



Emmanuel College Students' Union **Constitution**

SECTION 1 - NAME, OBJECTS AND MEMBERS

1 - Name

The name of the Union shall be "The Emmanuel College Students' Union", hereinafter referred to as ECSU.

2 - Objects

The objects of ECSU shall be:

A - To advance the education of its members

B - To provide facilities for recreation in the interests of its members

C - To act as a channel of communication between its members and other members of Emmanuel College, hereinafter referred to as the "College", and of the University of Cambridge, hereinafter referred to as the "University", and any other body whose activities affect the interests of its members;

D - To maintain close links with any like association or organisation of students, in particular the Cambridge Students' Union and constituent colleges' student unions (and their successors in title);

E - To administer and to allocate funds made available to its members in their capacity as students, or acquired by ECSU on behalf of its members in accordance with the objects of ECSU;

F - to uphold Equal Opportunities regardless of gender, race, sexuality, disability, marital status, parenthood, religious beliefs, financial status, age, gender identity and expression, and nationality

G - To represent the interests and opinions of college members and groups within college in matters pertinent to the university as a whole

3 - Members

The following shall be members of ECSU:

A. All junior members of the college, including associate members of the Middle Combination Room, who are in residence and who are pursuing a course of study or research in the University;

B. Persons who are resident in the University with a view to matriculation as junior members of College;

C. Sabbatical officers of Cambridge Students' Union and the National Union of Students, or any like body (and their successors in title), who are also members of the college.

SECTION 2 - THE EXECUTIVE

4. The Composition of the Executive

The full voting members of the executive shall be:

A. A President

B. A Vice President

C. A Treasurer

D. A Secretary

E. A Women's and Non-Binary Students' Officer

F. An Education and Careers Officer

G. An Entertainments Officer

H. Two Welfare Officers

I. A Buildings and Services Officer

- J. A Green and Ethical Officer
- K. A Shop Manager
- L. A ROAR Editor
- M. A Computing and Communications Officer
- N. Two Access & Class Act Officers
- O. An International Officer
- P. A Racial Equalities Officer
- Q. An LGBT+ Officer
- R. A Disabilities and Mental Health Officer
- S. A Charities Officer

5. The Duties of the Executive

The duties of the Executive shall be:

A - The President

- To act as the Chief Executive of ECSU.
- To be responsible for receiving and publishing resignations of all other Executive Members.
- To chair Open Meetings or, in their absence, appoint the Vice President or another member of the Executive to do so.
- To take the chair or appoint a member of the Executive to chair Executive meetings.
- To represent ECSU at Governing Body meetings, College Council, Master's and Tutors' Committee, the Development Committee, and the Emmanuel Society.
- To convene and chair the Long Term Planning Committee, a sub-committee of the Executive Committee.

B - The Vice President

- To act as the Deputy for the President in their absence or at their request.

- To share the workload of the President at College Meetings in Consultation with the President.
- To accompany and support the duties of the President at Governing Body, College Council, and Master and Tutors' Committee meetings.
- To appoint and chair the Freshers' Reps committee, a subcommittee of the Executive Committee.

C - The Treasurer

- To liaise with the Senior Treasurer to determine the level of funding available from College for ECSU's general expenditure and for allocation to Clubs and Societies and to prepare the budgets for the coming financial year accordingly.
- To administer the financial affairs of ECSU, including the Clubs and Societies and Charities Accounts.
- To be responsible for maintaining links between ECSU and the College Clubs and Societies.

D - The Secretary

- To publish and minute Executive Meetings and Open Meetings, and communicate these minutes to the members.
- To be responsible for maintaining a digital file of ECSU policy, recording passed and defeated motions.
- To coordinate, maintain and publicise a timetable of relevant affairs and events for members.
- To work with the Treasurer to maintain links between ECSU and the College Clubs and Societies.

E - The Women's and Non-Binary Students' Officer (WNB)

- To act as a representative for students identifying as women, marginalised genders, and/or none (including trans and non-binary students), and as a point of contact to act on any gendered issues in college.
- To act in a political role, serving to tackle the structural inequalities and issues in college and the wider University as they see fit.
- To provide free pregnancy tests which can be requested online

F - The Education and Careers Officer

- To represent the academic interests and address the academic welfare needs of ECSU members.
- To represent ECSU on the Library Committee.
- To represent ECSU at the Emmanuel Society and assist in their organisation of Careers events.

G - The Entertainments Officer

- To provide entertainment for all members of ECSU, which will appeal to all members of ECSU, subject to approval by the Senior Tutor and/or Bursar.

H - The Welfare Officers

- To represent and address the welfare needs of members.
- To liaise, when appropriate with the Cambridge Students' Union Welfare and Community Officer or their successors in title, as well as any like student organisation, the Dean, the college counsellor, the tutors, the Senior Tutor and other relevant members of staff.
- To organise welfare-oriented events for members.
- To signpost the relevant avenues of help for students who approach them with welfare issues and regularly on ECSU's channels of communication.

