

Cambridge University Women's Union Constitution
Current as of Summer 2008

Preamble

The name of the Union shall be the CUSU Women's Union.

Article A – The Objectives of the Union

A.1 The Objectives of the CUSU Women's Union shall be:

- i) to advance the interests of its members;
- ii) to act as a channel of communication between its members and Cambridge University Students Union, Cambridge University and other bodies.

A.2 The Union shall pursue these objects:

- i) by campaigning to raise awareness and call for changes in situations harmful to its members;
- ii) by facilitating activities and events of interest and use to its membership;
- iii) by acting as the main recognised channel of communication between the women students and the unions, governing bodies and officers of the University and the NUS Women's Campaign;
- iv) by representing its members, individually and collectively, at local, national and other appropriate levels, working towards the complete acceptance of women as equals;
- v) by liaison and co-operation with the women student representatives of the Colleges, and of other higher educational and women education establishments;
- vi) by seeking to further the interests of women students in economic, social and women's issues having an impact upon education or upon the welfare and status of women students within the University and society;
- vii) by representing, and seeking to give effect to, the views of women students on issues concerning or directly affecting education or women's social rights in any country.

A.3. In furtherance of this aim, the Union shall seek:

- i) To outlaw all legislation discriminating against women;
- ii) To campaign for equal rights for women to be enforced by law.

A.4 The Union shall be independent of any religious body or party political organisation, and (except in so far as may be necessary for the support of a disadvantaged section of society and/or the University) shall pursue its object without regard to race, nationality, religion, disability, age, previous sex-definition or sexual orientation.

A.5 The CUSU Women's Union shall be a democratic body.

A.6 It is the belief of the CUSU Women's Union that women students are entitled to representation by a woman student who is elected by a women-only franchise to be their representative.

Article B – Membership & Subscriptions

B.1 The CUSU Women's Union shall be an association of the members of the University of Cambridge in statu pupillari who self-define as women who are pursuing a course of study or research in the University.

B.2 The Ordinary Membership of the CUSU Women's Union shall comprise:
i) all women students of the Colleges, Approved Foundations and Approved Societies in the University of Cambridge, excepting all those women students having resigned their membership under the procedure set down in the University Ordinances; and
ii) the CUSU Women's Officer.

B.3 Resignation of membership of the CUSU Women's Union shall not affect membership of CUSU.

B.4 The rights of Ordinary Members shall be:

- i) to participate through their JCR/MCR Women's Officer in the making of the Policy of the CUSU Women's Union through CUSU Women's Council as described herein and in Standing Orders, and in the making of the Policy of the CUSU Women's Union through Referenda as described herein; and
- ii) to vote in elections as governed herein and in Standing Orders; and
- iii) any other rights of Ordinary Membership as may be from time to time decided by the CUSU Women's Council, in accordance with Clauses A.1 and A.2 of this Constitution, and applying equally to all women students of the Colleges. The rights of membership shall be protected by provisions of Standing Orders.

B.5 All members of the CUSU Women's Union shall have the right not to be discriminated against. The operation of the CUSU Women's Union shall not discriminate against any person on grounds of race, religion, age, previous sex-definition or sexual orientation.

B.6 The Sabbatical Women's Officer may nominate women who have made an exceptional contribution to the CUSU Women's Union for honorary life membership. Such membership may be conferred by a majority vote of the Council. Honorary Life Members shall pay no subscription, and be precluded from all voting rights laid out herein, or in Standing Orders. They shall have the rights described under Clause B.4 (iii) unless individually revoked by the Council.

Article C – Referenda

C.1 Referenda of the Ordinary Membership shall be the supreme policy-making forum of the Union. CUSU Women's Union policy derived from a resolution of a referendum shall only be amended or revoked by the resolution of a subsequent referendum.

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

C.3 A referendum shall be held by the Executive if it is requisitioned by:
i) a petition to that effect signed by not fewer than 200 Ordinary members of the CUSU Women's Union; or
ii) the resolution of 2 consecutive meetings of the Women's Council.

C.4 Referenda shall be held in Full Undergraduate Term and within 20 Term Days of being called.

C.5 The Returning Officer for a Referendum shall be the CUSU Women's Officer, unless otherwise stipulated by resolution of the Council. The Returning Officer shall publicise the date and motion of the Referendum in each College for a period of at least 7 Term days before the date of the Referendum.

