

**THE CONSTITUTION OF THE CAMBRIDGE UNION SOCIETY**

Correct as of the 21<sup>st</sup> of January 2020

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#### Definitions

In these Laws and Regulations 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 Chapter 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 position on Full Committee
- 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 himself 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 he has reasonable grounds for making the demand.

- 9) Cambridge Union Society Enterprises Limited (hereafter CUSEL) means the subsidiary company of The Cambridge Union (with number 06785468) which pursues trading activities designed to raise revenue and achieve surpluses for donation to the Society.
- 10) Chairperson means the Officer or Officer-Elect of the Society who shall chair the Standing Committee as provided for by Chapter 1.
- 11) Conflict of Interest means a risk that professional judgement 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 Regulations of the Society.
- 13) Events Administrator shall be the person responsible for taking room bookings on the Society's behalf.
- 14) Debating Workshops means the weekly training events that the Debating Officers shall run.
- 15) Electoral Appeal means an appeal that can be made in accordance with Chapter 8.
- 16) ECF means Expense Claim Form that the Officers of the Society shall use to reclaim money which they have spent on behalf of the Society.
- 17) Emergency Debate means the debate held every Thursday night during Full Term before the Main Debate.
- 18) Electoral Register means the lists of all those members eligible to vote in Society elections.
- 19) External Competitions means all debating competitions that are not hosted at the Society.
- 20) Extorts means where an individual obtains money, votes, support or any other material advantage for himself or disadvantage for another, from a person, entity or institution as a result of coercion.
- 21) False Statement means a representation that is intentionally misleading or untrue.
- 22) Full Term means the full term as prescribed the University of Cambridge.
- 23) Full Committee means the entire organising committee for any term, including all officers, appointees and deputy appointees.
- 24) 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.
- 25) Harasses means where an individual, through his 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.

- 26) In writing means any communication written by hand or electronically.
- 27) Investigation Panel means the panel that is convened at first instance to determine whether a member has breached Chapter 12.

- 28) 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.
- 29) Independent Selectors means the panel of three selectors that will be chosen by the Debating Officers to select the members of Cambridge debating who will be sent to International Competitions.
- 30) Life Member means those members of the Society who have paid the full membership fee.
- 31) Main Debate means the debate held every Thursday night during Full Term. 6
- 32) Members' Benefits** means preferential discounts for members in local restaurants and businesses. These are also known as Treasurer's Treats.
- 33) 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.
- 34) Cambridge Alumni Members means members of the Society who are no longer students at the University.
- 35) Officers means the thirteen most senior student members of the Society that have the power to vote on matters concerning the society including the President, Vice-President, Executive Officer, Speakers Officer, Social Events Officer, Diversity Officer, President-elect, Executive Officer-elect, Speakers Officer-elect, Social Events Officer-elect, Diversity Officer-elect and the Debating Officers.
- 36) Online Member means an individual eligible for online membership who have paid the annual subscription charge
- 37) Protected Characteristics means the characteristics to be found in section 4 of the Equality Act 2010 (as amended).
- 38) President means the member of the Society elected to the post of President in accordance with these Laws from time to time.
- 39) Recruitment Rubrics means the documents, appended in Protocol D, which help aid the Officers of the Society in making appointments.
- 40) Re-Open Nominations means, in a Society poll, an option to vote for no candidate.
- 41) Returning Officers means those members of the Society appointed from time to time, to administer polls.
- 42) Secretary means the member of the Society appointed to the post of Secretary in accordance with these laws from time to time.
- 43) STV means Single Transferable Vote.
- 44) Society means the The Cambridge Union, which is a registered charity (with number 1136030) and limited company (with 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 the Vice President and the Debating Officers to purchase items on behalf of the Union
- 51) Vice President means the member of the Society appointed to the post of Vice President in accordance with these laws from time to time.
- 52) Secretary to the Development Council means the member of the Society appointed to the post of Secretary to the Development Council in accordance with these laws from time to time.
- 53) Development Council means the group of people appointed to the Development Council in accordance with these laws from time to time.
- 54) Development Officers means the group of people appointed to the post of Development Officers in accordance with these laws from time to time.

## CHAPTER 1

### 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 Regulations 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 and Officers-Elect.
- 4) The Bursar, the CUSEL Events Manager and the Accounts Manager shall be permanent invitees of the Standing Committee.
- 5) Any Officer or Officer-elect 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, group or organisation, the Chair must ensure that a representative on behalf of that group must be an invitee for the meeting while that particular item of business is being discussed. Such cases will include, but are not limited to:
  - a) A women's issue (when the Women's Officer, or a suitable replacement, must be invited)
  - b) An issue disproportionately affecting a marginalised group (when the Diversity Officer, or a suitable replacement, must be invited)
- 7) At any time during a meeting of the Standing Committee, if three or more members of the Standing Committee request that any invitee of the Standing Committee leave the room, they the invitee must leave until:
  - a) The Standing Committee finishes its consideration of that particular business; or
  - b) An equal number of Officers wish the invitee to remain. In this case a vote must be called on whether they can remain in the meeting, by secret ballot, to be administered by the Vice President; or
  - c) One of the Officers removes their request for the invitee to leave.
  - d) All members of the Standing Committee unanimously request that the invitee be permitted to return to that meeting.
- 8) The Chair of the Standing Committee shall be the President. If the Chair of the Standing Committee is absent, or excuses his or herself from the Standing Committee, then the next highest person in the Order of Precedence shall chair the meeting until such a time when the Chair is present again.



- 9) All business at each meeting of the Standing Committee shall be conducted through the Chair of the Standing Committee. The Chair of the Standing Committee shall maintain order throughout each meeting of the Standing Committee.
  
- 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 and Officers-Elect 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; an Officer-Elect 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 Vice President shall maintain a record of attendance at meetings of the Standing Committee.

## CHAPTER 2

### The Officers and Officers-Elect



- 1) The Officers of the Society shall be the President, Vice President, Executive Officer, Speakers Officer, Treasurer, Diversity Officer, Social Events Officer and two Debating Officers. The Officers-Elect of the Society shall be the President-Elect, the Executive Officer-Elect, the Speakers Officer-Elect, Diversity Officer-Elect and the Social Events Officer-Elect.
- 2) The Officers of the Society, with the exception of the Vice President, Treasurer and the Debating Officers shall hold office for one term. The Vice President, Treasurer and the Debating Officers shall hold office for three terms.
- 3) The Officers-Elect of the Society shall be elected on a termly basis in accordance with Chapter 6 of these Laws. They shall serve for one term as Officers-Elect and for the term thereafter as Officers.
- 4) An Officer or an Officer-Elect may resign his or her position as an Officer or an Officer-Elect 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 his or her 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.
- 5) If an Officer resigns during their term (when they are an Officer rather than an Officer-elect), the Officer-elect shall immediately assume the role, excluding the President. If an Officer-elect resigns, a By Election shall take place as detailed in Chapter 6, 30-37.
- 6) 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.
- 7) It shall be the responsibility of the Vice President to ensure that all incoming Officers are briefed on the responsibilities of their office. The Vice President shall also present incoming Officers with copies of the Laws; the Regulations; Handover Documents and operating protocols of the Society.
- 8) The order of precedence shall be as follows:
  - a) The President;
  - b) The Vice President;
  - c) The President-Elect;
  - d) The Executive Officer; the Speakers Officer; the Social Events Officer; the Diversity Officer; in that order;
  - e) The Executive Officer-Elect, the Speakers Officer-Elect; the Social Events Officer-Elect; the Diversity Officer-Elect; in that order;
  - f) The Debating Officers in an order determined by lot (administered by the Secretary);
  - g) Any ex officio President or Vice President, having not completed their term of office more than three years previously, as determined by vote of the Board of Trustee-Directors.

The Responsibilities of the Officers and Officers-Elect

- 1) The President shall be responsible for providing leadership to the Society's activities during his or her term in office. The President shall be responsible for organising a programme of debates during his or her term in office. He or she shall prepare the programme of debates during the term in which he or she is President-Elect. The President shall chair all meetings of the Standing Committee, except as otherwise provided in the Laws.
- 2) The Vice President shall be responsible providing strategic vision to the Society. He or she shall be responsible for supervising, in conjunction with the Bursar, the business and premises of the Society. He or she shall work with the new President, President-Elect, Speakers Officer and Speakers Officer-Elect to invite speakers to visit the Society after the current President, President-Elect, Speakers Officer and Speakers Officer-Elect have left office. He or she will chair General Meetings and shall be responsible for overseeing that the business and activities of Cambridge Union Enterprises Limited are consistent with companies' law and with the activities of the Society. He or she shall also be responsible for organising the appointments procedure at the end of the Lent term for the offices of Vice President and Debating Officer. He or she shall also be responsible for ensuring that the Secretary minutes meetings of the Society. He or she shall also be responsible for the long-term fundraising of the Society and relationships with long term sponsors. He or she shall be responsible for advising the President and other members of the Standing Committee on all matters. He or she shall be responsible for organising a termly members' feedback survey. He or she shall be responsible for advising on and facilitating the work of the Returning Officers. He or she shall also liaise with the members of the Review Committee concerning their appointment and retirement as members of that Committee.
  - a) The Vice President 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. The Vice President shall be appointed at a meeting of the Standing Committee in the last week of the Lent Term Presidency. During the period, between appointment and assumption of office, he or she shall assist the sitting Vice President and hold the position of Vice President designate. The Vice President shall be appointed in accordance with Chapter 9 of these Laws.
- 3) The President-Elect shall be responsible for preparing a programme of debates for his or her term as President.
- 4) The Executive Officer is responsible for carrying out such tasks as allocated to him or her by the President and the Standing Committee. The Executive Officer shall be responsible for the logistics, hospitality, and planning of the day-to-day activities of the Society, including co-ordinating the allocation of rooms in the Society's building with members of staff; co-ordinating events held by the Society and receiving feedback from members. The Executive Officer shall be responsible for organising the termly appointments procedure immediately preceding their term of office. The Executive Officer shall be responsible for coordinating the logistics of all events with the relevant personnel.
- 5) The Speakers Officer shall be responsible for organising the programme of speaker meetings for his or her term in office. He or she shall also be responsible for ensuring that the Speaker Tracker, or appropriate speaker database, is maintained.



- 6) The Treasurer shall be responsible for obtaining termly sponsorship for the Society; for securing Treasurer's Treats. He or she shall also be responsible for the yearly budget and shall, at the penultimate meeting of the Standing Committee which he or she attends, present a detailed explanation of the term's budget. The Treasurer shall also liaise with the Vice President concerning long-term sponsorship of the Society.
  - a) The Treasurer 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. The Treasurer shall be appointed at a meeting of the Standing Committee in the last week of the Lent Term Presidency. During the period, between appointment and assumption of office, he or she shall assist the sitting Treasurer and hold the position of Treasurer designate. The Treasurer shall be appointed in accordance with Chapter 9 of these Laws.
  
- 7) The Social Events Officer shall be responsible for planning a programme of entertainments during his or her term. He or she shall present a detailed budget for each entertainment to the Standing Committee at least two weeks before that entertainment is due to commence. He or she shall also work closely with the Bar and Events Manager, the Bursar, the President and the Vice President in order to ensure the effective management of each entertainment that the Society hosts.
  
- 8) The Diversity Officer shall be responsible for liaising with the Speakers Officer and Executive officer to ensure a diverse speakers and debates programme during their term. They will manage a subcommittee of representatives including but not limited to women's officer, BME officer, access officer, disabilities officer, LGBT+ officer to facilitate the representation of minority groups.
  
- 9) The Debating Officers shall be responsible for or for delegating responsibility for:
  - a) The organising of the Society's Inter-Varsity Debating Competition;
  - b) The organising of the Cambridge Union Schools Debating Competition;
  - c) The organising of the International Competition for Young Debaters when held by CUS;
  - d) Arranging a programme of debating training that lasts for a full academic year;
  - e) Managing the budgets for debating tournaments and international tours in accordance with the procedure set out in the Regulations; and
  - f) Selecting debating teams in accordance with the procedure set out in the Regulations.
  - g) overseeing the activities of all other Debating Committee members (with the exception of the President) in their Debating-related roles.
  - h) Responsible for active outreach activities, to enlarge the Cambridge debating brand. Particular attention should be given in the view of the panel to increasing the number of tours which may be used as incentives for actively involved debaters.
  - i) Two Debating Officers shall be appointed at the last meeting of the Standing Committee of the Lent Presidency, according to the procedure for appointments set out in Chapter 8 of these Laws. The Debating Officers shall hold office from 8p.m. on ninth Thursday of full term of one Easter term until 8 p.m. on the ninth Thursday of full term of the next Easter term. During the period, between appointment and assumption of office, they shall assist the sitting Debating Officers and hold the position of Debating Officers designate.

- 9) In addition to the responsibilities set out in Chapter 3 every Officer and Appointee, appointed in accordance with Chapter 8, shall agree to take all reasonable steps to fulfil the responsibilities of his or her office to a high standard; to attend such meetings of the Society and to fulfil any promises or pledges made, if an Officer-elect, in their long manifesto.
  
- 10) Any member of the society involved with the running of the society shall be required to sign a copy of The Cambridge Union Non-Disclosure Agreement. Copies of these agreements shall be lodged with the Bursar.
  - a) Positions this refers to include, but are not limited to:
    - i) Standing Committee members
    - ii) Appointees
    - iii) Speakers Deputies

## Stewards

- iv) GLAs
  - v) AV stewards
  - vi) Social Events Committee members
  - vii) Speakers Committee members
  - viii) Debates committee members
- 11) Member of Standing Committee and appointees of the Standing Committee must declare any affiliation of interest in any press organisation at the first Standing Committee meeting of each term.
  - 12) Any member of the society involved with the running of the society shall be required to sign a copy of The Cambridge Union Code of Conduct (Protocol E) and a Volunteer Agreement. Copies of these shall be lodged with the Bursar.
  - 13) Any contractors, sponsors, or employees engaged by the Union must sign contracts before any agreement is entered into by the Society. Copies of these shall be lodged with the Vice President.

