



THE RULES, STANDING ORDERS, AND SPECIAL SCHEDULES OF THE OXFORD UNION SOCIETY

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Lady Margaret Hall

Returning Officer

15th November 2018

Rules of the Oxford Union Society, Michaelmas 2018

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Michaelmas Term 2018 Edition

This edition updates the previous edition as follows:

Rules Changes

- Significant amendments to Chapters 3, 4, 5 and 6 passed at Public Business Meetings in Michaelmas 2018
- Minor amendments to Rules 5(c)(i), 20(f), 23(a), 24(e) and 71 passed at Public Business Meetings in Michaelmas 2018
- The introduction of Rule 71(a)(i)(31) passed at a Public Business Meeting in Michaelmas 2018
- An amendment to Rule 55 to remove 55(f) and 55(g) passed at a Public Business Meeting in Michaelmas 2018

Standing Order Changes

- The removal of Standing Orders B3, B4, B6, B9, B10, B11, B16, D8 and E7 passed at Public Business Meetings in Michaelmas 2018
- Amendments to Standing Orders C7 and E8 passed at a Public Business Meeting in Michaelmas 2018
- The introduction of Standing Order C9 passed at a meeting of Standing Committee in Michaelmas 2018
- An amendment to Standing Order C1 passed at a meeting of Standing Committee in Michaelmas 2018

Appendix Changes

- Changes to the Library Regulations and the SDC Shortlist, both passed at Public Business Meetings 2018

Interpretation Changes

- Interpretations B3, B4 and B28 were repealed by the President
- Interpretations A1, A3, A5, A13, A14, A15, A19, A23, A30, A32, A33, A34, A36, A39, A40, A42, A43, A65, A76, A77, A78, A80, A89, A92, A93, A97, A110, A111, A116, A117, A118, A119, A121, A122, A123 and A130 were repealed by the Returning Officer

The footnotes are intended to aid readers of the Rules in cross-referencing the Standing Orders and the Schedule of Interpretations, in particular those readers who do not have experience with the Rules. They do not themselves form any part of these Rules, Standing Orders and Special Schedules, and should have no impact on the interpretation or application of any rule. Any questions over the Rules can be directed to the Returning Officer using ro@oxford-union.org.

Louise Kandler

Lady Margaret Hall

Returning Officer

NOTE TO RETURNING OFFICERS AND SECRETARIES

(A) Excerpt from Licensing Act 2003

(s. 82. *Notification of change of name or alteration of rules of club*)

‘(1) Where a club—

(a) holds a club premises certificate, or

(b) has made an application for a club premises certificate which has not been determined by the relevant licensing authority,

the secretary of the club must give the relevant licensing authority notice of any change in the name, or alteration made to the rules, of the club.

(2) Subsection (1) is subject to regulations under section 92(1) (power to prescribe fee to accompany application).

(3) A notice under subsection (1) by a club which holds a club premises certificate must be accompanied by the certificate or, if that is not practicable, by a statement of the reasons for the failure to produce the certificate.

(6) If a notice required by this section is not given within the 28 days following the day on which the change of name or alteration to the rules is made, the secretary of the club commits an offence.

(7) A person guilty of an offence under subsection (6) is liable on summary conviction to a fine not exceeding level 2 on the standard scale.’

Clerk to the Local Authority,

C/o City Secretary & Solicitor's Department, the secretary of the club shall give written notice of the alteration to the chief officer of police and to the clerk of the local authority.

Oxford City Council,

St Aldate's Chambers,

St Aldate's,

Oxford.

Tel: 01865-249811

Chief Police Officer,

C/o Licensing Department,

Oxford Police Station,

St Aldate's,

Oxford.

Tel: 01865-266000

(B) For changes of licensing hours, changes of the Club Secretary, or changes to the rules concerning licensing, the Local Magistrates must also be informed.

Clerk to the Licensing Justices,

Licensing Department,

Berkshire & Oxfordshire Magistrates Court,

The Court House,

PO Box 37,

Speedwell Street,

Oxford,

OX1 1RZ.

Tel: 01865-815086

Fax: 01865-243730

(C) After significant changes to the rules (generally, with each term's official edition), one copy of the new publication of the rules should be emailed to the Union Library: cataloguer@oxford-union.org. By decision of Standing Committee in Week 4 of Hilary Term 2016, the Library is responsible for the Legal Deposit of this document with the British Library (as per The Legal Deposit Libraries (Non-Print Works) Regulations 2013, in exercise of the powers conferred by sections 1(4), 2(2), 6(1), 7(3), 10(5) and 11(1) of the Legal Deposit Libraries Act 2003(1)).

CHAPTER ONE: Name and Objects

RULE 1: NAME

The Society shall be called “The Oxford Union Society”.

RULE 2: OBJECTS

(a) The object of the Society shall be the advancement of education amongst the members of the University of Oxford by organising debates and addresses by distinguished persons and the provision of a library and reading and writing rooms.

(b) The Society shall also provide bar and catering facilities for its Members, facilities for the showing of films, a billiard-room, and such other recreational facilities as the Standing Committee shall from time to time decide, always provided that the provision and maintenance of these facilities do not interfere with the educational objects of the Society.

(c) The Trustees of the Oxford Literary and Debating Union shall have the power of interpretation of this Rule, notwithstanding the provisions of Rule 67(e).

CHAPTER TWO: Membership and Subscriptions¹

RULE 3: MEMBERSHIP OF THE SOCIETY²

A: Life Members

(a) Members of the University and affiliates

(i) Any matriculated member of the University of Oxford shall be eligible for election as a Life Member. The spouse of any Life Member shall be eligible for election as a Life Member. 3

(ii) Any member of any Institution, whose members are permitted to supplicate for University degrees or diplomas and has been recognised by Standing Order, or the spouse of any such person, shall be eligible for election as a Life Member.⁴

(iii) Any member of any other educational institution in Oxford whose members Standing Committee considers it desirable to permit to be Life Members and which has been recognised as such by Standing Order, or the spouse of any such person, shall be eligible for election as a Life Member⁵.

(iv) Any person qualified to be a Life Member of the Society shall be deemed to be elected if, having paid such membership fee or completed a Bankers' Order promising to pay such membership fee as shall be laid down by Standing Order⁶, their name shall have been entered into the Society's membership records, and three full days shall since have elapsed.

(v) Any person eligible for election as a Life Member may choose instead to apply for Long-term Membership for no less than the full duration of their course, as detailed in the appropriate Standing Orders.

(vi) Long-term Members shall be considered as Temporary Members under the Rules of the Society. Long-term Membership shall expire at the end of the term in which the Long-term Member's course terminates.

(vii) Any Long-term Member eligible for election to Life Membership may, at any stage, choose to apply for Life Membership at the appropriate rate, except that the amount previously paid for Long-term Membership will be deducted from that rate⁷.

(b) Members of Kindred Societies

A Member of a Kindred Society entitled to Membership of the Society by virtue of Standing Order shall become a Life Member of the Society three clear days after their name having been entered into the membership records of the Society, and having paid the fee set by Standing Order.

B: Residential Members

(a) Any person resident in or near Oxford whose admission would, in the opinion of the Standing Committee, benefit the Society shall be eligible for election as a Residential Member.

(b) Any person who wishes to be elected a Residential Member shall apply in writing to the Secretary who shall arrange for the candidate to be interviewed by a member of the Standing Committee. The names of those applicants whom after interview the Standing Committee deems to be duly qualified for election shall be posted on the notice board. Any candidate shall be considered elected three clear days thereafter, if the President has not received a notice of objection and the candidate has paid such membership fees as shall have been laid down by Standing Order⁸. If any Member gives notice of objection, the proposal shall be reconsidered by the Standing Committee and its decision shall then be final.

¹ All Subscription Rates are inclusive of VAT under Standing Order F1.

² Information required of members for the Society's records is listed under Standing Order F10.

³ See Interpretation B24 for clarification of 'spouse'

⁴ This is Standing Order F5.

⁵ This is Standing Order F6.

⁶ This is Standing Order F2.

⁷ Further provisions for this process are outlined under Standing Order F11.

⁸ This is Standing Order F4.

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(c) No more than 100 Residential Members may be elected per year.

(d) At the first meeting of the Standing Committee of Full Term each Michaelmas the Secretary shall bring the names of all Residential Members of the Society to the Standing Committee for the review of their membership.

C: Temporary Members

(a) Any member of any institution in Oxford recognised by Standing Order⁹ for this purpose shall be entitled to Temporary Membership of the Society. Temporary membership shall be in three categories: *Course-length Membership*, *Termly Membership*, and *Visiting Membership*.

(b) Any person wishing to be elected a Temporary Member shall be deemed elected if, having paid such Membership fee as shall be laid down by Standing Order¹⁰, their name shall have been entered into the Society's membership records and three clear days shall have elapsed.

(c) Expiration

Temporary Membership shall expire at the end of the term in which the Temporary Member's course terminates, unless otherwise specified by Standing Order.

(d) Extension to Permanent Membership

(i) Any member of any institution in Oxford recognised for this purpose by Standing Order F7 shall at the end of their course of study be entitled to apply to extend their Temporary Membership to Permanent Membership. Such an application may be made in writing to any member of the Standing Committee. The Standing Committee will then vote on whether to grant Permanent Membership to the applicant at its next ordinary meeting.

(ii) Permanent Members shall be considered as Temporary Members under the Rules of the Society, save that their membership shall not expire.

D: Unacceptable Conduct

The Standing Committee shall have the right to refuse any membership application by any person eligible to become a Member who as a non-member has engaged in unacceptable behaviour (including, but not limited to, such conduct as would be an offence under Rule 71 or Standing Order Chapter G) on the Society's premises. If the said person has become a Member of the Society in the intervening period, the Standing Committee may, within two weeks of that Member's joining, refund any monies paid by the Member and terminate their membership. In such cases, the Society shall have no other or any further liability. For the purposes of these Rules, such persons shall be deemed to be ex-Members, and may only be re-elected as per Rule 8.

RULE 4: FACILITY FEE

(a)

(i) The Standing Committee shall set by Standing Order¹¹ an annual Facility Fee which shall be paid by all Residential Members and Life Members who are resident in Oxford.

(ii) Failure to pay the Facility Fee unless specifically exempt under (b) below shall result in a Member's entitlement to the privileges under Rule 11 being suspended until the Facility Fee is paid.

(b)

(i) Life Members no longer resident in or near Oxford shall not be required to pay an annual Facility Fee to maintain full privileges under Rule 11.

⁹ This is Standing Order F7.

¹⁰ This is Standing Order F3.

¹¹ This is Standing Order F9.

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(ii) Any Life Member who is exempt by (b)(i) from paying such fees but who has chosen to do so shall be sent, each term a copy of the Society's Term Card¹² and from time to time any notices of meetings, motions or benefits of Membership as the Standing Committee shall decide.

(c) Any person wishing to be elected a Life or Residential Member of the Society shall be given notice of the relevant clauses of this Rule and Standing Orders.

RULE 5: MEMBERSHIP RECORDS AND CARDS

(a) *Access to Membership Records*

No person other than the Society's staff, the Chair of Consultative Committee, the Returning Officer and members of an Election Tribunal or Appellate Board in the course of their official duties shall be permitted to examine or copy the Subscription and Membership records except with the Standing Committee's consent.

(b) *Membership Cards*

(i) All Members shall carry the Society's membership card on their person whilst on the Society's premises.¹³

(ii) Members of Staff, the Returning Officer, and members of the Standing Committee shall be entitled, on request, to see the membership card of any person on the premises, and to eject any person not showing a valid membership card or unable to otherwise prove their membership of the Society or unable otherwise to prove good reason for their being on the premises.

(iii) Membership cards shall remain the property of the Society. By either accepting the membership card or by virtue of their membership, Members agree to abide by the Rules, Standing Orders, and Special Schedules of the Society. Members' guests and visitors also agree to abide by the Rules, Standing Orders, and Special Schedules of the Society.

(iv) Any Member who loses their membership card shall report the loss to the General Office. The fee for replacement cards shall be set by the Standing Committee.

(v) The rules for membership cards shall also apply to Termly Admission Cards issued under Rule 53.

(vi) If a Member is not legally old enough to purchase intoxicating liquor or tobacco, their membership card shall be so marked by the Bursar. Once the Member is legally old enough to purchase such products, the mark shall be removed by the Bursar.

(c) *Data Protection*

(i) The Society shall in all circumstances meet the requirements of the Data Protection Act and General Data Protection Regulations¹⁴.

(ii) Any Member may, on request and for nothing, receive a printout of any personal information that the Union computer database holds about that Member. Non-Members requesting what information the Union computer database holds about them may be charged not more than £10 at the discretion of the Bursar.

(iii) Members shall inform the Society in writing if they do not wish to receive information about the Society's events and other matters that the Society deems may be of interest to Members.

(iv) By virtue of their membership, Members allow their personal information to be used in accordance with the Oxford Union Society's Data Protection Policy, as passed from time to time by the Standing Committee and appended to these Rules.