C.6 The Returning Officer shall make every reasonable effort to ensure that properly supervised ballot boxes are available on the date of the Referendum and that the hours of polling are publicised in each College. There shall be at least one such ballot box in each College.

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

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

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

Article D – The Women's Council

D.1 Within the limits prescribed herein, the Women's Council shall be the principal representative, policy-making and administering body of the CUSU Women's Union. Women's Council shall therefore have primacy in all matters pertaining to

the CUSU Women's Union, and all sanctioned CUSU Women's Union campaigns and Officers shall be bound in the exercise of their functions by the mandates of Council. CUSU Women's Union policy derived from a resolution of the Women's Council shall only be amended or revoked by a subsequent resolution of the Council or of a Referendum.

D.2 Subject to clauses D.4, and D.7 the voting membership of the Council shall comprise:

- i) one undergraduate woman and one graduate woman elected representative from each of the colleges; and
- ii) the 8 Part-time Executive Officers
- iii) The 3 officers appointed by the Women's Executive

D.3 Each College Women's Officer shall register her name with the Sabbatical Women's Officer. The Sabbatical Women's Officer shall make available a list of Council representatives to members of the CUSU Women's Union for consultation in the CUSU Women's Union office. The Sabbatical women's officer shall be informed of any change of representative before that representative takes her place on Council.

D.4 The substitution of voting representatives of the Council shall be governed by Standing Orders.

D.5 The quorum of the Council shall be 20 voting members. Where an individual is both a College Women's Officer and a member of the Women's Executive, this member will have only one vote, being first accountable to her electorate. Where any posts are held jointly the number of votes allocated to the post remains one.

D.6 Except where otherwise stated herein or in Standing Orders, a simple majority shall pass a motion of Council.

D.7 The Chair of Council will be the Sabbatical Women's Officer. The chair shall have no voting rights.

D.8 Any member of the CUSU Women's Union may attend as an observer, and speak at the invitation of the Chair. Any observer attempting to influence or intimidate a voting member shall be removed from Council by the Chair.

D.9 The Council shall meet four times in each of the Michaelmas and Lent Terms, and three times in the Easter term.

D.10 The powers of Council to propose amendments to the Constitution, and to amend Standing Orders shall not be delegated. The power to pass motions of censure and of No Confidence in Officers of the CUSU Women's Union shall not be delegated. The powers of Council pertaining to the day to day business of the CUSU Women's Union shall be delegated to the Sabbatical Women's Officer outside of

Undergraduate Term; providing always that every reasonable effort is made by the Sabbatical Women's Officer to bring to the attention of the Council any such business as may be predictable before the end of the previous Term, and that the Sabbatical Women's Officer brings a complete report of business carried out during vacations before the first Council Meeting of the following term.

D.11 The Council shall protect the commitment of the Women's Union to women-only space. No non-member of the Women's Union may enter the Council room for any reason.

D.12 A non-member of the Women's Union will not be heard from in Women's Council, in the form of a letter or recording, unless overridden by a vote of two-thirds by voting members.

D.13 Where college JCRs and MCRs have replaced Women's Officers with Equal Opportunities Officers and their portfolio includes the representation of women members and if these officers are women they shall have a vote at Women's Council.

D.14 A College Women's Officer shall be deemed to have resigned:
i) if she gives notice of resignation to a Council meeting; or
ii) if she ceases to be an Ordinary Member of the CUSU Women's Union;
or
iii) if she fails to attend three Scheduled Meetings, or meetings of the Council during any one University Term without providing a reason for her absence which is acceptable to the majority of the Executive.

D.15 It shall be the duty of the members of the Women's Council when transacting the business of the Union, and when acting in their capacity as members of the Council, to act in accordance with, and in a manner consistent with the objects of the CUSU Women's Union as those objects appear from this Constitution, Standing Orders and in CUSU Women's Union Policy.

Article E – Open Meetings

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

E.2 All Ordinary Members of the CUSU Women's Union shall have the right to attend and vote at Open Meetings. No non-member may enter the meeting.

E.3 The quorum for a resolution of an Open Meeting shall be 50 Ordinary Members of the CUSU Women's Union exercising their vote. No person may, at any time, exercise more than one vote, transfer their right to vote to another individual, or count more than once towards the quorum.