## CHAPTER 4

### The Review Committee

- 1) The Review Committee shall be responsible for handling all disciplinary matters of the Society in accordance with the procedure established in Chapters 11 and 12. The Review Committee may also be called upon to adjudicate on electoral malpractice appeal established in Chapter 7.
- 2) The Review Committee shall comprise eight members. The members of the Review Committee shall be:
  - a) Selected by the Standing Committee;
  - b) Be resident in Cambridge or within two hours travelling distance; 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. 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, he or she 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 Chairperson of the Review Committee

- 6) The Chairperson of the Review Committee shall be responsible for convening disciplinary panels as required by Chapters 7 and 11 and shall be the sole point of contact with the Standing Committee.
- 7) The Chairperson of the Review Committee shall be appointed by a majority vote of the Standing Committee. He or she 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 Chairperson 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 Chairperson.

## CHAPTER 5

### The Laws and Regulations

- 1) The governing documents of the Society shall comprise of the Memorandum and Articles of Association, these Laws, Regulations and Protocols.
- 2) The Memorandum and Articles of Association shall prevail over these Laws, Regulations and Protocols in the event of any apparent contradiction between the Memorandum and Articles of Association and these Laws or the Regulations or the Protocols.
- 3) These Laws shall prevail over the Regulations and the Protocols in the event of any apparent contradiction between these Laws and the Regulations or the Protocols.
- 4) No provision of the Society's Laws or Regulations 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, Officers-Elect, staff or members to breach the law of England and Wales in any way.

- 6) No amendments shall be made to this Chapter other than by a vote 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, Regulations and Protocols 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, Regulations and Protocols 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 by a Referendum of the Membership or at a properly constituted meeting of the Board of Trustees.
- 10) In order for the proposed amendment to these Laws to pass by a Referendum of the Membership, there must be at least two-hundred votes cast by full members of the Society

#### Amendment of Regulations and Protocols

- 11) The Regulations and Protocols shall regulate the day-to-day activities of the Society, including the appointment and tasks allocated to Appointees.
- 12) The Regulations and Protocols may be amended at a Constitutional Convention and at a properly constituted meeting of Standing Committee.
- 13) In order for the proposed amendment to these Regulations to pass by a Referendum of the Membership, there must be at least two-hundred votes cast by full members of the Society
- 14) In order for the proposed amendment to the Regulations or Protocols to be passed at a meeting of the Standing Committee, there must be at least eight members of the Standing Committee present at the time of the vote
- 15) The Board of Trustee-Directors shall have the power to amend these Laws, Regulations and Protocols 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 Regulations only in so far as is necessary to ensure the Constitution complies with the law of England and Wales.
- 16) The Board of Trustee-Directors shall also have the power to amend these Laws and Regulations 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.



- 17) Any amendment to these Laws or the Regulations which is validly passed according to the procedures set out in the Article shall have immediate effect.

## CHAPTER 6

### Elections Procedure

- 1) In elections for the positions of President-Elect, Executive Officer-Elect, Speakers Officer-Elect, Diversity 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 8 a.m. and 6 p.m. In Easter term elections shall be held on the eighth Monday of full term between 8 a.m. and 6 p.m.
- 3) Two Returning Officers shall be appointed for every election by the Standing Committee. They shall be appointed in the third week of each term. The Returning Officers shall be responsible for the administration of the election and for enforcing the electoral rules as set out in Chapter 6 and Chapter 7.
- 4) Returning Officers must be members of Standing Committee. They shall be appointed by a vote of the Standing Committee.
  - a) If there is only one candidate for the position of Returning Officer, then the President shall be automatically appointed to fill the remaining position
  - b) If there are no candidates for the position of Returning Officer, then the Vice-President shall be automatically appointed to fill the remaining position
  - c) In such a case that either the President or the Vice President declare a conflict of interest, then the position or positions that fall vacant will be filled by a member or members of Standing Committee by the random drawing of lots
- 5) If a Returning Officer wishes to resign, he or she must communicate an intention to do so in writing to the Vice President at least one week before the election is scheduled to take place. In the event that one or both of the Returning Officers resign, then the procedure in Chapter 6 (4)
  - (a) and (b) shall occur again within twenty-four hours.
- 6) The Returning Officers may appoint up to 4 Deputy Returning Officers at their collective discretion. The Returning Officers shall inform candidates of the identities of these Deputy Returning Officers.
  - a) If a Deputy Returning Officer wishes to resign, he or she must communicate an intention to do so to the Returning Officers in writing.

### Nominations

- 7) In Michaelmas and Lent terms, nominations shall open at 10 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 10 a.m. on the sixth Tuesday of Full Term and close at 6 p.m. on the seventh Tuesday of full term.

- 8) It shall be the responsibility of the Returning Officers to design and produce nomination forms for elections. These shall be freely obtainable from the Society's main office. Nomination forms must contain a declaration by the candidate and their nominator.
- 9) In order to be considered as a candidate for one of the five termly Officerships a candidate must;
  - a) Be a Life Member of the Society, and
  - b) Be in *statu pupillari* at the time of standing.
  - c) Have served at least one full term as an appointee of the Full Committee, or served on a sub-committee, proof of which will be provided by the relevant Officer.
  - d) Have attended 4 of the Society's weekly debating workshops, or judged 4 local rounds of the Cambridge Schools Competition, or assisted in running 2 of the Society's debating competitions.
- 10) In addition, to be considered as a candidate for the office of President-Elect, a candidate must:
  - a) Have served one term as an Officer or Appointee of the Society.
- 11) A member's nominations shall be invalid if:
  - a) The member has not fulfilled the criteria in Chapter 6 (9) and (10);
  - b) The member has been disqualified from holding office under the provisions of Chapter 8 of these Laws; or
  - c) The member is the President or has previously held the office of President; or
  - d) The member is an Officer Elect; or
  - e) The member has not completed their term as Vice President; or
  - f) Has, at any time within one year of the opening of nominations, been a member of the Review Committee; or
  - g) Is a Returning Officer; or
  - h) The member has been nominated for any other elected office; or
  - i) The member's nomination form is not signed by both the candidate and their nominator; or
  - j) The member's nomination form is handed to the Returning Officers after the close of nominations as prescribed in this article; or
  - k) The member is nominated by a Returning Officer, the President, the Vice President, the President Elect or any member of the Review Committee.

#### Withdrawing Nominations

- 12) Any candidate may withdraw his or her nomination by informing the Returning Officer of such an intention, in writing, at least 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) Other than as provided in Chapter 7 as a punishment for electoral malpractice, no candidature may be terminated by the Returning Officers.

Manifestos

- 15) Before the close of nominations candidates shall submit a manifesto. Manifestos shall:
  - 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 printed on one side of a sheet of white A4 paper;
  - d) Be written predominantly to advance the candidature of the submitter; and
- 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 this section.

- 17) If any of the Returning Officers believe that a manifesto contravenes the provisions of this section, they must inform the appropriate candidate and request re-issuance in a compliant form. Where the candidate fails to make the necessary changes within twenty-four hours of being so informed, his or her manifesto shall be ruled invalid and may not be reproduced or displayed by the Returning Officers.
- 18) All manifestos shall be removed from the website three years after the election they pertain to has taken place. It will 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 on the day that nominations open. Another email should be sent the day before the close of nominations and on the day before the poll opens. This email should contain information about the date and time of the poll.
- 20) 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.
- 21) 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 Facebook page.
- 22) 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 Chapter.

#### Hustings

- 23) 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 it may take place before any event at the discretion of the Returning Officers.
- 24) 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 Executive Officer-Elect, Speakers Officer-Elect, Treasurer-Elect and Social Events Officer-Elect shall speak for three minutes followed by three questions.
  - 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 Returning Officers shall agree between themselves who shall act as Chairperson and who shall act as Chairperson and who shall act as the timekeeper. If one of the Returning Officers is unavailable then a Deputy Returning Officer or, if none is available, a member of Standing Committee, chosen by random ballot, administered by the Secretary, shall the place of the absent Returning Officer.
  - d) At the close of Hustings, the Chairman 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

- 25) 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 to ensure there is a computer available in the Main Union Office for members to use for voting.
- 26) 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 Chapter 6 of these Laws.
- 27) The results of the election shall be announced to members via email by the Returning Officers.
- 28) 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.
- 29) The Returning Officers shall delete all online voting acknowledgements that they receive in their email account.

## Conditions of Office

- 30) No person elected to the five termly Officerships shall be entitled to take up that office, unless that person continues to meet the requirements of Chapter 6 (9) (a) and (b). In that event a by election shall be held in accordance with the provisions of this Chapter.

## By-Elections

- 31) By Elections shall be called where:
  - a) RON has been returned in a previous election; or
  - b) There is a vacancy arising on the Standing Committee.
- 32) By Elections shall take place during Full Term. The Standing Committee shall vote to determine the date and time of the By Election. The Returning Officers shall be appointed at the same time that the date and time for the By Election are decided. They shall be appointed in accordance with Chapter 6 (3) of these Laws.
- 33) As soon as possible after their appointment the Returning Officers shall send out an email to the Society's membership giving notice of the date and time of the 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 Chapter 6 of these Laws.
- 34) Nominations for a vacant office shall open at 12 noon 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 Chapter 6 of these Laws.
- 35) The Returning Officers shall administer all By Election manifestos in accordance with Chapter 6 of these Laws.
- 36) 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 on timing in Chapter 6 of these Laws.

- 37) Polling shall be open from 10 a.m. until 6 p.m on the day of the election. The poll shall be conducted using STV. The poll shall be conducted by online and paper ballot. Those candidates elected in the By Election will take office with immediate effect.



- 38) All other aspects of polling for By Elections shall be conducted in accordance with Chapter 6 (24) and (25) of these Laws.
- 39) Society referendums shall be held using STV. The Returning Officers shall set-up an online poll at least two days before the poll is due to commence and will provide access to the online poll in the Cambridge Union for all those wishing to vote in person.
- 40) The options available for the online poll shall be at the discretion of Standing Committee
- 41) Standing Committee will vote as to whether to allow individuals from their number and Full Committee to campaign for a certain result

## CHAPTER 7

### Electoral Malpractice

- 1) Any member commits a Category 1 Malpractice if, at any time, he or she:
  - a) Impersonates another voter when voting in the election;
  - b) Extorts, Blackmails, threatens, Harasses, or intimidates any member in such a way that would improperly promote or hinder the candidature of any other member;
  - c) Fraudulently places, removes, or attempts to place or remove members' details on or from the Electoral Register; or
  - d) Makes a False Statement in connection with the registration of any member;
  - e) Persuades any other member to campaign or refrain from campaigning by payment or promise of payment or by offering the prospect of material gain or disadvantage;
  - f) Abuses any official position that he or she holds within the Society, to improperly promote or hinder the candidature of any member. This shall include promoting or hindering the candidature of any member if holding the offices of President, Vice President, President Elect or Vice President Designate; or
  - g) Campaigns in a way that constitutes a material breach of the laws of England and Wales.
- 2) Any member commits a Category 2 Malpractice if, at any time, he or she:
  - a) Purchases for any other person membership of the Society in order to influence the result of the election;
  - b) Offers or attempts to offer any good, service or favour in return for acting or refraining to act in a particular manner which is designed to promote or hinder the candidature of any member;
  - c) Represents himself or herself, or any other member, as being endorsed by or supported or opposed by political party, group or faction or any University society unless to demonstrate experience and competence;
  - d) Makes use or attempts to make use of any email list or Facebook (or other social media) group to advance their own candidature or that of another member;

- e) Distributes, displays or circulates any printed material, other than manifestos, which is intended to improperly promote or hinder the candidature of any other member;
- f) Disseminates untrue, defamatory or, judged objectively, offensive statements about a candidate; or
- g) Is jointly responsible or complicit with any Category 1, 2, or 3 Malpractice committed by another member or party.

- h) If they are a candidate and endorse any other candidate(s) in the election. 'Endorsements' shall include, but not be limited to:
  - i) Social media endorsements (Facebook posts, Facebook event invitations, twitter and instagram posts)
  - ii) Endorsements in Hustings speeches
  - iii) Statements or quotes on any candidate's manifesto
  - iv) Nominating any other candidate running in the same election
  - v) Unsolicited private communication of any sort supporting a candidate or candidates
- i) If they are a candidate and individually, or in combination with associates, systematically make multiple (collectively more than 2) unsolicited and unanswered contacts with members, or non-members, to promote said candidature, such that their contact may be perceived as an irritation, "spamming".
- 3) Any member commits a Category 3 Malpractice if, at any time, he or she:
  - a) Interferes with, obscures, defaces or removes any material, in whatever form, produced, issued or distributed on behalf of the Returning Officers relating to an election;
  - b) Deliberately hinders any Returning Officer in the discharge of his or her duties;
  - c) Deliberately makes a False Statement in a manifesto or in any document or online content designed to affect the outcome of the election;
  - d) Makes a False Statement in a Hustings speech;
  - e) Campaigns in a way which constitutes a material breach to the statutes and ordinances of the University of Cambridge.;
  - f) Campaigns on the Society's premises during an election;
  - g) Campaigns in a manner which makes use of commercial advertising;
  - h) Makes unsubstantiated complaints to the Returning Officers; or
  - i) Contravenes any part of these Laws and Regulations in such a way as to have, or be intended to have, an adverse effect on the fairness of the election.
  - j) If they are a candidate and individually, or in combination with associates, occasionally or accidentally make multiple (collectively more than 2) unsolicited and unanswered contacts with members, or non-members, to promote said candidature, such that their contact may be perceived as an irritation, "spamming".
  - k) If they are a candidate and individually, or in combination with associates, make unsolicited contact with members, or non-members, via a message through Facebook (or other social media), to promote said candidature, following the close of nominations.

