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THE LAWS

0) Definitions

In these Laws and Rules the following expressions have the following means unless inconsistent with the context:

- 1) Accounts Manager means the individual hired by the Society to run its accounts.
- 2) Appeals Panel means the panel appointed in accordance with Law 13 which handles disciplinary appeals.
- 3) Appellant means a member of the Society who is seeking an appeal to a disciplinary decision.
- 4) Appointee means a member of the Society appointed to a formal position.
- 5) Board of Trustee-Directors means the group of individual trustee directors who have ultimate responsibility for directing the affairs of the charity from time to time in accordance with the Charities Act 2011.
- 6) Bursar means the Bursar of the charity from time to time.
- 7) Bursary Scheme means the process by which members are considered for discounted membership if they hold a valid bursary administered by the Cambridge Bursary Scheme.
- 8) Blackmails means where an individual, with a view to gain for themselves or another or with intent to cause loss to another, makes any unwarranted demand with menaces; and for this purpose a demand with menaces is unwarranted unless the individual making the demand does so in the belief that they have reasonable grounds for making the demand.
- 9) Cambridge Union Society Enterprises Limited (hereafter CUSEL) means the subsidiary company of The Cambridge Union Society (with company number 06785468) which pursues trading activities designed to raise revenue and achieve surpluses for donation to the Society.
- 10) Chair means the Officer of the Society who shall manage the order and business of the function.
- 11) Conflict of Interest means a risk that professional judgment or actions will be unduly influenced by, but not limited to, financial gain; the desire for professional advancement; the wish to do favours for family and friends and personal enmities.
- 12) Constitution means the Articles of Association, Laws and Rules of the Society.
- 13) Debating Workshops means the weekly training events that the Competitive Debating Officers shall run.
- 14) Disciplinary Database refers to the collection of all previous Investigatory Panel's, Returning Officers', and Review Committee's judgments which shall be maintained by the Vice President.
- 15) Events Administrator shall be the person responsible for taking room bookings on the Society's behalf.
- 16) Electoral Appeal means an appeal that can be made in accordance with Law 10.
- 17) ECF means Expense Claim Form that any person seeking reimbursements shall use to reclaim money which they have spent on behalf of the Society.

- 18) Emergency Debate means the debate held every Thursday night during Full Term before the Main Debate.
- 19) Electoral Register means the lists of all those members eligible to vote in Society elections.
- 20) External Competitions means all debating competitions that are not hosted at the Society.
- 21) Extorts means where an individual obtains money, votes, support or any other material advantage for themselves or disadvantage for another, from a person, entity, or institution as a result of coercion.
- 22) False Statement means a representation that is misleading or untrue.
- 23) Full Term means the full term as prescribed the University of Cambridge.
- 24) Full Committee means the entire organising committee for any term, including all Officers, Appointees, and deputy Appointees.
- 25) Handover Documents means any documentation compiled by former officers and collated by the Vice President at or prior to the end of the Vice President's period of office.
- 26) Harasses means where an individual, through their words or conduct, uses threatening, abusive or insulting words or behaviour, or displays any writing, sign or other visible representation which is threatening abusive or insulting.
- 27) In writing means any communication written by hand or electronically.
- 28) Independent Selectors means the panel of three selectors that will be chosen by the Competitive Debating Officers to select the members of Cambridge debating who will be sent to International Competitions.
- 29) Investigation Panel means the panel that is convened at first instance to determine whether a member has breached Law 12.
- 30) Intimidate means to improperly pressure someone in a way which makes them feel physically or emotionally unsafe.
- 31) Judges Cap means the maximum number of adjudicators that are allowed to be sent to an External or International Competition. Habitually this will be the Team Cap minus one.
- 32) Life Member means those members of the Society who have paid the full membership fee.
- 33) Main Debate means the debate held every Thursday night during Full Term.
- 34) Members' Benefits means preferential discounts for members in local restaurants and businesses. These are also known as Treasurer's Treats.
- 35) The Members Streaming Service means the only service hosted on the Union's website that allows members to watch events live by logging in with their membership account.
- 36) Cambridge Alumni Members means members of the Society who are no longer students at the University.
- 37) NDA stands for Non-Disclosure Agreement.

- 38) Officers means the fourteen most senior student members of the Society that have the power to vote on matters concerning the society including the President, Vice-President, Treasurer, Debates Officer, Speakers Officer, Social Events Officer, Equalities Officer, President-elect, Debates Officer-elect, Speakers Officer-elect, Social Events Officer-elect, Equalities Officer-elect and the two Competitive Debating Officers.
- 39) Online Member means an individual eligible for online membership who have paid the annual Online Member subscription charge.
- 40) Protected Characteristics means the characteristics to be found in section 4 of the Equality Act 2010 (as amended).
- 41) Re-Open Nominations means, in a Society poll, an option to vote for no candidate.
- 42) Returning Officers means those members of the Society appointed from time to time, to administer polls.
- 43) STV means Single Transferable Vote.
- 44) Society means the The Cambridge Union Society, which is a registered charity (with charity number 1136030) and company limited by guarantee (with company number 07091173).
- 45) Speaker Tracker means the database of contact details, addresses and email addresses which is stored electronically on the Society's network.
- 46) Standing Committee means the body with responsibility for running the daily activities of the Society.
- 47) Team Cap means the maximum number of teams that are eligible to be sent to External and International Competitions.
- 48) Termcard means the Society's programme of Main Debates, Speaker Events and Social Events for the term.
- 49) Termcard Distribution means the process of distributing the Society's Termcard to its membership.
- 50) Union Credit Cards means the credit cards that are used by usually the Vice President and the Competitive Debating Officers to purchase items on behalf of the Union

1) The Laws and Rules

- 1) The governing documents of the Society shall comprise of the Memorandum and Articles of Association, and these Laws and Rules.
- 2) The Memorandum and Articles of Association shall prevail over these Laws and Rules in the event of any apparent contradiction between the Memorandum and Articles of Association and these Laws or the Rules.
- 3) These Laws shall prevail over the Rules in the event of any apparent contradiction between these Laws and the Rules.
- 4) No provision of the Society's Laws or Rules shall in any way be understood to require or permit distinction between members or persons eligible for membership on the basis of any Protected Characteristics.
- 5) No amendment may be made to the Society's Constitution which would:
 - a) Have the effect of causing the Society to cease to be a charity in law; or
 - b) Cause the Society, its Officers, staff, or members to breach the law of England and Wales in any way.
- 6) No amendments shall be made to this Law other than by the approval of the Board of Trustee Directors at a properly constituted meeting of the Directors as provided by the Memorandum and Articles of Association.
- 7) All prospective members shall be informed that this Constitution determines their legal relationship with the Society and shall be advised to read these Laws and Rules prior to becoming members of the Society. In particular, members shall be informed that the primary purpose of the Laws is to empower the President and Officers of the Society and its members to conduct and to manage the substantive activities for the pursuit of which the Society exists.
- 8) The Officers and Appointees are expected to exercise their powers contained within these Laws and Rules reasonably and in compliance with the law of England and Wales. Officers and Appointees are to fulfil any concomitant responsibilities to which their powers give rise and to do so at all times with due respect for people who are employed to help with the business and administration of the Society.

Amendment of Laws

- 9) These Laws may only be amended at a properly constituted meeting of the Board of Trustees.
- 10) Changes to Law 9 shall only take effect after the announcement of results of the nearest future Election.
 - a) By-Elections do not satisfy this requirement.

Amendment of Rules

- 11) The Rules may be amended by a simple majority vote at a properly constituted meeting of Standing Committee.
- 12) The Board of Trustee-Directors shall have the power to amend these Laws and Rules when they are advised by suitably qualified legal professionals that any provision of this Constitution breaches the law of England

and Wales. In such circumstances the Board of Trustee Directors may amend these Laws and Rules only in so far as is necessary to ensure the Constitution complies with the law of England and Wales.

- 13) The Board of Trustee-Directors shall also have the power to amend these Laws and Rules at any time they deem it necessary and in the best interests of the Society. This power is conferred to them under the Memorandum and Articles of Association. They shall exercise this power in consultation with the Standing Committee.
- 14) Any amendment to these Laws or the Rules which is validly passed according to the procedures set out in the Article shall have immediate effect.

2) Membership

- 1) There shall be three principle categories of membership. These shall be Life Membership, Annual Membership, and Online Membership. Members who possess Life Membership are said to be Life Members, and shall retain their membership for life. Those who possess Annual Membership are said to be Annual Members and shall hold membership for one calendar year from the date of purchase. Those who possess Online Membership retain no membership rights other than access to the Members Streaming Service for one calendar year from the date of purchase.
- 2) The Society's membership prices shall be decided by the Budget Committee and approved by a vote of Standing Committee, and then Trustees.
- 3) Life and Annual Members shall be entitled to:
 - a) Vote in any election or meeting of the Society;
 - b) Apply for any appointed position in the Society;
 - c) Use any available facility of the Society;
 - d) Introduce two guests, who are not entitled to membership themselves, to the Society's premises and events as per the Guest Policy outlined in Rule 3;
 - e) A membership card;
 - f) Attend all Society events;
 - g) Attend meetings of sub-committees, subject to conditions set out in the Rules; and
 - h) Access the Members Streaming Service when it is made available by the Society.
- 4) In addition to these entitlements, Life Members shall be entitled to:
 - a) Stand as a candidate for any elected position.
- 5) Online Members shall be entitled to:
 - a) Access the Members Streaming Service when it is made available by the Society.
- 6) Candidates for Life and Annual membership must:
 - a) Consent to be bound by these Laws and Rules;
 - b) Complete their membership payment; and
 - c) Be a member or employee of the University of Cambridge, Anglia Ruskin University, or BPP Law School.
- 7) Candidates for Online membership must:
 - a) Consent to be bound by these Laws and Rules;

- b) Complete their Online membership payment;
 - c) Be a student or employee of a University; and
 - d) Not be entitled to Life or Annual membership
- 8) Any Annual Member who wishes to upgrade to become a Life Member of the Society can do so by paying the differential, calculated at the time of upgrading, between the Annual Rate and the Life Rate.

Honorary Membership and Friends of the Union

- 9) There shall be an additional class of membership, Honorary Members shall be entitled to:
- a) Use any available facility of the Society;
 - b) A membership card;
 - c) Attend all Society events; and
 - d) Access the Members Streaming Service when it is made available by the Society.
- 10) The Standing Committee may propose to grant Honorary Membership of the Society to a person of distinction who has materially and significantly contributed to their profession or to public life.
- 11) The Standing Committee must be presented a proposal explaining why a person deserves Honorary Membership at the Standing Committee meeting prior to the meeting in which they vote. The Standing Committee shall be required to vote 80% in favour, by secret ballot, to award Honorary Membership. Honorary Membership shall have effect only once the recipient addresses the Chamber.
- 12) The Bursar may also decide to allow companies to become Friends of the Union with the consent of Standing Committee expressed by vote. The price to become a Friend of the Union shall be at the discretion of the Bursar with Standing Committee approval. Friends of the Union shall be entitled to:
- a) Use of any available facility of the Society; and
 - b) Limited attendance at Society events, provided that the Bursar, President and Vice-President approve their attendance in advance by majority vote.

Termination of Membership

- 13) A member may resign their membership by communicating an intention to do so in writing to the Vice President. The resignation shall occur at the time of the receipt of that communication by the Vice President.
- a) Members who have terminated their membership may not be financially recompensed for doing so.
- 14) A person shall cease to be a member of the Society if their membership is terminated under the Code of Conduct or Electoral Rules. Such a person may not apply for membership of the Society again.

3) The Standing Committee

- 1) The Board of Trustee-Directors shall delegate power and responsibility for the day-to-day running of the Society to the Standing Committee.
- 2) Within the terms of the delegation from the Board of Trustee-Directors, the Standing Committee shall have overall responsibility for the daily running of the activities of the Society hosted for the benefit of members and the wider public; termly policy on the areas of interest to members; the enactment of Rules required in order to achieve good management and maintenance of the Society and its premises and the Society's annual student budget and the level of membership fees.
- 3) The Standing Committee shall be comprised of the Officers.
- 4) The Bursar, the CUSEL General Manager and the Accounts Manager shall be permanent invitees of the Standing Committee.
- 5) Any Officer may ask the Chair to invite anyone to a meeting of the Standing Committee if they are relevant to any agenda items for that meeting.
- 6) If there is an agenda item that affects a specific issue, or group, the Chair must ensure that a representative on behalf of that group is an invitee for the meeting while that particular item of business is being discussed. Such cases will include, but are not limited to:
 - a) An issue which falls under the brief of one of the Equalities Sub-Committee members (where that member may be invited at the Equalities Officer's discretion).
- 7) At any time during a meeting of the Standing Committee, any invitee shall be required to leave if requested to do so by the Chair.
- 8) The Chair of the Standing Committee shall be the President. If the President is absent, or excuses themselves from the Standing Committee, then the Vice President shall Chair.
- 9) All business at each meeting of the Standing Committee shall be conducted through the Chair of the Standing Committee who shall also maintain order throughout each meeting.
- 10) A meeting of the Standing Committee may be called for any date and time in one of two ways:
 - a) By the President, provided that the President gives notice of that date and time to all members of the Standing Committee no later than twenty-four hours before that date and time; or
 - b) If three or more members of the Standing Committee communicate a desire for a meeting of the Standing Committee to be called at the same date and time. They must communicate such a desire to the Vice President. The Vice President shall give notice of that date and time to all members of the Standing Committee no later than twenty-four hours before that date and time.
- 11) The Officers shall have one vote in each ballot at meetings of the Standing Committee. Unless specified otherwise elsewhere in these Laws, each ballot at a meeting of the Standing Committee shall be:
 - a) By simple majority; and

- b) Conducted by a show of hands, unless three or more members of the Standing Committee request that a vote be conducted by secret ballot, in which case that vote shall be conducted by a secret ballot administered by the Vice President.
- 12) The quorum of the Standing Committee shall be seven. No ballot of the Standing Committee shall have effect unless the number of members of the Standing Committee voting in that ballot is equal to or exceeds the quorum set out above.
- 13) Specific items of business to be considered at meetings of the Standing Committee shall be communicated by an Officer or any invitee to the Vice President. The Vice President shall compile those items of business to create the agenda for that meeting, which is to be circulated at least twenty four hours in advance. Each agenda for a meeting of the Standing Committee shall include an opportunity for members of the Standing Committee to raise any additional items of business.
- 14) Meetings shall be minuted and such minutes circulated to the Officers and the Bursar but stricken from the public records of the Society.
- 15) The Secretary shall maintain a record of attendance at meetings of the Standing Committee.

