

## **CUSU Class Act Constitution**

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### **CHAPTER I: AIMS, OBJECTIVES AND MEMBERSHIP**

#### ***1. NAME***

Cambridge University Students' Union Class Act, hereafter abbreviated to CUSU Class Act, shall be the campaign recognised by the Cambridge University Students' Union (hereafter abbreviated to CUSU) representing the people listed in section 3, hereafter called Members.

#### ***2. AIMS AND OBJECTIVES***

a. The objectives of CUSU Class Act shall be:

- i. To promote and protect the welfare of all its members;
- ii. To represent its members at CUSU Council, and to any other outside body involved with CUSU Class Act;
- iii. To work to fight relevant prejudice and/or discrimination in the university community;
- iv. To campaign for relevant legislation to tackle any economic disadvantage faced by members and raise awareness and acceptance of the groups it represents in the university community;
- v. To organise events, both social or otherwise, to benefit its members and/or to further these aims;
- vi. To work with college communities, and any other relevant group to help to achieve these aims.

b. In everything CUSU Class Act does, there should be no discrimination, prejudice or bias on any grounds. Inclusivity should be paramount to the actions and work of the group for its members.

c. CUSU Class Act shall be democratic and as representative as possible

d. CUSU Class Act will ensure that any accessibility requirements of its Members, members of the Executive Committee or candidates in elections are met whenever possible.

### **3. MEMBERSHIP**

a. A member of CUSU Class Act shall be defined as someone who both:

- i. Is a current member of CUSU;
- ii. Self-identifies as working class

b. Membership status shall not be affected by any other affiliation.

c. Membership shall entitle members to partake in Elections, Open Meetings and Referenda and to stand for election to the Executive Committee (hereafter called the Exec).

d. Any non-Member who wishes to assist with campaigns may do so provided their involvement is not intended to contravene any of the mission statements.

e. CUSU Class Act shall retain the right to refuse entry to anyone/eject anyone from any of its events if the person concerned is believed to be causing, or likely to cause, serious offence or harm to anyone present at the event.

f. The only Members whose rights as a Member shall be limited shall be the Chair and any person who acts as the Chairperson of a Meeting.

g. These limitations shall only exist while that person is acting in the relevant role and only limit rights directly related to the role they are performing such as voting/speaking at Meetings.

## **CHAPTER II: CONSTITUTION, STANDING ORDERS AND POLICIES**

### **4. AMENDMENTS**

a. Amendments to this constitution:

- i. Shall require a Referendum to be conducted in accordance with Chapter III;
- ii. All changes must:
  - 1. Be legal under the laws of the United Kingdom and relevant international law,
  - 2. Be legal under the CUSU constitution and any other relevant CUSU dictates;
  - 3. Not call for any action or inaction that is beyond the control, capabilities or reasonable scope of CUSU Class Act;
- iii. Must be approved by CUSU Council and shall only take effect after such approval.

b. Amendments to the Standing Orders:

- i. Shall be submitted in the form of an Ordinary Motion during an Ordinary or Extraordinary Open Meeting, and it shall require the vote of a two-thirds majority of those

present. Alternatively, amendments to the Standings Orders may be submitted to a referendum of type 19.b.i.;

ii. Shall not attempt to circumnavigate the constitution by any means ensuring the Standing Orders only covers areas not covered by the constitution.

c. Amendments to CUSU Class Act Policies:

i. Shall be submitted in the form of an Ordinary Motion during an Ordinary or Extraordinary Open Meeting, and it shall require the vote of a simple majority of those present.

ii. Shall not attempt to circumnavigate the Constitution or the Standing Orders by any means, ensuring the current CUSU Class Act Policies only cover areas not covered by the Constitution nor the Standing Orders

## **5. INTERPRETATION**

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

b. In case of doubt, interpretation of this constitution (and its appendices) shall rest with the Exec, except that during Open Meetings the Chairperson shall be the sole interpreter of the constitution in respect to questions not yet decided by the Exec.

c. "Year" shall be taken to mean the Cambridge academic year, starting on 1st October and ending on 30th September every year. When specified, "year" may also refer to the period between one officer's election and the next election due for their position.

d. "Day" shall be taken to mean a day of full term.

e. "Chair" shall refer to the Exec member elected by the members.

f. "Chairperson" shall refer to the person chairing a meeting regardless of whether they are the Chair or not.

g. "Proposer" shall be taken to mean any member submitting a motion.

h. "Most senior Exec member" shall be taken to mean the first available and authorised member of the Executive Committee, to be chosen in descending order from the list of Executive Committee positions in clause 8 of the Standing Orders.