#### Conspiracy and Procurement

- 4) Any member who attempts to commit any electoral malpractice by another, as set out in Chapter 7 (1), (2) or (3) of these Laws shall be deemed to have committed the underlying malpractice.

- 5) Any member who conspires with others to perform any electoral malpractice, as set out in Chapter 7 (1), (2) or (3) of these Laws, or who procures any such malpractice, whether it is conducted by a member or not, shall be deemed to have committed the underlying malpractice.

#### Sanctions

- 6) The Returning Officers may impose the following sanctions for Category 1 Malpractices. For candidates, in decreasing order of severity:
  - a) Disqualification from the election; or
  - b) Docking of up to fifty per cent of first preference votes.

- 7) The Returning Officers may impose the following sanctions for Category 2 Malpractice. For candidates, in decreasing order of severity:
  - a) Docking of five per cent increments of first preference votes, with the maximum being twenty per cent of first preference votes.
- 8) The Returning Officers may impose the following sanctions for Category 3 Malpractices. For candidates, in decreasing order of severity:
  - a) Docking of up to five per cent of first preference votes.

#### Electoral Malpractice Investigations

- 9) The Returning Officers shall investigate any malpractice if they discover evidence or if a member of the Society brings to their attention in a written complaint. A formal complaint shall only be considered as such if it contains the names of the person(s) accused of malpractice; the details of the alleged malpractice; adequate evidence in writing to support the allegation of malpractice; and the name of the complainant.
- 10) Upon receiving a 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 Chapter 7.
- 11) Within twelve hours, the member who is the subject of the complaint shall be given an opportunity to comment on the allegations brought against them and all evidence in question. The member who is the subject of the complaint shall have the right to attend and to speak at any meeting convened by the Returning Officers to listen to oral evidence from any other relevant witnesses.

#### Judgment

- 12) Upon coming to a judgment in the investigation the Returning Officers may find the complaint, on the balance of probabilities, proved or not proved. They may impose sanctions in accordance with Chapter 7 (6), (7) and (8) of these Laws.
- 13) The Returning Officers must immediately inform the member in question of their decision. They must also inform the member that he or she has a right to appeal the decision. No information, decision, or evidence shall be made public in the event of an appeal until such time as the appeal is concluded. Electoral appeals shall be conducted in accordance with Chapter 7 (15)-(19).
- 14) 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

- 15) The decisions of the Returning Officers may only be appealed if:

- a) The member who is the subject of the complaint is not satisfied with the outcome; or
- b) The sanctions imposed exceed those specified in Chapter 7.
- c) The member who is the subject of the complaint requests that the Returning Officers' judgement not be made public. The Appeal Panel shall consider the possible future impact

of making the Returning Officers' judgement public on the member who is the subject of the complaint in reaching their decision.

- 16) An Electoral appeal must be lodged, in writing, with the Chair of the Review Committee within twenty-four hours of the decision of the Returning Officers being communicated to the member in question. To be considered valid the appeal must state:
  - a) The decision being appealed; and
  - b) The grounds for appealing that decision.
- 17) After receipt of the appeal, the Chair of Review Committee shall immediately appoint three members of the Review Committee 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. He or she shall not make any information, discussions or decisions public or known to any Officer or Appointee until after the appeals process has been concluded.
- 18) 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:
  - a) The Returning Officers;
  - b) The Appellant; and
  - c) Any other member affected by or involved in the appeal.
- 19) The Appeal Panel shall vote by simple majority. It may affirm the original decision of the Returning Officers and dismiss the appeal. An affirmation can uphold the sanction, the judgment or both. The Appeal Panel may, however, overturn the original decision of the Returning Officers. Once the Appeal Panel has concluded its deliberations there is no further right of appeal. Judgements of the Appeal Panel may be made public at the discretion of the Appeal Panel. In deciding whether to make their judgements public, they shall give due heed to the future impact of publication on the member who is the subject of the complaint.
- 20) Regardless of whether a judgment is made public, the decision of the Returning Officers or Appeal Panel shall be made public by posting on the Society's boards. This shall contain, the name of any member found guilty of electoral malpractice, which sections of the Laws have been breached, and what punishment, if any, has been imposed.

## CHAPTER 8

### Appointments Procedure

- 1) The provisions of Chapter 8 shall apply to the appointment of the Vice President and to the Debating Officers as well as to all other positions within the Society, unless otherwise expressly stated.
- 2) The vacancy for the appointed positions shall be advertised to members for at least seven days prior to the appointment interviews. The Executive Officer shall be responsible for advertisements of vacancies. The advertisement of the vacancy shall stipulate:

- a) The name of the available position;
  - b) The approximate date and time of the interviews; and
  - c) The submissions required.
- 3) The Executive Officer shall co-ordinate the interview process. He or she shall make candidates for positions aware of the date and time of their interview at least twelve hours before the



interview is scheduled to take place. He or she shall receive the submissions, an application form any other materials required, from the candidates.

- 4) The Officers of Standing Committee shall interview all candidates for prospective positions. Officers must make the President and Vice President aware of any absences at least twenty-four hours before the first interview is due to commence. The Executive Officer shall be responsible for providing each Officer with a satisfactory copy of each candidate's submission materials as well as a comprehensive timetable of all the candidates.
- 5) The Officers shall judge applicants for each position based on:
  - a) Their ability to perform the role;
  - b) Their past experience;
  - c) Their enthusiasm at interview; and
  - d) Any other factors that they deem appropriate.
- 6) Any applicant for the position of Vice President must have completed at least one full Cambridge term as a Senior Appointee or Officer of the Society.
- 7) The Officers may ask questions of the candidates. These questions should not be of a personal nature and must not, in any way, be abusive, rude or derogatory towards a candidate.
- 8) Officers voting in accordance with Chapter 8 shall be deemed to have committed an offence under Chapter 11(1)(e) if they vote for a particular applicant whilst labouring under a Conflict of Interest.
- 9) The Officers shall vote, by a secret ballot administered by the Vice President, for each position. Unless otherwise provided in these Laws, the person appointed as a result of the vote shall commence his or her tenure with immediate effect.
- 10) The Vice President shall be responsible for the process of appointing the Vice President and Debating Officers. The Vice President shall therefore fulfil the functions of the Executive Officer set out in this chapter in the appointments procedure for the Vice President and Debating Officers.

## CHAPTER 9

### Membership

- 1) There shall be three principle categories of membership. These shall be Full Membership, Annual Membership, and Online Members. Members who possess Full Membership are said to be Full Members, who 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.
- 2) The Society's membership prices shall be decided by the Standing Committee in the penultimate meeting of the Easter Term. The Standing Committee shall consult the Bursar and the Accountant when deciding the membership prices.
- 3) Full and Annual Members shall be entitled to:
  - a) Use any available facility of the Society;

- b) Introduce two guests, who are not entitled to membership themselves, to the Society's premises and events as per the Guest Policy outlined in Regulation 5;
- c) A membership card;
- d) Attendance at all Society events.

- e) Apply for appointed positions
  - f) Attend meetings of sub-committees, subject to conditions set out in the Regulations.
  - g) Access to the Members Streaming Service when it is made available by the Society upon obtaining the consent of the speaker
- 4) In addition to these entitlements, Full Members shall be entitled to:
- a) Vote in any election or meeting of the Society;
  - b) Stand as a candidate for any elected position or apply for any appointed position.
- 5) Online Members shall be entitled to:
- a) Access to the Members Streaming Service as per the rights of Full and Annual Membership for a period of one year from the date of joining
- 6) Candidates for Full and Annual membership must:
- a) Consent to be bound by these Laws and Regulations;
  - b) Pay their membership fee in a timely and prompt manner; and
  - c) Be a member of the University of Cambridge; or
  - d) Be a student or graduate of Anglia Ruskin University.
  - e) Be a student of BBP Law School (Cambridge)
  - f) Be a student of the Judge Business School
  - g) Be a full time employee of the University of Cambridge including its constituent faculties and colleges
- 7) Candidates for Online membership must:
- a) Consent to be bound by these Laws and Regulations;
  - b) Pay their annual membership fee in full; and
  - c) Be a student of a University
  - d) Not be entitled to Full or Annual membership
- 8) Any Annual Member who wishes to upgrade to become a Full Member of the Society can do so by paying the differential between the Annual Rate and the Full Rate.
- 9) Prospective members may also take advantage of the Bursary Scheme. If they fulfil all the requirements for membership and, in addition, are the recipients of a full Newton Trust Bursary then they shall be eligible to join at a discounted rate.
- a) Those who receive confirmation of their Bursary after they have purchased Life Membership are entitled to a refund of the cost difference, provided that the Bursary was awarded in the same academic year as the start date of their membership.
- 10) Associate Membership, Honorary Membership and Friends of the Union
- 11) There shall be two additional classes of membership: that of Associate Membership and Honorary Membership. Both Associate and Honorary Members shall be entitled to:
- a) Use any available facility of the Society;

- b) A membership card; and
  - c) Attendance at all Society events.
  - d) Access to the Members Streaming Service as per the rights of Full and Annual Membership
- 12) Associate Membership may not be granted to anyone entitled to Life or Annual Membership.
- 13) An applicant for Associate Membership shall become an Associate Member immediately after his or her membership is approved by a vote of the Standing Committee.

- 14) The Standing Committee may also propose to grant Honorary Membership of the Society to a person of distinction.
- 15) To qualify for Honorary Membership, the candidate may have materially and significantly contributed to their profession or to public life in their native country.
- 16) The Standing Committee shall vote unanimously by secret ballot to award Honorary Membership. Honorary Membership shall have immediate effect.
- 17) 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. Friends of the Union shall be entitled to:
  - a) Use of any available facility of the Society;
  - 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

- 18) A member may resign his or her 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.
- 19) A person shall cease to be a member of the Society if he or she is expelled from the Society. Such a person may not apply for membership of the Society again.

## CHAPTER 10

### Constitutional Conventions

- 1) Constitutional Conventions may be held if deemed necessary by a vote of Standing Committee to consider proposed amendments to these Laws and the Regulations provided that amendments have been presented as stipulated in Chapter 5 of these Laws or at the discretion of the Standing Committee.
- 2) All Officers must attend the Constitutional Conventions unless they have a valid reason for non-attendance, which they have communicated to the Vice President at least twenty-four hours in advance of the Constitutional Conventions.
- 3) The agenda for the Constitutional Conventions shall be prepared and circulated to the Society's membership at least twenty-four hours in advance of the Constitutional Convention.
- 4) The Constitutional Conventions shall be chaired by the Vice President. If the Vice President cannot chair the Constitutional Convention, it shall be chaired by the next in the Order of Precedence.

- 5) Members must be notified of the Constitutional Convention by email at least seven days before it takes place. This shall be the responsibility of the Vice President through the Secretary.

## CHAPTER 11

### Discipline

1. A member will be said to have committed a class I breach if he or she:
  - a. Physically or verbally assaults another person on the Society's premises;
  - b. Breaches the law of England and Wales on the Society's premises;
  - c. Misappropriates the Society's funds or other resources;
  - d. Uses his or her position as a Returning Officer to help or hinder the candidature of a member; or
  - e. Votes in the Chapter 8 appointments procedure where he or she is labouring under a Conflict of Interest in relation to one or more applicants for a given position.
  - f. Fails to fulfil the duties as an Officer of the Standing Committee in such a way which could bring the Society into disrepute
  - g. Breaches the Non-Disclosure Agreement
  - h. Breaches the Code of Conduct, as contained in Protocol D
2. A member will be said to have committed a class II breach if he or she:
  - a. Disrupts a Society event;
  - b. Deliberately gives false evidence about an alleged offence against the Society; or
  - c. Commits an obscene act on the Society's premises;
3. Any member who aids and abets in any breach of the Society's Laws, as set out in Chapter 11 (1) of these Laws shall be deemed to have committed the underlying breach.
4. Any member who conspires with others to perform a breach, as set out in Chapter 11 (1) shall be deemed to have committed the breach themselves.

#### Investigation of breaches

- 5) The President shall investigate any potential breach of these Laws unless he or she is labouring under a Conflict of Interest. If the President is labouring under a Conflict of Interest, he or she shall immediately hand over the details of any investigation to the Chair of the Review Committee. In such situations, the Chair of Review Committee shall appoint three members of the Review Committee to form an Investigation Panel. The Investigation Panel shall conduct an investigation in accordance with Chapter 11 (6)-(14). For this purpose, any reference to 'President' shall be read as 'Investigation Panel' and 'he or she' as 'they' were appropriate.
- 6) For the President to begin an investigation, he or she may discover evidence or see a formal complaint. If he or she receives a formal complaint, that complaint must be:
  - a) Signed by no fewer than three members of the Society;
  - b) Contain the name of the person accused of the breach (if more than one person is accused then this procedure in Chapter 11 (5) must be completed again);
  - c) Contain the details of the alleged breach and adequate evidence in writing to support the allegation;
  - d) The names of the complainant.
- 7) Upon obtaining a complaint in writing the President shall immediately commence an investigation.