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

E.5 Motions shall be submitted in writing, signed by a proposer and seconder (both ordinary members of the CUSU Women's Union), to the CUSU Sabbatical Women's Officer not later than 10 days before the Open Meeting.

E.6 The chair of the meeting shall be the CUSU Sabbatical Women's Officer. The chair shall have no voting rights.

E.7 All debate shall be conducted through the Chair, and shall be conducted in a manner consistent with Standing Orders. All Ordinary Members of the CUSU Women's Union shall have the right to speak, subject to Standing Orders arising out of clauses A.3 and B.5.

E.8 Dates, times, and venues of Meetings shall be decided by the Council.

Article F – The Executive

F.1 The Executive shall be responsible for the day to day running of the CUSU Women's Union at the direction of the Council, to whom the Executive shall be accountable, and shall report all actions as soon as possible. All officers of the Executive shall be accorded equal status.

F.2 The Executive of the CUSU Women's Union shall comprise the following Ordinary Members:

- i) the CUSU Sabbatical Women's Officer
- ii) the CUSU Sabbatical Women's Officer-elect
- ii) the 8 Part-time Executive Officers

F.3 The elected part-time officers of the Executive shall be as follows (as described in Appendix A:

- i) Executive Secretary
- ii) Black and Asian Women's Officer
- iii) Graduate Women's Officer
- iv) International Women's Officer
- v) LesBiGayTrans Women's Officer
- vi) Open Portfolio campaigns Officer I
- vii) Open Portfolio campaigns Officer II
- viii) Women's Welfare campaigns Officer

F.4 The Executive shall appoint a member of the Union to each of the following positions. This decision will be effective immediately, but subject to ratification by the Council at the earliest opportunity. The appointed Officers shall liaise directly

with the Sabbatical Women's Officer, but are invited to attend meetings of the Executive and are afforded full voting privileges:

- i) Women's Website Officer
- ii) Gender Agenda Editor

F.5 The Executive shall meet at least once every two weeks during Full Term and at least once during each vacation. Executive meetings shall be closed to Ordinary Members.

F.6 A motion at an Executive meeting shall be passed by a simple majority. A motion passed shall be a resolution of the Executive.

F.7 A member of the Executive shall be deemed to have resigned:

- i) if she gives notice of resignation to an Executive meeting; or
- ii) if she ceases to be an Ordinary Member of the CUSU Women's Union;

or

- iii) if she fails to attend two Scheduled Meetings, or meetings of the Executive during any one University Term without providing a reason for her absence which is acceptable to the majority of the Executive.

F.8 A voting member of the Executive shall only be directed to resign according to the provisions of this clause:

- i) the Sabbatical Women's Officer or any Part-time Executive Officer shall be removed from office only where a Motion of No Confidence in her is passed by a two thirds majority at two successive Meetings of Council. Without such ratification, such a motion shall be deemed to have fallen.

F.9 All members of the Executive shall present Reports of their activities and plans for the remainder of their terms of office to the CUSU Women's Council at least once each Undergraduate Term.

F.10 The powers of the Executive pertaining to the day to day business of the CUSU Women's Union shall be delegated to the Sabbatical Women's Officer outside of Undergraduate Term.

F.11 It shall be the duty of the members of the Executive when transacting the business of the Union, and when acting in their capacity as members of the Executive, to act in accordance with, and in a manner consistent with the objects of CUSU Women's Union as those objects appear from this Constitution, Standing Orders and in CUSU Women's Union Policy.

Article G – The Sabbatical Women's Officer

G.1 The Sabbatical Women's Officer of the CUSU Women's Union shall be the Vice-President (Women's) of the Cambridge University Student's Union (CUSU).

G.2 The Sabbatical Women's Officer shall transact the ordinary business of the CUSU Women's Union at the direction of Council and as laid down in the Constitution, Standing Orders and Policy.

G.3 The Sabbatical Women's Officer shall work for the creation of a University, College and Student Union environment that does not discriminate against women. She shall provide training, support and information for Women's Officers and members of the Women's Executive. She shall be accountable to Women's Council and the Women's Executive and co-ordinate the work of the Executive. She shall represent women students to the CUSU Executive, CUSU Council and the University and shall liaise with the NUS Women's Campaign.