## **CHAPTER IIIA: OPEN MEETINGS AND POLICY**

### **6. GENERAL**

a. There shall be two types of Open Meeting hereafter considered equal unless specified:

i. Ordinary Open Meetings,

ii. Extraordinary Open Meetings.

b. Ordinary Open Meetings shall be held at least once a term (with the Annual General Meeting being treated as an Ordinary Open Meeting).

c. The Annual General Meeting shall be held every year as an Ordinary Open Meeting in Michaelmas Term.

d. Any Member may attend, vote and speak at any Open Meeting. Non-members (hereafter called Guests) may attend any Open Meeting but:

- i. May not vote,
- ii. May only speak after a successful procedural motion of type 11.a.vi.

## **7. TIMING**

a. The time and date of the Open Meetings shall be decided by the Chair and advertised by the Secretary on the seventh day before the meeting with an invitation for the submission of motions.

b. All Open Meetings shall be held in Full Term in a public, accessible, room at a reasonable time.

c. An Extraordinary Open Meeting shall be held at a time and date specified in the petition which calls it subject to clause 7.b. This petition must be submitted to the Secretary at least a week before the time it is to be held. The same petition must include the motions to be discussed at the Extraordinary Open Meeting and be signed by either the President and one-half of the Exec or by 25 members. No business other than that detailed in the petition shall be discussed at the Extraordinary Open Meeting, unless time sensitive and communicated to the Secretary in the appropriate fashion.

## **8. QUORUM**

a. The quorum for an Open Meeting shall consist of 10 members not including the Chairperson. An Open Meeting may only start if a quorum is present.

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

## **9. MOTIONS**

a. There shall be three types of motion:

- i. Ordinary motions;
- ii. Extraordinary motions;
- iii. Procedural motions.

- b. Motion types (i) and (ii), of the above types of motion, may take the form of either:
  - i. A motion regarding CUSU Class Act Policies;
  - ii. A discussion;
  - iii. A motion mandating the Exec or a member of the Exec to perform a task.
- c. Each Ordinary motion shall have to have been submitted by email to the Secretary before midnight on the day before the Ordinary Open Meeting at which it is to be discussed. The email must contain the name of and be sent from the @cam email address of the Proposer. A maximum of 3 Ordinary motions may be submitted by a single Proposer in each individual Ordinary Open Meeting.
- d. An Extraordinary motion may be submitted to an Ordinary Open Meeting at any time before the end of the Ordinary Open Meeting. A Simple Majority vote shall be required to accept the motion for discussion. A maximum of 1 Extraordinary motion may be submitted by a single Proposer in each individual Ordinary Open Meeting

#### *10. PROCEDURAL MOTIONS*

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

f. In the case of a procedural motion of type (vii), a new time limit shall be specified by the Proposer.

### *11. AGENDA*

a. An agenda shall be published via the relevant email lists by the Secretary no later than 48 hours before the Open Meeting is due to take place. Any additional items should be added to "Any Other Business" at the discretion of the Secretary. The agenda shall be made available to all during the Open Meeting.

### *12. THE CHAIRPERSON*

a. The Chair shall always be the Chairperson at the start of all Open Meetings at which they are present.

b. In the event the Chair cannot be present at a meeting or in the event that a Chairperson vacates the chair by a procedural motion (or otherwise), the next most senior Exec member shall be the Chairperson with the exception that the Secretary should never take the Chair.

c. The Chairperson shall be empowered to limit the length of speeches, but to no less than three minutes for a Motion other than a Procedural Motion, where the limit may be set at no less than thirty seconds.

d. The Chairperson shall neither be taking part in the debate regarding a motion nor address the Open Meeting, except in their official capacity, with the exception of speaking against a procedural motion as described in clause 11.c.