- 8) The President shall notify the member who is the subject of the alleged breach in writing. He or she 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.
- 9) 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 discipline.
- 10) Within twenty-four hours, the member who is the subject of the complaint shall be given an opportunity to comment on the allegations brought against them and all evidence in question. The member who is the subject of the complaint shall have the right to attend and to speak at



any meeting convened by the President to listen to oral evidence from any other relevant witnesses.

### Judgment

- 11) Upon coming to a decision in the investigation the President may find the complaint, on the balance of probabilities, proved or not proved. He or she may impose sanctions in accordance with Chapter 11 (12) and (13) of these Laws.
- 12) The subject of the investigation, if an Officer, will have two weeks' notice in which during this time he or she will correct and rectify the grounds of the complaint. After the two-week period, the President shall call a meeting of the Standing Committee, who will be instructed to vote via secret ballot, to be administered by the Vice President, on if the Officer should be removed from their Office. If the Standing Committee vote to remove the Officer, they will be stripped of their Office with immediate effect and be considered impeached.
- 13) The President must inform the member in question of the outcome of the investigation. He or she must also inform the member that he or she has a right to appeal the decision. Any appeals procedure should be carried out in accordance with Chapter 12.
- 14) Judgements of the President may be made public by posting on the boards at the discretion of the President once the right to appeal has elapsed. No judgement may be made public in the event of an appeal. In deciding whether to make his or her judgements public, the President shall have due consideration for the future impact of publication upon the member who is the subject of the complaint.
  - a) The member who is the subject of the judgement may appeal the President's decision to publish the judgement.
- 15) Regardless of whether a judgment is made public, the decision of the President shall be made public by posting on the Society's boards. This shall contain, the name of any member found guilty of a breach of discipline, which sections of the Laws have been breached, and what punishment, if any, has been imposed.

### Sanctions

- 15) If a class I breach is proved on the balance of probabilities, then the Standing Committee may:
  - a) Suspend membership for a period of between three and six months; or
  - b) Revoke membership in accordance with Chapter 9.
- 16) If a class II breach is proved on the balance of probabilities, then the Standing Committee may:
  - a) Impose a fine of up to £100; or
  - b) Suspend membership for one month.

## CHAPTER 12

### Appeals

- 1) There shall be two appeals procedures. The first, explained in Chapter 12 (2)-(7), will deal with decisions that are made where the President at first instance. The second appeal procedure,

explained in Chapter 12 (8)-(13), will deal with decisions of the Investigation Panel at first instance. In either case, a member may only appeal their first instance decision if:

- a) The member who is the subject of the complaint is not satisfied with the outcome; or
- b) The sanctions imposed exceed those specified in Chapter 11.
- c) The member who is the subject of the complaint requests that the President's judgement not be made public. The Appeal Panel shall consider the possible future impact of making the President's judgement public on the member who is the subject of the complaint in reaching their decision.

## First instance decisions made by President

- 2) An appeal must be lodged, in writing, with the Chair of the Review Committee within twenty-four hours of the decision of President being communicated to the member in question. To be considered valid the appeal must state:
  - a) The decision being appealed; and
  - b) The grounds for appealing that decision.
- 3) After receipt of the appeal, the Chair of Review Committee shall immediately appoint three members of the Review Committee to serve as the Appeal Panel for that particular appeal.
- 4) All information pertaining and concerning the appeal shall be handled by the Chair of the Review Committee. He or she shall not make any information, discussions or decisions public or known to any Officer or Appointee until after the appeals process has been concluded.
- 5) 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 by in receipt of oral and written statements from:
  - a) The President;
  - b) The Appellant; and
  - c) Any other member affected by or involved in the appeal.
- 6) The Appeal Panel shall vote by simple majority. It may affirm the original decision or dismiss the appeal. An affirmation can uphold the sanction, the judgment or both. The Appeal Panel may, however, overturn the original decision. Once the Appeal Panel has concluded its deliberations there is no further right of appeal.
- 7) Judgements of the Appeal Panel may be made public by posting on the boards at the discretion of the Appeal Panel. In deciding whether to make their judgements public, they shall give due heed to the future impact of publication on the member who is the subject of the complaint.
- 8) Regardless of whether a judgment is made public, the judgement of the Appeal Panel shall be made public by posting on the Society's boards. This shall contain, the name of any member found guilty of a breach of discipline, which sections of the Laws have been breached, and what punishment, if any, has been imposed.

## First instance decisions made by the Investigation Panel

- 9) An appeal must be lodged, in writing, with the Chair of the Review Committee within twenty-four hours of the decision of Investigation Panel being communicated to the member in question. To be considered valid the appeal must state:
  - a) The decision being appealed; and
  - b) The grounds for appealing that decision.
- 10) After receipt of the appeal, the Chair of Review Committee shall immediately appoint three different members of the Review Committee to those that sat on the original Investigation Panel. They will constitute the new Appeal Panel.
- 11) All information pertaining and concerning the appeal shall be handled by the Chair of the Review Committee. He or she shall not make any information, discussions or decisions public or known to any Officer or Appointee until after the appeals process has been concluded.

- 12) 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 by in receipt of oral and written statements from:
- a) The original Investigation Panel;
  - b) The Appellant; and
  - c) Any other member affected by or involved in the appeal.

- 13) The Appeal Panel shall vote by simple majority. It may affirm the original decision or dismiss the appeal. An affirmation can uphold the sanction, the judgment or both. The Appeal Panel may, however, overturn the original decision. Once the Appeal Panel has concluded its deliberations there is no further right of appeal.
- 14) Judgements of the Appeal Panel may be made fully public at the discretion of the Appeal Panel. In deciding whether to make their judgements fully public, they shall give due heed to the future impact of publication on the member who is the subject of the complaint.
- 15) Regardless of whether a judgment is made fully public, the outline judgement of the Appeal Panel shall be made public by posting on the Society's boards. This shall contain, the name of any member found guilty of a breach of discipline, which sections of the Laws have been breached, and what punishment, if any, has been imposed.

## CHAPTER 13

### The Purpose of the Union

- a) The Union's core purpose shall be to educate students and young people through the free exchange of ideas.
  - i) The Union shall teach students and schoolchildren to speak in public, discuss pressing issues and debate to the highest possible standard; both within the British Parliamentary format and outside of it.
- b) The Union shall provide a forum for discussion, debate and the questioning of individuals.
  - i) 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.
  - ii) There shall be no constraints on the discussion held at the Union, beyond conforming to the laws of England and Wales.
  - iii) The Union shall ensure the best possible atmosphere for the free exchange of ideas without compromising its core principles.
  - iv) The Union shall maintain and, when deemed necessary, expand a permanent residence for the hosting of said forum.
- c) 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



## REGULATION 1

### General Principles

- 1) The provisions of Regulation 1 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.

### Travel Policy

- 4) 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 Debating Officers and in case of expenditure exceeding £50.00 prior authorisation is required – see 8 below.
- 5) Union business shall include, but not be limited to, Guest Liaison, Termcard Distribution, meetings with third parties, recruitment and debating activities.
- 6) 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.

### Expenses Policy

- 7) Expenses of Officers and Appointees shall only be reimbursed if the Officer or Appointee has completed and submitted an ECF (Expenses Claim Form) AND attached receipts for all transactions to each ECF.
- 8) All expenditure over the value of £50.00 must receive prior authorisation in writing from the President, the Vice President or the President Elect or Bursar. Expenditure over this value will not be reimbursed unless such prior authorisation has been received.
- 9) 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.
- 10) Officers who hold Union Credit Cards, normally the Vice President and Debating Officers, shall not have to seek prior permission for all expenditure 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.
- 11) All ECFs must be signed by the President or the Vice President or the President Elect or the Treasurer or, for debating related expenses, the Debating Officers. If expenses are incurred by the President then their ECF must be signed by the Vice President and vice versa.

- 12) The Debating Officers' individual ECFs must be signed by the Vice President.
- 13) All Officers and Appointees expenditure will not be repaid if it is not submitted to the Treasurer within fourteen days of it being incurred.



- 14) This requirement can be extended in exceptional circumstances subject to the approval of the President, Vice President and President-elect.

#### Interface between the Union and Cambridge Union Enterprises Limited

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

## REGULATION 2

### 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 Vice President, in consultation with 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) The Duty Officer will have a variety of responsibilities depending on the type of event that they are responsible for.
- 4) For Debates and Speaker Events, the Duty Officer shall be responsible, in consultation with the Head of Event Management, for the state of the chamber prior to and after debates. The Duty Officer will also work with the Senior Guest Liaisons and Guest Liaison Assistants to ensure that the President's Bar Tab is correct and is signed for at the end of every debate night. The Duty Officer shall, if members of staff have communicated that they are leaving, be responsible for securing, alarming and locking the entire building.
- 5) For Social Events, the Duty Officer will be responsible for all monies taken, that are not included in the ticket price. These should be collected and stored in the safe in the President's Office and handed to the Bursar or Accountant as soon as possible. The Duty Officer must ensure that records are kept for these transactions. The Duty Officer shall, if members of staff communicated that they are leaving, be responsible for securing, alarming and locking the entire building.

REGULATION 3

Procedure for Main Debates

- 1) The President shall chair each debate, or if unavailable the next highest available member in the Order of Precedence.
- 2) Debates shall be held on the day and at the time determined by the Laws. The doors of the Chamber shall be opened at least one hour before the time scheduled for the start of the debate.
- 3) An order paper shall be produced for each debate. Order papers shall set out the motion for debate and shall record the name of each speaker. Order papers shall be distributed to members as they enter the chamber prior to the commencement of the debate.
- 4) 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.
- 5) The Chair may set such a time limit on speeches as he or she deems 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.

#### Points of Information

- 6) Where a speaker has not been granted protected status a point of information may be offered by any member during his or her speech. Where the speaker indicates his or her willingness to accept such a point of information, the member shall make his or her point. No point of information may exceed thirty seconds in duration.
- 7) The Chair may grant protected status to any speaker. Where a speaker has been granted protected status no points of information may be offered during his or her speech.
- 8) Where a speaker has been granted protected status this shall be recorded on the order paper and the Chair shall inform the House that the speaker has protected status prior to the speaker commencing his or her speech.

#### The Debate Book

- 9) The Vice President shall be responsible for ensuring that the Society maintains, in good order, a debate book, in which shall be recorded:
  - 10) The motion of each debate;
  - 11) The names of every speaker in each debate; and
  - 12) The result of the division on each motion.

#### Voting

- 13) After the last speaker has concluded his or her speech the Chair shall announce a division. Members wishing to vote for the motion shall pass through the ayes door, members wishing to vote against the motion shall pass through the noes door and those wishing to abstain shall pass through the central door. The Chair shall ensure provision is made for members who have observed the debate in the gallery to vote or to register their abstention.

- 14) Prior to the commencement of the debate the Chair shall ensure that at least six stewards have been appointed for the debate.
- 15) In the event the President stipulates that there should be a pre-vote before the debate, the Head(s) of Event Management shall be responsible for organising it.

- 16) In the event of a pre-vote, the results of both it and the post-debate vote shall be expressed as percentages.
- 17) The stewards shall be responsible for recording the votes cast, and abstentions registered, during any division. The stewards shall communicate the results of the vote to the Vice President
- 18) The Vice President shall record all the results in the debate book.
- 19) Once the Vice President has recorded the total votes cast in the debate book he or she shall proceed to the bar where he or she shall announce the result of the division(s).

#### Emergency Debates

- 20) Emergency Debates shall be chaired by the President-Elect, or if unavailable an officer or officer-elect designated by the President-Elect.
- 21) The following information shall be recorded in the debate book
  - 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.
- 22) The Secretary shall be responsible for recording the above information in the debates book. If the Secretary is unable to attend the emergency debate he or she shall inform the Vice-President, who shall appoint another Officer or Appointee to exercise the duties of the Secretary. If the Secretary wishes to speak in a debate he or she shall appoint a deputy to exercise his or her duties for the duration of the speech.
- 23) 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.
- 24) No speech in an emergency debate shall exceed five minutes. The Secretary shall be responsible for keeping time during speeches. Points of information may not be offered during the first and last minutes of a speaker's time.

#### REGULATION 4

##### House Rules

- 1) No animals shall be permitted to enter the Society's premises, with the sole exception of guide-dogs.
- 2) No food or drink shall be permitted in the Chamber without the expressed permission of the President, Vice President or Bursar.
- 3) Any person who fails to show his or her valid membership card to any Officer or Appointee who requests to see it upon being requested to show the card may be asked to leave the Society's premises. Upon being asked to leave the Society's premises, that person must leave immediately.

- 4) 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.
- 5) No members shall be permitted to photograph, film or otherwise record any of the Society's Speaker Events, Main Debates, or Emergency Debates.

- 6) Material or successive minor breaches of the above House Rules shall result in immediate expulsion from the Society's premises.

## REGULATION 5

### 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 Chapter 10 of these Laws.
- 2) The guest will be charged £20.
- 3) Where Standing Committee resolves that a Debate or Speaker Event should be closed to all guests, including reciprocal members (see protocol D), 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 Standing Committee, by majority vote, 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 the fire capacity has been reached.
- 7) The Standing Committee, by majority vote, 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 Events Manager; or
  - e) The Officer or Appointee in charge of the event.
- 9) Any member is responsible for the actions of their guests at Union events, specifically including the payment of any charges relating to damaged property. If a member's guest infringes any of the disciplinary laws of the Society, that member will be treated as if they had infringed the same laws themselves.

