



Standing Orders

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Article A – CUSU Council

A.1 Membership and Attendance

- (i) The members of Council shall be those as defined in article D.2 of the Constitution.
- (ii) All Council members should either attend Council in person or send a substitute (proxy) by providing written notification to the Chair. Notification must reach the Chair before the end of the meeting. The substitute must be a CUSU member.
- (iii) Members of the executive should either attend or make appropriate apologies to the Chair; each executive Team or Committee shall be required to make at least one member available at Council during the time allotted for questions to the executive and reports from the executive.
- (iv) All Ordinary Members of CUSU have the right to attend any CUSU Council Meeting, and to speak at the invitation of the Chair.
- (v) Groups or individuals who are not members of CUSU may attend and speak at CUSU Council, should the Council agree by means of an indicative vote.

A.2 The Chair

- (i) Council is normally chaired by the CUSU Chair. In the absence of the CUSU Chair the Democracy and Development Team shall select a Chair for that meeting.
- (ii) The Chair cannot participate in the debate, and cannot vote.
- (iii) It is the responsibility of the Chair to ensure that the meeting is carried out in accordance with the Standing Orders. If there is ever any confusion or uncertainty about the exact meaning of any particular Standing Order, the Chair makes a 'Chair's Ruling' and the meeting continues.
- (iv) For details of how to challenge a Chair's Ruling, or how to remove the Chair, see A.11 (ii) (these are both Procedural Motions).
- (v) From time to time the Chair may appoint a Chair's Aide for the duration of a meeting; this shall normally be a member of the Democracy and Development Team.
- (vi) Members of the Democracy and Development Team may advise the Chair privately at any point. Such communication shall not be directed at the Council, and if a member of that Team wishes to address the Council, they must do so through the usual procedures.

A.3 Publicity and Scheduling

- (i) The Chair has to publicise the date and time of the meeting and the deadline for the submission of Motions and Amendments to each member college at least 14 days before the meeting.
- (ii) The Executive agents in charge of ensuring that Council Meetings are planned and held constitutionally by the Executive are the Chair and the Coordinator.
- (iii) At least four non-extraordinary meetings of Council should be scheduled during each of Michaelmas and Lent terms, and at least two in Easter Term.
- (iv) The date of every Council meeting shall be approved by the previous meeting, meetings are normally held every two weeks in Full Term.

A.4 Submission of Motions

- (i) There are three types of motions that can be considered at Council Meetings:
 - 1. Ordinary Motions, which must be submitted to the Chair not later than 5pm 6 days before the meeting.
 - 2. Emergency Motions, which must be submitted to the Chair before the meeting. The Chair can refuse to accept an Emergency Motion if the substance of the motion has not arisen after the deadline for the submission of Ordinary Motions (i.e. it is not really an 'Emergency').
 - 3. Procedural Motions, which affect the conduct of the meeting.
- (ii) An Ordinary or Emergency Motion must be submitted in writing or by email. It can be proposed by two members of CUSU, by a CUSU Committee or Team, or by an affiliated JCR or MCR or equivalent. It can be withdrawn by its proposers, either in person at the meeting or in writing to the Chair. Any two members of CUSU present may then adopt it and repropose it.
- (iii) If an Emergency Motion is submitted at least two days before the meeting, the Chair is responsible for photocopying and distributing it at Council; otherwise, the proposer must bring 50 copies of the Motion with him/her to Council.
- (iv) Motions that require ratification:
 - 1. Amendments to the Constitutions of the Autonomous Campaigns.
 - 2. Motions passed by Open Meetings or Emergency Open Meetings.
 - 3. The Annual Budget
 - 4. Sabbatical Officer Contracts
- (v) Motions that must pass through two consecutive Council Meetings:
 - 1. Changes to Standing Orders (requires a two thirds majority).
 - 2. The Constitutions of the Autonomous Campaigns (but not amendments to these Constitutions once they exist). See I.1 and I.3 of the Constitution.
 - 3. Motions of No Confidence in CUSU Officers
- (vi) It is the responsibility of the CUSU Chair to enter motions requiring ratification proceed to a second vote.
- (vii) Any Motion that is deemed by the chair to contain a racist, sexist, homophobic, transphobic, disablist or other bigoted comment may be refused acceptance.
- (viii) Submitted motions that call for concrete, verifiable executive action to be taken should specify the team, officer, or body to be charged with carrying out the action. If a motion is passed which does not designate an agent, the Coordinator shall be responsible for assigning the motion's tasks.

A.5 Amendments

- (i) Amendments to Motions can be submitted to the Chair in writing before the motion is considered. If the Amendment is submitted two days before the meeting the Chair is responsible for photocopying and distributing it at Council; otherwise the proposer must provide 50 copies of the Amendment at Council.
- (ii) At the discretion of the Chair, Amendments submitted after the proposing speech for the motion and those without 50 copies may be accepted.
- (iii) Amendments can be accepted as friendly by a Motion's proposers before the proposing speech. After the motion's proposing speech friendly amendments can be accepted *nem. con.* but if an amendment is objected to then by any Council member it cannot be accepted as friendly.
- (iv) Hostile amendments are debated after the proposing speech.

A.6 Extraordinary Council

- (i) Extraordinary Council Meetings can be called either by 16 members of Council, three sabbatical Officers or two Executive Teams. If so requested, they must be held within three Full Term days of the request.
- (ii) Within one day of receiving a request for an Extraordinary Council Meeting, the Chair has to publicise the date and time of the meeting and the procedure for submitting Emergency Motions and Amendments to each member college.
- (iii) Ordinary Motions must be included with the request for the meeting. The agenda should be emailed to all Council members within one day of the request being made. A paper copy of the agenda is circulated at the meeting.
- (iv) Emergency motions and Amendments must be submitted in the manner laid out in A.4 and A.5 of the Standing Orders.

A.7 Safe Space

- (i) CUSU Council Meetings are a safe space. Remarks, behaviour or language that is aggressive, disrespectful, threatening, intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated.
- (ii) If anyone in attendance feels that someone is engaging or has engaged in any activity laid out in A.7 i) they may bring it to the attention of the Chair. The Chair may demand the ceasing of such behaviour or the withdrawal of any remark they deem to contravene A.7 i). The Chair may ask those concerned to leave the meeting if this demand is refused; or the activity continues.
- (iii) Any member of CUSU present has the right not to be photographed, filmed, or recorded electronically at a CUSU Council meeting.

A.8 The Agenda

- (i) Agendas are emailed to all Council members five days before the meeting. Typed copies will only be distributed to those who request them in advance.
- (ii) Items on the agenda paper for Council appear in the following order:
 1. Changes to the order of items on the agenda
If there are objections to a suggested change a vote, needing a simple majority, will be taken.
 2. Corrections to the minutes of the last Council Meeting.
 3. Matters arising from the minutes of the last Council Meeting.
 4. Date, Time, Venue, of the next Council.
If there are objections then a vote, needing a simple majority, will be taken.
 5. Announcements by committees, campaign teams and the Executive.
Questions may be asked relevant to announcements-
 6. Questions to committees, campaign teams and the Executive.
 7. Announcements by the Council.
 8. Questions to the Council (This may be used to take informal surveys and non-binding indicative votes of Council).
 9. Motions to be Ratified (see A.4 (iv)).
 10. Motions requiring a second vote (see A.4 (v)).
 11. Ordinary Motions.
 12. Emergency Motions.
 13. Elections.
 14. Any Other Business.
- (iii) No other items besides those listed above can be added to the agenda paper.

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

A.9 Time Limits

- (i) There is a time limit of fifteen minutes to discuss an item on the Agenda that isn't an Ordinary or Emergency Motion.
- (ii) Debate on non-procedural motions shall be limited to 2 rounds of speeches, with an additional round of speeches allowed for every amendment. Where a motion has been separated into parts, debate on each part shall be limited to 1 round of speeches.
- (iii) The normal time limit for any speech shall be 3 minutes, except for:
 1. Announcements shall be limited to 1 minute per announcement.
 2. Speeches during procedural motions shall be 30 seconds each.
 3. There are no fixed time limits to the answering of questions asked during item 5 of the agenda.
- (iv) The Chair may at any time propose a different time limit or number of speeches to Council, subject to an indicative vote.
- (v) A time limit can be overturned or more speeches requested at any point by passing a Procedural Motion (see A.11 (ii) 4).

A.10 Procedure of Debate

- (i) The proposer of the motion (or someone he/she nominates) makes the proposing speech.
- (ii) If an amendment has been submitted, it is debated after the proposing speech for the main motion. At the chair's discretion, some substantive debate of the motion may take place before the discussion of a given amendment.
- (iii) If more than one amendment has been submitted to the same motion, the order the amendments are taken in is decided by the Chair. This is counted as a Chair's Ruling and can be overturned in the standard way (see A.11 (ii)).
- (iv) If an amendment is accepted by the proposers as friendly (see A.5) or passed by Council, it immediately becomes part of the main motion.
- (v) After the proposing speech and any debates on amendments, the Chair then asks for speeches against and for the motion, in alternation, keeping the debate balanced.
- (vi) It is possible to make a point of information about the motion (which is neutral on the issue under debate), and also to ask a question about the motion. Such a question should be for clarification of the motion, or the effects of the motion on the activities of CUSU, and should be explicitly aimed at the Chair, proposer of the motion, or a member of the Executive. The Chair may treat a question as a speech for or against a motion if they deem that it was not neutral.
- (vii) The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed (see A.11 (i) 2), or when two rounds of speeches have been taken (see A.10). The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

A.11 Procedural Motions

- (i) The following five Procedural Motions can be proposed during discussion of a motion or amendment. They can only be considered if there has been at

least one speech in favour and one speech against the motion or amendment. Procedural Motions take precedence over speeches, and are listed here in order of priority.

1. That the question be not put. This means that the motion or amendment shouldn't be considered. This could be used, for example, if the content of the motion or amendment is likely to cause offence, or if its resolutions are anyway ultra vires.
 2. That the motion or amendment should be voted on immediately.
 3. That the matter should be referred back to a Campaign Team, an Officer, the Faculty Forum, to a committee or to a later Council meeting.
 4. That the motion or amendment should be voted on in parts (see below for an explanation of how this works). If a motion is taken in parts, each part is debated and voted upon separately; if passed the part then becomes CUSU Policy. If an amendment is taken in parts, each part is debated and voted upon separately; if passed the part then becomes part of the motion being considered.
 5. That part of the motion or amendment should be deleted.
- (ii) The following five Procedural Motions can be proposed on a point of order at any time during a meeting, besides during a speech or during the taking of a vote (unless they relate specifically to the procedure of that vote).
1. A request for a Chair's ruling. This must be given at once.
 2. A challenge to a Chair's ruling.
 3. A motion that the Chair should leave the Chair for the rest of the meeting. If this is proposed, the Chair has to hand over to a person selected by the Democracy and Development Team for this motion. The Chair should be allowed to make the speech against. If the motion is passed, the person selected as above for this motion becomes the Chair.
 4. A motion that the time limit should be extended for a specified period or for extra rounds of speeches.
 5. That a specific part of Article A of the Standing Orders may be suspended for a specified agenda item. If this motion passes then the Chair has discretion over the procedure of the meeting.
- (iii) Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 seconds. They require a simple majority and do not have a quorum (except A. 11(i) 6) which requires a two thirds majority) and don't need to be recorded on voting papers. Extra rounds of speeches can be requested and will go ahead if there are no objections. In the case of objections, there should be an indicative vote, requiring a simple majority, on whether there should be another round.
- (iv) If a Procedural Motion to take an item in parts is passed the motion is separated and debate starts again for each part of the motion. Debate on every part shall be limited to one round of speeches, although extra rounds can be requested by a Procedural Motion.
- (v) Questions during procedural motions should be about procedure, and addressed to the chair.