¹² Additional details on the provision of the Term Card to Members are listed under Standing Order F8.

¹³ For the confiscation of membership cards; see Interpretation A61.

¹⁴ Provisions for the use of CCTV footage are laid out in Standing Order G4.

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RULE 6: FINES AND DEBTS TO THE SOCIETY

(a) *Power to inflict fines*

Where no special penalty is prescribed, the President or the Chair may inflict a fine of not more than £50 for any violation of these Rules, Standing Orders or Special Schedules or for any breach of order at a meeting.

(b) *Escalation*

- (i) Any debt or fine shall be paid within one week of despatch of written notice¹⁵.
- (ii) Any debt or fine not paid within this period shall be increased by 10% and the defaulting Member's name shall be posted on the notice board.
- (iii) If the debt or fine is not settled within a further week the responsible Officer as per 6(c) shall strike the defaulting Member's name from the list of the Society's Members, shall give the said person notice that they are no longer a Member, and shall post a notice to this effect on the notice board.

(c) *Responsible Officer*

- (i) The Junior Librarian shall be responsible for the publication, notification and collection in the case of fines imposed under Library regulations.
- (ii) The Returning Officer shall be responsible for the publication, notification and collection in the case of all other fines.

(d) *Appeals against fines*

- (i) A Member who desires to appeal against a fine shall pay it provisionally and within three days of so paying shall submit a written appeal to the Returning Officer, who will pass it to the Senior Officers. However, provisional payment shall only be required if the total sum of fines incurred by that Member be less than £100.¹⁶
- (ii) The Senior Officers shall consider the written appeal, and make a written ruling within 21 days: they shall have the power to uphold, reduce or overturn the fine.
- (iii) Fines levied under Rule 33, 35 or 71 shall not be subject to appeal under this Rule.
- (iv) If the Senior Officers do not make a ruling within 21 days, the Returning Officer shall be empowered to make a ruling on their behalf. If the Returning Officer does not make a ruling within 24 hours past the 21-day deadline, the fine shall be automatically overturned.

RULE 7: CESSATION OF MEMBERSHIP

(a) *Resignation*

A Member may withdraw their name from the list of the Members of the Society by notifying the Returning Officer in writing, who shall ensure that the Member's name is removed from the list of Members, in consultation with the staff. No refunds shall be made to those paying by instalments.

(b) *Suspension and Expulsion*

- (i) *In the event of criminal charges:* If a Member should be charged with a criminal offence that is liable to bring the Society into disrepute, the Standing Committee shall have the power at a meeting at which at least one Senior Officer shall be present to suspend that Member at its discretion until the outcome of the full trial of the charges brought. There shall be no appeal against such suspension. If

¹⁵ Written notice is defined by Interpretation A27.

¹⁶ Not including later escalation; see Interpretation B2.

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the Member should be found guilty of the charge or charges, the Standing Committee shall have the power at a meeting at which at least one Senior Officer is present to expel the Member summarily.

(ii) Election Tribunals, Appellate Boards, and Disciplinary Committees may suspend or expel members as detailed in Rules 33 and 71. Election Tribunals shall be empowered to refer complaints to a Senior Disciplinary Committee, and may make such recommendations of sentence and verdict as they see fit, as per Rule 71.

(iii) *Suspended Membership*: A suspended Member shall not be entitled to any of the privileges of Membership for the duration of their period of suspension, but shall remain bound by Rules concerning Electoral and Disciplinary Offences.¹⁷ The member in question shall hand in their membership card or continue to have it withheld during their period of suspension. At the disciplinary committee at which the member is suspended, they shall be informed how and when to collect their membership card once their suspension has ended.

(c) *Notification*

In the event of a Member being suspended or expelled by the Standing Committee, the Returning Officer shall post a notice to that effect on the Notice board at the conclusion of the proceedings, and send a letter to the Member's last known address.

(d) *Financial Liability*

Cessation of Membership for any reason shall not, unless with the consent of the Standing Committee, terminate any financial liability incurred before the date of resignation or expulsion.

(e) *Membership Card*

When a Member is expelled, the Returning Officer shall ensure the Society regains any property of the Society which the expelled Member possesses, including but not exclusively, the Member's membership card.

RULE 8: RE-ELECTION OF EX-MEMBERS

Applications for re-election from Ex-Members shall be considered by the Standing Committee, provided that no Ex-Member shall be considered for re-election unless that Ex-Member has paid all monies due to the Society.¹⁸ Any Member expelled under Rule 7(b)(ii) on the recommendation of an Election Tribunal as under Rule 33(c)(iv) shall not be considered for re-election.

RULE 9: KINDRED SOCIETIES

The Standing Committee shall have the power to make reciprocal arrangements with any other Society and to alter them when necessary¹⁹.

RULE 10: HONORARY MEMBERS

The Standing Committee may recommend for election as an Honorary Member any person on the ground of eminent distinction or notable service to the Society, and if any three of the Trustees shall express in writing their assent to such recommendations, the person recommended shall be deemed to be duly elected. Honorary Members shall not be required to pay any subscriptions.

RULE 11: PRIVILEGES, STATUS, AND LIABILITY

(a) All Members shall be entitled to use the Society's rooms, to take part in all Meetings of the Society and elections of Officers and committees, and to enjoy all such facilities as the Society may provide²⁰; but only Life Members may be candidates in the Society's elections. Long-term, Residential, and

¹⁷ On the applicability of this rule to the right to complain of electoral malpractice; see Interpretation E8. On the meaning of the word 'bound'; see Interpretation E9.

¹⁸ For elucidation of these conditions; see Interpretation B19.

¹⁹ These arrangements, and the Societies eligible, are listed under Standing Order F12.

²⁰ Including access to cashback, photocopying and faxing, under limitations set by Standing Orders A9 and E12.

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Temporary members may speak, but not vote, in Private Business and any Poll arising from Private Business.

(b) Any event organised by the Society may be subject to change or cancellation, and the Society shall accept no liability for any loss or inconvenience caused thereby. The Society shall accept no liability for property lost or stolen on the Society's premises.

CHAPTER THREE: Officers

RULE 12: OFFICERS AND TRUSTEES

(a) *Trustees*

The duties of the Trustees shall be as laid down in the Trust Deed. When there are fewer than four Trustees, Standing Committee shall nominate as many Members as there are vacancies by way of a Private Business Motion at a Public Business Meeting, which shall accept or reject them.²¹ In the event of rejection, Standing Committee shall submit further names. A Trustee may be dismissed by a two-thirds majority of an Ordinary Meeting of Standing Committee at which at least one Senior Officer is present.

(b) *Officers*

The Junior Officers of the Society shall be the President, the President-Elect, the Librarian, the Librarian-Elect, the Treasurer, the Treasurer-Elect and the Secretary. The Senior Officers shall be the Senior Librarian and the Senior Treasurer.

(c) *Term of Office*

(i) The Junior Officers shall hold office for one term, and the Senior Officers for nine terms. They shall enter office at the beginning of the vacation after their election, except as under Rules 20(a), 33 and 38. Officers, (other than the President), shall hold Office until the entry of their successors, except as provided in (iii) and (iv) below.

(ii) *Presidential Term*

At the end of the term, the President shall vacate their Office, and the President-Elect shall succeed, unless there be no President-Elect by reason of Rule 38(b)(vi), in which case the incoming Librarian shall succeed. Notwithstanding the above provisions, if at the end of term the time limits specified in Rule 33(f)(x) with regard to the Elections of that term have not expired, until the said time limits expire, the Tribunal Panel may delegate, all Presidential powers and duties, but not the Office, to the Returning Officer subject to Standing Order D16. 22 This shall normally only happen when the President-Elect is directly implicated in an ongoing Allegation.

(iii) *Librarian*

At the end of the term, or at the end of the time limits specified in Rule 33(f)(x) if the Librarian-Elect is implicated in an ongoing Allegation, the Librarian shall vacate their Office and the Librarian-Elect shall succeed. If there be no Librarian-Elect by reason of Rule 38(b)(vi), the Librarian shall vacate their Office on the entry to Office of the incoming Treasurer, who shall then succeed to the Office of Librarian and vacate the Office of Treasurer.

(iv) *Treasurer*

At the end of the term, or at the end of the time limits specified in Rule 33(f)(x) if the Treasurer-Elect is implicated in an ongoing Allegation, the Treasurer shall vacate their Office and the Treasurer-Elect shall succeed. If there be no Treasurer-Elect by reason of Rule 38(b)(vi), the Treasurer shall vacate their Office on the entry to Office of the incoming Secretary, who shall then succeed to the Office of Treasurer and vacate the Office of Secretary.

(c) All Junior Officers, except the Chair of Consultative Committee, shall write letters of thanks to any sponsor, speaker, or guest of the Society from their term of Office before 0th Week of the following term.

²¹ The method by which these Members are chosen is set out in Rule 37(d).

²² See Interpretation E10 concerning the expectations of the Returning Officer in this position.

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(d) All Junior Officers, except the Chair of Consultative Committee, shall be required to work in the Society's Buildings during the vacation to prepare for the forthcoming term for the amount of time specified by the President-Elect under Rule 34(b)(vi)(1), and do such other duties as required under the Rules.

(e) The President may release individual Committee Members from a proportion of their days in exceptional and unforeseen circumstances.

(f) Any Member wishing to raise money for the Society must do so in consultation with the Treasurer. Any Member wishing to invite a speaker to the Society must do so in consultation with the President and the Librarian.

RULE 13: THE PRESIDENT²³

(a) The President shall be responsible for the general administration of the Society²⁴, subject to any direction of Standing Committee or the House.

(b) The President shall take the Chair at all Business Meetings and of Standing Committee and Finance Committee, and shall have speaking rights on every Committee.

(c) The President shall choose Public Business Motions, allocate the paper-speeches, and be responsible for inviting guest speakers for their term of office. The President shall ordinarily post on the Society's notice board a notice announcing every Public Business Meeting.

(d) The President shall ensure that all members of staff, as far as is possible under employment law of England and Wales, conform to the Rules, Standing Orders, and Special Schedules of the Society²⁵.

(e) When the powers and duties of any post in the Society are not held by any other individual, they shall devolve on the President. Exceptions to this Rule shall be the posts of Senior Treasurer, Senior Librarian, Returning Officer and Deputy Returning Officer.

(f) The President shall be ultimately responsible for the Society's Website, social media accounts, mailing list, and smartphone app, and shall manage the Director of Digital Operations.

RULE 14: THE PRESIDENT-ELECT

(a) The President-Elect shall provisionally arrange the Meetings of the Society for the following term.

(b) The President-Elect shall work in the Society's Buildings for the vacation for at least the same duration as required for an Elected Member of Standing Committee and:

- (1) In Michaelmas shall organise the Membership drive²⁶;
- (2) In Hilary and Trinity shall assist the President with their duties under Rule 13(c);

RULE 15: THE LIBRARIAN

(a) The Librarian shall assist the Senior Librarian in the administration of the Libraries and take general charge of them in the absence of the Senior Librarian,

(b) At the Ordinary Private Business Meeting in each term the Librarian shall read the account for the preceding term of the Senior Librarian, and at the Ordinary Private Business Meeting of each Michaelmas Term submit the audited accounts for the preceding year of the Senior Librarian, for the approval of the Society.

²³ For powers and duties of the President, see Standing Orders C8, E1, E6, E9, E11, E17 and G1, and Chapter C.

²⁴ And must therefore respond to their post and emails; see Interpretation C18.

²⁵ Relevant complaints should go to the President or, where appropriate, the Bursar; see Interpretation C23.

²⁶ For requirements on Membership Drive progress reports during Michaelmas; see Standing Order A18.

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- (c) The Librarian shall provide Suggestion-Books to be kept in the Library, in which Members may propose books for purchase or make any suggestion for the consideration of Library Committee.
- (d) It shall be the duty of the Librarian to invite distinguished guests to give individual addresses to the Society, subject to the provisions of Rule 42(a)(3).²⁷
- (e) The Librarian shall provide all relevant correspondence and contact details of ongoing speaker contacts to the Librarian-Elect by Monday of Second Week.

RULE 16: THE LIBRARIAN-ELECT

- (a) The Librarian-Elect will not be eligible to stand for any Committee or Office until they have succeeded to the Office of Librarian, or the time at which they would have so succeeded, were it not for their resignation.
- (b) The Librarian-Elect shall work in the Society's Buildings for the vacation for at least the same duration as required for an Elected Member of Standing Committee and shall:
 - (i) Assist the Librarian with their duties under Rule 15;
 - (ii) In co-operation with the Librarian, invite distinguished guests to address the Society in the following term;
 - (iii) Liaise with distinguished guests who have expressed an interest in addressing the Society, but have so far been unable to find a mutually convenient time to do so;
 - (iv) Attend all Speaker Meetings of the Society for which the Librarian is responsible;
 - (v) Assist the Chair of Consultative Committee with the performance of their duties and in the creation of the weekly rota for Weeks Four, Five and Six of term.
- (c) The Librarian-Elect shall assist the President-Elect with their responsibility for the Membership drive under Rule 14(b)(i).