## REGULATION 6

## Speaker Invitations

- 1) The provisions of Regulation 6 shall be binding on all Officers and Appointees.
- 2) 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:



- 3) may contravene the laws of England and Wales whilst on the Society's premises;
- 4) appear on the Home Office's proscribed terror groups and organisations list; or
- 5) may cause significant protest, demonstration, or complaints from the Society's membership.
- 6) The President will review the potential speaker by circulating his or her name to the Standing Committee. If the Standing Committee, voting by a simple majority, votes in favour of hosting the potential speaker, the President must present the costs and details associated with hosting that speaker to the Board of Trustee-Directors. If the Board of Trustee-Directors votes, voting by a simple majority, in favour of these plans then the potential speaker may be invited.
- 7) Once invited, the Bursar shall be responsible for ensuring the safety of members and the security 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.

## REGULATION 7

### Procedure for the Selection of Debating Teams

- 1) The Debating Officer 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 Debating Officers on the Cambridge Debating Mailing List and members may apply for any of those opportunities.
- 3) The 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; or
  - e) The potential to develop or improve speaking or adjudicating.
  - f) Contribution to Cambridge debating.
- 4) The maximum Team Cap and the maximum Judges Cap shall be sent to WUDC and EUDC.
- 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.
- 6) 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 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..
- e) If it is impossible for the debating officers to find selectors who fulfil all of the criteria in Section 6 (a-d), CDC and the President, Vice President and President-elect must be given a good explanation of why this is the case.

- 7) The application and selection process to trial shall be as for an IV, 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 3.
  - 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 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 Debating Officers shall select from the original applicants based on:
    - i) The criteria outlined in Section 3
    - ii) From the list of those who originally applied.
  - e) The 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 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.
    - ii) If the Debating Officers do not find the justification for the trialist's absence to be reasonable, the trialist may appeal the decision to the President, Vice President and President-elect, who must then make a decision on whether the trialist will be allowed to submit their CV to the independent selectors in concert with the Debating Officers
    - iii) Trialists who submit a CV to the Independent Selectors instead of attending the competitive selection process may not specify which team they would prefer to speak in, although they may indicate a preference for their debating partner.

#### Reimbursement of Debaters

- 8) The Society shall pay the full cost of registration at all competitions for teams that are representing the Cambridge Union.
- 9) The travel costs incurred by speakers and adjudicators at competitions may be partially reimbursed by the Society, as detailed below. The Debating Officers, with the unanimous consent of the President, Vice President and President-Elect, may withhold some or all of the reimbursement of travel costs if they deem the costs to be unreasonable.
- 10) Speakers shall contribute to the cost of their travel at External Competitions. They shall provide a personal payment of between £15 and the total cost. All reasonable travel costs shall be reimbursed or paid for by the Society. All reasonable travel costs for adjudicators at external competitions shall be reimbursed or paid for by the Society.
- 11) Speakers and adjudicators at WUDC and EUDC shall provide a personal payment of between £300 and £75 depending on the location of the International Competition. The Debating Officers will decide what the personal payment is for each WUDC or EUDC.

- 12) Expenses claims will not be paid for competitions and judging expenses if the form and receipts are submitted to the Debating Officers more than two weeks after the relevant competition or Cambridge Schools round.

- 13) This requirement can be extended in exceptional circumstances subject to the approval of the debating officers, President, Vice President and President-elect.
- 14) Where possible, it shall be the duty of the Debating Officers to buy travel tickets in advance for and judges and speakers for any event, in order to reduce costs.
- 15) The Debating Officers may delegate this responsibility to a convenor of the Cambridge Schools competition if deemed necessary.

## REGULATION 8

### The Secretary

- 1) There shall be a Secretary of the Society. Any Full Member shall be eligible to apply for the position of Secretary.
- 2) The Secretary shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Secretary shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Secretary. The Secretary may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Secretary shall automatically resign when a new Secretary is appointed under Regulation 8 (3)(a).
- 4) The Secretary shall report to the Vice President. The Secretary shall:
  - a) Prepare the Order Papers;
  - b) Minute all meetings of the Society and all emergency debates;
  - c) Send bi-weekly emails to the Society's membership;
  - d) Send emails at the start of term to the Society's non-resident membership; and
  - e) Send weekly emails to the 'Friends of the Union.'
  - f) Perform miscellaneous and other administrative duties assigned to the Secretary by the Vice President.

## REGULATION 9

### The Head of Events Management

- 1) Standing Committee shall appoint the Head(s) of Events Management of the Society. Any Full Member shall be eligible to apply for the position of Head of Events Management.

- 2) The Head(s) of Events Management shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Head of Events Management shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Head(s) of Events Management. The Head(s) of Events Management may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Head of Events Management shall automatically resign when a new Head of Events Management is appointed under Regulation 9(3)(a).

- 4) The Head(s) of Events Management shall report to the Executive Officer. The Head(s) of Events Management shall:
  - 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
  - d) Adequately stewarded;
  - e) Held in a venue that is properly prepared and cleaned; and
  - f) Smoothly and successfully managed.
  - g) Monitor the attendance of event Stewards at events held by the Society;
  - h) Ensure that, subject to Standing Committee approval, stewards are appropriately rewarded for their efforts.
- 5) The Standing Committee may also appoint up to three Deputy Heads of Events Management in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 6) The Deputy Heads of Event Management shall:
  - a) Assist him or her with his or her duties.
- 7) Any Deputy Head of Events Management may resign in accordance with the procedure set out in this Regulation.

## REGULATION 10

### The Head of Publicity

- 1) Standing Committee shall appoint the Head(s) of Publicity of the Society. Any Full Member shall be eligible to apply for the position of Head of Publicity.
- 2) The Head of Publicity shall be appointed in accordance with Chapter 8 of these Laws.
- 3) The new Head(s) of Publicity shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Head(s) of Publicity. The Head(s) of Publicity may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Head(s) of Publicity shall automatically resign when a new Head(s) of Publicity is appointed under Regulation 10 (3)(a).
- 4) The Head(s) of Publicity shall report to the Executive Officer. The Head(s) of Publicity shall:

- a) Personally ensure the distribution of posters and other promotional material to all of the colleges within the University;
  - b) Ensure that a suitable number of posters are also distributed around Cambridge;
  - c) Communicate the details of Society events to colleges, faculties and other parties that may be interested in the event.
- 5) The Standing Committee may also appoint up to three Deputy Heads of Publicity in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.



- 6) The Deputy Head(s) of Publicity shall:
  - a) Assist the Head(s) of Publicity with their duties.
  
- 7) Any Deputy Head of Publicity may resign in accordance with the procedure set out in this Regulation.

## REGULATION 11

### The Membership Officer

- 1) There shall be a Membership Officer(s) of the Society. Any Full Member shall be eligible to apply for the position of Membership Officer(s).
  
- 2) The Membership Officer(s) shall be appointed in accordance with Chapter 8 of these Laws.
  
- 3) The Membership Officer(s) shall be appointed:
  - a) At the first meeting of the Standing Committee in the Lent term presidency; and
  - b) Upon the resignation of the previous Membership Officer(s). A Membership Officer(s) may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Membership Officer(s) shall automatically resign when the new Membership Officer(s) are appointed under Regulation 11 (3)(a).
  
- 4) The Membership Officer(s) shall report to the President and the Vice President. The Membership Officer(s) shall:
  - a) Work with the President, Vice President and the Bursar to develop a strategy for recruiting new members to the Society;
  - b) Oversee the implementation of the strategy set out in sub-section (a) above, in conjunction with the Officers, Appointees and employees of the Society;
  - c) Run and organise a stall at the annual University of Cambridge Freshers' Fair.
  - d) 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;
  - e) Run a programme of events throughout the year to encourage new members to join; and
  
- 5) Present a report to the Standing Committee in the final term of the Michaelmas presidency detailing:
  - a) The work the Membership Officer(s) have undertaken;
  - b) A statistical breakdown of that year's membership figures; and
  - c) Recommendations for his or her successor as Membership Officer(s).

- 6) The Standing Committee may also appoint up to two Deputy Membership Officer(s) in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 7) The Deputy Membership Officer(s) shall:
  - a) Assist the Membership Officer(s) with their duties
- 8) The Deputy Membership Officer(s) may resign in accordance with the procedure set out in this Regulation.

## REGULATION 12

### The Co-Heads of Access

- 1) There shall be two Co-Heads of Access of the Society. Any Full Member shall be eligible to apply for the position of Co-Head of Access.
- 2) The Co-Heads of Access shall be appointed in accordance with Chapter 8 of these Laws.
- 3) The Co-Heads of Access shall be appointed:
  - a) At the first meeting of the Standing Committee in the Lent term presidency; and
  - b) Upon the resignation of the previous Co-Heads of Access. A Co-Head of Access may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Co-Heads of Access shall automatically resign when the new Co-Heads of Access are appointed under Regulation 12 (3)(a).
- 4) Any Access Officer must be appointed in consultation with the Debating Officers.
- 5) The Co-Heads of Access shall report to the President and the Vice President. The Co-Heads of Access shall:
  - a) Work with the President and Vice President to develop a plan to improve to Society's accessibility to members, the public and schoolchildren;
  - b) Establish and maintain links with schools in the Cambridge and London area;
  - c) Work with the Debating Officers and plan ways in which debating can be incorporated into access initiatives.

## REGULATION 13

### The Head of Press

- 1) Standing Committee shall appoint the Head(s) of Press of the Society. Any Full Member shall be eligible to apply for the position of Head of Press.
- 2) The Head(s) of Press shall be appointed in accordance with Chapter 8 of these Laws.
- 3) The new Head(s) of Press shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Head of Press. The Head of Press may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Head(s) of

Press shall automatically resign when the new Head(s) of Press is appointed under Regulation 13 (3)(a).

- 4) The Head(s) of Press shall report to the President. The Head of Press shall:
  - 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.

- 5) The Standing Committee may also appoint up to three Deputy Heads of Press in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 6) The Deputy Heads of Press shall:
  - a) Assist the Head(s) of Press with their duties.
- 7) Any Deputy Head of Press may resign in accordance with the procedure set out in this Regulation.

#### REGULATION 14

##### The Head of Audio-Visual

- 8) There shall be a Head of Audio-Visual of the Society. Any Full Member shall be eligible to apply for the position of Head of Audio-Visual.
- 9) The Head of Audio-Visual shall be appointed in accordance with Chapter 8 of these Laws.
- 10) A new Head of Audio-Visual shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Head of Audio-Visual Technology. The Head of Audio-Visual may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Head of Audio-Visual shall automatically resign when a new Head of Audio-Visual is appointed under Regulation 14 (3)(a).
- 11) The Head of Audio-Visual shall report to the President, Vice President and Executive Officer. The Head of Audio-Visual shall:
  - a) Organise the recording of all Main Debates, Emergency Debates, Speaker Events and General Meetings.
  - b) Maintain and develop the Society's existing audio-visual capability, under the direction of the Bursar and the Vice President;
  - c) Ensure that recordings are promptly placed on the Society's website and on the Society's YouTube channel.
- 12) The Senior technician has final say over all matters relating to the CUS AV infrastructure.
- 13) The Standing Committee may also appoint up to three Deputy Heads of Audio-Visual in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 14) The Deputy Head(s) of Audio-Visual shall:
  - a) Assist the Head of Audio-Visual with his or her duties.

- 15) Any Deputy Head of Audio-Visual may resign in accordance with the procedure set out in this Regulation.

## REGULATION 15

The Senior Guest Liaison (Debates)

- 1) Standing Committee shall appoint the Senior Guest Liaison(s) (Debates) of the Society. Any Full Member shall be eligible to apply for the position of Senior Guest Liaison (Debates).
- 2) The Senior Guest Liaison(s) (Debates) shall be appointed in accordance with Chapter 8 of these Laws.
- 3) The new Senior Guest Liaison(s) (Debates) shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Senior Guest Liaison(s) (Debates). The Senior Guest Liaison(s) (Debates) may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Senior Guest Liaison(s) (Debates) shall automatically resign when a new Senior Guest Liaison (Debates) is appointed under Regulation 15 (3)(a).
- 4) The Senior Guest Liaison(s) (Debates) shall report to the President and Executive Officer. The Senior Guest Liaison (Debates) shall:
  - a) Organise and direct a team of Guest Liaison Assistants to ensure that all Main Debate guests receive courteous treatment;
  - b) Interview and recruit a team of Guest Liaison Assistants;
  - c) Ensure all Main Debate guests have transportation to the Society.
- 5) The Standing Committee may also appoint up to two Deputy Guest Liaisons (Debates) in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 6) The Deputy Guest Liaisons (Debates) shall:
  - a) Assist the Senior Guest Liaison(s) (Debates) with their duties.
- 7) Any Deputy Guest Liaison may resign in accordance with the procedure set out in this Regulation.

## REGULATION 16

### The Senior Guest Liaison (Speakers)

- 1) Standing Committee shall appoint the Senior Guest Liaison(s) (Speakers) of the Society. Any Full Member shall be eligible to apply for the position of Senior Guest Liaison (Speakers).
- 2) The Senior Guest Liaison(s) (Speakers) shall be appointed in accordance with Chapter 8 of these Laws.
- 3) The new Senior Guest Liaison(s) (Speakers) shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Senior Guest Liaison(s) (Speakers). The Senior Guest Liaison(s) (Speakers) may resign by communicating an intention to do so in writing to the Vice

President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Senior Guest Liaison(s) (Speakers) shall automatically resign when the new Senior Guest Liaison(s) (Speakers) is appointed under Regulation 16 (3)(a).