A.12 Votes at Council

- (i) Only members of Council, and their proxies, are eligible to vote.
- (ii) Votes shall be taken at Council by the raising of voting papers.

- (iii) For a vote to be carried the total number of voters indicating their presence must be above the level of quorum, as defined in article D.6 of the CUSU Constitution, i.e. one quarter of the number of registered members of Council.
- (iv) A simple majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining. For a vote to be carried there must be a minimum of 18 votes in favour, or one eighth of the registered members of Council, whichever is the lesser.
- (v) A two-thirds majority shall be taken to mean that those voting in favour outnumber those voting against by two to one, regardless of those abstaining. For a vote to be carried there must be a minimum of 24 votes in favour or one sixth of the number registered members of Council, whichever is the lesser.
- (vi) A member of Council, or their proxy, may only vote on a motion if they are present during the taking of the vote.
- (vii) No individual can exercise more than one vote at CUSU Council.
- (viii) At the discretion of the Chair, in circumstances in which a paper count is close or subject to error and an accurate count is required immediately, the Council's ballot papers may be divided according to their votes and counted, then redistributed to the voting members so that Council may continue.

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

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

A.14 When Policy Takes Effect

- (i) Policies other than motions of No Confidence that do not specify otherwise shall take effect immediately upon passage in Council, provisional to there being no changes of votes in the intervening period between the passing of the policy and the ratification of the minutes of the Council at which the policy was passed. Motions of No Confidence shall take effect separately under the provisions of Section F of the Constitution.

A.15 Complaints Under I.6 of the Constitution

- (i) When Council is called to convene a Complaints Panel under section I.6 of the Constitution, it must designate 2 members of the Complaints panel. The Council should designate, in order of priority (taking into account availability and any potential conflicts of interest):
 1. The Chair of the CUSU

2. The President of the CUSU
3. The Undergraduate Democracy and Development Officer
4. The Graduate Democracy and Development Officer
5. The Secretary of the CUSU
6. The Welfare Officer of the CUSU
7. Present members of Council whose birthdays are the closest to the Fourth of July, beginning with the Fourth and proceeding backwards chronologically in the calendar.

Article B – CUSU Open Meetings

B.1 Attendance and Voting at Open Meetings

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

B.2 The Chair

- (i) Open Meetings are chaired by the CUSU Chair.
- (ii) The Chair cannot participate in the debate and cannot vote.
- (iii) It is the responsibility of the Chair to ensure that the meeting is carried out in accordance with Standing Orders. If there is ever any confusion or uncertainty about the exact meaning of any particular Standing Order, the Chair makes a 'Chair's Ruling' and the meeting continues.
- (iv) For details of how to challenge a Chair's Ruling, or how to elect a new Chair, see B10 (these are both Procedural Motions).
- (v) Members of the Democracy and Development Team may advise the Chair privately at any point. Such communication shall not be directed at the Meeting, and if a member of that Team wishes to address the Meeting, they must do so through the usual procedures.

B.3 Publicity and Scheduling

- (i) The Chair has to publicise the date and time of the meeting and the deadline for submissions of Motions and Amendments in each member college at least 14 days before the meeting.
- (ii) The Executive agents in charge of ensuring that Open Meetings are planned and held constitutionally are the Chair and the Coordinator.

B.4 Submission of Motions and Amendments

- (i) There are three types of proposals that can be considered at CUSU Open Meetings:
 - 1. Ordinary Motions, which must be submitted to the CUSU Chair not later than 5pm six days before the meeting.
 - 2. Emergency Motions, which must be submitted to the CUSU Chair before the meeting. The Chair can refuse to accept an Emergency Motion if the substance of the motion has not actually arisen after the deadline for the submission of Ordinary Motions (i.e. it is not really an "Emergency").
 - 3. Procedural Motions, which are motions that affect the actual conduct of the meeting. They are proposed during the meeting. See B10.
- (ii) Amendments to Ordinary Motions and Emergency Motions can be submitted in the manner laid out in Article A.5.
- (iii) An Ordinary Motion or Emergency Motion must be submitted in writing or by email. It can be put by two members of CUSU, or by a CUSU Committee or Team, or by an affiliated JCR or MCR. It can be withdrawn by its proposers, either in person at the meeting or in writing to the Chair. Any two members of

CUSU present may then adopt it and re-propose it themselves.

- (iv) Any Motion, Point for Discussion or Amendment that is deemed by the chair to contain a racist, sexist, homophobic, transphobic, disablist or other bigoted comment may be refused acceptance

B.5 Points for Discussion

- (i) Points for Discussion on any topic may be proposed at any time before the start of the meeting by one member of CUSU, an Executive Committee or Team or an affiliated JCR or MCR.
- (ii) Points for discussion shall be submitted as a title and may include a brief text to outline the discussion topic.
- (iii) Where the Chair receives more than five Points for Discussion before the deadline for Ordinary Motions, they may refuse to include any further submissions after this point on the agenda.
- (iv) Where the Chair receives fewer than five Points for Discussion before the deadline for Ordinary Motions they may allow further submissions to be added to the agenda before the meeting.

B.6 Emergency Open Meetings

- (i) Emergency Open Meetings can be called by 24 members of Council, three Sabbatical Officers, two Executive Teams, or by petition as described in E.9 of the Constitution. If so requested, they must be held within seven Term days of the request being made.
- (ii) Within one day of receiving a request for an Emergency Open Meeting, the Chair has to publicise the date and time of the meeting and the procedure for submitting Emergency Motions and Amendments in each member college.
- (iii) Ordinary Motions or Points for Discussion must be included with the request for the meeting. The agenda should be emailed to all Council members within one day of the request being made. A paper copy of the agenda is circulated at the meeting.
- (iv) Emergency Motions, Points for Discussion and Amendments must be submitted in the manner laid out in B.4 and B.5 of the Standing Orders.

B.7 Safe Space

- (i) Open Meetings are a safe space. Remarks, behaviour or language that is aggressive, disrespectful, threatening, intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated.
- (ii) If anyone in attendance feels that someone is engaging or has engaged in any activity laid out in B.6 i) they may bring it to the attention of the Chair. The Chair may demand the ceasing of such behaviour or the withdrawal of any remark they deem to contravene B.6 i). The Chair may ask those concerned to leave the meeting if this demand is refused; or the activity continues.
- (iii) Any member of CUSU present has the right not to be photographed, filmed, or recorded electronically at a CUSU Open meeting.

B.8 The Agenda

- (i) Agendas are made available online to all members 5 days before the meeting. Paper copies in advance will only be distributed to those who request them.
- (ii) The agenda shall consist of:
 1. Announcements - These may include questions to members of the

Executive

2. Motions
3. Points for Discussion

B.9 Time limits

- (i) The normal time limit for a speech shall be 3 minutes. The Chair may propose a different time limit to members, subject to an indicative vote.
- (ii) There is a time limit of one hour for the entire meeting. Time limits for specific items shall be at the discretion of the Chair and once decided should be treated as a Chair's ruling for the purposes of B.11 i)
- (iv) When the time limit for discussing a motion or point for discussion expires, the summation speeches are taken and the motion (or point for discussion, if necessary) is voted on immediately.
- (iii) Anyone may at any time propose an extension to the overall time limit for the meeting subject to an indicative vote of members.

B.10 Procedure of Debate

- (i) The proposer of the motion (or someone he/she nominates) makes the proposing speech.
- (ii) The Chair then asks for a speech against the motion.
- (iii) The Chair opens debate to the floor for questions, discussion and free answers and facilitates the discussion.
- (iv) If an amendment has been submitted, it is debated after the proposing speech for the main motion.
- (v) If an amendment is passed by the meeting, or if it is accepted by the proposers of the main motion, it immediately passes into the main motion.
- (vi) The debate ends when a speech is not taken or by the Chair's discretion. The proposer then has a chance to give a one-minute 'summation' speech followed by a one-minute opposing 'summation' speech from someone else! before the vote is taken.

B.11 Procedure of Points for Discussion

- (i) The proposer of the Point (or someone he/she nominates) makes an opening statement or speech.
- (ii) Where the Point for Discussion contains a specific proposal, the Chair may ask for a speech from an opponent.
- (iii) The Chair opens debate to the floor for questions, discussion and free answers.
- (iv) The Chair may take indicative votes on the substance of the discussion where appropriate. A vote on the Point may be taken if deemed necessary by the Chair.
- (v) The proposer has a chance to give a one-minute 'summation' speech followed by a one-minute opposing 'summation' speech (if necessary).

B.12 Procedural Motions

- (i) The following five Procedural Motions can be proposed on a point of order at any time during a meeting:
 1. A request for a Chair's ruling. This must be given at once.
 2. A challenge to a Chair's ruling.
 3. A motion that the Chair should leave the Chair for the rest of the meeting.

4. A motion that the time limit should be extended for a specified period.
- (ii) Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 seconds. They require a simple majority and do not have a quoracy and don't need to be recorded on voting papers.
- (iii) In the case of Procedural Motion B.12 (i) 3 the Chair has to hand over the Chair to another member of the Executive. The Chair should be allowed to make the speech against the motion.
- (iv) Points of order cannot be raised during a speech, nor during the taking of a vote unless they relate specifically to the procedure of that vote.

B.13 Ratification of Policy Passed at Open Meetings

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

Article C – Elections

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

- (i) All elections are by single transferable vote, except for the case described in C.1
- (ii). The method of counting Single Transferable Vote used in all CUSU elections shall be that outlined in “How to conduct an election by the Single Transferable Vote” by Robert Newland and Frank Britton, Third Edition, 1997. The Count in any election or by-election is public.
- (ii) For the purpose of counting the votes, the “re-open nominations” box is treated as if a candidate. If at any stage of the count the “re-open nominations” candidate gains the required number of votes to be elected, that place is reserved to be filled by a further election. In multi-place elections in which a “re-open nomination” candidate is not elected last, further “re-open nominations” candidates shall be created which shall receive any further votes allocated to the “re-open nominations” candidates.
- (iii) The scheduled CUSU cross-campus elections held in Lent Term shall be conducted by both online and paper balloting. All other cross-campus elections or by-elections shall be conducted by online ballot only unless directed otherwise by a resolution of the CUSU Council.”

C.2 Elections Committee

- (i) The term of office for the Elections Committee shall be from its election until all complaints have been dealt with and the final Returning Officers Report has been presented to Council.
- (ii) The Elections Committee will be elected at the second CUSU Council of Michaelmas term, or at the nearest subsequent Council if positions remain unfulfilled.
- (iii) In the eventuality that a referendum is called, or a cross-campus bye-election is required outside of the term of office of the Elections Committee, an Extraordinary Elections Committee shall be formed of the President, CUSU Chair, Coordinator and 2 members co-opted by these officers. The Returning Officer for this referenda or bye-election shall be selected by this Committee. In the case where this Extraordinary Elections Committee is necessary, any references to ‘Elections Committee’ in this document shall mean the Extraordinary Elections Committee.
- (iv) The Elections Committee shall be responsible for any Referenda, the scheduled cross-campus elections in Lent Term and any cross campus bye-election. Elections at CUSU Council shall be the responsibility of the CUSU Chair.
- (v) No member of the Elections Committee, nor any person who was a member of the Elections Committee at any point during the period of four weeks before the opening of nominations in an election, can stand for a cross campus election to the Executive or in a simultaneous NUS Delegation election
- (vi) No member of the Elections Committee can endorse or campaign on behalf of any candidate or choice in a referendum.
- (vii) Rulings of the Elections Committee must be made in writing and issued to all candidates concerned. The Elections Committee should also ensure that notifications of a new ruling are made to all candidates electronically in a speedy and efficient manner and that rulings are posted on the CUSU website for public viewing.

