

iii. From time to time the Chair may appoint a Chair's Aide for the duration of a meeting. Any appointed Aide must be an Ordinary Member and must remain the responsibility of the Chair.

iv. Members of the ~~Union Development Team~~Democracy Steering Group ~~Democracy Steering Group~~ may advise the Chair privately at any point on matters of constitutional or policy interpretation. Such communication shall not be directed at the Council, and if a member of that Team wishes to address the Council, they must do so through the usual procedures.

## D.12 The Agenda

i. Agendas are emailed to all Council members five days before the meeting. Paper copies will only be distributed to those who request them in advance.

ii. Items on the agenda paper for Council appear in the following order:
a) Announcements
(1) The unapproved minutes of any previous meetings shall be listed in this section, and will be approved without discussion unless there is an objection. Questions, reports and announcements (including date of the next meeting) to and by the Council shall also appear here.
b) Discussions
c) Motions
d) Elections

iii. The Chair can propose an adjournment of up to 10 minutes at any time, subject to an indicative vote if there is opposition.

iv. Subject to the discretion of the Chair, any Ordinary Member invited to speak at CUSU Council has the right to submit a written statement to the Chair in lieu of speaking publicly provided any written statement:
a) is no longer than two sides of A4 in length;
b) is presented in an accessible format and legible; and,
c) is provided to the Chair no later than the relative business (i.e. agenda item) is to be discussed.

This provision shall also apply to the proposing of motions. The discretion of the Chair shall be applied reasonably, fairly and proportionately.

### D.13 Submission of Motions

i. There are four types of motions that can be considered at Council Meetings:
   a) Ordinary Motions, which must be submitted to the Chair not later than 5pm 6 [six] days before the meeting.
   b) Balanced Motions, which shall be submitted in 'balanced form', achieved by offering Council Members a maximum of two, independent sets of 'resolves' to vote upon. For avoidance of doubt, 'Balanced Motions' shall offer Council Members a maximum of 2 [two] options within the 'Resolves' section of the Motion, between which Members must resolve to proceed with 1 [one] of the stated options. Balanced Motions are not enforceable without further resolution as an independent Ordinary Motion (see D.18~~D.18~~~~D.17~~, *Debating Procedure for Balanced Motions*~~Debating Procedure for Balanced Motions~~ ~~Debating Procedure for Balanced Motions~~).
   c) 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').
   d) Procedural Motions, which affect the conduct of the meeting (see D.19~~D.19~~~~D.18~~, *Procedural Motions*~~Procedural Motions~~~~Procedural Motions~~).

ii. All Ordinary, Balanced or Emergency Motions shall be identified as *Policy Motions* or *Action Motions* at the discretion of the Chair, when not clearly expressed in the content of the motion.

iii. An Ordinary or Emergency Motion must be submitted in writing or by email. It can be proposed by:
   a) two Ordinary Members of CUSU; or,
   b) a CUSU Committee or Team; or
   c) the Board of Trustees; or,
   d) The College Forum; or,
   ~~e)~~e) The ~~Faculty~~Academic Forum
   ~~d)~~f) a ~~Liberation~~ CUSU Campaign.

iv. An Ordinary or Emergency Motion 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 re-propose it.

v. If an Emergency Motion is submitted at least two days before the meeting, the Chair is responsible for distributing it at Council; otherwise, the proposer must bring 50 copies of the Motion with them to Council.

vi. Motions that require ratification:
   a) Amendments to the Constitutions of Student Groups and the ~~Liberation~~ CUSU Campaigns.
   b) Votes of no confidence in a Head of ~~Liberation~~ CUSU Campaign who is also a Sabbatical Officer passed by the particular ~~Liberation~~ CUSU Campaign.
   c) The Annual Budget.
   d) Sabbatical Officer Contracts.

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vii. Unless otherwise stated and provided for in these Standing Orders, any motion requiring ratification shall be deferred to the Executive Committee who shall either:
   a) resolve to return the motion to a democratic forum where the motion has previously been debated for their consideration and further action;
   b) resolve to return the motion to the Board of Trustees for consideration, decision and further action; or
   c) resolve to revise the motion and re-submit the motion for approval by CUSU Council.

viii. Motions that must pass through two consecutive Council Meetings:
   a) Changes to Standing Orders (requires a two-thirds majority).
   b) The Constitutions of the Student Groups and ~~Liberation~~ CUSU Campaigns (but not amendments to these Constitutions once they exist);
   c) Policy motions.

ix. It is the responsibility of the CUSU Chair to ensure motions requiring ratification proceed to a second vote if one is required.

x. Any Motion that is deemed by the Chair to contain a racist, sexist, homophobic, transphobic, disablist or other bigoted comment may be refused acceptance.

xi. 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 President shall be responsible for assigning the motion's tasks or campaign area.

xii. Motions should be written in three parts:
   a) Facts about the Motion's substance (under "CUSU Notes");
   b) The stance that should be taken (under "CUSU Believes"); and,
   c) The concrete actions and mandates which will come from assent to the Motion (under "CUSU Resolves").

## D.14 Amendments

i. Amendments to Motions shall be submitted to the Chair.

ii. Amendments can be accepted as "friendly" (i.e. acceptable) by a Motion's proposers at any time (and therefore taken immediately into the text of the main Motion). At the Chair's discretion, proposed friendly amendments may instead be debated in the usual way.

iii. Amendments may not themselves be amended during debate, except by the request of the proposing speaker.

## D.15 Safe Space

i. CUSU Council Meetings are a safe space. Remarks, behaviour or language that is aggressive, disrespectful, threatening, intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated.

ii. If anyone in attendance feels that someone is engaging or has engaged in any activity laid out in D.15i~~D.15i~~D.14i they may bring it to the attention of the Chair. The Chair may demand the ceasing of such behaviour or the withdrawal of any remark they deem to contravene D.15i~~D.15i~~D.14i. The Chair may ask those concerned to leave the meeting if this demand is refused; or the activity continues.

iii. Any member of CUSU present has the right not to be photographed, filmed, or recorded electronically at a CUSU Council meeting.

## D.16 Debating Procedure for Ordinary Motions

i. Debating process shall ordinarily consist of motions (presented as paperwork), speeches (referring to spoken presentations or written submissions), discussion and voting.

ii. The proposer of the Motion (or someone they nominate) makes the proposing speech, unless:
   a) The proposer does not wish to make a speech and has not nominated someone to make a speech on their behalf, in which case, at the discretion of the Chair, an Ordinary Member present may be invited to propose the Motion.
   b) The proposer submits a written version of a speech, which must be no longer than two A4 sides in length and in a font and format accessible to Council Members, either:
      (1) by providing 50 printed copies to Council Members at the meeting and an electronic version to the Chair; or,
      (2) by providing a copy of the speech to the Chair before the time of the Motion being proposed so that the Chair may read the speech to Members of the meeting at the appropriate time.

~~iii.~~ The Chair shall ~~invite an Ordinary Member, chosen at their discretion, to make an initial speech against the proposed Motion, permitting equal platform to that of the proposing speech. The provisions of D.15ii above shall apply to opening speeches in opposition.~~hereafter open debate to the floor, allowing for questions to be addressed to the proposer of the motion, as well as substantive points in favour or opposition to the motion.

An absence of an *opening* proposing or opposing speech shall not halt further proceedings of the Motion through debate or vote.

~~iv.~~iii. 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.

~~v.~~iv. 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 (by Procedural Motion).

~~vi.~~v. If an amendment is accepted by the proposers as friendly (see D.14ii~~D.14ii~~D.13ii) or passed by Council, it immediately becomes part of the main Motion.

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~~vii.~~vi. After the proposing speech ~~and initial opposing speech~~, the Chair shall open discussion~~, keeping the debate balanced, by making sure that all sides of the argument have an equal opportunity to be heard.~~

~~viii. It is possible to make a point of information about the Motion (which is neutral on the issue under debate), raise a point of issue (which can include mixed points) 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.~~

~~ix.~~vii. The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed, or when ~~five speeches have been taken~~the Chair moves Council to a vote. The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

~~x. A period of open discussion and direct questions may be granted at the Chair's discretion. This should fall before the summation of the motion.~~

## D.17 Time Limits

i. At the discretion of the Chair, there will be a time limit of fifteen minutes to discuss an item on the Agenda that is not an Ordinary, Balanced or Emergency Motion.

ii. Debate on non-procedural motions shall be limited to 2 [two] rounds of speeches, with an additional round of speeches allowed for every amendment. Where a Motion has been separated into parts, debate on each part shall be limited to 1 [one] round of speeches.

iii. A speaker may normally speak for up to 3 [three] minutes, except for:
   a) Announcements shall be limited to 1 [one] minute per announcement.
   b) Speeches during procedural motions shall be 30 [thirty] seconds each.
   c) There are no fixed time limits to the answering of questions asked during the announcements section of the agenda.

iv. The Chair may at any time propose a different time limit or number of speeches to Council, subject to an indicative vote.

v. A time limit can be overturned or more speeches requested at any point by passing a Procedural Motion.

## D.18 Debating Procedure for Balanced Motions

i. For a Balanced Motion to mandate policy or action, Members must:
   a) First, vote between each set of resolves in the Balanced Motion, with the set reaching a higher proportion of all votes cast then forming the resolves for an Ordinary Motion consisting of the approved Notes and Believes from the voted-upon Balanced Motion;
   b) Second, the Ordinary Motion resulting from the Balanced Motion must then be voted upon [as an Ordinary Motion independent of the Balanced Motion].

ii. In addition/extension to the contents of Motions specified in D.13xiiD.13xiiD.12xi (*contents of motions*), Balanced Motions must set-out two alternatives in the 'Resolves' section of the Motion, which shall normally be referred to as "Resolves A" and "Resolves B".

iii. Balanced Motions can only resolve to proceed one of the two presented alternatives (Resolves A or Resolves B) to an Ordinary Motion. For the avoidance of doubt:
   a) No ordinary resolution of a Balanced Motion may vote against the Motion;
   b) Voting Members shall only be permitted to vote for one of the alternatives presented (Resolves A or Resolves B) or to abstain; and,
   c) Procedural Motions shall still apply (see D.13i.d)D.13i.d)D.12i.d)), *procedural motions*).

iv. Balanced Motions may not be used to debate or decide:
   a) election or appointment to office;
   b) motions of no confidence an elected officer or trustee; or,
   c) any issue or motion requiring ratification of Council.

v. The proposer of the [Balanced] Motion (or someone they nominate) makes the proposing speech, unless:
   a) The proposer does not wish to make a speech and has not nominated someone to make a speech on their behalf, in which case, at the discretion of the Chair, an Ordinary Member present may be invited to propose the Motion.
   b) The proposer submits a written version of a speech, which must be no longer than two A4 sides in length and in a font and format accessible to Council Members, either by:
      (1) providing 50 printed copies to Council Members at the meeting and an electronic version to the Chair; or,
      (2) providing a copy of the speech to the Chair before the time of the Motion being proposed so that the Chair may read the speech to Members of the meeting at the appropriate time.

The proposer need not indicate a preference for any of the alternatives proposed in the Resolves section.

vi. 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.

vii. 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 (by Procedural Motion).

viii. If an amendment is accepted by the proposers as friendly (see D.14iiD.14iiD.13ii) or passed by Council, it immediately becomes part of the main Motion.

ix. After the opening speeches (proposing speech and initial opposing speech), the Chair shall open proceed to a discussion of the alternatives set-out in the Resolves section. Discussion of alternatives presented in the Resolves section shall follow that of discussion of Ordinary Motions.

x. The Chair shall invite Ordinary Members, chosen at their discretion, to make *opening speeches* in support for each of the Resolves presented permitting equal platform to each speaker. There shall be no speeches in opposition to the entire Motion.

xi. After the opening speeches for each Resolves (i.e. Resolves A and Resolves B), the Chair shall open discussion, keeping the debate balanced, by making sure that all sides of the argument have an equal opportunity to be heard.

xii. The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed, or when five speeches have been taken. The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

xiii. It is possible to make a point of information about the Motion (which is neutral on the issue under debate), raise a point of issue (which can include mixed-points) 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.

xiv. A period of open discussion and direct questions may be granted at the Chair's discretion. This should fall before the summation of the motion.

xv. After the resolution of the vote, the contents of the Balanced Motion containing only the resolved set of Resolves (i.e. either Resolves A or Resolves B) shall be presented to CUSU Council as an Ordinary Motion, which shall then follow the procedure for the debate of Ordinary Motions as set-out in D.16~~D.16~~~~D.15~~, *Debating Procedure for Ordinary Motions*~~*Debating Procedure for Ordinary Motions*~~*Debating Procedure for Ordinary Motions*~~*Debating Procedure for Ordinary Motions*~~.

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## D.19 Procedural Motions

i. The following five 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:
   a) 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.
   b) That the motion or amendment should be voted on immediately.
   c) That the matter should be referred back to a Campaign or Team, an Officer, to a committee or to a later Council meeting.
   d) 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 part of the motion being considered.
   e) That part of the motion or amendment should be deleted.

ii. The following five 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).
   a) A request for a Chair's ruling. This must be given at once.
   b) A challenge to a Chair's ruling.
   c) 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 a person selected by the ~~Union Development Team~~Democracy Steering GroupDemocracy Steering Group for this motion. The Chair should be allowed to make the speech against. If the motion is passed, the person selected as above for this motion becomes the Chair.
   d) A motion that the time limit should be extended for a specified period or for extra rounds of speeches.
   e) That a specific part of Article D (*CUSU Council~~CUSU Council~~CUSU Council*), of the Standing Orders may be suspended for a specified agenda item, subject to D.19ii.e)(1)~~D.19ii.e)(1)~~D.18ii.e)~~(1)~~ below. If this motion passes, then the Chair has discretion over the procedure of the meeting.
      (1) There are provisions in Article D whereby the Chair shall not be permitted discretion: D.1(*Purpose of CUSU Council~~Purpose of CUSU Council~~Purpose of CUSU Council*), D.3 (*Scope of CUSU Policy~~Scope of CUSU Policy~~Scope of CUSU Policy*), D.7~~D.7~~D.6 (*Membership and Attendance~~Membership and Attendance~~Membership and Attendance*), and D.26~~D.26~~D.23, (*Internal Policy~~Internal Policy~~Internal Policy*).

iii. Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 [thirty] seconds. They require a simple majority and do not have a quorum (except D.19ii.e)~~D.19ii.e)~~D.18ii.e), which requires a two-thirds majority) and do~~n~~ not 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. If a Procedural Motion to take an item in parts is passed the motion is separated and debate starts again for each part of the motion. Debate on every part shall be limited to one round of speeches, although extra rounds can be requested by a Procedural Motion.

v. Questions during procedural motions should be about procedure, and addressed to the chair.

## D.20 Voting and Attendance Records

i. Votes at Council meetings are recorded on the voting record. These are publicly available.

ii. Attendance Records shall be kept for each Council, and the record of attendance for Council representatives shall be compiled by the CUSU Chair (or their delegate); this record should be published in the most public manner found reasonably feasible.

## D.21 The College Forum

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i. There shall be two forums that can feed into CUSU Council. These are the ~~Faculty~~Academic Forum, outlined in Article I, and the College Forum.
ii. The College Forum shall be responsible for bringing together College-level representatives to:
    a) Discuss common issues affecting students across colleges.
    b) Share tactics and strategy for dealing with significant college-level issues.
    c) Coordinate campaigns on shared issues.
    d) Raise issues affecting college life for Cambridge students at CUSU Council.
iii. The College Forum shall be chaired by the CUSU President.
iv. The membership of the College Forum shall consist of the Presidents of each affiliated Common Room.
v. There shall be a minimum of three meetings of the Forum in Michaelmas and Lent terms, and a minimum of one meeting of the Forum in Easter term.
    a) Meetings shall ordinarily take place in the weeks of term that meetings of CUSU Council does not occur.
vi. Additional meetings can be called either:
    a) by five members of Forum or by two members of the Executive providing a written request to the CUSU President;
    b) or by a resolution of CUSU Council.

**D.22 Democracy Steering Group**

i. The Democracy Steering Group shall be collectively responsible for CUSU actions pertaining to the Union's democratic processes, constitutional structure and engagement with members and affiliated common rooms.

ii. The Democracy Steering Group shall have a standing mandate to:
    a) Devise and implement initiatives to improve engagement, by Ordinary Members, Common Rooms, and Academic Representatives with the Union, its services and democratic structures.
    b) Propose appropriate revisions of the Union's constitutional documents to Council.
    c) Campaign for improved resources and facilities for the Union which may help it to better meet the needs of its students.
    d) Audit the Union's effectiveness, efficiency, and transparency.
    e) To promote and administer elections within CUSU and the University by the CUSU Council meeting.
    f) To bring concerns about the Constitutionality or Rules-conformity of proposed CUSU policy to the CUSU Executive.

iii. The Democracy Steering Group shall consist of:
    a) The CUSU President
    b) The Chair of CUSU Council
    c) The Chair of CUSU Elections Committee

iv. Pursuant to Clause 1 [one] of the CUSU Constitution (*Definitions and Interpretation*), the Executive power of Interpretation of the Rules shall be exercised by the Democracy Steering Group.

~~ii.~~v. Pursuant to Clause 12 [twelve] of the CUSU Constitution (*Amendments to the Constitution; consequential amendments*), the Democracy Steering Group may resolve to renumber any part of the rules, which shall be taken to include references to elements of the rules in any policy or document of the CUSU, and references in which letters stand as numbers.

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### ~~D.21~~D.23 When Policy Takes Effect

i. Policies other than motions of No Confidence that do not specify otherwise shall take effect immediately upon passage in Council.

### ~~D.22~~D.24 Policy, Reports and Plans

i. CUSU Policy can be set by either a resolution of a Referendum, a resolution of a General Meeting or a resolution of CUSU Council subject to the provisions of the Constitution and Standing Orders.

ii. Policy derived from a resolution of Council can only be amended or revoked by a subsequent resolution of the Council, General Meeting or Referendum.

iii. Policy derived from a resolution of a General Meeting can only be amended or revoked by a subsequent resolution of a General Meeting or Referendum.

iv. Policy derived from a resolution of a Referendum can only be amended or revoked by a subsequent resolution of a Referendum.

v. In the event of a referendum question conflicting with existing policy, the CUSU Chair shall inform the eligible voters via:

a) Informing the Elections Committee in cases of referendum; or,
b) Announcing to voting Members of either a General Meeting or CUSU Council.