I - The Buildings and Services Officer

- To ensure the quality of College services is high, and to solicit and deal with student complaints about these services.
- To be an ECSU representative on the Buildings and Services Committee and Catering Committee.
- To oversee issues of rent, student room re-grading, and the room ballot.
- To be responsible for seeing that the quality of College food remains high and monitoring prices to ensure that food represents value for money.
- To take responsibility for ECSU property including but not limited to: gaming machines, vending machines, televisions, and sewing machines.

J - The Green and Ethical Officer

- To raise awareness of climate and community friendly initiatives and organisations in College and the University to its members.
- To scrutinise College policy and decision-making, ensuring that it falls in line with green and ethical principles.
- To chair the Emma Green Ducks subcommittee.

K - The Shop Manager

- To manage the ECSU shop and its finances. Orders shall be made from the cheapest source possible at their discretion. At the beginning of each term, they shall produce the shop rota, in accordance with Article 5(T).

L - The ROAR Editor

- To produce each Sunday a college newsletter, which will be physically distributed before Brunch. The content of this newsletter will be subject to the editorial approval of the Vice President and President beforehand.

M - The Computing and Communications Officer

- To maintain the ECSU website.
- To liaise with the Buildings and Services officer in overseeing the upkeep of the college computing facilities.
- To represent ECSU on the Computing Committee.

N - The Access & Class Act Officers

- To be the designated officers for any college or ECSU access schemes targeting low participation populations and to work with other liberation officers to set up schemes or events for their specific constituencies
- To be the designated officers for liaison with the Schools Liaison Officer.
- To be responsible for the dissemination and publication of information about other university and Cambridge SU based access schemes to members of ECSU.
- To represent students who come from an access background at a college level and to maintain contact and coordinate with university-wide post-admissions access campaigns relevant to such students, including the Cambridge SU Class Act campaign.

O - The International Officer

- To co-ordinate and provide for the welfare and needs of international members.
- To liaise with the Cambridge SU International Students' Campaign or similar associations with regards to issues of international welfare.

P - The Racial Equalities Officer

- To represent all self-identifying non-White ECSU members or ECSU members of a marginalised racial identity, both home and international.
- To maintain contact and coordinate with university-wide campaigns relevant to non-White members and members of a marginalised racial identity.

Q - The LGBT+ Officer

- To represent self-identifying LGBT+ ECSU members, both home and international.
- To maintain contact and coordinate with university wide campaigns relevant to LGBT+ members

R - The Disabilities and Mental Health Officer

- To represent ECSU members who self identify as having a disability, both home and international.
- To maintain contact and coordinate with university wide campaigns relevant to disabled members

S - The Charities Officer

- To be responsible for making ECSU members and the Emmanuel student body a positive force in the Cambridge and wider community.
- To be responsible for planning various fundraising events and volunteering opportunities, and building relationships with local, national and international charities and causes.
- To assist them in their work, the Charities Officer may appoint a Deputy and a Committee, the composition and rules of which shall be decided by the Charities Officer, and which may be delegated by the Charities Officer as they see fit.

T - Shared Committee Roles and Responsibilities

- All voting Executive members shall work in the ECSU Shop as required by the Shop Manager at least once a week, as per the rota, which the Shop Manager shall construct, in agreement with the Executive. If this obligation cannot be met by a certain Executive member, then they must find another Executive member on the rota to swap with either temporarily or permanently.
- Shifts worked by the Executive will be no longer than 30 minutes. Failure to attend a shift which is part of a previously agreed upon rota may result in a fine of no greater than £3 being levied by the Shop Manager, unless a reason is given which is deemed acceptable by the Shop Manager.
- All voting executive members shall be required to undertake two shifts each term to assist the Welfare Officers with their events throughout term, and shall be required to find a replacement if unable to attend a shift for which they signed up. Failure to undertake 2 shifts per term may result in the Welfare Officers levying a fine of up to £3.
- At the end of each full term within two weeks of the last Executive Meeting of term, excluding Executive meetings called under section II 7.B, the Secretary and Computing and Communications Officer shall compile and publish an ECSU Report leaflet, which contains material written by all voting Executive members, detailing what they have done during the term and, where applicable, what they intend to do during the next term.
- In performing their duties, members of the executive may be required to inform members of its activities hereby referred to as "publicising" or "posting". By default, publicising requires that information be disseminated via a social media channel and emails sent to all members using their university-administered email accounts. The method of communication for any and all publication described in this document may be changed by a proposal to that effect.

U - The provisions contained above serve as guidelines, and should not be construed as to limit the work that Executive Officers may be required to perform over the course of their terms in office.

6. The Senior Treasurer

The Senior Treasurer shall be the Bursar. This choice shall be subject to the approval of the Governing Body. The Senior Treasurer shall oversee the workings of ECSU and may attend any meeting of the Executive. They shall not have a vote.

7. Meetings

A. The voting Executive shall normally meet once a week during Full Term. Meeting times shall be agreed by the voting Executive during the vacation before the start of Full Term. Meetings will be scheduled at times when at least $\frac{3}{4}$ of the committee will be able to attend regularly. Regular attendance is defined as being able to attend 75% of all regular meetings in a term, with every officer able to attend at least some meetings of the executive. If these conditions cannot be met an alternative meeting date must be arranged.

