



The Constitution

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Preamble

The name of the Union shall be the Cambridge University Students' Union, abbreviated where appropriate to CUSU.

Article A - The Objectives of the Union

A.1 The objects of the CUSU shall be:

- i. to advance the education of its members;
- ii. to provide in the interests of the social welfare of its members facilities for recreation or other leisure-time activity, being facilities:
 - a) which will improve their conditions of life by enabling or assisting them to participate in the intellectual, social and other activities of or connected with the University; or
 - b) of which they have need by reason of their being students;
- iii. to promote equal opportunity for access to Cambridge and its affiliated institutions for all applicants, and furthermore to encourage greater Access to the University for applicants from non-traditional backgrounds;
- iv. in furtherance of the objects specified above, to act as a channel of communication between its members and Cambridge University and other bodies.

A.2 The Union shall pursue these objects:

- i. by acting as the main recognised channel of communication between the students and the governing bodies and officers of the University.
- ii. by the supply of goods, services, and facilities to students and student organisations and the promotion of social, cultural and educational activities.
- iii. by representing its members, individually and collectively, at local, national and other appropriate levels.
- iv. by liaison and co-operation with the student representative bodies of the Colleges, and of other higher educational and further education establishments.
- v. by seeking to further the interests of students in economic, social and youth issues having a direct effect upon education or upon the welfare and status of students within society.
- vi. by representing, and seeking to give effect to, the views of students on issues concerning or directly affecting education or student social rights in any country.

A.3 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) shall pursue its object without regard to race, nationality, creed, gender, age, HIV status or sexual orientation.

A.4 The CUSU shall be a democratic body.

Article B - Membership & Subscriptions

B.1 The Cambridge University Student Union (CUSU) shall be an association of the members of the University of Cambridge in statu pupillari who are pursuing a course of study or research in the University.

B.2 The Ordinary Membership of the CUSU shall comprise:

- i. All Students of the Colleges, Approved Foundations and Approved Societies in the University of Cambridge, excepting all those Students having resigned their membership under the procedure set down in the University Ordinances; and
- ii. The Sabbatical Officers of the CUSU; and
- iii. The Graduate Union President.

B.3 Those Junior Common Rooms, Middle Common Rooms, Students' Unions, and other equivalent organisations severally of the Colleges which, affiliate by financial contribution to the CUSU in accordance with K.4 shall be the Affiliated Common Rooms of the CUSU.

B.4 The rights of Ordinary Membership shall be:

- i. To participate through their JCR/MCR in the making of the Policy of the CUSU through CUSU Council as described herein and in Standing Orders, and in the making of the Policy of the CUSU 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 Council, in accordance with A.1 and A.2 of this Constitution, and applying equally to all Students of the Colleges. The rights of membership shall be protected by provisions of Standing Orders.

B.5 The rights of the Affiliated Common Rooms shall be:

- i. To use the facilities of CUSU as defined in The Rules and Policies of the Union, under the conditions currently enforced by resolutions of the CUSU Council, these conditions applying equally (subject to K.11) to all Ordinary Members of the Affiliated Common Rooms; and
- ii. To receive such services, publications and any other resources as specified in the Rules and Policies, or as may be negotiated from time to time between the Trustees of the CUSU and individual Common Rooms.

B.6 An Affiliated Common Room shall be presumed to have maintained their affiliation to the CUSU for the following Budget year unless the Services Officer is informed otherwise in writing, signed by the President of the Common Room, and received not later than the last day of Lent Full Term.

B.7 Any College not already affiliated to the CUSU may do so at any time, subject to a resolution of the CUSU Council to that effect. Such a resolution shall stipulate the time and financial arrangements under which affiliation shall begin.

B.8 All members of CUSU shall have the right not to be discriminated against. The operation of the CUSU shall not discriminate against any person on grounds of race, religion, nationality, colour, disability, gender, age, sexual orientation or HIV status, provided that this provision shall not invalidate the provision of clause J.12 (concerning the election of the Women's Officer and

the Graduates Officer) nor clause I.4 (concerning the election of Autonomous Campaign representatives to the Council by their own membership).