### ~~D.23~~D.25 Lapsing Policy

i. Policy passed at Council, a General Meeting 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 ~~Union Development Team~~Democracy Steering Group, to compile a complete list of Policy that is about to lapse, together with brief summaries of Policy detail where necessary, prior to the second Council of Easter Term. This list should be distributed to members of Council at this meeting.

iv. The ~~Union Development Team~~Democracy Steering Group should submit to the final CUSU Council of the Academic Year or the first CUSU Council of Michaelmas Term any Policy that they think should be renewed as an Ordinary Motion.

### ~~D.24~~D.26 Internal Policy

i. Internal Policy shall refer to policies governed by the Board of Trustees. The Board of Trustees shall review policies periodically.

ii. Internal Policy does not lapse.

iii. Internal Policy shall be defined as policy that concerns the operations and compliance of CUSU as a legal entity, which shall include, but not be limited to, statutory policies governing CUSU's obligations as an employer, charity and unincorporated association:
   a) Finance Policy
      Finance Policy, *inter alia*, shall determine:
      (1) the mandate and policy of operation of any bank account in accordance with Clause 65 (*Bank Account*) of the CUSU Constitution;
      (2) the levels of authorisation required for processing expenditure, receiving income and holding assets;
      (3) the restrictions and limitations of signatories and approvers, including but not limited to the restriction upon all trustees, volunteers, employees or staff against the authorising of payment to themselves, their partner or relatives; and,
      (4) the process by which budgets are set, expenditure committed and expenses claimed from individuals.
   b) Employee Handbook and Employee Policies and Procedures
   c) Equal Opportunities Policy
   d) Health and Safety Policy
   e) Safeguarding Policy
   f) Data Protection Policy
   g) Website policies
   h) Trustee policies

iv. Further to D.26iii.a)~~D.26iii.a)~~D.23iii.a) (*Finance Policy*~~*Finance Policy*~~*Finance Policy*) above, Finance Policy shall provide for the following principles:
   a) all bank accounts must be in the name of the organisation;
   b) new accounts may only be opened by a decision of the Board of Trustees, which must be minuted;
   c) changes to the bank mandate may only be made by a decision of the Board of Trustees, which must be minuted;
   d) all cheques must be signed by two signatories;
   e) with the exception of payroll payments, which shall have specific accountability measures provided for in Finance Policy, all Internet Bank Transfers must be authorised by two signatories;
   f) the signatories are responsible for examining the payment documentation prior to signing or approving expenditure;
   g) a computerised accounting system must record cheques and cash received and banked, and cheque payments, Internet Banking Transfers and other amounts paid from the bank accounts;
   h) every transaction will be recorded in accordance with best practice book-keeping practice and will include at a minimum:
      (1) the date of the transaction,
      (2) the name of the person money was received from or paid to and the full amount,
      (3) brief description of why the money was received or paid, and
      (4) an analysis of each amount under its relevant budget heading, where applicable;
   i) all documents relating to receipts and payments will be filed in the month they are input into the accounting system;

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j) a regular digital backup copy will be stored securely; and,
k) records shall be maintained in accordance with statutory guidance and regulation and as required for audit.

### ~~D.25~~D.27 Executive Reports and Plans

i. Every Executive Team must present a brief update of team activities and plans at each meeting of Council.

ii. Each term, every Executive Officer must submit information regarding their completed and planned work to the Executive, to be complied into a termly report detailing CUSU's activities for the following term.

iii. Ordinary Members wishing to object to an Executive Officer Report or Plan shall submit an Emergency Motion to the appropriate Council meeting. The CUSU Chair shall be compelled to include the Emergency Motion in the business of the meeting.

### ~~D.26~~D.28 NUS Motions and Representation

i. For such time as the CUSU is affiliated to the National Union of Students the following Standing Orders shall apply.

ii. For each body within the NUS for which CUSU may submit motions, the Chair of CUSU Council shall designate suitable CUSU Council meetings at which:
a) Motions may be proposed for submission to the NUS;
b) Amendments to any published motions may be proposed;
c) Where Members deem necessary, Ordinary Members may be appointed or elected to represent CUSU at NUS' Drafting Commissions, as Drafting Officers.
"Drafting Commissions" shall refer to NUS events dedicated to the drafting of national policy. "Drafting Officers" shall refer to specified individuals with duties to draft and/or propose policy documents for NUS on behalf of CUSU and/or engage in NUS' policy-forming process. The roles of Drafting Officers shall normally undertaken in the course of the duties of elected NUS Delegates.

iii. Motions for submission to the NUS Annual Conference and amendments to published motions must be submitted to Members by the second Council of Lent Term.

iv. Resolutions contained in motions proposed for the NUS shall not become resolutions of the CUSU unless such resolutions are passed as a separate Ordinary Motion.

v. In any event that limitations are in place upon the Member resolutions of CUSU for the purpose of national policy-making at NUS, the CUSU Chair shall

have discretion in holding indicative votes from Council Members in order to satisfy any limitations.

vi. National policy-making relating to NUS' Liberation Campaign work shall normally be delegated to the relevant CUSU ~~Liberation~~ Campaign.

### ~~D.27~~D.29 Representation at NUS Events

i. NUS National Conference delegates will be elected by cross-campus ballot as part of the main CUSU Elections in Michaelmas Term.
   a) A member may stand to be an NUS Conference delegate in addition to another post; this will not violate the ban on the holding of two Executive posts.

ii. If an Extraordinary National Conference is called during the year, those Annual National Conference delegates who are still members of CUSU and otherwise eligible and able to attend shall automatically be delegates to the Extraordinary Conference. Any vacant places shall be filled by means of a co-option at CUSU Council.

iii. Delegates must vote in accordance with CUSU Policy unless:
   a) CUSU has no express policy; and/or,
   b) The NUS Delegate was successfully elected on a mandate for a particular policy position that conflicts with existing CUSU Policy.

iv. The CUSU Executive shall appoint Executive Officers to represent the CUSU at NUS Zone Conferences.

## Article E General Meetings

**E.1** General Meetings may be called in accordance with the Constitution.

**E.2** Every notice calling a General Meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted.

**E.3** Notice of general meetings shall be given to every Member and to the Trustees and any patron of the Union.

**E.4** A Trustee may, even if not a Member, attend and speak at any general meeting.

**E.5** The CUSU Chair shall preside as chair of the meeting; where the Chair is absent the procedure for appointing the chair shall imitate that of CUSU Council as in D.10iiD.10iiD.9ii. The Chair cannot participate in the debate and cannot vote.

**E.6** The procedure for submitting Motions and agenda items for General Meetings will be consistent with that of Article D (*CUSU Council*~~*CUSU Council*~~*CUSU Council*~~*Council*~~).

**E.7** The agenda of General Meetings shall normally be made available to all members five days before the meeting. The agenda shall consistent of:

i. Announcements by the Executive or Board of Trustees, which may include questions to the Executive or to the Board;
ii. Motions submitted by the deadline providing the procedure for receiving, debating and deciding motions is consistent with those for CUSU Council; and,
iii. Points for Discussion on any topic, which must be proposed before the deadline for motions in advance of the General Meeting and can be proposed by any Ordinary Member, any Affiliate Member, any Executive Committee or Team, or the Board of Trustees, provided that:
    a) Points for discussion shall be submitted as a title and may include a brief text to outline the discussion topic.
    b) Where the Chair receives more than five Points for Discussion before the deadline for Ordinary Motions, they may refuse to include any further submissions after this point on the agenda.
    c) Where the Chair receives fewer than five Points for Discussion before the deadline for Ordinary Motions they may allow further submissions to be added to the agenda before the meeting.

**E.8** Every Member has the right to attend General Meetings and the right to vote. A resolution put to the vote of a General Meeting shall be decided on a show of hands, and every Member shall have one vote.

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**E.9** It is the responsibility of the Chair to ensure that the meeting is carried out in accordance with 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.

**E.10** No business shall be transacted at any General Meeting unless a quorum is present. 0.5% of persons entitled to vote upon the business to be transacted, each being a Member (but excluding Trustees), shall be a quorum. Where the student numbers of the present academic year are unpublished, student numbers from the year previous shall be used to calculate quorum.

**E.11** If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Members present shall be a quorum.

**E.12** The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

**E.13** Every Member has the right to attend General Meetings and the right to vote. A resolution put to the vote of a General Meeting shall be decided on a show of hands, and every Member shall have one vote.

**E.14** Every resolution put to the vote of a General Meeting shall be decided by a simple majority of the votes cast unless this Constitution provides otherwise.

**E.15 Procedure of Debate**

i. The proposer of the motion (or someone they nominate) makes the proposing speech.

ii. The Chair then asks for a speech against the motion.

iii. The Chair opens debate to the floor for questions, discussion and free answers and facilitates the discussion.

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 by the Chair's discretion. The proposer then has a chance to give a one-minute 'summation' speech followed by a

one-minute opposing 'summation' speech from someone else before the vote is taken.

**E.16 Procedure of Points for Discussion**

i. The proposer of the Point (or someone they nominate) makes an opening statement or speech.

ii. Where the Point for Discussion contains a specific proposal, the Chair may ask for a speech from an opponent.

iii. The Chair opens debate to the floor for questions, discussion and free answers.

iv. The Chair may take indicative votes on the substance of the discussion where appropriate. A vote on the Point may be taken if deemed necessary by the Chair.

v. The proposer has a chance to give a one-minute 'summation' speech followed by a one-minute opposing 'summation' speech (if necessary).

**E.17 Procedural Motions**

i. The following five Procedural Motions can be proposed on a point of order at any time during a meeting:
   a) A request for a Chair's ruling. This must be given at once.
   b) A challenge to a Chair's ruling.
   c) A motion that the Chair should leave the Chair for the rest of the meeting.
   d) A motion that the time limit should be extended for a specified period.

ii. 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 and do not need to be recorded on voting papers.

iii. In the case of Procedural Motion E.17i.c) 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.

iv. 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.

**E.18 Time limits**

i. The normal time limit for a speech shall be three minutes. The Chair may propose a different time limit to members, subject to an indicative vote.

ii. The Chair shall set a time limit for the entire meeting prior to the start of the meeting. Time limits for specific items shall be at the discretion of the Chair and once decided should be treated as a Chair's ruling.

iii. When the time limit for discussing a motion or point for discussion expires, the summation speeches are taken and the motion (or point for discussion, if necessary) is voted on immediately.

iv. Anyone may at any time propose an extension to the overall time limit for the meeting subject to an indicative vote of members.

**E.19 When Policy Takes Effect**

i. Policies other than motions that do not specify otherwise shall take effect immediately, provisional to:
   a) there being no legitimate and demonstrable legal or financial reason to delay implementation; and,
   b) provisions of the Constitution.

## Article F Conduct of Referendums

**F.1** A Referendum may be called in line with the Constitution.

i. In the event the official student numbers of the University of Cambridge for the present academic year are unpublished, official statistics from the year previous shall be used to calculate the validity of a Secure Petition calling a referendum.

ii. Referendums shall be held in Full Undergraduate Term and within 21 Full Term Days of being called.

iii. Signatories of a referendum petition must be current Members at the time of signing *and* at the time that a referendum would be held.

iv. A resolution may only be passed by Referendum in accordance with the Constitution. In the event the official student numbers of the University of Cambridge for the present academic year are unpublished, or the electoral roll is called into question, the ~~Union Development Team~~Democracy Steering Group may resolve to use the University's official statistics from the previous academic year to calculate the threshold of votes required to pass a referendum.

v. Further to F.1iv, unless otherwise stipulated in the Constitution or elsewhere in these Standing Orders, a resolution may only be passed by referendum if at least 10% [ten percent] of Members cast a vote. A resolution by referendum will pass by simple majority vote. The count in any referendum is public. Unless the resolution of the Referendum specifically provides to the contrary, the resolution shall take immediate effect and shall nullify any conflicting Policy previously derived.

vi. Referendum questions must be formulated in a neutral, non-leading format and answerable by a simple affirmative/negative response. The Elections Committee shall be permitted to seek CUSU Council assent to amend a referendum question where it is believed an approved question may be leading, partisan in approach or content, or for any other reason related to the neutrality or legality of a referendum question.

vii. The voting mechanism for all referendums shall be maintained by the Board of Trustees (or their nominee). The Board of Trustees will provide a dedicated voting platform for all referendums.

## F.2 Coordination of Referendums

i. The Elections Committee as described in Article G (*Elections~~Elections~~~~Elections~~*) shall oversee the running of any referendum, unless a referendum is called while there is no Elections Committee whereupon the responsibility shall fall to an Extraordinary Elections Committee, as described in G.1xii (*Extraordinary Elections Committee*). The duties of Elections Committee, including the particular roles within the Elections Committee, shall be maintained for, and apply to, the purpose of the coordination of referendums (in particular, see G.1 (*Coordination of the Elections~~Coordination of the Elections~~~~Coordination of the Elections~~*), G.2 (*Decision-making of the Elections Committee~~Decision-making of the Elections Committee~~~~Decision-making of the Elections Committee~~*) and G.10 (*Election Complaints~~Election Complaints~~~~Election Complaints~~*)).

ii. Provisions relating to the conduct, responsibilities and duties of the Elections Committee in Article G (*Elections~~Elections~~~~Elections~~*) generally shall automatically apply to the Elections Committee during the coordination of any Referendum (in particular, see G.1 (*Coordination of the Elections~~Coordination of the Elections~~~~Coordination of the Elections~~*), G.2 (*Decision-making of the Elections Committee~~Decision-making of the Elections Committee~~~~Decision-making of the Elections Committee~~*) and G.3 (*Fairness of Democratic Events~~Fairness of Democratic Events~~~~Fairness of Democratic Events~~*).

iii. The coordination duties of a referendum shall mirror those of elections, namely G.1ii.b) to G.1ii.h).

iv. The roles of the Executive or CUSU staff in a referendum shall mirror that of CUSU staff in Elections (G.1iii, G.4ii and G.4iii) unless:
   a) A valid motion is passed calling for referendum includes specific provision for the CUSU Executive or particular members of the Executive to advocate a specific public position in the process of referendum; or
   b) A simple majority motion of CUSU Council mandates the CUSU Executive or specific Executive Office to advocate a specific public position in the process of referendum, subject to the powers of CUSU Council in mandating to any particular member of the Executive.

v. Elections Committee, in the spirit of G.8 (*Campaigning~~Campaigning~~~~Campaigning~~*), shall submit for ratification of CUSU Council the rules of a referendum no later than the CUSU Council meeting prior to the start of a campaigning period.

vi. 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, where applicable, College Returning Officers. Publication on the CUSU website shall be considered sufficient notice to the membership.

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vii. Constitutional references to the infrastructure of voting (e.g., to a "ballot box") shall not be construed to prevent electronic voting, provided that the CUSU's electronic voting system provides equivalent access to voting as found in physical voting.

viii. The Elections Committee are responsible for producing objective information relevant to the referendum, which should be made available to Members.

ix. Further to F.2viii (*providing objective information to voters*), and where a Campaign Team exists for both sides of the referendum (both initiating and opposing), the Elections Committee should produce materials advocating the arguments 'For' and 'Against' the passing of the referendum.

x. A member of CUSU staff may operate as the Referendum Administrator. The Referendum Administrator is solely responsible for administrative matters. Unless a conflict of interest exists, the Referendum Administrator will be the same person as the Election Administrator. They will forward any question on interpretation or implementation of non-administrative aspects of the regulations to the Returning Officer. There may be Referendum Assistant(s) appointed to help with the administration of the Referendum.

xi. The date of the call for a Referendum will replace the date of close of nominations in the CUSU elections, and from which establishment of the timeline for the Referendum will follow.
However, should the dates for the Referendum be either close to or overlap with any part of pre-planned elections or bye-elections, then the Returning Officer may alter the dates of either the elections and/or the Referendum to cause both processes to run simultaneously. This alteration is solely at the Returning Officer's discretion.

xii. In all other matters concerning arrangements, process, discipline and regulation, the Referendum will proceed as for the CUSU elections. The Returning Officer may interpret the mirroring of regulations from the elections to Referendum as they see fit to ensure that a fair and effective Referendum takes place.

xiii. The Returning Officer's decision is final.

### F.3 Retention of Materials

i. Voting materials (ballot papers and records of votes cast and counted) shall be kept by a nominee of the Board of Trustees for a period of one month after the certification of a result or until all disputes relevant to certain voting materials have been concluded, whichever is the longer. They should then be appropriately destroyed.

### F.4 Campaigning in Referendums

i. No publicity relating to the referendum, besides that produced by the Elections Committee, should be within five metres of any physical ballot box.

ii. **The Elections Committee may, within a timeframe, solicit applications for an opposing side of the referendum.** The Elections Committee may choose to appoint an Ordinary Member to lead the campaign team of each side of the referendum

question (initiating/opposing "Campaign Lead"). The Elections Committee may request CUSU Council elect the Campaign Lead. The Elections Committee may also solicit applications from the Ordinary Members for Campaign Leads or Teams and select Campaign Leads/Teams from applications received provided:

a) The Elections Committee, in soliciting applications, must publish the basis by which applications will be judged (such as in a published Terms of Reference of the selection group);
b) any selection process concludes within three Full Term days of the opening of the campaign period; and,
c) the Elections Committee make records of the decision-making undertaken during the selection process, provide such records to Council and formally report to Council on their decision.