G.4 The election of the Sabbatical Women's Officer shall be separate from CUSU Women's Union elections; she shall be elected from the CUSU General Election.

G.5 No person may serve as Sabbatical Women's Officer more than twice.

G.6 The term of office of the Sabbatical Women's Officer shall be from 1st July following Scheduled Elections to the 30th June one year later.

Article H – Elections

H.1 All CUSU Women's Union elections shall be conducted by secret ballot and counted by Single Transferable Vote in accordance with the regulations set out in the University Ordinances.

H.2 Only Ordinary Members of the CUSU Women's Union shall be eligible to stand for Election to, or be co-opted to the Executive.

H.3 No person may stand for office whose term of office extends beyond the end of the academic year in which their course ends.

H.4 No person may stand simultaneously for more than one ballot.

H.5 The term of office of the part-time Executive Officers shall be from the first Term Day of the Easter Term following Scheduled Elections to the day preceding the start of that same term one year later. Where a by-election is held to fill an existing vacancy in the Executive, the successful candidate shall take office immediately.

H.6 Scheduled Elections shall be held annually in Full Lent Term, not earlier than two weeks before the end of full term. Nominations shall open on the eighth day before the date of the elections, and shall close at noon on the 3rd Term day before the date of the Elections. The election of the Sabbatical Women's Officer shall be held separately from the general election of the Executive and shall be governed by CUSU Election policy.

H.7 The Returning Officer for the Elections shall be the Sabbatical Women's Officer, except where otherwise stipulated by resolution of the Council.

H.8 On every ballot paper for elections to the CUSU Women's Union there shall appear only the names of the candidates standing, their electoral labels, the ballot paper rubric. An additional candidate, This Election Should Stand Again (TESSA) shall appear on all ballot sheets.

H.9 There shall be an Elections Committee made up of the Returning Officer, one member co-opted by the Council, and one member appointed by the Executive, to total three. The Elections committee shall carry out and uphold all Rules pertaining to the conduct of elections. No member of the Elections Committee may stand for Election or co-option to the Executive. The term of office of the elections Committee shall be laid out in Standing Orders.

H.10 The 6 elected part-time Executive Officer posts whose portfolio's are determined by the Council shall each be filled by separate, individual ballots of the Ordinary Membership. The two elected open portfolio Part-time Executive Officer posts shall be filled from one ballot in which all candidates shall be asked to specify a portfolio which they would adopt if elected (to be distinct from those 6 already selected).

H.11 Members of the Executive under clause F.4 shall be co-opted by the Executive using STV, at the second scheduled meeting of the Michaelmas Term. Thereafter, if any vacancies remain or arise, by-elections shall be held at the subsequent scheduled Executive meeting.

H.12 Subject to clause H.13 a Sabbatical vacancy may only be filled by means of a CUSU election. Part-time Executive Officer posts may be co-opted where less than three vacancies exist; otherwise an Election shall be required.

H.13 In the event of the resignation or removal from office of any member(s) of the Executive in the Michaelmas or Lent Terms, a By-election shall be held between 7 and 28 days after the vacancy becomes known, and shall be subject to the same Rules as laid out herein for the original vote except where specified herein. This time limit may be extended by up to one week, at the discretion of Council, to enable by-elections to coincide with Scheduled Elections.

In the event of a Sabbatical vacancy arising for which no nominations are submitted, the Council shall be empowered to co-opt unsuccessful candidates from the most recent Scheduled Elections where they express a willingness to stand again and are nominated by the Executive, or to employ a member of staff to carry out the non-representational elements of the post. Such an employee would be accountable to the Executive and the CUSU Sabbatical Officers.

H.14 In the event of resignation or removal from office of any member(s) of the Executive in the Easter term, their duties shall be performed by the remainder of the Executive, together with the Officer(s) elect where such exist and with the CUSU Sabbatical Officers in the case of the Sabbatical Women's Officer.

H.15 No member of the CUSU Women's Union may stand in a By-election, or for co-option, to a sabbatical position without the prior permission of her college to hold such office if elected or co-opted as the case may be; and in the case of a student undertaking postgraduate study, the permission of her Faculty or Department.