B. Further executive meetings may be called by the President or Vice President or by the agreement of fifty percent of Executive members, provided that in each case at least 24 hours notice is given to all remaining members of the Executive;

C. The secretary, Vice President or President shall publicise the place, time and agenda of meetings at least 24 hours before such meetings except for any meeting called under Article 8(2) when as much notice as possible shall be given;

D. The quorum of an Executive meeting shall be seven of its members or one half of its members in office at the time, whichever is the lesser;

E. Executive meetings shall be open to all members of ECSU, who may speak at the invitation of the person in the chair, but shall not vote. Non-members may be admitted on the same terms, at the invitation of the Executive;

F. The Secretary shall minute the Executive meeting and shall post these minutes, as amended by the other members of the Executive Committee and distribute them to the Executive members.

G. Apologies from voting Executive members must be given to the President, Secretary or Vice President, stating the reason for absence. The President and Vice President will together decide whether the stated reason is acceptable, or whether the member's absence constitutes missing a meeting without good reason. Missing three consecutive regular meetings without an excuse deemed acceptable will lead to the members resignation as per Article 13.D

H. Meetings of the Executive will be considered a priority for Executive Members. Acceptable reasons to be absent from a meeting include (but are not limited to) Blues level sports training, family engagements and academic activities. Other extracurricular commitments may be considered acceptable reasons for absence at the discretion of the President and Vice President.

8. Procedure

A. In the absence of the President and Vice President, the President shall designate, from among the Executive's members, a person to take the chair for that meeting only;

B. Decisions of the Executive shall be made by the majority of voting Executive Members present. Members who chose to abstain are not counted as votes against a resolution. This means that the votes for a proposal must be greater than the votes against for it to pass.. Each full voting member shall have one vote except the person in the chair who, in the event of a tie, shall also have the casting vote. Co-opted members of the executive shall not have the right to vote.

C. A member of the Executive, when not able to attend a meeting, may designate a member of ECSU, who may or may not be an Executive member, to cast a proxy vote on their behalf.

D. A formal motion passed under the conditions of Section II (8) shall be a resolution of the Executive. Unless otherwise provided for by the Constitution, a resolution of the Executive shall become formal ECSU policy under Article 44.

9. Sub-Committees

A. Sub-Committees, appointments thereto and terms of reference thereof may be constituted for specific purposes at the discretion of a Long Term Planning Committee;

B. The Long Term Planning Committee shall constitute a Sub-Committee(s) by adding Terms of Reference and Membership Rules for the Sub-Committee(s) in the Appendices of this Constitution, though neither the Terms of Reference nor Membership Rules shall be considered operative parts of the Constitution;

C. The Terms of Reference for a Sub-Committee may not contradict any part of the Constitution. The Membership Rules may not include voting members who are not members of ECSU;

D. The rules of procedure of all sub-committees shall be determined by the subcommittee itself.

10. Term of Office

The term of office of the Executive shall commence on 1st January after the end of Michaelmas Term, and shall terminate on the commencement of office of a newly-elected

Executive.

11. Date of Annual Elections

The annual elections for the Executive shall be held not more than 21 days and not less than 7 days before the end of the Michaelmas Full Term. The exact date shall be decided by the Returning Officer and agreed by the Executive.

12. Election Procedure

A. All full voting members of the Executive shall be elected individually on separate ballots with the exception of the Senior Treasurer who will not be elected, but instead appointed as outlined in II(6);

B. The Women's and Non-Binary Students' Officer shall be a member of ECSU who identifies as a woman, belonging to marginalised genders, and/or none (including trans and non-binary students);

C. The LGBT+ Officer shall be a member of ECSU who identifies as LGBT+;

D. The Racial Equalities Officer shall be a member of ECSU who self-identifies as non-White, or a member of a marginalised racial identity;

E. The Disabilities and Mental Health Officer shall be a member of ECSU who identifies as disabled;

F. The Internationals Officer shall be a member of ECSU who has come from abroad to study in the United Kingdom

G. The annual elections and all by-elections shall be conducted under the procedure prescribed by Appendix I;

H. Two people may stand jointly for one post, but only one may claim voting rights at Executive Meetings for the duration of the Executive's term in office;

I. The Access & Class Act Officers shall be members of ECSU who self-identify as belonging to an Access or low-participation background.

13. Resignations

A. The President may resign by giving notice in writing to the Vice President. This is deemed to be operative within 24 hours of the Vice President receiving notice;

B. Any other member of the Executive may resign by giving notice in writing to the President. This is deemed to be operative within 24 hours of the President receiving notice;

C. Following the resignation of an Executive member the remainder of the Executive may co-opt any member of ECSU to do the work of that Executive member until a replacement is duly elected in accordance with Section II Articles 14 and 15;

D. Furthermore, any member of the Executive, including the President, shall be deemed to have resigned if: i. they cease to be a member of ECSU; or ii. they have been minuted as absent from three meetings in one term; or iii. they have failed to attend two consecutive Open Meetings, they are unable to provide a reason for their absence on both of these occasions, acceptable to the President and Vice President as per Section II Article 7 (G,H) ; or iv. they are directed to resign by a resolution of the Open Meeting. The majority required shall be that of Section II Article 35(B); or v. they are elected to another full voting position on the Executive.