4) The Officers

- 1) The Officers of the Society shall be the President, Vice President, Debates Officer, Speakers Officer, Treasurer, Equalities Officer, Social Events Officer and two Competitive Debating Officers and the Officers-Elect. The Officers-Elect of the Society shall be the President-Elect, the Debates Officer-Elect, the Speakers Officer-Elect, Equalities Officer-Elect and the Social Events Officer-Elect.
- 2) The Officers of the Society, with the exception of the Vice President, Treasurer and the Competitive Debating Officers shall hold office for one term. The Officers-Elect of the Society shall be elected on a termly basis in accordance with Law 11 of this Constitution. They shall serve for one term as Officers-Elect and for the term thereafter as Officers.
- 3) An Officer may resign their position as an Officer by communicating such an intention, in writing, to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Vice President may resign their position by communicating such an intention, in writing to the President. That resignation shall occur at the time of the receipt of that communication by the President.
- 4) If an Officer resigns during their term (when they are not an Officer-elect), the Officer-elect shall immediately assume the role in addition to their existing position, excluding the President in which case the Vice President shall immediately assume the role in addition to their Vice-Presidency. If an Officer-elect resigns, a By Election shall take place as detailed in Law 7, Sections (34) – (39).
- 5) No Officer shall possess more than one vote in the Standing Committee irrespective of how many positions they are holding pursuant to Section 4 or otherwise.
- 6) If the Standing Committee wish to impeach an Officer for gross misconduct or a serious breach of their Constitutional obligations, a motion can be brought at a properly constituted meeting of Standing Committee. There shall be a vote, by secret ballot administered by the Vice President, which, only if unanimous, shall result in the removal of that Officer from Office after completion of Review Committee review.
 - a) This motion must be proposed by no fewer than half of the Standing Committee and 24 hours' notice must be provided to the Officer subject to the motion of impeachment.
 - b) The Officer subject to the motion of impeachment may not cast a ballot in this vote but may make representations before the vote is held.
 - c) In the case that Standing Committee votes to impeach an Officer, the Review Committee shall review the decision prior to it having any effect.
- 7) The transition from Officer-Elect to Officer shall be automatic and shall occur at 8 p.m. on the ninth Thursday of full term in Michaelmas and Lent terms, and at 8 p.m. on the eighth Thursday of full term in Easter terms.
- 8) If a situation arises where none of the identified Chairs are present at any meeting of the Society, the Officers present shall vote to determine the Chair for the length of that meeting, or until an identified Chair becomes present, whichever is sooner.

5) The Responsibilities of the Officers

- 1) The President shall be responsible for:
 - a) Providing overall leadership to the Society, particularly in the undertaking of day-to-day activities, and directing the Officers in accordance with their mandates;
 - b) Undertaking duties set out in the Articles of Association and Governance Framework of the Society;
 - c) Allocating additional responsibilities to their term's Officers and Appointees as appropriate;
 - d) Chairing all meetings of the Standing Committee, Full Committee, and all Thursday Debates (barring the last, in which they shall speak) unless otherwise provided in the Laws;
 - e) Working with the Vice President in drafting public statements written on behalf of the Society; and
 - f) Working with the Vice President to resolve any issues arising that do not fall under any Officer's mandate.

- 2) The Vice President shall be responsible for:
 - a) Facilitating the long-term and strategic objectives of the Society and enabling the smooth running of its administrative affairs;
 - b) Undertaking duties set out in the Articles of Association and Governance Framework of the Society;
 - c) Organising the appointments of the Appointed Officers and Deputy Returning Officers as in Law 11 along with the recruitment and retirement of members of Review Committee as in Law 6;
 - d) Managing handovers between Full and Standing Committee teams each term, including necessary training, along with resolving conflicts and promoting a healthy working environment within the Society;
 - e) Liaising with relevant Society boards and committees to secure speakers whose attendance requires several terms of preparation;
 - f) Working with the President in drafting public statements written on behalf of the Society;
 - g) Working with the President to resolve any issues arising that do not fall under any Officer's mandate;
 - h) Preparing an annual members' feedback survey and presenting this at a meeting of Standing Committee in the first week of Michaelmas term;
 - i) Ensuring that the Society maintains, in good order, a debate book, in which shall be recorded: the motion of each debate; the names of every speaker in each debate; and the result of the division on each motion;
 - j) Facilitating the work of the Returning Officers; and
 - k) Having all members who assist in the running of the Society sign NDAs and making all holders of formal positions aware of their NDA requirements and Code of Conduct responsibilities.

- 3) The President- Elect shall be responsible for:
 - a) Directing their term's Officers in organising the program of events for their term in office;
 - b) Chairing Emergency Debates and organising them in conjunction with their Debates Officer-Elect; and
 - c) Organising the appointments of Full Committee for their term in office.
- 4) The Treasurer shall be responsible for:
 - a) Seeking out sponsorship funds for the Society and developing relationships with sponsors;
 - b) Ensuring compliance to the annual and termly budgets and providing guidance to the other Officers on responsible budget usage;
 - c) Obtaining discounts for the Society's membership in the form of Treasurer's Treats; and
 - d) Presenting, in conjunction with the Bursar, a detailed explanation of the term's budget at relevant Standing Committee meetings.
- 5) The Debates Officer shall be responsible for:
 - a) Organising and running the programme of debates for their term in office;
 - b) Ensuring that the appropriate debate speaker database is maintained;
 - c) Coordinating the logistics of all debates with the relevant personnel; and
 - d) Issuing debate dinner invitations.
- 6) The Speakers Officer shall be responsible for:
 - a) Organising the programme of speaker events for their term in office;
 - b) Ensuring that the appropriate speaker database is maintained;
 - c) Coordinating the logistics of all speaker events with the relevant personnel; and
 - d) Issuing speaker dinner invitations.
- 7) The Social Events Officer shall be responsible for:
 - a) Organising the programme of entertainments during their term in office; and
 - b) Working closely with the Bar and General Manager, the Bursar, the President, Vice President and Treasurer in order to ensure the effective management of each entertainment that the Society hosts.
- 8) The Equalities Officer shall be responsible for
 - a) Working with relevant members of Standing Committee in order to ensure a diverse range of events during their term in office;

- b) Leading a sub-committee of appointed representatives in order to facilitate the representation of minority groups and communities;
 - c) Organising panel and discussion events to occur during their term in office; and
 - d) Presenting to Standing Committee, at the end of term using publicly available information, statistics outlining the Equalities of the term card and keeping a general tally of these statistics during the invitations process.
- 9) The Competitive Debating Officers shall be responsible for, or for delegating responsibility for:
- a) Organising of the Society's Inter-Varsity Debating, Cambridge Union Schools Debating, International Competition for Young Debaters (when held by CUS), Women and Gender Minorities', and other such competitions as required;
 - b) Undertaking duties set out in the Articles of Association and Governance Framework of the Society;
 - c) Arranging a programme of debating training that lasts for a full academic year;
 - d) Allocating the budgets for debating tournaments and international tours in accordance with the procedure set out in Rule 4 and communicating this with the Treasurer;
 - e) Selecting debating teams in accordance with the procedure set out in Rule 4;
 - f) Overseeing the activities of all members appointed under Rule 6 in their Debating-related roles;
 - g) Establish and develop outreach activities; and
 - h) Organise national and international debating tours.

Corporate Responsibilities

- 10) In addition to the responsibilities set out in Law 3 every Officer and Appointee shall agree to take all reasonable steps to fulfil the responsibilities of their office to a high standard; to attend such meetings of the Society and to fulfil any promises or pledges made, if an elected Officer, in their long manifesto. All Officers and Appointees are required to facilitate any contractual obligation upon the society to the extent they are able, and that it is their responsibility.
- 11) Any member involved with the running of the society shall be required to sign a copy of The Cambridge Union NDA. Copies of these agreements shall be lodged with the Bursar.
- 12) Every member of Standing Committee must declare at the first Standing Committee meeting of each term, any affiliation in any organisation which may reasonably result in a Conflict of Interests with the business of the Society.
- 13) Officers must cause all contracts between the Society and third parties to be in writing and approved by the Bursar or CUSEL General Manager prior to being entered into by the Society. Copies of these shall be lodged with the Bursar.
 - a) No Officer bar the President and Vice-President shall have authority to sign contracts on behalf of CUSEL.

6) The Review Committee

- 1) The Review Committee shall be responsible for handling disciplinary matters of the Society along with Electoral Appeals in accordance with the procedure established in Laws 10 and 13. The Review Committee may also be called upon to provide Constitutional interpretive guidance by an Investigation Panel or the Returning Officers in relation to formal or Electoral complaints.
- 2) The Review Committee shall comprise a minimum of eight members. The members of the Review Committee shall be:
 - a) Selected by the Standing Committee;
 - b) Be resident in the UK; and
 - c) Be former Officers of the Society, who have completed their terms in office.
- 3) It shall be the responsibility of the Vice President to approach prospective members of the Review Committee and keep a record of appointments. The Standing Committee will vote by secret ballot and simple majority, administered by the Vice President, on the candidature of potential members for the Review Committee. Once the Standing Committee has ratified a candidate's appointment, they will immediately be considered a member of the Review Committee.
- 4) Members of the Review Committee will serve on the Review Committee for a period of three years. After three years have elapsed members will either have their terms:
 - a) Renewed by a majority vote at the next properly constituted meeting of the Standing Committee; or
 - b) Terminated if not reappointed by a majority vote by the Standing Committee.
 - c) Members of the Review Committee may also resign, if they communicate an intention to do so, in writing, to the Vice President. Resignations will take effect upon the Vice President communicating their receipt in writing.
- 5) All members of Review Committee who take office shall be disqualified from being a candidate for any elected office until they have ceased to be a member of the Review Committee.

The Chair of the Review Committee

- 6) The Chair of the Review Committee shall be responsible for convening disciplinary panels as required by Laws 10 and 13 and shall be the sole point of contact with the Standing Committee apart from designated Advisors which may communicate with the Investigation Panel or Returning Officers which requested advice for the duration that they remain an Advisor.
- 7) The Chair of the Review Committee shall be appointed by a majority vote of the Standing Committee. They shall serve for a three-year term which may be renewed by a majority vote of the Standing Committee.
- 8) In the event that the Chair of the Review Committee's membership of the Review Committee is terminated, the Standing Committee shall appoint another serving member of the Review Committee to be the Chair.

7) Elections Procedure

- 1) In elections for the positions of President-Elect, Debates Officer-Elect, Speakers Officer-Elect, Equalities Officer-Elect, and Social Events Officer-Elect, the following procedure shall be adopted.
- 2) In Michaelmas and Lent terms elections shall be held on the eighth Friday of full term between 9 a.m. and 6 p.m. In Easter term elections shall be held on the ninth Wednesday after the start of full term between 9 a.m. and 6 p.m.
 - a) If any member is unable to vote due to malfunction of voting software or Society email, the Returning Officers may extend the voting period of the election by no more than 24 hours after the problem is solved.
- 3) The Returning Officers shall be responsible for the administration of the election and for enforcing the electoral rules as set out in Laws 7, 9 and 10.
 - a) If the current Returning Officers request to remain in their position instead of automatically resigning as in Section (3)(b) the Standing Committee may vote by simple majority to permit this and the total number of Returning Officers for that term shall be increased.
 - b) Upon the appointment of Deputy Returning Officers (DROs) following the procedure of Law 11, the current Returning Officers shall automatically resign and the DROs from the previous Election shall become Returning Officers.
- 4) In the event that a Returning Officer has a Conflict of Interests, they shall immediately resign.
- 5) If a Returning Officer or Deputy Returning Officer wishes to resign, they must communicate an intention to do so in writing to the Vice President.
 - a) In the event that one or both of the Returning Officers or their Deputies resign, Standing Committee shall appoint a member of Standing Committee or former Returning Officer to fill the vacancy.
- 6) If the Standing Committee wish to remove a Deputy Returning Officer from office, a motion can be brought at a properly constituted meeting of Standing Committee and there shall be a vote, by secret ballot administered by the Vice President, which, only if unanimous, shall result in the immediate removal of that Deputy Returning Officer from office.