~~iii.~~ Should no Ordinary Member from the Referendum initiating/opposing group be willing to assume a Lead role, then CUSU Council may resolve to mandate a member of the CUSU Executive to do so. Should a person from the Referendum initiating/opposing group assume this role, then the CUSU Executive will appoint an Executive Officer or CUSU staff member to provide advice to that campaign group. The team leader will establish a campaign team as per elections in G.8 (*Campaigning~~ Campaigning Campaigning~~*).

iii.

a) For the avoidance of doubt, should no Campaign Lead be appointed, neither the CUSU Executive, nor the Elections Committee, shall be under any obligation to promote campaigns for either initiating/opposing sides of a referendum question.

iv. The Elections Committee may, by a resolution of Council, refrain from establishing any Campaign Lead for any or all sides of the question put (i.e. initiating/opposing view/s).

v. Each campaign team will be provided with an equal budget supplied by CUSU at an amount set by the Elections Committee, subject to CUSU Finance Policy and budget constraints. No other monies may be spent. Regulations on expenditure and the claiming of expenses will apply as for elections.

vi. Campaign Leads/Teams must comply with rules regarding conduct set-out in the Standing Orders and the Referendum rules. Campaign Leads/Teams will also be expected to act in accordance with University regulation regarding behaviour, the CUSU Code of Conduct, and in accordance with any further restrictions or rules set by CUSU Council prescribed for a referendum.

vii. The role of Executive Officers, who are not themselves mandated to advocate for or against a referendum question, during the referendum period are to highlight the importance of the referendum to students. Their aim should be to promote debate during the referendum and maximise the numbers voters.

viii. CUSU commercial partners are not to be seen to support any Campaign Team in an election in any preferential way.

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## Article G Elections

### G.1 Coordination of the Elections

i. An Elections Committee will be responsible for the implementation of elections rules and shall oversee the operation of elections of the Ordinary Membership in liaison with nominees of the Board of Trustees, who shall be members of the CUSU Executive or staff. The Elections Committee shall normally be elected at the first CUSU Council of Michaelmas term, or at the nearest subsequent Council if positions remain or become vacant, and serve in office until the subsequent first Council of Michaelmas Term.

ii. The normal activities of elections shall normally include:
   a) nominations (inclusive of promotion, regulation, acceptance and confirmation);
   b) the receiving of an electoral roll from the University;
   c) the provision of a secure online ballot process and, where necessary, polling stations, which shall include a duty of appointing, inducting and regulating *Presiding Officers* and *Poll Clerks* who shall manage each poll station's secure ballot process;
   d) notices to Members relating to the above provisions established in 2(c);
   e) promotion of the ballot/s to Members;
   f) oversight of the conduct of participants;
   g) the verification and counting of votes; and,
   h) declaration of the result.

iii. CUSU staff, as nominees of the Board of Trustees, shall always be impartial in an election, collectively work to support a fair and equal opportunity within any democratic process and shall be directed to be preoccupied with working to advance the inclusion and engagement of democratic events within the membership. CUSU staff or the Executive shall normally be expected to administer the duties of G.1ii.a) to G.1ii.d) (above) in close liaison with, and oversight of, the Elections Committee.

iv. CUSU staff will undertake the role of Election Administrator/s. The Election Administrator is solely responsible for administrative matters. They will forward any question on interpretation or implementation of non-administrative aspects of the election rules to the Returning Officer. There may be Election Assistant(s) appointed to help with the administration of the elections.

v. The core functions of the Elections Committee are to:
   a) Be responsible for the smooth operation of all elections and democratic processes overseen by the Elections Committee.
   b) To ensure that elections are fair and equal.
   c) Be responsible for implementation of rules and guidance relating to elections and referendum in-line with the Constitution and Standing Orders and as approved and resolved by CUSU Council.
   d) To make recommendations on improvements to the democratic procedure and process of elections and referendum.
   e) To review the timetable for elections and make recommendations to CUSU Council on any changes.
   f) Review the Rules and other guiding documents for use in the elections and make recommendations to CUSU Council on any changes.
   g) To engage in and support strategies for the promotion, accessibility and engagement of elections and referendums and, in particular, to support organisational initiatives to improve diversity and participation in the whole elections process.
   h) To assist in actively promoting elections and raising awareness of democratic events, in particular Sabbatical Officer elections and Referendums.
   i) To support CUSU officers and/or staff or other nominees of the Board of Trustees in any of their duties to promote engagement in CUSU's democratic processes.

vi. The members of the Elections Committee shall be:
   a) Returning Officer, who shall operate as Chair of the Elections Committee;
   b) Deputy Returning Officer, who shall deputise for the Returning Officer and support the Returning Officer and the Elections Committee in their duties; and,
   c) Elections Communications Officer, who shall manage the communications of democratic events overseen by the Elections Committee.

vii. Any additional members of the Elections Committee, who at the request of the Returning Officer, may be elected to the Elections Committee as a lay Ordinary Member representative by an election or resolution of CUSU Council in accordance with G.12~~G.12~~G.13 (*Elections at CUSU Council~~Elections at CUSU Council~~ ~~Elections at CUSU Council~~*), H.6iv (*co-option of volunteers*), and H.6v (*establishing additional roles*), provided any additional members are restricted to the duties and conduct of Elections Committee as described herein, namely Article G (*Elections~~Elections~~~~Elections~~*).

viii. The duties of the Returning Officer shall be:

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a) To convene meetings of the Elections Committee and engage the Elections Committee membership and relevant CUSU Executive or staff in the planning and delivery of the activities of each election or referendum as described in Article F (*Conduct of Referendums~~Conduct of Referendums~~*~~*Conduct of Referendums*~~) and the duties of the Elections Committee in G.1 (*Coordination of the Elections~~Coordination of the Elections~~*~~*Coordination of the Elections*~~).
b) To chair Elections Committee and make decisions democratically as a Committee.
c) To communicate notices and resolutions of the Elections Committee as required.

ix. The duties of the Deputy Returning Officer shall be to support the Returning Officer in their duties.

x. The duties of the Elections Communications Officer shall be:
a) To be preoccupied with communications to the membership during elections and referendums, which shall extend to ensuring:
(1) to ensure communications are inclusive to all members and accessible;
(2) candidates, campaign teams and voters are supplied with adequate information to engage successfully in a fair election or referendum;
(3) vacancies or positions for forthcoming elections are promoted in a fashion to solicit as many nominations as possible; and,
(4) the membership is sufficiently well-informed of elections or referendums so as to engage high participation from Members.
b) To support CUSU staff and/or Executive Officers in promoting elections and referendums fairly and impartially in order to promote engagement of the membership in CUSU's democratic events.

xi. The Elections Communications Officer shall not normally be expected to produce communications materials and shall instead be supported in their duties by nominees of the Board of Trustees, which shall be subject to available resources in any given year.

xii. In the eventuality that a referendum is called, or a cross-campus bye-election is required outside of the term of office of the Elections Committee, an Extraordinary Elections Committee shall be formed of the President, CUSU Chair, and up to 2 [two] Ordinary Members co-opted by these officers. The Returning Officer for this referendum or bye-election shall be selected by this Committee, who shall hold the deciding vote in any event of tie. In the case where this Extraordinary Elections Committee is necessary, any references to 'Elections Committee' in this document shall mean the Extraordinary Elections Committee.

xiii. The voting mechanism for CUSU elections shall be maintained by the Board of Trustees (or their nominee). The Board of Trustees will provide a dedicated online voting platform for all elections of the Ordinary Membership. The dedicated online voting platform shall be employed for all ballots of the Ordinary Membership (e.g. all students) unless otherwise stated in these Standing Orders.

## G.2 Decision-making of the Elections Committee

i. Quorum of the Elections Committee shall normally be two, unless fewer than three members are elected to the Elections Committee (for example, due to vacancies in

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membership), in which case the quorum shall be one. The Returning Officer, as chair, shall have the deciding vote in the event of any tie.

ii. The Elections Committee must produce minutes of each meeting. Minutes shall be made available to the Ordinary Membership within seven days of minutes being approved at a subsequent meeting.

iii. Elections Committee may review the rules for elections from time to time. Proposals for changes to the election rules and regulations are made at the Election Committee's discretion, subject to approval by CUSU Council, and shall normally be communicated by the Returning Officer.

### G.3 Fairness of Democratic Events

i. No member of the Elections Committee, nor any person who was a member of the Elections Committee at any point during the period of four weeks before the opening of nominations in an election, can stand for an election overseen by the Elections Committee.

ii. Members of Elections Committee must remain impartial at all times. They must at no time support, or appear to support, any candidate or participant or the views of any candidate or participant in any election or referendum overseen by the Elections Committee. Any potential conflict of interest must be declared to the committee as soon as it is known.

iii. Guidelines for the Elections Committee may be determined by a resolution of CUSU Council prior to the opening of nominations for positions on the Committee.

iv. The Elections Committee shall be responsible for the production of an Elections Briefing prior to elections, which will normally be produced by an Elections Administrator under the direction of the Elections Committee. Anything written in this information must be adhered to and non-compliance could result in Returning Officer rulings against a candidate. The Election Briefing for each election must be ratified by a simple-majority resolution of CUSU Council and be provided to all candidates in advance of the campaigning period. The Elections Briefing shall normally include all rules governing the election.

v. 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.

vi. The order of the ballot form is decided by lottery.

vii. In accordance with the University's Code of Practice for students' union, the President will regularly inform the University of election schedules and arrangements.

### G.4 Conduct during Elections

i. Candidates must comply with rules regarding conduct set-out in the Standing Orders and the Elections Briefing. Candidates will also be expected to act in

accordance with University regulation regarding behaviour, the CUSU Code of Conduct, see Article P (*Membership Code of Conduct*~~*Membership Code of Conduct*~~*Membership Code of Conduct*~~), and in accordance with any further restrictions or rules set by CUSU Council prescribed for each election in the Election Briefing for each election. Provisions and rules of the Standing Orders take precedence over the contents of the Election Briefing.

ii. The role of Executive Officers, who are not themselves running for office, during the election period are to highlight the importance of the elections to students through such things as lecture runs and an elections launch. Their aim should be to maximise the numbers of both candidates and voters.

iii. Executive Officers, current Student Officers and CUSU staff members are not to be seen to support any candidate in an election in any preferential way unless they themselves are running for office.

iv. CUSU commercial partners are not to be seen to support any candidate in an election in any preferential way.

v. Any Executive Officer who is found to be interfering in the elections in any way which is not deemed appropriate by the Returning Officer will be referred to the discipline of Members and Executive Officers in Article J (*Member and Executive Officer Disciplinary Procedure*~~*Member and Executive Officer Disciplinary Procedure*~~*Member and Executive Officer Disciplinary Procedure*~~).

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## G.5 Timings of Elections

i. The Executive Officer elections will take place during Lent term of the calendar year in which the Executive roles are to assume office. Should sabbatical positions remain unfilled a bye-election will take place during Easter Term. Additional bye-elections may be initiated by a simple-majority resolution of CUSU Council.

ii. NUS Conference Delegate elections shall take place in Michaelmas; bye-elections will be initiated by a simple-majority resolution of CUSU Council in the event of vacancy. Delegates elected shall be considered 'in post' as NUS Delegate for the period of one year from their election.

iii. For all elections, nominations must be open and publicised for a minimum of seven full term days, including weekends.

iv. The campaigning period must be open for a minimum of seven full term days.

v. The voting period must be open for a minimum of three full term days. The determined voting period for each election shall be defined in the Election Briefing.

vi. Student Academic Representative ("Faculty Rep") elections will take place in Michaelmas, in line with the rules supplied by the University.

vii. All candidates for election must be full Members of CUSU and not be banned from any part of the CUSU services or premises.

## G.6 Candidacy

i. Candidates may only run for one Executive Officer position at any single election. No Sabbatical Officer position can be split to become a shared position. Members may split a volunteer position. No more than two members may share an elected position.

ii. A candidate can run for any combination of NUS Delegate, Student Officer position, or Student Academic Representative position at the same election.

iii. The candidate must complete the nomination form before the close of nominations and supply a manifesto that complies with the elections information (electronically) before the deadline given.

iv. Upon submitting the nomination form, the candidates are bound by the terms and conditions of the election as noted in the elections information and Standing Orders.

v. Any candidate wishing to withdraw their nomination must do so in writing to the Returning Officer.

vi. The Elections Committee, all CUSU staff members and Executive Officers must not reveal details of any nominations prior to the close of nominations.

vii. The Elections Committee will provide opportunities for Members to interact with candidates and publicise these accordingly.

viii. 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.

## G.7 Expenses

i. Spending limits for specific elections shall be specified in the Elections Briefing. No one may exceed the spending limit stated for each election. A simple majority resolution of CUSU Council may amend the spending limits for candidates for a specified election provided:
   a) a resolution of the Elections Committee indicates support for the motion;
   b) the resolution is approved no later than the start of campaigning; *and*,
   c) sufficient budget is available for the maximum level of expenditure forecast for the elections in a given financial year.

ii. If a candidate receives campaign material free of charge, they must account for it at a reasonable market rate, which must be approved by the Returning Officer.

iii. All items acquired with the primary purpose of promotion of candidacy are to be considered election materials and should be accounted for as such. This includes items of clothing, costumes and paper or electronic promotional items and materials.

iv. If a candidate is running for more than one position, they may on no account merge the budgets for these positions.

## G.8 Campaigning

i. Candidates are responsible for the conduct of their campaigners. Any person actively promoting a candidate will be counted as a campaigner.

ii. No campaigning may begin until the advertised time.

iii. Candidates and campaigners may not make reference to another candidate's personal attributes. They may make reference to their political beliefs, manifesto commitments and record in office providing references are not slanderous.

iv. All campaigning must abide by relevant proctoral notices and the rules of the University.

## G.9 Voting

i. All elections will be counted using the Single Transferable Vote ("STV") as recommended by the Electoral Reform Society.

ii. Votes will be cast online via the CUSU website. The names of candidates for each post will mirror the candidate manifesto booklet.

iii. There will be the option to re-open nominations (RON) for each position.

iv. NUS Delegate elections will be counted in line with recommendations from NUS in order to accommodate Fair Representation. This means that, when necessary, ~~initially~~ an initial count will be run with only those candidates who self-define as women. Half (rounded down) of the delegation will be elected in this way if the lead delegate (the CUSU President) does not define as a woman, and half – 1 [50% Minus one] of the delegation if they do. Once these positions are filled, all candidates who have not yet been elected will be counted for the remaining places.

v. The Elections Committee and any Election Administrator/s must endeavour that all Members of CUSU have the opportunity to vote in elections to which they are eligible. Voting times and locations must be established accordingly.

vi. Only full Ordinary Members of CUSU may vote in elections. Ordinary Members may vote for NUS Delegate positions. Members may only vote for the Student Academic Representative position pertaining to the department by which they study.

vii. Polling stations may be set up at Colleges and run by the local College committees.

viii. No candidate or member of their campaign team, or any other person attempting to influence a voter may approach within three metres of the polling station except when they themselves are voting.

ix. The online count will only be confirmed once the Returning Officer has dealt with all complaints regarding the conduct of the elections, campaigning or polling subject to the timing of complaints received.

x. A list of successful candidates will be published on the CUSU website.

## G.10 Election Complaints

i. Any complaint about a candidate or campaign team member(s) must be submitted in writing to the Elections Committee. An Election Administrator may present complaints to the Returning Officer and/or Elections Committee at a regular meeting.

ii. All complaints relating to the elections process, organisation or polling must be submitted in writing prior to the end of polling to the Elections Committee.

iii. All complaints relating to the conduct of the count, which may be performed using an online vote platform, must be submitted in writing to the Returning Officer prior within 48 [forty-eight] hours of the completion of the count.

iv. The Returning Officer shall make judicial decisions regarding all election matters. They have the power to issue warnings, disqualify candidates and halt all or part of the election.

v. The Returning Officer will operate a three strike rule, with disqualification on the third strike. A grave offence may be classed as two, or even three, strikes.

vi. Any Election Administrator/s should arrange a daily elections meeting with the Returning Officer and/or members of the Elections Committee to discuss any complaints of the day on each voting day.

vii. Any Ordinary Member may appeal to overturn the decision of the Returning Officer in writing, within 48 [forty-eight] hours of the Returning Officer announcing their decision. The Returning Officer may choose to review their own decision. Where the Returning Officer maintains their original decision, the Returning Officer shall direct the appeal to the Junior Proctor.

viii. If a by-election is held when the Elections Committee is not in existence, any complainants should refer complaints to the CUSU President, who shall follow the complaints procedure outlined above.

## G.11 Retention of Materials

i. Voting materials (ballot papers and records of votes cast and counted) shall be kept by the Election Manager for a period of one month after the certification of a result or until all disputes relevant to certain voting materials have been concluded, whichever is the longer. They should then be appropriately destroyed.

## G.12 Elections at CUSU Council

i. Elections must be carried out in accordance with G.9i~~G.9i~~G.10i (*Single Transferable Vote*). RON shall be a candidate in all elections (see G.9iii~~G.9iii~~G.10iii).

ii. The conduct of elections at CUSU Council is the responsibility of the CUSU Deputy Chair, who shall be the Returning Officer.

iii. Council elections shall not require any period of campaigning.

iv. The CUSU Deputy Chair will responsible for:
   a) permitting Members due opportunity to nominate themselves;
   b) communicating a list of candidates to Council Membership and available positions, including promoting positions to the Ordinary Membership where applicable;
   c) providing an opportunity for candidates to make a case to voting Members;
   d) issuing ballot papers to Council Members;
   e) maintaining a secret ballot and a public count of ballots; and,
   f) communicating the result of any election.

## G.13 Bye-Elections

i. Vacancies in any part-time offices may be filled by a co-option of Council, this counts as an Election at CUSU Council.

ii. Sabbatical Officer Vacancies can only be filled by an election of the Ordinary Membership (subject to restrictions pertaining to the respective portfolio). In the case of an irregular or impending sabbatical officer vacancy then a cross campus bye-election must be held by the Elections Committee, following the same procedure as scheduled elections in Lent Term.

iii. In the event of no nominations being submitted for a Sabbatical Officer vacancy, the Council can either;
   a) Mandate the Elections Committee to re-open nominations [for a bye-election];
   b) Mandate the Sabbatical officers to temporarily employ a member of staff to carry out the non-representational elements of the post or delay appointment of a Sabbatical post to another academic year.