- 4) The Senior Guest Liaison(s) (Speakers) shall report to the President and Executive Officer. The Senior Guest Liaison(s) (Speakers) shall:
  - a) Ensure that all speakers receive courteous treatment;



- b) Ensure all speakers have transportation to the Society.
- 5) The Standing Committee may also appoint up to two Deputy Guest Liaisons (Speakers) in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 6) The Deputy Guest Liaisons (Speakers) shall:
  - a) Assist the Senior Guest Liaison(s) (Speakers) with their duties.
- 7) Any Deputy Guest Liaison (Speakers) may resign in accordance with the procedure set out in this Regulation.

## REGULATION 17

### The Chief Photographer

- 1) There shall be a Chief Photographer of the Society. Any Full Member shall be eligible to apply for the position of Chief Photographer.
- 2) The Chief Photographer shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Chief Photographer shall be appointed:
  - a) At the first meeting of the Standing Committee of each Presidency; and
  - b) Upon the resignation of the previous Chief Photographer. The Chief Photographer may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Chief Photographer shall automatically resign when a new Chief Photographer is appointed under Regulation 17 (3)(a).
- 4) The Chief Photographer shall report to the President and Executive Officer. The Chief Photographer shall:
  - 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 all photographs taken on the Society's computers;
  - d) Take official photographs of Main Debates, Speaker Events and Social Events.

## REGULATION 18

### The Diversity Officer

- 1) Standing Committee shall appoint the Diversity Officer(s) of the Society. Any Full Member shall be eligible to apply for the position of Diversity Officer.
- 2) The Diversity Officer(s) shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Diversity Officer shall be appointed:
  - a) At the last meeting of the Standing Committee of each presidency;
  - b) Upon the resignation of the previous Diversity Officer(s). The Diversity Officer(s) may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Diversity Officer shall automatically resign after two terms in office.

- 4) The Diversity Officer(s) shall be appointed for a period of two terms. For their first term of office they shall be known as the Diversity Officer Designate. For their second term in office, they shall be known as the Diversity Officer. At all times there shall be at least one Diversity Officer and one Diversity Officer Designate.
- 5) The Diversity Officer(s) shall report to the President. The Diversity Officer(s) Designate shall report to the President-elect.
- 6) The Diversity Officer(s) Designate shall:
  - a) Prepare speaker events and forums for the following term
  - b) Help the Executive Officer-elect invite diverse speakers for the debates during the following term.
- 7) The Diversity Officer(s) shall:
  - a) Be responsible for running the events they have organised during the previous term, in concert with the Officers.
  - b) Present a report to the Standing Committee during final week of their term detailing the work they have undertaken
- 8) Both the Diversity Officer(s) Designate and the Diversity Officers(s) shall:
  - a) Work with the President, Vice President, Officers and Officers-Elect to oversee a strategy for increasing the diversity of student involvement in the Society, and ensuring a diverse range of speakers are invited to speak each term;
  - b) Work with Debating Officers to develop and oversee a strategy for increasing diversity in participation in debating workshops and competitions.

## REGULATION 19

### Women's Officer(s) and Women's Officer(s) Designate

- 1) Standing Committee shall appoint the Women's Officer(s) of the Society. Any Full Member shall be eligible to apply for the position of Women's Officer.
- 2) The Women's Officer(s) shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Women's Officer shall be appointed:
  - a) At the last meeting of the Standing Committee of each presidency;
  - b) Upon the resignation of the previous Women's Officer(s). The Women's Officer(s) may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Women's Officer shall automatically resign after two terms in office.
- 4) The Women's Officer(s) shall be appointed for a period of two terms. For their first term of office they shall be known as the Women's Officer Designate. For their second term in office, they shall be known as the Women's Officer. At all times there shall be at least one Women's Officer and one Women's Officer Designate.
- 5) The Women's Officer(s) shall report to the President. The Women's Officer(s) Designate shall report to the President-elect.
- 6) The Women's Officer(s) Designate shall:

- a) Prepare speaker events and forums for the following term
  - b) Help the Executive Officer-elect invite female speakers for the debates during the following term.
- 7) The Women's Officer(s) shall:
- a) Be responsible for running the events they have organised during the previous term, in concert with the Officers.

- b) Present a report to the Standing Committee during final week of their term detailing the work they have undertaken
  - c) Be a permanent invitee to Standing Committee, and the Women's Officer Designate will have a transition period.
- 8) Both the Women's Officer(s) Designate and the Women's Officers(s) shall:
- a) Work with the President, Vice President, Officers and Officers-Elect to oversee a strategy for increasing female involvement in the Society;
  - b) Work with Debating Officers to develop and oversee a strategy for increasing female participation in debating workshops and competitions
  - c) Liaise with the Heads of Campus and Online Publicity to maintain communication with feminist and Women's groups within Cambridge

## REGULATION 20

### The Secretary to the Development Council

- 1) There shall from time to time be appointed a Secretary to the Development Council. Any Full Members shall be invited by the Development Officers to apply for this position.
- 2) The Secretary to the Development Council shall be appointed from time to time at the discretion of the Development Officer(s) and the Chair(s) of the Development Council. There is no requirement for the position to be held at all times.
- 3) Once appointed, the Secretary to the Development Council will serve until the conclusion of the next academic term. The Development Officers will, at their discretion, either re-appoint them, find a replacement as outlined in section 2 or leave the position vacant.
- 4) The Secretary to the Development Council may resign by communicating an intention to do so in writing to the Chair(s) of the Development Council.
- 5) The Secretary to the Development Council may be removed from their position at the discretion of the Development Officer(s) and the Chair(s) of the Development Council.
  - 1) This decision must be communicated to the Secretary to the Development Council in writing.
- 6) The Secretary to the Development Council shall report to the Development Officer(s). The Secretary to the Development Council shall:
  - 1) Be invited to all meetings of the Development Council without becoming a member of that Board
  - 2) Prepare the agenda for meetings of the Board and ensure they are circulated 24 hours in advance of the meeting or more.
  - 3) Minute the discussions of the Development Council and circulate those minutes within 24 hours of the meeting closing.
  - 4) Ensure the careful keeping of records regarding the work of the Development Council.
  - 5) Perform miscellaneous and other administrative duties assigned to the Secretary by the Development Officer(s) and Development Council

## REGULATION 21

### The Development Officers

- 1) There shall from time to time be appointed Development Officers. Any person can be invited by the Board of Trustees to apply for this position.
- 2) The Development Officers shall be appointed from time to time at the discretion of the Board of Trustees.
- 3) The Development Officers may resign by communicating an intention to do so in writing to the Board of Trustees.

- 4) The Development Officers may be removed from their position at the discretion of the Board of Trustees.
  - a) This decision must be communicated to The Development Officers in writing.
- 5) The Development Officers shall report to the Board of Trustees. The Development Officers shall:
  - a) Manage the fundraising campaigns authorised by the Board of Trustees from time to time.
  - b) Ensure the decisions of the Development Council are carried out.
  - c) Manage the relationship with donors to the Cambridge Union from time to time.
  - d) Ensure the careful keeping of records regarding the work of the Development Council and any fundraising campaigns taken on from time to time.
  - e) Organise the events put on for the fulfilment of the aims of fundraising campaigns taken on from time to time.
  - f) Manage the relationship with consultants hired to assist in the fulfilment of the aims of fundraising campaigns taken on from time to time.

## REGULATION 22

### The Inter- Varsity Convenors

- 1) There shall be two Inter- Varsity Convenors of the Society. Any Full Member shall be eligible to apply for the position of Inter- Varsity Convenors.
- 2) The Inter- Varsity Convenors shall be appointed by the Debating Officers, the President, Vice President and President-elect in accordance with Chapter 8 (5-7) of these Laws.
- 3) The new Inter- Varsity Convenors shall be appointed:
  - a) At the last meeting of the Standing Committee of each Easter presidency;
  - b) Upon the resignation of the previous Inter- Varsity Convenors, the Inter- Varsity Convenors may resign by communicating an intention to do so in writing to the Debating Officers. That resignation shall occur at the time of the receipt of that communication by the Debating Officers. The Inter- Varsity Convenors shall automatically resign when new Inter-Varsity Convenors are appointed under Regulation 20 (3)(a).
- 4) The Convenors must be *in statu pupillari* during the term the Inter-Varsity Competition is run.
- 5) The Inter- Varsity Convenors shall report to the Debating Officers. The Inter- Varsity Convenors shall:
  - a) Work with the Debating Officer to plan the Cambridge Inter-Varsity Competition;
  - b) Run an Inter-Varsity Competition in Michaelmas Term;
  - c) Appoint Chief Adjudicators for the Inter-Varsity Competition.
- 6) The Inter-Varsity Convenors may also appoint Deputy Inter-Varsity Convenors in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 7) The Deputy Inter-Varsity Convenors shall assist the Inter-Varsity Convenors with:

- a) Allocating rooms for guest debaters;
  - b) Allocating judges;
  - c) Planning the event.
  - d) Running the event.
- 8) The Deputy Inter-Varsity Convenors may resign in accordance with the procedure set out in this Regulation.



## REGULATION 23

### The Cambridge Union Schools Debating Competition Convenors

- 1) There shall be two Cambridge Union Schools Debating Competition Convenors of the Society. Any Full Member shall be eligible to apply for the position of Schools Debating Competition Convenors.
- 2) The Cambridge Union Schools Debating Competition Convenors shall be appointed by the Debating Officers, the President, Vice President and President-elect in accordance with Chapter 8 (5-7) of these Laws.
- 3) A new Cambridge Union Schools Debating Competition Convenors shall be appointed:
  - a) At the last meeting of the Standing Committee of each Easter presidency;
  - b) Upon the resignation of the previous Cambridge Union Schools Debating Competition Convenors. The Cambridge Union Schools Debating Competition Convenors may resign by communicating an intention to do so in writing to the Debating Officers. That resignation shall occur at the time of the receipt of that communication by the Debating Officers. The Cambridge Union Schools Debating Competition Convenors shall automatically resign when new Schools Debating Competition Convenors are appointed under Regulation 21 (3) (a).
- 4) The Cambridge Union Schools Debating Competition Convenors shall report to the Debating Officers. The Cambridge Union Schools Debating Competition Convenors shall:
  - a) Work with the Debating Officer to plan the Cambridge Union Schools Debating Competition;
  - b) Run a schools debating competition in Michaelmas and Lent terms.
  - c) Appoint adjudicators for the Cambridge Union Schools Debating Competition.
- 5) The Schools Debating Competition Convenors may also appoint Deputy Cambridge Union Schools Debating Competition Convenors in accordance with Chapter 8 of the Laws and Section 3 of this Regulation above.
- 6) The Deputy Cambridge Union Schools Debating Competition Convenors shall assist the Cambridge Union Schools Debating Competition Convenors with:
  - a) Allocating rooms for guest debaters;
  - b) Allocating judges;
  - c) Planning the event.
  - d) Running the event.
- 7) The Deputy Cambridge Union Schools Debating Competition Convenors may resign in accordance with the procedure set out in this Regulations

REGULATION 24

The ICYD Convenors

- 1) The Cambridge Union will host the International Competition for Young Debaters (ICYD) in alternate years.

- 2) There shall be two ICYD Convenors of the Society. Any Full Member shall be eligible to apply for the position of ICYD Convenors.
- 3) The ICYD Convenors shall be appointed by the Debating Officers, the President, Vice President and President-elect, in accordance with Chapter 8 (5-7) of these Laws.
- 4) The new ICYD Convenors shall be appointed:
  - a) At the last meeting of CDC of the Easter term
  - b) Upon the resignation of the previous ICYD Convenors. The ICYD Convenors may resign by communicating an intention to do so in writing to CDC. That resignation shall occur at the time of the receipt of that communication by the Debating Officers. The ICYD Convenors shall automatically resign when new ICYD Convenors are appointed under Regulation 22 (3)  
(a).
- 5) The ICYD Convenors shall report to CDC. The ICYD Convenors shall:
  - a) Work with CDC to plan the ICYD;
  - b) Run ICYD in Lent and Easter Terms
  - c) Appoint chief adjudicators for the ICYD Competition.
- 6) The ICYD Convenors may also appoint Deputy ICYD Convenors in accordance with Chapter 8 of the Laws and Section 4 of this Regulation above.
- 7) The Deputy ICYD Convenors shall assist the Cambridge Union Schools Debating Competition Convenors with:
  - a) Allocating rooms for guest debaters;
  - b) Allocating judges;
  - c) Planning the event.
  - d) Running the event.
- 8) The ICYD Convenors may resign in accordance with the procedure set out in this Regulation.

#### Head of Debating Training

- 1) There shall be a Head of Debating Training for the Society. Any Full Member shall be eligible to apply for the position of Head of Debating Training.
- 2) The Head of Debating Training shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Head of Debating Training shall be appointed:
  - a) At the last meeting of the Standing Committee of each presidency;
  - b) Upon the resignation of the previous Head of Debating Training. Head of Debating Training may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Head of Debating Training shall automatically resign at the end of one full term in office
- 4) The Head of Debating Training shall be appointed for a period of one term.
- 5) The Head of Debating Training shall report to the Debating Officers.