RULE 17: THE TREASURER

- (a) The Treasurer shall be responsible for the upkeep of the Society's Buildings and amenities.
- (b) The Treasurer shall provide a book in which Members may enter any suggestion or complaint they may desire to make. Every entry shall be signed by the writer in person.
- (c) The Treasurer shall be responsible for all aspects of the finances of the Society.
- (d) The Treasurer shall be responsible for raising money for the Society as outlined in the annual budget, by raising sponsorship for Union activities, and such other commercial opportunities as the President may authorise.

RULE 18: THE TREASURER-ELECT

- (a) The Treasurer-Elect will not be eligible to stand for any Committee or Office until they have succeeded to the Office of Treasurer, or the time at which they would have so succeeded, were it not for their resignation.
- (b) The Treasurer-Elect shall work in the Society's Buildings for the vacation for at least the same duration as required for an Elected Member of Standing Committee and:

²⁷ For dinners and receptions for Speaker Meetings; see *Standing Orders C3, C4 and C5*.

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- (i) Shall assist the Treasurer with their duties under Rule 17(d);
 - (ii) Shall organise sponsorship of social events, in coordination with the Secretary and Treasurer;
 - (iii) Shall assist the Chair of Consultative Committee with the performance of their duties and in the creation of the weekly rota for Weeks One, Two and Three of term.
- (c) The Treasurer-Elect shall assist the President-Elect with their responsibility for the Membership drive under Rule 14(b)(i).

RULE 19: THE SECRETARY²⁸

(a) *Business Meetings*

- (i) The Secretary shall keep and maintain a Business Minute Book, which shall contain:
 - (1) The proceedings of Public Business (including, but not exclusively, the Motions, speakers in the Main Debate, speakers in the After Debate, and the result)
 - (2) The proceedings of Private Business (including, but not exclusively, the Motions, speakers, Procedural Motions, results of any Special Adjournment Motion or Private Business Motion, Questions to Officers)
 - (3) The proceedings of any Emergency Debates (including, but not exclusively, the Motions, speakers and results)
 - (4) The proceedings of any Informal Debates (including, but not exclusively, the Motions, speakers and results).
- (ii) The Business Minute Book shall be available to Members for inspection.
- (iii) The Minutes of Business Meetings shall be ratified by Standing Committee. No correction shall be made, except by the Secretary, and only then with the consent of the House.

(b) *Standing Committee*

- (i) The Secretary shall be the Secretary to Standing Committee.
 - (ii) The Secretary shall keep and maintain a Standing Committee Minute Book, which shall contain the full Minutes of Standing Committee, as well as an *In Camera* and other Minute Books. Minutes shall be affixed to the Minute Book, not kept in a loose-leaf file.
 - (iii) The Standing Committee Minute Book shall be available to Members for inspection.
 - (iv) The Minutes of Standing Committee shall be ratified by the Standing Committee.
- (c) The Secretary shall send to the Director of Digital Operations and the President a copy of the Ratified Public Minutes of every Committee, and any accompanying documents, as well as a copy of any official notice on the noticeboard sent to them, to be placed on the website within five days. At the end of every term, the Secretary shall send an electronic copy of all Ratified Public Minutes from their tenure to the Office Secretary to be bound.
- (d) The Secretary shall be responsible for chairing Secretary's Committee, and for organising social events.

²⁸ *The Secretary is also required by Standing Order E13 to produce a list of 'useful numbers'.*

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(e) The Secretary shall ensure that an audio recording of any Business Meeting or Meeting of Standing Committee is made, and sent to the Archivist.

RULE 20: THE CHAIR OF CONSULTATIVE COMMITTEE

(a) The Chair of Consultative Committee shall be elected by Standing Committee and Consultative Committee in accordance with the provisions of Rule 36. They shall be a Non-Voting Member of Standing Committee, and shall serve from Sunday of Ninth Week to the entry to Office of their successor, save if they resign or be removed.

(b) The Chair of the Consultative Committee shall at all times be responsible to the Standing Committee and Consultative Committee and shall organise the Consultative Committee in accordance with its purposes under Rule 28 and the requests of the Standing Committee and Consultative Committee.

(c) The Chair of the Consultative Committee shall not be eligible to stand for election to any Office or elected position on the Standing or the Secretary's Committee during the same full term in which they hold, or have held, office.

(d) The Chair of Consultative Committee shall have the power to appoint up to two Members as Deputy Chairs of Consultative Committee to assist with the performance of their duties. These Members shall not be Elected Members of Standing Committee or Secretary's Committee, and shall not be a current Junior Officer. The Chair of Consultative Committee shall be obliged to work in the Society's Buildings for a third of the time specified under Rule 34(b)(ii) for an Elected Member of Standing Committee.

(e) *Duties*

(i) They shall arrange the distribution of the term card at the start of the Term to resident and non-resident members who are paying their facility fee.

(ii) They shall be the member of Standing Committee with the responsibility for ensuring that Informal Debates, and Speaker Meetings are recorded on audio or video tape and further ensure that these recordings are properly preserved, with the purpose of maintaining them for the Society's archives.²⁹

(iii) They shall be the Member of Standing Committee with responsibility for ensuring that the Society's Rooms are set up by the Members of Secretary's Committee and Appointed Officials prior to Public Business Meetings and Speaker Meetings, and shall ensure that any rooms so used are returned to their normal state after the event is concluded.

(iv) They shall be the member of Standing Committee with responsibility for ensuring that the Society's rooms are set up by Secretary's Committee members prior to debates and speaker meetings, and shall ensure that any rooms so used are returned to their normal state after the event is concluded.

(v) They shall chair Consultative Committee, and bring any matters of concern amongst members of Consultative Committee to the attention of Standing Committee. They shall be responsible for posting the title of any Emergency Debate Motion on the Notice board by noon on the day following the meeting of Standing Committee at which it was approved.

(vi) They shall be the Member of Standing Committee responsible for producing the Order Paper for Public Business Meetings, on the President's instructions, for selecting Tellers for Debates, and for posting the results of any Emergency Debate and the Public Business Motion on the noticeboard by noon on the day after the Public Business Meeting.

(vii) The duties of the Chair of Consultative Committee outlined in (i) to (vi) of this Rule and elsewhere in the Rules (excluding the duties in Rule 5(a), Rule 28(c), and Rule 32) shall be performed primarily by the Chair of Consultative Committee with the assistance of Secretary's Committee, the Elected Members of Standing Committee and the Junior Appointed Officials

²⁹ *The manner in which these duties should be conducted is also set by Standing Order E8.*

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throughout term.

(vii) In Eighth Week, the outgoing Chair of Consultative Committee, the President-Elect and the House Manager shall meet together with the incoming Chair of Consultative Committee to brief the incoming Chair of Consultative Committee on the duties of the Chair of Consultative Committee. If the outgoing Chair of Consultative Committee has been re-elected and is thus also the incoming Chair of Consultative Committee, they shall meet with the President-Elect and the House Manager in Eighth Week to discuss the duties of the Chair of Consultative Committee.

RULE 21: THE SENIOR LIBRARIAN

- (a) The Senior Librarian shall have general charge of the Libraries of the Society.
- (b) The Senior Librarian, assisted by the Librarian, shall cause the accounts of the Library to be entered in a ledger, which shall be open to the inspection of Members.
- (c) The Senior Librarian shall prepare termly accounts, which shall be presented for audit annually together with the accounts of the Senior Treasurer.

RULE 22: THE SENIOR TREASURER

- (a) The Senior Treasurer shall superintend the financial affairs and staffing of the Society.
- (b) The Senior Treasurer shall enter the receipts and expenditure of the Society in a ledger, which shall be open to the inspection of Members. The Senior Treasurer shall ensure that the accounts be audited during the Long Vacation by a firm of professional auditors. The audited accounts shall be drawn up so as to adequately distinguish outgoings mentioned in Rule 2(a) and other outgoings and revenue. The Society's financial year shall commence on 1st July and end on 30th June. The report of the audit shall be printed and any Member shall be entitled to a copy of it.
- (c) At the end of every financial year, the President must publish the approved audited accounts for the year that has passed, in or enclosed with the next term card.
- (d) The Senior Treasurer shall obtain a copy of the official public OLDUT audited accounts each year, if necessary from the Charity Commission. These accounts shall be available for inspection by any Member of the Society.

CHAPTER FOUR: Committees

RULE 23: COMMITTEES – GENERAL

(a) *Committees*

(i) The Committees of the Society shall only be Standing Committee, Finance Committee, Library Committee, Library Strategy Committee, Secretary's Committee, Consultative Committee, Debate Selection Committee, Access Committee, Bar Strategy Committee, Cellars Management Committee, Audit Committee, and other Committees appointed under Rule 30.

(ii) No body in the Society shall call itself a Committee, or claim any executive powers of a Committee, unless duly constituted as a Committee under Rule 23 or Rule 30. No working party or group of elected or appointed officials may claim any authority over any issue if that executive authority is currently held by a duly constituted Committee under the Rules.

(iii) No Committee may be scheduled to meet at the same time as another Committee, with any conflicts to be resolved by the President, and may only meet in the Society's Buildings.

(iv) The proceedings of a Committee shall be a matter for that Committee and its Chair, and only on rare occasions shall it be appropriate to challenge the decisions of a Committee using Rule 33 or Rule 71.

(b) *Composition*

(i) A Committee shall consist of Voting Members and Non-Voting Members, who shall be required to attend Ordinary Meetings, shall have speaking rights, and may be present for *in camera* business. Only Members may move or second Motions in any Committee.

(ii) Those who only attend in an advisory capacity shall have speaking rights, but may not vote or be present for *in camera* business. The proposer of any Private Business Motion or Special Adjournment Motion shall have speaking rights for the duration of any discussion on any Committee regarding their Motion, save should the Committee move *in camera* or exclude observers.

(iii) All Committees shall be open to all Members as observers, except as otherwise provided in this Rule, who may be granted speaking rights by simple majority of the Committee.

(iv) All Committees may only exclude observers or go *in camera*, whilst they are directly discussing one or more of the following:

- (1) Actual or potential disciplinary matters concerning Members or staff.
- (2) The actual negotiation of sensitive financial contracts with an external organisation, or the financial provisions of staff contracts, but not other financial matters.
- (3) The discussion of which Members to select to represent the Union at competitions organised by, or entered by, the Society, including through convening, tabbing or adjudicating.
- (4) The contents of *In Camera* Minutes or applications to view *In Camera* Minutes.

It shall be deemed an abuse of office under Rule 71 for any Chair of a Committee to allow the exclusion of observers or to enter *in camera* for any part of a Meeting where one of the above does not apply.

(v) No one Member shall under any circumstances exercise more than one vote on any one Committee.

(c) *Ordinary Meetings*

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An Ordinary Meeting of any Committee shall be called by the Chair of each Committee every week during Full Term, save that any Committee appointed under Rule 30 shall not be required to meet weekly. Notice shall be given by email to every Member of that Committee, except for Consultative Committee, and also placed on the notice-board at least three days before the Meeting.

(d) *Emergency Meetings*

- (i) An Emergency Meeting of any Committee, except Consultative Committee or Debate Selection Committee, shall be called by placing a Requisition upon the noticeboard. A Requisition may be made by the President, the Chair of the Committee, or any three of its Members, or, in the case of Standing Committee, the Returning Officer. It must be sent by email to every Member of that Committee after being placed on the noticeboard, and shall not be deemed to have been delivered until this has occurred.
- (ii) An Emergency Meeting may only be called for a time within twenty-four to forty-eight hours after the Requisition is delivered, save outside of Full Term when the time period shall be four days to seven days.
- (iii) The Emergency Meeting shall take place on at the time and place specified on the Requisition., unless the Chair of the Committee decides otherwise, in which case the Chair shall immediately post a notice to that effect and email all Members of the Committee to inform them of the new time and place, always provided that the new time is between twenty-four and forty-eight hours after the posting of the Requisition.
- (iv) The Requisition must specify the matter(s) which the Emergency Meeting shall discuss. Any matter not specified shall not be discussed. A Requisition may be withdrawn by the Member or Members who posted it before the stated start time of the Meeting.
- (v) A Requisition by the Returning Officer for an Emergency Meeting of Standing Committee for the purpose of passing additions to the Election Tribunal Shortlist in 8th Week shall have a minimum notice period of 4 hours, and the time chosen by the Returning Officer shall not be altered save with the consent of the Returning Officer. The Returning Officer and Deputy Returning Officers shall attempt to contact all Members of Standing Committee before the Meeting to inform them of the Meeting.