- (viii) Guidelines for the Elections Committee shall be determined by a resolution of Council prior to the opening of nominations for positions on the Committee.
- (ix) The Elections Committee shall establish Rules for the conduct of an election. For the annual cross-campus elections, these Rules shall be reported to CUSU Council no later than the First Council of Lent Term. In addition, C.3, C.4 and C.5 shall always apply to any cross campus election. Election Rules and rulings on the conduct of elections made by the Elections Committee shall have the force of Standing Orders, provided that they do not conflict with the CUSU Constitution, other Standing Orders or any explicit mandates from the CUSU Council to the Elections Committee.

C.3 Electoral Labels

- (i) Candidates can submit a label under which they are standing of up to 30 characters (including spaces and punctuation marks). This then appears on the ballot papers.
- (ii) Any candidate standing under a shared label, or with literature shared with one or more other candidates, is deemed to be a member of a political group. Candidates who are not part the same political group may not share literature or artwork, nor may they publicly endorse or support each other's candidacy.
- (iii) A candidate using Independent, Individual, or some similar title as an electoral label may not share literature or artwork with any other candidate, nor may he or she publicly endorse or support the candidacy of another candidate.
- (iv) The returning officer can amend any label inconsistent with these standing orders

C.4 Nominations and the ballot form

- (i) Nominations have to be submitted on an official nomination form. No member of CUSU can propose or second more than one candidate in any one election.
- (ii) A copy of the CUSU Election Standing Orders has to be distributed with all official nomination forms. All candidates will sign to say that they have read, understood, and agree to abide by the rules and regulations of the Elections.
- (iii) The order of the ballot form is decided by lottery. Political groups may submit an order in which they wish their candidates names to appear.

C.5 Publicity

- (i) All individuals can submit one black-and-white A4 manifesto to be displayed in every college on the day of the election. Candidates who are part of a political group may choose to forego submitting an individual manifesto and instead submit a manifesto as a political group. This manifesto will then be taken to be the candidates individual manifesto for the purposes of display in colleges on the day of election. Details about any particular supporter, proposer, or seconder of a candidate are not allowed on any publicity or the manifesto.
- (ii) The returning officer can reject any manifestos which conflict with any CUSU policy concerning statements likely to cause offence. This may involve any content that the returning officer deems threatening, intimidating, or designed to cause harm or disruption.
- (iii) Candidates cannot issue any publicity before the close of nominations.
- (iv) Each year, the Elections Committee shall decide to place a limit on the amount

of resources that can be spent by candidates in the course of their campaign. This limit should be expressed in units, and the Committee should publish a list of common campaigning items (such as T-shirts, flyers and web domain names) and their cost in units. Campaigns wishing to use resources not on the list should approach the Elections Committee for a ruling on how many units the proposed resources would be worth. The Committee may designate different total limits or pooled limits on campaigns reinforcing each other by running as part of a political group.

- (v) Candidates must abide by the University regulations regarding the use of email lists. Candidates may not use e-mail for campaigning except to friends of the candidate. The election rules shall lay out appropriate regulations on the use and monitoring of social networking sites.
- (vi) Candidates are responsible for those campaigning on their behalf and are obliged to make their supporters aware of the restrictions by which their activities are bound. Candidates should be aware that in the event that they fail to give adequate warning to their supporters and a complaint is brought against them, their failure to warn their supporters will not constitute an acceptable explanation.
- (vii) Candidates may not fly-poster. A strict definition of fly-posting will be given by the Elections Committee to all candidates prior to campaigning.
- (viii) Stickers are banned except when worn by supporters. A definition of supporters will be given to candidates by the Elections Committee prior to the elections.
- (ix) Candidates, or supporters, may not campaign or place publicity within five metres of any ballot box or of any public computing facility.
- (x) If, during the course of an election, hustings are to be held, all candidates must attend a minimum of one quarter of the hustings, with exceptions only in circumstances that meet the satisfaction of the Elections Committee. All hustings must be chaired by a member of the Election Committee.
- (xi) Use of chalked publicity on any property by candidates or their supporters is banned.
- (xii) Candidates may not refer to any of their opponents in any of the publicity that they produce. This shall not normally apply to statements made at hustings or in press interviews; however, chairs of hustings and the Elections Committee shall have discretion to place reasonable restrictions on such statements.

C.6 Elections at CUSU Council

- (i) Elections must be carried out in accordance with C.1.
- (ii) The conduct of elections at CUSU Council is the responsibility of the CUSU Chair, who shall be the Returning Officer.
- (iii) The CUSU Chair has discretion over which Clauses of Article J. of the CUSU Constitution apply to an individual election.
- (iv) Irrespective of when a by-election for a cross-campus post occurs at Council, the post will be re-elected in the CUSU elections the next year.
- (v) There shall be a transition/handover period of two weeks after elections at Council during which the officer-elect shall shadow the officer that he or she is to replace; the officer-elect shall take office at the end of this two-week period. The transition period shall be waived for vacant offices.

C.7 Bye-Elections

- (i) Vacancies in any part-time offices may be filled by a co-option of Council, this counts as an Election at CUSU Council.
- (ii) Sabbatical Officer Vacancies can only be filled by an election. In the case of an irregular sabbatical vacancy or impending sabbatical officer vacancy then a cross campus bye-election must be held by the Elections Committee, following the same procedure as scheduled elections in Lent Term.
- (iii) In the event of no nominations being submitted for a Sabbatical Officer vacancy, the Council can either;
 - 1. Mandate the Elections Committee to Re-open Nominations;
 - 2. Mandate the Sabbatical officers to temporarily employ a member of staff to carry out the non-representational elements of the post.
- (iv) If an individual is elected to a vacant office they shall take office immediately

C.8 Complaints

- (i) The Elections Committee shall acknowledge all complaints within 24 hours of receiving them. The Elections Committee shall record all discussions, decisions and votes, regardless of the method of communication.
- (ii) The Elections Committee shall decide on the merits of the objection by collecting information from all interested parties in order to ascertain whether they support or not the upholding of the complaint.
- (iii) The Elections Committee shall look to resolve all complaints thoroughly and as quickly as possible. The Elections Committee shall endeavour to keep all involved with the complaint informed about the progress of the complaint and resolve it within three working days.
- (iv) Any party may appeal to overturn the decision of the Elections Committee in writing, within 72 hours of the Elections Committee announcing their decision. The Elections Committee may choose to review their own decision. The deadline for appeal shall in that case be extended to 72 hours after the Elections Committee makes their final ruling. Appeals not reviewed by the Elections Committee, or made in response to a reviewed decision, shall be directed to the Junior Proctor.
- (v) If a by-election is held when the Elections Committee is not in existence, any complainants should refer to the CUSU Complaints Procedure available from the CUSU Offices or the CUSU President.

C.9 Retention of Materials

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

Article D – Referenda

D.1 Voting System

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

D.2 Conduct of Referenda

- (i) The Elections Committee, including the Returning Officer, shall oversee the running of any referendum, unless a referendum is called while there is no Elections Committee whereupon the responsibility shall fall to an Extraordinary Elections Committee, as described in C.2 (iii).
- (ii) Rulings made by the Elections Committee pertaining to the conduct of any referendum shall be issued in writing for the information of all voters and College Returning Officers. This shall be displayed in every college on the day of the referendum.

D & D Team interpretation, October 4 2011: “In reference to Standing Orders D.2.ii, the power of Elections Committee to make rulings on the ‘conduct’ of referenda shall include the ability to alter submitted questions to ensure legality, neutrality and non-leading language”

- (iii) Constitutional references to the infrastructure of voting (e.g., to a “ballot box”) shall not be construed to prevent electronic voting, provided that the CUSU’s electronic voting system provides equivalent access to voting as found in physical voting.
- (iv) The Elections Committee are responsible for producing objective information relevant to the referendum, which should be distributed to College Returning Officers along with the ballot papers.
- (v) Further to D.2 (iv), the Elections Committee should produce posters advocating the arguments ‘For’ and ‘Against’ the passing of the referendum. The CUSU Executive should make sure that such posters are put up in all colleges well in advance of the referendum.
- (vi) No publicity relating to the referendum, besides that produced by the Elections Committee, should be within five metres of any ballot box.

D.3 Voting Materials

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

Article E – The Faculty Forum Constitution

E.1 Membership

The Faculty Forum shall consist of the following, who shall be designated as “members”: the Academic Affairs Officer; the College Academic Officer (Undergraduate); the Mature/Part-Time Students and College Academic Officer (Graduate); the Faculty Academic Officer (Undergraduate); the Faculty Academic Officer (Graduate); any Open Portfolio positions on CUSU assigned to the CUSU Education Team; student representatives elected as class (f) members of Faculty Boards; student representatives on the Boards of History and Philosophy of Science, Land Economy and the Institute of Criminology and student representatives on the Biotechnology, and Chemical Engineering Syndicate. Other members of CUSU shall be allowed to observe the Faculty Forum as “observers”. Members should, as soon as practical, inform the secretary should they cease to be eligible for membership.

E.2 The Chair and Secretary

The Faculty Forum shall be chaired by the College Academic Officer (Undergraduate) and/or the Mature/Part-Time Students and College Academic Officer (Graduate). The Faculty Academic Officer (Undergraduate) and/or the Faculty Academic Officer (Graduate) shall act as its secretary. In the event of the College Academic Officers or Faculty Academic Officers being absent from a meeting, then the members shall elect a replacement chair or secretary for the duration of the meeting.

E.3 The Division of the Faculty Forum

The Faculty Forum can be divided for the purposes of meetings as deemed appropriate by the CUSU Officers in consultation with the Faculty Forum.

E.4 The Annual General Meeting

The first meeting of Lent Term shall be an Annual General Meeting of all members.

E.5 Agenda

The Agenda shall normally consist of:

- 1) Minutes from the previous meeting and Matters Arising
- 2) Reports from members.
- 3) Proposals of motions to CUSU Council.
- 4) Elections.
- 5) Any other business

E.6 Elections

The Faculty Forum shall, at the Annual General Meeting, elect 2 of its members to represent it with voting rights at CUSU Council. A third and fourth person shall be elected as Faculty Academic Officers. Any member may nominate himself or herself for any position at any time before the election. “Reopen Nominations” shall always be a candidate in elections. The election shall be carried out under the electoral rules and system that is used for the CUSU elections at the time of the AGM. The

count shall be carried out immediately. Hustings will be carried out as per the CUSU Election rules. The term of office runs from election until the next Annual General Meeting or until the officer ceases to become a member of the Faculty Forum due to resignation or no longer being in statu pupillari, whichever shall be shorter.

E.7 Bye-Elections

In the event of a position becoming vacant, then a request for new nominations shall be made by the secretary or chair to the members by e-mail. During Full Term, nominations shall close no sooner than 5 days after the call for nominations. Outside Full Term they shall close no sooner than 14 days after the call for nominations. The bye-election shall then take place at the time and venue scheduled for the next Faculty Forum meeting. In the event of this not being a meeting of the full Faculty Forum, then it shall be renamed as an “Emergency General Meeting” and opened to all members. If a bye-election is uncontested, then the candidate or candidates, at the discretion of the chair, may assume the responsibilities of the office on condition that they add “Acting” to their title.