- 6) The Head of Debating Training shall:
  - a) Be responsible for organising a training programme of workshops for novice, intermediate and advanced debaters as well as Women's Public Speaking and Debating Workshops
  - b) Be responsible for arranging sufficient coaches for all debating workshops.
  - c) Be responsible for organising termly, internal competitions in Michaelmas and Lent terms
  - d) The Easter Term Head of Debating Training shall be responsible for working with the Debating Officers to put together the curriculum for the following year's workshops programme

## Head of Debating Participation

- 1) There shall be a Head of Debating Participation for the Society. Any Full Member shall be eligible to apply for the position of Head of Debating Participation
- 2) The Head of Debating Participation shall be appointed in accordance with Chapter 8 of these Laws.
- 3) A new Head of Debating Participation shall be appointed:
  - a) At the last meeting of the Standing Committee of each presidency;
  - b) Upon the resignation of the previous Head of Debating Participation. The Head of Debating Participation may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Head of Debating Participation shall automatically resign at the end of one full term in office
- 4) The Head of Debating Participation shall be appointed for a period of one term.
- 5) The Head of Debating Participation shall report to the Debating Officers.
- 6) The Head of Debating Participation shall:
  - a) Be responsible for the continued involvement of as many members as possible in Debating through:
    - i) Organising debating-specific publicity schedules and working with the Full Committee Heads of Publicity and Secretary to publicise debating activities
    - ii) Actively seeking feedback from debating participants with a view to improving debating provision
    - iii) Working with Access, Women's and Diversity Officers to broaden the appeal of Debating
  - b) Be responsible for actively working to reduce the barrier to entry to debating, wherever it may occur, particularly with regard to prior debating experience and knowledge of the debating community
- 7) In Michaelmas the role shall require working heaving with the Membership Officer to recruit new members to join the Union

## REGULATION 25

### Full Committee

- 1) Full Committee shall meet once a week during full term. The Executive Officer 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. The Vice President, the Executive Officer, the Speakers Officer, Social Ents Officer, the Head(s) of Event Management, the

Head(s) of AV, the Head(s) of Press, the Head(s) of Campus Publicity, the Head(s) of Online Publicity and the Senior Guest Liaisons (Speakers and Debates) shall be the permanent members of this Committee. If the President is absent, then the Executive Officer shall chair the Committee.

- 3) The President may also invite any other members of Standing Committee or appointees who are especially involved with the events during the week after the committee's meeting to attend the meetings of the Committee

- 4) The Bursar, CUSEL Events Manager and Senior Technician should also attend the meetings of the committee if they are available.
- 5) Full Committee is responsible for:
  - a) Coordinating all of the relevant details for every event in the week following each meeting.
- 6) Non-permanent members of the Committee may be removed, if the President, Vice President and Executive Officer all vote in favour of that person's removal from the Committee.
- 7) Failure to attend meeting of Full Committee without notifying the President and Vice President beforehand is a serious issue. Consequently:
  - a) Any full appointee of the Standing Committee who, during the Michaelmas or Lent terms, fails to attend three successive meetings of the Standing Committee without notifying the President and Vice President beforehand shall be deemed to have submitted their resignation.
  - b) Any full appointee of the Standing Committee who, during the Easter term, fails to attend two successive meetings of the Standing Committee without notifying the President and Vice President beforehand shall be deemed to have submitted their resignation.
  - c) Any full appointee of the Standing Committee who, during the Michaelmas or Lent terms, fails to attend two successive meetings of the Standing Committee without notifying the President and Vice President beforehand shall be served with a written warning that a further such incident shall result in them being deemed to have submitted their resignation. During the Easter term, any full appointee of the Standing Committee who fails to attend one meeting of the Standing Committee with notifying the President and Vice President beforehand shall be served with a written warning that a further such incident shall result in them being deemed to have submitted their resignation. It shall be the duty of the Vice President to bring it to the attention of the Standing Committee in the event of any such warnings being issued.
  - d) The Standing Committee may vote to reinstate those deemed to have resigned if there are extenuating circumstances which led to the failure to attend Standing Committee.

## REGULATION 26

### Debates Committee

- 1) The Debates Committee may meet once a week during full term. The Executive Officer-elect shall communicate the time and place of the meeting to the members of the Committee through the Society's email system.
- 2) The Executive Officer-elect will chair and direct the business of the Debates Committee. Any full member of the society may be a member of the committee and may attend meetings of the committee
- 3) The Debates Committee is responsible for:

- a) Helping the President-elect to plan the debates for their term as President, and writing invitations to potential speakers for those debates.
- 4) Committee membership will be at the discretion of the Executive Officer-elect.
  - a) Members of the committee may be removed by the Executive Officer-elect, subject to approval by the President.



- 5) Members of the committee will be subject to non-disclosure agreements.

## REGULATION 27

### Speakers Committee

- 1) The Speakers Committee may meet once a week during full term. The Speakers Officer-elect shall communicate the time and place of the meeting to the members of the Committee through the Society's email system.
- 2) The Speakers Officer-elect will chair and direct the business of the Speakers Committee. Any full member of the society may be a member of the committee and may attend meetings of the committee.
- 3) The Speakers Committee is responsible for:
  - a) Helping the President-elect and Speakers Officer –elect to write speaker invitations to people they wish to come and speak at the Union during their terms of office, or subsequent terms.
- 4) Committee membership will be at the discretion of the Speakers Officer-elect.
  - a) Members of the committee may be removed by the Speakers Officer-elect, subject to approval by the President.
- 5) Members of the committee will be subject to non-disclosure agreements

## REGULATION 28

### Speakers Deputies

- 1) The President-elect, Vice President and Speakers Officer-elect may collectively appoint Speakers Deputies. Any Full Member shall be eligible to apply for the position of Speakers Deputy
- 2) The Speakers Deputies shall be appointed in accordance with sections 5 through 8 of Chapter 8 of these Laws.
- 3) The new Speakers Deputies shall be appointed at the discretion of the President-elect, Vice President, Speakers Officer-elect.
- 4) Once appointed, Speakers Deputies may attend meetings of the Standing Committee subject to the approval of the Standing Committee.
- 5) The Speakers Deputies shall report to the Speakers Officer-elect and President-elect. The Speakers Deputies shall:
  - a) Work in conjunction with the Speakers Committee to write invitations to potential speakers at the Union for the upcoming term.
- 6) Speakers Deputies may be removed by a decision of both the President-elect, Vice President and the Speakers Officer-elect.

7) Speaker deputies shall be subject to non-disclosure agreements.

REGULATION 29

Student Webmaster

- 1) Standing Committee may appoint a Student Webmaster (hereafter Webmaster) of the Society. Any Full Member shall be eligible to apply for the position of Webmaster
- 2) The Webmaster shall be appointed in accordance with Chapter 8 of these Laws.
- 3) The new Webmaster shall be appointed:
  - a) At the first meeting of the Standing Committee of each Michaelmas; and
  - b) Upon the resignation of the previous Webmaster may resign by communicating an intention to do so in writing to the Vice President. That resignation shall occur at the time of the receipt of that communication by the Vice President. The Webmaster shall automatically resign when a new Webmaster is appointed under Regulation 27 (3)(a).
- 4) The Webmaster shall report to the President. The Webmaster shall:
  - a) Maintain the union website,
  - b) Update the online calendar.

#### REGULATION 30

##### Ents Committee

- 1) The Ents Committee may meet once a week during full term. The Ents Officer shall communicate the time and place of the meeting to the members of the Committee through the Society's email system.
- 2) The Ents Officer will chair and direct the business of the Ents Committee. Any full member of the society may be a member of the committee and may attend meetings of the committee.
- 3) The Ents Committee is responsible for:
  - a) Helping the Ents Officer to run the weekly union Ents, and plan and run individual Ents for that term or subsequent terms.
- 4) Committee membership will be at the discretion of the Ents Officer
  - a) Members of the committee may be removed by the Ents Officer, subject to approval by the President.
- 5) Members of the committee will be subject to non-disclosure agreements
- 6) The Ents Officer-elect may at their discretion convene a separate committee, also subject to points 1-5 of Regulation 28.

#### REGULATION 31

##### Management of the Debating Budget

- 1) The Debating Officers shall submit an accounting of all expenditure for the term at the last standing committee meeting of that term. This must include
  - a) Any expenditure on internal competitions run by CUS during the term.
  - b) Profit from any competitions run by CUS during the term.
  - c) Any expenditure of external IVs and competitions during the term.
  - d) Any expenditure on internal events (training, socials etc) during the term.
- 2) The Debating Officers shall submit a proposed expenditure plan for the coming term at the first Standing Committee meeting of every term.

- 3) Standing Committee must approve the proposal, with a voted conducted under Chapter 1 (10-11) of the Laws, or the Debating Officers must submit an alternative proposal to be approved before expenditure is made.
- 4) The Debating Officers may not exceed the amount of expenditure they have outlined during the term without prior approval from Standing Committee.
- 5) The Treasurer shall be responsible for overseeing the entire debating budget, discussing funding for IVs with the Debating Officers and processing expenses.
- 6) They shall not be responsible for the day-to-day Finance Convenor roles of each competition. They shall liaise with Finance Convenors but responsibility for the Finance Convenors rests with the Head Convenors of the relevant competition.
- 7) The Treasurer shall be responsible for reporting back to the Standing Committee regularly on the state of Debating finances.

## REGULATION 32

### Election Campaigns Procedure

- 1) The general procedure for election campaigning shall follow the procedure in this Regulation. At all times Chapter 5 of the Laws shall take precedence over this Regulation.
- 2) Candidates may not publicise their candidacy in any form until after the close of nominations.
- 3) No candidate may use paid advertising of any kind during the election. This may include but is not limited to:
  - a) Facebook adverts,
  - b) billboards,
  - c) skywriters
  - d) professionally printed leaflets
- 4) No candidate may offer any goods, services or favours in return for behaving in a particular way in connection to an election.
  - a) Candidates may not reimburse or exchange goods or services with anyone in return for helping the candidate with their campaign.
- 5) Candidates may not ask for endorsements from university societies, mailing lists, political parties, racial or religious groups, or represent themselves as endorsed by them.
  - a) Candidates may not campaign as representing a specific group privilege or lack of group privilege
  - b) Candidates may campaign at the events of any of the above groups if they wish, but should make clear that their candidacy is not on behalf of the group.

- 6) Candidates cannot make use of any society mailing list.
  
- 7) Candidates may not send large scale indiscriminate and un-personalised communications to anyone during the campaign period.

- 8) Candidates may not contact those who are obliged to remain neutral in the election about their candidacy or anyone else's.
- 9) No candidate may publically support, endorse or otherwise aide any candidacy except their own.
  - a) This includes but is not limited to:
    - i) Social media endorsements (Facebook posts, Facebook event invitations, twitter and instagram posts),
    - ii) endorsements in Hustings speeches,
    - iii) statements or quotes on any candidate's manifesto
    - iv) nominating any other candidate running in the same election.
- 10) Candidates may not privately endorse any other candidate in the election unless their opinion on the other candidate is solicited.
- 11) Any candidate may post on their Facebook timeline to promote the election and their own candidacy.
  - a) Candidates may create their own Facebook event pages, and post on this page as much as they wish.
  - b) Candidates must make the Returning Officers administrators of any Facebook event, group, message thread, or any other group method of communication on any platform.
- 12) Candidates may only have one public vehicle for their campaign
  - a) Candidates may have multiple secret campaigning groups as long as the returning officers are privy to them.
  - b) Candidates should not post messages about the election on any other Facebook pages or groups
  - c) In particular, candidates should not promote their candidacy on any official Union Facebook pages, groups and events.
- 13) The only printed material that candidates are allowed to use as part of the campaign are the photocopies of their manifesto produced by the returning officers.
- 14) Threatening people, intimidating people, bribery, buying people memberships, impersonating people, disrupting events (including by leaving manifestos in the Chamber), obstructing the Returning Officers from performing their duties are all strictly prohibited.
- 15) Candidates should not say anything false about other candidates, especially if it casts other candidates in a bad light.
- 16) Campaigning on Union premises is forbidden.

- 17) Abusing official Union resources (such as using Union email lists for campaigning), using the Union's CiviCRM system, announcing a candidacy whilst addressing the chamber or putting pressure, whilst in an official role, on subordinates to vote for a candidate or assist a candidate, would all count as abuse of office and are categorised as Category 1 election malpractices.



- 18) No candidate may deputise another person to do any of the actions listed above, or agree to let another person do it.
  - a) If another person offers to carry out any of the actions above, the candidate must refuse to accept the offer.
  - b) If a candidate becomes aware of someone acting in breach of any of the rules on their behalf, it is their duty to inform the Returning Officers.
  - c) It is the duty of candidates to take all reasonable measures to ensure others do not break the election rules on their behalf, otherwise the candidate may be held liable.
  
- 19) If a candidate believes someone is breaking the rules, they should inform the Returning Officers in writing (including e-mail or SMS). The Returning Officers will then be obliged to investigate.
  - a) The Returning Officers will also be obliged to investigate if they suspect anyone of breaking the election rules.
  
- 20) The decisions of the Returning Officers on malpractice investigations can be appealed, as can their decisions about eligibility of their candidacy.
  
- 21) A candidate may not either individually, or in combination with associates, systematically make multiple (collectively more than 2) unsolicited and unanswered contacts with members, or non-members, to promote said candidature, such that their contact may be perceived as an irritation, "spamming". This would be a category 2 malpractice resulting in loss of between 5%-20% of first preference votes.
  
- 22) A candidate may not individually, or in combination with associates, occasionally or accidentally make multiple (collectively more than 2) unsolicited and unanswered contacts with members, or non-members, to promote said candidature, such that their contact may be perceived as an irritation, "spamming". This would be a category 3 malpractice resulting in loss of up to 5% of first preference votes or a warning.

## REGULATION 33

### The Debating Committee

- 1) The Debating Committee shall meet once a week during full term. The Debating Officers shall communicate the time and place of the meeting to the members of the Committee through the Society's email system.
- 2) The Debating Officers will chair and direct the business of the Debating Committee. The President, Treasurer, Head of Debating Trainee, Head of Debating Training, Convenors of Cambridge Schools, ICYD, and the Cambridge IV, shall be the permanent members of this Committee.
- 3) The Debating Officers may also invite any other members of Standing Committee or appointees who are especially involved with any debating events or proposals during the week to attend the meetings of the Committee.