(e) *Attendance*³⁰

(i) *Absence*

- (1) Any Member of any Committee may be fined up to £10 by the Chair for absence without good reason from an Ordinary Meeting of the Committee during Full Term, or from any Ordinary Meetings of Standing Committee held in 0th Week and 9th Week.
- (2) Any Member of any Committee absent without good reason from three Ordinary Meetings during Full Term of that Committee in the same term shall be deemed to have resigned from that Committee, and if they be a Junior Officer, from their Office. Deemed resignations from Committees that a Member is a Member of by virtue of them holding another position shall also constitute resignations from that position.
- (3) The provisions of (1) and (2) shall not apply to Consultative Committee, save for the Members of Standing Committee or Secretary's Committee, or to the Trustees or the Senior Officers or the Bursar. The provisions of (1) and (2) shall not apply to Consultative Committee and Standing Committee for Ex-Officers who are Members of Standing Committee by virtue of their being an Ex-Officer.
- (4) Attendance at an Ordinary Meeting shall be determined primarily by the Minutes of the Committee, which shall record the duration all Members are present at any

³⁰ *For what constitutes attendance and absence, see Interpretation B20.*

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Ordinary Meeting for. Any Member of any Committee shall be considered absent from an Ordinary Meeting unless they are present for at least three-fifths of the Meeting.

(5) A Meeting of the Junior Disciplinary Committee shall not be considered an Ordinary Meeting of Standing Committee for the purposes of these absence rules.

(6) If a Committee Meeting is believed by those present to be properly called, and if the Chair of the Committee is believed to be the Chair by those present, and their validity to act as Chair is not challenged, then the Chair and the Meeting are to be considered as valid for the purposes of determining any Meetings called or Motions tabled regarding attendance.

(ii) *Good Reason*

The following circumstances, on the day of an Ordinary Meeting of a Committee, shall be the only cause to constitute good reason for absence.

(1) Attendance at a Public Examination.

(2) Disabling or infectious illness.

(3) Attendance at a pressing and extraordinary engagement agreed to be unavoidable.

(4) Pursuit of service to the Society agreed to be of paramount importance.

An absent Member shall present evidence and arguments at the first Ordinary Meeting held 72 hours after the absence occurred, either in person or by proxy. The Committee shall then decide by majority vote, save for (3) or (4) above where a two-thirds majority shall be required, on the Motion that, “(the reason supplied by the absent member) constitutes a good reason”. This Motion shall always be deemed to have been put for the purposes of Rule 45, but absences shall be considered to have been without good reason unless it is passed. For the purposes of Rule 45 in this case only, “publication of the decision” shall be deemed to be the end of the Meeting in question, and “ten days” shall be deemed to be “three days”.

(iii) *Deemed Resignations*

A deemed resignation shall be dated from the last time at which the Member in question could have appealed against their third absence being found to have occurred without good reason. In the case of a third absence, the provisions of Rule 45 must be enacted within 24 hours in order to suspend the decision, else the deemed resignation shall be dated from 24 hours after the end of the Meeting in which the absence was found to be without good reason. Should the provisions of Rule 45 be enacted after the 24 hour suspension period, then regardless of the success or failure of the Rule 45 action the Member shall still be deemed to have resigned. In the case of resignations being deemed to have taken place from Secretary’s Committee, Standing Committee, or an Office, the Chair of the Committee at which the resignation took place shall be required to inform the President, the Returning Officer and the person in line to succeed simultaneously by email within an hour of the expiration of the 24 hour suspension period, should the provisions of Rule 45 not be enacted. Failure by the Chair to carry out this duty shall not alter the fact of the resignation.

(f) *Chair*

(i) Except as otherwise provided by the Rules, every Committee shall elects its own Chair, who shall have both a deliberative and a casting vote.

(ii) The Chair of the Committee may govern a Meeting as they see fit, save that:

(1) In the absence of the Chair or Secretary of the Committee, another Member of the Committee must be appointed to take on their responsibilities for the purposes of that

Meeting, who in the case of the Chair must be a Voting Member.

(2) The time at which the Meeting starts and ends shall be announced and minuted.

(3) In the case of Ordinary Meetings only:

(A) The first item of business shall be discussion, amendment and ratification of the Minutes of the previous Meeting(s).

(B) The second item of business shall be the determination of whether good reason had been provided for any absences at the last Ordinary Meeting held at least 72 hours before the current Meeting.

(C) The third item of business shall be a report on changes and prospective changes in the Membership of the Committee by the Secretary of the Committee.

(D) The fourth item of business will be matters arising from the previous week.

(4) In the case of Standing Committee and Finance Committee, every Member of the Committee will be individually called upon by name to state their business.

(5) In the case of Consultative Committee, all Members of Secretary's Committee and all Members of Standing Committee, except the Senior Officers, the Trustees and Ex-Officers who are Members of Standing Committee by virtue of being an Ex-Officer, will be individually called upon by name to state their business.

(g) Secretary

Except as otherwise provided by the Rules, every Committee shall elect its own Secretary, who shall circulate the Agenda before every Ordinary Meeting, keep and maintain a Committee Minute Book, and record attendance at Meetings of the Committee, including through recording the lengths of time that Members are present at Meetings.

(h) Agenda

(i) The Secretary to any Committee shall send an Agenda to every Member of that Committee at least 48 hours before any Ordinary Meeting. The Agenda must contain notice of all business the Secretary has been informed of, together with any Unratified Draft Minutes of that Committee, provided that they are explicitly marked as Unratified.

(ii) Any business specified on the Agenda must be accompanied by any document essential to discussion, such as copies of any proposed change to any Rule or Standing Order.

(iii) No Motion involving the expenditure of any sum in excess of £100 shall be passed by any Committee unless the amount and purpose have been specified on the Agenda, and either the Senior Treasurer be present or have been notified of the business in question at least seven days in advance. This sub-clause may be waived by the agreement of a Senior Officer.

(iv) No matter not specified on the Agenda, save any matter legitimately arising under the item 'Business Arising from the Minutes', shall be discussed if two Members of the Committee, being present at the time the matter arises, object before any discussion of that matter commences.

(i) Public Minutes

(i) The Secretary to any Committee shall keep and maintain a Committee Minute Book, which shall be available to Members for inspection.

(ii) Minutes shall be affixed to the Committee Minute Book, not kept in a loose-leaf file, and shall be in such form and detail as the Committee shall decide, save that any public documents

presented to the Committee must be included.

(iii) If a Committee goes *in camera*, or excludes observers, the Public Minutes shall state what time the Meeting did so and stopped doing so and shall state the reason for going *in camera* or for excluding observers.

(iv) The Secretary to any Committee shall within 24 hours of the end of any Meeting of that Committee publish on the notice-board all Motions passed at that Meeting, including *In Camera* Motions, and any other details or announcements that the Committee think fit.

(v) The Secretary to any Committee shall within 72 hours of the end of any Meeting of that Committee publish on the noticeboard the Draft Public Minutes of the Meeting.

(vi) The Secretary to any Committee shall within 24 hours of the end of any Meeting of that Committee in which Public Minutes are ratified, attach the Ratified Public Minutes (with any amendments made) to the Committee Minute Book and publish them upon the notice-board.

(vii) The Public Minute Book for each Committee shall be available to all Members to inspect in the General Office. The Public Minute Book may only be removed from the General Office by the Returning Officer, the President or the Secretary or their agents, unless a Committee, or a body listed under (j)(i)(5)-(9) below has directed that the Public Minute Book should be brought before them.

(viii) Applications to examine Minutes of Committee Meetings held more than 50 years before the date of application shall normally be granted, on payment of a fee of at least £1 to be determined by the Librarian-in-Charge taking into account the amount of work this imposes on the staff.

(j) *In Camera* Minutes

(i) The *In Camera* Minute Book may only be inspected by the following:

- (1) The President;
- (2) The Secretary;
- (3) The Returning Officer;
- (4) The Senior Treasurer;
- (5) The Intermediate Disciplinary Committee;
- (6) The Senior Disciplinary Committee;
- (7) The Election Tribunal;
- (8) The Disciplinary Appeals Committee;
- (9) The Appellate Board.

In addition, Standing Committee may pass a Motion permitting individuals not listed above to inspect the *In Camera* Minute Book or read specific *In Camera* Minutes. The Chair of any Committee may request that the Secretary present them with a copy of *In Camera* Minutes from that Committee after a Motion is passed by that Committee giving permission; such Minutes may then be circulated to the other Members of that Committee.

(ii) The Secretary to any Committee shall, within 72 hours of the end of any Meeting, circulate the Draft *In Camera* Minutes (if any part of that Meeting was *In Camera*) to the President, the Secretary and the Returning Officer. They shall additionally circulate the Draft *In Camera* Minutes to all Members of that Committee at the same time, but the Draft *In Camera* Minutes may not be shown to any person who is neither a Member of that Committee nor eligible to see *In Camera* Minutes under sub-clause (i) above.

(iii) If any Committee has *In Camera* Minutes that have not yet been ratified, a Motion may be moved (separately from any Motion to ratify the Draft Public Minutes) to ratify those *In Camera* Minutes. If any Member of the Committee objects to that Motion, the Committee shall move *In Camera* to discuss the Draft *In Camera* Minutes. Should a Member of the Committee have not been a Member of the Committee at the time in which the Committee went *In Camera*, they shall still be entitled to see the Draft *In Camera* Minutes should they wish, and may vote on ratification. The Secretary to any Committee shall, within 24 hours of

the end of any Meeting of that Committee in which *In Camera* Minutes are ratified, circulate the Ratified *In Camera* Minutes to the President, the Secretary, and the Returning Officer. They shall additionally circulate the Ratified *In Camera* Minutes to all Members of that Committee at the same time, but the Ratified *In Camera* Minutes may not be shown to any person who is neither a Member of that Committee nor eligible to see *In Camera* Minutes under sub-clause (i) above.

(iv) The *In Camera* Minute Book shall be stored securely. The Members or Staff who have keys to the place in which the *In Camera* Minute Book is stored shall ensure that said *In Camera* Minute Book is made accessible to those listed under sub-clause (i) above no more than 24 hours after receiving notice of their need to access it. Those who have access to any *In Camera* Minutes, whether legitimately or in violation of these Rules, are bound by the provisions of Rule 71(a)(i)(18) with regard to the contents of those *In Camera* Minutes.

(v) The Secretary shall affix the Draft and Ratified *In Camera* Minutes of each Committee to the *In Camera* Minute Book, which they are responsible for under Rule 22(a)(ii), within 72 hours of said *In Camera* Minutes being circulated.

(k) *Files*

All files and documents produced by any member of any Committee relating to their work, and any such materials produced by Appointed Officials, shall be the property of the Society.

(l) *Elections*

(i) All elections held by any Committee shall be by secret ballot, following hustings and questions chaired by the Returning Officer or a Deputy Returning Officer, who shall have speaking rights. All elections shall be conducted by Single Transferable Vote, and RON shall always appear on the ballot, save that the election for the Chair of Consultative Committee shall be run according to the provisions of Rule 36.

(ii) The Count of voting shall be performed by at least two people, ordinarily two of the Senior Officers, the Bursar and the Returning Officer or the Deputy Returning Officers. If at any stage of the count two or more candidates, one of whom has to be eliminated, have an equal number of votes, the candidate shall be eliminated who under Standing Order D11 is the junior.

RULE 24: STANDING COMMITTEE³¹³²

(a) *Purpose*

Standing Committee shall be the Committee of Management mentioned in the Society's Trust Deed, and shall manage the general conduct of the Society's affairs subject to the Rules. The Licensee (or Licensees) of the Bar shall be appointed by Standing Committee, and shall be an appropriate Member of Staff and/or an appropriate Member of Standing Committee. No Member may sign any contract on behalf of the Society except in strict accordance with Rule 65.

(b) *Composition*

(i) Voting Members shall be the Junior Officers, seven Elected Members, and any Ex-Officer as specified below:

(1) Ex-Presidents during the first six terms, and ex-Librarians, ex-Treasurers, and ex-Secretaries during the first three terms, succeeding that in which they last held a Junior Office (other than President-Elect, Librarian-Elect or Treasurer-Elect) shall be eligible for Membership of Standing Committee.

(2) Except in the term in which they vacate Office, no ex-Officer shall serve as a Voting Member on Standing Committee for a term unless they signify their consent in writing to the President and Returning Officer ten days before the first Public Business Meeting of that term.³³

(ii) Non-Voting Members shall be the Trustees, the Senior Officers, the Returning Officer, the Chair of Consultative Committee, and the Chair of Debate Selection Committee.

(iii) The Bursar and the Access Officers³⁴ shall attend Meetings of Standing Committee in an advisory capacity and shall have speaking rights and be invited to state their business. All Members of Access Committee shall have speaking rights during the business of the Access Officers.

(iv) Any Senior Appointed Official or Ex-Member of Standing Committee shall have speaking rights for a Meeting if they have given notice to the President at least 24 hours before that Meeting. All OUS Trustees and Ex-OUS Trustees shall have speaking rights.

(c) *Meetings*

The President shall summon an ordinary meeting of the Standing Committee at least once a week in term³⁵. There shall be a quorum of three, of whom the President, the Librarian, or the Treasurer shall be one.³⁶

(e) *Duties of Elected Standing Committee*³⁷

(i) (i) During the vacation, the Elected Members shall be required to work in the Society's Buildings for the amount of time specified under Rule 34(b)(ii)³⁸. Should the President designate a member of Standing Committee to be a Junior Officer's assistant, that member of Standing Committee's portfolio shall be to help that Junior Officer carry out their duties as outlined in Chapter Three of these Rules.