E.8 The Faculty Forum Representatives on CUSU Council

The two ordinary Faculty Forum Representatives specified in E.9 represent Faculty Forum Members on CUSU Council. They should vote in line with what they believe is the view of the Faculty Forum. If they are uncertain, then they should seek guidance from the Faculty Forum either before the Council Meeting or afterwards (as CUSU Council votes may be changed retrospectively). They should attend 80% of Council Meetings and send proxies to those which they are unable to attend. The Faculty Forum may hold a vote of no confidence if their attendance rate becomes unacceptable.

E.9 The Faculty Academic Officer (Undergraduate) and The Faculty Academic Officer (Graduate)

The Faculty Academic Officers are members of the CUSU Executive in addition to holding the responsibilities of Faculty Forum Representatives on CUSU Council. The Faculty Academic Officers should attend the (termly) CUSU Executive meetings, the regular (weekly) CUSU Education Team meetings and work closely with the College Academic Officers and Academic Affairs Officer on education issues within the University with a particular interest in the activities of the Faculty Forum members. Additionally, they act as secretary to the Faculty Forum.

E.10 Unfilled Faculty Academic Officer posts

If either of the posts mentioned in E.9 (the Faculty Academic Officers) are unfilled, then the Faculty Forum shall elect a member/members as outlined in E.8 (The Faculty Forum Representatives on CUSU Council) to hold the vote assigned to those posts as representatives of the Faculty Forum. These elected representatives will be subject to the same obligations as those members elected in E.8 and will cease to hold the vote of the Faculty Academic Officer if the post is subsequently filled at a later date.

E.11 Amendments

Amendments to this constitution shall be passed by simple majority by the full Faculty Forum and ratified by CUSU Council.

Article F – Policy, Reports and Plans

F.1 Making CUSU Policy

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

F.2 Lapsing Policy

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

F.3 Internal Policy

- (i) Internal Policy shall be defined as policy that solely concerns the operating procedure of the CUSU executive, campaign teams and committees and that involves detailed technical or legal aspects of policy execution that are not covered by CUSU Policy and that should remain in perpetuity.
- (ii) Internal Policy can be created by the mutual consent of the Coordinator and any CUSU Team, or, in the case of Policy governing Sabbatical Officers' activity as Sabbatical Officers, by the consent of the President and the Coordinator. No Internal Policy can overrule any Policy passed by a resolution of the Council or a Referendum.
- (iii) Any Internal Policy should be announced at the subsequent meeting of Council.
- (iv) Internal Policy does not lapse. In the event of contradiction with other Internal Policy, the Policy that has been passed more recently overrules.
- (v) CUSU should have at least the following sets of internal policy:
 1. Financial Policy.
 2. Child Protection Policy.
 3. Policy on the Financial Reserves.
 4. Ethical Policy.
 5. Computing Policy.
 6. Equal Opportunities Policy.
 7. Legal Policy.

F.4 Executive Reports and Plans

- (i) Every member of the Executive must present Reports and Plans to CUSU Council every Term, as described below.
- (ii) Those part time officers elected at the third Council meeting of Michaelmas Term shall submit a written Report and Plan to the fourth meeting of Lent Term, and a written Report to the Council meeting at the end of their term (normally the third meeting of Michaelmas Term).
- (iii) Those part time officers elected at the fourth Council meeting of Lent Term shall submit a written Report and Plan to the third meeting of Michaelmas Term, and a written Report to the Council meeting at the end of their term (normally the fourth meeting of Lent Term).
- (iv) Sabbatical officers shall submit written Reports and Plans to the third Council meeting of Michaelmas Term and the fourth meeting of Lent Term.
- (iv) Written Reports and Plans should be sent to the member of the Executive responsible for Communications 7 days before the Council meeting. This officer should compile the Reports and Plans and make sure they are sent to each member of Council along with the agenda.
- (v) In Easter Term officers may present a verbal report and plan to the second Council meeting.
- (iii) If there is an objection to something in the Plans, any motion aimed at changing this plan could be submitted as an Emergency motion to the appropriate Council Meeting and must be accepted by the Chair (except as outlined in A.4 (vii)).
- (iv) Questions on the Executive's Reports and Plans can be asked during Agenda Item 6, in the standard manner.
- (v) Each time a motion is passed by Council calling for action on the part of the executive, a list of the steps to be taken shall be published and updated as the tasks are completed.

Article G – Executive Offices and Bodies

G.1 Structure of the Executive

- (i) The Autonomous Campaigns shall operate under rules and structure of their own choosing, laid out in their Constitution. Thus the rules of Section F apply to the executive of the CUSU excluding the autonomous campaigns. The Constitutions of the Autonomous Campaigns shall appear as Appendices to Standing Orders.
- (ii) The offices of the executive shall be grouped into teams that are assigned broad areas of responsibility for the carrying-out of policy mandated by the CUSU Council.
- (iii) Officers shall be responsible for supporting, contributing to and participating in activities falling under the purview of their team and the other offices within their team in addition to those of their own offices.
- (iv) All members of the Executive are required to attend CUSU Open Meetings. Apologies to the Chair must be sent in advance if attendance is not possible.
- (v) Teams should, unless otherwise stated, meet at least once per week during full term, with allowances made for the difficulty of full scheduling during Easter Term. Dates, times, and venues of all meetings should be posted on the CUSU website and e-mailed to each team's relevant list of interested or concerned parties in advance.
- (vi) The Coordinator should convene a weekly Coordination Meeting during Full Term to schedule activities across the executive and allocate needed resources to teams and offices. Coordination meetings should include participation from all council-accountable teams, normally through Sabbaticals or team leaders, and heads of autonomous campaigns shall be invited. Any member of the CUSU may attend.
- (vii) Teams carry out the instructions or mandates of council; they may also, however, propose motions, sign letters and statements, and draft proposals for internal policy with the unanimous consent of those team members present at a given meeting. Such resolutions are also required to authorise the spending of budget allocated to the team as a whole. All resolutions shall be recorded in the Team and Coordination Report.
- (viii) In the event a team is given a mandate that is ambiguous, and they cannot agree to delegate decision responsibility to a team member, and they disagree about the proper course of action needed, the team may adopt a decision by majority vote, with the team leader casting a deciding vote if necessary. All such resolutions shall be recorded in the Team and Coordination Report, and vote totals noted.
- (ix) Reports from each team meeting should be created; these reports should be posted on the CUSU website, e-mailed to each team's relevant list of interested or concerned parties, and passed to the Coordinator for the Coordination Meeting.
- (x) A report from each Coordination Meeting should be created; the Coordination Report should detail recent and planned activities and include highlights from the reports of team meetings; the Coordination Report should be posted on the CUSU website, communicated to the CUSU Council, and sent to any relevant list of interested or concerned parties.
- (xi) Teams or individual officers may co-opt volunteers to assist in activities or perform work on behalf of the CUSU; the team or officer co-opting shall be held responsible for the conduct of such volunteers.

- (xii) When running Networks, officers or teams should open the Network contact lists to all interested parties in addition to those normally receiving the communications.

G.2 Vacancies and Handover

- (i) In the event of an office becoming vacant under F.3 or F.4 of the Constitution or for another reason a bye-election shall be held as laid out in C.7
- (ii) In the event of an unfilled part-time vacancy on a Group or Team, the team leader shall distribute the unclaimed responsibilities amongst the remaining team members, with the leader taking primary responsibility for the portfolio of the vacant office.
- (iii) If, at the end of the term of office of a non-sabbatical post, no candidates stand for election (with the exception of “re-open nominations”), then the existing officer may, if willing and with the consent of the Coordinator, continue to undertake work in that role while it remains vacant, but may not use any votes connected with that office (or thereby count towards a quorum), and shall be distinguished from a volunteer co-opted ad hoc only by their use of the title of the office. The Officer shall be known as an Acting Officer.
- (iv) Each officer shall create a handover document for their successor which should include, the requirements of the Executive Office as set out in its job description, the CUSU Constitution and the Standing Orders, what the current Executive Officer has done during their term in office, unfinished business which their successor will need to continue.

G.3 The Resources Group

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

Executive Offices:

- (ii) The CUSU Coordinator:
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall have the responsibility of overseeing the proper day-to-day functioning of the executive arm of the CUSU.
 - c) Shall directly manage staff, and will also directly manage any officers tasked with events, publicity, business management, administration, reception, and information technology.
 - d) Shall provide general support for CUSU’s provision of services to its members.
 - e) Shall ensure that tasks assigned to teams or officers are carried out and shall report to Council on progress made in accomplishing mandated tasks.
 - f) Shall be the chief personnel manager/line manager of the Executive and shall expediently report personnel problems to the Council and to the President.
 - g) Shall chair the weekly Coordination meeting and oversee the allocation of financial or personnel resources to efforts within various parts of the executive.
 - h) Shall be responsible for the maintenance of the Union’s building and office space.
 - i) Shall, if allowed, represent the CUSU on the Standing Advisory Committee

- for Student Matters and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- j) Shall be responsible for creating and updating a general handbook for all of the Executive containing relevant information about CUSU, the Exec, and the organisation of CUSU campaigns and events. This should be given to each officer at the start of their term in office and also be made available online.
 - k) Shall hold regular Finance Meetings, including the treasurers of the Affiliated Common Rooms.
 - l) Shall act as a Students' Union Director of Cambridge and Anglia Ruskin Student Radio Limited
- (iii) The University Sports and Societies Officer
- a) Shall be elected by Council at the Fourth Meeting of Lent Term.
 - b) Shall lead all CUSU activities involving support for student organisations and athletic participation.
 - c) Shall, if allowed, represent the CUSU on the Societies' Syndicate, the Sports Syndicate, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.

G.4 The Democracy and Development Team

- (i) The Democracy and Development Team shall be collectively responsible for CUSU actions pertaining to the Union's long-term development, constitutional structure, interpretation of rules and procedures and affiliations to outside bodies.
- (ii) The Democracy and Development Team shall have a standing mandate to audit the Union's effectiveness, efficiency, and transparency.
- (iii) All members of the Democracy and Development Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.
- (iv) Pursuant to M.5 of the Constitution, the Executive power of Interpretation of the Rules shall be exercised by the Democracy and Development Team.
- (v) Pursuant to M.8 of the Constitution, the Democracy and Development Team may resolve to renumber any part of the rules, which shall be taken to include references to elements of the rules in any policy or document of the CUSU, and references in which letters stand as numbers.

Executive Offices:

- (vi) The President
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections. The President:
 - b) Shall Lead the Democracy and Development Team, ensuring that its activities are performed in accordance with given mandates.
 - c) Shall oversee the work of the Coordinator and report to Council any problems with the management of the executive.
 - d) Shall act as the CUSU's chief spokesperson to outside organisations, including the University, national and international students' unions and university groups, and the media.
 - e) Shall have main responsibility for maintaining affiliation ties to outside organisations to which the CUSU joins itself.
 - f) Shall lead the Trustees of the Union and take responsibility for the propriety and legality of the CUSU's actions.

- g) Shall sit ex-officio on the Elections Committee, providing support for its work and responding to any elections-related inquiries from the University. The President shall not have a vote on Elections Committee. The President shall refrain from sitting on the Elections Committee in the four weeks prior to any election run by that committee in which he or she is standing, and until the Elections' Committee has resolved issues arising from that election.
- h) Shall, if allowed, represent the CUSU on the University Council, the Standing Advisory Committee for Student Matters, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- i) Shall bring concerns about the Constitutionality and Rules-conformity of existing CUSU policy to the Democracy and Development Team.
- j) May represent the CUSU ex-officio at the conferences of the National Union of Students.
- k) Shall hold regular meetings of the Presidents and External Officers of affiliated common rooms separate from Council meetings and maintain the Presidents' and Externals' Network.