B.9 The Sabbaticals and Sabbaticals-elect may nominate persons who have made an exceptional contribution to the CUSU 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 Clauses B.4(iii) and B.5(i) 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 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 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 500 Ordinary members of the CUSU; or
- ii. A request to that effect from not fewer than one third of all affiliated college JCR/MCRs. The request shall be signed by each President of the JCR/MCR making the request, and each signature shall be recognised only if accompanied by a copy of the minutes of the relevant meeting of the Affiliated Common Room issuing the instruction; or
- iii. The resolution of 2 consecutive meetings of the CUSU Council; or
- iv. By a resolution of an Ordinary Open Meeting ratified by resolution of the following CUSU Council Meeting.

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 President, 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 tenth of the number 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 CUSU Council

D.1 Within the limits prescribed herein, the CUSU Council shall be the principal representative, policy-making and administering body of the CUSU. Except in the exercise of functions granted only to other bodies within the CUSU laid out either herein or in Standing Orders, the Council shall have primacy in all matters pertaining to the CUSU, and all sanctioned CUSU campaigns and Officers shall be bound in the exercise of their functions by the mandates of Council. CUSU policy derived from a resolution of the CUSU Council shall only be amended or revoked by a subsequent resolution of the Council or of a Referendum.

D.2 Subject to clauses D.5, D.8, D.13 and K.11 the voting membership of the Council shall comprise:

- i. The representatives of the colleges under D.3 below; and
- ii. The eight Part-time Executive Officers; and
- iii. The Graduate Union President; and
- iv. The CUSU Graduates Officer; and
- v. The four representatives of the Faculty Forum elected under clause H.5; and
- vi. The representatives of the Autonomous Campaign elected to the executive under clause I.4.

D.3

- i. Colleges where both a JCR and MCR exist shall each be represented at Council by their respective Presidents. The larger Common Room shall have an additional elected representative.
- ii. Mixed graduate/undergraduate colleges where only one student representative body exists, and neither graduates or undergraduates make up less than 15% of the total number of Ordinary Members in that college, shall be represented by the President and two other elected representatives, which shall ordinarily be one graduate and one undergraduate.
- iii. Colleges where only one student representative body exists, and either graduates or undergraduates make up less than 15% of the total number of Ordinary Members in that college, shall be represented by the President and one other elected representative.

D.4 Each Council representative shall register his or her name with the CUSU Chair. The CUSU Chair shall make available a list of Council representatives to members of the CUSU for consultation in the CUSU office. Both the CUSU Chair and CUSU Services Officer shall be informed of any change of representative before that representative takes his/her place on Council.

D.5 The substitution of voting representatives of the Council shall be governed by Standing Orders,

D.6 The quorum of the Council shall be 35 voting members or one quarter of the number of representatives registered with the President to vote, whichever is the lesser. No person may, at any time, exercise more than one vote, or count more than once towards the quorum.

D.7 Except where otherwise stated herein or in Standing Orders, a simple majority shall pass a motion of Council.

D.8 The Chair of Council (CUSU Chair) will be, or will have been at some time, a registered representative on the Council or a member of the CUSU Executive and shall be appointed in the manner laid down in Standing Orders. The chair shall have no voting rights.

D.9 Any member of the CUSU may attend as an observer, and speak at the invitation of the Chair.

D.10 The Council shall meet three times in each of the Michaelmas and Lent Terms, and twice in the Easter term. Dates, times and venues of meetings shall be decided by the Council except as provided in Clause D.11 Dates, times and venues of future meetings, when decided; and minutes of past meetings, shall be made available by the CUSU Chair to members of the CUSU for consultation in the CUSU offices.

D.11 An Extraordinary Meeting of the Council shall be held by the Executive if requested by at least 16 Council members or by a resolution of the Executive. Such a meeting shall be held within three Full Term days of the request.

D.12 Subject to the provisions of clauses C.1, D.1 and D.6 a resolution of the Council shall become CUSU Policy.

D.13 Any matter under consideration by the Council impacting directly upon the affiliation fee payable to the CUSU by the Affiliated Colleges shall be voted upon in isolation, and exclusively by those representatives of the Affiliated Common Rooms present.

D.14 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 shall not be delegated. Other powers of the Council may be delegated by resolution of Council, only with reference to a particular instance, and for a specified period of time specified in the motion by which the power(s) in question is/are delegated.

The powers of Council pertaining to the day to day business of the CUSU shall be delegated to the Sabbatical Officers outside of Undergraduate Term; providing always that every reasonable effort is made by the Sabbatical Officers 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 Sabbaticals bring a complete report of business carried out during vacations before the first Council Meeting of the following term.