31 *Food and drink privileges of members of Standing Committee are prescribed by Standing Order E18.*

32 *Standing Committee have the right to request documentation from members of staff under Standing Order E17.*

33 *For the privileges of those who do not signify their consent, see Standing Order B9.*

34 *Whose appointments are dealt with by Standing Order C7.*

35 *At a time set by Standing Order B8.*

36 *Standing Order B6 imposes rules on the distribution of the Standing Committee agenda, limits expenditure on items not on the agenda, and gives members of Standing Committee the right to block discussion on such items.*

37 *Standing Committee are required to make reports under Standing Orders A1 and D1.*

38 *And subject to the provisions of Standing Order B15.*

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- (ii) During Full Term, the Elected Members shall assist at Meetings as required by the President or Chair of Consultative Committee, and at social events as determined by the Secretary³⁹.

(e) *Standing Committee Delegates*

- (i) The President shall appoint, and Standing Committee shall ratify, an Elected Member of Standing Committee as the Standing Committee Delegate to each of the Committees of the Society listed in sub-clause (iii).
- (ii) The Elected Members shall select, in order of seniority, the Committee to which they wish to be the Standing Committee Delegate, save that any Member qualified under Standing Order B12(3) shall have priority over those less qualified if they wish to be the delegate to Debate Selection Committee, regardless of seniority. A more qualified Member shall not be obliged to be delegate to Debate Selection Committee by virtue of this exception.
- (iii) An Elected Member shall be delegate to each of Library Committee, Debate Selection Committee and Bar Strategy Committee, while two Elected Members shall be the delegate to each of Finance Committee and Access Committee.
- (iv) The following shall apply to the Standing Committee Delegates:
 - (1) They shall bring proposals of financial importance excluding those already covered by existing budgetary arrangements from the Committee to be ratified at the next Meeting of Standing Committee. They shall inform Standing Committee of all new policy decisions.
 - (2) They shall be Non-Voting Members of the Committee to which they are delegate, unless expressly provided otherwise within these Rules.

(f) *Vacation*

- (i) Vacation Standing Committee may exercise the powers of Standing Committee during the vacation only, and shall consist of the President, Senior Treasurer, and Treasurer, or any of them.
- (ii) Any decision taken by Vacation Standing Committee that would ordinarily be a decision of Standing Committee shall require ratification at the first Ordinary Meeting of Standing Committee held in the following term. If the decision is not ratified and can be reversed, it shall immediately be reversed.
- (iii) Vacation Standing Committee shall neither alter, waive, delete or create any Standing Order, nor set up an Election Tribunal, nor exercise the powers of Standing Committee under Rule 7, nor appoint an acting Senior Officer to act as Senior Treasurer except the Senior Librarian or a person approved in writing by either Senior Officer.
- (iv) None of the things Vacation Standing Committee is forbidden to do by (iii) shall be done in the vacation save by an Ordinary Meeting of Standing Committee. Vacation Standing Committee shall give full details of its proceedings and the decisions to any Member who requests them.

RULE 25: FINANCE COMMITTEE

(a) *Purposes*

Finance Committee shall concern itself with all areas of the Society's finances, and shall oversee termly and annual budgets. It shall also undertake such investigations and prepare such reports for the consideration of Standing Committee as it shall see fit and as Standing Committee shall require. It shall have no power to authorise expenditure by itself.

³⁹ *And to chair Emergency Debates as prescribed by Standing Order B7.*

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(b) Composition

- (i) Voting Members shall be the Senior and Junior Officers, with the Treasurer as Chair, the Standing Committee Delegates, and any Ex-Officers appointed by Standing Committee.
- (ii) The Bursar shall attend Meetings in an advisory capacity.
- (iii) Three Voting Members elected by Consultative Committee:
 - (1) They shall be Members of at least two terms' standing⁴⁰, and have attended at least one Meeting of Finance Committee, and may not be Members of Secretary's Committee or Standing Committee. They shall serve for one year from their election. The Members shall be elected separately in 2nd Week of Michaelmas, Hilary and Trinity Terms respectively.
 - (2) The Returning Officer shall inform Members of the Society of the fact of the election by noon on Friday of First Week. Members must submit their applications to the Returning Officer by noon on Monday of Second Week.
 - (3) Any vacancies arising in the Membership of the Committee from time to time shall be filled using the procedure as for their original selection, *mutatis mutandis*, at the soonest possible Ordinary Meeting of the relevant Committee, the Member filling the vacancy to serve until the expiration of the term of Membership (if any) of the Member causing the vacancy, as the case may be. The Returning Officer shall post a notice on the noticeboard to inform Members of changes to the three Elected Members under (iii) above.

(c) Meetings

The Treasurer shall call an Ordinary Meeting at least once a week in Full Term, normally at 3pm on Monday. There shall be a quorum of four, of whom the President, the Senior Treasurer, or the Treasurer shall be one.

RULE 26: LIBRARY COMMITTEES

(a) Purpose

Library Committee shall, under the general supervision of the Senior Librarian, and in conjunction with the day-to-day management of the Library by the Librarian-in-Charge, and the advice of Library Strategy Committee, act in accordance with the following:

- (i) In accordance with Rule 57, establish and implement its policies for the acquisition and disposal of books and other library materials.
- (ii) Take into account the views of Members of the Society on Library policy and management.
- (iii) Respond to the advice of Library Strategy Committee on the long-term, strategic issues of fundraising and Library development.

(b) Composition

- (i) Voting Members shall be:
 - (1) The Librarian, who shall Chair, Senior Librarian, Librarian-Elect, and the Librarian-in-Charge.
 - (2) The Standing Committee Delegate.

⁴⁰ For the definition of 'terms' standing' see interpretation E7

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(3) Not more than twelve Senior Members, who must have completed an undergraduate degree and shall serve for three years. Senior Members shall apply to the Librarian, and shall be nominated at an Ordinary Meeting of Library Committee, and ratified by Standing Committee.

(4) Not more than twelve Junior Members, who shall serve for one year and be eligible for re-appointment. Junior Members still enrolled at institutions listed under Rule 3(a) may have completed an undergraduate degree, otherwise Members who have completed an undergraduate degree shall instead nominate to be Senior Members. Junior Members shall apply to the Librarian, and shall be nominated at an Ordinary Meeting of Library Committee, and ratified by Standing Committee.

A Senior or Junior Member may resign by writing to the Librarian; a successor may be elected for the remainder of their term of office. They shall provide a balanced representation of interests in the selection and disposal of books and the general development of the Library.

(ii) Any Officer may attend in an advisory capacity, with speaking rights.

(c) Meetings

The Librarian shall call an Ordinary Meeting of Library Committee at least once a week in Full Term, normally for 2.15pm on Monday. There shall be a quorum of four of whom the Senior Librarian, Librarian or Librarian-in-Charge shall be one.

(d) Vacations

(i) Vacation Library Committee may exercise the powers of Library Committee during the vacation only, and shall consist of the Senior Librarian or Librarian-in-Charge, or any of them, acting in consultation with the President and Librarian.

(ii) Any action of the Vacation Library Committee must be reported to the Library Committee at its first Ordinary Meeting after and, where appropriate, be ratified by it.

(e) Library Strategy Committee

(i) Library Strategy Committee shall ordinarily meet once a term, with the Senior Librarian as Chair, and shall be entrusted with providing advice to the Society and to Library Committee on long-term strategic development, fundraising, and professional library matters, including liaison with appropriate donors and fundraising bodies. The Senior Librarian will be responsible for reporting to Library Committee the views of Library Strategy Committee.

(ii) Voting Members shall be:

(1) The President, Senior Librarian, Librarian-in-Charge, Librarian, and the Librarian-Elect, who shall serve for the durations of their terms of office.

(2) Two Members, who need not be Members of the Society, with professional library experience to be nominated; one by the director of the University's library services and Bodley's Librarian, and the other by the Chairman of the Board of Curators of the University's Libraries, both of whom are to be ratified by Standing Committee and shall serve for three years.

(3) Any ex-Librarian within two terms of their own period of office, who so signifies to the Librarian in writing by the beginning of full term and is nominated by Library Committee.

(4) Three additional members of Library Committee, elected by Library Committee no later than its second Ordinary Meeting in Michaelmas Term, who shall serve as long as they remain members of Library Committee for the duration of the academic year. Vacancies may be filled as they arise at any Meeting of Library Committee.

RULE 27: SECRETARY'S COMMITTEE⁴¹

(a) *Purpose*

Secretary's Committee shall be responsible for helping the Secretary promote and run the Society's events under the direction of Standing Committee.

(b) *Composition*

Voting Members shall be the Secretary, who shall Chair, and eleven Elected Members.

(c) *Meetings*

The Secretary shall call an Ordinary Meeting at least once a week in Full Term, normally at 1.45pm on Monday.

(d) *Duties*

(i) During the vacation, the Elected Members shall be required to work in the Society's Buildings for the amount of time specified under Rule 34(b)(ii).

(ii) During term, the Elected Members shall assist the Secretary and Chair of Consultative Committee with their duties. In the event of any Elected Member of the Committee refusing or failing (without good reason) to provide the Secretary or the Chair of Consultative Committee with requested assistance in relation to their duties, then the Member may be fined by either of the said Officials, a sum not exceeding £20. This fine may be repealed by a Motion passed by a simple majority in the next Ordinary Meeting of Standing Committee.

RULE 28: CONSULTATIVE COMMITTEE

(a) *Purpose*

(i) Consultative Committee shall consider any suggestions made with a view to promoting the interests of the Society and the better administration of the Society's affairs. Any recommendation shall be brought by the Chair of Consultative Committee before Standing Committee at its next Ordinary Meeting.

(ii) The Committee shall suggest the topic of any Emergency Debate that week.

(b) *Membership*

(i) Voting Members shall be all Members of the Society.

(ii) The Secretary to Consultative Committee shall be elected by Consultative Committee in 8th Week, to serve for the following term as the assistant to the Chair of Consultative Committee. They shall do such duties as the Chair of Consultative Committee may require, and perform other duties as required by these Rules.

(c) *Meetings*

The Chair of Consultative Committee shall call an Ordinary Meeting at least once a week in Full Term, normally for 1.15pm on Monday.

(d) *Questions to Officers*

(i) Questions may be asked to any Member of any Committee, save Consultative Committee, or to any Appointed Official or Deputy Returning Officer. If a Member questioned is not present, they shall be informed by email of the question by the Secretary to Consultative

⁴¹ *Food and drink privileges of members of Secretary's Committee are prescribed by Standing Order E18.*

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Committee within 24 hours, and shall post a written reply on the noticeboard within 72 hours. A written reply shall remain on the noticeboard until the next Ordinary Meeting.

(ii) No question shall be asked regarding a Junior, Intermediate or Senior Disciplinary Committee, a Disciplinary Appeals Committee, an Election Tribunal, Appellate Board or the actions of the Returning Officer under Rule 33.

RULE 29: DEBATE SELECTION COMMITTEE

(a) *Purpose*

Debate Selection Committee shall meet to select Members and students of the University of Oxford to represent the Society in external debating competitions, and to organise debating competitions, workshops, and debate coaching.⁴²

(b) *Composition*

(i) Voting Members shall be the President, and between four and eight Voting Members appointed under Standing Order B12.

(ii) Non-Voting Members shall be the Standing Committee Delegate, who shall also be Secretary to Debate Selection Committee.

(c) *Meetings*

The Committee shall meet at least three days before the closing date for entry to external competitions to discuss applications from Members. The Chair shall invite applications by email to the debating mailing list at least one week before the relevant selection meeting. Standing Orders B13 and B14 shall govern the proceedings of the Committee.

RULE 30: OTHER COMMITTEES

(a) *Special Committees*

Standing Committee, or the House by way of Private Business Motion, may appoint a Special Committee to conduct or report upon any matter affecting the interests of the Society. The lists of Voting and Non-Voting Members elected shall be read at the next Public Business Meeting following their election. Members of Special Committees shall enter office at the time of their election or appointment and shall hold Office until they resign or are discharged.

(b) *Bar Strategy Committee*

(i) *Purpose*

(1) The Committee shall be the Wines and Spirits Committee of the Society for the purposes of the licensing laws.

(2) The Committee shall manage the purchase on behalf of the Society and the supply by the Society of intoxicating liquor in accordance with the provisions of the Licensing Act 1964 and any amendments, other relevant statutes or regulations as may be enacted or laid down from time to time by competent statutory or regulatory bodies.

(3) The Committee shall determine the general pricing strategy for the Society's Bar in consultation with the House Manager.

(4) The Committee shall determine what stock is bought and sold, shall oversee the

⁴² Rules for the operation of DSC are set by Standing Order B13.

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services, furniture, fixtures and facilities, in the Society's Bar.