(vii) The Chair of the CUSU

- a) The Chair of the CUSU shall be elected by Council at the fourth meeting of Lent Term.
- b) The Chair of the CUSU shall preside over Council and Open Meetings, ensuring that those meetings operate within the CUSU's Constitution and Standing Orders.
- c) The Chair of the CUSU shall arrange the schedule and venues of Council Meetings and Open meetings and publicise them.
- d) The Chair of the CUSU shall liaise with members of Council and with Ordinary Members of the Union concerning the operation of Council meetings and Open Meetings.
- e) The Chair of the CUSU shall bring concerns about the Constitutionality or Rules-conformity of proposed CUSU policy to the Democracy and Development Team.
- f) The Chair of the CUSU shall compile the Reports and Plans document in accordance with F.4 of the Standing Orders.

(viii) The Secretary of the CUSU

- a) Shall be elected by Council at the third meeting of Michaelmas Term.
- b) The Secretary of the CUSU shall take minutes of meetings of the CUSU Council and of CUSU Open Meetings and publish those minutes in relevant CUSU information outlets (including the CUSU Website, relevant e-mail lists, and the CUSU Offices) within five days of Council meetings.
- c) The Secretary of the CUSU shall keep the Union's records and internal documents and respond to internal and external requests for records and information.
- d) The Secretary of the CUSU shall keep the attendance and voting records for Council and publish them regularly.

(ix) The Undergraduate Union Development Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall assist with the Democracy and Development team's work on the Union's long-term development, constitutional structure, interpretation of rules and procedures and affiliations to outside bodies

- (x) The Graduate Union Officer
 - a) Shall be elected by Council at the Fourth meeting of Lent Term.
 - b) Shall assist with the Democracy and Development team's work on the Union's long-term development, constitutional structure, interpretation of rules and procedures and affiliations to outside bodies

G.5 The Education Team

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

Executive Offices:

- (iv) The Education Officer & Deputy President:
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall be a caseworker for student issues on academic matters.
 - c) Shall, if allowed, represent the CUSU and Students on the General Board of the Faculties, the Board of Examinations, the Standing Advisory Committee for Student Matters, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
 - d) Shall (with the CUSU Education Team) run regular meetings of an Education Network of JCR and MCR Academic Affairs Officers.
 - e) Shall (with the CUSU Education Team) run regular meetings of the Faculty Forum.
 - f) Shall act in place of the President only when the President is absent for a significant period of time.
- (v) The College Academic Officer (Undergraduate)
 - a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall be an undergraduate member of CUSU.
 - c) Shall liaise with JCR education officers and support their work.
 - d) Shall lead CUSU activities related to undergraduate education in colleges, especially college supervision arrangements and collegiate libraries.
- (vi) The Mature Students Officer
 - a) Shall be chosen by all Ordinary Members in the Annual Scheduled Elections. For such time as this post is vacant, a resolution of the Graduate Union Board will be sufficient to nominate an officer to represent the interests of Mature and Part Time Students as a voting member of CUSU Council, provided that the resolution is made available to the CUSU Chair.
 - b) Shall liaise with MCR education officers and support their work.

- c) Shall lead CUSU activities related to graduate education and teaching in colleges, especially supervisor training and pay.
 - d) Shall represent the University's Mature Students to the CUSU and to the University and take the lead on campaigns specifically impacting on mature students.
 - e) Shall represent the University's Part-Time Students to the CUSU and to the University and take the lead on campaigns specifically impacting on part-time students.
 - f) Shall, if allowed, represent the CUSU on the Joint Committee on Childcare for Students and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (vii) The Faculty Academic Officer (Undergraduate)
- a) Shall be elected by the Faculty Forum at its annual general meeting.
 - b) Shall be an undergraduate member of CUSU who is currently or has previously been a member of the Faculty Forum. If however the role is unfilled after the first opportunity to elect a person to the position, then the requirement to be an undergraduate member who is currently or has previously been a member of the Faculty Forum, shall be removed, and the position may be elected at Council in line with standard procedure for filling vacancies.
 - c) Shall liaise with the undergraduate Faculty and Departmental representatives of the University, including attending meetings of the Faculty Forum.
 - d) Shall lead CUSU activities regarding the in-faculty instruction of undergraduates, especially Tripos structure, examinations, and faculty libraries.
- (viii) The Graduate Faculty Academic Officer
- a) Shall be elected by the Faculty Forum at its annual general meeting.
 - b) Replace with "Shall be a graduate member of CUSU who is currently or has previously been a member of the Faculty Forum. If however the role is unfilled after the first opportunity to elect a person to the position, then the requirement to be a graduate member who is currently or has previously been a member of the Faculty Forum, shall be removed, and the position may be elected at Council in line with standard procedure for filling vacancies.
 - c) Shall liaise with the graduate Faculty and Departmental representatives of the University, including attending meetings of the Faculty Forum.
 - d) Shall lead CUSU activities regarding the in-faculty instruction of graduates, especially thesis and dissertation procedures.

G.6 The Student Support Team

- (i) The Student Support Team shall be collectively responsible for CUSU activities, campaigns, and policy regarding student support and equality of treatment and opportunity, including health; mental well-being; sexual health; safety; resources to cope with hardship, and support for graduate students.
- (ii) All members of the Student Support Team shall coordinate the Team's work by attending its regular meetings, and contributing to the running and publicising of its events and campaigns, and assisting other Team members with their workloads when needed.
- (iii) The Student Support Team shall have a standing mandate to identify and

investigate issues relating to student support and equality of opportunity, including health; mental well-being; sexual health; safety; and resources to cope with hardship of the ordinary members of the CUSU.

- (iv) The Student Support Team shall seek to actively engage and work with representatives (including Welfare Officers) of the autonomous campaigns and relevant student societies to ensure that welfare provisions meet the diverse needs of Cambridge students. Through their work for the Graduate Union the Student Support Officer will also engage with issues concerning the specific support and representation of graduate students and bring these to the Team.

Executive Offices:

- (iv) The CUSU/GU Welfare & Rights Officer:

- a) Shall be an officer of both CUSU and the Graduate Union and contribute significantly to the activities of the GU.
- b) Shall be chosen by a general ballot of all Ordinary Members of the CUSU (which includes all GU members) at the annual Lent elections.
- c) Shall be based at the GU with a regular presence and working space at CUSU as determined by the officer, GU President and CUSU President to enable them to contribute to the activities of CUSU and the Graduate Union and work effectively for members of both unions.
- d) Shall be primarily responsible for student support, welfare campaigns and welfare related representation for undergraduates and graduates.
- e) Shall lead general CUSU campaign activities related to Welfare and student support.
- f) Shall lead general CUSU campaign activities related to graduate students.
- g) Shall lead CUSU in working closely with the CUSU Autonomous Campaigns to campaign and act on issues of equality and diversity.
- h) Shall coordinate and be responsible for the Union's Student Advice Service, including the activities of any staff employed in the Service.
- i) Shall provide training and support for the Welfare and Student Support Officers of the Affiliated Common Rooms and other student bodies, including through meetings and online resources.
- j) Shall, if allowed, represent the CUSU on the Standing Advisory Committee for Student Matters, the Senior Tutors' Welfare and Finance Committee, The Graduate Tutors' Committee and other bodies as may be agreed between the CUSU, the Graduate Union and University or inter-collegiate institutions.
- k) Shall be a caseworker for students concerned with issues relating to health; mental well-being; sexual health; safety; resources to cope with hardship and support for graduate students.

- (v) The Sexual Health Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall lead CUSU campaigns and activities relating to reproductive health, HIV/AIDS, chlamydia screening, other STIs, safe sex practices, and sexual well-being.

- (vi) The Transport and Student Safety Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall lead CUSU campaigns and activities relating to the protection of students from harm, especially transport safety (including cycle safety and local public transport provision), local crime, illumination, policing, assault,

- and drug use.
- c) Shall liaise with relevant officers on issues of housing security and fire safety.
 - d) Shall, if allowed, represent the CUSU on the Consultative Committee for Safety, that Committee's Sub-Committee for Biological Safety, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (vii) The Mental Wellbeing Officer
- a) Shall be chosen by all Ordinary Members in the Annual Scheduled Elections.
 - b) Shall lead CUSU campaigns and activities promoting mental wellbeing amongst its members, and supporting and empowering them to deal with academic stress and maintain positive mental wellbeing.
 - c) Shall work closely with the Disabled Students' Campaign Mental Health Representative to coordinate action to overcome mental health stigma and discrimination, and to raise awareness of mental health conditions and of the support and access arrangements available.
- (viii) The Anti-Racism Officer
- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall lead CUSU campaigns and activities involving issues of racism and the impact of racism on the students of the University.
 - c) Shall, if allowed, represent the CUSU on the Cambridge University Faiths' Forum and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (ix) The Eating Disorders Support Officer
- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
 - b) Shall lead CUSU campaigns and activities relating to eating disorders.
 - c) Shall coordinate CUSU EDS (Eating Disorders Support) including volunteers, training and support."

G.7 The Access and Funding Team

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

Executive Offices:

- (iii) When convenient, the Access Officer may be known as the Access and Funding Officer. The Access and Funding Officer:
 - a) Shall be chosen by a general ballot of all Ordinary Members of the CUSU at the annual Lent elections.
 - b) Shall be the Union's primary caseworker for issues of undergraduate admissions, entrance, student financing, bursaries, and special Access initiatives.
 - c) Shall maintain and run regular meetings of an Access Network including all JCR and MCR Access and Target officers.

- d) Shall lead CUSU Access campaigns not specifically designated to other members of the team, including, but not exclusive to, the Shadowing Scheme.
 - e) Shall, if allowed, represent the CUSU on the Standing Advisory Committee for Student Matters, and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.
- (iv) The Higher-Education Funding Campaigns Officer
- a) Shall be elected by Council at the Fourth meeting of Lent Term.
 - b) Shall lead CUSU campaigns and activities involving the government's funding of higher education, as well as reviewing current and potential funding models for the HE Sector.
- (v) The Target Schools Officer
- a) Shall be elected by Council at the Fourth meeting of Lent Term.
 - b) Shall organise and lead the CUSU Target Schools campaign.
 - c) Shall lead efforts to ensure that volunteers are trained and equipped to make visits into schools and that such material is accurate and accessible,
 - d) Shall act as secretary for the regular meetings of the Access Network.

Bursaries and Funding/Finance Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall lead CUSU campaigns and activities involving student loans and bursaries, the impact of monetary issues on Access, and other public and private provisions for the financial maintenance of students of the University.
- c) Shall ensure that CUSU material regarding bursaries, finance and funding is accurate and accessible.

BEM (Black and Ethnic Minority) Access Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall organise and lead CUSU activities to encourage ethnic minority applications to the University
- c) Shall identify and work with partner organisations, both within and external to the University, to encourage participation of ethnic minority students in Access initiatives.

G.8 The Ethical Affairs Team

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

Executive Offices:

(iii) The Ethical Affairs Chair

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

(iv) The Environmental Officer

- a) Shall be elected by Council at the Fourth meeting of Lent Term.
- b) Shall lead CUSU campaigns and activities involving the impact of the student body and the University on the environment, including energy, waste, pollution, carbon, biodiversity, and other relevant topic areas.

(v) The Ethical Consumerism Officer

- a) Shall be elected by Council at the Fourth meeting of Lent Term.
- b) Shall lead CUSU campaigns and activities involving the impact of purchasing, including CUSU procurement, University and Collegiate contracting and supply, student consumer awareness, and alternative product availability.

(vi) The Socially Responsible Investment Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall lead CUSU campaigns and activities involving the ethical investment of CUSU, University, Collegiate, and Common Room reserve funds.