Article E – Open Meetings

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

E.2 All Ordinary Members of the CUSU shall have the right to attend and vote at Open Meetings.

E.3 The quorum for a resolution of an Open Meeting shall be 100 Ordinary Members of the CUSU 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), to the CUSU Chair not later than the deadlines as they are specified in Standing Orders, and publicised by the Executive.

E.6 The powers of the Chair shall be as laid down in Standing Orders.

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 shall have the right to speak, subject to Standing Orders arising out of clauses A.3 and B.8.

E.8 There shall be at least one Scheduled Open Meeting each Undergraduate Term. Dates, times and venues of Meetings shall be decided by the Council except as provided in Clause E.9. Dates, times and venues of future meetings, when decided; and minutes of past meetings, shall be made available by the CUSU Chair to members of the CUSU for consultation in the CUSU offices.

E.9 An Emergency Open Meeting, if requested, must be held within seven Term days of the request being brought. An Emergency Open Meeting shall be held if requested by:

- i. At least 24 ordinary members of Council
- ii. A resolution of the Executive
- iii. A petition signed by 2% of the Ordinary Members of the CUSU. The exact purpose of the petition must be described on each page of the petition, and each signature must be dated and accompanied by a contact address (e-mail is acceptable.)

Article F – The Executive

F.1 The Executive shall be responsible for the day to day running of the CUSU at the direction of the Council, to whom the Executive shall be accountable, and shall report all actions as soon as possible.

F.2 The Executive of the CUSU shall comprise the following Ordinary members:

- i. The CUSU Sabbatical Officers; and
- ii. The CUSU Sabbatical Officers-elect, if they exist; and
- iii. The eight Part-time Executive Officers; and
- ~~iv.~~ The CUSU Chair (non-voting); and
- ~~v.~~ The CUSU Executive Secretary (non-voting); and
- vi. The CUSU Graduates Officer; and
- vii. Co-opted Executive Officers co-opted under F.3; and
- viii. One representative of the Faculty Forum elected under H.5; and
- ix. Representatives of the Autonomous Campaigns elected under clause I.4; and
- x. The President of the Graduate Union (non-voting); and
- xi. The President-Elect of the Graduate Union (non-voting), if he or she exists; and

F.3 CUSU Council shall co-opt to the Executive Co-opted Executive Officers, appointed by the Council to each represent an Ordinary CUSU Campaign not otherwise represented by a Part-time Executive Officer, by the procedure laid down in C. 7 of the Standing Orders.

F.4 The Executive shall meet at least once every two weeks during Full Term. Any member of the CUSU may attend Executive meetings as an observer and may speak at the invitation of the Chair. Dates, times and venues of future meetings when decided, and minutes of past meetings, shall be made available by the CUSU Chair to members of the CUSU for consultation in the CUSU office.

F.5 A motion at an Executive meeting shall be passed by a simple majority providing that the number in favour shall be not less than eight; no member of the Executive shall have a casting vote. A motion passed shall be a resolution of the Executive. All members of the executive shall be voting members unless otherwise specified in F.2

F.6 A member of the Executive shall be deemed to have resigned:

- i. if he or she gives notice of resignation to an Executive meeting; or
- ii. if he or she ceases to be an Ordinary Member of the CUSU; or
- iii. if he or she is a voting college representative on the Council and also holds a vote on the Council by virtue of their position on the Executive (the eight part-time members in F.2 (iii)); or
- iv. if he or she fails to attend two Scheduled Meetings, or meetings of the Executive during any one University Term without providing a reason for his or her absence on at least one of those occasions which is acceptable to the majority of the Executive.

F.7 Apart from the cases covered by clause F.6, a voting member of the Executive shall only be directed to resign according to the provisions of this clause:

- i. Any Sabbatical Officer or Part-time Executive Officer shall be removed from office only where a Motion of No Confidence in him or her is passed by a two thirds majority at two successive Meetings of Council (one of which shall be a Scheduled Meeting), and further

passed by the following Open Meeting with two thirds majority. Without such ratification, such a motion shall be deemed to have fallen.

- ii. Any other member of the Executive shall be removed from Office by a Motion of No Confidence passed by two thirds majority at two consecutive meetings of the Council.

F.8 The Graduate Union President can only be mandated in, and held accountable for, actions done in his or her capacity as a member of the CUSU Executive. If he or she ceases to be the Graduate Union President, that position on the Executive shall remain vacant until the appointment of a new Graduate Union President.