(ii) Voting Members shall be:

- (1) The Secretary, who shall Chair.
- (2) The Licensee(s) of the Bar, as appointed by Standing Committee.
- (3) Five other Voting Members will be selected by the Committee to serve for a year, and replaced as and when vacancies arise. Such appointments shall be advertised by the Secretary, and ratified by Standing Committee.

(iii) Non-Voting Members shall be:

- (1) The Bursar.
- (2) The House Manager.
- (3) The Standing Committee Delegate.

- (iv) The Secretary shall call an Ordinary Meeting at least twice during Full Term.

(c) *Cellars Management Committee*

(i) *Purpose*

Cellars Management Committee shall supervise the running of the Cellars, in compliance with the lease and management agreement between the Union and Purple Turtle, with the aim of ensuring that the Cellars offer a good service for Union members as a central student venue for drinking, dancing and entertainment, and provides a safe and trouble-free environment.

(ii) *Composition*

- (1) Voting Members shall be the President, the President-Elect, and two representatives chosen by the Purple Turtle.
- (2) Non-Voting Members shall be the Secretary, the Chair of Consultative Committee, the Bursar, and up to three representatives chosen by the Purple Turtle.

(iii) *Meetings*

The Committee shall meet at least six times a year. Unless otherwise agreed by the Committee, it shall meet on the Monday which is three weeks before the start of each term, and again in 9th Week of each term.

(d) *Access Committee*

(i) *Purpose*

Access Committee shall supervise and discuss all access related matters concerning the Society. The general aim of the Committee shall be to promote access and wider participation within the Society and its Committees.

- (1) To aid the Access Officers in the running of access related events within the Society, such as visits by secondary schools to the Society.
- (2) To encourage progressive change within the Society with the purpose of increasing participation in Committees and Membership of the Society from those who are currently underrepresented.
- (3) To aid in the development of a long-term strategic plan to increase access to the Society.

(4) To foster links with Oxford SU and other student bodies with the aim of furthering access to the Society.

(ii) *Composition*

Voting Members shall be:

(1) The Access Officers, who shall Chair, and report to Standing Committee regularly on the business of the Committee.

(2) The Ethnic Minorities Officer, the Disabilities Officer, the LGBTQIA+ Officer, the Women's Officer, the Graduate Officer, the International Officer, and the Temporary Membership Institution Officer.

(3) The Standing Committee Delegate.

(4) Five other Voting Members shall be elected by the Committee to serve for a year, and replaced as and when vacancies arise. Such elections shall be advertised by the Access Officers, and shall be ratified by Standing Committee.

(5) Junior Officers shall have the right to serve as Voting Members only at Meetings when they have notified the Access Officers of their intention to attend the Meeting at least 24 hours in advance.

Non-Voting Members shall be the the Senior Treasurer, the Senior Librarian and the Bursar.

(iii) *Meetings*

The Access Officers shall call an Ordinary Meeting at least once every two weeks during Full Term, normally for 1pm on Friday.

(iv) *Duties*

Access Committee shall have no power to authorise expenditure or policy, except in that it may recommend to Standing Committee how the Society's funds and policies may be used and adapted in accordance with the aims of this Committee, subject to the agreement of Standing Committee. In the event of a Motion being tied and the President is present, they shall have the casting vote, otherwise the Motion shall be decided by Standing Committee.

RULE 31: APPOINTED OFFICIALS

(a) *Appointed Officials*

(i) The Senior Appointed Officials shall only be:

- (1) the Chief of Staff;
- (2) the Director of Operations;
- (3) the Director of Press and Public Relations;
- (4) the Director of Sponsorship;
- (5) the Director of Digital Operations;
- (6) the Access Officers.

(ii) The Junior Appointed Officials shall only be:

- (1) Logistics Officers;
- (2) Press Officers;
- (3) Sponsorship Officers;
- (4) the Archivist.

(iii) The Liberation Officers, who shall also be Junior Appointed Officials for the purpose of the Rules, shall only be:

- (1) the Disabilities Officer;
- (2) the Ethnic Minorities Officer;
- (3) the Graduate Officer;
- (4) the International Officer;
- (5) the LGBTQIA+ Officer;
- (6) the Socioeconomic Officer;
- (7) the Temporary Members Officer;
- (8) the Women's Officer.

(iv) The Secretary to Consultative Committee shall ordinarily be appointed as the Director of Operations; if so, the Secretary to Consultative Committee shall have the status of a Senior Appointed Official for the purposes of these Rules, should they be ratified as Director of Operations by the close of Monday of 9th Week of the preceding term.

(v) For the purposes of Members appointed to positions for Michaelmas Term 2018 only:

- (1) "Director of Press" shall be deemed to be the "Director of Press and Public Relations"
- (2) "Chief Partnership Officer" shall be deemed to be the "Director of Sponsorship"
- (3) "Partnership Officers" shall be deemed to be "Sponsorship Officers"
- (4) "Guest Liaison Officers" shall be deemed to be "Logistics Officers"

This sub-clause (v) shall be deleted at the end of Michaelmas Term 2018.

(b) Vacation Duties

(i) During the vacation, Appointed Officials shall be required to work in the Society's Buildings.

(1) For Junior Appointed Officials, the amount of time required shall be that specified under Rule 34(b)(ii) for Secretary's Committee.

(2) For Senior Appointed Officials, the amount of time required shall be that specified under Rule 34(b)(ii) for an Elected Member of Standing Committee.

(ii) The President-Elect shall notify each Appointed Official of the number of vacation days they would be required to complete at their interview.

(iii) Any Appointed Official shall be eligible for the same expenses for vacation days as those serving on Standing or Secretary's Committee, pending the requirements of Standing Order B15(a).

(c) Term Duties

During term, the Appointed Official shall be responsible for the following portfolios:

(i) The Chief of Staff shall manage the Appointed Officials, and shall:

- (1) Organise and record the work of Appointed Officials;
- (2) Liaise with the President and Chair of the Consultative Committee to organise logistics for Public Business Meetings;
- (3) Organise the logistical requirements of debate guest speakers in relation to their time in Oxford;

(4) Assign Members of Standing or Secretary's Committee to liaise with debate guest speakers.

(ii) The Director of Operations shall act as deputy to the Chair of the Consultative Committee, and shall:

(1) Assist the President with the logistical arrangements of events;

(2) Assist the Chair of Consultative Committee with their responsibilities under Rule 20;

(3) Manage the Logistics Officers.

(iii) The Director of Press and Public Relations shall manage the Society's relations with the media, and shall:

(1) Manage the Society's social media accounts (not including the Facebook Page), under the direction of the President, to maximise Member engagement;

(2) Manage press requests under the direction of the President, and maintain close relations with professional and student media outlets or publications within Oxford;

(3) Manage relations with national and international media outlets or publications;

(4) Manage the Press Officers.

(iii) The Director of Sponsorship shall, under the direction of the Treasurer, develop sponsorship for the Society, and shall:

(1) Attempting to secure sponsorship for debates and speaker events, and long-term sponsorship of the Society at large;

(2) Manage the Sponsorship Officers.

(iv) The Director of Digital Operations, under the direction of the President, shall send out the weekly Members' email in term time, manage the Society's Facebook Page and smartphone app, and ensure the Website contains the following:

(1) A list of all Members of all Committees, to be provided by the Chairs of each Committee

(2) An up-to-date program of the events of the term, to be provided by the President

(3) Results of each Public Business Motion, to be provided by the Secretary

(4) Motions passed by any Private Business Meeting, or Private Business Motions passed at Public Business Meetings or by Poll, to be provided by the Secretary

(5) Motions passed by the Standing Committee, to be provided by the Secretary

(6) The Emergency Debate Motion for the current week, to be provided by the Secretary to Consultative Committee

(7) An up-to-date copy of the Society's Rules, to be provided by the Returning Officer

(8) An up-to-date list of the Treasurer's Treats, to be provided by the Treasurer.

(v) Logistics Officers shall assist the President, Secretary, Chair of Consultative Committee, and the Director of Operations in the organisation of speaker events, debates, and socials.

(vi) Partnership Officers shall assist the President, Treasurer, and Director of Sponsorship to deliver on existing sponsorship contracts secured for the upcoming term, and to expand sponsorship relations for both the current and future terms.

(vii) Press Officers shall assist the President and Director of Press and Public Relations in the internal press requirements association with speaker events and debates, and in their liaison with external press association.

(viii) The Archivist shall maintain the Society's Archives in accordance with Standing Order E8, save that should the position of Archivist not be filled, this responsibility shall reside with the Bursar.

(viii) *Events*

(1) The Disabilities Officer shall organise a social event, speaker meeting, debate or panel discussion during the last fortnight of Michaelmas Term (to coincide with the International Day of People with Disabilities, December 3rd).

(2) The Ethnic Minorities Officer, the LGBTQIA+ Officer, the Women's Officer, and the Socioeconomic Officer shall organise, in coordination with the Secretary, at least one social event per Full Term which is intended for the respective communities they represent.

(3) The Ethnic Minorities Officer shall also organise a social event, speaker meeting, debate or panel discussion during the last fortnight of Hilary Term (to coincide with International Day for the Elimination of Racial Discrimination, March 18th).

(4) The LGBTQIA+ Officer shall also organise a social event, speaker meeting, debate or panel discussion during the last fortnight of Trinity Term (to coincide with Pride celebrations).

(5) The Women's Officer shall also organise a social event, speaker meeting, debate or panel discussion during the week before or the week after International Women's Day (March 8th).

(e) *Eligibility*

(i) The President shall be required to appoint consenting Members as Junior and Senior Appointed Officials in accordance with Standing Order C7.

(ii) No Member may be appointed as an Appointed Official whilst a Member of Standing or Secretary's Committee, or if they are the Returning Officer or a Deputy Returning Officer.

(iii) An Appointed Official may be removed by two-thirds of Standing Committee present and voting. Replacements for removed or resigned Appointed Officials shall be ratified by Standing Committee, after nomination by the President following an open applications process of at least seven consecutive days, advertised on the Society's website, mailing list and Facebook page. These replacements shall serve, unless they themselves are removed or resign, until the end of the original appointment.

(d) *Appointment*

(i) The President-Elect shall ensure that these positions, and the applications process, are

advertised on the Society's website, mailing list, and on the Society's Facebook page for at least seven consecutive days before the close of applications. The President-Elect may start interviewing candidates before the close of applications.

(ii) No interviews shall take place before Monday of Fifth Week and all interviews will have been completed by the end of Friday of Sixth Week.

(iii) The President-Elect, in conjunction with the Librarian-Elect and Treasurer-Elect, shall shortlist applicants for each position to be interviewed. Interviews shall be conducted by at least two people, one of whom must be the President-Elect, and shall not take place before Monday of Fifth Week. The President-Elect shall ensure that all applicants have received a description of the duties of the relevant position by the time of their interview.

(iii) Forty-eight hours after the close of poll, candidates who are successful in the Society's Elections are deemed to have automatically withdrawn their applications to be Appointed Officials. The President-Elect may then consider unsuccessful candidates as applicants to be Appointed Officials if such an application was submitted, and the applicant interviewed, before the deadline.

(iv) The President-Elect shall then select Appointed Officials from the interviewed pool of applicants, and present them to Standing Committee for ratification.

(v) Standing Committee shall vote in 9th Week on whether to ratify each appointment individually. Following a simple majority vote for ratification, the Member shall become an Appointed Official.

(1) If the Appointed Official fails to complete at least half the required amount of vacation work by the start of term, they shall be deemed to have resigned.

(2) The President must, if the Member who previously held the Appointed Office wish, re-submit their application to the Standing Committee for ratification, stipulating why the vacation work had not committed.

(3) Standing Committee shall vote on whether or not to re-ratify the Appointed Officials who did not complete at least half the required vacation work in the Ordinary Meeting of First Week.

(4) If an Appointed Official is not ratified by Standing Committee after failing to meet their vacation requirements, the position will be deemed to be vacant and the President may advertise for the position to be filled.

(5) Any application for the position of Appointed Official who the President wishes to submit for ratification during term shall be done so at the next Ordinary Meeting of the Standing Committee.

(vi) Appointed Officials may resign after their ratification by writing to the President. If a Member resigns after their ratification, or is not ratified, the President may, if they wish, submit to ratify another Member from the original pool of applicants or publicly re-open applications to fill the position.

(vii) The President shall announce the successful candidates for all positions, after they have been ratified, either at the next Public Business Meeting or on the Society's noticeboard.

(viii) If an Appointed Official resigns either by choice or due to a failure to meet vacation requirements, the President will announce this resignation through a notice on the Society's noticeboard.

(e) Temporary Officials

Rules of the Oxford Union Society, Michaelmas Term 2018.

Louise Kandler, Lady Margaret Hall, Returning Officer

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(i) The President shall be able to appoint Members to be Temporary Officials, subjected to ratification by a two-thirds majority of Standing Committee.

(ii) For the purposes of these Rules, any Member appointed and ratified as a Temporary Official shall not be an Appointed Official.

(iii) Any Temporary Official shall not be bound Standing Order C7(1)(ii), and shall not have a conflicting portfolio, nor shall they supersede the portfolio of any Appointed Official.