H.16 The Elections Committee shall determine any matter pertaining to the conduct of an election by simple majority vote. This shall include the discretion to disqualify any candidate for breach, or reasonable suspicion of breach, of the provisions of laid out herein or in Standing Orders. If any candidate is disqualified she shall be entitled to continue as a candidate until any appeal against disqualification is finally determined.

H.17 Objections to the conduct of an Election or a By-election shall be submitted in writing, together with a statement setting out the nature of the objection, to the Elections Committee not later than 72 hours after the determination of the election or the by-election. Objections shall be deemed to have been submitted when handed personally to the Returning Officer, or when placed, timed and dated in the box which the Elections Committee shall make available in the CUSU Women's Union Office for the purpose. The Elections Committee shall decide on the merits of the objection and shall be empowered to:

- i) invalidate all, or any part of, the Election or the By-election; and/or
- ii) disqualify any candidate; and/or
- iii) order a recount

Such decisions will only be made if approved by a simple majority of the Elections Committee.

H.18 A decision of the Elections Committee shall only be amended or overturned by a subsequent decision of that Committee, a resolution of the Council, or a resolution of a Referendum.

Article I - Finance

I.1 The finances of the Union shall be managed by the CUSU Women's Union Budget Committee, which will be constituted as follows:

- i) the Sabbatical Women's Officer, who shall be Chairperson
- ii) two CUSU Women's Union Budget Committee members elected from the council during the Union General Election, in accordance with the procedures set out in Article H
- iii) the Executive Secretary of the union

I.2 The quorum for the CUSU Women's Union Budget Committee shall be 3 members. In the event of any member of the CUSU Women's Union Budget Committee resigning, the Executive may appoint a member of the council to fill that vacancy or it may decide to hold a by-election in accordance with the procedures in Article H.

I.3 The CUSU Women's Union Budget Committee shall control the Union Bank Account. Cheques or contracts shall be signed by the Sabbatical Women's Officer. No payment may be made on behalf of the union except in pursuance of a resolution of the Executive Committee or Union Open Meeting, or in line with the Union's agreed budget for that academic year.

I.4 The Subcommittee accounts for the previous financial year shall be studied by the CUSU Women's Union Budget Committee during each Michaelmas Term.

I.5 The Sabbatical Women's Officer shall be responsible for bringing all financial matters to the attention of the CUSU Women's Union Budget Committee.

I.6 The Executive Secretary shall be responsible for the production of minutes of the CUSU Women's Union Budget Committee meetings.

I.7 An Annual Budget for the year beginning 1st July shall be prepared by the Sabbatical Women's Officer and submitted to the first Council of Easter Term for ratification, having been made available for inspection at the CUSU Women's Union Offices during office hours for the two weeks prior to the day of the meeting. The Budget shall allocate funds to specific Budget Headings from which those funds may be used only for prescribed activities of the CUSU Women's Union. In addition the Budget shall include a "Campaigns to Allocate" Heading to allow for variations in campaigning activity during the year and to ensure funds are available to launch a suitable reactive campaign, at the request of Council, during the Year of the Budget. It shall be a duty of the Sabbatical Women's Officer to ensure that the Budgets presented to Council does not propose that expenditure shall exceed income in any Financial Year.

Article J – Affiliations and Representation to External Organisations

J.1 A complete list of all those organisations to which the CUSU Women's Union is affiliated shall be made available at the Women's Union Offices.

J.2 Subject to clause A.3, a resolution of two successive Councils or the simple majority of a referendum shall be sufficient to affiliate the Union to any outside organisation.

J.3 Immediate notice of a decision to affiliate to an external organisation shall be made available to all Affiliated Common Rooms, stating the name of the organisation and details of any subscription or similar fee paid.

J.4 Notice shall be given annually, not later than two weeks prior to LENT II council, of proposed (re)affiliations to external organisations, to include the proposed subscription or fee. Such notice shall be circulated to the Affiliated Common Rooms.

J.5 The Executive shall submit to each LENT II council a list of the external organisations to which the Union is currently affiliated for approval. If 8 affiliated common rooms, or the Executive so request in writing, the question of continued affiliation to any particular organisation shall be referred to a referendum; provided that no such requisition shall be made more than once concerning the same organisation within twelve months.