14. Vacancies

If any Executive member resigns, or is deemed to have resigned, an appointment by the Executive shall be made pursuant to Section II Article 12 and Appendix I. The election shall take place no later than 2 weeks after the resignation of an Officer is received by the President or Vice President, unless where the resignation is received less than 2 weeks before the end of academic term, in which case the election will be held no later than 2 weeks after the start of the next academic term.

SECTION III—CLUBS AND SOCIETIES

15. Recognition

College Clubs and Societies which provide facilities open to all ECSU members and operate in accordance with Appendix III, whether on payment of a subscription or not, shall be recognised as being eligible for financial assistance from the Subscriptions Account.

16. Structure

The Treasurer shall chair the Amalgamated Clubs and Societies. They shall convene and chair meetings of the Allocation Committee and Contingencies Committee (in accordance with Appendix III), and shall report to the Executive. They shall assist Clubs

and Societies with financial matters when invited, and shall be prepared to help with the formation of new Clubs and Societies. They shall also prepare a list of all Emmanuel Clubs and Societies with their Captains/Presidents, Secretaries and Treasurers and maintain this list up to date. A list of all Emmanuel Clubs and Societies receiving allocations from the Amalgamated Clubs Account in the current financial year shall form Appendix III.

17. Allocation Committee

A. There shall be an Allocation Committee, which shall meet in the first half of the Michaelmas Term to consider Grant Applications from College Clubs and Societies recognised under Article 16.

B. In addition to the Treasurer, who shall chair the meetings and act as Secretary, the Allocation Committee shall consist of the ECSU President and Vice President. If any of the Executive members of the Allocation Committee are Committee members of a Club or Society making an application to the Allocation Committee, they shall be replaced by additional persons appointed in the same way.

18. Contingencies Committee

A. There shall be a Contingencies Committee, which shall be empowered to award grants under Regulation 8 of Appendix III.

B. In addition to the Treasurer, who shall chair the meetings, the Contingencies Committee shall consist of the ECSU President and the ECSU Vice President. If any of the other three members of the Contingencies Committee are Committee members of a Club or Society making an application to that Contingencies Committee meeting, they shall be replaced by another member of the Executive who does not have a conflict of interest. The Treasurer and President shall be responsible for appointing the extra member(s) of the Committee. It shall convene as recommended by Appendix III, Article 8.

19. Committee Procedure

A. The Treasurer shall act as Secretary for the Contingencies Committee. The Treasurer shall act as Secretary for the Allocation Committee. They shall minute meetings of the relevant committees and report on the meetings to the Executive and Senior Treasurer. They must make the minutes available to Members on request.

B. Articles 8(D) and 9(B) shall apply to the Allocation Committee and Contingencies Committee. The Treasurer shall publish to all Clubs and Societies the meetings of the Allocation Committee and Contingencies Committee.

C. Further rules of procedure, including a current Allocation Procedure and Contingencies Procedure shall be determined by each committee itself and recorded by the Treasurer. A definitive copy shall be kept by the ECSU President.

SECTION IV—FINANCE

20. Provision of Funds

A. For all purposes provided for expressly or by implication in its objects, ECSU shall have the power to provide funds by: i. raising funds in the form of an annual subscription, the sum to be determined by agreement between the Executive and the Preliminary Estimates meeting of the Master & Tutors Committee; ii. raising funds from any lawful project it might undertake. iii. any project undertaken on behalf of ECSU by one or more paid or unpaid members appointed by the Executive to undertake such a project.

B. For all or any of its objects, ECSU shall have the power to hold, purchase or otherwise deal in all forms of property; and to raise money by borrowing on the security of ECSU property or otherwise.

21. Clubs and Societies Account

There shall be a Clubs and Societies Account, distinct from the College's Amalgamated Clubs Account administered in accordance with Appendix III, Regulations 1-11, into which shall be paid any funds made available for Contingencies by the Allocation Committee. Funds released from the liquidation of dormant College Clubs and Societies shall also be paid to this account and made available to the Contingencies Committee.

22. General Account

A. There shall be an ECSU General Account, administered in accordance with Appendix III, Regulations 1-3 and 12-14, into which shall be paid any funds raised under Article 22(1)(ii) and (iii), other than those paid into the Donations Account under Article 25 those raised in the ECSU shop which shall go into the Shop Account and those raised by Entertainments which shall go into the Entertainments account. A transfer from the Amalgamated Clubs Account shall be made under Appendix III, Regulation 6 in the Michaelmas term. The subscription to the Cambridge Students' Union and to any other body to which ECSU is affiliated will be paid from the General Account. Further expenditure may be made for the provision of general student union facilities including ECSU coordinated educational campaigns for example, run by executive members concerned with welfare or by the Women's and Non Binary Officer, newspapers,

periodicals, entertainments, and the administrative and miscellaneous costs incurred in the running of ECSU. Transfer between the General Account and the Entertainments Account and Shop Account shall be made at the discretion of the Executive on the recommendation of the Treasurer.