~~b)~~

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## Article H The Executive Committee

**H.1** The Executive Committee is a sub-committee established by the Board of Trustees and reporting to CUSU Council.

i. The Executive Committee will be responsible for the following:
   a) the formation and enactment of, support and development of, and strategy for the representation of students across the University;
   b) campaign-work concerning issues and agendas pertaining to students' experiences at the University of Cambridge; and,
   c) the implementation of democratically mandated policy and actions.

ii. The Executive Committee shall also be responsible for overseeing the finances and support-structure of Campaign Teams, Liberation Groups, Student Groups and other membership focused activity such as the Council Free Budget, Elections and Referendum budget/s, Affiliate Member affiliation fees and budgets related to the training and development of elected officers and representatives. Duties incorporated in this responsibility shall include:
   a) Arranging for appropriate financial planning and budgeting within the Union;
   b) Reviewing financial performance against budget at the first and final meetings of each Term; and,
   c) Supporting the Union's compliance duties as a charity.

iii. The Executive Committee may also receive operational reports from the General Manager and reports from the Board of Trustees.

iv. The Executive Committee shall meet at least fortnightly during term time. Executive Meetings will take place between weeks of CUSU Council meetings.

v. The minutes of the Executive Committee shall be provided to Council before the deadline for papers of the forthcoming CUSU Council meeting.

vi. The Executive Committee shall elect a Chair from among the Executive Committee Members.

## H.2 Membership of the Executive

i. The Executive Committee will consist of six elected Sabbatical Officers, who shall be paid employees of CUSU for their period of office (including any arranged and approved handover period) and elected or *ex officio* Part-Time Officers, who shall be volunteers.

ii. The six Sabbatical Officers of CUSU shall be the President, Education Officer, Women's Officer, Disabled Students Officer, Access and Funding Officer and the Welfare and Rights Officer. Sabbatical Officers will be elected in accordance with cross-campus ballot detailed in Article G (*Elections~~Elections~~~~Elections~~*) and their portfolios and job descriptions shall be detailed herein. In particular, see H.4 and H.5 (*Executive Committee Portfolios~~Executive Committee Portfolios~~ ~~Executive Committee Portfolios~~*), and responsibilities of Sabbatical Officers as Heads of Teams in H.6 (*Executive Teams~~Executive Teams~~ ~~Executive Teams~~*).

iii. The Part-Time Executive Officers shall consist of:
   a) Heads of ~~Liberation~~ Campaigns which~~o~~ are not led by Sabbatical Officers (each ~~Liberation~~ Campaign shall hold one vote and is an *ex officio* member of the Executive).
   b) Two elected part-time officers per each Executive Team - see H.8 (*Campaigns Officers~~Campaigns Officers~~ ~~Campaigns Officers~~*) - who shall normally be the official "Campaigns Officers" of each Team who shall be *ex officio* Executive ~~members (refer to Teams sections for each of the Campaigns Officers)~~, with the exception of:
      (1) The Welfare and Rights Team, which shall be entitled to three additional, *ex officio* but non-transferable voting members of the Part-Time Executive who shall be the Mature Students Officer, Part-Time Students Officer and Student Parents Officer as detailed in H.8iv~~H.8iv~~H.8viii (The Portfolio Campaigns Officers shall be:~~The Portfolio Campaigns Officers shall be:~~~~The Portfolio Campaigns Officers shall be:~~).
   ~~c) The Head of the Ethical Affairs Team (the Ethical Affairs Team shall have one vote, which shall normally be the Chair of the Ethical Affairs Team).~~

iv. The Executive shall maintain a list of all Part-Time Executive roles and role-holders on the CUSU website.

v. In the event of a vacancy or a Part-Time Officer becoming ineligible for Executive Office CUSU Council may initiate re-election.

vi. In the event of vacancy within the Part-Time Executive, CUSU Council shall, where possible, ~~normally~~ elect ~~Council Members~~replacements to the Executive to serve until the next full elections.~~as interim Part-Time Executives until each Part-Time vacancy is filled provided:~~
   ~~a) the first two vacancies are filled by Council Membership class D.6i.a) (*a Common Room representative*);~~
   ~~b) the third vacancy filled by Council Membership class D.6i.d) (*a Student Academic Representative*);~~
   ~~c) the fourth vacancy filled by classes D.6i.e) (*NUS Delegate*); and,~~
   ~~d) no two Members from classes D.6i.a), D.6i.d), and D.6i.e) above are represented until all classes of D.6i.a), D.6i.d), and D.6i.e) are represented on the interim Part-Time Executive.~~

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vii. The process of the election of Part-Time Officers shall be as follows:
   a) Elections to non-Sabbatical/non-Full Time offices of the ~~Liberation~~ Campaigns shall normally be held in accordance with the constitutions of each ~~Liberation~~ Campaign.
   b) The election of Team Campaigns Officers~~, the Head of the Ethical Affairs Campaign~~, Mature Students Officer, Part-Time Students Officer and Student Parents Officer shall take place in accordance with cross-campus ballot detailed in Article G (*Elections*) and their portfolios, alongside elections for the Sabbatical Officer team. ~~in accordance with election procedures for elections at CUSU Council. Nominations shall be open to all Ordinary Members. Candidates will be chosen by a ballot of CUSU Councillors in the second CUSU Council of Michaelmas Term.~~
   c) The election of ~~interim~~ Part-Time Executive officers, where the election occurs as a result of a vacancy, ~~from among Council Members~~such an election shall be coordinated in accordance with G.12~~G.12~~G.13 (*Elections at CUSU Council*~~*Elections at CUSU Council*~~*Elections at CUSU Council*).

viii. Part-Time Executive Officers must remain students ~~and must remain CUSU Councillors~~ for their period of office.

ix. The Heads of ~~the Ethical Affairs and part time Heads of Liberation~~Campaigns ~~offices~~ may be shared among 2 [two] candidates elected on a single platform (e.g. job-share), provided the Office-holders retain one vote in democratic forums. In the instance of dispute among the job-sharing Officers their vote will be void.

### H.3 Decision-making of the Executive

i. The quorum of the Executive Committee shall be 4 [four] Executive Officers, provided that four of the Executive Members present are Sabbatical Officers and that the majority of those present are, within their role remit, capable of being mandated to by CUSU Council. Any decisions made by an inquorate Executive Committee must be ratified by a simple majority vote of CUSU Council or by a resolution at a subsequent Executive Meeting.

ii. All Executive members should either attend Executive meetings in person or send a substitute (proxy) by providing written notification to the chair, subject to the following:
   a) the voting rights of Full-Time Executive Officers, ~~interim~~ Part-Time Executive Members ~~[appointed by CUSU Council]~~, the Mature Students Officer, Part-Time Students Officer and Student Parents Officer cannot be delegated or undertaken by proxy;
   b) proxy votes of the ~~Liberation~~ Campaigns ~~and Ethical Affairs Team~~ are limited to elected members from within their constituent communities who are part of the Campaign's/Team's corresponding Executive committee;
   c) proxy votes of Campaigns Officers who are not Portfolio Campaigns Officers are restricted to any additional Team Members of their Campaign Team (e.g. co-opted Members or additional roles established in the Academic Year), subject to H.6vi;
   d) notification must reach the chair before the start of the meeting; and,
   e) the substitute must be a CUSU Member.

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iii. The CUSU General Manager and/or management may attend meetings of the Executive Committee in an advisory capacity at the request of the Executive Committee.

iv. A nominee of the General Manager will be the Secretary to, but not a member of, the Executive Committee. Should resource limitations prevent this from being possible, the Executive shall appoint a secretary from the Executive Committee's membership.

v. Sabbatical Officers who are not mandated to by CUSU Council, such as those Heads of ~~Liberation Campaigns~~Campaigns, should indicate any conflicts of interest to the Chair.

### H.4 Executive Committee Portfolios

i. The general duties of Sabbatical Officers across their particular remits are as follows:
   a) To be the elected public representative for Members in matters pertaining to their portfolio and therefore represent, defend and promote Member interests and further the needs and interests of Members wherever possible.
   b) To solicit and seek to understand the views of Members pertaining to the Officer's portfolio and CUSU more generally.
   c) To support the work of the Executive Committee.
   d) To maintain networks of student volunteers engaged in the Officer's work.
   e) To oversee and enact policy-development of on behalf of Members for specific areas of students' experiences and needs within the University of Cambridge.
   f) To be spokesperson for Members on portfolio matters internally within CUSU; to Members and local decision-makers; and, on a national platform. Such may include speaking in public and attending events; writing papers and widely distributing reports; and maintaining an active public presence on behalf of the Union on portfolio matters via various forms and methods of media.
   g) To represent the views, promote experiences and advocate for Members on committees, which meet regularly throughout the year (e.g. reading committee papers – these are substantial and require attention-to-detail). Such may include responding to/initiating correspondence with senior officials, undertaking actions from committees, speaking at committees and delivering well-formed, prepared arguments and cases.
   h) To represent CUSU and the University at regional and national events.
   i) To organise, manage and evaluate projects and events coordinating, e.g. initiating campaigns to affect changes to the student experience (this varies and involves keeping to a set plan to achieve set deliverables within a defined time-frame; it often involves interdependent actions involving multiple stakeholders and stakeholder groups).
   j) Writing reports/papers/articles for a variety of audiences, e.g. committees, social media and press.
   k) To undertake research, consultation and evaluation of student experiences at the University.
   l) To establish and maintain a range of contacts throughout the Collegiate University so as to identify and understand issues affecting it and, wherever possible, further the interests of Members generally.
   m) To provide supportive cohesion to other Sabbatical Officers in working as an effective and a well-functioning team.
   n) To participate as an advocate and supporter of CUSU's work more generally, being supportive of the wider staff and volunteer team where possible and taking a leadership role within CUSU.
   o) To report publicly to Members on all work undertaken in office.

p) To produce and maintain an on-going record and file of significant activities and achievements in the sabbatical role to inform future sabbatical officers, including the production of an effective handover file for the next sabbatical officer in post.
q) To help to train the next sabbatical officer in post.

**H.5** For avoidance of doubt, any reference to Sabbatical Officer shall incorporate any Full Time Executive Member. In addition to the general duties of Sabbatical Officers, each Officer shall have a portfolio of responsibilities and representative focus:

i. The President is the elected lead representative and principal figurehead of CUSU. The role is primarily responsible to Members for the performance of CUSU; for priorities and democratic initiatives throughout the year; and is the chief spokesperson to Members, University officials and the public on behalf of CUSU. The role line-manages the Chief Executive and the wider Sabbatical Team and is the Chair of the CUSU Board of Trustees. Contained within the responsibilities and duties of the role are to oversee the long-term, strategic development of CUSU; maintain affiliation ties to outside organisations and partners, and represent Cambridge students to external bodies. The role-holder is also a trustee of the University of Cambridge as University Councillor. The role leads the ~~Union Development Team~~Democracy Steering Group and is an *ex officio* member of Elections Committee providing support for its work and responding to any elections-related inquiries from the University.

ii. The Education Officer is the elected representative for students at the University of Cambridge for matters pertaining to academic provision and experience, inclusion and academic strategy across the Collegiate institution. The role is responsible for directing policy, planning and execution of team-led University, Faculty, and Collegiate academic matters, such as instruction, the granting of degrees, and the provision of academic and educational services; and the general standing of students within academic institutions. The role is also a trustee of CUSU and a voting member of the University's senior academic policy-setting/development body, the General Board; the role leads the Education Team.

iii. The Access and Funding Officer is the elected representative for students at the University of Cambridge for matters pertaining to public opportunity to attend the University and its related institutions; the ability of all students to afford a Cambridge education; and the equality of Access to the University. The purpose of the role is to advance the diversity of Cambridge's student-body, support less-traditional students to access the University and continue their studies, and to remove barriers for prospective applicants. The role enacts its purpose via representing, influencing and bargaining across senior University committees; engaging constructively in University decision-making; directing policy, planning and executing team-based projects, research and advocacy in University and Collegiate Widening Participation work. The role is also a trustee of the students' union and leads the Access and Funding Team.

iv. The Women's Officer is the elected representative for women students across Collegiate Cambridge; it is the public face and head of the CUSU Women's ~~[Liberation]~~ Campaign and works broadly to fight sexism and gender oppression within the University of Cambridge. The role is responsible for running the ordinary business of the Autonomous Women's Campaign; for coordinating the Campaign's

work; and leads the development and enactment of policy positions on behalf of women Members and their interests. The Women's Officer is responsible for providing training for the Committee and for college women's officers, and represents the Women's Campaign on University committees. It is also an Officer Trustee of CUSU.

v. The Disabled Students Officer is the elected representative for disabled students across Collegiate Cambridge; it is the public face and head of the CUSU Disabled Students Campaign and works broadly to advance an inclusive, supportive and progressive environment for disabled Members (including self-defining disabled Members) at the University of Cambridge. The role is responsible for running the ordinary business of the Disabled Students ~~[Liberation]~~ Campaign; for coordinating the Campaign's work; and leads the development and enactment of policy positions on behalf of disabled Members and their interests. The purpose of the role is to advance the accessibility of disabled students' experiences in their study period; identify and investigate issues relating to student support and equality of opportunity and disadvantage pertaining to disabled students; and campaign, lobby and advocate within and beyond the University's structures to alleviate disparity and barriers to disabled Members.

vi. The Welfare and Rights Officer is the elected representative for students at the University of Cambridge for matters pertaining to the welfare, pastoral provision and support, and equality of students' experiences at the Collegiate University. The role is shared between CUSU and the Graduate Union (GU) and so forms part of the GU Executive. The purpose of the role is to advance the fairness and accessibility of students' experiences in their study period; identify and investigate issues relating to student support and equality of opportunity and disadvantage; and campaign, lobby and advocate within and beyond the University's structures to alleviate disparity and barriers to those requiring support. The role enacts this purpose via CUSU activities, campaigns, and policy-development regarding student support and equality of treatment and opportunity, including health; mental well-being; sexual health; safety; and resources to cope with hardship. The role leads the Welfare and Rights Team and is also a trustee of the Graduate Union.

The Women's Officer and Disabled Students Officer remits are governed by the constitutions of their respective ~~Liberation~~ CUSU Campaigns; they are not to be mandated to by CUSU Council, but shall be mandated to by their respective ~~Liberation~~ CUSU Campaigns in-line with their constitutions.

vii. In accordance with the constitution, the Sabbatical Officers shall be Full-Time employees of CUSU. The Board of Trustees shall be responsible for drafting contracts of employment, which shall be presented to CUSU Council no later than the first Council of Easter Term.

viii. The rate of remuneration for a Sabbatical Officer for the forthcoming year in office will be set by a two-thirds majority resolution of the CUSU Council no later than the final CUSU Council of Lent Term.

ix. Sabbatical Officers-elect shall be employed from the 1st July in their year of office (July to June), and subject to the Constitution and Standing Orders and their retaining office:
   a) Sabbatical Officers-elect shall receive the set remuneration for a Sabbatical Officer for the financial year at the time of their appointment;

b) Sabbatical Officers-elect shall not begin their term in office until the 14th July following their appointed on 1st July as the period 1st July to 13th July shall be a paid handover period; and,
c) Sabbatical Officers-elect shall normally be paid Sabbatical Officers from 14th July to 13th July.

## H.6 Executive Teams and Campaigns and Part-Time Offices

i. Certain Executive Officers shall be grouped into Executive Teams that are assigned broad areas of responsibility for campaigning on issues for which they have a standing mandate and for the carrying out of policy mandated by the CUSU Council.

ii. The Executive Teams shall be:
~~a) The Union Development Team~~Democracy Steering Group
~~b)~~a) The Education Team
~~c)~~b) The Access and Funding Team
~~d)~~c) The Welfare and Rights Team
~~e)~~d) ~~The Ethical Affairs Team~~

iii. Each Team shall contain the following positions:
a) the Head of Team, which shall ~~either~~ be held ~~jointly by two non-sabbatical members of CUSU, or~~ by a single CUSU sabbatical officer; and,
b) two Campaigns Officers.

iv. Teams or individual officers may informally 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.

v. The Head of any Campaign Team, as in H.6iii.a) and referring to the Teams in H.6ii, may establish sub-committees (inclusive of working groups or project teams) or establish additional roles within the Campaign Team or sub-committee ("Team Members"), for any purpose, to be filled by Ordinary Members subject to the following:
a) There will be no limit to the number of Team Members that may be elected to a Campaign Team.
b) The Head of Campaign Team will have sole discretion as to the sub-committees or Team Members they wish to establish.
c) All sub-committees and Team Member roles shall cease upon the Michaelmas following their establishment. Any proposal for continuation of existing arrangements from one year to the next must follow the same process for establishment.
d) The Head of Campaign Team will be responsible to CUSU Council for the conduct and performance of sub-committees and Team Members established in their Team.
e) Team Members cannot be established to take the place of existing Campaigns Officers in a Team, which are prescribed in the Standing Orders.
f) The Head of the Campaign Team may disband sub-committees or remove non-Campaign Officers.
g) Team Members may be co-opted by the Head of the Campaign Team provided CUSU Council approves the appointment of the Ordinary Member/s to the Team by way of:

(1) election at CUSU Council; or,
(2) a motion to Council proposing any named Ordinary Member/s to the Team Member position/s and/or sub-committee; or,
(3) The Head of Campaign Team may request CUSU Council fill any proposed Team Member positions by election from the Ordinary Members or Council Members, which shall be coordinated by the CUSU Deputy Chair.

vi. Team Members who are not Campaigns Officers of Teams may attend meetings of the Executive. Team Members shall be permitted voting rights at the Executive only:
a) as proxy for an elected Campaigns Officer; or,
b) following a resolution of a Campaign Team where a Head of Team or Campaigns Officer vacancy exists.

vii. Each Head of Team or Group shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections. The Head of Team shall be responsible for:
a) Overseeing the activities of the Team and ensuring that they comply with CUSU Policy.
b) Carrying out CUSU policy assigned to the team which does not fit within the scope of the Campaigns Officers' individual campaign areas.
c) Liaising with the Executive Committee to provide sufficient training for Campaigns Officers and appropriate induction for co-opted volunteers.
d) Supporting Campaigns Officers in developing and planning campaigns
e) Maintaining regular contact with Campaigns Officers and co-opted volunteers.
f) Organising and chairing regular Team meetings.
g) Identifying resource requirements of campaigns and projects within the Team and communicating these to the Executive.
h) Reporting on the activities of the Team to the CUSU Executive and CUSU Council.
i) Maintaining the Executive's awareness of the Teams' activities, particularly by attending and participating in Executive Meetings

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. Such resolutions are also required to authorise the spending of budget allocated to the team as a whole. Resolutions other than those concerning the spending of allocated budget should be reported at the next meeting of CUSU Council.