J.6 The CUSU Women's Union shall appoint delegates to meetings/conferences of outside organisations to which it is affiliated, and is entitled to representation. The appointment shall be in a manner required by the external organisation.

J.7 Delegates shall be expected to represent the views of CUSU Women's Union as expressed by current Policy, and shall be accountable to a meeting of the council, when elected by Council; or to the Executive when elected by the Executive.

Article K – Amendments to the Constitution, Standing Orders and Policy Lists

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

K.2 This constitution shall only be amended by a resolution of two consecutive meetings of the council, provided that, so long as the CUSU Women's Union is recognised by the CUSU as an organisation representing junior members of the University, as distinct from College matters:

- i) no amendment to clause A.1 shall be effective until the consent of the CUSU has been signified;
- ii) no other amendment shall be effective until the consent of the CUSU Council has been signified;

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

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

K.5 Interpretation of The Rules shall be at the discretion of the CUSU Executive or, upon appeal, to the Council. Such power of interpretation shall be delegated to the Chair and Secretary at Meetings of the Councils in a manner laid down in Standing Orders.

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

K.7 The Constitution and Standing Orders shall be supplied upon request to all Ordinary Members of the CUSU Women's Union. The list of Policies shall be made available at the CUSU Women's Union Offices.

Article L – Definitions

Each of the following definitions shall apply throughout this Constitution except where expressly stated, or where the context otherwise requires.

'Herein' – means at any point in this Constitution

L.1 Student Representation:

'the Union' – shall refer to the CUSU Women's Union. 'Ordinary Member' – shall be as defined in clause B.2 of this constitution.

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

'MCR' – means the Middle Common Room or equivalent such representative body of graduates in a college (satisfying the requirements of the Higher Education Act 1994), whether or not affiliated to the CUSU Women's Union. JCR/MCR – shall refer severally to MCRs, JCRs or where only one student representative body exists within a college, that same joint representative body.

'Affiliated Common Room(s)' – shall refer to any JCR/MCR affiliated to the CUSU Women's Union in the manner described in clause B.4.

'CUSU' – means the Cambridge University Student's Union.

L.2 The University:

'University' – means the University of Cambridge

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

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

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

L.3 Organs of the CUSU:

'Referendum' – means a full referendum of the Ordinary Membership of the CUSU Women's Union, as governed by Standing Orders.

'Council' – means the CUSU Women's Council unless otherwise stated.

'Member of the Executive' – shall refer to any voting member of the CUSU Women's Union Executive.

'Part-time Executive Officer' shall refer to the 8 part-time Executive Officers elected as described in clause H.10.

'Executive Officer' shall refer to all voting members of the Executive as listed in clause F.2.

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

'CUSU Women's Union Offices' – means the premises where the Sabbatical Women's Officer conducts her ordinary business.

L.4 Elections:

'Scheduled Elections' – Elections held in the Lent term in accordance with

H.6.

'Elections' – Elections held to fill one or more executive post at CUSU Women's Council. 'By-election' – An unscheduled Election or co-option by the Council of a Member of the Executive.

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

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

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

L.5 Finance:

'Budget' – shall refer to the most recently amended copy of the CUSU budget for the Financial year in progress unless otherwise stated. 'Annual Budget' – shall refer to the budget approved by Council in the first Scheduled Meeting of the Easter term, as described in Clause I.7. 'Budget Heading'/'Heading' – shall refer to the budget headings as they appear in the Budget.

L.6 The Rules:

'The Rules' – shall refer severally to the Constitution including appendices, and Standing Orders, including appendices. 'Constitution' – shall refer to this document, the constitution of the CUSU Women's Union.

'Standing Orders' – means Standing Orders of the CUSU Women's Union as adopted or amended under clause K.4. The Standing Orders shall be subordinate to this Constitution in accordance with K.1, and shall guide members of the CUSU Women's Union in the transaction of the business of the Union. 'Policy' – shall refer to current policy of the Union as determined by resolutions of Referenda and CUSU Women's Council.

L.7 Miscellaneous:

‘Academic Year’ – shall mean the full calendar year beginning on the first day of the Michaelmas term.

‘Financial Year’ – shall mean July 1st to June 30th of the following year.

‘Year’ – unless otherwise stated means one full calendar year. E.g. 14 March to 13 March of the following year inclusive. ‘Full Undergraduate Term’ – Shall refer to the dates of Full Term as declared by the University registry.