### *13. SPEECHES*

a. At the start of each motion the Proposer shall state the motion and explain it as they see fit.

b. The Chairperson shall then ask for speeches against and for the motion, in alternation, keeping the debate balanced.

c. It shall be possible to ask a question 'to' the Motion (at the invitation of the Chairperson) which shall comprise of a neutral question of clarification.

d. The Chairperson may reject any question to the Motion which they feel cannot be answered neutrally.

e. It shall be possible to make a Point of Information (at the invitation of the Chairperson), which shall be a neutral provision of fact or clarification relevant to the motion being discussed.

f. The Proposer shall be entitled to make a summation before voting takes place after a final speech against the motion (unless no such speech is requested). If the Proposer does not wish to speak themselves, they may delegate their right to make a summation to another Member.

g. The summation should not provide any new information or arguments but should serve to summarise the key points.

#### *14. AMENDMENTS TO MOTIONS*

a. Any member may propose an amendment to a Motion (through the Secretary if they cannot be present at the meeting).

b. An amendment may be submitted at any time before the summation of the debate.

c. Amendments shall be submitted in writing to the Chairperson.

d. If the Chairperson and Proposer agree that the amendment is within the spirit of the original Motion, the amendment shall be accepted as a 'friendly' amendment and be immediately enforced.

e. If the amendment is considered to change the Motion significantly and/or it is not accepted as a friendly amendment, it shall be treated as an Extraordinary motion to amend the original motion.

f. The Extraordinary motion shall be debated immediately and the balance of the original motion shall be restored (or maintained) after the amendment debate.

#### *15. POLICY*

a. CUSU Class Act Policy shall be used to formalise medium term plans for the Campaign.

b. Policy shall be created by a successful motion at an Open Meeting.

c. Policy may be revoked by a successful motion at an Open meetings or by referendum.

d. Policy shall last for three years, after which the policy will automatically lapse unless renewed.

e. Policies may be amended by a successful Ordinary motion at an Open Meeting if the Chairperson deems the amendment to be in keeping with the original spirit of the policy.

f. Proposed amendments which the Chairperson do not deem to be so shall require to be voted on by a referendum of type 19.b.iii. If the Proposer of the amendment wishes for their amendment to be voted on during a referendum, they have to submit an Extraordinary Motion during the Open Meeting. If the Extraordinary Motion is adopted by a simple majority, a Referendum of type 19.b.iii. on the adoption of the proposed amendment shall be taking place.

g. Policies must further at least one of the aims/objectives as defined in article 2 and must not counteract or prevent the achievement of any aim or objective.

h. Policies additionally must not attempt to circumnavigate this constitution or its standing orders by:

- i. Attempting to restrict or widen the definition of membership;
- ii. Attempting to redefine, either explicitly or otherwise, any of the defined terms in this constitution;
- iii. Attempting to restrict the accessibility or inclusivity of anything the Campaign does;
- iv. Attempting to prevent the Campaign, a committee of the Campaign or an individual officer of the Campaign from acting in a way required by this constitution or its Standing Orders either directly or otherwise;
- v. Attempting to reduce the fairness of an election by any means;
- vi. Any other means not listed here.

i. Policies should aim to be relevant for the entire duration of their enactment.

j. The Chair shall be responsible for keeping a list of current policies.

#### **16. VOTING**

a. Every Member present at an Open Meeting shall be entitled to one vote at each discrete instance where a vote is required except for the Chairperson who shall have no vote.

b. Votes by proxy will be accepted on any unamended motion (including motions amended solely by friendly amendments). To be accepted such a vote must:

- i. Specify the motion to which it pertains;
- ii. State whether the vote is for or against the motion;
- iii. Be from the @cam email address of the voter (who must be a Member);
- iv. Be emailed to the Secretary at least two hours before the Open Meeting is due to start.

#### **17. MAJORITY REQUIRED BY MOTIONS**

a. Unless otherwise specified in this constitution, a motion at an Open Meeting shall require a simple majority for it to be carried.

b. A simple majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining (but requiring a minimum of 8 votes in favour).

c. A Two-Thirds Majority shall be taken to mean that those voting in favour outnumber those voting against by two to one, regardless of those abstaining (but requiring a minimum of 10 votes in favour).

#### **18. MINUTES AND NOTICE OF MOTIONS PASSED**



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

## **CHAPTER IIIB: REFERENDA**

### **19. GENERAL**

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

### **20. CALLING A REFERENDUM**

- a. Referenda of type (i) shall be called by a resolution of the Exec or by a petition to the Exec signed by 25 or more Members.
- b. Referenda of type (ii) shall be called by a petition to the Exec signed by 15 within 48 hours of the announcement of the decision.
- c. Referenda of type (iii) shall be called by a resolution of an Open Meeting motion.
- d. Referenda of the above type (iv) shall be called only by a resolution of the Exec.
- e. If a referendum of types (i), (ii) or (iii) is called then a vote should occur in no more than seven days.
- f. If a group of members requests a debate be held regarding the subject of the Referendum the Chair shall organise one.