**H.7** 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.

### H.8 Campaigns Officers

i. Each Executive Team shall contain two Campaigns Officers, chosen by a general ballot of all Ordinary Members of the CUSU at the annual ~~Michaelmas~~ Lent elections. A separate election shall be conducted for each Executive Team, with the first two successful candidates selected from each election.

~~ii. Each candidate for election to the position of Campaigns Officer shall submit a manifesto detailing a single campaign which they intend to run according to the timetable issued by elections committee.~~

~~iii. Campaigns Officers shall serve until the next Campaigns Officer elections or until the campaign for which they were elected is deemed complete according to resolution of Council.~~

~~iv. Following election, Campaigns Officers must work with the Executive and Head of Team to establish whether additional CUSU policy is required for the campaign to have a sufficient mandate to be conducted and, if so, to propose such policy to Council.~~

~~v. Should Council decline to pass such policy, and it is not possible to conduct the proposed campaign without it, the Executive Committee shall invite Council to resolve that the campaign is complete.~~

~~vi.~~ii. Each Campaigns Officer shall be responsible for:

a) Planning and implementing and reviewing ~~a single~~ campaigns and/or projects which formed the basis of their elections manifesto.
b) Ensuring these campaigns/projects ~~is~~ are conducted with sufficient mandate from CUSU Policy and that no campaign activities contravene CUSU Policy.
c) ~~Maintaining the confidence of Council in the principles and aims of the campaign.~~Working with the other members of the Campaign Team on the campaign priorities in this area.
~~c)~~d) Developing appropriate campaigns and projects in response to relevant developments on issues relevant to their Campaign Team's work.
~~d)~~e) Ensuring the Head of Team is fully informed about all aspects of campaign activity.
~~e)~~f) Identifying co-opted volunteers who require induction or training and communicating this to the Head of Team.
~~f)~~g) Attending and participating in Team and Full-Exec meetings.
~~g) From time to time contributing to certain other CUSU and Team activities.~~

~~vii.~~iii. The Welfare and Rights Team shall have three further "Portfolio" Campaigns Officers who shall be elected in-line with the provisions for Campaigns Officers. The responsibilities of Portfolio Campaigns Officers shall be:

a) seeking views and opinions from students within their constituency and representing these to the CUSU Executive, Council and the wider University community;
Attending CUSU Council;
b) where appropriate, arranging for campaigns, services or events which meet the needs of their constituency;
c) ensuring such activities are conducted with sufficient mandate from CUSU Policy and that no activities contravene CUSU Policy;
d) ensuring the Executive is fully informed about all aspects of campaign activism or projects undertaken by the officer;
e) attending and participating in the Welfare and Rights Team and the Executive Committee; and,
f) from time to time contributing to certain other CUSU and Team activities.

~~viii.~~iv. The Portfolio Campaigns Officers shall be:

a) The Part Time Students Representative, who shall be a part-time student and represent the interests of students within the University who pursue courses on a part-time basis
b) The Mature Students Representative, who shall be a student who began their current degree after the age of 21 [twenty-one] if an undergraduate student or 25 [twenty-five] if a graduate student, and shall represent the interests of those within the University meeting this definition of mature students
c) The 'Student Parents' Representative, who shall be a student with the responsibilities of parent or guardian of a child, and shall represent the interests of those raising children during their studies.

### H.9 Vacancies and Handover

i. In the event of an unfilled part-time vacancy on a Group or Team, the Head of Team shall distribute the unclaimed responsibilities amongst any remaining team members, with the leader taking primary responsibility for the portfolio of the vacant office. CUSU Council may resolve to elect an interim representative to post or initiate a bye-election.

ii. The Executive Committee shall oversee the handover of roles within the CUSU Executive and shall liaise with Heads of Teams and other relevant officers to ensure appropriate induction material and training is available for new officers.

## Teams and Campaigns

### ~~H.10 The Union Development Team~~Democracy Steering Group

~~i. The Union Development Team~~Democracy Steering Group ~~shall be collectively responsible for CUSU actions pertaining to the Union's long-term development, democratic processes, constitutional structure, engagement with members and affiliated common rooms, and external affiliations.~~

~~ii. The Union Development Team~~Democracy Steering Group ~~shall have a standing mandate to:~~
~~a) Devise and implement initiatives to improve engagement, by Ordinary Members and Common Rooms, with the Union, its services and democratic structures.~~
~~b) Propose appropriate revisions of the Union's constitutional documents to Council.~~
~~c) Campaign for improved resources and facilities for the Union which may help it to better meet the needs of its students.~~
~~d) Audit the Union's effectiveness, efficiency, and transparency.~~
~~e) Oversee the Union's external affiliations and identify changes which might be made to them.~~

~~iii. Pursuant to Clause 1 [one] of the CUSU Constitution (*Definitions and Interpretation*), the Executive power of Interpretation of the Rules shall be exercised by the Union Development Team~~Democracy Steering Group~~.~~

~~iv. Pursuant to Clause 12 [twelve] of the CUSU Constitution (*Amendments to the Constitution; consequential amendments*), the Union Development Team~~Democracy Steering Group ~~may resolve to renumber any part of the rules, which shall be taken to include references to elements of the rules in any policy or document of the CUSU, and references in which letters stand as numbers.~~

## ~~H.11~~H.10 The President

i. The Head of the ~~Union Development Team~~Democracy Steering Group~~Democracy Steering Group~~ (D.22) shall be The President. In this capacity they:
   a) Shall be a Sabbatical Officer, chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
   ~~b) Shall organise campaigns on issues for which the Union Development team~~Democracy Steering Group ~~has a standing mandate or for which there is active CUSU Policy.~~
   ~~c)~~b) Shall, if allowed, be a CUSU representative to the Council Committee for the Supervision of Students Unions, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
   ~~d)~~c) Shall bring concerns about the Constitutionality and Rules-conformity of existing CUSU policy to the ~~Union Development Team~~Democracy Steering Group~~Democracy Steering Group~~.
   ~~e)~~d) Shall support the representational work of individual affiliated Common Rooms by offering support and guidance in the planning of campaigns and projects.
   ~~f)~~e) Shall maintain networks to support collaboration between affiliated Common Rooms including, but not limited to, the ~~Presidents' and Externals' Network~~College Forum.

ii. In addition to their duties as Head of the ~~Union Development Team~~Democracy Steering Group~~Democracy Steering Group~~, the President:
   a) Shall, if permitted by University Statutes and Ordinances, serve as a student member of the University Council.
   b) Shall lead the Trustees of the Union and take responsibility for the propriety and legality of the CUSU's actions.
   c) 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.
   d) Shall oversee the work of the Sabbatical Team and report to Council any problems with the management of the executive.
   e) Shall provide support for the work of Elections Committee and respond to any elections-related inquiries from the University. The President shall not have a vote on Elections Committee. The President shall refrain from attending the Elections Committee in the four weeks prior to any election run by that committee in which they are standing, and until the Elections' Committee has resolved issues arising from that election.

## ~~H.12~~H.11 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; the standing of students within academic institutions; and national Higher Education Policy.

ii. The Education Team shall have a standing mandate to:
   a) Investigate academic practices in the colleges, faculties, and departments of the University and identify issues of student concern.
   b) Research and brief students on developments in Higher Education policy.
   c) Provide support, training and resources for student representatives in the Faculties, Schools and Colleges of the University to campaign on educational matters

### ~~H.13~~H.12 The Education Officer and Deputy President

i. The Head of the Education Team shall be the Education Officer. In this capacity they:
   a) Shall be a Sabbatical Officer, chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
   b) Shall organise campaigns on issues for which the Education Team has a standing mandate or for which there is active CUSU Policy.
   c) Shall be the primary CUSU representative on educational matters and shall sit on, or arrange appropriate student membership of, such bodies considering these matters as may be agreed between the CUSU and University or inter-collegiate institutions.
   d) Shall support the representational work of Faculty representatives, School representatives and affiliated Common Rooms by offering support and guidance in the planning of campaigns and projects relating to education.
   e) Shall maintain networks to support collaboration between academic representatives including, but not limited to, the ~~Faculty~~Academic Forum.

ii. In addition to their duties as Head of the Education Team, the Education Officer:
   a) Shall be the Deputy President and be empowered to act in place of the President should the President be absent for a significant period of time.
   b) Shall, if permitted by University Statutes and Ordinances, serve as a student member of the General Board.
   c) Shall be a Trustee of the Union and take responsibility for the propriety and legality of the CUSU's actions.
   d) Shall, if permitted by internal policy, undertake casework and act as a member of the CUSU-GU Students' Unions' Advice Service.

### ~~H.14~~H.13 The Access and Funding Team

i. The Access and Funding Team shall be collectively responsible for CUSU actions pertaining to promoting equal opportunity for access to Cambridge and its affiliated institutions for all applicants; encouraging access to the University for applicants from backgrounds under-represented in the institution; the costs incurred by students as a result of their studies; and the provision of funds and resources to meet these costs and other financial hardships.

ii. The Access and Funding team shall have a standing mandate to:
   a) Organise campaigns and projects which aim to break down misconceptions about the University which might otherwise discourage prospective applicants from widening participation backgrounds from applying.

b) Provide prospective applicants with opportunities to hear from and ask questions of current students within the University.
c) Review entrance requirements and assessments used by the University and Colleges, along with other admissions policy active within the collegiate university, to identify practices which might unfairly disadvantage capable candidates.
d) Research and brief students on developments in national Higher Education policy which would affect student fees and funding, or present barriers to fair access for prospective applicants.
e) Campaign against cuts to bursaries and other sources of financial support for students which result in students experiencing financial hardship or being unable to study at the institution.
f) Provide support, training and resources for college Access Officers and access volunteers wishing to engage with access initiatives.

### ~~H.15~~H.14 The Access and Funding Officer

i. The Head of the Access and Funding Team shall be the Access and Funding Officer. In this capacity they:
   a) Shall be a Sabbatical Officer, chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
   b) Shall organise campaigns on issues for which the Access and Funding Team has a standing mandate or for which there is active CUSU Policy.
   c) Shall oversee the CUSU Shadowing Scheme.
   d) Shall ensure that a student-led Alternative Prospectus is made available to prospective students with up-to-date and accurate information.
   e) Shall arrange for training and resources to be made available to student volunteers wishing to engage in access activities.
   f) Shall be the primary CUSU representative on matters of access and funding and shall sit on, or arrange appropriate student membership of, such bodies considering these matters as may be agreed between the CUSU and University or inter-collegiate institutions.
   g) Shall support the representational work of affiliated Common Rooms by offering support and guidance in the planning of campaigns and projects relating to access and funding.
   h) Shall maintain networks to support collaboration between academic representatives including, but not limited to, the Access Forum.

ii. In addition to their duties as Head of the Access and Funding Team, the Access and Funding Officer shall be a Trustee of the Union and take responsibility for the propriety and legality of the CUSU's actions.

### ~~H.16~~H.15 The Welfare and Rights Team

i. The Welfare and Rights Team shall be collectively responsible for CUSU actions pertaining to: students' mental, physical and social wellbeing, the rights and protections afforded to students.

ii. The Welfare and Rights Team shall have a standing mandate to:
   a) Investigate practices in the colleges, faculties, and departments of the University which impact student wellbeing and identify issues of concern.

b) Monitor and report on the quality and consistency of pastoral support offered throughout the Collegiate University.
c) Support the ~~Liberation~~ CUSU Campaigns and portfolio Campaigns Officers in identifying areas of concern regarding the rights of minority or marginalised groups within the student body.
d) Oversee the CUSU's provision of individual student support, including the Students' Unions' Advice Service.
e) Provide sexual health resources and information to the student body.
f) Provide support, training and resources for the Officers of affiliated Common Rooms whose roles relate to student welfare and support.

~~H.17~~H.16**The Welfare and Rights Officer**

i. The Welfare and Rights Team shall be the CUSU-GU Welfare and Rights Officer. In this capacity they:
   a) Shall be a Sabbatical Officer, chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
   b) Shall organise campaigns on issues for which the Welfare and Rights Team has a standing mandate or for which there is active CUSU Policy.
   c) Shall be the primary CUSU representative on matters of student wellbeing and shall sit on, or arrange appropriate student membership of, such bodies considering these matters as may be agreed between the CUSU and University or inter-collegiate institutions.
   d) Shall oversee and be responsible for the Student's Unions' Advice Service on behalf of Members.
   e) Shall oversee the Union's provision of sexual health resources to the student body.
   f) Shall provide regular opportunities for the officers of affiliated Common Rooms to receive training on matters relating to student welfare, wellbeing and support.
   g) Shall support the representational work of Common Rooms regarding issues of student wellbeing by offering support and guidance in the planning of campaigns and projects relating to education.
   h) Shall maintain networks to support collaboration between academic and welfare representatives.

ii. In addition to their duties as Head of the Welfare and Rights Team, the Welfare and Rights Officer:
   a) Shall also be an officer of the Graduate Union and be expected to contribute significantly to the work of that organisation.
   b) Shall be the primary representative for CUSU on graduate student matters, and shall liaise closely with other Executive Teams on graduate issues relevant to their portfolios.
   c) Shall, if permitted by internal policy, undertake casework and act as a member of the CUSU-GU Students' Unions' Advice Service.

~~**H.18 The Ethical Affairs Team**~~

~~i. The Ethical Affairs Team shall be collectively responsible for CUSU actions pertaining to 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, the interaction between social issues and student life, and student engagement with local and national democracy.~~

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~~ii. The Ethical Affairs Team shall have a standing mandate to:~~

~~a) Campaign for a reduction of environmental impact by students, the Union and the wider University.~~

~~b) Promote the socially responsible use of students' financial resources, whether directly through students' purchasing power, or indirectly through the procurement and investment activities of the Union, the University and Colleges.~~

~~c) Campaign for the University and Colleges to pay the Living Wage for all staff.~~

~~d) Support the civic and democratic engagement of the student body through voter registration and awareness efforts in the run up to local and national elections.~~

~~e) Develop and promote volunteering and charitable activities for students in the local community.~~

~~f) Support the work of the Green and Ethical Officers of the affiliated Common Rooms.~~

~~**H.19 The Ethical Affairs Officers**~~

~~i. The Head of the Ethical Affairs Team shall ordinarily be a position jointly held by the Ethical Affairs Officers. In this capacity they:~~

~~a) Shall be two Ordinary members of CUSU, chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.~~

~~b) Shall organise campaigns on issues for which the Ethical Affairs Team has a standing mandate.~~

~~c) Shall be the primary CUSU representative on ethical and civic matters and shall sit on, or arrange appropriate student membership of, such bodies considering these matters as may be agreed between the CUSU and University or inter collegiate institutions~~

~~d) Shall maintain networks to support collaboration between the Green and Ethical officers of affiliated Common Rooms.~~

~~ii.H.17 In the event of a single candidate only being elected to the Head of Ethical Affairs Team, a resolution of the Executive may permit a single role holder to undertake the position for the Academic Year.~~

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# Article I Student Academic Representatives

**I.1** Student Academic Representatives

i. "Student Academic Representatives" shall refer to student representatives elected by their Department, Faculty or School peers in accordance with University procedures for elections of academic representatives, incorporating the boards of faculties, departments or institutions under the supervision of the General Board of the University.

ii. Unless otherwise stipulated by the Department, Faculty or School, or more widely by the University, CUSU shall assume Student Academic Representatives to exist to represent the views of their constituent Department, Faculty or School peers and to have the following duties:
   a) To attend relevant meetings within the department/faculty/school;
   b) To publicise themselves and their role to their peers;
   c) To consult with peers to determine any issues that they should raise at meetings with University administrators and academics;
   d) To feedback outcomes from meetings to peers;

e) To share student issues with relevant University/Union staff or officers;
f) To communicate regularly with other representatives;
g) To follow-up on issues by ensuring that the necessary action is being taken;
h) To sign-post students to University and Union Services that can be of use to them;
i) To have a good understanding of current educational matters pertaining to their constituent peers;
j) To ensure that personal views do not impact on their ability to represent peers; and,
k) To engage in wider opportunities to represent peers by attending students' union meetings (such as ~~Faculty~~Academic Forum).

iii. Student Academic Representatives shall be recognised as representatives of CUSU. Student Academic Representatives must be a Member at the time of their election/appointment and continue to be a Member for the duration of their term of office. Should they cease to be a Member for any reason, then they will be deemed to have resigned as an academic representative.

iv. Student Academic Representatives shall remain in office for the full academic year (posts running from the announcement of their election to the announcement of the following-year's election.

v. Student Academic Representatives may serve for the full duration of their course as long as they are re-elected or re-appointed annually.

vi. Student Academic Representatives may concurrently serve as a CUSU Student Officer.

vii. A nominee of the Board of Trustees shall be responsible for soliciting a valid list of elected Student Academic Representatives from the University annually and make the list available to the Executive. The Executive shall pursue any inconsistencies with the list with appropriate University bodies.

## I.2 The ~~Faculty~~Academic Forum

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

ii. The purpose of ~~Faculty~~Academic Forum shall be to:
a) promote the views and experiences, via collective resolutions, of Student Academic Representatives throughout the work of CUSU;
b) develop the effectiveness of academic representatives in the University; and,
c) enhance the collective influence of Student Academic Representatives at the University of Cambridge.

iii. The ~~Faculty~~Academic Forum shall advance its purpose by:
a) providing a forum for academic representatives to raise and discuss issues that concern them, in particular those pertaining to students' academic experiences at the University;
b) developing and approving policy for ratification by CUSU Council;

c) communicating relevant information on the experiences of students to the CUSU Executive;
d) providing guidance to the Education Team; and,
e) providing an opportunity for members to share best practice and engage in personal development.

iv. School-level Representatives shall represent the views of constituents from Forum (and from academic levels of the University) to CUSU Council.

v. ~~Faculty~~Academic Forum shall be able to:
a) mandate School Representatives on certain issues;
b) propose motions and campaigns; and,
c) be permitted to send proxy votes in-place of existing School-Representatives providing the proxy member is from within the School of a particular representative.