F.9 CUSU shall not be able to mandate the student members of the University Council in any way, except that they shall represent CUSU policy as well as other student views to the University Council.

F.10 All members of the Executive shall present Reports of their activities and Plans for the remainder of their terms of office to the CUSU Council at least once each Undergraduate Term.

F.11 Members of the Executive may, by mutual consent and with the consent of the Executive, delegate specified responsibilities to each other for a specified time, subject to such restrictions, if any, as the Constitution, Standing Orders, or resolutions of the Council may prescribe. The powers of the Executive pertaining to the day to day business of the CUSU shall be delegated to the Sabbatical Officers outside of Undergraduate Term.

F.12 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 as those objects appear from this Constitution, Standing Orders and in CUSU Policy.

F. 13 Members of the Executive are required to attend and to help facilitate major CUSU events in their capacity as members of the Executive. In the event that a member of the Executive cannot attend, apologies must be sent in advance to the event organiser. This aspect of Executive membership should be included in the job descriptions of all CUSU Executive posts (J.3).

F.14 Non-voting members of the Executive (as designated in Clause F.2) are not bound by the requirements of Clause F.13 but may choose to attend and facilitate CUSU events in their capacity as members of the Executive.

F. 15 As Ordinary Members of the CUSU, University Council Representatives are entitled to attend meetings of the CUSU Executive and to speak at the invitation of the CUSU Chair. An invitation will be issued by the CUSU President on the election of Representatives in order to encourage their participation. University Council Representatives are not bound by any Article or Clause of this Constitution relating to the requirements of members of the CUSU Executive.

Article G – The Sabbaticals

G.1 The six Sabbatical Officers of the CUSU shall be the Vice-President (Academic-Affairs), Vice-President (Access), President, Vice-President (Services), Vice-President (Welfare and Graduates) and the Vice-President (Women's). These Officers shall alternatively be referred to as the Academic Affairs Officer, Access Officer, President, Services Officer, Welfare and Graduates Officer and Women's Officer respectively.

G.2 The Sabbaticals shall transact the ordinary business of the CUSU at the direction of Council and as laid down in the Constitution, Standing Orders and Policy.

The Sabbatical Officers shall be bound by The Rules and Policies whenever and wherever they act in their capacity as Officers of the Union. In addition the Women's Officer may be bound by the constitution, standing orders and policies of the Women's Campaign.

G.3 The successful candidate in the elections for a Sabbatical Officer post shall sign a contract of employment with the CUSU before their election shall be confirmed, upon so doing they shall become a CUSU Officer-elect until taking up their post. The said contract shall be drawn up by the Sabbaticals and agreed by Council prior to the Elections for each Sabbatical post, and made available to all prospective candidates. The said contract shall incorporate all relevant provisions of this Constitution expressly or by reference.

G.4 Each Sabbatical Officer shall receive the same remuneration, which shall be specified in the Budget. A Sabbatical who has been removed from office pursuant to F.6 or F.7, against his or her own will shall continue to be paid his or her own salary for two weeks after the date of effect of his or her removal. All reasonable expenses incurred transacting the business of the Union shall be refunded; providing always that, where such expense is foreseeable, the appropriate organ of the CUSU is informed in accordance with clause K.9.

G.5 Each Sabbatical Officer shall be entitled to take such holiday as may be agreed by all the Sabbatical Officers, to be taken normally outside of Undergraduate Term.

G.6 The President shall be the Principal Financial Officer of the Union, and the President of the Union for the purposes of the Statutes and Ordinances of the University.

G.7 Employment references for each Sabbatical Officer shall be written and signed by two other members of the Executive prior to the end of their terms of Office.

Article H – The Faculty Forum

H.1 There shall be a Faculty Forum whose role shall be to consider academic affairs policy, in particular as affecting faculties and departments. The Faculty Forum shall have the right to propose policy to be ratified by Council.

H.2 The Faculty Forum shall be a body for the elected student representatives to the boards of faculties, departments or institutions under the supervision of the General Board of the University.

H.3 The Faculty Forum shall have a written constitution which shall be contained in Standing Orders.

H.4 The constitution of the Faculty Forum shall make provision for at least one meeting of its membership to be held in each Full Undergraduate Term, to which reasonable notice has been given to all members.