Nominations

- 7) In Michaelmas and Lent terms, nominations shall open at 9 a.m. on the sixth Friday of full term and close at 6 p.m. on the seventh Friday of Full Term. In Easter terms nominations shall open at 9 a.m. on the seventh Friday of Full Term and close at 6 p.m. on the eighth Friday of full term.
- 8) It shall be the responsibility of the Returning Officers to update and maintain the template nomination form for elections. This form shall be freely obtainable on the Society's website. Nomination forms must contain relevant declarations by the candidate and their nominator.
- 9) In order to be eligible as a candidate for one of the five termly Officerships listed in Law 4, a candidate must;
 - a) Be a Life Member of the Society;

- b) Be in statu pupillari at the time of standing;
 - c) Have served at least 6 weeks as an appointee of the Full Committee, which shall be confirmed by the Vice President;
 - d) Have obtained 4 Charitable Points as set out in Law 8;
 - e) Not be disqualified from being nominated due to an adverse finding under the Code of Conduct or Electoral Investigation; and
 - f) If elected Officer, be nominated no earlier than for the election immediately preceding the end of the term of office to which they were elected. Officers-Elect may not be nominated for election.
 - g) Not have been appointed Returning Officer or Welfare Officer for the current or preceding term.
- 10) In addition, to be considered as a candidate for the office of President-Elect, a candidate must:
- a) Have served as an Officer of the Society.
- 11) A candidate's nomination shall be invalid if the candidate:
- a) Has not fulfilled the criteria in Sections (9) and (10) of this Law;
 - b) Is the President or has previously held the office of President;
 - c) Has at any time within one year of the opening of nominations, been a member of the Review Committee;
 - d) Is, or has been, a Returning Officer or Deputy Returning Officer in the term of that election or in the immediately preceding term.
 - e) Has been nominated for any other elected Office in the Society;
 - f) In their nomination form lacks either their own signature or that of their nominator;
 - g) Submits their nomination form to the Returning Officers after the close of nominations as prescribed in this Law; or
 - h) Is nominated by a Returning Officer, Deputy Returning Officer, the President, the Vice President, the President Elect, any member of the Review Committee, or another candidate in that Election pursuant to Law 9.
 - i) Was or is an Appointed Officer and the election occurs prior to the expiry of the term of office to which they were appointed.

Withdrawing Nominations

- 12) Any candidate may withdraw their nomination by informing the Returning Officers of such an intention, in writing, no less than twenty-four hours before the poll opens.
- 13) Any candidate who ceases to be a member of the Society shall immediately cease to be a candidate

- 14) The withdrawal of a candidate's nomination shall not oblige the Returning Officers to cease investigating any Electoral Malpractice against that candidate.

Manifestos

- 15) Before the close of nominations candidates shall submit a manifesto. Manifestos must:
- a) Include a photograph of the candidate, clearly identifiable as being of the candidate at the time of their candidature;
 - b) Include the name of the candidate's nominator;
 - c) Be designed for one side of a sheet of white A4 paper;
 - d) Be accompanied by an equivalent, plain text manifesto; and
 - e) Be written predominantly to advance the candidature of the submitter.
- 16) Manifestos must only contain information about the candidate. They must not contain any information, allegations, accusations, assertions or claims about another member's candidature. It is the responsibility of the Returning Officers to inspect candidates' manifestos at the close of nominations and to ensure that they comply with the provisions of Sections (15) and (16).
- 17) If any of the Returning Officers believe that a manifesto contravenes the provisions of this Law, they must inform the appropriate candidate and request re-issuance of the manifesto in a form that complies with the provisions of Sections (15) and (16). Where the candidate fails to make the necessary changes within twenty-four hours of being so informed, their manifesto may be ruled invalid and, if so deemed, may not be reproduced or displayed by the Returning Officers.
- 18) All manifestos shall be removed from the Society's website three years after the election they pertain to has taken place. It shall be the responsibility of the Returning Officers, once appointed, to remove the manifestos for the election three years previously.

Advertisement

- 19) It shall be the responsibility of the Returning Officers to publicise the poll. An email should be sent to the membership one week before and on the day that nominations open, informing members of the date and time of the poll, the time period for nominations to be submitted, and the measures that a member should take in order to be presented as a candidate.
- 20) Another email should be sent the day before the close of nominations containing the same information and reminding members of the consequences of submitting a nomination form after the relevant deadline has expired along with the date and time of the hustings.
- 21) An email shall also be sent to the membership on the day before the poll. This shall contain information about the date and time of the poll, the candidates' names, positions for which they are running, and their short and long manifestos along with a visually accessible version of their long manifesto.
- a) The email shall also contain any adverse findings of the Code of Conduct or Election Rules against any candidate which have been classed Category 1 at any time, or a Category 2 in the current or

previous term. This shall include the name of the candidate, the Section breached, and any sanction issued.

- b) The Returning Officers shall inform any nominated person of this Section if it is to be applied to them and shall allow them the opportunity to withdraw their nomination instead of publication.
- 22) The Returning Officers shall also be responsible for photocopying the manifestos of the candidates. They shall ensure that candidates for the same office all receive the same number of manifestos. This number shall be at the discretion of the Returning Officers.
- 23) It shall be the responsibility of the Returning Officers to post one copy each of the respective candidates' manifestos on the Society's Boards and on the main page of the Society's website and on its Facebook page promptly after the close of nominations.
- 24) The Returning Officers shall have sole responsibility for publicising the election within the Society's building. No candidates may campaign, publicise, or promote their candidature within the Society's building from the opening of nominations unless otherwise specified in this Law.

Hustings

- 25) Hustings shall be held before the day of the poll and after the close of nominations. In Michaelmas and Lent terms, they shall take place in lieu of the emergency debate. In the Easter term, Hustings may take place before any event at the discretion of the Returning Officers.
- 26) The procedure of the Hustings shall be determined by the Returning Officers with at least the following stipulations:
- a) All candidates for the office of Debates Officer-Elect, Speakers Officer-Elect, Social Events Officer-Elect, and Equalities Officer-Elect shall speak for up to three minutes and answer up to three questions from the audience.
 - b) Candidates for the office of President-Elect may speak for up to five minutes and answer up to five questions from the audience.
 - c) The President, Debates Officer, Speakers Officer, Social Events Officer and Equalities Officer shall speak for up to two minutes and shall be required to compare their campaign pledges to their record in office as part of an accountability session. They shall each answer up to two questions from the audience.
 - d) The Returning Officers shall agree between themselves who shall act as Chair and who shall act as the timekeeper. If one of the Returning Officers is unavailable then a Deputy Returning Officer or, if none are available, a member of Standing Committee shall act as the timekeeper.
 - e) The Chair shall select the members who may ask a question of the candidate, as set out in this Section, from those who have requested to do so.
 - f) At the close of Hustings, the Chair shall inform the members of the times of the poll and how members may vote. The Hustings shall then be called to an end.

Polling

- 27) Society elections shall be held using STV. The Returning Officers shall set-up an online poll, with the names of the candidates, at least two days before the poll is due to commence. It will be the responsibility of the Returning Officers, circumstances permitting, to ensure there is a computer available in the Society's Building for members to use for voting.
- 28) Re-Open Nominations (hereafter RON) shall be a candidate for all elected positions. If RON is returned in an election, no candidate receiving fewer votes than RON shall be elected, and a By-Election shall be held under the provisions of this Law.
- 29) The results of the election shall be announced to the membership via email by the Returning Officers as soon as reasonably possible.
- 30) The Returning Officers shall delete all online voting acknowledgements that they receive by email.
- 31) After the end of the election the Returning Officers, or Vice President, shall publicise and hold a meeting open to all the membership in order to explain the Society's electoral procedures and answer any questions the members may have.
- 32) In Michaelmas, Lent, and Easter terms those candidates who are duly elected in the termly election shall take Office at 8 p.m. on the ninth Thursday after the start of full term.

Conditions of Office

- 33) If an Officer of the Society has their membership suspended or terminated, they shall cease to hold Office and the procedure of Law 4 Section (4) shall be followed once their right to appeal has been exhausted.

By-Elections

- 34) By-Elections shall be called where:
 - a) RON has been returned in a previous election; or
 - b) There is a vacancy arising in the elected positions of Standing Committee.
- 35) By-Elections shall take place during Full Term. The Standing Committee shall vote to determine the date and time of the By-Election.
- 36) As soon as possible after the date of the By-Election is decided, the Returning Officers shall send out an email to the Society's membership giving notice of the date and time of the By-Election, the position which is to be elected and information on how members may become candidates in that By-Election. All other publicity shall be dealt with in accordance with the procedure set out in Sections (19) - (24).
- 37) Nominations for a vacant office shall open at 9 a.m. on the first day after the vacancy is announced and shall close at 6 p.m. two days before the day of the election. Nominations shall be dealt with in accordance with Sections (8) - (14) of this Law. Manifestos shall be administered in accordance with Sections (15) - (18) of this Law and polling shall be conducted in accordance with Sections (27) - (31) of this Law.

- 38) Hustings shall be held after the closing of nominations and no later than the day preceding the election, at a time determined by the Returning Officers. The procedure of Hustings shall be determined by the Returning Officers, subject to the stipulations in Section (26) of this Law.
- 39) Those candidates elected in the By-Election will take office with immediate effect.

8) Charitable Points for Elections

- 1) Charitable Points are awarded in return for participating in the listed activities which benefit the Society's charitable objectives and 4 are required in order to be nominated in an election.
- 2) Charitable Points are permanent and do not have to be earned in the term in which someone stands for election. The Competitive Debating Officers shall verify the number of points a member possesses upon their written request.
- 3) Charitable Points may be earned by:
 - a) Providing accommodation for the Cambridge Inter-Varsity and Women's Open: 1 point per person per night;
 - b) Convening any of the Society's debating competitions: 4 points;
 - c) Assisting at any of the Society's debating competitions (this includes judging, being Chief of Staff, Tabulation Officer, or any other volunteer position): 2 points per day of competition or 1 point per half-day;
 - d) Judging at any of the Society's debating competitions: 3 points; or
 - e) Assisting at any of the Society's Access Workshops: 2 points per day or 1 point per half-day.
- 4) The Competitive Debating Officers may, with approval from the President and Vice-President, add additional activities for which Charitable Points may be earned for a particular term's election. These will be sent out in an email to the members as soon as reasonably possible.
- 5) In order for the Charitable Points to be added to a member's total, they must provide their CRSid/ARUId to the organiser of each event (competition, regional round etc.)
 - a) The organiser of each event shall inform all participants qualifying for Charitable Points of the requirement in Section 5.

9) Electoral Rules

- 1) Electoral Rules apply to all Members and all other people. The Returning Officers shall issue an adverse finding against a person if they:
 - a) Campaign in a way that constitutes a material breach of the laws of England and Wales;
 - b) Impersonate another voter when voting in the election;
 - c) Extort, Blackmail, threaten, Harass, or Intimidate any member in such a way that would improperly promote or hinder the candidature of any member;
 - d) Improperly access or manipulate the Electoral Register;
 - e) Persuade any other person to campaign or refrain from campaigning by payment or promise of payment or by offering the prospect of any improper gain, or disadvantage, which has a direct financial value;
 - f) Use any official position that they hold within the Society, to improperly promote or hinder the candidature of any member;
 - i) This section includes but is not limited to: abusing official Union resources (such as using Union email lists or CiviCRM system, announcing a candidacy whilst addressing the chamber (apart from Hustings), or putting pressure, whilst in an official role, on subordinates to vote for a candidate or assist a candidate.
 - g) Represent themselves, or any other member, as being endorsed by or supported or opposed by a political party, group, or faction or any University society unless to demonstrate experience and competence;
 - h) Make use of any email list or third-party social media group to advance their own candidature or that of another member;
 - i) Distribute, display, or circulate any printed material, other than manifestos, which is intended to improperly promote or hinder the candidature of any member;
 - i) Material may be circulated digitally so long as it does not involve commercial advertising.
 - j) Disseminate untrue or defamatory statements about a candidate;
 - k) Campaign publicly before the close of nominations.
 - i) All messaging and any other form of private communication shall be permitted.
 - ii) Candidates must make the Returning Officers administrators of any Facebook event, group, message thread, or any other group method of communication on any platform.
 - l) Promote their candidacy on any official Union Facebook pages, groups, and events.

- m) As a candidate, individually or in combination with associates, systematically make multiple (collectively more than 2) unsolicited and unanswered contacts with a person, to promote said candidature, such that their contact may be perceived as an irritation, known as "spamming".
 - n) Endorse any other candidate(s) whilst themselves being a candidate in the election. 'Endorsements' shall include, but are not be limited to:
 - i) Social media endorsements (Facebook posts, Facebook event invitations, Twitter, or Instagram posts);
 - ii) Endorsements in Hustings speeches;
 - iii) Explicit or implicit endorsements on a manifesto;
 - iv) Nominating any other candidate running in the same election; or
 - v) Unsolicited private communication of any sort supporting a candidate.
 - o) Interfere with, obscure, deface or remove any material, in whatever form, produced, issued, or distributed on behalf of the Returning Officers relating to an election;
 - p) Deliberately hinder any Returning Officer in the discharge of their duties;
 - q) Deliberately or negligently make a False Statement designed to affect the outcome of the election;
 - r) Campaign in a way which constitutes a material breach to the statutes and ordinances of the University of Cambridge;
 - s) Campaign on the Society's premises during an election in a manner not specified in Law 7;
 - t) Make a complaint under Law 10 that is frivolous, vexatious, or malicious;
 - u) Contravene any part of this Constitution in such a way as to have, or be intended to have, a material adverse effect on the fairness of the election.
- 2) All references in this Law to 'any member' shall include all members as recorded on the membership records including both the complainant and the subject of the complaint.

Conspiracy and Procurement

- 3) Any member who aids and abets in any breach, conspires with others to perform a breach, or attempts to act in such a way as would intentionally breach the Electoral Rules as set out in Section (1) shall be deemed to have committed the breach themselves.

Sanctions

- 4) Following an adverse finding under an Electoral Investigation, the Returning Officers shall assign a Category number between 1 and 3 (inclusive) to the complaint based on the quantity (including already issued judgments) and seriousness of the breaches with Category 1 being the most serious and Category 3 being the least serious.