### I.3 Membership of ~~Faculty~~Academic Forum

i. The voting membership of the ~~Faculty~~Academic Forum shall consist of:
a) elected Student Academic Representatives;
b) the Education Officer and members of the Education Team;
c) the Mature Students Officer; and,
d) the Part-Time Students Officer.

ii. The Education Officer shall be responsible for ~~making available~~keeping a list of known Student Academic Representatives and their contact details~~ to the chair~~. Student Academic Representatives not included on any list may be required to provide evidence of election to their post.

iii. Ordinary Members and CUSU staff shall be allowed to observe the ~~Faculty~~Academic Forum as "observers" at the discretion of the chair. Members should, as soon as practical, inform the secretary should they cease to be eligible for membership.

### I.4 The Procedure of ~~Faculty~~Academic Forum ("Forum") Meetings

i. The Agenda shall normally consist of:
a) Minutes from the previous meeting and Matters Arising
b) Reports from members, which may normally cover:
(1) Brief overview of consultation or feedback from peers;
(2) Overview of meetings attended and representative experiences with University administrators and academics.
c) ~~Faculty~~Academic Forum Strategic Plan – an ongoing plan for the advancement of student academic representatives at the University
d) Proposals of motions to CUSU Council
e) Elections
f) Submitted agenda items from Forum members
g) Any other business

ii. The chair, subject to I.7 (*Forum* **coordination** ~~*Forum* **coordination** *Forum* **coordination**~~), shall publicise the date and time of the meeting and the deadline for the submission of additional agenda items to each voting member of

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~~Faculty~~Academic Forum at least 14 days before the meeting. All provisions of delegation of duties and procedures for arranging meetings shall imitate the provisions of CUSU Council (in particular D.10~~D.10~~D.9~~D.9~~), unless provisions in this Article I specifically provide otherwise.

iii. All agenda items submitted by Forum members, inclusive of proposed Motions to CUSU Council, must be submitted by 6pm on the sixth day prior to the meeting date. Emergency agenda items may be submitted before 9am on the day of the meeting, but their inclusion shall be at the discretion of the chair.

iv. At least one non-extraordinary meeting of ~~Faculty~~Academic Form should be scheduled during each of Michaelmas, Lent and Easter Term. The date of every Forum meeting shall be approved by the previous meeting.

v. The chair, subject to I.7 (*Forum* **coordination** ~~*Forum* **coordination** *Forum* **coordination**~~), will circulate an Agenda to all voting members five days before the date of the meeting. All provisions of delegation of duties and procedures for appointing a chair in periods of absence or vacancy, shall imitate the provisions of CUSU Council (in particular D.10~~D.10~~D.9~~D.9~~, with reference to D.10ii~~D.10ii~~D.9ii~~D.9ii~~ and D.10x~~D.10x~~D.9x~~D.9x~~), unless provisions in this Article I specifically provide otherwise.

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vi. Additional meetings can be called either:
   a) by five voting members of Forum or by two members of the Executive providing a written request to the ~~Chair~~Education Officer;
   b) or by a resolution of CUSU Council.

vii. If so requested, the Forum must be held within fifteen Full Term days of the request or resolution.

### I.5 Quorum of ~~Faculty~~Academic Forum

i. Quorum of ~~Faculty~~Academic Forum shall consist of no fewer than ten voting members of Forum.

ii. Non-quorate meetings may continue as normal and any resolution must be ratified at following Forum meeting or by resolution of CUSU Council. Non-quorate meetings may discuss issues and pass recommendations to the Education Team or Executive for consideration.

### I.6 Votes at ~~Faculty~~Academic Forum

i. Only Members of Forum are eligible to vote and the use of proxy votes is prohibited.

ii. Votes shall be taken at Forum by the raising of voting papers or hands at the discretion of the chair. Any member may require the chair to make a record of votes of cast by individual members.

iii. For a vote to be carried the total number of voters indicating their presence must be above the level of quorum. A simple majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining. 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.

iv. A Forum member may indicate a vote on an item, a resolution or motion if they are present during the taking of the vote. Forum members may indicate a vote prior to the meeting by written notice to the chair received by the chair before the start of the meeting provided the vote indication relates to a non-amended resolution voted on by forum members as proposed in the published agenda.

v. No individual can exercise more than one vote at ~~Faculty~~Academic Forum.

### I.7 Forum coordination

i. Forum shall normally be administered by the CUSU ~~Deputy Chair~~Education Officer. The CUSU ~~Deputy Chair~~Education Officer shall normally lead the administration and business of ~~Faculty~~Academic Forum. The chair of ~~Faculty~~Academic Forum will be the CUSU ~~Deputy Chair~~Education Officer.

ii. The chair may require ~~Faculty~~Academic Forum elect a secretary and/or deputy chair from among its membership. In the absence of any candidates for secretary or deputy, the Education Officer shall be required to support the chair in their duties.

iii. The Forum chair will be unable to exercise any votes during the course of chairing duties. The chair shall preside over Forum meetings in an impartial manner, ensuring that those meetings operate within the CUSU's Constitution and Standing Orders.

iv. The chair can propose an adjournment of up to 10 minutes at any time, subject to an indicative vote if there is opposition.

v. Forum meetings shall comply with the safe space principles of CUSU Council as set out in D.15~~D.15~~D.14 (*Safe Space*~~*Safe Space*~~*Safe Space*).

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vi. The chair shall have discretion in coordinating the business of the meeting, subject to opposition to the chair's proceedings by members in which case the procedures of CUSU Council shall apply by default.

vii. Votes and proceedings at Forum meetings shall be recorded and made publicly available. Attendance Records shall be kept for each Forum.

### I.8 ~~Faculty~~Academic Forum Representatives on CUSU Council

i. All School-level Student Academic Representatives shall represent ~~Faculty~~Academic Forum Members on CUSU Council, subject to the membership provisions of CUSU Council and ~~Faculty~~Academic Forum.

ii. ~~Faculty~~Academic Forum members representing Student Academic Representatives at CUSU Council should vote in-line with the intentions or resolutions of ~~Faculty~~Academic Forum on any motions proposed to Council by ~~Faculty~~Academic Forum. They should attend 80% [eighty percent] of Council Meetings and send

proxies to those which they are unable to attend. The ~~Faculty~~Academic Forum may hold a vote of no confidence if their attendance rate becomes unacceptable.

iii. In the event of vacancy of a School-level Student Academic Representative, a Forum member of the constituency of the vacancy (i.e. the same School) shall be elected from the Forum Members.

iv. For purposes of Forum representation to CUSU Council, a School-level Student Academic Representative shall be considered absent from the position of Forum delegate to CUSU Council where the representative fails to attend a two consecutive CUSU Councils without indicating a proxy member to vote in their place. In the event of an absent Forum delegate to Council, the chair may initiate an election under the process outlined in I.9 (*Forum Elections~~Forum Elections~~ ~~Forum Elections~~*) below. Any replacement shall normally serve for the remainder of the term of office (i.e. until a new School-level representative is elected in the forthcoming year).

### I.9 Forum Elections

i. Any Forum member may nominate themselves for any position at any time before the election. Elections must be by Single Transferable Vote; "Re-open Nominations" shall always be a candidate in elections. The Forum election process shall mimic the electoral processes of CUSU Council set-out in G.12~~G.12~~G.13 (*Elections at CUSU Council~~Elections at CUSU Council~~ ~~Elections at CUSU Council~~*) contained within Article G (*Elections~~Elections~~ ~~Elections~~*).

ii. In the event of a position becoming vacant, a bye-election shall take place following the same procedures for election in ~~Faculty~~Academic Forum.

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## Article J Member and Executive Officer Disciplinary Procedure

### J.1 Member Disciplinary Policy

i. Allegations regarding the misconduct of Members of CUSU, or of its Teams, Campaigns or Student Groups (hereinafter referred to as the Defendant) shall be made in writing to the CUSU President.

ii. On receipt of an allegation of misconduct, the CUSU President may summon the Defendant. The Defendant shall be informed that they have the option of having the allegation considered either by the CUSU President or by a Disciplinary Panel. The

CUSU President may also elect for the matter to be considered by a Disciplinary Panel if they wish.

iii. Where the CUSU President and the Defendant are well known to each other, either party may request that the disciplinary case be heard by another Sabbatical Trustee.

iv. In matters of a more minor nature or where an official complaint is not made but concerns are raised about the conduct of a Member or groups of Members, potential disciplinary issues may be dealt with in the first instance by the relevant Sabbatical Trustee, who will keep the CUSU President informed.

v. The Member Code of Conduct shall form the central basis for reviewing allegations pertaining to misconduct or poor behaviour of Members.

### J.2 Member Disciplinary Allegations considered by the CUSU President

i. If the allegation is considered by the CUSU President, they may conduct a hearing immediately, and will have the discretion to conduct the hearing in whatever manner they deem appropriate.

ii. The President must also decide the extent to which the proceedings and details of any allegations and those involved should be confidential. The President shall be responsible for communicating their decision to any participant.

iii. Having considered the allegation and any information provided by the Defendant, they may:
   a) Caution the Defendant on future conduct;
   b) Suspension from all or any of the activities and privileges of membership of the Union for a specified period or permanently;
   c) Written apology;
   d) Require costs to be paid to make good any damage or financial loss incurred by CUSU; and/or,
   e) Refer the allegation to the relevant University or College authority for consideration under the disciplinary procedures of the University.

iv. In the instance of any suspension or removal of CUSU's services or activities from an Ordinary Member, the CUSU President shall inform the Board of Trustees and the Junior Proctor.

v. In the event of a CUSU Team, Campaign or Student Group being found guilty, the CUSU President shall be competent to impose a reasonable sanction considered necessary and appropriate. Any sanction imposed prior to Easter Term shall be maintained until end of the Academic Year; any sanction imposed between the Easter Term and the Academic Year-end will be maintained until the end of Week Five of Michaelmas in the following Academic Year.

### J.3 Member Disciplinary Allegations considered by the Disciplinary Panel

i. If the matter is referred to a Disciplinary Panel, the CUSU President shall convene the Panel within 7 [seven] working days of receipt of the complaint.

ii. The Panel shall comprise the CUSU President (Chair), and at least two members of the CUSU Executive, of which one must be a Part-Time Executive member.

iii. The Panel shall hold an initial meeting at which it will decide upon one or more of the following courses of action:
   a) dismiss the complaint;
   b) consider the complaint itself;
   c) refer the complaint to the Junior Proctor, or a relevant body for consideration under the disciplinary procedures of the University and/or College; or,
   d) recommend that the CUSU President take legal advice.

iv. If the Panel decides to consider the complaint itself, it shall reconvene within 10 [ten] working days to consider the matter. The Defendant should receive notice of the date of the meeting, at least 5 [five] working days prior to the meeting.

v. The Panel must also decide the extent to which the proceedings and details of any allegations and those involved should be confidential. The Panel shall be responsible for communicating their decision to any participant.

vi. Any member of the Panel who is either unwilling to sit, or is involved in any way in a particular case, shall not sit on the Panel for that case. In such instances they shall be replaced by another Member appointed by the CUSU President from the Executive Committee.

vii. A CUSU staff member may attend any Panel meetings at the request of the President to provide advice to the panel.

viii. The Defendant may object to the presence of up to two Executive members of the Disciplinary Panel, who shall then be replaced by another Executive Committee Member appointed by the CUSU President.

ix. The Panel shall require the complainant and the Defendant to attend the hearing, except in cases of individual harassment or attack, where the complainant may choose to make a written statement.

x. Both the complainant and the Defendant shall have the right to bring a companion to accompany or represent them. A companion must be a Member of CUSU and may not also be a witness.

xi. The complainant and the Defendant shall have the right to call witnesses. This should be done through the CUSU President who shall arrange times of appearance.

xii. Witnesses may be cross-examined by the Defendant, the complainant and the Disciplinary Panel.

xiii. The panel shall be permitted to require questions from the Defendant or complainant in advance of any hearing so that cross-examination may be undertaken by the Panel on behalf of any party should the Panel so resolve.

xiv. The panel, in their discretion, may suspend proceedings of any meeting at any time.

xv. All participants attend at the invitation of the Panel. The Panel may cease proceedings temporarily and/or eject any participant for disrespectful, anti-social, aggressive or unruly behaviour at any time.

xvi. The disciplinary hearing shall normally be conducted as follows:
   a) The complainant (with the assistance of their companion as necessary) will be asked to explain their allegation of misconduct and present any supporting evidence. The evidence of any witnesses called by the complainant will also be heard at this point. The complainant, their companion and any witnesses called may be asked questions by the Panel and the Defendant (or their companion);
   b) The Defendant (with the assistance of their companion as necessary) will then respond to the allegation and present any supporting evidence. The evidence of any witnesses called by the Defendant will also be heard at this point. The Defendant, their companion and any witnesses called may be asked questions by the Panel and the complainant (or their companion);
   c) Both parties will be asked to sum up, following which they will be asked to withdraw. The Panel will then come to a judgement on the allegation.

xvii. If the allegation of misconduct is upheld, the Panel may:
   a) Caution the Defendant on future conduct;
   b) Suspension from all or any of the activities and privileges of membership of the Union for a specified period or permanently;
   c) Written apology;
   d) Require costs to be paid to make good any damage or financial loss incurred by CUSU; and/or,
   e) Refer the allegation to the relevant University or College authority for consideration under the disciplinary procedures of the University.

xviii. In the instance of any suspension or removal of CUSU's services or activities from an Ordinary Member, the CUSU President shall inform the Board of Trustees and the Junior Proctor.

xix. In the instance of any suspension or removal of CUSU's services or activities from an Ordinary Member, the Panel shall inform the Board of Trustees.

xx. Prior to the end of the process, the Panel must review the extent to which the proceedings and/or resolution should be confidential or whether some aspects of the proceedings should be redacted from record or sensitively communicated.

xxi. In the event of a CUSU Team, Campaign or Student Group being found guilty, the Panel shall be competent to impose a reasonable sanction considered necessary and appropriate. Any sanction imposed prior to Easter Term shall be maintained until end of the Academic Year; any sanction imposed between the Easter Term and the Academic Year-end will be maintained until the end of Week Five of Michaelmas in the following Academic Year.

### J.4 Member Disciplinary Process: After the hearing

i. The Defendant and the complainant shall be informed of any decision made immediately, in writing. The CUSU President/Disciplinary Panel shall also be required to inform the CUSU Chair of any resolution.

ii. All copies of documents should be kept on file for a period of no longer than three years. An annual report of disciplinary action will be presented to the Board of Trustees by the CUSU President.

iii. Should the Defendant commit a second similar disciplinary offence the CUSU President/Disciplinary Panel will contact the Member's Senior Tutor/Tutor for their advice.

**J.5 Member Disciplinary Process Right of Appeal**

i. Either the Defendant or the original complainant can appeal against the CUSU President's or Disciplinary Panel's decision to CUSU's Appeals Council. An appeal must be lodged within 10 [ten] working days of the date of the original decision.

ii. The Appeals Council is made up of the CUSU Chair (operating as non-voting Chair) and three Members elected from and by CUSU Council. These will not be the same people as on the Disciplinary Panel. All Members of the Appeals Council must be present for the Appeals Council to proceed. On resolving to elect the Appeals Council, CUSU Council is not required to receive details of the allegation or names of individuals involved.

iii. If there is any new evidence this may be submitted to the Appeals Council, but an appeal can still be lodged without any new evidence.

iv. An appeal shall be made in writing to the CUSU Chair.

v. An Appeals Council meeting shall be held within 10 [ten] working days of receipt of the appeal.

vi. The same provisions for the hearing of cases shall apply to the Appeals Council as do to the Disciplinary Panel.

vii. The Appeal Council shall be competent to confirm or reduce sanctions passed by the Disciplinary Panel. Should the Appeal Council wish to confirm a suspension of the Defendant from the services and activities of CUSU for a period greater than three months, this decision should only be taken following consultation with the Junior Proctor and/or appropriate University or College body.

viii. The original complainant will be informed of the appeals procedure outcome.

ix. In the instance of any suspension or removal of CUSU's services or activities from an Ordinary Member, the Council shall inform the Board of Trustees.

x. Prior to the end of the process, the Council must review the extent to which the proceedings and/or resolution should be confidential or whether some aspects of the proceedings should be redacted from record or sensitively communicated.

**J.6 Potential Gross Misconduct and Gross Misconduct in Member Disciplinary Process**

i. Potential Gross Misconduct may arise from the following:
   a) Violence that causes actual bodily harm
   b) Serious damage to University/CUSU property
   c) Contravening Safe Space Policy

d) Fraud
e) Theft

ii. All these cases will be dealt with in the same manner, viz.: a report will be made at the time of the incident and will then be referred to the CUSU President at the earliest opportunity. The CUSU President will decide whether in the circumstances it is a sufficient misdemeanour to warrant contacting the University and/or the relevant College immediately; the CUSU Disciplinary procedure can also be invoked. Staff issues must be confidential.

iii. There are some cases which will automatically be referred to the University:
a) Violence that causes actual bodily harm
b) Significant damage to University/CUSU property
c) Sexual harassment

## J.7 Disciplinary Policy for Elected Office-holders of CUSU

i. These formal procedures shall be used to democratically hold elected representatives to account.

ii. Elected representatives can be disciplined via votes of censure and votes of no confidence raised by full members of the Union or by other elected representatives. Except in the case of Liberation, and other sectional officers that may exist from time to time, where a vote of censure or no confidence can be raised by any self-defining member at the relevant forum as detailed in the Liberation Campaign constitution. The same process outlined throughout J.7 (*Disciplinary Policy for Elected Office-holders of CUSU~~Disciplinary Policy for Elected Office-holders of CUSU~~Disciplinary ~~Policy for Elected Office-holders of CUSU~~*), J.8 (*Disciplinary Policy for Elected Office-holders: Vote of Censure~~Disciplinary Policy for Elected Office-holders: Vote of Censure~~Disciplinary ~~Policy for Elected Office-holders: Vote of Censure~~*), J.9 (*Vote of No Confidence~~Vote of No Confidence~~Vote of No Confidence*) and J.10 (*Disciplinary Policy for Employed Representatives~~Disciplinary Policy for Employed Representatives~~Disciplinary ~~Policy for Employed Representatives~~*) applies in that forum.