### **21. QUORUM**

- a. If a Referendum is not quorate the outcomes shall be declared void.

b. The Quorum for Referenda of the above types (i), (ii) or (iii) a simple majority shall be sufficient for a resolution of the referendum with the exception of a referendum called in accordance with clause 36.f.

c. In the case of a referendum of the above type (iv) the assent of at least 33 Members being at least a two thirds majority shall be required to attain a resolution of the referendum.

## **CHAPTER IV: POLLS**

### **22. SCOPE**

a. This chapter shall be applied to all Elections and Referenda held by CUSU Class Act

### **23. RETURNING OFFICER**

a. The Chair (or President, or next most senior Exec member, if a conflict of interest is declared) shall be the Returning Officer for all Elections and Referenda other than the exceptions given in clause 23.b.

b. In the event that an incumbent Chair wishes to run for a position in an Election, the Returning Officer shall be the most senior Exec member not wishing to run in that Election.

c. If the Returning Officer is personally involved in running for a position, or publicly taking position on a motion at any point during an Election or Referendum, then that Election or Referendum shall be deemed null and void.

d. The Returning Officer shall oversee the Polls for Elections and Referenda.

### **24. RESULTS**

a. The Returning Officer shall announce the results once they have been verified.

b. The result of an Election or Referendum shall not be valid till the Returning Officer has announced them.

### **25. POLLING**

a. Polls shall be conducted by secret ballot during a period of at least 48 hours, starting on one day at 9AM and ending on another day at 5PM. The poll shall not take place for more than 96 hours. The Returning Officer shall be the only person (other than the system's own administrators) permitted to access any online system used during the poll and responsible for the supervision (either directly, or through an appointed assistant) of any paper ballot held.

### **26. CAMPAIGNING**

a. The Returning Officer shall specify the locations in which no campaigning shall be allowed.

b. Within these locations no posters or other material advertising candidates shall be allowed except for the manifestos submitted by the candidates as part of their nominations.

- c. A candidate may not enter these locations with the intention of campaigning.
- d. The Returning Officer may at their discretion specify other reasonable rules regarding campaigning.

#### **27. VOTING**

- a. Each Member shall have one and only one vote.
- b. All votes shall be cast electronically via the CUSU Online Election System or in person at a paper ballot.
- c. Candidates running for a position may not be within a three metre radius of a voting member.

#### **28. MALPRACTICE**

- a. Any complaints about malpractice during an Election or Referendum shall be submitted to the Returning Officer (or, in the case of malpractice involving the Returning Officer, the most senior Exec member not involved) as soon as possible but no later than 24 hours after the close of the poll at which point the result will stand if no complaint has been received.
- b. All claims of malpractice must be reported to the Exec and will be upheld if a two-thirds majority of the Exec vote in favour of the claim.
- c. If a claim is upheld according to clause 28.b the election shall be declared void and be reheld within 7 days.

### **CHAPTER V: GRIEVANCES**

#### **29. RIGHT TO COMPLAIN**

- a. All members who are dissatisfied in their dealings with CUSU Class Act have the right to tender a complaint.

#### **30. PROCEDURE FOR COMPLAINTS**

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

d. Where necessary, CUSU shall have the power to provide effective remedy where it considers it appropriate, while maintaining the autonomy of the Campaign.

## **CHAPTER VI: THE EXECUTIVE COMMITTEE**

### **31. OFFICERS**

a. Each Exec member shall be bound by the duties declared the Standing Orders and also by mandate of an Open Meeting.

b. The composition of the Executive Committee can be found in the Standing Orders.

### **32. ROLES IN THE STANDING ORDERS**

a. Roles are to be created, amended and suppressed in the Standing Orders. Any change to the roles in the Standing Orders shall take place through an amendment to the Standing Orders, according to the procedure specified by clause 4.b.i.