- 5) All sanctions shall be recorded in the Society's Disciplinary Database.
- 6) The severity and number of sanctions shall be determined by the Returning Officers taking into account the degree of malice, or lack thereof, along with previous Electoral Malpractice of the subject of the complaint, and the seriousness of harm caused to: a person, the integrity of the Election, or the Society or its reputation.
- 7) Sanctions from an equivalent or lower Category in the Code of Conduct may be issued by the Returning Officers in place of, or in addition to, Electoral Sanctions.
- 8) The sanction of vote docking shall apply to the individual in the next election in which they are a candidate. This may be the current election.
- 9) Category 1 Electoral Malpractice shall be assigned where it is found that a breach of the Electoral Rules as set out in Section (1) has caused very serious harm to a person, the integrity of the Election, the Society or its reputation. The sanctions permitted are:
 - a) Permanent termination of Membership; Membership may not be reacquired.
 - i) Complaints receiving this punishment are to be automatically reviewed by Review Committee.
 - b) Suspension of the Member against whom the complaint was made for a period not exceeding one year;
 - c) Disqualification from the election;
- 10) Category 2 Electoral Malpractice shall be assigned where it is found that a breach of the Electoral Rules as set out in Section (1) has caused serious harm to a person, the integrity of the Election, the Society or its reputation. The sanction permitted is:
 - a) Docking of five percent increments up to twenty five percent of first preference votes.
- 11) Category 3 Electoral Malpractice shall be assigned where it is found that a breach of the Electoral Rules as set out in Section (1) has caused any harm, or no harm at all, to a person, the integrity of the Election, the Society or its reputation. The sanction permitted is:
 - a) A warning recorded in the Society's Disciplinary Database.

10) Electoral Investigations

- 1) An Electoral Complaint document shall be available from the Returning Officers upon request. This document shall contain a form within which details of the complaint may be filled out, contact information for Mental Health First Aid trained Officers and Staff, and general university student welfare contact information.
- 2) In the event that an Electoral Investigation is ongoing on the day of Hustings, all time periods set out in this Law shall be halved. The Returning Officers shall be required to make this prominently clear to the involved parties for each time period which affects them.
 - a) The Returning Officers shall also have the right to remove cooldown periods whenever, at their discretion.
- 3) The Returning Officers shall investigate any malpractice if they discover evidence or if an Electoral Complaint is submitted to them. An Electoral Complaint shall only be considered as such if it contains:
 - a) Names of the person(s) accused of malpractice;
 - b) Details of the alleged malpractice;
 - c) The name of the complainant; and
 - d) Sufficient evidence to warrant further investigation.
 - i) In the event that there is insufficient evidence presented, the Returning Officers may choose to nevertheless investigate.
- 4) Upon receiving an Electoral Complaint in writing the Returning Officers shall immediately commence an investigation. The Returning Officers shall notify the member in writing who is the subject of the complaint of the following:
 - a) The fact of the investigation;
 - b) The name of the complainant; and
 - c) The material and evidence compromising the complaint as identified in Section (3)(b) and (d).
- 5) The subject of the complaint shall have a right to comment on the allegations brought against them and all evidence submitted. They must provide all relevant evidence on which they wish to rely. The following restrictions apply to their right to comment:
 - a) There shall be no comment permitted for the 12 hours following the notification of a complaint. Any comment made in this period shall be completely disregarded apart from for the purpose of informing the commentator of this rule; and
 - b) After the no-comment period has expired, the subject of the complaint shall have 24 hours to comment. Such comments must be in defence of the accusation. Accusations of malpractice by others must instead be submitted as a separate complaint under the procedure set out in this Law.

- 6) After the subject of the complaint has been given a chance to comment, the Returning Officers may deem the complaint to be without sufficient merit. If they decide as such, the complaint shall be dismissed.
 - a) The decision to dismiss may be appealed to Review Committee by the complainant within 24 hours.
- 7) If evidence of Electoral Malpractice is discovered during an Electoral Investigation, the Returning Officers shall be entitled to take action in respect of that evidence as if a complaint had been submitted to them. The Returning Officers must follow Sections (4)-(7) of this Law if they decide to take action.
- 8) No complaint shall be considered under this Law if the effect would be that proceedings would be taken more than once against the same Member in respect of the same act or acts.
- 9) Once a complaint has been submitted to the Returning Officers it may be withdrawn by the complainant, in writing, at any time prior to judgment being issued. The Returning Officers shall acknowledge the withdrawal in writing to the involved parties. Once withdrawn, no further complaint may be made by the same person in relation to the same act or acts without permission of the Returning Officers. The Returning Officers may choose to investigate the alleged malpractice independently of the complaint being withdrawn.
 - a) The withdrawal of a complaint shall not prevent an Appeal Panel that has formally commenced from considering or ruling on the complaint or related offences.
- 10) If the Returning Officers wish to obtain advice on interpretation of the Constitution, they shall contact the Chair of Review Committee who shall assign a member of Review Committee as Advisor to that investigation.
 - a) As Advisor, that member of Review Committee shall provide non-binding interpretive advice on the Constitutional clauses requested by the Returning Officers which relate to the investigation;
 - b) The Advisor shall only give interpretive advice in relation to the particular investigation for which they were assigned as Advisor and shall cease to Advise once the Investigation Panel has issued judgment; and
 - c) Any advice received by the Returning Officers is not to be referenced in any way in their Judgement. It may only be used to inform their own interpretation of the Constitution.

Judgment

- 11) All decisions of the Returning Officers in Electoral Investigations must be unanimous.
- 12) Upon coming to a decision in the investigation the Returning Officers may find the complaint, on the balance of probabilities, proved or not proved and, if proved, shall follow the procedure of Sections (4) – (7) of Law 9. The Returning Officers may wish to impose sanctions as set out in Sections (9) - (11) of Law 9.
 - a) If there are multiple sanctions and multiple breaches proved, the judgment shall specify which breaches are deserving of which sanctions.
- 13) The Returning Officers must inform both the complainant and the subject of the complaint of the outcome of the investigation, and if there are sanctions, the level of such sanctions, as soon as reasonably possible. The Returning Officers must also inform both that they have a right to appeal the judgment. Any appeals should be carried out in accordance with Sections (16)-(22) of this Law. No information, decision, or evidence shall be made public until the period for appeal has expired, or an appeal has been made and is concluded.

- 14) Judgments of the Returning Officers may be made public at the discretion of the Returning Officers. In deciding whether to make their judgments public, they shall give due heed to the future impact of publication on the member who is the subject of the complaint.
- 15) If an appeal is lodged, the election or by election results for that particular Office shall be delayed until such time that the appeals procedure is concluded.

Electoral Appeals

- 16) The complainant or the subject of the complaint may appeal the Returning Officers' judgment if:
 - a) They believe the judgment is based on a material error of fact;
 - b) They believe the judgment is incorrect in categorisation or reasoning;
 - c) The sanctions imposed exceed those specified in Sections (9)-(11) of Law 9; or
 - d) The member who is the subject of the complaint requests that the Returning Officers' judgment not be made public if publication has been decided on as per Section (14). The Appeal Panel shall consider the possible future impact of making the Returning Officers' judgment public on the member who is the subject of the complaint in reaching their decision.
- 17) The complainant and the subject of the complaint shall have a right to appeal the judgment made by the Returning Officers. This right to appeal is subject to the following restrictions and requirements:
 - a) There shall be no appeal permitted for the 12 hours following the issue of judgment. Any appeal made in this period shall be completely disregarded apart from for the purpose of informing the commentator of this rule;
 - e) After the no-appeal period has expired, the complainant and the subject of the complaint shall have 24 hours to appeal; and
 - f) Appeals must be sent to the Returning Officers (who will immediately forward to the Chair of Review Committee) and must include:
 - i) The decision being appealed; and
 - ii) The grounds for appealing that decision.
- 18) After receipt of the appeal, the Chair of Review Committee shall immediately appoint three members of the Review Committee who haven't acted as Advisor in that complaint to serve as the Appeal Panel for that particular appeal. If subsequent appeals occur in the same election, the Chair shall be obliged to appoint a separate Appeal Panel. All information pertaining and concerning the appeal shall be handled by the Chair of the Review Committee. They shall not make any information, discussions or decisions public or known to any Officer or Appointee until after the appeals process has been concluded.
- 19) The Appeal Panel will meet within twelve hours of being informed of the appeal by the Chair of the Review Committee. The Appeal Panel shall receive oral and written statements from:
 - b) The Appellant; and

- c) Any other relevant people.
- 20) The Appeal Panel shall vote by simple majority and shall issue one of the following verdicts for each adverse finding appealed:
- a) That the appeal is successful, in which case they shall decide whether they will overturn the judgment of the Returning Officers, or simply alter the sanction issued, or neither and shall record their reasons for coming to that conclusion in their judgment.
 - b) That the appeal is unsuccessful, in which case they shall confirm the decision of the Returning Officers.
- 21) The Appeal Panel shall inform the Returning Officers, the complainant, and the subject of the complaint of issuing judgment as soon as reasonably possible.
- 22) Judgments of the Appeal Panel may be made public at the discretion of the Appeal Panel. In deciding whether to make their judgments public, they shall give due heed to the future impact of publication on the member who is the subject of the complaint.

11) Appointments Procedure

- 1) The provisions of this Law shall apply to the appointment of the Appointed Officers (Vice President, Treasurer, and to the Competitive Debating Officers) as well as to all other appointed positions, unless expressly provided for elsewhere.
- 2) The vacancy for the appointed positions shall be advertised to members at least seven days prior to the first appointment interview. The advertisement of the vacancy shall stipulate:
 - a) The name of the available position;
 - b) A description of the position's responsibilities;
 - c) The approximate date and time of the interviews; and
 - d) Any other materials required.
- 3) The person responsible for the interview process shall give applicants notice of the date and time of their interview at least twelve hours before the interview is scheduled to take place.
- 4) The Officers of Standing Committee may interview any applicants for prospective positions. The person responsible for the interview process shall arrange that each Officer is provided with a satisfactory copy of each applicant's submission materials as well as a comprehensive timetable of all the interviews.
- 5) The Officers shall judge applicants for each position based on:
 - a) Their ability to perform the role;
 - b) Their experience;
 - c) Their enthusiasm at interview;
 - d) Their disciplinary record; and
 - e) Any other factors that they deem appropriate.
- 6) Applicants who have been disqualified from serving in any appointed position due to an adverse finding under the Code of Conduct or Election Rules shall not be considered.
- 7) The Officers may ask questions of the candidates. These questions must not be abusive, rude, or derogatory towards the applicant.
- 7) Officers voting in accordance with Law 11 shall be deemed to have committed an offence under Law 12(1)(o) if they vote, or participate in the appointment process, for an applicant whilst labouring under a Conflict of Interest.
- 8) If no applicant is appointed by Standing Committee vote for any particular position, the applications for that position shall be re-opened unless expressly provided for elsewhere.

Full Committee

- 9) The President-Elect shall be responsible for advertisements of vacancies and the interview process.
- 10) Officers present at a meeting following the end of the final interview shall vote for each position; this shall be administered by the Vice President. The President for the term in which the appointments will be served must be present for voting to occur. Those appointed as a result of the vote shall commence their tenure with immediate effect.

Appointed Officers and Deputy Returning Officers

- 11) The Appointed Officers (Vice President, Treasurer, and two Competitive Debating Officers) shall be appointed at a Standing Committee meeting in the last week of the Lent term Presidency and shall hold office from 8 p.m. on the first of July until 8 p.m. on the first of July of the next calendar year.
 - a) For the period between appointment and assumption of office as set out in Section (11), the appointees shall assist their respective Appointed Officers in carrying out their duties and shall hold the position of Officer-Designate (Vice President-Designate, Treasurer-Designate, Competitive Debating Officers-Designate).
- 12) Standing Committee shall appoint two Deputy Returning Officers at the same time as Full Committee appointments are held. They must:
 - a) Be a Life or Annual (so long as they remain a member for the duration of their appointment) Member of the Society;
 - b) Not have held any formal position in the Society in the term before the one in which they would act as Deputy Returning Officer;
 - c) Not have received any Category 1 or 2 adverse findings under either the Code of Conduct or Electoral Rules.
- 13) The Appointed Officers shall each chair the interviews which concern their position and the Vice President shall chair the interviews for the Deputy Returning Officers. If the appropriate Appointed Officer is absent, the President shall chair instead.
- 14) Any applicant for the position of Vice President or Treasurer must have completed at least one full Cambridge term as an Appointee of the Society.
- 15) The Vice President shall be responsible for organising the process of appointment for the Vice President, Treasurer, Competitive Debating Officers, and Deputy Returning Officers.
 - a) The Vice President shall schedule the interviews with the aim of maximising attendance.
 - b) The Vice President shall designate one member of standing committee, at least 24 hours prior to the commencement of interviews, to take minutes of the interviews and record attendance.
 - c) The minutes shall be circulated amongst all voting Officers forthwith.