For the avoidance of doubt, any reference herein provisions J.7 (*Disciplinary Policy for Elected Office-holders of CUSU~~Disciplinary Policy for Elected Office-holders of CUSU~~Disciplinary ~~Policy for Elected Office-holders of CUSU~~*), J.8 (*Disciplinary Policy for Elected Office-holders: Vote of Censure~~Disciplinary Policy for Elected Office-holders: Vote of Censure~~Disciplinary ~~Policy for Elected Office-holders: Vote of Censure~~*), J.9 (*Vote of No Confidence~~Vote of No Confidence~~Vote of No Confidence*) and J.10 (*Disciplinary Policy for Employed Representatives~~Disciplinary Policy for Employed Representatives~~Disciplinary ~~Policy for Employed Representatives~~*) shall be applied to relevant All Student Forums where specific Elected Representatives shall normally be held accountable by Ordinary Members (e.g. General Meetings, and in the democratic forums of ~~Liberation~~ CUSU Campaigns existing for all Ordinary Members of that Campaign).

Meetings of an Executive Committee, do not exist as All Student Forums as Executive Committees, such as those defined in these Standing Orders or in the constitutions of ~~Liberation~~ CUSU Campaigns, do not exist to provide a forum for all members to vote.

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a) Votes of no confidence in a Full Time Executive Member passed by the particular ~~Liberation~~ CUSU Campaign shall require ratification at CUSU Council by a simple majority resolution by CUSU Council. Failure of CUSU Council to ratify the Sabbatical Officer shall result in the Full Time Executive Member continuing as a Sabbatical Officer of CUSU without the role's responsibilities as defined in the constitution of the particular ~~Liberation~~ CUSU Campaign.

iii. Provisions of the CUSU Constitution regarding votes of no confidence shall take precedence over provisions of the Standing Orders.

iv. The CUSU Constitution shall govern procedures of a vote of no confidence in a trustee, inclusive of a Sabbatical Trustee. A no confidence vote in a Sabbatical Trustee shall not automatically remove the Sabbatical Officer from office as a Sabbatical Officer; however any resolution of no confidence in a Sabbatical Officer shall remove the Sabbatical Officer from trusteeship of the Union.

a) Votes of no confidence in a Sabbatical Trustee position which is also a Head of ~~Liberation~~ a CUSU Campaign shall apply as constituted in the CUSU Constitution, i.e. the Head of ~~Liberation~~ a CUSU Campaign shall, if resolved, be removed from trusteeship, without any need to consult the constitutional functions of the particular ~~Liberation~~ CUSU Campaign. If so resolved, the Head of ~~Liberation~~ CUSU Campaign shall remain in post as Head of ~~Liberation~~ CUSU Campaign, but shall not hold a position of trustee.

## J.8 Disciplinary Policy for Elected Office-holders: Vote of Censure

i. There shall be two types of vote of censure:
   a) Automatic vote of censure;
   b) Censure of an elected representative by another, through an All Student Forum.

ii. All instances of censure must be reported to the CUSU Chair, the CUSU President, the General Manager and to the relevant ~~Liberation~~ CUSU Campaign Executive Committee, where applicable.

iii. Automatic Censure:
   a) Any Full-Time Executive Committee Member of the Union who is absent from two successive scheduled meetings of the Executive Committee or CUSU Council within the period of one academic year without reasonable apologies being given shall receive an automatic censure.
   b) Any Part-Time Executive Committee Member of the Union who is absent from scheduled meetings of the Executive Committee for the entirety of a Term.
   c) Any Executive Committee Member who is required by these Standing Orders to either submit a report or is mandated to submit a report, without due reason, to the membership shall receive an automatic censure.

Automatic censures shall not come into effect until they are announced by the Chair, or Deputy Chair in instance where censure pertains to the Chair. Such provisions shall be mirrored by the Constitutions of ~~Liberation~~ CUSU Campaigns and make reference to alternative chair/deputy chair roles of their respective All Student Forum. Any references to 'membership' in the context of the censure of ~~Liberation~~ CUSU Officers in Article J (*Member and Executive Officer Disciplinary Procedure*~~*Member and Executive Officer Disciplinary Procedure*~~*Member and*

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~~*Executive Officer Disciplinary Procedure*~~) shall apply to the constituent membership of the ~~Liberation~~ CUSU Campaign.

iv. Appeals against an automatic censure will be considered by the relevant forum at its next scheduled meeting and will be considered only on the grounds of an error of fact.

v. Procedure for Vote of Censure

a) A Censure may be proposed via an Ordinary or Emergency Motion to a meeting of CUSU Council or a General Meeting (or at any All Student Forum of a ~~Liberation~~ CUSU Campaign).
   (1) The debate and vote of a motion of censure shall follow the normal procedure for debate and vote of an Ordinary Motion.
   (2) A Balanced Motion cannot be used to propose a debate or vote of censure; furthermore, an option to censure an Elected Officer may not form one of the resolves of a Balanced Motion (i.e. it may not be either Resolves A or Resolves B).
   (3) A motion to censure an Elected Officer may be incorporate multiple Elected Officers.
b) Motions calling for the censure of an Elected Officer shall require a two-thirds majority of voting members present to pass.

## J.9 Vote of No Confidence

i. Elected representatives can be removed from Office by a vote of no confidence in accordance with Clause 49.2 (*Removal of Elected Officers*) in the CUSU Constitution. There are two mechanisms by which a vote of no confidence can be tabled against an elected representative:
   a) Automatic vote of no confidence;
   b) Vote of no confidence raised by a secure petition resulting in a motion of no confidence against an elected representative to be decided by Student Council (and subsequently a General Meeting) or Referendum.

ii. Automatic Vote of No Confidence via CUSU Council (or as applied to other appropriate All Student Forum).
   a) Three votes of censure against any one elected member during an academic year, automatically requires CUSU Council debate a vote of no confidence in the elected member. They shall follow the procedure for other votes of no confidence.

iii. Vote of No Confidence motion via CUSU Council (or as applied to other appropriate All Student Forum).
   a) Any member of the Union may raise a motion for a vote of no confidence in an elected representative through a motion submitted to CUSU Council in accordance with the CUSU Constitution.
   b) The Board of Trustees may submit a motion for a vote of confidence for a Full Time Officer in accordance with CUSU's employee procedures and the CUSU Constitution.
   c) Gross misconduct by an elected representative, including for example, although not exclusively, corruption, fraud, theft, physical violence, threatening behaviour,

persistent harassment, intimidation or bringing the Union into serious disrepute will give rise to a vote of no confidence through CUSU Council triggered by a motion proposed on behalf of the Board of Trustees.

iv. Procedure for vote of no confidence at CUSU Council or a General Meeting
   a) The motion for a vote of no confidence must be placed in writing and sent to the CUSU Chair and President (or Education Officer if the vote of no confidence is against the President). In the instance of an automatic vote of no confidence the CUSU Chair and President (or Education Officer in their place) shall write, submit and propose/second the motion.
   b) In the event of conflict involving the CUSU Chair, or absence or vacancy in the CUSU Chair role, the CUSU Deputy Chair shall act in their place (for the purpose of this procedure). I the event no Member is able to undertake the responsibilities of the Chair or CUSU President in this procedure, the Executive Committee will appoint a member to act in the role of CUSU Chair for the purpose of this procedure.
   c) The CUSU Chair must then inform the representative as soon as possible, in writing, that a vote of no confidence has been raised against them with a date for when a CUSU Council will be called to discuss the vote of no confidence.
   d) In the case of gross misconduct, the CUSU Chair shall ask the President (or Education Officer in their place) to investigate the allegations and present a report to an CUSU Council (and to the individual under investigation) not less than three working days before the meeting of the CUSU Council when the vote of no confidence is to take place. Full Time elected representatives may be suspended on full pay whilst the investigations proceed; the investigations should not take longer than five (5) working days.

v. A vote of no confidence at CUSU Council requires a two-thirds majority to pass.

vi. A vote of no confidence at a General Meeting requires a simple majority to pass.

vii. Any Full Time elected officer who is removed from office will continue to receive their remuneration for one month after the decision is made except in cases of gross misconduct.

### J.10 Disciplinary Policy for Employed Representatives

i. Full Time Elected Officers, as employees of CUSU, are additionally subject to the employee disciplinary procedure of CUSU as applicable to all staff.

ii. No employee procedures relating to the disciplinary of elected officers shall remove an officer from office without democratic procedures being triggered.

## Article K Grievance and Complaint Procedure

## K.1 Complaints Principles

i. Every effort should be made to resolve complaints and grievances informally at the time that they occur.

ii. Complaints may be dealt with informally by CUSU Staff or Executive Officers as appropriate.

iii. Formal complaints must be made in writing to either the CUSU President or Education Officer as appropriate.

iv. The Board of Trustees will be kept informed of all formal complaints concerning staff or the organisation via a report from the CUSU President at each Board meeting. To this end the President will maintain a log of all such complaints; this will be available for inspection on request by the Board of Trustees at any time.

v. At any stage of a complaints process, relevant officers may rule that multiple complaints should be considered together or that a single complaint should be considered in separate parts or processes. Such officers have an obligation to ensure that the specifics of complaints being merged are still addressed or that the holistic merits of a complaint being separated are still considered.

vi. A formal complaint shall consist of a text submitted in any reasonable format noting all of the following:
   a) the desire to make a complaint;
   b) the specifics of the issue about which they wish to complain;
   c) the details of any specific harms caused by the issue; and,
   d) a method by which the complainant can be reached for correspondence.

vii. Any person who is the subject of a complaint or has a personal interest in the outcome of a complaint must recuse themselves from any deliberations of any body or office involved in adjudicating the complaint.

viii. Any CUSU officer engaged in a complaints process shall be granted licence to deal with complaints (or parts thereof) involving compelling issues of personal privacy by alternate means when the normal means would be inappropriately public. Such shall be open to scrutiny in any appeal and should follow the spirit of any public process. In instances where officers or a body adjudicating complaints find that a certain compelling issue of personal privacy cannot be adequately addressed, they should refer the matter to the CUSU Board of Trustees. When in doubt, reviewers of complaints should discuss with complainants and other concerned individuals their intentions regarding potentially sensitive information.

## K.2 Procedures concerning complaints against CUSU staff

i. The complaint will be referred to the CUSU General Manager for investigation and action in accordance with CUSU's employment policies. In the case of the complaint being against the General Manager, it will be referred to the CUSU President.

ii. The General Manager will inform the complainant of the outcome of the investigation as soon as practicably possible. Should this period be longer than seven days, then they will inform the complainant of the reasons for the delay.

iii. Should the complainant not be satisfied, they may appeal within fourteen days to the CUSU President who shall re-investigate the issue in-line with existing employee procedures. This decision will be final.

### K.3 Procedures concerning complaints against CUSU

i. Complaints must be directed to the CUSU President in writing. The President will refer the complaint to the Executive Committee for investigation and action.

ii. The CUSU President will inform the complainant of the outcome of the investigation as soon as practicably possible. Should this period be longer than seven days, then the President will inform the complainant of the reasons for the delay.

iii. The Executive Committee may resolve to:
   a) respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;
   b) judge the CUSU complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;
   c) reject the Complaint;
   d) uphold the Complaint in part and set out corrective action;
   e) uphold the Complaint in full and set out corrective action; and/or
   f) refer the complaint to the Board of Trustees.

iv. If the complaint would involve a serious admission of civil or criminal liability, the Executive Committee should automatically refer the complaint to the Board of Trustees.

v. Should the complainant not be satisfied, they may appeal to the Junior Proctor within fourteen days. This person will then re-investigate and decide on the need for further action. This decision will be final.

## Article L CUSU ~~Liberation~~ Campaigns

## L.1 ~~Liberation~~ CUSU Campaigns

i. ~~Liberation Campaigns are defined membership communities within CUSU's Ordinary Membership.~~

ii. ~~Liberation Campaigns exist to champion the representation of under-represented groups or communities of students. Liberation Campaigns have voting rights at CUSU Council and are considered politically autonomous groups that cannot receive or be held to mandates from CUSU Council or the CUSU Executive.~~

iii. CUSU shall normally support ~~Liberation~~ CUSU Campaigns such as by way of resources and infrastructure, subject to the approval of CUSU Council and the annual budget process.

iv. The CUSU ~~Liberation~~ Campaigns shall be:

a) Women's Campaign

b) BME Campaign (name change)
c) LGBT+ Campaign
d) ICUSU (International Students' Campaign)
e) Disabled Students' Campaign
f) CUSU Class Act
g) Ethical Affairs Campaign

~~v.~~ The campaigns outlined in L.1iv.a)~~L.1ii.a)~~ through L.1iv.f)~~L.1ii.f)~~ ~~Liberation Campaigns~~ are defined membership ~~communities~~campaigns within CUSU's Ordinary Membership.

v.

~~vi.~~ ~~Liberation~~Defined membership Campaigns exist to champion the representation of under-represented groups or communities of students. ~~Liberation~~These c~~C~~ampaigns have voting rights at CUSU Council and are considered politically autonomous groups that cannot receive or be held to mandates from CUSU Council or the CUSU Executive.

vi. The Ethical Affairs Campaign (iv.g)~~ii.g)~~) does not have a defined membership, and is open to all members of CUSU.

~~a)~~

## L.2 ~~Liberation~~ CUSU Campaign Governance

i. Each CUSU ~~Liberation~~ Campaign must have an Executive elected from their defined membership (references to the "Executive" in Article L (*CUSU Campaigns*~~*CUSU Campaigns*~~*CUSU Liberation Campaigns*) shall refer to the Executive of the particular Campaign unless expressly stated).
~~i.~~a) If the campaign does not have a defined membership, the Executive shall be elected from the CUSU membership.

ii. The CUSU Elections Committee shall be responsible for publicising the elections of the ~~Liberation~~ CUSU Campaigns. ~~Liberation~~ CUSU Campaigns must provide a schedule of any elections planned to the CUSU Elections Committee.

iii. The Executive is collectively responsible to, and accountable to, CUSU's Board of Trustees for operating in-line with the CUSU Constitution and Standing Orders.

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iv. The Executive is collectively responsible to, and accountable to, CUSU Council for the achievement of the campaign's purpose and for the campaign's good management. The Campaign Executive must:
   a) be elected in a free, fair and democratically robust manner, from amongst the Campaign's membership;
   b) include at least one elected member who is a Graduate;
   c) have a chair (or two co-chairs) elected from its members;
   d) prepare a budget once a year, in accordance with its constitution, for approval by the Board of Trustees and ratification by CUSU Council;
   e) only incur expenditure where authorised by the approved budget or the Board of Trustees and in-line CUSU's finance policy and financial procedures; and
   f) report to each CUSU Council meeting on the campaign's activities and finances.

v. A CUSU ~~Liberation~~ Campaign must have a constitution which provides for:
   a) the campaign's name and purpose, which must demonstrate the advancement of CUSU's charitable objects and cannot conflict with CUSU's charitable objects;
   b) the campaign being open to all, or a defined group of, Ordinary Members;
   c) procedures for an All Student Forum open to all Ordinary Members of the ~~Liberation~~ Campaign (e.g. a comparable meeting of CUSU Council or General Meeting for the ~~Liberation~~ Campaign membership to hold officers to account);
   d) membership roles of the Executive;
   e) the election (including electorate) and resignation of the chair (or co-chairs) and other elected members;
   f) The requirement of all Ordinary Members of the Campaign to be notified of each election within the Executive at least two weeks before the vote, specifying the election's timing, location and procedure;
   g) the removal of an elected member (including chair/ co-chair) from the Executive, inclusive of procedures of censure and votes of no confidence by a democratic event involving the ~~Liberation~~ Campaign's Members (such must incorporate and make reference to CUSU's internal policy for employee disciplinary where the Head of ~~[Liberation]~~ Campaign is a Full Time Sabbatical Officer);
   h) Executive's procedures, including meetings, decision-taking, voting, and quorum;
   i) procedures for other meetings, including those entitled to attend, decision-taking, voting, and quorum;
   j) the Executive's powers and responsibilities;
   k) the preparation of a budget, to include a list of Executive members with financial authority (e.g. nominated 'budget holder');
   l) provision for the handling of complaints;
   m) procedure for amending the constitution prior to it being ratified by CUSU Council; and,
   n) any other matter which the Executive considers appropriate.

vi. CUSU Council must ratify any amendment to a constitution by a simple majority vote.

vii. An elected member must not be removed from the Executive unless the member has been given notice, specifying the reasons for the proposed removal, and has been afforded a reasonable opportunity of making oral or written representations.

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viii. Where campaigns have a defined membership, and where actions do not fall within the purview of iii, iv and v, they shall be accountable to their defined membership, not to CUSU Council or the wider CUSU membership.

~~vii.~~ix. Where campaigns do not have a defined membership, the work of the Executive shall be directly accountable to CUSU Council, and should provide regular reports to Council in doing so.

**L.3 [Initiation of] New ~~Liberation~~ Campaigns**

i. A two-thirds majority resolution of two CUSU Council meetings may establish a new CUSU Campaign if it receives:
   a) a proposal, in the form of a motion, from ten Ordinary Members who would be members of that Campaign requesting establishment;
   b) a draft constitution which complies with Standing Orders; and,
   c) explicit [political] sponsorship/endorsement from a current Sabbatical Officer or Sabbatical-elect.

ii. Implementation terms are as follows:
   a) an Executive [of the ~~Liberation~~ Campaign] must be formed in accordance with the draft constitution within one Full Term of the Council vote;
   b) the Executive must adopt the draft constitution within one month or a time specified by CUSU Council.

iii. ~~Liberation~~ Campaigns may be wound-up by CUSU Council following the same procedure outlined for the establishment of a Liberation Campaign (with the exception of L.3i.b) above (*requirement for draft constitution*).