CHAPTER FIVE: Elections of Officers and Committees

RULE 32: THE RETURNING OFFICER AND THEIR DEPUTIES

(a) *Appointment of Deputy Returning Officers (DROs)*

(i) *Applications*

The President shall advertise on the Society's noticeboard for Members to apply to be Deputy Returning Officers for the term's Main Elections. Such advertisement shall be posted one week before the deadline for application. The deadline for application shall be 3pm on the day of the Ordinary Meeting of Standing Committee in Second Week. The President shall further advertise the posts at the Meeting of Consultative Committee immediately preceding the deadline for applications. Applications sent before the advertisement has been posted on the noticeboard shall not be accepted, and applications should include details of all relevant experience that the applicant wishes to have considered. Applications must be made in writing to the President and the Returning Officer, and may not be withdrawn.

(ii) *Shortlist*

Before the Ordinary Meeting of Standing Committee in Second Week, the President, the Returning Officer and the Chair of Consultative Committee shall compile a list, prioritised on the basis of their experience and capability, of Members from those who applied under (i) above. This list shall be presented to the Ordinary Meeting of Standing Committee in Second Week. Regarding this list:

- (1) Precisely eight shall be applicants who have not served as Returning Officer. If there are fewer than eight such applicants, they shall all appear on the list.
- (2) The Returning Officer shall be added to the list.
- (3) Any Ex-Returning Officer who applies shall be added to the list.
- (4) No Member shall be placed on the list if they violate the provisions of Rule 32(m). This paragraph may not be altered except by passage of a Private Business Motion at a Public Business Meeting.

(iii) *Initial Appointments*

At the Ordinary Meeting of Standing Committee in Second Week:

- (1) The Returning Officer shall present the shortlist and the full list of original applicants, stating each applicant's name, college, and declared relevant experience. They shall outline the procedure for Standing Committee to deal with the shortlist, informing Standing Committee that:
 - (A) It has the power to reorder names on the shortlist by a simple majority vote of those present and voting, solely on the basis of the declared experience of those applicants, including through the replacement of names on the shortlist with names on the full list of original applicants.
 - (B) They may only strike the name of an applicant on the grounds of the applicant's capability, by a simple majority of those present and voting.
 - (C) They can issue a corporate objection on the grounds of the suitability of an applicant, and informing them of the procedure for doing so.
 - (D) The criteria above shall be applied with reference to the circumstances at the time when the list is presented to Standing Committee, irrespective of circumstances when the list was initially drawn up, and with respect to the definitions in (vii) below.

(2) Should there be fewer than six names remaining on the shortlist who have not served as Returning Officer after such amendments, Standing Committee may augment the shortlist with Members who did not apply under (i) above, provided that all criteria under Rule 32(m) remain satisfied and those Members consent to serve. Standing Committee must in the first instance supplement the list with eligible Members who were on the full list of original applicants according to their experience and capability, and only after may they augment the list with eligible Members who were not on that list, up to a maximum of eight such individuals who have not served as Returning Officer.

(3) Standing Committee shall then ratify the shortlist by the passage of a Motion, at which point Members on the shortlist shall become Deputy Returning Officers. Unless on the new shortlist, all prior Deputy Returning Officers shall cease to hold the post.

(4) The Secretary shall post on the Society's noticeboard a list of Deputy Returning Officers appointed within fifteen minutes of the closure of the Meeting at which they were appointed. The time of the posting of the notice shall be included, as shall details of the objections procedure under (v) below.

(5) Any person who remains on the shortlist after Standing Committee has ratified the shortlist, despite being rendered ineligible by Rule 32(m), shall have committed a disciplinary offence under Rule 71 if that person has not notified the President and Returning Officer in writing of their ineligibility prior to the ratification of the shortlist.

(iv) Further Appointments

In the event of the number of Deputy Returning Officers who have not served as Returning Officer falling below eight, the Returning Officer may nominate further Deputy Returning Officers to Standing Committee for appointment to bring the number to a maximum of eight, in line with the following procedure:

(1) All nominations made below shall be of people who have not served or are not serving as Deputy Returning Officers for the term's Main Elections, who are eligible under Rule 32(m), who have not been removed by the Scrutiny Committee for that term, who consent to serve, and who have not been found incapable by Standing Committee to serve for that term's Main Elections.

(2) The Returning Officer shall nominate first the person who is highest ranked on the original full list of applicants, in order of precedence, according to their declared experience.

(3) If there is no such individual, the Returning Officer shall nominate a Member, preferencing those, in order of appointment, who are serving as Returning Officer's Assistants, should any be appointed.

(4) Standing Committee must determine if the individual is capable or incapable (with capability defined under (vii)(2) below).

(5) If Standing Committee determines the individual to be capable, they shall provisionally appoint them. If Standing Committee determines the individual to be incapable, they shall ask the Returning Officer to submit an alternative candidate, and steps (1)-(4) above shall be repeated.

(6) Following the appointment, the provisions of (iii)(4), (iii)(5), (v) and (vi) shall apply, except the appointment shall be provisional in nature until either 48 hours after the posting of the notice of appointment, should there be no objections to the appointment, or until after the Scrutiny Board has met to rule on any objections brought.

(7) A provisionally appointed individual shall derive no powers or precedence from

that provisional appointment. They shall become a Deputy Returning Officer only upon the expiration of the objections period, should no objections be brought, or upon the Scrutiny Board rejecting any objection brought.

(v) Objections to Appointments

(1) Standing Committee may record in its motion of appointment under (iii)(3) or (iv)(5) above a corporate objection to any of those appointed or provisionally appointed, determined by a majority of those present and voting. The President shall record the substance of any such objection to supply to the individual.

(2) Any individual Member may object to any Deputy Returning Officer appointment or provisional appointment.

(3) Objections under (1)-(2) above must concern the Deputy Returning Officer's suitability, not their experience or capability.

(4) Individual Members wishing to object must do so in writing to the President within 48 hours of the posting of the notice of appointment under (iii)(4) above; objections shall only be considered if signed by the Member making the objection, unless they be a corporate objection.

(5) The President shall notify those individuals against whom objections have been made of the substance of all such objections, without revealing the identity of the objector, within 96 hours of the posting of the notice of appointment. Should the President fail to pass on any objection within this time, they shall be in dereliction of their duty under Rule 71(a)(i)(12).

(6) Within 144 hours of the posting of the notice of their appointment, or 48 hours after their being supplied with the objection, whichever is later, the individual objected to shall have the right to submit to the President a written rebuttal to such objections for consideration under (vi) below. This response shall be confidential and only made available to the Scrutiny Board.

(7) Any objection made may be withdrawn, either by the individual Member responsible for the objection in writing to the President, or, in the case of a corporate objection, by one-third of Standing Committee present and voting at an Emergency Meeting of Standing Committee called for that purpose.

(8) In the case of an individual Member's objection being withdrawn before the individual objected to has been notified of the objection, then no further action shall be taken. Should such an objection be withdrawn after the individual has been notified, the individual shall not be informed until 144 hours after the posting of the notice of their appointment, or 48 hours after their being supplied with the objection, whichever is later, to allow time to respond. In this case, should the President, Returning Officer or Chair of Consultative Committee receive plausible evidence that the objection was withdrawn under duress, the Scrutiny Board shall meet to consider the initial objection, response, and the circumstances surrounding the withdrawal and their potential bearing on the suitability of the individual in question.

(9) Should no objections be made, and, if an objection is made and withdrawn, Scrutiny Board not consider it necessary to meet to consider the circumstances of such a withdrawal, then Scrutiny Board shall not meet and all appointments shall be considered to have passed through the Scrutiny Board process, and a notice to that effect shall be posted on the noticeboard by the Returning Officer or the President.

(vi) Scrutiny of Appointments

(1) Within 168 hours of the posting of the notice of appointment, or within 72 hours of all individuals objected to being supplied with the substance of any objection, whichever is later, a Scrutiny Board of three Members shall meet to consider objections and rebuttals made under (v) above, and may only consider material

supplied as objection or rebuttal. The consideration of any other material by a Scrutiny Board shall be in breach of Rule 71(a)(i)(2).

(2) The Scrutiny Board shall meet *in camera*, and its Meetings shall be recorded. The recording of such Meetings shall be made available only to a Senior Disciplinary Committee, Election Tribunal, Disciplinary Appeals Committee, or Appellate Board, and only upon the explicit request of such bodies. The recording shall not be made available to any other individual of any status for any purpose. It shall be a disciplinary offence under Rule 71(a)(i)(18) for any Members of the Scrutiny Board to communicate any of the proceedings therein.

(3) Ordinarily this Scrutiny Board shall be composed of the President, the Returning Officer, and the Chair of Consultative Committee, except that being in breach of Rule 32(n) shall render these individuals ineligible to sit, and they shall be replaced as under (4) below. If any Member of the Scrutiny Board receives an objection to their appointment or provisional appointment as a Deputy Returning Officer, or has themselves lodged an individual objection against the appointment or provisional appointment of another individual, that Member shall be ineligible to be present when this objection is considered, and a replacement for that Member must be made to consider that objection only. If an objection is made against the Returning Officer or Chair of Consultative Committee, then that or those objection shall be heard first.

(4) In the event of replacements to the President, the Returning Officer or the Chair of Consultative Committee being required, vacancies shall be filled by Ex-Returning Officers who are also Deputy Returning Officers. Invitations to fill such vacancies shall be made, beginning with the most senior such Ex-Returning Officer, by the Returning Officer. If an Ex-Returning Officer receives an objection to their appointment as a Deputy Returning Officer in the term in question, they shall not act as a replacement. Such Ex-Returning Officers shall have the right to refuse the vacancy. If the list of Ex-Returning Officers who are not Deputy Returning Officers has been exhausted, then Ex-Returning Officers who are not Deputy Returning Officers and who are currently enrolled at institutions listed under Rule 3(a), and have not been previously removed by a Scrutiny Board, shall be asked, beginning with the most recent serving such Ex-Returning Officer.

(5) If, after the list of eligible such Ex-Returning Officers has been exhausted, three eligible people cannot be found to constitute the Scrutiny Board, the Senior Officers shall be empowered to appoint as many Members of good character who do not violate the provisions of Rule 32(n) or (3) above as may be required to bring the total to three. This must be done in consultation with the Returning Officer.

(6) The Scrutiny Board shall decide whether to uphold any objection by majority vote. If an objection is upheld, the appointment or provisional appointment of the Member in question shall be revoked, and they shall be deemed to have not been appointed as a Deputy Returning Officer for that term. Any Member whose appointment or provisional appointment has been revoked on the grounds of an objection having been upheld shall not be eligible to become a Returning Officer's Assistant in that term, and if they are already a Returning Officer's Assistant they shall be removed from that post. The decision of the Scrutiny Board shall be made with strict reference to the objection and rebuttal material as provided, and to the definition of suitability given in paragraph (vii)(3) below. The Scrutiny Board shall not be protected from disciplinary action if these Rules are breached, with appeals against their decisions made to the Senior Disciplinary Committee. At the conclusion of their Meeting, the Scrutiny Board shall post on the noticeboard their determinations, though shall not specify how any Member voted or whether a vote was unanimous, and nor shall they specify any individual Deputy Returning Officer unless to strike them from the Deputy Returning Officer shortlist.

(vii) *Definitions*

The Scrutiny Board shall apply the same standard to every Deputy Returning Officer.

(1) 'Experience' in this Rule refers first to declared experience in the administration of the Society's Elections, and shall follow the order of seniority of Deputy Returning Officers as defined in Standing Order D12, until these criteria are exhausted. It shall then relate to declared experience in the administration of other Elections and to declared general experience of the governance of the Society. Terms as a Deputy Returning Officer in which an objection was upheld against the applicant will not be counted, and nor will terms where an appointed or provisionally appointed Deputy Returning Officer resigned before Scrutiny Committee could meet.

(2) 'Capability' in this Rule refers to the competence of applicants to assist in the administration of the Society's Main Election in that term, based on any known factors that may affect any applicant's general ability to perform their duties should they be appointed. No Member shall be considered incapable unless they are unable to perform any of the duties of a Deputy Returning Officer. Capability should initially be based on the criterion of experience, and then on other known factors that may affect an applicant's ability to perform their duties, potentially including definite absence during the entirety of the election period, though not the mere possibility of such. It may not involve potential expenditure, nor future allocation of duties by the new Returning Officer to their Deputy Returning Officers.

(3) 'Suitability' is to be determined by the Scrutiny Board, which shall apply the same standard to every Deputy Returning Officer.

(b) Election of the Returning Officer (RO)

(i) The Returning Officer shall summon a Conclave of the new Deputy Returning Officers to meet before 11pm on Wednesday of Third Week to elect a new Returning Officer, to serve until a successor be elected or appointed under this clause or under (d) below.

(ii) Conclave must take place in the Society's Buildings, and observers must be able to attend. Should the Buildings be closed, observers shall still be permitted entry by notifying the Returning Officer and, if the closure is due to a social event, the Secretary, however must leave following the conclusion of Conclave. The Returning Officer shall give 48 hours notice of Conclave on the noticeboard.