H.5 The Faculty Forum shall elect from its membership one member of the CUSU Executive who shall be a voting member of the Council and three other voting members of the Council.

Article I – CUSU Autonomous Campaigns

I.1 A campaign of the CUSU shall have the status of a CUSU Autonomous Campaign wherever it has satisfied the following criteria, and for as long as it continues to fulfil the conditions detailed in this article.

- i. The campaign shall have a written constitution, which shall have been passed twice by CUSU Council; and
- ii. The membership shall comprise exclusively a strict subset of the CUSU, which shall be defined in the constitution of the campaign; and
- iii. The campaign shall have an executive elected democratically from amongst its membership.

I.2 The constitution of each Autonomous Campaign shall make provision for at least two open meetings of its membership to be held each term. The executive shall make every reasonable effort to publicise such meetings to all members of the CUSU in every college.

I.3 The constitution of every Autonomous Campaign shall appear as an appendix to Standing Orders of the CUSU. Any amendments made to the said shall require the resolution of an Open Meeting of the Autonomous Campaign passed with two thirds majority, and ratification by a resolution of the Council passed with a simple majority.

I.4 The membership of each Autonomous Campaign shall elect annually from amongst its membership an executive and one representative to be a member of the CUSU Executive. The executive of the campaign will make every reasonable effort to advertise the time, date and venue of such elections to all Ordinary Members of the CUSU in every college.

I.5 Every Autonomous Campaign shall have the right to apply for an allocation of funds from the Annual Budget, on condition that such funds are spent solely on Voting Members of the CUSU, and in a manner consistent with the objects of CUSU as those objects appear in this Constitution. Such allocation shall be made in two block grants available at the CUSU Offices, one from the first week of July, and the second from the first week of January. The executive of the Autonomous Campaign shall have responsibility for the day to day distribution of such funds, and shall present an account of all expenditure and activities to the CUSU Services Officer by the start of week eight of the Michaelmas term, and to CUSU Council at its third Scheduled Meeting in the Lent Term.

I.6 Where membership of an Autonomous Campaign is denied to, or revoked from, a member of the CUSU, they shall have the right of appeal. Such an appeal shall be heard by a panel consisting of 2 members of the CUSU delegated by the Council, and additionally one member of the Autonomous Campaign executive, ordinarily the representative to the CUSU. All appeals shall be decided by simple majority. Further appeals shall be directed to the Council.

I.7 CUSU Council shall reserve the right to send an observer to any open meeting of any Autonomous Campaign. Such an observer need not be a member. All Ordinary Members of the CUSU shall have the right to speak at open meetings of Autonomous Campaigns when invited to do so by the Chair.

Article J – Elections

J.1 All CUSU elections shall be conducted by secret ballot and counted by Single Transferable Vote in accordance with the regulations as set out in the University Ordinances. All counts shall be public.

J.2 Only Ordinary Members of the CUSU shall be eligible to stand for Election to, or be co-opted to the Executive unless otherwise stated herein.

- i. No person may serve as a Sabbatical of the CUSU more than twice.
- ii. No person may stand simultaneously for more than one ballot.
- iii. If a candidate is standing for an Executive position whose term of office extends beyond the end of the academic year in which their course ends they are required to declare that this is the case at the time of nomination and prior to any election.
- iv. J.2 (iii) also applies to any candidate who will be absent from Cambridge for any substantial period during the term of the office they are standing for.

J.3 The rights of prospective candidates to information pertaining to their candidacy, and, where appropriate, the contract of employment relating to the position shall be laid out in Standing Orders, providing always that such information shall be made available equally to all candidates for the same position. The job descriptions of six of the eight Part-time Executive Officers shall be determined by resolution of the Council prior to the opening of nominations, and shall be made known to all prospective candidates.

J.4 The term of Office of all Sabbatical Officers shall be from 1st July following Scheduled Elections to the 30th June one year later. 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. Outgoing Sabbaticals may remain as employees of the CUSU up until the 31st July following the end of their term, in order to instruct and brief their successors.

J.5 Scheduled Elections shall be held annually in Full Lent Term, not earlier than two weeks before the end of full term. Where possible Elections shall coincide with the elections of the student members of the university council. Nominations shall open on the fourteenth day before the date of the Elections, and shall close at noon on the 7th Term day before the date of the Elections.

J.6 The Returning Officer for the Elections shall be the President, except were otherwise stipulated by resolution of the Council.