B. There shall be an ECSU Entertainments Account administered in accordance with Appendix III Regulations 1- 3, 12-14. This shall be administered on a day-to-day basis by the Entertainments officer who shall be sole signatory, and audited by the Assistant Treasurer (or Treasurer in the Michaelmas term) and Executive in accordance with Regulations 12- 13. Expenditure on any Entertainments related activity may be made from this account, at the discretion of the Entertainments Officer, although for any expenditure of over £200 per item approval of the Executive must be given. Transfers to or from this account from other General Accounts will be made at the discretion of the Executive on the recommendation of the Treasurer and Entertainments Officer.

C. There shall be an ECSU Shop Account administered in accordance with Appendix III Regulations 1- 3, 12-14. This shall be administered on a day-to-day basis by the Shop Manager who shall be signatory along with the Senior Treasurer, and audited by the Assistant Treasurer (or Treasurer in the Michaelmas term) and Executive in accordance with Regulations 12-13. Expenditure on any Shop related activity may be made from this account, at the discretion of the Shop Manager, although for any expenditure of over £200 per item approval of the Executive must be given. Transfers to or from this account from other General Accounts will be made at the discretion of the Executive on the recommendation of the Treasurer and Shop Manager.

D. Expenditure required for the Termly Welfare Program shall be raised through a proposal at the first Master and Tutors Committee meeting of each term, and shall not be funded from the General Account.

23. Donations Account

A. There shall be an ECSU Donations Account, administered in accordance with Appendix III, Regulations 1-3. The system by which such donations are made shall be determined by a Charities Ballot.

B. The Charities Ballot will take place at the start of Lent Term, it will be organised by the current Charities officer, who shall act as Returning Officer for the ballot.

C. Nominations for the Charities Ballot shall take place anonymously. Nominations will open ten days before the election, and close three days before. All members of ECSU will be informed of the dates of nomination in accordance with Appendix 1, Regulation 4 and of the procedure for nomination, which will be decided by the Executive at least 14 days

before the election. All nominations must consist of a name, and their registered charity number.

D. The charities ballot and count will take place in accordance with Appendix I, Regulations (11),(12),(15) and (17).

E. Money from the Donations Account will then be distributed each term to the top three charities. Charities should either receive funding of equal amounts or receive funding proportional to votes received in the charities ballot, at the discretion of the Charities Officer. Notice of the amount donated must be given by the Treasurer in their report on the General Accounts at the end of each executive term, and the donations must take place as quickly as possible after this. At the discretion of the Executive the Treasurer may keep a certain amount of deposit (such as is necessary to keep the account open for example).

24. Sundry Funds

The Executive, on the advice of the Treasurer and the Senior Treasurer, shall determine into which account funds, other than those raised under Article 21(1), are paid.

25. Audit

All ECSU accounts shall be audited once an executive term and then published for the approval of the Executive by simple majority vote. The accounts shall then be published in electronic format and circulated to all ECSU members for their perusal not more than 48 hours after the Meeting at which they were approved. This audit shall include the shop account.

26. Indemnification

A. All members of the Executive and their appointees shall be entitled to be indemnified out of the assets of ECSU against all losses or liabilities which they may sustain or incur in or about the execution of their offices, or otherwise in relation thereto; and no member of the Executive or appointee of any member shall be liable for any loss, damage or misfortune, which may happen to or be incurred by ECSU; notwithstanding which, nothing in this Article shall affect their liability for any fraudulent or negligent act on their part.

B. Article 26.A does not indemnify Executive Members from paying fines levied by the Welfare Officers or Shop Manager as a result of missing a shop shift or welfare shift, in line with Section II Article 5(T).

SECTION V - Open Meetings, Referenda and Policy

27. Scheduled Open Meetings

The Executive shall convene from time to time Open Meetings by simple majority vote, and shall take place not more than 14 days after the vote has been taken. These meetings and meetings called under section 30 shall be held in a non-alcoholic and accessible environment for people with disabilities.

28. Additional Open Meetings

The Executive shall convene an additional Open Meeting if it is requisitioned by:

A. a resolution of an Open Meeting convened under Article 27;

or B. a petition signed by at least 50 members, and submitted to the President. The Executive shall hold an additional Open Meeting within seven days of its requisition, save that no Open Meeting shall be held outside Full Term.

29. Notice

The Secretary shall publish the date, time and venue at least three days before an Open Meeting. Section 8(6) shall also apply to all Open Meetings.

30. Motions

A. Motions for an Open Meeting shall be submitted to the Secretary, signed by the proposer and seconder, at least one week before the meeting for those which constitute an amendment to the Constitution, and at least three days before the start of the meeting for all other motions. At an Open Meeting the chair may accept an emergency motion if two thirds of those present, voting or not, concur.

B. When an Open Meeting is convened under Article 28, any motion may be submitted at least three days before the Open Meeting.

31. Notice of Motions Received

A. The Secretary shall inform all members of a motion which constitutes an amendment to the Constitution at least three days before the meeting at which it is to be proposed. The Secretary shall post on the text of all other motions received.