## Article M Student Groups

### M.1 Purpose

i. A Student Group is a group of students that share common interests. Student Groups provide the means for Members to participate in extracurricular activities.

ii. Student Groups exist as voluntary and/or social societies for Members to congregate for recreation, shared purpose or endeavour, and/or collectivise sections of the student body with shared interests or characteristics.

iii. Student Groups must support, and may not conflict with, CUSU's charitable objects as defined in the Constitution with the exception of RAG (Raising and Giving, where applicable/if in existence) for which additional powers exist within the Constitution.

iv. All Student Groups must adhere to CUSU's Constitution, Standing Orders and policies (including financial policy and procedures).

### M.2 Establishment of Student Groups

i. The Board of Trustees shall be responsible for ensuring an application process exists for Members to propose new Student Groups for approval.

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ii. Ten or more Ordinary Members of CUSU who have a common aim or interest may set up a Student Group to pursue the interests of Members provided that there is no existing Student Group with the same name and/or objectives within CUSU.

iii. The names and University identification details of Members must be provided to CUSU when applying for recognition or registration.

iv. CUSU Council shall approve applications to establish a Student Group.

**M.3 Regulation of Student Groups**

i. Membership of all Student Groups shall be open to all Ordinary Members of CUSU.

ii. Registered Student Groups will be required to adhere to specific Student Group provisions set by the Board of Trustees, such as those concerning the soliciting of advertising and donations and use of the CUSU name and logo. Groups shall be required to adopt a standard Constitution as provided by CUSU, unless by specific written agreement of the CUSU President and the General Manager. The Constitution should provide for:
   a) the Student Group's name and purpose;
   b) the Student Group being open to all Ordinary Members;
   c) a method of registering Members including any membership fees involved;
   d) a commitment to maintaining an accurate record of Members and sharing this with CUSU termly;
   e) the roles of the leadership Committee required for the Group's ongoing operation;
   f) the election and resignation of the Committee, subject to M.4ii (*requirement to hold elections/dispensation to appoint via alternative method*);
   g) the requirement of registered members of the Student Group to be notified of nominations opening no later than two weeks in advance and to be notified of any election at least two weeks in advance of a ballot opening;
   h) specification of any election's timing, location and procedure to the membership;
   i) the removal of a Committee member;
   j) the Group's procedures, including meetings, decision-taking, voting, and quorum;
   k) the Committee's powers and responsibilities;
   l) any procedures for preparation of a budget, including a list of Committee members with 'budget holder' responsibility; and,
   m) provision for the handling of complaints.

iii. CUSU may support Student Groups such as by way of resources and infrastructure, subject to the approval of CUSU Council and the annual budget process.

iv. All spending by Student Groups must be authorised in accordance with CUSU financial policy. Money held by Student Groups, whether awarded by CUSU or raised independently, must be held in accounts maintained by CUSU.

**M.4 Student Group Governance**

i. Once registered Student Groups will remain active, unless suspended by the CUSU Council, for the duration of the academic year. They must re-register for the following academic year and may do so before the end of the previous academic year. Otherwise another group may assume the name and aims of that Student Group. Re-affiliation of any Group may be suspended for up to one academic year at the discretion of the Executive Committee.

ii. Student Groups shall normally hold elections for Committee Officer roles annually in accordance with their constitution. Each Student Group will elect at least three Committee Officers with responsibilities for group coordination and leadership and finance. Student Groups may be permitted to establish alternative methods of appointment to committee positions at the discretion of the CUSU Council and such shall be dictated by the Student Group constitution.

iii. All elections must be administered via the dedicated CUSU online voting system, see Article G (*Elections~~Elections~~~~Elections~~*), G.9~~G.9~~~~G.10~~ (*Voting~~Voting~~~~Voting~~*). Any complaint about the process must be put in writing to the Executive Committee for judgement. Their decision is final.

iv. The Executive Committee may resolve to delegate their responsibilities in overseeing Student Groups to a sub-committee and/or CUSU staff. Any resolution shall expire at the end of each Academic Year and shall require a new resolution in the following year.

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## Article N Terms of Affiliation and Rights of Affiliate Members

### N.1 Introduction

i. Affiliate members are as described in Clause 13 (*Members*) of the CUSU Constitution.

ii. Affiliate Members must represent a constituency of the Ordinary Membership of CUSU. Affiliate Members shall ordinarily represent members of a constituent College of the University of Cambridge and may represent Members of a specified level or levels of study.

iii. Affiliate members reserve the rights of members as defined in Standing Orders, see D.7~~D.7~~D.6 (*Membership and Attendance~~Membership and Attendance~~~~Membership and Attendance~~* of CUSU Council, in Article D).

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### N.2 Affiliation to CUSU

i. A democratic resolution to affiliate to CUSU by Ordinary Members of a defined, recognised constituency of the Collegiate University of Cambridge shall be sufficient to register an organisation as an affiliate member provided affiliation of

the organisation is formally communicated to Council in a CUSU Council announcement.

ii. Affiliate Members recognised as Affiliate Members who are affiliated to CUSU at the time of these Standing Orders coming into effect shall be understood to have affiliated to CUSU and continue to be affiliated to CUSU until such time as the Member actively pursues disaffiliation (as set-out in N.5, *Disaffiliation Procedure*~~*Disaffiliation Procedure*~~*Disaffiliation Procedure*). For the avoidance of doubt, those Affiliate Members recognised as so upon the approval of these Standing Orders shall remain Affiliate Members until any Member disaffiliates; no establishment of these provisions, Article N (*Terms of Affiliation and Rights of Affiliate Members*~~*Terms of Affiliation and Rights of Affiliate Members*~~*Terms of Affiliation and Rights of Affiliate Members*), shall be sufficient to disaffiliate an Affiliate Member or require re-affiliation.

iii. Affiliation to CUSU is subject to the discretion of CUSU Council.

iv. A list of current affiliate members shall be maintained on the CUSU website by the Board of Trustees (or their nominee).

v. CUSU shall:
   a) communicate the key activities of the Union to Affiliate Members;
   b) represent the interests of Affiliate Members;
   c) pursue the mandates of Affiliate Members in accordance with Policy set by CUSU Council;
   d) establish networking opportunities for Affiliate Members;
   e) promote opportunities for the development of Affiliate Member activities and interests;
   f) support Affiliate Members in raising constituent issues and local concerns to the attention of other Affiliate Members and wider institutional actors across the Collegiate University of Cambridge;
   g) regularly engage Affiliate Members in cross-Collegiate initiatives in the advancement of interests of Ordinary Members; and,
   h) provide access to CUSU services and resources for the constituents of Affiliate Members.

**N.3 Responsibilities of Affiliate Members**

i. Affiliate Members of CUSU exist to:
   a) advocate and represent the interests of their constituents within the representative democratic forum of CUSU Council;
   b) promote the aims of the central students' union for all Cambridge University students; and,
   c) contribute to the effectiveness and accountability of a central representative body for all Ordinary Members.

ii. The duties of Affiliate Members shall be to:
   a) notify the CUSU Executive of committee and/or leadership roles within the affiliate body and communicate changes as soon as possible;
   b) notify the CUSU Chair of Ordinary Members attending to vote on behalf of the affiliate body;
   c) formally announce the outcome of Common Room elections to CUSU Council;

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d) pay an annual subscription to CUSU at a rate set by CUSU Council;
e) actively engage in the democratic functioning of CUSU, including the representing of constituent interests in CUSU governance and active promotion of democratic events such as elections and referendums;
f) regularly engage their members in the activities of CUSU and promote the representative work of CUSU to their membership; and,
g) contribute to the collective advancement of the interests of Ordinary Members more generally, alongside their constituents, in the advancement of CUSU's charitable objects.

### N.4 Affiliation Fees

i. The rate of affiliation shall be calculated by applying a rate per undergraduate and postgraduate student per College as applied to the relevant Common Room as set by CUSU Council. Common Rooms shall pay the applicable rate for all Ordinary Members who are constituents of the Common Room.

ii. Subscription rates for any given year shall be calculated using official student statistics published by the University of Cambridge for the previous academic year.

iii. An annual fee shall apply to any College body that affiliates in the first six months of any Academic Year (July to December). Any College body affiliating in the final six months of an academic year shall receive subscription fees at 50% of the annual rate (applying January to June).

iv. Payment must be paid by Affiliate Members no later than three months from the date of invoice. CUSU shall normally invoice affiliate members in February of each year.

v. Complaints or disputes regarding an affiliation fee must:
   a) only be raised by an Ordinary Member; and,
   b) be raised through a question to the President at CUSU Council, within an announcement at CUSU Council, and/or via an Ordinary Motion to CUSU Council.

### N.5 Disaffiliation Procedure

i. Affiliate Members may disaffiliate by a democratic resolution of their constituent members provided any disaffiliation shall not take effect until the Affiliate Member has formally communicated the disaffiliation to CUSU Council via a Council announcement.
ii. Full subscription rates ("affiliation fee") shall be due in any year of disaffiliation and shall not cease until the following year.

## Article O External Affiliations

### O.1 Procedure for Affiliation to an External Body

i. A resolution of the Board of Trustees or the Executive Committee, or any Ordinary Member may propose affiliation to an external body. The collective term for organisations to which CUSU is affiliated to shall be "External Affiliations".

ii. Any motion to initiate an affiliation to an External Body must define the "class" of the External Body for the purposes of democratic procedure herein and as stipulated in O.1v (*Distinction between political and non-political External Affiliation*).

   a) An individual External Body may only hold one class as defined in O.1v.a) (*There shall be two classes of external body*).

   b) There may be no further interpretations of class than those described in O.1v.a) (*There shall be two classes of external body*).

iii. Affiliations to external bodies shall require consent of the Members and shall be governed by:

a) The CUSU Constitution and Standing Orders;
b) Legislation pertaining to charities, such as that of political campaigning by charities and rules on the commitment of charity funds to activities outside the Union's charitable objects and political causes; and,
c) Legislation pertaining to students' unions, in particular the Education Act 1994 as supported by, and in accordance with, the *Code of Practice in Respect of Student Unions* as issued by the University of Cambridge and related provisions in the University of Cambridge *Statutes and Ordinances*.

iv. The provisions of this article shall distinguish between:
a) The affiliation of CUSU to an external body, which shall refer to affiliation to a body to which CUSU is not at the time of affiliation affiliated to; and,
b) The maintenance of affiliation to an external body that CUSU is already affiliated to. For avoidance of doubt, the use of the phrase re-affiliation shall refer to a continuation and the maintenance of affiliation to an external body that CUSU has already holds.

v. Governing provisions relating to affiliation shall differ depending on the level of political and ideological influence the external body may have in representing the interests of CUSU's membership or the level of political engagement required of CUSU on behalf of Members.
a) There shall be two classes of external body of which any external body must be characterised as one class:
(1) Non-political external bodies are bodies primarily concerned with service-provision for which affiliation permits access to non-political services and/or peer-based interaction within a membership community; these external bodies shall not coordinate forums or platforms for CUSU to advocate on behalf of CUSU's Members or require CUSU's endorsement of campaigning or political activity.
(2) Political external bodies are primarily concerned with promoting the interests of CUSU's Members in a wider socio-political context. By affiliation to the political external body, CUSU shall expect to advocate on behalf of Members and engage in the political decision-making of the external body on behalf of CUSU's Membership. The provision of services in addition to political activities shall not be sufficient to denote an external body as a non-political external bodies (for the purposes of CUSU's terms of affiliation as defined herein).
b) In the case of dispute over an application of the definitions provided for non-political or political external bodies to a particular body, the Board of Trustees shall, in the first instance, resolve the dispute, subject to:
(1) A Board resolution to delegate the matter to the ~~Union Development Team~~Democracy Steering Group; or
(2) A resolution of the University, as set-out in O.1v.c) (*right to review by the University of Cambridge*) below, shall be sufficient to resolve any dispute.
c) The University of Cambridge, in accordance with O.1iii.c) (*Legislation pertaining to students' unions*) above, shall have the right of review of any application of an external body *as* political or non-political. By request of the University of Cambridge's *Council Committee for the Supervision of Students' Unions (CCSSU)*, any proposal to affiliate to a new external body may:
(1) at first, be delayed until a meeting of the CCSSU only on the grounds that CCSSU dispute the classification of an external body as either political or non-political; and then,

(2) secondly, be determined as a political or non-political external body for the purposes of O.1v (*class of external body*), strictly in relation to whether O.1vi or O.1vii (*affiliation procedure for a non-political or political external body*) procedures shall apply, and therefore the procedures for affiliation for a particular organisation are then resolved by CCSSU instead of any other body.

vi. CUSU shall be deemed to have affiliated to an external body of non-political class, as in O.1v.a)(1) (*non-political class of external bodies*), if:
   a) a motion proposing affiliation is passed by a two-thirds majority vote of CUSU Council or a General Meeting; or
   b) a resolution to affiliate to the external body is passed by a simple majority of the Ordinary Members voting in a Referendum, provided that at least 10% of Members cast a vote in the Referendum. The initiating of any referendum on the question of affiliating of an external body of non-political class, as in O.1v.a)(1), shall occur in the usual way, as in Article F (*Conduct of Referendums~~Conduct of Referendums~~Conduct of Referendums*).

vii. CUSU shall be deemed to have affiliated to an external body of political class, as inO.1v.a)(2) (*political class of external bodies*), if:
   a) a motion proposing affiliation is passed by a two-thirds majority vote of a General Meeting; or
   b) a resolution to affiliate to the external body is passed by a simple majority of the Ordinary Members voting in a Referendum, provided that at least 10% of Members cast a vote in the Referendum. The initiating of any referendum on the question of affiliating of an external body of political class, as in Q.1iv.a)(2), shall occur in the usual way, as in Article F (*Conduct of Referendums~~Conduct of Referendums~~Conduct of Referendums*).

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## O.2 Procedure for review of External Affiliations

i. The current list of affiliations shall be presented to CUSU Council in the first Council of Lent Term with information on the cost of affiliation and a review of interaction with the organisation in the last year, presented by an appropriate Executive Body for the information of Council.

ii. Any delay in presenting the list of affiliations to CUSU Council shall not prevent CUSU Council resolving upon External Affiliations in the usual way (as defined herein), provided that External Affiliations are presented before the end of the relevant Academic Year.

iii. There shall be a separate vote on each affiliation. CUSU will re-affiliate to an external organisation if two-thirds of Council vote in favour of doing so.

iv. A failure to satisfy a resolution incorporating a two-thirds majority of Council Members voting on the re-affiliation motion of:
   a) an external body of *non-political* class, as in O.1v.a)(1), shall automatically resolve to disaffiliate from the external body;
   b) an external body of *political* class, as in O.1v.a)(2), shall automatically trigger a referendum of the Ordinary Membership. The Elections Committee shall be responsible for proposing the referendum question and timeline at the following

CUSU Council meeting provided the positive/affirmative option of the resolution refers to a decision to maintain affiliation.

v. A referendum on re-affiliation that is triggered by a failed motion at CUSU Council shall require a simple majority of the Members voting in accordance with affiliation provided the number of Members voting is 10% [ten percent] of all Ordinary Members.

For the avoidance of doubt: only an affirmative referendum resolution passed by referendum *to maintain* affiliation, no matter how the question is put, shall maintain affiliation (e.g. a failure to meet quoracy or exceed simple majority shall be sufficient to disaffiliate from an external body).

vi. In the event External Affiliations have not been presented to CUSU Council before the end of the Academic Year, a vote on re-affiliation shall be deemed to have failed and therefore proceed as described so in O.2iv (*failure to re-affiliate by resolution of CUSU Council*) in the new Academic Year.

**O.3** No more than one referendum on affiliation, re-affiliation or disaffiliation to a particular organisation shall be held in any one Academic Year.

**O.4** The President shall be responsible for communicating to relevant external bodies any outcome of an affiliation resolution.

## Article P Membership Code of Conduct

### P.1 Purpose

i. The following code of conduct has been set by the Cambridge University Students' Union (CUSU) CUSU Council and sets out the minimum standards of conduct and behaviour expected by all Members.

### P.2 Introduction

i. CUSU aims to provide all of its Members with the support and guidance they need to enjoy and achieve at University. The Membership Code of Conduct sets out the standard of conduct the Union expects of its Members and that it believes is consistent with helping the overall membership get the most from their student experience.

ii. The Membership Code of Conduct comprises:
    a) The Membership Code of Conduct
    b) The disciplinary procedure the Union uses for dealing with alleged breaches of the Membership Code of Conduct
    c) This Code does not apply to the conduct of staff towards members of CUSU.

iii. For purposes of the Code a 'member' subject to this code shall include a member of any elected CUSU position and any representative representing constituencies within CUSU; any Team, group and/or campaign operated by, or operating within, CUSU; and any members' conduct during their interactions with CUSU, its members or facilities.

iv. CUSU Council and the Board of Trustees have an ongoing responsibility to their membership as a whole and therefore have the right to suspend or terminate membership if in the event, a member's conduct is found to be in breach of this code, or any part thereof.

v. Failure to comply with the Code of Conduct constitutes misconduct and may result in students being referred to the University's disciplinary procedures.

### P.3 Membership Code of Conduct

i. The following shall constitute misconduct under the Membership Code of Conduct:
    a) Violent, indecent, disorderly, threatening, abusive or offensive behaviour to any student, employee of Cambridge University Students' Union or the University or any visitor to the University or any member of the local community.
    b) Abusive, threatening or offensive language (verbal or written – including social media websites) to any student, employee of Cambridge University Students' Union or the University or any visitor to the University or any member of the local community.
    c) Action likely to cause injury or impair safety on Union or University premises.
    d) Harassment, including racial or sexual harassment and harassment on the grounds of disability of any student, employee of Cambridge University Students' Union or the University or any visitor to the University.
    e) Damage to, or defacement of, Union or University property or the local community caused intentionally or recklessly.
    f) Failure to comply with CUSU's Finance Procedures and with any decision on the use of Union funds made by a properly constituted body of the Union.
    g) Failure to comply with the Union regulations for conduct of elections.
    h) Rudeness or lack of respect shown toward CUSU Staff.

### P.4 Breach of Code

i. If CUSU receives information which indicates an activity or member has breached this Code it shall, if deemed appropriate, inform the University and will then implement the CUSU Disciplinary Policy for Members at the discretion of the CUSU President and/or Executive Committee (if so deferred or delegated).