J.7 It shall be the duty of the Returning Officer, in conjunction with the Presidents of the JCR/MCRs, to publicise the date of Elections in every college at least 10 Term days before the date of the Elections, and to ensure that a ballot box shall be openly available in every College at pre-announced times on the day of the Election.

J.8 On every ballot paper for elections to the CUSU, or any organisation to which the CUSU is affiliated and to which CUSU has a right of democratic representation, there shall appear only the names of the candidates standing, their electoral labels, the ballot paper rubric. Except where precluded by the rules of such external organisations an additional candidate, Re-Open Nominations (RON) shall appear on all ballot sheets.

J.9 The regulations pertaining to publicity material for elections, and to the vicinity of each ballot box shall be governed by Standing Orders.

J.10 There shall be an Elections Committee made up of the Returning Officer, two members co-opted by the Council, and two members appointed by the Executive, to total five. 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.

J.11 The CUSU Sabbatical Officers shall be elected on individual ballots of the Ordinary Membership, specific to each office.

J.12 Only Ordinary Members of the CUSU who are women may vote for the Women's Officer. Only Council representatives of Graduate (MCR), or amalgamated common rooms, may vote for the Graduates Officer.

J.13 The 6 Part-time Executive Officer posts whose portfolios are determined by the Council under clause J.12 shall each be filled by separate, individual ballots of the Ordinary Membership. The two remaining 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).

J.14 Subject to clause J.16 Sabbatical vacancies may only be filled by means of an Election. Part-time Executive Officer posts may be co-opted where less than three vacancies exist, otherwise an Election shall be required. Executive members may at all times be co-opted.

J.15 In the event of the resignation or removal from office of any Member of the Executive in the Michaelmas or Lent Terms, a By-election shall be held between 7 and 21 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, 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 Sabbatical Officers.

J.16 No member of the CUSU may stand in a By-election, or for co-option, to a sabbatical position without the prior permission of his/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 his or her Faculty or Department.

J.17 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 laid out herein or in Standing Orders. If any candidate is disqualified he/she shall be entitled to continue as a candidate until any appeal against disqualification is finally determined.

J.18 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 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, providing that the number voting in favour shall be not less than three. No member of the Elections Committee shall have a casting vote.

J.19 A decision of the Elections Committee shall only be amended or overturned by a subsequent decision of that Committee, a resolution of the complaints panel of the Council (as set out in the Standing Orders), or decision of the Junior Proctor in accordance with the University Ordinances. The decision of the Junior Proctor shall overrule that of the complaints panel of CUSU Council, which shall overrule that of the Elections Committee, although one may appeal to the bodies in any order.

J.20 The President of the Union shall each year in the Michaelmas Term prepare and present an electoral scheme for the conduct of elections to the University Council, which shall include the appointment of the Returning Officer. The Returning Officer for each election shall submit a report to the University Council with notice of the results.

Article K – Finance & Publications

K.1 The six trustees of the Union shall be the Vice President (Academic Affairs), the Vice President (Access), the President, the Vice President (Services), the Vice President (Welfare) for the duration of their terms of Office, and the manager of the bank at which the CUSU's accounts are held for the time being.

K.2 The Union shall administer its own finances. Standing Orders shall provide for the details of financial administration.

K.3 An Annual Budget for the year beginning 1st July shall be prepared by the Services Officer and submitted to the first Council of Easter Term for ratification, having been made available for inspection at the CUSU Offices during office hours for the 2 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. 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 Services Officer to ensure that the Budgets presented to Council do not propose that expenditure shall exceed income in any Financial Year.

K.4 The Council shall, at that first meeting of each Easter term discuss the CUSU budget for the following Financial Year and shall recommend the Executive to request a given sum, passed in the budget, in contribution from the Affiliated Common Rooms for the following Financial Year.

K.5 The Principal Financial Officer of the Union shall be accountable to the Council of the University for the financial management of the Union, in addition to his or her accountability and responsibility as specified herein and in Standing Orders.

K.6 Following the end of the Union's financial year, the Services Officer shall procure the auditing of the Union's accounts and prepare a financial report, which he/she shall submit to the University Treasurer and advertise to the Ordinary Membership as being available in the CUSU Offices.