B. The Secretary shall also electronically circulate all motions at least two days before the Open Meeting at which they are to be discussed.

32. Attendance

Any member may attend and vote at an Open Meeting. Non-members may attend, and may speak when invited by resolution of the Open Meeting but may not vote.

33. Standing Orders

A. Procedure at Open Meetings shall be determined by the Standing Orders outlined in Appendix IV

B. Before the first scheduled Open Meeting under the Constitution, the Executive shall draft Standing Orders and shall lay them before the meeting. They shall take effect unless declared invalid by a resolution of that Open Meeting.

C. Standing Orders may be amended by a resolution of the Open Meeting or by the Executive during a Committee Meeting.

D. An amendment to the Standing Orders does not constitute a constitutional amendment to the Constitution under Article 34(B)

34. Majority required by Motions

At an Open Meeting:

A. any motion which does not constitute an amendment to the Constitution or involve a decision under Article 13 (D), shall be passed if the number voting in favour is both greater than the number voting against and not less than 20;

B. any motion which constitutes an amendment to the Constitution or involves a decision under Article 13(D), shall be passed if the number voting in favour is both at least twice the number voting against and not less than 30.

35. Notice of Motions Passed

The Executive shall inform all members as soon as possible of a motion passed under Article 34 which constitutes an amendment to the Constitution. The Secretary shall post as soon as possible the text of all other motions passed under Article 34.

36. Requisition of a Negative Referendum

A motion passed under Article 34, which does not constitute an amendment to the Constitution shall, three days thereafter, take effect as a resolution of the Open Meeting, unless during that time a negative referendum is requisitioned by:

A. a resolution of the Executive;

or B. a petition signed by at least as many members as voted for the motion at the Open Meeting, and submitted to the President.

37. Negative Referenda

A motion passed at an Open Meeting under Article 34, which does not constitute an amendment to the Constitution, shall be negated if the number voting against the motion in a subsequent negative referendum, requisitioned under Article 36, exceeds those who voted in favour of the motion during:

A. the referendum itself; and

B. the Open Meeting.

To negate a motion passed at an open meeting, the total of votes in favour of negation must be greater than both the total number of votes against negation cast during the referendum, and the original number of votes cast for the motion at the Open Meeting, but not greater than the sum of votes for the motion cast at both polls. Otherwise the original motion shall stand and shall take effect as a resolution of the Open Meeting.

38. Requisition of a Constitutional Referendum

A motion passed under Article 34, which constitutes an amendment to the Constitution, shall 7 days thereafter take effect as a resolution of the Open Meeting, and shall operate to amend the Constitution unless during that time a Constitutional Referendum is requisitioned in the same manner as a negative referendum may be requisitioned under Article 37.

39. Constitutional Referenda

A motion passed at an Open Meeting under Article 34 which constitutes an amendment to the Constitution shall be negated if the number voting against the motion in a subsequent negative referendum, requisitioned under Article 38, is at least twice the number voting in favour. Otherwise the original motion shall take effect as a resolution of

the Open Meeting and shall operate to amend the Constitution.

40. Referendum Procedure

All referenda shall be conducted under the procedure described in Appendix IV.

41. Policy

A resolution of the Open Meeting shall become ECSU policy unless it constitutes a breach of the Constitution, or lies in any other way beyond the powers of the Open Meeting. Such policy shall lapse after three years.

42. Mandated Action

The Executive and all Committees shall act in accordance with ECSU policy derived under Article 41.

43. Independent Action

Where no ECSU policy exists, the voting and non voting-Executive and all Committees shall be empowered to act on their own initiative, and according to the manifesto on which they were elected.

SECTION VI—THE CONSTITUTION

44. Appendices

The appendices following this section shall be an integral part of the Constitution. The Standing Orders of the Open Meeting and the Contingencies Account Guidelines shall not be part of the Constitution.

45. Amendments to the Constitution

A. No amendments may be made to the provisions of this Constitution specified in Article 45.B without the consent of the Governing Body.

B. The Articles referred to in Article 45.A are: Articles 2, 7, 25, 45.A and 45.B of the Constitution; Regulations 3, 6(1) and (2) of Appendix III to the Constitution.

C. Any amendment to the percentage of income distributed to the MCR account, and any amendment to Articles 4(4), 6(4), 30, 47(3) and 48, and Clause 1 of Part One of Appendix I may only be made with the approval of the MCR Committee.

D. Amendments to this Constitution other than amendments referred to in paragraphs (1) and (3) of this Article may be made by the procedure of Articles 30, 31, 34.B, 35, 38, 39 and 40, notwithstanding which additions to Appendix III may also be made by a resolution of the Executive when new College clubs and Societies are formed.

46. Interpretation

This constitution shall be only interpreted by a resolution of the Executive, ratified by Master's and Tutors' Committee.

47. Previous Constitutions

All previous Statutes or Constitutions of the Emmanuel College Students' Union and the Amalgamated Clubs or their predecessors in title are hereby null and void.