### **33. ELECTIONS**

a. The electoral timetable for each of the Executive Committee Positions is specified in the Standing Orders.

b. Nominations:

i. All Members shall be Eligible Members with the exception of the Returning Officer in the Election.

ii. Candidates submitting nominations for the role of Chair during the Lent Elections may not be in their final year of study;

iii. A Valid Nomination must:

1. Be from an eligible Member or eligible Members;

2. Indicate the candidate's agreement to be bound by this Constitution (and its appendices);

3. Be sent from the @cam address of the candidate.

iv. The Nomination may be accompanied by a plain text manifesto of up to 300 words;

v. Nominations shall be opened, for all elections, on the seventh day before they are closed;

vi. The Returning Officer shall rule about valid nominations and shall announce those received by the Close of Nominations which shall be at midday of the second day before the Poll;

vii. Only the candidate shall be allowed to withdraw their nomination, by sending an email from their @cam address, at any times before the Opening of the Poll;

viii. No candidate may run for more than one position within each Poll;

ix. If no valid nominations are received for any position, nominations shall be reopened and remain open until the seventh day after the first valid nomination is received and a by-election shall be held in the usual fashion;

x. All candidates for rep roles must self-identify within the group the role represents.

c. Polls for elections:

- i. Polls for elections shall be opened no more than 72 hours after the Close of Nominations.
- ii. Polls for the election of the Chair and the President shall require a quorum of 40 members. If the quorum is not met, Nominations shall be reopened with the same procedure as outlined in clause 33.b.
- iii. Polls for the election of other roles listed in this constitution shall require a quorum of 30 members. If the quorum is not met, Nominations shall be reopened with the same procedure as outlined in clause 33.b.

d. Re-open nominations:

- i. Any election which takes place shall include the option of Re-Open Nominations.

e. Hustings:

- i. Hustings for each role should be held at a time no more than 48 hours before the poll to elect said role is due to occur.
- ii. At the discretion of the Chair, the Hustings may be held during an Open Meeting or during the Annual General Meeting.
- iii. All Hustings should be held in a public, accessible, room at reasonable time.
- iv. At Hustings, candidates shall be given no less than 3 minutes to speak and then shall be given no less than 30 seconds (per question) to answer any questions from Members and/or Guests. The candidates may, at their own discretion, speak less than 3 minutes or answer any questions in less than 30 seconds.
- v. Questions may not be directed solely to one candidate and all candidates must be given the opportunity to respond to all questions;
- vi. The Chair shall chair all Hustings. If the Chair cannot be present at a Hustings or if they are running for a role being contested at that Hustings, the next most senior Exec member not running for a role being contested at that Hustings shall chair that Hustings.

### *34. TERM OF OFFICE*

a. Each Exec member whose role has been opened during the Michaelmas Elections shall serve on the Exec following the last day of the Full Michaelmas Term during which, or after which they have been elected until the last day of the next Full Michaelmas Term, or until they resign or are deemed to have resigned under article 35.

b. Each Exec member whose role has been opened during the Lent Elections shall serve on the Exec following the last day of the Full Lent Term during which, or after which they have been elected until the last day of the next Full Lent Term, or until they resign or are deemed to have resigned under article 35.

c. In the case of by-elections, the term of office shall begin as soon as the by-election result is announced by the Returning Officer and finish according to clause 34.a. or clause 34.b.

### **35. RESIGNATION**

- a. Any member of the Exec may resign by giving notice via an email from their @cam address to the Chair.
- b. If the Chair wishes to resign they must give notice in the same manner to the President.
- c. Following a resignation as given in clauses 34.a or 34.b a 48 hour cooling-off period will be observed during which the resignation may be withdrawn in the same manner in which it was given.
- d. Any member of the Exec shall be deemed to have resigned with immediate effect if they cease to be a Member of CUSU.
- e. Any member of the Exec will have been deemed to have resigned with the right to appeal to an Open meeting if:
  - i. They have failed to attend two consecutive Exec Meetings or three such meetings in one term and their apologies for these meetings were either nonexistent or unacceptable to the majority of the Exec.
  - ii. They have failed to attend three Open Meetings since they were elected (or reelected) and their apologies for these meetings were either nonexistent or unacceptable to the majority of the Exec.
- f. Any member of the Exec will be deemed to have resigned if they have had their position successfully challenged by a two-thirds majority in a Referendum called for by a petition of not less than 30 members or 40 members in the case of the Chair or the President.