‘Term Day’ – shall refer to all days in Full Undergraduate Term.

Appendices

Appendix A: Duties of Union Officers

The Union Officers shall have the following functions and duties:

a. The Sabbatical Women’s Officer, who as Senior Union Officer shall:

- i) Chair Council and Executive Meetings of the Union;
- ii) Ensure that this Constitution is adhered to;
- iii) Convene and Organise Council and Executive meetings;
- iv) Co-ordinate the work of the Union ensuring the adoption of mandate policy, and shall have overall responsibility for relations between the Union and the CUSU and University authorities;
- v) Have overall responsibility for the day to day administration of the Union subject to the Rules of the Union;
- vi) Shall represent the union at the CUSU Council;
- vii) Be responsible for the general administration of the Union Council, Executive, and Committees.
- viii) Communicate the Agenda for all Council, Committee, and Executive Meetings to members;
- ix) Give at least 48 hours notice to all members of any referendum;
- x) Maintain all union records, and make these available to Union members upon request;
- xi) Ensure that a list of all candidates for the posts at an election is displayed within 24 hours of the close of nominations;
- xii) Be responsible for the Administration and management of the Union’s finances.
- xiii) Be responsible, where necessary, for negotiations with the CUSU on matters of Union Finance.
- xiv) Be directly responsible for co-ordinating work relating to the National Union of Students Women’s Campaign;
- xv) Be a point of contact for prospective women students;
- xvi) Publicise all Union activities and events;
- xvii) Publicise all activities of the CUSU, University Societies, and the NUS Women’s Campaign, which are in line with the CUSU Women’s Union’s aims and policy.

xviii) Produce and distribute a fortnightly electronic newsletter with the following aims:

- a) To keep the membership of the Union informed of its activities, including Council meetings.
- b) To distribute material relating to the sporting, social, recreational, and educational lives of the membership.

xix) Produce a handover document for her successor.

xx) Organise training for all women’s officers.

xxi) Defend the CUSU Women’s Union from any threats that may damage the Union’s autonomy.

b. The Executive Secretary, who shall:

- i) Be responsible for helping the Sabbatical Women’s Officer in the administration of Council and Executive Meetings;
- ii) Be responsible for the duties of Chair at Council, Committee and Executive Meetings in the Sabbatical Women’s Officer’s absence;
- iii) Produce a handover document for her successor.

c. The Black and Asian Women’s Officer, who shall:

- i) Maintain contact with GEEMA, Black and Asian Caucus, and CUSU Black Students Campaign, and the CUSU anti-racism officer and committee.
- ii) Represent the welfare, opinions, and needs of Black and Asian women at the CUSU Women’s Executive and Women’s Council meetings.
- iii) Take action to encourage Black and Asian women to get involved with the Women’s Union.
- iv) Be approachable for Black and Asian women, and act as a link between individuals and associations.
- v) Attend a minimum of one event per term organised by the CUSU Women’s Union, outside of mandatory council and executive meetings.
- vi) Attend a minimum of one event per term organised by the CUSU Black Students’ Campaign.
- vii) Organise and publicise a minimum of one event per term for Black and Asian Women, and ensure that Black and Asian women are provided for in the International Women’s Week programme.
- viii) Attend a minimum of one CUSU Council a term in her capacity as CUSU Black and Asian Women’s Officer.
- ix) Produce a handover document for her successor.

d. The Lesbians, Bisexual, Gay and Trans Women’s Officer, who shall:

- i) Maintain contact with the CUSU LesBiGayTrans officers.
- ii) Represent the welfare, opinions, and needs of Lesbian, Bisexual, Gay and Transgender women at the CUSU Women’s Executive and Women’s Council meetings.
- iii) Take action to encourage Lesbian, Bisexual, Gay and Transgender women to get involved with the Women’s Union.