(vii) The Community and Volunteering Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall lead CUSU campaigns and activities involving interaction between the student body and the local community, including connecting students with volunteering opportunities, liaising charitable with partner groups such as Student Community Action and RAG, promoting CUSU as a benefactor to the surrounding area, and connecting students with civic institutions and the democratic process.

G.9 The Common Room Support and Membership Engagement Team

(i) The Common Room Support and Membership Engagement Team shall be collectively responsible for the relationship with members, looking to increase engagement and interaction and working to establish a regular method of soliciting feedback and opinions. The team shall be responsible for the relationship with collegiate common rooms, compiling and providing information relating to College activities, provide direction on cross-college campaigns and supporting the business of the Presidents and Externals network meeting.

(ii) All members of the Common Room and Membership Engagement Team shall support the Team's work by attending its regular (weekly) meetings, contributing to the running and publicising of its events and campaigns, and assisting other Team

members with their workloads when needed.

Executive Offices:

(ii) The President

(iii) The Communications Officer

- a) Shall be elected by Council at the Third Meeting of Michaelmas Term.
- b) Shall maintain such communications networks for the benefit of students and the Affiliated Common Rooms as are determined useful.
- c) Shall assist in adding and updating content on the CUSU website.
- d) Shall assist the Membership Engagement Officer with the CUSU Newsletter.
- e) Shall work with College Communications Officers to remove duplication of material and to establish a centralized submission system for Bulletin Content.
- f) Shall work with other executive officers to gather feedback from members on the annual CUSU publications and use this information to influence the next round of publications.

(iv) The College Facilities Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall lead CUSU campaigns and activities involving the collegiate and university provision of food, the general standard of accommodation, the provision of catering facilities, and the inter-collegiate disparity in facilities and housing.
- c) Shall liaise with the Student Safety Officer on issues of housing security and fire safety.
- d) Shall support JCR and MCR officers in negotiating with colleges about the standard of housing, recreational facilities, and catering.
- e) Shall, if allowed, represent the CUSU on the University Accommodation Syndicate and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.

(v) The Rents Officer

- a) Shall be elected by Council at the Third meeting of Michaelmas Term.
- b) Shall provide support for JCRs and MCRs undergoing rents negotiations and re-negotiations.
- c) Shall liaise with college bursars on general rents issues.
- d) Shall maintain a database of college rents situations.
- e) Shall lead CUSU activities and campaigns related to rents.
- f) Shall support the Access and Funding Officer in casework involving students seeking affordable housing.
- g) Shall, if allowed, represent the CUSU on the Bursars' Sub-Committee on Rents and Charges and other bodies as may be agreed between the CUSU and University or inter-collegiate institutions.

(vi) Common Room Support Officer

- a) Shall be elected by Council at the Fourth meeting of Lent Term.
- b) Shall establish and maintain links with Common Room External Officers
- c) Shall liaise with the various collegiate JCRs on matters concerning their relationship with and affiliation to CUSU.
- d) Shall attend Presidents and Externals Network Meetings and act as the

- secretary to that body.
- e) Shall co-ordinate the matters arising from Presidents and Externals; working especially with The College Facilities Officer and Rents Officer.
 - f) Shall attend College Exec meetings on a regular basis to encourage policy submission to CUSU and report back on ongoing projects.
 - g) Shall look to establish regular contact with College External Officers and to maintain an Externals network.
 - h) Shall look to utilise the Externals network as a way of communicating ongoing CUSU policy to the membership.
- (vii) Membership Engagement Officer
- a) Shall be elected by Council at the Fourth meeting of Lent Term.
 - b) Shall be responsible for publicising CUSU Open Meeting and looking to raise participation in these meetings.
 - c) Shall be responsible for attending College Open Meetings and College 'surgeries' to gather feedback and comments on ongoing issues, as well as encouraging individuals to bring College-based policy to CUSU Council.
 - d) Shall work towards a CUSU Annual survey of the membership (A Cambridge Specific Survey).
 - e) Shall be responsible for producing the CUSU Newsletter with the Communications Officer.
 - f) Shall look to demystify the motions submission process to for CUSU Council and NUS Conference to students.

G.10 The Open Portfolio Positions

- (i) The Open Portfolio Officers
- a) Are Executive Offices whose remit shall be defined by the officers themselves when they present their candidature.
 - b) Shall be elected by Council at the Third meeting of Michaelmas Term and the Fourth Meeting of Lent Term. One Open Portfolio Officer shall be elected at each, and each shall serve for one year.
 - c) Shall be assigned to a team by the Coordinator upon election, unless they shall have specified a team (or the Resources Group) to which they should be added if elected on presenting their candidature, in which case, they shall join that team (or group).

Article H – Challenging Motions and Policy

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

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

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

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

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

- (i) The Trustees of the Union may delay the consideration of a proposed policy by Council or an Open Meeting and/or invalidate any part of an agenda item on the basis of its non-conformity with the laws under the jurisdiction of which the Union falls.
- (ii) The Trustees of the Union may refuse the implementation of a policy and/or invalidate any part of an existing policy basis of its non-conformity with the laws under the jurisdiction of which the Union falls.
- (iii) The Council shall, in the event the Trustees strike proposed or existing policy for legal reasons, have the option to mandate that the Trustees seek legal advice about a policy, provided that the Council specifies funding for the solicitation of such advice.

Article I – NUS Motions and Representation

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

I.1 Designation of Council Meetings

- (i) For each body within the NUS for which CUSU may submit motions, the Chair of CUSU Council shall designate suitable CUSU Council and Open Meetings at which:–
 - a) Motions may be proposed for submission to the NUS;
 - b) Amendments to any published motions may be proposed;
 - c) Members of the CUSU may be elected to represent the CUSU at Drafting Commissions, as Drafting Officers.
- (ii) No motions for submission to the NUS, nor amendments to published motions, may be submitted at any meeting other than one which has designated for such purposes by the Chair.
- (iii) Motions proposing text to the NUS, including those passed by an Open Meeting and requiring ratification, shall be considered together, separately from other motions. Any resolutions contained in motions proposed for the NUS shall not become resolutions of the CUSU unless such resolutions are passed as a separate Ordinary Motion.
- (iv) Should the CUSU be limited in the number of texts it may send to the NUS, then an indicative vote shall be held by the Council to decide which motions should be sent. If applicable, the Chair shall rule as to which “zones” or “baskets” within which the texts fall.
- (v) If the chair has not designated at least one Open Meeting and one subsequent Council in time for submission of text to each scheduled meeting of an NUS body according to (i) by the final council of the term before, then all Councils and Open Meetings shall be considered designated, and motions on submitting text to the NUS need not be taken together. There shall be no restrictions on the submission of text to unscheduled meetings of NUS bodies. A valid designation is one which appears in the minutes of a Council Meeting under ‘Announcements by committees, campaign teams and the Executive’. The indicative vote in (iv) shall take place at the last Council before the deadline for submission of motions if two motions were legitimately brought to Council at different times.
- (vi) For each body within the NUS for which CUSU may submit motions but has an Autonomous Campaign more suited to do so, the restrictions in (i)-(v) shall not apply, and text shall be submitted and all Drafting Officers elected by the Autonomous Campaign according to its own rules.

I.2 The Senior Drafting Officer

- (i) The CUSU President shall be designated the Senior Drafting Officer and shall observe all meetings of the Drafting Commissions.
- (ii) Should the CUSU President be unable to observe any given meeting (either through an inability to attend; a wish to composite text; or some other reason) then the position of Senior Drafting Officer shall pass, in loco tempus, to the Chair of CUSU Council and then to some person as designated by resolution of the Democracy and Development Team.
- (iii) The Senior Drafting Officer shall be responsible for assisting the Drafting

Officers in their work, particularly with regards to matters pertaining to CUSU policy, and shall make an oral report to the CUSU Council on their work, following the Drafting Commissions.

- (iv) The Senior Drafting Officer shall be permitted to draw attention to any Drafting Officer who, in his or her opinion, failed to represent the CUSU at the Drafting Commission.

I.3 Drafting Officers

- (i) The CUSU Council shall elect, at some meeting as designated by the CUSU Chair, a number members of the CUSU as Drafting Officers equal to the number of representatives CUSU may send to any specific Drafting Commissions.
- (ii) The CUSU Council shall be encouraged to give preference in these elections to those involved in drafting or proposing any texts sent by the CUSU to each specific Drafting Commission.
- (iii) Only members of the CUSU may stand for election and Re-Open Nominations shall be an option.
- (iv) A Drafting Officer shall only hold Office for the length and location of the Drafting Commission.
- (v) Should any member of the CUSU, elected to be Drafting Officer, be unable to fulfil his or her duties, or a vacancy occur, a replacement shall be co-opted by:–
 - a) The next CUSU Council Meeting, unless it shall not meet before the Drafting Commission;
 - b) The next Democracy and Development Team Meeting, unless it shall not meet before the Drafting Commission;
 - c) The Senior Drafting Officer.
- (vi) Prior to the election, the Chair may request an indicative vote of Council to have the Drafting Officers elected in parallel elections, in which case, each position shall be explicitly linked to a 'zone' or text.
- (vii) It shall be the responsibility of the Drafting Officers to ensure that any text submitted to the Drafting Commission is composited in a way that, as much as is practicable, is in line with existing policy of the CUSU.
- (viii) No text proposed by the CUSU shall be composited by anyone other than a Drafting Officer and if the rights to control a text be delegated to a person who is not a member of the CUSU, then it shall be considered as withdrawn by the CUSU.

I.4 Representation at NUS Events

- (i) NUS National Conference delegates will be elected by cross-campus ballot as part of the main CUSU Elections in Lent Term.
- (ii) A member may stand to be an NUS Conference delegate in addition to another post; this will not violate the ban on the holding of two Executive posts.
- (iii) If an Extraordinary National Conference is called during the year, those Annual National Conference delegates who are still members of CUSU and otherwise eligible and able to attend shall automatically be delegates to the Extraordinary Conference. Any vacant places shall be filled by means of a co-option at CUSU Council.

- (iv) The following officers shall represent the CUSU at NUS Zone Conferences:
- a. Higher Education Zone – Education Officer
 - b. Union Development – President
 - c. Welfare Zone – Welfare Officer
 - d. Society and Citizenship Zone – Ethical Affairs Chair

Article J – Transitional Orders

J.1 Terms of office

- (i) When the election for a position is moved to an earlier date, and the incumbent Officer's length of term would not be reduced by more than one month by following the changes, the officer's term shall be reduced.
- (ii) When the election for a position is moved over one month earlier, the Officer may choose either to serve the complete original term, or to resign in order to stand for a second term, and should inform the Chair and Coordinator of their intention to continue no later than nine days before the date of the Council at which their term.
- (iii) When the election for a position is moved to a later meeting of Council, the Officer may choose to remain in the position provided that the position is moved by no more than one month. Otherwise, there shall be an additional election once the incumbent Officer's term ends.
- (v) Scheduled Elections shall, for the purposes of this article, be understood to be equivalent to the Fourth Meeting of Lent Term.
- (vii) Extraordinary Meetings of the Council are not counted in the reckoning of occasions for the election of Officers.

J.2 Exceptions and Transitional Provisions

- (i) Exceptions to the other sections of this article (i.e Article J) shall be added to the end of this section (i.e. J.2) as Transitional Provisions. Such exceptions shall be dated.
- (ii) The Democracy and Development Team may remove from the list of Transitional Provisions those Provisions which have expired.
- (iii) The list of Transitional Provisions is as follows:
None.