- 4) The Vice President, President-elect and Treasurer-elect should also attend the meetings of the committee if they are available.
- 5) The Debating Committee is responsible for:
  - a) the organisation and publicity of all debating related activities of The Cambridge Union.

- 6) Where complaints are made about the behaviour of specific debaters by a member or a non-member – in relation to their behaviour toward other debaters, in representing the Cambridge Union in public, or in 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 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 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
    - ii) failure to record participation
  - c) The President shall not be empowered to investigate selection decisions purely on the grounds of concerns about the judgement of the Debating Officers if no error of process is present. The Debating Officers shall thus retain absolute judgement and discretion when it comes to selection decisions.
- 7) Appeal of the President's decisions in relation to both prohibitions on selection and errors of process in selection by the Debating Officers are to Review Committee

## REGULATION 34

### The Development Council

1. Establishment and Purpose
  - 1.1. There shall from time to time be a Development Council (the “Council”) at the discretion of the Board of Trustees.
  - 1.2. The purpose of the Development Council shall be to:
    - (a) raise funds for the The Union;
    - (b) develop and implement strategies to engage with alumni;
    - (c) assist in the implementation a long-term fundraising strategy in consultation with the Development Officers and those consultants appointed from time to time.
    - (d) provide feedback on the work of the fundraising campaign.
2. Membership
  - 2.1. The Development Council shall have two chairpersons (the “Co-Chairs”).
  - 2.2. The Development Council shall have a maximum of twelve members.
  - 2.3. The Development Officers, Bursar and the Vice-President shall be permanent members of the Development Council.

- 2.4. The Secretary to the Development Council shall have the right to attend meetings of the Development Council.
- 2.5. The addition of new members to the Development Council shall be decided by the Development Officers.
- 2.6. If both co-chairs decide to remove the membership of a member of the Development Council such member's membership shall be terminated immediately.

3. Development Council Meetings: General
  - 3.1. The Co-Chairs shall conduct the business of Development Council meetings.
  - 3.2. In the event that both Co-Chairs are absent from the meeting for a period of fifteen minutes or more the Development Officers shall conduct the business of the meeting until such time that the one of the Co-Chairs arrives at the meeting.
  - 3.3. The Development Council will meet tri-annually but may also meet extraordinarily at the discretion of the Development Officers.
4. Development Council Meetings: Records
  - 4.1. The agenda of the Development Council will be prepared by the Secretary to the Development Council and circulated no less than 72 hours in advance of the meeting.
  - 4.2. The minutes of the Development Council will be prepared by the Secretary to the Development Council and circulated no more than 24 hours following the close of the meeting.
  - 4.3. The Chair of the Board of Trustees and the President shall be sent a copy of the minutes by the Secretary of the Development Council.

#### Regulation 35

##### Vacation Committee

- 1) Vacation Committee shall be compulsory for every Officer of the Union Society. This shall include the President, Vice President, Executive Officer, Speakers Officer, Treasurer, Diversity Officer and the Social Events Officer.
- 2) Failure to do so shall be considered an impeachable offence.
- 3) Members of the Society are to be able to serve on Vacation Committee.
- 4) Vacation Committee shall be:
  - a. One month in the Long Vacation
  - b. Two weeks in the Short Vacations
- 5) The President-elect shall inform his or her Officers of the dates that Vacation Committee will fall under at the second meeting of the Standing Committee.
- 6) The definition of a 'vacation day' is to be at the discretion of the President.
- 7) It shall:
  - a. Be defined in terms of a task that will benefit the Society, especially that which will enrich the programme of upcoming events. Examples include the number of invites written but are not limited to this.
- 8) Officers shall ask the President in writing if they would like to request time off Vacation Committee. They shall provide the President with a written request, to be signed by the President if he or she agrees to the request.
- 9) The President shall have the power to deny this request on reasonable grounds.



## PROTOCOL A

### 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 elected officers and the Debating Officers produce handover documents
  - b) The Executive Officer will be responsible for ensuring all appointees (heads of department only, not deputies) produce a handover document at the end of their term (this may include redrafting the handover document of their predecessor).
- 2) Any handover document should be submitted to the officer responsible for their production before the final debate of the relevant term.
- 3) All handover documents should be stored in the Union's database.

## PROTOCOL B

### Social Events Procedure

1. For in-house (Union run) social events and joint events (in conjunction with other societies), a detailed budget proposal for the event must be presented to the Directors of CUSEL in consultation with the CUSEL Events Manager and the Bar Manager by the Social Events Officer for approval before any expenditure is made. These budgets must at least include considerations of Value Added Tax; PayPal/internet charges and cleaning services.
2. Written contracts must be signed with all third parties providing services before any service provision commences. The Social Events Officer shall be authorised to negotiate contracts which relate to Social Events. They should do this in consultation with the staff of CUSEL. The Social Events Officer should then clear the Heads of Terms with CUSEL before the final form of the contract is agreed. The President, the Vice President in their capacity as a Director of CUSEL, the Bursar in their capacity as Managing Director of CUSEL, the Bar Manager and the CUSEL Events Manager shall have sole authority to sign contracts in consultation with the Social Events Officer. All contracts must be filed with the Accountant.
3. 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.
4. All services, food and alcohol, for Union and joint social events, must be sourced through CUSEL.
5. 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 two-thirds majority 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 must be communicated to the Directors of CUSEL by the Vice President. The Directors



of CUSEL shall then determine whether to consent to the decision of the Standing Committee, such consent not to be unreasonably withheld or delayed.

6. 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.
7. CUSEL staff must be present at any external event booked through CUSEL. In the event that an external event has been organised via the Standing Committee then the individuals responsible for its running must familiarise themselves with CUSEL procedures and liaise with the CUSEL about whether CUSEL staff should be in attendance.
8. All social events organised by the Union must be run through CUSEL. As a result, the Directors of CUSEL shall be arbiters of whether social events may take place. The sole exception shall be the annual Freshers' Ball which shall be run through CUS as a recruitment activity in pursuit of its charitable objectives.
9. In the event that the Directors of CUSEL overrule a vote of the Standing Committee authorising a social event to take place on grounds not limited to but including that it is likely to cause damage to the Union Building or cause CUSEL to make a financial loss, the matter may then be submitted by the Standing Committee to the Board of Trustee-Directors of The Cambridge Union for consideration. The Board of Trustee-Directors shall be the final arbiters in any such case and may direct the Directors of CUSEL to reverse their decision.

## PROTOCOL C

### Protocol on Reciprocal Membership

#### 1) Conditions for Reciprocal Membership:

- a) The Union shall have reciprocal membership agreements with a number of organisations which exist to fulfil a similar function at other institutions of Further and Higher Education.
- b) Any member of the Union or any external organisation may apply to the Vice President in writing to become a Reciprocal Member.
- c) 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.
- d) Existing reciprocal member organisations are listed in appendix 1. The list shall be updated from time to time by the Vice-President as new reciprocal memberships are created.
- e) The benefits of reciprocal membership outlined in section '2' shall be available to members of reciprocal organisations upon production of a valid membership card of an organisation which conforms to the requirements of section '1c'.

- f) Failure by an individual to produce a valid membership card of an organisation which conforms to requirements of section '1c' shall result in the benefits of reciprocal membership not being granted.

- g) 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, shall not be entitled to receive these benefits in the event that any of the following apply:
  - h) They are resident within twenty miles of The Cambridge Union for a period of more than two calendar months, or;
    - i) Are eligible for full life or annual membership of The Cambridge Union, or;
    - ii) Are a member of the University of Cambridge or Anglia Ruskin University.
  - i) Members of organisations who, as a result of such membership would ordinarily be entitled to the benefits of reciprocal membership but are prohibited from receiving such benefits under the provisions of section '1g', must purchase full life or annual membership in order to make use of The Cambridge Union's facilities or enjoy any benefits of membership.
- 2) The Benefits of Reciprocal Membership for those entitled under section '1':
- a) (Subject to priority of access to Cambridge Union members) Entry to all Union Debates, Speaker Events, Fora and Social Events under the same conditions as those holding full life or annual membership.
  - b) Use of the Union bar at members' prices.
- 3) Benefits of membership EXCLUDED from Reciprocal Membership :
- a) Use of the Union's remote viewing or 'live streaming' services.
  - b) Use of the Snooker room or pool table.
  - c) Use of the Library, other than to attend events.
  - d) Use of Union rooms at members' rates.
  - e) Participation in Union debating workshops or programmes.
  - f) The Right to attend General Meetings.
  - g) The Right to vote in Society Elections.
  - h) The Right to participate in the governance, decision making or management of The Cambridge Union in any way.
- 4) Appendix 1: Organisations with Reciprocal Membership Agreements with The Cambridge Union:
- i) The Oxford Union Society
  - ii) The Durham Union Society
  - iii) The Yale Political Union
  - iv) The Hudson Union Society
  - v) Trinity College Historical Society, Dublin
  - vi) University of St. Andrews Union Debating Society

vii) The Dublin Philosophical Society

## PROTOCOL D

### Code of Conduct

1) Purpose of the Code of Conduct

- a) The Union brings together a wide range of individuals within a close working environment. It is important that all have a common understanding of the standards of behaviour expected of them in order to maintain a safe and enjoyable environment for everyone involved. The purpose of this Code of Conduct is to maintain this. Individuals should primarily address concerns to the President, Vice President or Executive Officer, but may approach any elected Officer in confidence.
- 2) This Code of Conduct shall apply to the following individuals
    - a) The President
    - b) The Elected Officers
    - c) The Appointed Officers and the Deputy Appointed Officers
    - d) Members of Speakers' Committee and Speakers' Deputies
    - e) Members of Ents Committee
    - f) Members of Debates Committee
    - g) Members of Treasurer's Committee
    - h) Stewards
    - i) Guest Liaison Assistants
  - 3) Upon assuming their role, all individuals in 1.2 must agree to abide by this Code of Conduct.
  - 4) Under this Code of Conduct, individuals should
    - a) behave in a respectful and courteous manner towards other members, guests, staff and sponsors.
    - b) be sensitive to cultural and social differences and practices
    - c) conduct themselves, in their official capacity, in a way which will not bring the Union into disrepute
    - d) act and take decisions impartially, fairly and on merit, without discrimination or bias.
    - e) carry out all the requirements of their role effectively and to the standard that is needed
    - f) treat all Union property with respect
    - g) be punctual to all meetings at which their attendance is required
  - 5) Under this Code of Conduct, individuals should not
    - a) make insulting or derogatory comments about another person's culture, race, religion, disability, gender or sexual orientation
    - b) engage in any form of sexual harassment, including physical contact, verbal comments, or other behaviour which creates a sexually hostile environment.

CUS/CUSEL Relationship

1) Introduction

- a) This protocol is to confirm and clarify the tacit agreement over which organization has precedent over rooms and facilities at what times.
- b) Out of Cambridge University term time CUSEL has precedent over all rooms and facilities.

## 2) Dates & Times

### a) Day time until 18:00

- i) All rooms are available to CUSEL. Any rooms that CUS may need must be booked in advance and have written approval from either the Events Manager or Events Administrator. Thursday evening's bookings are limited until 17:00 where the dinner for that evening's debate will be taking place to allow enough time for the caterers to setup.

### b) Evenings from 18:00

- i) The chamber will be reserved solely for the use of CUS from 18:00 the dining room will always accompany this booking for the purpose of a drinks reception, dinner or press meeting, this room can be changed if another room is available and enough warning is given.
- ii) All other rooms (blue room, Kennedy room, Mountbatten, library, snooker room and Fairfax Rhodes room) are available to CUSEL.

In a situation where the entire building is required for an very high-profile speaker or a security arrangement, Standing Committee must notify the events team as soon as possible to secure the rooms and building for their use. It's at CUSEL's discretion in a security risk situation whether to continue with a booking.

### c) Thursday's Main Debate Nights

- i) The entire building will be reserved, no other bookings will proceed without prior agreement from the President in writing.

### d) Fresher's Week

- i) For the first two weeks of term the rooms and building are reserved for the sole use of CUS from 18:00 no bookings by CUSEL will take place after this time.

### e) Bar

- i) The bar itself will never be solely reserved for the use of one party during term time, shared access must always be available. CUS is able to close the bar off to members.

### f) Weekly Ents

- i) The blue room will be reserved for the sole purpose of weekly events such as Pilates from 17:00 until 19:00 on Mondays, Tuesdays, and Wednesdays.

### g) Debating Competitions

- i) The debating officers must confirm the date of any competition that may take up the entire building at least a nine months in advance. As part of the closing procedure for a competition the next year's competition date should be confirmed.

### h) Easter Term

- i) After the first four weeks of term, the out of term rules apply and any rooms that CUS may need must be booked in advance. The final week of term is deemed to be a standard in term week. May week is deemed to be in term.
  
- i) Once the Term Card has be confirmed



- i) When the term card has been confirmed the free rooms become available to CUSEL. Any dates that maybe tentative or unconfirmed must be booked by CUS in advance.
  
- j) Sundays
  - i) Will be booked on a first come first serve basis.
  
- k) 3rd Party Bookings
  - i) CUS will not enter into an arrangement with any 3<sup>rd</sup> party that requires the use of CUSEL resources or expertise without prior consultation the CUSEL event team. If CUS wishes to book the chamber for the use of a third party then the above rules should apply and it becomes a CUS event. Conferencing or other events that require CUSEL to offer services will be charged at the appropriate rate.