- d) If an Officer is labouring under a Conflict of Interests for an appointment, any appointment duties they have for that particular appointment shall be undertaken by another Officer decided by vote of Standing Committee.
- 16) The Officers shall vote, by a secret ballot decided by simple majority and administered by the Vice President, for each Appointed Officer and Deputy Returning Officer position so long as they were present at all, or substantially all, of the interviews for all applicants for that respective position. Unless otherwise provided in these Laws, the person appointed as a result of the vote shall commence their tenure with immediate effect.
- a) Officers unable to attend the vote may, within 24 hours of the final interview, vote by:
 - i) Email to the Vice President; or
 - ii) Utilising the voting software used for the secret ballot.
- 17) If no applicant is appointed by Standing Committee vote for either position of Deputy Returning Officer, any vacancy shall be filled by a member of the Standing Committee chosen by simple majority vote.
- 18) An applicant, or member of Standing Committee may, within 24 hours of being informed of the decision, submit a formal complaint following the procedure of Law 13 against the process of appointing the Vice President, Treasurer, Competitive Debating Officers, or Deputy Returning Officers if the complainant believes on reasonable grounds that the procedure of Law 11 was improperly followed.
- a) Should the judgment of the investigation, following the procedure of Law 13, find that the Law 11 appointments procedure was improperly followed, a meeting shall be called of the current Standing Committee. The Standing Committee will vote via secret ballot, administered by the Vice President and decided by simple majority, on whether the appointments procedure for the position in question is to be repeated under Law 11 by the current Standing Committee.

12) Code of Conduct

- 1) The Code of Conduct applies to all members, and all other persons. A person shall have an adverse finding under the Code of Conduct if they:
 - a) Breach the law of England and Wales on the Society's premises; for example, commit violent conduct, discrimination, harassment, or other behaviour which is obscene. This also includes possessing or selling illegal substances;
 - b) Misappropriate the Society's funds or other resources;
 - c) Commit any action objectively liable or calculated to bring the Society into material disrepute or materially damage its interests;
 - d) Deliberately give false evidence to an investigation under Law 10 or 13;
 - e) Make a complaint under Law 10 or 13 of these Laws that is frivolous, vexatious, or malicious;
 - f) Commit a material breach to the statutes and ordinances of the University of Cambridge;
 - g) Inappropriately use their Membership Card. This includes, but is not limited to, culpably failing to present Membership Card, or proof of identification, when requested by Officers, or allowing others to use one's Membership Card;
 - h) Improperly use the Society's fire alarm, safety, or security equipment;
 - i) Use the Union's premises, name, intellectual property, logo, or similar for commercial purposes without prior permission;
 - j) Knowingly or recklessly tell a material falsehood to any committee or member of any committee of the Society;
 - k) Access without the relevant person's, Presidential, or Vice-Presidential permission, another Officer's CUS account, emails, electronic files, or other information stored on CUS servers;
 - l) Disrupt a Society event;
 - m) Breach the NDA;
 - n) Use their position as a Returning Officer to improperly help or hinder the candidature of a member;
 - o) Vote, or participate in, a Law 11 appointment procedure whilst labouring under a Conflict of Interests;
 - p) Participate in a Law 13 investigation (including Law 13 Section (17)), whilst labouring under a Conflict of Interests;
 - q) Abuse office or any formal position held through these Laws and Rules with the intention of:
 - i) financially or materially benefitting someone; or
 - ii) preventing or hindering proceedings under Law 10 or 13.

- r) Committing material or successive minor breaches of the House Rules set out in Rule 16.
- s) Commit a material breach of the Expenses Policy set out in Law 16.
- t) When President, Vice President, President-Elect, or Vice President-Designate, promote or hinder the candidature of any member in an Election.
- u) No one Welfare Officer may assist both parties of a Code of Conduct or Electoral Complaint.
 - i) If the second party to a complaint approaches the same Welfare Officer, they must be directed to the other Welfare Officer
 - ii) The Welfare Officers may discuss each side's situation if approached by both parties and can seek an amicable resolution with the consent of both parties.

Aiding and Conspiracy

- 2) Any member who aids and abets in any breach, conspires with others to perform a breach, or attempts to act in such a way as would intentionally breach the Code of Conduct as set out in Section (1) of this Law shall be deemed to have committed the breach themselves.
- 3) If a guest is found to have breached the Code of Conduct as set out in Section (1) of this law, then the member under whose membership the guest was admitted shall be deemed to have also committed the breach themselves.

13) Code of Conduct Investigations

Initiation of an Investigation

- 1) If someone wishes to make a complaint against any other person under this disciplinary procedure, they may access an information bundle from the website, or request it from the Vice-President. This bundle shall contain: a form within which details of the complaint may be filled out, contact information for Mental Health First Aid trained Officers and Staff, and general university student welfare contact information.
 - a) This bundle should then be submitted to the President or Vice President once completed.
- 2) The President and Vice President acting as an Investigation Panel shall investigate any potential breach of these Laws unless one or both are labouring under a Conflict of Interest in which case they shall immediately hand over the details of any investigation to the Chair of Review Committee. In such situations, the Chair of Review Committee shall appoint three members of Review Committee to form a Review Committee Investigation Panel. The Review Committee Investigation Panel shall conduct an investigation in accordance with Law 13 (3)-(27). For this purpose, any reference to 'Investigation Panel' shall be read as 'Review Committee Investigation Panel'.
- 3) For the Investigation Panel to begin an investigation, they may discover evidence or see a formal complaint. If they receive a formal complaint, that complaint must:
 - a) Contain the name of the complainant;
 - b) Contain the name of the person accused of the breach (if more than one person is accused then the procedure in Sections (5)-(7) of this Law must be completed for each person);
 - i) Alternatively, if the complaint is one of procedural irregularities arising from a Law 11 appointment procedure, then there shall be no accused person.
 - c) Contain the details of the alleged breach and adequate evidence in writing to support the allegation;
- 4) Upon obtaining a complaint in writing the Investigation Panel shall immediately commence proceedings.
- 5) Investigation Panel shall notify the member who is the subject of the alleged breach in writing within 24 hours. They shall be notified of:
 - a) The fact of the investigation;
 - b) The name of the complainant; and
 - c) The material and evidence comprising the alleged breach.
- 6) In the event that an Investigation Panel has been convened, it shall at all times, communicate directly with the member who is suspected of the breach of the Code of Conduct.

Investigation Procedure

- 7) The subject of the complaint shall have a right to comment on the allegations brought against them and all evidence submitted. They must provide all relevant evidence on which they wish to rely. The following restrictions apply to their right to comment:
 - a) There shall be no comment permitted for the 12 hours following the notification of a complaint. Any comment made in this period shall be completely disregarded apart from for the purposes of informing the commentator of this rule; and
 - b) After the no-comment period has expired, the subject of the complaint shall have 24 hours to comment. Such comments must be in defence of the accusation. Accusations of misconduct by others must instead be submitted as a separate complaint under the procedure set out in this Law.
- 8) All decisions of the Investigation Panel must be unanimous unless made up of Review Committee members, in which case a simple majority is required.
- 9) After the subject of the complaint has been given a chance to comment, the Investigation Panel may deem the complaint to be without sufficient merit.
 - a) The decision to dismiss may be appealed to Review Committee by the complainant.
- 10) No complaint where the allegations amount to Electoral Malpractice, as defined in Law 9, shall be dealt with under this Law. However, if in the unanimous opinion of the Returning Officers, some portion of an Electoral Malpractice complaint falls outside their remit of investigation, proceedings under this Law shall be permitted insofar as they relate to matters which an Electoral Investigation would not be able to consider. Complaints forwarded by the Returning Officers under this rule are subject to the procedure set out in this Law.
- 11) If evidence of a breach of the Code of Conduct is discovered during an Investigation, the Investigation Panel shall be entitled to take proceedings in respect of that evidence as if a complaint had been submitted to them. The Investigation Panel must follow Sections (5)-(7) of this Law if they decide to take proceedings.
- 12) No complaint shall be considered under this Law if the effect would be that proceedings would be taken more than once against the same Member in respect of the same act of misconduct or alleged misconduct.
- 13) A complaint shall not be considered if the investigatory process would commence more than one year after the offending incident or behaviour occurred, or if had gone unnoticed, was discovered. The Investigation Panel shall consider if significant delay in bringing a complaint after the incident occurred constitutes evidence of malicious behaviour.
- 14) Once a complaint has been submitted to the Investigation Panel, it may be withdrawn at any time, prior to judgment being issued, by the complainant in writing. The Investigation Panel shall acknowledge the withdrawal in writing to the involved parties. A complainant that has been withdrawn may not be considered or brought again in any substance without the permission of the Investigation Panel. The Investigation Panel may choose to investigate the alleged violations independently of the complaint being withdrawn.
 - a) The withdrawal of a complaint shall not prevent an Appeal Panel that has formally commenced from considering or ruling on the complaint or related offences.
- 15) The Society's staff shall not be subject to the provisions of this Law in their capacity as a staff member.

Investigation Panel seeking Advice

- 16) If the Investigation Panel, made up of President and Vice President, wishes to obtain advice on interpretation of the Constitution, it shall contact the Chair of Review Committee who shall assign a member of Review Committee as Advisor to that investigation.
- a) As Advisor, that member of Review Committee shall provide non-binding interpretive advice on the Constitutional clauses requested by the Investigation Panel which relate to that investigation;
 - b) The Advisor shall only give interpretive advice in relation to the particular investigation for which they were assigned as Advisor and shall cease to Advise once the Investigation Panel has issued judgment; and
 - c) Any advice received by the Investigation Panel is not to be referenced in any way in its Judgement. It may only be used to inform the panel's own interpretation of the Constitution.
- 17) At any point during the investigation the Investigation Panel, if made up of President and Vice President, may deem it necessary to obtain a decision from Standing Committee. A secret ballot, administered by the Vice President, shall be held by Standing Committee (having been presented all the evidence) if:
- a) The President and Vice President agree a Standing Committee decision is necessary; or
 - b) The President and Vice President are unable to reach a unanimous decision.

If a simple majority of those present do not vote for an adverse finding, the complaint shall be dismissed.

First Instance Judgment

- 18) Upon coming to a decision in the investigation the Investigation Panel may find the complaint, on the balance of probabilities, proved or not proved and, if proved, shall follow the procedure of Sections (22) and (23) of this Law. The Investigation Panel may wish to impose sanctions as set out in Sections (24)-(26) of this Law, and such punishments must be approved by a simple majority of Standing Committee voting in a secret ballot administered by the Vice President.
- a) If there are multiple punishments and multiple breaches proved, the judgment shall specify which breaches are deserving of which punishments.
- 19) The Investigation Panel must inform both the complainant and the subject of the complaint of the outcome of the investigation, and if there are sanctions, the level of such sanctions, as soon as reasonably possible. The Investigation Panel must also inform both that they have a right to appeal the decision. Any appeals should be carried out in accordance with Sections (28)-(35) of this Law.
- 20) Judgments of the Investigation Panel may be made public by posting on the boards at the discretion of the Investigation Panel once the right to appeal has elapsed. No judgment may be made public in the event of an appeal. In deciding whether to make their judgments public, the Investigation Panel shall have due consideration for the future impact of publication upon the member who is the subject of the complaint.

Storage of Judgments, Names, and Rules of Interpretation

- 21) The Vice President shall maintain:
- a) A list of the names of people against whom there have been adverse findings under the Code of Conduct or Electoral Rules. This is to be available to all Officers conducting appointments for cross-referencing;
 - b) A collection (the 'Disciplinary Database') of all judgments issued by an Investigation Panel, Returning Officers, or Review Committee. This is only to be available to the President and Vice-President but may be shared with the appropriate Officer if they provide evidence that someone on the list of names from Section (21)(a) has applied for an appointed position; and
 - c) A list of fundamental principles of interpretation for the Constitution which both the Investigation Panel, Returning Officers, and Review Committee must adhere to. This is to be available to all members.

Sanctions

- 22) Following an adverse finding under the Code of Conduct, the Investigation Panel shall assign a Category number between 1 and 3 (inclusive) to the complaint based on the quantity (including already issued judgments) and seriousness of the breaches with Category 1 being the most serious and Category 3 being the least serious.
- 23) Sanctions greater than those for the Category to which the complaint has been assigned may not be issued. Multiple sanctions from the list may be issued as appropriate. Sanctions from less serious Categories may be issued.
- 24) Category 1 shall be assigned where it is found that a breach of the Code of Conduct as set out in Section (1) of Law 12 has caused very serious harm to a person, the Society, or its reputation. The sanctions permitted are:
- a) Permanent termination of Membership; Membership may not be reacquired.
 - i) Complaints receiving this punishment are to be automatically reviewed by Review Committee.
 - b) Suspension of the Member against whom the complaint was made for a period not exceeding one year.
 - c) Disqualification from being nominated in any subsequent Elections. This may be indefinite.
 - d) Disqualification from serving on any Committee, Sub-Committee, or other appointed position. This may be indefinite.
- 25) Category 2 shall be assigned where it is found that a breach of the Code of Conduct as set out in Section (1) of Law 12 has caused serious harm to a person, the Society, or its reputation. The sanctions permitted are:
- a) Suspension of the Member against whom the complaint was made for a period not exceeding 4 weeks.
 - b) Disqualification from being nominated in any subsequent Elections for a period not exceeding a term.

- c) Disqualification from serving on any Committee, Sub-Committee, or other appointed position for a period not exceeding a year.
 - d) An alcohol ban – both accessing and consuming alcohol whilst on-premises is forbidden. This may be indefinite.
 - e) Prohibiting of a non-member from entering the premises. This may be indefinite.
- 26) Category 3 shall be assigned where it is found that a breach of the Code of Conduct as set out in Section (1) of Law 12 has caused any harm, or no harm at all, to a person, the Society, or its reputation. The sanctions permitted are:
- a) Immediate dismissal the Member from any Committee, Sub-Committee, or other appointed position of the Society, except Standing Committee. This punishment shall not entitle Standing Committee Officers to be removed from Office.
 - b) An alcohol ban – both accessing and consuming alcohol whilst on-premises is forbidden for a period not exceeding one year.
 - c) Prohibiting of a non-member from the premises for a period not exceeding one term.
 - d) A fine equal to the cost of guest entry to an event. This punishment is only applicable to those who allow their Membership Card to be used by another to gain entry to an event.
 - e) A fine equal to the cost of loss or damage to the Society's property caused by that person.
 - f) A warning which shall be recorded in the Society's Disciplinary Database.
- 27) Temporary Sanction: whilst proceedings under this Law are ongoing – the subject of the complaint may be excluded, by decision of the Investigation Panel and approved by Standing Committee, from the Society's Buildings until the completion of such proceedings. This shall only apply to cases concerning violent or disruptive behaviour, possession of illegal substances, or theft or deliberate damage to the Society's property. Nothing in this Section shall prevent the attendance of the subject at any investigatory proceedings.