K.7 It shall be a duty of the Executive to ensure that the CUSU and all its constituent parts shall not incur any expenditure that is not in pursuance of the aims and objectives of the CUSU as defined in this Constitution, Standing Orders or in the Policies of the Union. It shall be the duty of the executives of each Autonomous Campaign to ensure that no expenditure is incurred that is not in pursuance of the aims and objectives of that Representative Campaign and consistent with those of the CUSU as defined in this Constitution.

K.8 It shall be within the competence of Council to amend the Budget, both at the time of presentation and in the subsequent Year to which it refers, by a resolution which simultaneously reduces a Budget Heading and increases a second by the same stated amount. There is no limit to the number of Budget Headings that can be so amended, provided always that the totals balance. Unless specified, any Council resolution changing the budget will take immediate effect. The CUSU Council shall not amend the Budget of any Autonomous Campaign without a resolution of an open meeting of that campaign. In the event of conflict, the matter shall be settled by resolution of the next CUSU Open Meeting.

K.9

- a) Subject to the constraints of the budget and with the exception of the "Campaigns to Allocate" heading, the competencies of the various organs of the CUSU to allocate funds from each budget heading shall be as follows:
 - i. A Referendum of the ordinary membership of the CUSU shall be empowered to allocate any sum of money subject to clause K.7.
 - ii. A single resolution the Council shall ordinarily be sufficient to allocate only up to £5,000; in the case of Core Publications or matters pertaining to a central student union building, this maximum shall be raised to £20,000.
 - iii. A resolution of the Executive shall be sufficient to allocate up to £1,000.
 - iv. The Sabbatical team shall be empowered to allocate up to £150 or 50% of the annual allocation to that Budget Heading, whichever is the lesser.
 - v. The above competencies shall be increased annually at the time of the Budget by the rate of increase of the Retail Price Index for that year, and the amended amounts included in the Budget.
- b) Any allocation from the "Campaigns to Allocate" Heading shall require the resolution of Council.
- c) It shall be within the competence of the Council to authorise expenditure on capital items which incur a liability on further financial years provided that this expenditure does not exceed 10% of the total CUSU income in the year in which the capital expenditure is incurred.

K.10 The CUSU shall hold an account at a recognised bank, nominated by the Council, into which all income of the Union and its associated bodies shall be paid. Subject to such consents as may be required by law, the various organs of the CUSU shall have the authority to instruct the Services Officer to negotiate borrowing facilities with this bank on behalf of the CUSU, up to the same limits of competency as are stipulated in clause K.9 for the allocation of funds.

K.11 Where any Affiliated Common Room has for three successive terms failed to pay all or part of its subscriptions to the CUSU, that Common Room's voting members at Council shall be deprived of their voting rights under D13 above, and that Common Room deprived of all services provided by CUSU to its Affiliated Common Rooms, until such time as either such arrears are fully cleared or Council resolves by two thirds majority that the said voting rights and/or services, may be restored, wholly or partially as specified, for a specified and limited period.

K.12 Standing Orders shall provide for the Union's employment of staff, and relations with those employed.

K.13 Every elected officer, appointee or member of staff of the CUSU shall be entitled to be indemnified out of the assets of the Union against all losses or liability which he/she may sustain or incur in or about the execution of his/her office or employment or otherwise in relation thereto; and no such person shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Union in the course, or as a consequence, of the execution of his/her duties or in relation thereto; provided that this Article shall not affect his/her liability for the consequences of his/her own negligence, or in the event of his/her activities being fraudulent.

K.14 It shall be the duty of the Services Officer to fully brief the Sabbatical Officers-elect in all matters pertaining to their responsibilities under Charity law and any other legal or statutory obligations to which the CUSU is subject. The Sabbatical Officers-elect shall be required to carry out such due diligence as shall be necessary to familiarise themselves with such obligations.

Article L – Affiliations, Donations and Representation to External Organisations

L.1 A complete list of all those organisations to which the CUSU is affiliated or donates shall be available at the CUSU Offices for inspection during office hours. The annual reports of such external organisations shall be made available at the CUSU Offices and to the University Council.

L.2 Subject to clauses A.3 & K.9, a resolution of two successive Councils or the simple majority of a referendum shall be sufficient to affiliate the Union to any outside organisation.

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

L.4 Notice shall be given annually, not later than two weeks prior to the Lent Scheduled Ordinary General Meeting, of proposed (re)affiliations or donations to external organisations, to include the proposed subscription or fee and any donation. Such notice shall be circulated to the University Council and to Affiliated Common Rooms.