CONSTITUTIONAL APPENDICES

APPENDIX I—ELECTION PROCEDURE

Part One—General

1. Unless a candidate in the election, or for any other reason unable to act, the Vice President shall be the Returning Officer. If they are unable to act, the executive shall appoint a Returning Officer.

Part Two—Nominations

2. Nominations shall open ten days and close three days prior to the date of regular Michaelmas elections, or alternatively be scheduled at the discretion of the Returning Officer so long as nominations are open for no less than 5 days. Nominations for by-elections may be scheduled at the discretion of the Returning Officer, in line with Section II Article 14.

3. On the day nominations open, the Returning Officer shall publicise:

- i. the period during which nominations are open;
- ii. the place from which nomination forms can be collected;
- iii. the election date and the hours of polling.

4. i. Any member of ECSU may propose or second a candidate, stand for nomination, and vote in any ECSU election for all positions on the executive except the Access & Class Act Officers, Women's and Non Binary Officer, International Officer, Disabilities and Mental Health Officer, Racial Equalities Officer and LGBT+ Officer. Only members of ECSU who self-define as members in the aforementioned categories are eligible to propose or second a candidate, stand for nomination and vote in any ECSU election for these positions.

ii. For the purposes of the Education Act 1994, major union offices shall be defined as those offices elected by secret ballot of the whole Ordinary Membership.

iii. The two Welfare Officers shall be elected on separate ballots. When applying for the role of Welfare Officer candidates must declare whether they wish to run as male/non-binary or as female/non-binary. Speeches and questioning at Hustings will be done separately and ECSU members will vote separately for the two officers. After election the two elected members will be known as Welfare Officers, with no reference to gender brackets under which they originally applied.

iv. The two Access & Class Act Officers will be elected on the same ballot. The top two candidates in the STV voting system will be elected as the Access & Class Act Officers

5. Nominations shall be in writing on an ECSU nomination form signed by candidate, proposer and seconder. Voting and non voting executive members may not propose or second candidates, or publicly endorse them in any way. The application form shall include an agreement by the candidate that "by submitting a manifesto they acknowledge they agree to abide by the regulations of the ECSU constitution and appendices if elected".

6. All candidates nominated shall be required to state their intended position on the Executive.

7. Any member of ECSU may stand for no more than two positions on the executive at any one election. With each position stood for requiring a separate nomination with different proposers and seconders.

8. The Returning Officer shall invalidate any nomination which does not fulfil the requirements of Regulations 4,5,6, & 7. They shall post the names of all the candidates who have been validly nominated, and their proposers and seconders.

Part Three—The Ballot and the Count

9. The Returning Officer shall work with the Computing and Communications Officer to ensure that an online ballot paper is available for the elections to each post. Ballots should be created by the Computing and Communications Officer, who is also delegated the job of administering the Cambridge Students' Union voting system referred to in Appendix II, Article I.

10. 'Re-open nominations' shall be an option on all ballot papers and shall be treated as a candidate for the purposes of Appendix II. If 'Re-open nominations' receives the majority of the votes, then nominations to the post must be re-opened and a second election held.

11. On the election day, the Returning Officer shall ensure that the members' right to a secret ballot is not infringed.

12. At the close of poll the Returning Officer shall check the count, at which any member of ECSU, with the exception of candidates standing for election, shall be entitled to be present.

13. When the count is completed, the Returning Officer shall post notice of this. However, where a candidate is successfully elected to two positions then they are required to select which position they wish to take up. (No member of ECSU may hold more than one full

voting position on the Executive). Thereupon the candidate shall cease to be a candidate in the election for the other position (that they do not wish to hold) and the ballot for that position shall be re-counted with the votes they received in that election being reallocated to the next preference on the ballot slip. In this case the Returning Officer shall withhold posting the result until all positions are resolved. Upon resolution the Returning Officer shall be discharged of any further responsibilities.

14. Where any posts are unfilled after the annual elections then a by-election shall be held not more than 14 days after the start of Lent Term.

15. Objections to the conduct of an election shall be submitted to the Returning Officer, together with a statement setting out the nature of the objection, not later than 48 hours after the result of the election has been declared. The Executive shall meet within 24 hours of an objection being received and shall be empowered to take appropriate action.

Part Four—Voting Schedule

16. The top of the ballot paper shall carry the following instructions: "There is one place available. Number the candidates in order of preference until you have no further preference. Write '1' against your first preference, '2' against your second and so on" or words to this effect.

17. The count shall be conducted in accordance with Appendix II of the Constitution

APPENDIX II—S.T.V. System

1. In order to be elected, a person will need to achieve a "quota". This quota is the number of votes required by a candidate to get elected and is calculated using the formula devised by the Cambridge Students' Union online voting platform, unless otherwise decided by a constitutional amendment. This applies to electing the named posts of the executive detailed in Section II Article 4 of the constitution.

2. Each candidate needs a minimum number of votes to be elected. This number is calculated according to the number of positions and votes cast and is called a quota. The first preference votes for each candidate are added up and any candidate who has achieved this quota is elected.

If a candidate has more votes than are needed to fill the quota, that candidate's surplus votes are transferred to the remaining candidates. Votes that would have gone to the winner instead go to the second preference listed on those ballot papers.