Article K – Trustees

K.1 Formation of the Board of Trustees

- (i) The President, Education Officer, Access Officer and Coordinator will be known as Officer Trustees. The Constitution defines a further trustee, who shall be known as the Additional Trustee. They shall all make appropriate undertakings in a Declaration of Trusteeship to be drawn up by the Democracy and Development Team.
- (ii) Any member of the CUSU may submit a nominations form on behalf of a proposed External Trustee, subject to agreement from that person. Nomination forms (which will be available from the CUSU Office) must be handed to the CUSU President before the second council of Michaelmas term. These nominations will then be reviewed by the Permanent Members of the Democracy and Development Team (i.e. those in section G.3 of the Standing Orders), who shall select up to two recommended candidates. The recommendation(s) will be presented to the fourth council of Michaelmas term, where Council will either accept or reject one of the recommendations.
- (iii) The recommendations will be presented as an Election to Council, with all speeches on behalf of the candidates to be made by either the Democracy and Development team or by the original proposer.
- (iv) In the event of the recommendation(s) being rejected by council, the Democracy and Development Team shall extend the deadline to one week before the next meeting of the Council, and must nominate all applications received, except those rejected under K.1 (v). The Council shall then hold another election.
- (v) The Democracy and Development Team shall exclude candidates who are: Currently registered as students at the University, or otherwise eligible for Ordinary Membership of the CUSU; present employees, trustees, and contractors of the University and Colleges; Members of Local Councils in Cambridgeshire, Members of the UK or EU Parliament, or any person whose appointment is politically related to the bodies outlined above; owners and managers of businesses and other bodies whose business interests are overly entwined with those of the CUSU; CUSU Staff; Officers and Staff of the NUS; individuals legally ineligible to become Trustees.
- (vi) The Democracy and Development Team shall provide Council with a list of other potential Conflicts of Interest for each applicant nominated.
- (vii) The Democracy and Development Team may nominate only one candidate in the first instance provided that a proposal to that effect is unanimously agreed by all officers who are Permanent Members of that team. The number of applications received, excluded, and passed over shall be announced. If the team is not unanimous, it may present up to two recommendations to council.
- (viii) The Additional Trustee shall serve for a term of three years from the 1st July in the year of their election to the 30th June three years later, and shall serve no more than two such terms; partially served terms shall count as full terms for this purpose.

K.2 The Operation of the Board of Trustees

- (i) The Board shall meet a minimum of four times a year at regular times to be announced to all Trustees and all members of the Executive no less than five

- days in advance, except in the case of an Extraordinary Meeting.
- (ii) Regular Meetings of the Board shall only ordinarily be open to the Board Members and their invitees.
 - (iii) The Board shall provide minutes of the meeting to the executive not more than 3 working days after a meeting, excluding items of Reserved Business which concern the management of CUSU Staff, contracts subject to confidentiality agreements, and other Business that must be Reserved by law. The Board is under no obligation to release information that could be legally harmful to the CUSU.
 - (iv) The minimum number of Trustees required for a meeting to meet Quorum will ordinarily be four, except when there are less than four Trustees in office or it is an Extraordinary Meeting. All resolutions of the Board shall require four Trustees assent, except if the number of Trustees falls below four, in which case all resolutions of the Board shall require unanimous assent.
 - (v) Any resolutions of the Board transacted outside of its meetings (except in Extraordinary Meetings) shall require the signature of all Trustees, and the Executive shall be notified of any such resolutions immediately.
 - (vi) The full text of any resolution of the Board must be included in the minutes of all meetings, as well as the names of those Trustees assenting, dissenting, abstaining, and absent. Relevant potential Conflicts of Interest will be included with each item. That section of the minutes dealing with Reserved Business shall not be published but will be kept for reference by future Trustees or such auditing bodies as may be required to access them.
 - (vii) The powers of the Board may not be delegated, except as defined by the Constitution, the Standing Orders, and resolutions of CUSU Council.

K.3 Extraordinary Meetings of the Board

- (i) When at least two Trustees feel that an extraordinary meeting is necessary, they should make every reasonable attempt to contact all Trustees and to schedule the meeting for a time and place can deal with the extraordinary business while also offering an opportunity for the maximum number of Trustees to attend. The Trustees at an extraordinary meeting can transact business by the consent of at least four Trustees. If fewer than four Trustees can be present, business may be transacted by the unanimous consent of those present, given that there are at least two Trustees present. All business transacted at an extraordinary meeting should be reviewed at the next scheduled meeting.

K.4 The Powers of the Board of Trustees

- (i) The Constitution, the Standing Orders, the Declaration of Trusteeship, and the Policy of the CUSU shall be construed as the Instruments of Trust, to be adhered to in that order of precedence.
- (ii) The Trustees shall have no powers save those that are expressly defined in the Instruments of Trust, and those that are required by law irrespective of the provisions of the Instruments of Trust.
- (iii) The Board is ultimately responsible for ensuring that the activities of the CUSU are legally compliant.
- (iv) The Board is ultimately responsible for the employment (and conditions thereof) of Staff, except with regard to the employment of the Sabbatical Officers, though normally delegates such responsibility to the Coordinator.

- (v) The Board has the responsibility to act to ensure the actions of the CUSU are not financially reckless.
- (vi) The Board may revoke parts of CUSU Policy where it is in contravention of the laws and by-laws under whose jurisdiction the CUSU falls, as set out in H.3 of the Standing Orders.
- (vii) CUSU Council may instruct the Board to seek legal guidance where the Board alters the CUSU Budget or Policy for legal reasons, provided that Council specifies the budget heading from which to pay for such guidance.
- (viii) Should the Board make any other decision on the basis that it is a legal requirement and that decision be disputed by either a majority of the CUSU Executive or a majority of CUSU Council, the execution shall be contingent on the receipt of independent legal guidance, which may be paid for from the Budget Heading for Legal Costs or the Reserves.
- (ix) The Board shall ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for the union.
- (x) The Board shall oversee matters relating to the management of the Union buildings.
- (xi) The Trustee Board shall be chaired by the President or the Coordinator in her or his absence.

K.5 Resignation and Removal of Trustees

- (i) Officer Trustees who cease to be Officers shall also cease to be Trustees.
- (ii) The Additional Trustee may resign at any time by giving notice of resignation in writing to the President.
- (iii) The Additional Trustee shall be removed:
 - a) either if a Motion of No Confidence in him or her is passed by a two thirds majority at a Meeting of Council and subsequently ratified by a majority vote at a meeting of Council taking place not less than 14 days later, at which the ratification shall take place at the beginning of the second Council and shall be conducted separately from the ratification of the minutes of the first Council.
 - b) or if the Additional Trustee becomes one of the groups to be excluded in K.1 (v)

Article L – Complaints to the CUSU

Contents:

- L.1 - Complaints Principles
- L.2 - Employment Complaints
- L.3 - Complaints about CUSU Staff Conduct
- L.4 - Complaints about CUSU Elected Officer Conduct
- L.5 - Complaints about CUSU Services, Facilities, or Products
- L.6 - Complaints about CUSU Policy
- L.7 - Election-related Complaints
- L.8 - Complaints about Students' Behaviour at CUSU Functions

L.1 Complaints Principles and Revision Limitations

- (i) Preamble: That CUSU has a Complaints Procedure is, as of November 2008, a requirement of national law, namely the Education Act 1994. The Act requires that the University assent to the complaints procedure before it can go into effect. Therefore, changes to this Article (L) of the Standing Orders will not be enforceable by the CUSU until such time as a competent University body has approved them. Such changes should be marked as “pending” in this Article until such assent is granted.
- (ii) References are made in this section to the Junior Proctor of the University of Cambridge as an avenue of appeal regarding decisions made about complaints. This is because the Education Act 1994 requires that “an independent person [should be] appointed by the governing body [of the University] to investigate and report on complaints”; the Junior Proctor is designated by the University to be this independent person. Should the University designate another person for this role, then the part played by the Junior Proctor in this section should instead be played by whatever person is so designated.
- (iii) Principle of adjudication: CUSU Officers or Trustees should consider complaints first and foremost on the basis of fairness. While they must consider the health of the CUSU, financial and otherwise, in any decision, Officers and Trustees should seek to rule on the basis of fairness to the furthest extent that is reasonable and feasible. They should not simply seek to minimise the CUSU's exposure to criticism or financial outlay.
- (iv) Transparency: CUSU complaints procedures should be made easy to locate and use. Any CUSU Officer or Trustee involved in advising on, processing, or adjudicating a complaint should not simply disclose required information but should also volunteer procedural information helpful to the making of a complaint. At each phase of any complaints process, the complainant and any other directly interested parties should be given full information about their potential avenues of appeal.
- (v) Merger and Severance: At any stage of a complaints process, relevant officers may rule that multiple complaints should be considered together or that a single complaint should be considered in separate parts or processes. Such officers have an obligation to ensure that the specifics of complaints being merged are still addressed or that the holistic merits of a complaint being separated are still

considered.

- (vi) Formal and Informal Complaints
 - (i) The procedures outlined in this Article (L) apply to Formal Complaints unless otherwise noted. Anyone who contacts a CUSU officer with a query or statement that reasonably may be construed as a complaint or as leading to a complaint should be informed about their right to issue a Formal Complaint and directed to information about how to do so.
 - (ii) A formal complaint shall consist of a text submitted in any reasonable format noting all of the following:
 - The desire to make a complaint
 - The specifics of the issue about which they wish to complain
 - The details of any specific harms caused by the issue
 - A method by which the complainant can be reached for correspondence
 - (iii) Forms should be made readily available offering templates for making formal complaints
- (vii) Any person who is the subject of a complaint or has a personal interest in the outcome of a complaint must recuse him- or herself from any deliberations of any body or office involved in adjudicating the complaint
- (viii) Privacy: Specific contingencies should be built into complaints procedures allowing particularly sensitive complaints (or parts thereof) involving compelling issues of personal privacy to be dealt with by alternate means when the normal means would be inappropriately public. In instances where officers or a body adjudicating complaints find that a certain compelling issue of personal privacy cannot be adequately addressed, they should refer the matter to the CUSU Board of Trustees. When in doubt, reviewers of complaints should discuss with complainants and other concerned individuals their intentions regarding potentially sensitive information.

L.2 Employment Complaints

- (i) Complaints by CUSU Staff, whether appointed or seconded, shall be dealt with in accordance with the CUSU's legal obligations as an employer or manager, CUSU Internal Policy on staff procedures, and the contents of individual staff members' contracts.
- (ii) The Board of Trustees and such officers as shall undertake the task of offering contracts or setting employment procedures shall ensure that the various documents governing each staff member's employment provide clear instructions for the submission and adjudication of complaints.

L.3 Complaints about the Conduct of Staff

- (i) Complaints about the conduct of CUSU staff made by anyone other than CUSU staff should be referred first to the CUSU Coordinator. Complaints made by CUSU staff themselves should be dealt with through an Employment Complaints procedure as laid down by the CUSU Board of Trustees or in CUSU staff

- contracts or collective employment agreements.
- (ii) The Coordinator should acknowledge receipt of a formal complaint to the complainant within 3 working days of receiving it. Within 10 working days of receiving a complaint, the Coordinator should do one or more of the following:
 1. Recuse himself or herself from the procedure and designate another person or body to carry out one or more of the steps that follow
 2. Respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint.
 3. Judge the CUSU complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction
 4. Reject the Complaint
 5. Uphold the Complaint in part and set out corrective action
 6. Uphold the Complaint in full and set out corrective action
 7. Refer the complaint to the Board of Trustees. If the Coordinator's ruling on the complaint would involve a serious admission of civil or criminal liability, the Coordinator should automatically refer the complaint to the Board of Trustees.
 - (iii) Any ruling of the Coordinator may be appealed to the Board of Trustees by anyone directly involved in the complaint or in corrective action set out by the Coordinator.
 - (iv) Complaints referred or appealed to the Board of Trustees shall be put on the Board's agenda for its next regular meeting. If Board members feel that the complaint must be dealt with urgently, they may call an emergency meeting pursuant to Standing Order K.3.
 - (v) If students directly involved in the complaint or in the decision of the Board of Trustees are dissatisfied with that decision, they may appeal it to the Junior Proctor, and the Board of Trustees should advise all relevant parties of this fact and of how such an appeal could be made.
 - (vi) If the complaint is not referred to the Board of Trustees, the Coordinator should report the complaint and its disposition to the next regular meeting of the Board of Trustees.