Appeals from First Instance

- 28) The complainant and the subject of the complaint shall have a right to appeal the judgment made by the Investigation Panel. This right to appeal is subject to the following restrictions and requirements:
- a) There shall be no appeal permitted for the 12 hours following the issue of judgment. Any appeal made in this period shall be completely disregarded apart from for the purposes of informing the commentator of this rule;
 - b) After the no-appeal period has expired, the complainant and the subject of the complaint shall have 24 hours to appeal; and
 - c) Appeals must be sent to the Investigation Panel (which will immediately forward to the Chair of Review Committee) and must include:
 - i) The decision being appealed; and

- ii) The grounds for appealing that decision.
- 29) The complainant or subject of the complaint may only appeal their decision if:
- a) They believe the judgment is based on a material error of fact;
 - b) They believe the judgment is incorrect in categorisation or reasoning;
 - c) The sanctions imposed exceed those specified in Sections (24) – (26) of this Law; or
 - d) The member who is the subject of the complaint requests that the Investigation Panel's judgment not be made public if publication has been decided on as per Section (20). The Appeal Panel shall consider the possible future impact of making the Investigation Panel's judgment public on the member who is the subject of the complaint in reaching their decision.
- 30) After receipt of the appeal, the Chair of Review Committee shall immediately appoint three members of Review Committee which have not acted as the Investigation Panel or Advisor for this complaint. They will constitute the Appeal Panel.
- 31) All information pertaining and concerning the appeal shall be handled by the Chair of the Review Committee. They shall not make any information, discussions or decisions public or known to any Officer or Appointee until after the appeals process has been concluded.
- 32) The Appeal Panel will meet within twelve hours of being informed of the appeal by the Chair of the Review Committee. The Appeal Panel shall come to a decision by considering the judgment and oral and written statements from:
- a) The Appellant; and
 - b) Any other relevant people.
- 33) The Appeal Panel shall vote by simple majority and shall issue one of the following verdicts for each adverse finding appealed:
- a) That the appeal is successful, in which case they shall decide whether they will overturn the judgment of the Investigation Panel, or simply alter the sanction issued, or neither and shall record their reasons for coming to that conclusion in their judgment.
 - b) That the appeal is unsuccessful, in which case they shall confirm the decision of the Investigation Panel.
- 34) The Appeal Panel shall inform the Investigation Panel, the complainant, and the subject of the complaint as soon as reasonably possible after issuing judgment.
- 35) Judgments of the Appeal Panel may be made public at the discretion of the Appeal Panel. In deciding whether to make their judgments public, they shall give due heed to the future impact of publication on the member who is the subject of the complaint.

14) Principles of the Union

- 1) The Union's core purpose shall be the furtherance of its charitable objectives as set out in the Articles of Association.
- 2) The Union shall provide a forum for discussion, debate, and the questioning of individuals.
 - a) This forum shall be considered a platform for all who the Standing Committee of the day believe to be interesting and relevant, or worthy of discussion and questioning.
 - b) There shall be no constraints on the discussion held at the Union, beyond conforming to the laws of England and Wales.
 - c) The Union shall ensure the best possible atmosphere for the free exchange of ideas without compromising its core principles.
 - d) The Union shall maintain and, when deemed necessary, expand a permanent residence for the hosting of said forum.
- 3) The Union shall broaden its debate and discussion more generally by allowing public viewing of as much of the footage of its events as possible without comprising the benefits of membership.

15) Restrictions on Invitations

- 1) All Officers and Appointees must raise controversial speaker invitations with the President. In these circumstances controversial speakers include, but are not limited to, those individuals who:
 - a) May contravene the laws of England and Wales whilst on the Society's premises;
 - b) Appear on the Home Office's proscribed terror groups and organisations list;
 - c) May cause damage to the reputation of the Society; or
 - d) May cause complaints from the Society's membership, significant protest, or demonstration.
- 2) The President shall present controversial speakers to the Standing Committee with an explanation as to why they are controversial. Standing Committee shall vote by simple majority and if passed, the Board of Trustee-Directors shall be presented with the costs and details associated with hosting that speaker. If the Board of Trustee-Directors approves the request, then the potential speaker may be invited.
- 3) Once invited, the Bursar shall be responsible for ensuring the safety and security of members and of the speaker, within the Union premises. The Bursar shall, at all stages, keep the Standing Committee informed of the changing nature of costs associated with hosting the event and with the appropriate levels of security.

16) Expenses Policy

- 1) The provisions of this Law shall be binding on all Officers, Appointees, and all sub-committee members.
- 2) Officers and Appointees of the Society are expected to behave in a way that upholds the highest standards of probity and propriety.
- 3) Officers and Appointees have a duty to members to account and to be held to account, for decisions and actions that they make. Officers and Appointees must ensure they try their utmost to fulfil their constitutional and corporate duties at all times.

General Expenses Policy

- 4) Guest expenses must be agreed upon, either with a specific or maximum figure, before being incurred. Expenditure will not be reimbursed unless such prior authorisation has been received.
- 5) Expenses shall only be reimbursed if the claimant has completed and submitted, to the Treasurer and within 14 days of incurrence, an ECF (Expenses Claim Form) AND attached receipts for all transactions listed in the ECF.
 - a) This requirement can be extended in exceptional circumstances subject to the approval of the President, Vice President and Treasurer.
- 6) Guests should be informed of the contents of Sections (4) and (5) sufficiently ahead of time by the person responsible for their invitation.
- 7) The Treasurer may authorise individual expenditure of up to £500.
- 8) The Competitive Debating Officers may authorise individual expenditure of up to £500, providing the expense falls within the normal remit of the Competitive Debating Budget. Expenditure authorised by the Competitive Debating Officers shall be categorised under said budget.
 - a) The Competitive Debating budget remit is limited to expenses pertaining to the competitive debating activities undertaken by the Society.
- 9) The President and Vice President may each authorise individual expenditure of up to £300.
- 10) The Debates Officer and Speakers Officer may each authorise individual expenditure up to £300, providing the expense falls within the normal remit of their respective budget. Expenditure authorised by the Debates Officer and Speakers Officer shall be categorised under the Debates and Speakers Budget respectively.
 - a) The Debates and Speakers Budget remits are limited to expenses pertaining to speakers' travel, speakers' accommodation, and speakers' dinners organised by the Society.
- 11) The Equalities Officer may authorise individual expenditure up to £150, providing the expense falls within the normal remit of the Equalities Budget. Expenditure authorised by the Equalities Officer shall be categorised under said budget.
 - a) The Equalities Budget remit is limited to expenses pertaining to speakers' travel, speakers' accommodation, and speakers' dinners organised by the Society.

- 12) The Social Events Officer may authorise individual expenditure up to £150, providing the expense falls within the normal remit of their budget. Expenditure authorised by the Social Events Officer shall be categorised under the Ents Budget.
 - a) The Ents Budget remit is limited to expenses pertaining to Committee and members' entertainments.
- 13) If any individual expense authorisation bears the signature of the Treasurer along with the President or Vice President, then the limit shall be raised to £1,000.
- 14) No Officer may sign for an expense which they are themselves claiming for, or that is in respect to an expense they will themselves incur.
- 15) Officers who hold Union Credit Cards or Union Telephones must keep receipts of all transactions and submit these to the Accountant on the first day of each calendar month in Full Term.
- 16) Officers who hold Union Credit Cards, normally the Vice President and Competitive Debating Officers, shall not have to seek prior permission for individual expenditure below £300 and £500 respectively on Union Credit Cards however must be prepared to fully account for their expenditure to the Accountant and, if the Accountant raises concerns, the Standing Committee.

Officer Travel Expenses Policy

- 17) Officers and Appointees may not seek reimbursement of travel expenses for use of transportation unless that use is for the purpose of legitimate Union business. Authorisation for transportation must be given by the President, Vice President, Bursar or for debating related travel, the Competitive Debating Officers subject to each of those roles' maximum authorized expenditure set out in Sections (8) and (9).
- 18) Union business shall include, but not be limited to, Guest Liaison, Termcard Distribution, meetings with third parties, recruitment and debating activities.
- 19) The Union will only pay for reasonable economy expenses. Official transport, that is transport paid for by the Union, should, under no circumstances, be used for travel arrangements arising from private business.

Interface between the Union and Cambridge Union Enterprises Limited

- 20) Officers and Appointees of the Union must work in conjunction with the employees of the Union and of Cambridge Union Enterprises Limited (CUSEL).
- 21) Officers must input information about the timing, location and furniture requirements on the Room Booking Calendar or relevant database.
- 22) At Standing Committee, it shall be the responsibility of the Vice President to ensure that all Officers are aware of forthcoming CUSEL events.

17) Procedure for Main Debates

- 1) Main Debates shall occur on the day set out in Definition 33.
- 2) The President shall determine how many speakers there shall be in each debate, with the only condition being that there shall be same number of speakers on each side of the motion.
- 3) The Chair may set such a time limit on speeches as they deem to be appropriate. It shall be the duty of the Vice President to time speeches made during the debate. In the case of floor speeches, no speech may be longer than one minute in duration.
- 4) The rules set out in the Main Debate Procedure document shall apply.

Points of Information

- 5) Apart from in the first and last minutes of a speaker's speech, a point of information may be offered by any member. Where the speaker indicates their willingness to accept such a point of information, the member shall make their point. No point of information may exceed thirty seconds in duration.

Floor Speeches

- 4) The Chair may, between speakers, allow Members to make floor speeches, with the only condition being that the same number of opportunities to speak are presented to each side of the motion. The Chair may set a time limit on floor speeches as they deem to be appropriate.

Voting

- 6) The results of both the post-debate vote and any pre-debate vote shall be expressed as percentages.
- 7) The Vice President shall record all the results in the debate book.
- 8) Once the Vice President has recorded the total votes cast in the debate book they shall proceed to the bar where they shall announce the result of the division(s).

Emergency Debates

- 9) The Chair of the Emergency Debate shall be the Officer set out in Law 3.
- 10) The following information shall be recorded in the debate book by the Secretary:
 - a) The motion of each emergency debate;
 - b) The names of every speaker in each emergency debate; and
 - c) The result of the vote on each emergency debate motion.
- 11) After the last speech in each emergency debate the Chairman shall call for a vote by acclamation. Where the Chair is unable to determine which side has won the debate, the Chair shall have the casting vote.

18) Policy on Reciprocal Membership

Conditions for Reciprocal Membership:

- 1) Any member of the Union or any external organisation may apply to the Vice President in writing to become a Reciprocal Member.
- 2) Reciprocal membership agreements may only be concluded with such organisations by the Vice President subject to being authorised to do so by vote of the Standing Committee.
- 3) Existing reciprocal member organisations are listed in Appendix 1 as maintained by the Vice President.
- 4) The benefits of reciprocal membership outlined in Sections (6) and (7) shall be available to members of reciprocal organisations upon production of a valid membership card of a said organisation.
- 5) By way of exception, however, members of organisations who, as a result of such membership would ordinarily be entitled to the benefits of reciprocal membership at The Cambridge Union Society, shall not be entitled to receive these benefits in the event that any of the following apply:
 - a) They are resident within twenty miles of the Society for a period of more than two calendar months;
 - b) Are eligible for Life or Annual membership of the Society; or
 - c) Are a member or employee of the University of Cambridge, Anglia Ruskin University, or BPP Law School.

The Benefits of Reciprocal Membership for those entitled under this Rule:

- 6) (Subject to priority of access to CUS Members) Entry to all Union Debates, Speaker Events, and Social Events under the same conditions as those holding Life or Annual membership.
- 7) Use of the Union bar at Members' prices.

Appendix 1:

- 8) Organisations with Reciprocal Membership Agreements with The Cambridge Union Society:
 - a) The Oxford Union Society
 - b) The Durham Union Society
 - c) The Yale Political Union
 - d) The Hudson Union Society
 - e) Trinity College Historical Society, Dublin
 - f) University of St. Andrews Union Debating Society
 - g) The Dublin Philosophical Society.
 - h) The National Liberal Club

THE RULES

1) Duty Officer

- 1) All Union, joint and external events shall have at least one Duty Officer. These events include, but are not limited to, debates, speaker events and social events.

Selection

- 2) The Duty Officer shall be chosen by the President from amongst the voting members of Standing Committee. Standing Committee will be made aware of the Duty Officer for each event in the prior meeting of the Standing Committee.

Responsibilities

- 3) For Social Events, the Duty Officer will be responsible for:
 - a) Putting in place the appropriate systems for accepting any payments which may be made during an event.
 - b) Ensuring someone present is capable of securing, alarming, and locking the entire building if members of staff have communicated that they are leaving.
- 4) For all other Events, the Duty Officer shall be responsible for:
 - a) Setting up and tidying the chamber prior to and after debates in consultation with the Heads of Events Management.
 - b) Ensuring that the President's Bar Tab is correct and is signed for by the appropriate person at the end of every debate night in consultation with the Senior Guest Liaisons.
 - c) Ensuring someone present is capable of securing, alarming, and locking the entire building if members of staff have communicated that they are leaving.