- iv) Be approachable for Lesbian, Bisexual, Gay and Transgender women, and act as a link between individuals and associations.
- v) Attend a minimum of one event per term organised by the CUSU Women's Union, outside of mandatory council and executive meetings.
- vi) Attend a minimum of one event per term organised by the CUSU LesBiGayTrans Campaign.
- vii) Organise and publicise a minimum of one event per term for Lesbian, Bisexual, Gay and Transgender women, and ensure that Lesbian, Bisexual, Gay and Transgender women are provided for in the International Women's Week programme.
- viii) Attend a minimum of one CUSU Council a term in her capacity as CUSU Lesbian, Bisexual, Gay and Transgender Women's Officer.
- ix) Produce a handover document for her successor.

e. The Graduate Women's Officer, who shall:

- i) Maintain contact with the Graduate Union and CUSU mature students officer, and MCR Women's Officers.
- ii) Represent the welfare, opinions, and needs of Graduate women at the CUSU Women's Executive and Women's Council meetings.
- iii) Take action to encourage Graduate women to get involved with the Women's Union.
- iv) Be approachable for Graduate women, and act as a link between individuals and associations.
- v) Attend a minimum of one event per term organised by the CUSU Women's Union, outside of mandatory council and executive meetings.
- vi) Attend a minimum of one event per term organised by the Graduate Union.
- vii) Organise and publicise a minimum of one event per term for Graduate women, and ensure that Graduate women are provided for in the International Women's Week programme.
- viii) Attend a minimum of one CUSU Council a term in her capacity as CUSU Graduate Women's Officer.
- ix) Produce a handover document for her successor.

f. The International Women's Officer, who shall:

- i) Maintain contact with the CUSU Internationals officers.
- ii) Represent the welfare, opinions, and needs of International women at the CUSU Women's Executive and Women's Council meetings.
- iii) Take action to encourage International women to get involved with the Women's Union.
- iv) Be approachable for International women, and act as a link between individuals and associations.
- v) Attend a minimum of one event per term organised by the CUSU Women's Union, outside of mandatory council and executive meetings.
- vi) Attend a minimum of one event per term organised by the CUSU Internationals.

- vii) Organise and publicise a minimum of one event per term for International women, and ensure that International women are provided for in the International Women's Week programme.
- viii) Attend a minimum of one CUSU Council a term in her capacity as CUSU International Women's Officer.
- ix) Produce a handover document for her successor.

g. The Open Portfolio Campaigns Officer (2 places), who shall:

- i) Organise a campaign which shall run throughout the Academic year, with the support of the Sabbatical Women's Officer.
- ii) Represent the electorate at the CUSU Women's Executive and Women's Council meetings.
- iii) Attend a minimum of one event per term organised by the CUSU Women's Union, outside of mandatory council and executive meetings.
- iv) Organise and publicise a minimum of one event per term relating to her campaign.
- v) Attend a minimum of one CUSU Council a term in her capacity as CUSU Women's Campaigns Officer.
- vi) Produce a handover document in conjunction with the other Open Portfolio Campaigns Officer for their successors.

h. The Women's Welfare Campaigns Officer, who shall:

- i) Organise campaigns throughout the year in order to publicise Women's Welfare issues.
- ii) Maintain contact with the CUSU Welfare Officer and Welfare Awareness Officer.
- iii) Attend meetings of the Welfare network.
- iv) Attend a minimum of one event per term organised by the CUSU Women's Union, outside of mandatory council and executive meetings.
- v) Attend a minimum of one CUSU Council a term in her capacity as CUSU Women's Welfare Campaigns Officer.
- vi) Produce a handover document for her successor.

i. The Women's Website Officer, who shall:

- i) Maintain the Women's Union Website.
- ii) Assist the Gender Agenda editor with the website edition of Gender

Agenda.

- iii) Provide other relevant computing support as required.
- iv) Meet with the Sabbatical Women's Officer on a fortnightly basis throughout term and once during each vacation.
- v) Produce a handover document for her successor.

j. The Women's Handbook Editor, who shall:

- i) Organise contributions for and edit the Women's Handbook.
- ii) Meet with the Sabbatical Women's Officer on a weekly basis until the completion of the Women's Handbook, both during term and vacation.

iii) Produce a handover document for her successor.

k. The Gender Agenda Editor, who shall:

- i) Organise contributions for, edit and produce two issues of Gender Agenda, the magazine of the Women's Union, each term.
- ii) Continually seek to develop Gender Agenda as a publication, and as a tool of the Women's Union.
- iii) Meet with the Sabbatical Women's Officer on a fortnightly basis throughout term and once during each vacation.
- iv) Produce a handover document for her successor.