L.4 Complaints about the Conduct of Elected Officers

- (i) For the purposes of this section, "elected officer conduct" shall refer to the behaviour of an elected officer in his or her capacity as an elected officer or to behaviour by an elected officer that may be directly relevant to his or her work as an elected officer
- (ii) For the avoidance of doubt, the CUSU External Trustee, Council-elected members of the TCS Board of Directors, officers of autonomous campaigns, delegates to NUS Conferences and similar events, and elected representatives to University committees (e.g., the Societies' Syndicate) should be considered elected officers for the purposes of this section (L.4). Student officers such as JCR Presidents, Faculty Representatives, and student members of the University

- Council and General Board, though they may be afforded particular powers within CUSU structures, shall not be considered elected officers for the purposes of this section. Complaints about these persons should be dealt with under the procedure for complaints about students' behaviour at CUSU functions (L.8).
- (iii) Complaints about the conduct of elected officers of the CUSU may be made by
 1. Any member of the CUSU
 2. CUSU Staff
 3. Any member of the public or any legal entity that has been directly impacted by elected officer conduct
 - (iv) Complaints about the conduct of elected officers who are not the CUSU Coordinator should be directed first to the CUSU Coordinator. Complaints about the conduct of the CUSU Coordinator should be directed first to the CUSU President. In the case of a complaint about the conduct of the CUSU Coordinator, the CUSU president should perform all functions nominally to be carried out by the CUSU Coordinator pursuant to this section (L.4).
 - (v) If a complaint relevant to this section (L.4) involves discrimination against or offence to a certain distinct social group and there are CUSU representative officers whose portfolios cover those groups, those officers should be solicited for their advice on the complaint and provided with all details about the complaint that it is reasonable to disclose to them, provided that any reasonable privacy concerns can be satisfied.
 - (vi) The Coordinator should acknowledge receipt of a formal complaint to the complainant within 3 working days of receiving it. Within 10 working days of receiving a complaint, the Coordinator should do one or more of the following:
 1. Recuse himself or herself from the procedure and designate another person or body to carry out one or more of the steps that follow
 2. Respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint.
 3. Judge the CUSU complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction
 4. Reject the complaint
 5. Uphold the complaint in part and set out corrective action
 6. Uphold the complaint in full and set out corrective action
 7. Refer the complaint to the CUSU Council as a motion or set of motions, with or without a Coordinator's recommendation
 8. Identify that a ruling on the complaint (or a part thereof) may involve a serious admission of civil or criminal liability or a compelling issue of privacy and therefore refer the complaint to the Board of Trustees of the CUSU
 - (vii) Anyone directly involved in the complaint or in corrective action set out by the Coordinator may appeal a Coordinator's ruling to the CUSU Council in the form of a motion to the Council. If the motion involves a serious admission of civil or criminal liability or a compelling issue of privacy, the CUSU Chair shall rule the motion out of order and refer the issue to the Board of Trustees.

- (viii) Complaints referred or appealed to the Board of Trustees shall be put on the Board's agenda for its next regular meeting. If Board members feel that the complaint must be dealt with urgently, they may call an emergency meeting pursuant to Standing Order K.3.
- (ix) If students directly involved in the complaint or in the decision of the Council or the Board of Trustees (whichever has acted as the appellate body) are dissatisfied with that decision, they may appeal it to the Junior Proctor, and either the CUSU Chair or the Board of Trustees should advise all relevant parties of this fact and of how such an appeal could be made.

L.5 Complaints about CUSU Services, Facilities or Products

- (i) Complaints about CUSU Services, Facilities or Products *other than* The Cambridge Student *newspaper* should be referred first to the CUSU Coordinator. Complaints about *The Cambridge Student* newspaper should be directed through the TCS Complaints Procedure, which is included in the TCS Constitution and primarily administered by the TCS Editor and Board of Directors.
- (ii) If a complaint relevant to this section (L.5) involves discrimination against or offence to a certain distinct social group and there are CUSU representative officers whose portfolios cover those groups, those officers should be solicited for their advice on the complaint and provided with all details about the complaint that it is reasonable to disclose to them, provided that any reasonable privacy concerns can be satisfied.
- (iii) The Coordinator should acknowledge receipt of a formal complaint to the complainant within 3 working days of receiving it. Within 10 working days of receiving a complaint, the Coordinator should do one or more of the following:
 1. Recuse himself or herself from the procedure and designate another person or body to carry out one or more of the steps that follow
 2. Respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint.
 3. Judge the CUSU complaints procedures incompetent to hear the complaint and attempt to refer the complainant to a body with proper jurisdiction
 4. Reject the complaint
 5. Uphold the complaint in part and set out corrective action
 6. Uphold the complaint in full and set out corrective action
 7. Refer the complaint to another organ of the CUSU more directly responsible for the service, facility, or product in question
 8. Identify that a ruling on the complaint (or a part thereof) may involve a serious admission of civil or criminal liability or a compelling issue of privacy and therefore refer the complaint to the Board of Trustees of the CUSU
- (iv) Anyone directly involved in the complaint or in corrective action set out by the Coordinator may appeal a Coordinator's ruling to the CUSU President.
- (v) The President should acknowledge receipt of an appeal to the appellant within 3 working days of receiving it. Within 10 working days of receiving an appeal, the

President should do one or more of the following:

1. Recuse himself or herself from the appeal and designate another person or body to carry out one or more of the steps that follow
 2. Respond to the appellant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the appeal.
 3. Reject the Coordinator's ruling in its entirety as flawed and enter a new ruling or a new referral to another body, setting out the reasons for doing so
 4. Reject parts of the Coordinator's ruling as flawed and modify the Coordinator's ruling, setting out the reasons for doing so
 5. Uphold the Coordinator's ruling in full
 6. Identify that a ruling on the complaint or the appeal (or a part thereof) may involve a serious admission of civil or criminal liability or a compelling issue of privacy and therefore refer the complaint to the Board of Trustees of the CUSU
- (vi) If students directly involved in the complaint or in the decision of the President or the Board of Trustees (whichever has acted as the appellate judge) are dissatisfied with that decision, they may appeal it to the Junior Proctor, and the President or Board of Trustees should advise all relevant parties of this fact and of how such an appeal could be made.

L.6 Complaints about CUSU Policy

- (i) Complaints about the legality or Constitutionality of proposed or existing CUSU Policy should be dealt with through the rules for policy challenges set out in Article H of the Standing Orders.
- (ii) Complaints about the wisdom or appropriateness of CUSU Policy cannot be made as Formal Complaints. They should be taken up with CUSU Councillors or directed to the Democracy and Development Team for study.

L.7 Election Complaints

- (i) Complaints about the conduct of CUSU Elections, election counts or results, decisions of the Returning Officer or Elections Committee, and any similar issues should be made through procedures laid down in Article C of the Standing Orders and in the Election Rules.
- (ii) Complaints about the personal or professional behaviour of members of the Elections Committee should be directed through the process for Complaints about Elected Officers (L.4).
- (iii) Complaints about the conduct of CUSU members in regards to CUSU Elections that are beyond the scope of the Elections Committee should be passed to the CUSU Coordinator and dealt with under the provisions of Complaints about students at CUSU functions (L.8).

L.8 Complaints about Students' Behaviour at CUSU Functions

- (i) Complaints during a CUSU Council meeting or CUSU Open Meeting about the behaviour of any person should be directed to the Chair of the meeting. The Chair of the meeting shall have the right to refuse entry to or demand the exit of persons on the bases named elsewhere in the Standing Orders (B.8).
- (ii) Complaints about the behaviour of ordinary members of the CUSU at any CUSU function or event should be directed first to the CUSU Coordinator. The Coordinator should acknowledge receipt of a formal complaint to the complainant within 3 working days of receiving it. Within 10 working days of receiving a complaint, the Coordinator should do one or more of the following:
 1. Recuse himself or herself from the procedure and designate another person or body to carry out one or more of the steps that follow
 2. Respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint.
 3. Judge the CUSU complaints procedures incompetent to hear the complaint and take all reasonable steps to refer the complainant to a body with proper jurisdiction
 4. Reject the complaint
 5. Uphold the complaint in part and set out corrective action
 6. Uphold the complaint in full and set out corrective action
 7. Identify that a ruling on the complaint (or a part thereof) may involve a serious admission of civil or criminal liability or a compelling issue of privacy and therefore refer the complaint to the Board of Trustees of the CUSU
- (iii) Anyone directly involved in the complaint or in corrective action set out by the Coordinator may appeal a Coordinator's ruling to the CUSU President.
- (iv) The President should acknowledge receipt of an appeal to the appellant within 3 working days of receiving it. Within 10 working days of receiving an appeal, the President should do one or more of the following:
 1. Recuse himself or herself from the appeal and designate another person or body to carry out one or more of the steps that follow
 2. Respond to the appellant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the appeal.
 3. Reject the Coordinator's ruling in its entirety as flawed and enter a new ruling or a new referral to another body, setting out the reasons for doing so
 4. Reject parts of the Coordinator's ruling as flawed and modify the Coordinator's ruling, setting out the reasons for doing so
 5. Uphold the Coordinator's ruling in full
 6. Identify that a ruling on the complaint or the appeal (or a part thereof) may involve a serious admission of civil or criminal liability or a compelling issue of privacy and therefore refer the complaint to the Board of Trustees of the CUSU
- (v) Any corrective action taken under this procedure against a Cambridge University student by the CUSU should be reported to the Junior Proctor, regardless of whether there are plans by any party for an appeal to the Junior Proctor.

- (v) If students directly involved in the complaint or in the decision of the President or the Board of Trustees (whichever has acted as the appellate judge) are dissatisfied with that decision, they may appeal it to the Junior Proctor, and the Board of Trustees should advise all relevant parties of this fact and of how such an appeal could be made.

Article X – External Affiliations

- X.1** The current list of affiliations shall be presented to CUSU Council in the first Council of Lent Term with information on the cost of affiliation and a review of interaction with the organisation in the last year, presented by an appropriate Executive Body for the information of Council
- X.2** There shall be a separate vote on each affiliation.
- X.3** CUSU will re-affiliate to an external organisation if two-thirds of Council vote in favour of doing so, without the need for a Cross-Campus Referendum.
- X.4** In the event that a simple majority of the voting members of the Council present vote in favour, but the vote fails to reach the required two-thirds threshold, the question of affiliation shall be put to referendum of the membership alongside the Cross-Campus Elections.
- X.5** If the CUSU President receives a petition from 100 ordinary members of CUSU, the matter of affiliation to any external organisation that CUSU is affiliated to will be put to referendum of all the membership alongside the Cross-Campus Elections.
- X.6** No more than one referendum on affiliation to a particular organisation shall be held in any one academic year.
- X.7** If a simple majority of CUSU Council or of a referendum votes against re-affiliation to any organisation, the President will inform the organisation concerned, the Affiliated Common Rooms and University Council immediately.
- X.8** The process of disaffiliating or re-affiliating to external organisations in no way affects the provision laid out in L.2 of the Constitution to affiliate to new organisations.