2) House Rules

- 1) Apart from those organised by the Officers, no animals, food, or drink shall be permitted in the Chamber without the expressed permission of the President, Vice President, or Bursar.
 - a) This restriction does not apply to guide dogs.
 - b) Drinks purchased at the Society's bar may be exempted from this restriction at the discretion of the President.
- 2) Any person who fails to show their valid membership card to any Officer or Appointee who requests to see it may be asked to leave the Society's premises. Upon being asked to leave the Society's premises, that person must leave immediately.
- 3) All members who enter the Society's premises to watch a Speaker Event or a Main Debate shall automatically be considered to have given their consent to be filmed by the Society's Audio-Visual team or photographed by the Society's photographers.
- 4) No members shall be permitted to photograph, film, or otherwise record any of the Society's Speaker Events, Main Debates, or Emergency Debates.
- 5) Material or successive minor breaches of the above House Rules shall result in immediate expulsion from the Society's premises.

3) Guest Policy

- 1) Members of the Society may bring a bona fide acquaintance as a guest. Guests must not be eligible for Annual or Life Membership of the Society under Law 2.
- 2) The guest will be charged a fixed price decided by the Budget Committee and approved by the Standing Committee.
- 3) Where Standing Committee resolves that a Debate or Speaker Event should be closed to all guests, including reciprocal members (see Rule 17), in order to preserve space for members, this shall be communicated to members as far as possible prior to the event through the regular Society emails. It shall be the duty of the Secretary to ensure that this notification is sent.
- 4) Members may introduce non-member guests to the premises as a playing partner in the Snooker Room.
- 5) Guests may be admitted to Society Social Events, on payment of an entry fee, at the determination of the Social Events Officer.
- 6) The President, in consultation with Standing Committee, may resolve to open an event to all members and non-members alike. Entry will be available to both members and non-members until the Stewards determine that capacity has been reached.
- 7) The President, in consultation with Standing Committee, may resolve to allocate a fixed number of spaces for the general public or for members of other specific organisations or businesses at Society events. Information both on the number of reserved spaces and how to acquire tickets shall be publicised for such events.
- 8) Any member or non-member may be evicted from the Union premises by:
 - a) The President;
 - b) The Vice President;
 - c) The Bursar;
 - d) The CUSEL General Manager;
 - e) The most senior member of Bar Staff on duty; or
 - f) The Duty Officer.

4) Debating Team Selection and Reimbursement

- 1) The Competitive Debating Officers shall be responsible for the selection of speakers and adjudicators representing the Society at External and International Competitions.
- 2) Opportunities to speak and adjudicate at External Competitions shall be announced by the Competitive Debating Officers on the Cambridge Debating Mailing List. Apart from the requirements set out in this Rule, any member may apply for these opportunities.
- 3) The Competitive Debating Officers will maintain a record on the Society's database of applications and selections of members to attend events, including every event to which the Competitive Debating Officers have the power to select members. This record shall list:
 - a) Whether the member has judged two regional rounds of the most recent Cambridge Schools;
 - b) Whether the member offered to take crash at the most recent Cambridge IV; and
 - c) The member's helper score, calculated as the sum of the points applied with the following tariff:

Positive

- i) Convening Cambridge Schools: 12 points
- ii) Convening Cambridge IV or ICYD: 10 points
- iii) Convening Cambridge Women's: 5 points
- iv) Running a training stream for one term: 2 points
- v) Judging at a British or Irish IV: 2 points
- vi) Judging at an IV outside Britain or Ireland: 1 point
- vii) Speaking as the pro, as designated by the Competitive Debating Officers, in a pro-am at an IV: 1 point

Negative

- viii) Failing to adequately convene a CUS competition as Convenor: Up to -8 points
- ix) Equity violations: Up to -8 points (context of the breach and historical breaches shall be considered)
- x) Cancellation of attendance at a Major with less than 6 weeks' notice without good reason: Up to -8 points
- xi) Cancellation of attendance at an IV with less than 48 hours' notice without good reason: -4 points
- xii) Participating in the European Universities Debating Competition, in any capacity: -4 points

- xiii) Speaking at an IV outside Britain or Ireland: -3 points
- xiv) Speaking (other than as the pro in a pro-am) at a British or Irish IV: -2 points
- xv) Participating in the World Universities Debating Competition, in any capacity: -2 points

Variable

- xvi) Selection for a non-competition event shall have a value between -5 and 5, as decided by the Competitive Debating Officers, and publicised at the opening of applications
 - xvii) Additional activities warranting helper point alterations between -5 and 5 may be specified by the Competitive Debating Officers in writing to members before those activities are undertaken.
- 4) The Competitive Debating Officers shall use, as their criteria for selection:
- a) Proven speaking experience;
 - b) Proven adjudicating experience;
 - c) Attendance at Debating Workshops;
 - d) Attendance at past External Competitions;
 - e) The potential to develop or improve speaking or adjudicating; and
 - f) Contribution to Cambridge debating.
- 5) Selection to speak or judge at the World or European Universities Debating Championships shall be the sole decision of an independent panel of selectors after a competitive trials process using the criteria set out in Section 4 of this Rule.
- 6) No member can be selected to speak or judge at World or European Universities Debating Championships if they have not:
- a) Spoken as the pro in a pro-am since the previous World or European Universities Debating Championship if they spoke at either of those competitions; and
 - b) Judged in at least two Schools' Regional Rounds if they were a member the year preceding.
- 7) No member may be selected to speak or judge at any other competition (i.e. apart from WUDC/EUDC) if:
- a) They did not offer to take crash in the most recent Cambridge IV;
 - b) They did not judge at least two regional rounds at the most recent Cambridge Schools; or
 - c) Their attendance would cause them to have a helper score of -5 or less;
 - d) These requirements may be waived at the discretion of the Competitive Debating Officers only in the case that the member has been selected to speak at the World or European Universities Debating Championships and must speak at that competition as one of two preparatory competitions.

- i) A written explanation to the Competitive Debating Officers by the member in question would be required to explain why they did not take Crash or judge regional rounds.
- 8) The rules and criteria in Sections (3) – (7) must be clearly communicated to members at the start of each academic year, as well as during the Cambridge IV and the Cambridge Union Schools Debating Competition, to ensure no member is left unaware.
 - a) If they fail to be communicated, no member may be penalised for actions or inactions occurring before publication.
- 9) Trials shall take place at least two months before the competition. They shall consist of at least two rounds of British Parliamentary format debating in which every trialist participates. The Competitive Debating Officers shall appoint selectors ensuring that:
 - a) Every selector is highly experienced in the BP format;
 - b) No selector is competing at the competition they are selecting for;
 - c) No selector has reason to be biased toward or against any trialist, with reasons including being a previous speaking partner, coach, or romantic or sexual partner;
 - d) If the panel is majority of self-identifying gender X, then at least one panellist is self-identifying of another gender; and
 - e) If it is impossible for the Competitive Debating Officers to find selectors who fulfil all of the criteria in Section (9)(a) – (d), the President, Vice President, and President-elect must be given a good explanation of why this is the case.
- 10) The application and selection process through trials for an IV shall be as in Section 9, with the following modifications:
 - a) No member who spoke at the previous World Universities Debating Championship may trial if they have not spoken as the pro in a pro-am since that competition;
 - b) If there are more valid applicants than spaces at trials, the panel shall be given the applications and may choose the trialists according to Section 4;
 - c) The selectors should select teams, judges, and two reserves in order, prioritising a Cambridge Union team progressing to the highest possible position in the tournament;
 - d) In the case that a speaker or judge originally selected can no longer attend, or more spaces become available, the places will be offered to the reserves in the order designated by the selectors. If the reserves are exhausted or unwilling to attend, the Competitive Debating Officers shall first contact the selectors and ask for their recommendation out of the original trialists. In the event that the selectors are unable to select a further individual, the Competitive Debating Officers shall select from the original applicants based on the criteria outlined in Section 4; and
 - e) The Competitive Debating Officers may decide if a trialist may submit a debating CV to the panel of Independent Selectors, instead of attending the competitive trials process.

- i) The Competitive Debating Officer shall only allow a CV to be submitted to the independent selectors if there is a reasonable justification for the trialist being unable to attend the competitive selection process.

Reimbursement of Debaters

- 11) The Society shall pay the full cost of registration at all competitions for teams that are representing the Cambridge Union.
- 12) The travel costs incurred by speakers and adjudicators at competitions may be partially reimbursed by the Society, as detailed below. The Competitive Debating Officers, with the unanimous consent of the President, Vice President and Treasurer, may withhold some or all of the reimbursement of travel costs if they deem the costs to be unreasonable.
- 13) Speakers and adjudicators at External Competitions may be required to pay some or all of the costs of their travel at the Competitive Debating Officer's discretion.
- 14) Speakers and adjudicators at WUDC and EUDC may be required to pay some of the costs of their travel at the Competitive Debating Officer's discretion. The Competitive Debating Officers will publicise, before the opening of trials, what the personal payment cap shall be.
- 15) Expenses claims and judging expenses for competitions will not be paid if the form and receipts are submitted to the Competitive Debating Officers more than two weeks after the relevant competition or Cambridge Schools round.
 - a) This requirement can be extended in exceptional circumstances subject to the approval of the Competitive Debating Officers, President, Vice President and Treasurer.
- 16) Where possible, it shall be the duty of the Competitive Debating Officers to buy travel tickets in advance for and judges and speakers for any event, in order to reduce costs.

5) Management of the Debating Budget

- 1) The Competitive Debating Officers shall make the Treasurer aware, as soon as practically possible, of any income or expenditure in relation to the Debating Budget.
- 2) The Competitive Debating Officers shall submit a proposed expenditure plan for the coming year to the Budget Committee over the Long Vacation. This should be done no later than the related budget meeting, the date of which they will be informed of in advance by the Bursar.
- 3) The Budget Committee must approve the proposal, or the Competitive Debating Officers must submit an alternative proposal to be approved before expenditure is made.
- 4) The Competitive Debating Officers may not exceed the amount of expenditure they have outlined during the year without prior approval from Standing Committee.
- 5) The Treasurer shall be responsible for overseeing the entire debating budget, discussing funding for competitions with the Competitive Debating Officers and processing expenses.
- 6) The Treasurer shall be responsible for reporting back to the Standing Committee regularly on the state of Debating finances.

6) Convenors

- 1) The Competitive Debating Officers will appoint (in accordance with Sections (2), (3), and (5) of Law 11) convenors for the competitions hosted by the Cambridge Union. Any Life or Annual Member (so long as they remain a Member for the duration of their appointment) shall be eligible to apply for a convenor position.
- 2) A new convenor shall be appointed:
 - a) By the fourth week of each Easter term; or
 - b) Upon the resignation of a convenor
- 3) Convenors, or any Member appointed under Section (4) of this Rule may resign by informing the Competitive Debating Officers in writing. Such a resignation takes effect upon receipt by the Competitive Debating Officers.
 - a) Convenors shall automatically resign when new convenors are appointed under Rule 6(2)(a).
- 4) Convenors will, amongst their other duties, assist the Competitive Debating Officers in the appointment of Deputy Convenors, a Chief of Staff, Adjudicators, and a Tabulation Team for their respective competition.
 - a) These appointees are to assist the Convenors and Competitive Debating Officers in the running of their respective competition and are to follow their instruction.
- 5) Convenors shall run their respective competition to a standard deemed appropriate by the Competitive Debating Officers.

7) Convenor Positions and Responsibilities

7) The Inter- Varsity Convenors

- a) Work with the Competitive Debating Officer to plan the Cambridge Inter-Varsity Competition including, but not limited to;
 - i) Allocating rooms for guest debaters;
 - ii) Allocating judges;
 - iii) Planning the event; and
 - iv) Recruiting runners.
- b) Run the Inter-Varsity Competition in Michaelmas Term.

8) The Cambridge Union Schools Debating Competition Convenors

- a) Work with the Competitive Debating Officer to plan the Cambridge Union Schools Debating Competition including, but not limited to;
 - i) Recruiting schools to host regional rounds;
 - ii) Updating the website;
 - iii) Working with the Union's publicity officers to further advertise the event;
 - iv) Recruiting and allocating judges for regional rounds and finals day;
 - v) Opening, and advertising registration to participating schools;
 - vi) Finding rooms for finals day; and
 - vii) Recruiting runners.
- b) Run the Schools Debating competition in Michaelmas and Lent terms.

9) The ICYD Convenors

- a) Work with the Competitive Debating Officers to plan the ICYD;
- b) Run the ICYD in Lent and Easter Terms.

8) Full Committee

- 1) Full Committee shall meet once a week during full term. It is responsible for the day-to-day running of the society, coordinating the relevant details for every event at its meetings.
 - a) The Vice President shall communicate the time and place of the meeting to the members of the Committee through the Society's email system.
- 2) The President will chair and direct the business of the Full Committee. If the President is absent, the Vice President shall chair the meeting. Attendance should include:
 - a) The Standing Committee;
 - b) If available, the Bursar, General Manager, and Senior Technician;
 - c) Heads of Departments, or a Deputy in their place if unable to attend; and
 - d) Other CUS/CUSEL staff or appointees may attend Full Committee if invited by the President.
- 3) Full Committee is appointed by the Standing Committee following the procedure set out in Law 11. Any Full or Annual Member (so long as they remain a member for the duration of their appointed term) is eligible to apply for positions on committee. Unless specified otherwise:
 - a) Standing Committee shall appoint at least one Head for each Department and the members of the Equalities Sub-Committee
 - b) Standing Committee may appoint as many Deputies for each Department as deemed appropriate.
- 4) Appointments shall be held for one term, subject to Sections (5) and (6) of this Rule, and appointment takes place:
 - a) Prior to the commencement of each term; or
 - b) Upon the resignation of the previous Head of Department.
- 5) Any Member of Full Committee may resign by informing the Vice President in writing. Such a resignation takes effect upon receipt by the Vice President.
- 6) Standing Committee may vote to remove a member of Full Committee at its discretion. Typical reasons for removal include, but are not limited to, poor performance of designated role, or lack of attendance at Full Committee meetings (if Head of Department).
- 7) The role of a Head of Department is to achieve the objectives of the Department as listed in Rule 9 and to organise any Deputies in pursuit of these goals.
 - a) The Head of Department shall also be responsible for maintaining/ updating the Handover Document and providing proper training sessions to their Deputies.
- 8) The role of a Deputy within a Department is to follow the instruction of the Head and assist in their duties.
- 9) Members of Full Committee shall be subject to NDAs.