### **36. BY-ELECTIONS**

- a. In the event of any Exec office becoming vacant due to article 35 (or any other reason) or a position being newly created, a by-election for that post shall be held within fourteen days of the resignation taking effect at a time and on a day decided by the Chair or the next most senior Exec member still in office.
- b. In the event a position becomes vacant; the Exec may resolve to allow the position to remain unfilled until the annual elections. The Exec should delegate the responsibilities of the role to another member of the Exec or co-opt someone onto the Exec (as a non-voting member) to assume the role.
- c. All by-elections shall be conducted in the same manner as Michaelmas and Lent elections except for the date and number of officers to be elected.
- d. Any Member elected in a by-election shall serve on the Exec throughout the remainder of the Year following their election until the last day of the next Full Michaelmas Term or the next Full

Lent Term, depending respectively on whether their role is normally elected during the Michaelmas Elections or the Lent Elections.

e. In the case of a vacancy or resignation, an Exec member elected during a by-election may be allowed to stay in their role for longer than the regular terms of office would imply. For this to be approved, the term extension has to be proposed by the Exec member in question at an Exec meeting, and it has to be approved by a simple majority of those present.

i. In the case of an Exec member elected in a by-election during the Lent Term or the Easter Term of a given year, and whose role should be up for election in the coming Michaelmas Elections, their term may thus be extended up to the coming Lent Elections, at which point their role will be up for election once again.

ii. In the case of an Exec member elected in a by-election during the Michaelmas Term of a given year, and whose role should be up for election in the coming Lent Elections, their term may thus be extended up to the coming Michaelmas Elections, at which point their role will be up for election once again.

### 37. EXEC MEETINGS

a. The purpose of Exec Meetings shall be:

i. To organise the implementation of Policies and activities mandated in this constitution and its Standing Orders or through an Open Meeting;

ii. For each member of the Exec to report on their activities related to their role so that every member of the Exec shall know what every other member of the Exec shall be doing in order to avoid possible breakdown in communication or duplication of effort;

iii. For members of the Exec to relay the views of Members.

b. The Chair shall be responsible for calling regular Exec meetings but Exec meetings may also be called at any time by the President or by one half of the currently elected Exec members.

c. Exec meetings shall endeavour to reach decisions by consensus but in the case of dispute the matter shall be decided by a simple majority. Each Exec member shall have one vote with the exception of the Chairperson who shall have no vote except in the event of a tie, in which case the Chairperson shall have the deciding vote.

d. In the case of amendments to this constitution, decisions shall require a two-thirds majority of the current members of the Exec to:

i. Agree to the amendment;

ii. Be satisfied that:

1. The amendment conforms to Sub-clause 4.a.ii;

2. The amendment does not contradict any part of this constitution it does not seek to amend.

e. The Quorum for Exec Meeting shall be 6.

f. Members that are not on the Exec may be allowed to assist and talk at an Exec Meeting at the invitation of an Exec member, in order to discuss an event or a sub-campaign they are participating in. This applies to members of the Events sub-committee, or of a sub-campaign sub-committee. These members shall not have the right to vote on any Exec Meeting decision, nor shall they perturb the good conduct of the meeting. The Chairperson is allowed the discretionary power of refusing the attendance of any such member to an Exec Meeting.

g. The Chair shall be the Chairperson at the start of all Exec Meetings at which they are present. In the event the Chair cannot be present at an Exec meeting the next most senior Exec member present shall take the chair with the exception that the Secretary shall never take the chair.

h. The Secretary shall keep the minutes of all Exec meetings at which they are present. In the event the Secretary cannot be present at an Exec meeting the minutes shall be kept by an Exec member chosen by the Chairperson.

i. In the event an Exec member cannot be present at a meeting they may submit an indication of opinion on any item or items on the agenda to the Chairperson of the meeting. In the event of a vote being taken on an item, a reasonable interpretation by the Chairperson may be used as a vote in proxy.

j. Decisions of Exec Meetings shall be a Resolution of the Exec only when the meeting was quorate.

### **38. EXEC PROPOSALS FOR OPEN MEETINGS**

a. An Open Meeting item may be taken as Proposed by the Exec if it is a Resolution of the Exec which has the support of two thirds of the Exec.

## **CHAPTER VII: CONTRACTS**

### **39. OFFICERS EMPOWERED TO ENTER INTO CONTRACTS**

a. The President (or appointed deputy) shall be the only Exec member empowered to enter into a contract on behalf of CUSU Class Act.

b. All contracts must be countersigned as according to CUSU Policy.

### **40. DECISION**

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