If candidates do not meet the quota, the candidate with the fewest first preference votes is eliminated and the second preference votes are transferred to other candidates. These processes are repeated until all the seats are filled.

3. If only two candidates remain and neither achieved the quota then the person with the higher number of votes wins.

4. In the case of a tie, the candidates with the most first preference votes wins.

APPENDIX III—FINANCIAL REGULATIONS

Part One - General

1. The financial year shall be from 1 October to 30 September.

2. Funds in any ECSU account unnecessary for immediate transactions may temporarily be put on deposit at the discretion of the Treasurer and Senior Treasurer. The original account shall ultimately receive any interest earned.

3. i. All monies required by law to be paid by Local Authorities on behalf of students as fees for a Students' Union or similar body, and all such fees required by the College to be paid by students on their own behalf, shall be paid into the ECSU Subscriptions Account.

ii. The Senior Treasurer, Treasurer and President shall authorise the Bursary to make payments from the Amalgamated Clubs account, with the exception that the Senior Treasurer may authorise payments alone in the University Vacation.

Part Two - Amalgamated Clubs Account

4. i. All Clubs and Societies eligible for and seeking financial assistance from the Amalgamated Clubs Account via the Allocation Committee shall submit the following information to the Treasurer by a date published according to Article 21(2): a breakdown of their estimated expenditure in the coming financial year and their full bank account details. Failure to provide this information, and any other information deemed necessary by the Allocation Committee, will be grounds enough to deny the club a grant from the Amalgamated Clubs Account, unless an exemption from this requirement is sought under Article 4(iii).

ii. The Treasurer shall make available for inspection by ECSU members, on request, all information he/she receives under Regulation 4(i), unless doing so contravenes the Data Protection Act (1998).

iii. A formal Allocation Procedure shall be agreed by the Allocation Committee in consultation with the Senior Treasurer. The Treasurer shall convene a meeting of the Allocation Committee, in order to discuss the claims made by each member club.

iv. The Treasurer and Senior Treasurer shall draw up the budget for the Contingencies Account for the coming ECSU Financial Year, based on the current balance of the account and estimated expenditure for the remainder of the current year and for the following year, with suitable margins for error.

5. The Executive may empower a Club or Society to hold its own bank account, provided that any payment by cheque from such an account requires the signature of at least two persons and the Club or Society complies with the relevant sections of the ECSU constitution and its Appendices. The club or society shall keep the Senior Treasurer informed of where the account is held and of the names of those people who are entitled to sign cheques.

Part Three—The ECSU General Account

6. a) At least a week before the first scheduled open meeting of the term the Shop Manager and Entertainments Officer shall supply to the Treasurer the budgets for the Shop Account and Entertainments Account for that term. These shall include major areas of expenditure, in particular detailing any transfers felt to be necessary between these accounts and the General Account. They shall also submit details of their expenditure for the previous term, identifying and explaining any large deviations from the budget for the previous term.

b) On the basis of this information the Treasurer shall prepare a budget for the Entertainments Account, for the Shop Account and for the ECSU General Account for that term. This will be presented to the Executive for their approval. Once this approval has been found payments may be made from these accounts. The Treasurer shall also prepare details of the expenditure made from all three accounts in the previous term, and these details of expenditure must be approved by the Executive.

7. The Executive shall lay before the first Open Meeting of each term the budget it has approved for the General Account under Regulation 10. Amendments to the budget may be made by resolution of the Open Meeting, providing that the amendment complies with Article 24, and does not affect expenditure which has already been made. Details of expenditure as outlined in 10(b) must also be submitted for approval of the Open Meeting.

8. After the first scheduled Open Meeting of each term, the Executive may, if necessary, amend the budget for the General Account, but only if such amendments comply with

Article 24, and neither contravene resolutions of the Open Meeting. Otherwise the amendment shall be referred to the next Open Meeting, whose powers shall be those of Regulation 11.

9. The Shop Account shall be the responsibility of the Shop Manager and shall be reviewed termly by the President, Vice President and the Treasurer for the approval of the Executive. The Shop Manager shall endeavour to set the prices of shop goods competitively such that they neither make a loss nor excessive profit. Any annual profit from the Shop Account may be donated to a charity or charities nominated by ECSU, or spent on items which contribute to the wellbeing and health of ECSU members.

APPENDIX IV - REGULATIONS FOR REFERENDA

Part One—General

1. The Vice President shall be the Returning Officer. If he or she is unable to act, the Executive shall appoint a Returning Officer.
2. Referenda shall be held not less than three nor more than seven days after requisition under Articles 36 or 38.
3. Upon receipt of a requisition for a referendum the Returning Officer shall publish the referendum date and the hours of polling.
4. The Returning Officer shall prepare a list of those entitled to vote.

Part Two—The Ballot and the Count

5. On the referendum day, the Returning Officer shall ensure that the members' right to a secret ballot is not infringed.
6. At the close of the poll, the Returning Officer shall check the count, at which any member of ECSU shall be entitled to be present.
7. When the count is completed, the Returning Officer shall post notice of the result and shall thereupon be discharged of any further duties.