9) Full Committee Departments and Responsibilities

1) Events Management

- a) Recruit and liaise with members interested in volunteering as event stewards;
- b) Organise training in fire safety and other relevant matters for all Officers, Appointees and Stewards;
- c) Ensure that each event held by the Society is;
 - i) Adequately stewarded;
 - ii) Held in a venue that is properly prepared and cleaned; and
 - iii) Smoothly and successfully managed.
- d) Monitor the attendance of event Stewards at events held by the Society;
- e) Ensure that, subject to Standing Committee approval, stewards are appropriately rewarded for their efforts.

2) Publicity

- a) Publicity shall be made up of two specialisations which are managed by one Head of Publicity.
- b) Publicity Officer
 - i) Manage the social media accounts of the Cambridge Union, particularly the Facebook, Twitter, and Instagram accounts;
 - ii) Ensure the distribution of posters and other promotional material to all colleges within the University and generally around Cambridge; and
 - iii) Communicate the details of Society events to colleges, faculties, and other parties that may be interested in the event through social media and other methods identified by Standing Committee.
- c) Graphic Designer
 - i) Produce graphics including event banners, social media content, and Termcard visuals.

3) Press

- a) Promote the image and reputation of the Society by co-ordinating with Cambridge student newspapers as well as regional, national, and international journalists and press agencies.
- b) Advise members of the Standing Committee on matters relating to student, regional, national, and international media.
- c) Attend and write Press Release of each Thursday Debate at the Union which is to be posted on the Union's Website and promoted to appropriate publications.

- 4) Audio-Visuals
 - a) Organise the recording of all Main Debates, Emergency Debates, Speaker Events and other events warranting recording.
 - b) Maintain and develop the Society's existing audio-visual capability, directed by the Senior Technician.
 - c) Ensure that recordings are promptly placed on the Society's YouTube channel.
 - d) Ensure that a livestream of each of the events set out in Section (4)(a) is promptly accessible on the Society's website.
 - e) The Senior Technician has final say over all matters relating to the CUS AV Infrastructure.
- 5) Guest Liaison (Debates)
 - a) Ensure that all Main Debate guests receive courteous treatment;
 - b) Ensure all Main Debate guests have transportation to the Society.
 - c) Get release forms signed, or failing that, communicate refusal to sign to Audio-Visuals.
- 6) Guest Liaison (Speakers)
 - a) Ensure that all non-Debate speakers receive courteous treatment;
 - b) Ensure all non-Debate speakers have transportation to the Society.
 - c) Get release forms signed, or failing that, communicate refusal to sign to Audio-Visuals.
- 7) Photography
 - a) Appoint and manage a team of photographers for the Society;
 - b) Liaise with press agencies when they inquire about photographs of the Society;
 - c) Store on the Society's computers, all photographs taken;
 - d) Take official photographs of Main Debates, Speaker Events and Social Events.
 - e) Take portrait photographs of the speakers of Main Debates, as instructed by the President.
- 8) Membership
 - a) The Membership Department will be made up of two sections, each of which will have at least one Head:
 - i) Undergraduate Membership; and
 - ii) Graduate Membership
 - b) Together, and working with Standing Committee, they will:

- i) Develop a strategy for recruiting new members to the Society;
 - ii) Oversee the implementation of the strategy set out in Section (8)(b)(i) above, in conjunction with the Officers, Appointees and employees of the Society;
 - iii) Run and organise a stall at the annual University of Cambridge Freshers' Fair;
 - iv) Advertise the benefits of membership to potential new members, including by running, and organising assistance in running, introductions to the Society for potential new members;
 - v) Run a programme of events throughout the year to encourage new members to join; and
 - vi) Liaise with Colleges to organise promotional events and distribute relevant material.
- 9) Alumni
- a) Sent a termly email to Life Member alumni promoting relevant offerings and changes at the Society;
 - b) Managing and curating the Alumni Facebook and LinkedIn groups; and
 - c) Working with the Vice President and relevant Officer in running Life Member alumni targeted events.
- 10) Stash
- a) Working with the President, design and sample new Society merchandise;
 - b) Organise the sale and subsequent procurement of merchandise in collaboration with the Treasurer; and
 - c) Manage the distribution of merchandise to Members.
- 11) Webmaster
- a) Maintain and update website content including term cards, event calendar, committee positions, and election results; and
 - b) Modify the website as appropriate to meet the requirements of Standing Committee.
- 12) Welfare
- a) Offer support and advice to anyone involved in a Code of Conduct or Electoral Complaints procedure.
 - b) Maintain and distribute a mental health support bundle for anyone in need containing:
 - i) A list of mental health first-aid trained staff and Officers at the Union;
 - ii) Mental health support resources and contact details;
 - iii) Information and contact details for various reporting mechanisms including OSCCA and Code of Conduct.
 - c) Supply candidates and prospective candidates in Elections an electoral support bundle which contains:

- i) Sample manifestos for each electable position;
- ii) Advice for dealing with electoral stress from former Elected Officers;
- iii) Information about the Electoral Complaints procedure;
- iv) An explanation of the Welfare Officer's neutrality and support role in elections.

13) Secretary

- a) There shall be a Secretary with no Deputies.
- b) The Secretary shall:
 - i) Prepare the Order Papers;
 - ii) Minute all meetings of the Society and all Emergency Debates;
 - iii) Send weekly emails to the Society's membership;
 - iv) Send emails at the start of term to the Society's non-resident membership;
 - v) Send weekly emails to the 'Friends of the Union; and
 - vi) Perform miscellaneous and other administrative duties assigned by the Vice President.

14) Equalities Sub-Committee

- a) Standing Committee shall appoint the positions on the Equalities Sub-Committee with the Equalities Officer acting as Head of Department.
- b) The members of the Equalities Sub-Committee are also members of Full Committee and are treated through Full Committee (Rule 8) rather than Sub-Committee procedure.
- c) The positions on the Equalities Sub-Committee are:
 - i) Access Officer;
 - ii) BME Officer;
 - iii) Disabilities Officer;
 - iv) LGBTQ+ Officer; and
 - v) Women's and Non-Binary Officer.

10) Sub-Committees

- 1) Each Officer of Standing Committee (the “Officer”) may appoint a Sub-Committee to assist them in their duties. Membership of the Sub-Committee shall be at the sole discretion of the Officer apart from:
 - a) The Equalities Officer’s subcommittee which is appointed by Standing Committee (see Rule 9(10)).
- 2) Only Life or Annual Members may be members of a Sub-Committee.
- 3) The Officer will chair and direct the business of the Sub-Committee and shall communicate the time and place of meetings to members of the Sub-Committee via the Society’s email system.
- 4) Members of the Sub-Committee may resign by communicating an intention to do so in writing to the Officer. The resignation shall occur at the time of receipt by the Officer.
 - a) Members of the sub-committee will automatically resign when the Officer leaves their current Office. Completing one’s term as Officer-Elect does not activate this Section.
- 5) Members of any Sub-Committee will be subject to NDAs.

11) Budget Committee

- 1) The Budget Committee will meet over the Long Vacation at a frequency agreed by its members. The Bursar shall communicate the time and place of the meetings.
- 2) The Bursar will chair and direct the business of the Budget Committee. The committee shall be made up of the Bursar, President, Vice-President, President-elect, and Treasurer.
- 3) The Budget Committee is responsible for:
 - a) Proposing the Union’s annual President’s and Debating Budgets, subject to Standing Committee and Trustees’ approval.
- 4) Contested Budget Committee decisions will be made by a simple majority vote of the President, Vice-President, President-elect, Treasurer, and Bursar.

12) Competitive Debating Committee

- 1) The Competitive Debating Committee shall meet twice a full term, at least 3 weeks apart. The Competitive Debating Officers shall communicate the time and place of the meeting to members of the Committee through the Society's email system.
- 2) The Competitive Debating Officers will chair and direct the business of the Competitive Debating Committee. The President, Vice-President and Treasurer shall be permanent members of this Committee.
- 3) The Competitive Debating Officers may also invite any other members of Standing Committee, appointees who are especially involved with any debating events, or any other such person involved in the running of the Union. This may include, but is not limited to, the Convenors of Cambridge Schools, ICYD, the IV, the Women and Gender Minorities' Open, as well as the Bursar.
- 4) The Debating Committee is responsible for the oversight and accountability of all competitive debating related activities of The Cambridge Union Society.
- 5) Where complaints are made about the behaviour of specific debaters by a Member or a non-Member – in relation to their behaviour toward other people in a debating setting, whilst representing the Cambridge Union or a failure to adequately perform their duties as members of the Debating Committee or the associated sub-committees, the President shall investigate.
 - a) In addition to disciplinary options made available to the President through existing society discipline procedures the President shall be empowered to instruct the Competitive Debating Officers to bar a Member from selection for competitions for a fixed term period should they have been found culpable for any of the above-listed behaviour.
 - b) The President may only investigate selection decisions made by the Competitive Debating Officers retrospectively when there is evidence of an error of process. Such an error may include but is not limited to:
 - i) An undisclosed Conflict of Interests; or
 - ii) Failure to record participation.
 - c) The President shall not be empowered to investigate selection decisions purely on the grounds of concerns about the judgment of the Competitive Debating Officers if no error of process is present. The Competitive Debating Officers shall thus retain absolute judgment and discretion when it comes to selection decisions.
- 6) Appeals of the President's decisions in relation to both prohibitions on selection and errors of process in selection by the Competitive Debating Officers are to Review Committee.

13) Vacation Committee

- 1) Vacation Committee shall be compulsory for the President, Vice President, Treasurer, Debates Officer, Speakers Officer, Equalities Officer, and the Social Events Officer at the discretion of the President.
- 2) Failure to attend without Presidential permission shall be considered an impeachable offence.
- 3) An Officer may request in writing to the President to waive their Vacation Committee obligations in-part or in-full.
 - a) The President shall have the power to deny such requests on reasonable grounds.
- 4) Members of the Society are to be able to serve on Vacation Committee.
- 5) The length of Vacation Committee shall be at the discretion of the President, but no longer than:
 - a) One month in the Long Vacation; or
 - b) Two weeks in the Short Vacations.
- 6) The President-elect shall inform their term's Officers of the dates that Vacation Committee will fall under at the second meeting of the Standing Committee.
- 7) The President shall define a task that will benefit the Society to each member of Vacation Committee, especially tasks which will enrich the programme of upcoming events. This would include, but is not limited to, the number of invitations to be written.

14) Executive Committee

- 1) The Executive Committee shall meet once a week. The Bursar shall communicate the time and place of the meetings.
- 2) The Bursar will chair and direct the business of the Executive Committee. The committee shall be made up of the Bursar, President, Vice-President, President-elect, Treasurer, Competitive Debating Officers, CUSEL General Manager, the Accounts Manager and any others invited at the discretion of the Bursar.
- 3) The Executive Committee is responsible for facilitating communication between CUSEL, the Society's staff, and the student Officers.

15) Handover

- 1) All Officers and Appointees shall be required to submit a handover document at the end of their tenure.
 - a) The Vice President will be responsible for ensuring all Officers and Heads of Departments produce or update handover documents
- 2) Any handover document should be submitted by the person responsible for their production before the final debate of the relevant term.
- 3) Officers shall meet with their Officers-Elect and Officers-Designate and explain the requirements, their experiences, and any other handover information related to their role.
- 4) All handover documents should be stored in the Union's database.

16) Social Events Planning Procedure

- 1) For in-house (Union run) social events and joint events (in conjunction with other societies), a comprehensive plan must be presented to the Bursar, CUSEL General Manager, and Bar Manager by the Social Events Officer for approval before any expenditure is made. These plans must at least include considerations of any appropriate taxes and charges in consultation with the Accountants, and cleaning costs in consultation with the Bursar.
- 2) All tickets for Union run social events must be sold through the electronic tills operated by a member of Union staff. The only exception to this shall be tickets sold online, the proceeds of which must go directly to a Society's account (PayPal, Bank, or otherwise).
- 3) All services, food, and alcohol, for Union and joint social events, must be sourced through CUSEL.
- 4) All external societies who wish to use the Union must pay a deposit determined by CUSEL based upon the rooms in use and the purpose of use. They must also pay the room booking fee as determined by CUSEL. The Standing Committee may vote by a simple to reduce or remove this booking fee completely (but not the deposit) for bookings made by student societies or charitable organisations or if there is other material benefit to the Union in doing so. This shall be subject to the reasonable veto of the Directors of CUSEL who shall be informed of the Standing Committee's decision by the Vice President.
- 5) A contract must also be signed (between CUSEL and third parties) for external events. These contracts will detail the cost for hiring all or part of the building; arrangements if Union property is damaged in addition to security; health and safety and fire stewarding requirements, including upon whom the obligation falls to provide adequate fire stewarding and AV provision for the event.

CUSEL staff must be present at any external event booked through CUSEL. For events they organise, the Standing Committee shall liaise with CUSEL to determine whether CUSEL staff presence is required.