L.5 The Executive shall submit to each Lent Term Open Meeting a list of the external organisations to which the Union is currently affiliated for approval. If 300 of the Ordinary Membership, 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.

L.6 The CUSU 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, and where consistent by cross-campus ballot.

L.7 Delegates shall be expected to represent the views of CUSU as expressed by current Policy, and shall be accountable to an Open Meeting, when elected by cross-campus ballot; to Council, when elected by Council; or to the Executive when elected by the Executive.

L.8 The Union may hold an Open Meeting in order to pass a resolution guiding (or only on matters of highest importance mandating), the delegation. Such a Meeting shall take into account the mandate derived from the manifestos which the delegates were elected on. Any such resolution shall require ratification by Council. Delegates shall be individually responsible for their voting at meetings/conferences of external organisations, and shall be held accountable by an Open Meeting of the Union. The Standing Orders shall lay down the procedure for guiding and mandating delegates.

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

M.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.

M.2 This Constitution shall only be amended by a resolution of a Referendum, provided that, so long as the CUSU is recognised by the University Council 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 University has been signified;
- ii. no other amendment shall be effective until the consent of the University Council has been signified;
- iii. the Constitution shall be put before the University Council annually for review in the Easter Term.

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

M.4 Standing orders may be adopted or amended by referendum, or 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 date as is specified in the resolution; no change may act retrospectively. An amendment to Standing Orders may be conditional upon the result of a Referendum.

M.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, Chair's Aide and Secretary at Meetings of the Council and Open Meetings in a manner laid down in Standing Orders.

M.6 Policy of the CUSU may be set by resolution of a Referendum or 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 was passed, and for the two subsequent academic years, or until such time as it is overturned, subject always to clauses C.1 & D.1.

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

Article N – 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.

N.1 Student Representation:

'the Union' - shall refer to the Cambridge University Students' 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.

'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. 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 in the manner described in clauses B.3, B.4, B.5, and K.4. Common Rooms whose rights are restricted under the provisions of clause K.11 shall be considered Affiliated Common Rooms as the circumstance and Council resolutions dictate.

In the event of the CUSU receiving guaranteed central funding from the University and affiliation charges being abolished, all JCR/MCRs shall be considered Affiliated Common Rooms for the purposes of The Rules, and clauses B.6, B.7 and K.11 shall become redundant. 'President' - shall refer to the principal representative of a JCR/MCR, or to the President of the CUSU as the context dictates.

N.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.

N.3 Organs of the CUSU:

'Referendum' - means a full referendum of the Ordinary Membership of the CUSU, as governed by Standing Orders.

'Council' - means the CUSU Council unless otherwise stated. 'Ordinary CUSU Campaign' - shall refer to any CUSU campaign not classed as a Representational Campaign under Article I.

'Member of the Executive' - shall refer to any voting member of the CUSU Executive.

'Sabbatical Officers' - shall refer to the Academic Affairs Officer, the Access Officer, the President, the Services Officer, the Welfare and Graduates Officer and the Women's Officer of the CUSU.

'Part-time Executive Officer' - shall refer to the 8 part-time Executive Officers elected as described in clauses J.13.

'Co-opted Executive Officer' - shall refer to the Executive Officers elected as described in clauses F.3 and J.14.

'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 Sabbatical posts.

'CUSU Offices' - means the premises where the majority of the CUSU Sabbatical Officers conduct their ordinary business.

N.4 Elections:

'Scheduled Elections' - Elections held in the Lent term in accordance with J.5.

'Elections' - Elections held to fill one or more executive post by cross campus ballot, namely elections where a ballot box is made available for voting in every college in a manner in keeping with the Rules. 'By-election' - An unscheduled Election or co-option by the Council of an Member of the Executive.

'Co-opted'/'Co-option' - Appointed to a position within the Union by a Single Transferable Vote of the CUSU 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.

N.5 Finance & Publications:

'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 K.3. 'Budget Heading'/'Heading' - shall refer to the budget headings as they appear in the Budget 'Core Publications' - shall refer to the CUSU Diary, the CUSU Guide, the CUSU Societies Directory, the CUSU Welfare Book, and the CUSU Careers publication.

N.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.

'Standing Orders' - means Standing Orders of the CUSU as adopted or amended under clause M.4. The Standing Orders shall be subordinate to this Constitution in accordance with M.1, and shall guide the members of the CUSU 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 Council.

N.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.