(iii) The election shall take place according to a system of preferential voting in a secret ballot, where proxy voting by email must be permitted. The individual so elected must consent to serve, else another round of voting shall occur. Only the current Returning Officer or one of the new Deputy Returning Officers may be elected.

(iv) The Returning Officer may not be the Chair of Consultative Committee. The Returning Officer may not have resigned or been removed under Rule 32(d) within the previous term, unless that removal was due to the bringing of an Allegation under Rule 33(b)(i)(2) alone against the Returning Officer. No Member may become Returning Officer unless they shall have attended at least one previous Count for the Poll for the Election of Officers and Committees of the Society.

(v) Voting rights shall be held exclusively by the Deputy Returning Officers. No Member shall have voting rights in Conclave nor be eligible to be elected as Returning Officer until their appointment that term has passed through the objections procedure under Rule 32(a)(v) and the Scrutiny Board has met. Any Conclave called as a result of the removal or resignation of the Returning Officer shall not require an additional Scrutiny Board to meet.

(c) Resignation or Removal of DROs

(i) If a DRO be elected or appointed Returning Officer, or resign removed from their position after disciplinary proceedings under Rule 71, they shall immediately cease to be a DRO. A Deputy Returning Officer may resign by writing to the Returning Officer.

(ii) Electoral Allegations and Disciplinary Complaints

(1) If a DRO becomes subject to an allegation under Rule 33, or they bring an allegation under Rule 33 or Rule 71, they shall immediately cease to be a DRO until the conclusion of the judicial process, at which point they shall resume being a DRO if they have not been convicted.

(2) If a DRO becomes subject to a complaint under Rule 71, the Returning Officer must immediately requisition an Emergency Meeting of Standing Committee. If a third of those present at that meeting vote that the nature of the complaint relates to the performance of the duties of the DRO, or the exercise of the powers of the DRO, that DRO shall immediately cease to be a DRO until the conclusion of the judicial process, at which point that DRO shall resume being a DRO if they have not been convicted.

(3) A DRO convicted of any other offence under Rule 71 shall immediately cease to be a DRO, but shall resume being a DRO if that conviction is quashed on appeal.

(4) For the purposes of Rule 32(a)(v) and Rule 32(a)(vi) only, anybody who ceases to become a DRO under this Rule shall still be considered to be a DRO.

(iii) The Returning Officer may convene the scrutiny committee under (a)(vi) above to meet, subsequent to its initial meeting, to consider revoking the appointment of any DRO. In this eventuality the DRO in question shall be informed of the objection to them and given a reasonable time (determined by the scrutiny committee) to respond before the committee meets. The committee shall then proceed according to (a)(vi)(2)-(5) above.

(c) Resignation or Removal of Deputy Returning Officers

(i) If a Deputy Returning Officer resigns, is elected or appointed Returning Officer, or is removed from their position following the determinations of a Scrutiny Board called under (iii) below, they shall immediately cease to be a Deputy Returning Officer. A Deputy Returning Officer may resign in writing to the Returning Officer.

(ii) Electoral Allegations and Disciplinary Complaints

(1) If a Deputy Returning Officer becomes subject to an Allegation under Rule 33, or they bring an Allegation or Complaint under Rule 33 or Rule 71, they shall immediately cease to be a Deputy Returning Officer until the conclusion of the judicial process, at which point they shall resume being a Deputy Returning Officer if they have not been convicted of any offence.

(2) If a Deputy Returning Officer becomes subject to a Complaint under Rule 71, the Returning Officer must immediately requisition an Emergency Meeting of Standing Committee. If a third of those present and voting at that Meeting vote that the nature of the Complaint relates to the performance of the duties of the Deputy Returning Officer, or the exercise of the powers of the Deputy Returning Officer, that Deputy Returning Officer shall immediately cease to be a Deputy Returning Officer until the conclusion of the judicial process, at which point that Deputy Returning Officer shall resume being a Deputy Returning Officer if they have not been convicted.

(3) A Deputy Returning Officer convicted of any other offence under Rule 71 shall immediately cease to be a Deputy Returning Officer, but shall resume being a Deputy Returning Officer if that conviction is quashed on appeal.

(4) For the purposes of Rule 32(a)(iv), (v) and (vi) only, anybody who ceases to become a Deputy Returning Officer under this sub-clause (ii) shall still be considered to be a Deputy Returning Officer, unless they are convicted of any offence that is not quashed on appeal or found to be frivolous.

(iii) The Returning Officer may convene the Scrutiny Board under (a)(vi) above to meet, subsequent to its initial meeting, to consider revoking the appointment of any Deputy Returning Officer should an objection be made against them to the Returning Officer. In this eventuality the Deputy Returning Officer in question shall be informed of the objection to them and given 48 hours to respond before the Scrutiny Board meets. The Scrutiny Board shall then proceed according to (a)(vi)(2)-(6) above.

(d) Resignation or Removal of the Returning Officer

(i) *Resignation*

If the Returning Officer should resign in writing to the President, they shall immediately cease to be Returning Officer, though shall become a Deputy Returning Officer unless they state they do not wish to do so in their letter of resignation.

(ii) *Removal*

If, in the opinion of two-thirds of Standing Committee present and voting, the Returning Officer should become unwilling or unable to perform their duties, they shall immediately cease to be Returning Officer and shall become a Deputy Returning Officer. Unwilling or unable is to be determined at the absolute discretion of Standing Committee. Additionally, if the Returning Officer is removed as a Deputy Returning Officer by the Scrutiny Board following initial appointments in (iii) and objections in (v) and (vi) above, they shall cease to be Returning Officer and shall not become a Deputy Returning Officer.

(iii) *Electoral Allegations and Disciplinary Complaints*

(1) If the Returning Officer becomes subject to an Allegation under Rule 33, including under Rule 33(b)(i), or if they become subject to a Complaint under Rule 71 and at its next Meeting two-thirds of those present and voting at Standing Committee vote that the Complaint relates to the performance of the duties or the exercise of the powers of the Returning Officer, or if the Returning Officer brings an Allegation or Complaint under Rule 33 or Rule 71, they shall immediately cease to be Returning Officer, and shall not become a Deputy Returning Officer. At the conclusion of the judicial process, if they have not been convicted, they shall resume being a Deputy Returning Officer.

(2) If the Returning Officer becomes subject to a Complaint under Rule 71, the Returning Officer must immediately requisition an Emergency Meeting of Standing Committee. If a third of those present and voting at that Meeting vote that the nature of the Complaint relates to the performance of the duties of the Returning Officer, or the exercise of the powers of the Returning Officer, they shall immediately cease to be Returning Officer and a Deputy Returning Officer. At the conclusion of the judicial process, if they have not been convicted, they shall resume being a Deputy Returning Officer.

(3) If convicted of any other offence under Rule 71, the Returning Officer shall immediately cease to be Returning Officer and shall not become a Deputy Returning Officer, but shall resume being a Deputy Returning Officer if that conviction is quashed on appeal.

(4) For the purposes of Rule 32(a)(iv), (v) and (vi) only, anybody who ceases to be Returning Officer under this Rule shall still be considered to be a Deputy Returning Officer, unless they are convicted of any offence that is not quashed on appeal or found to be the result of a frivolous Complaint.

(iv) *Acting Returning Officer (ARO)*

(1) In the event of (i), (ii) or (iii) above, the Deputy Returning Officers shall elect a successor as soon as possible, subject to (b) above, and an Acting Returning Officer shall be appointed in the interim.

(2) The position of Acting Returning Officer may not pass to any individual who is the complainant or defendant or representative for either in any case brought under Rule 33 or Rule 71. The position may be waived, and must then be offered to the individual next in the order of seniority in Standing Order D12, who is also an eligible Deputy Returning Officer.

(3) Should there be no such individual, then the Senior Treasurer shall appoint a Member of good character, who is not the Chair of Consultative Committee, who is eligible under Rule 32(m), and who is not the complainant or defendant or

representative for either in any case brought under Rule 33 or Rule 71, to the post of Acting Returning Officer.

(4) The Acting Returning Officer shall have the powers and the duties, but not the office, of the Returning Officer.

(5) The Acting Returning Officer shall be responsible for calling Conclave within 96 hours of their appointment under the provisions of (b) above, save that 48 hours notice of the meeting of Conclave may be waived if two-thirds of the Deputy Returning Officers agree.

(6) Should the removal of the Returning Officer be due to a pending Allegation brought under Rule 33(b)(ix), then the Acting Returning Officer shall have the power to delay calling Conclave until after the conclusion of the Election Tribunal called to hear that case. In this instance Conclave shall be called for no later than 48 hours after any Election Tribunal called has given its verdict.

(3) If it be impracticable for a new Returning Officer to be elected within four days, except where Conclave has been delayed under the provision of (6) above, the Senior Treasurer, or, failing that, the Senior Librarian, shall appoint the new Returning Officer from the list of those eligible and who consent to serve, first asking the most senior of those eligible. Should there be none eligible, or none who consent to serve, then the appointment may be of any Member of good character who is not the Chair of Consultative Committee and meets the requirements of Rule 32(m).

(e) Duties of the Returning Officer

(i) The Returning Officer shall conduct the Elections of Officers and Committees of the Society as provided in Rules 32-38 and Chapter D of the Standing Orders. The Deputy Returning Officers shall assist the Returning Officer in the conduct of the Elections. The Returning Officer and the Deputy Returning Officers shall attempt to ensure that no breach of Rule 33 occurs.

(ii) The Returning Officer shall maintain the six interleaved copies of the Rules, Standing Orders and Special Schedules referred to in Rule 67(f). The Returning Officer shall be responsible for entering therein such amendments and cancellations in Rules, Standing Orders, Special Schedules and Appendices to the Rules as may be made. The Returning Officer should thus be provided with a written copy of any amendment to these Rules, Standing Orders and Special Schedules. The Returning Officer shall have the power to correct minor spelling errors within these rules, and shall post on the noticeboard and in the Business Minute Book a list of any such corrections.

(1) Within 28 days of any alteration or cancellation to these, the Returning Officer shall give written notice to the Secretary to the Trustees of the Oxford Literary and Debating Union Trust and, if the Rule change is relevant, written notice to the Chief Executive of Oxford City Council and/or the Chief Constable of the Thames Valley Police. The Returning Officer shall also send a fully amended edition of the new rules to the Bodleian Library (Room 123) and to the other copyright Libraries. The Returning Officer shall also maintain a rules archive in the Society's Archive Room.

(2) The Returning Officer may, in the course of this duty, adjudicate upon whether any amendment to the Rules or Standing Orders, or any Interpretation, has been made in accordance with the procedural requirements of the Rules (in particular, Rules 67, 68 and 73). Their rulings and interpretations on such matter shall be made under Rule 67(e), being binding in the instant case unless appealed to the Senior Disciplinary Committee. When the President of the Returning Officer rules that an amendment to the Rules or Standing Orders has or has not been validly made, any Member may, by delivering a Requisition to the Returning Officer, require the Returning Officer to summon a Senior Disciplinary Committee to adjudicate upon whether that ruling is correct.

(iii) The Returning Officer shall enter the results of the Society's Main Elections in the

Business Minute Book.

(iv) *Disciplinary Duties*

(1) The Returning Officer shall oversee the disciplinary and membership processes of the Society, as laid down in Rules 3(d), Rules 5-8, Rule 53, Rules 63-66, Rule 71 and Standing Order Chapter G.

(2) If the Returning Officer is not willing or able to conduct their disciplinary duties, an Acting Returning Officer shall be appointed as under (d)(iv) for the purpose of the disciplinary matter or those disciplinary matters only, and the Acting Returning Officer shall cease to be Acting Returning Officer upon the conclusion of the disciplinary matter or those disciplinary matters.

(3) In the absence of any Senior Officer holding the position of Senior Officer, for the purposes of the rules concerning fines and disciplinary offences, the Returning Officer shall be empowered to act in their place.

(f) The Returning Officer shall be familiar with the Rules and Standing Orders of the Society, and shall advise Standing Committee upon their content and interpretation, although such advice shall have no binding effect under Rule 67(e)(i).

(g) *Interpretation of the Rules*

The Returning Officer may on request at any time issue to any Member in writing an interpretation of any of these Rules and Standing Orders over which the Returning Officer is accorded power of interpretation by Rule 67(e)(i). A copy of such an interpretation shall be posted upon the Society's noticeboard as soon as practicable and entered into the six official copies of the Rules, and shall have binding effect as provided by Rule 67(e)(i). The Returning Officer may decline a request for an interpretation, posting the reason for such on the noticeboard.

(h) *Tribunal Shortlist*

The Returning Officer shall draw up a list of names of at least fifteen and not more than twenty-five Members to serve as the Shortlist for membership of any Election Tribunal called under Rule 33. The Returning Officer shall propose this list for the approval of Standing Committee at its Ordinary Meeting in Fifth Week. A majority of Standing Committee present and voting may accept the list either as proposed or without any particular name or names. Should Standing Committee not accept any name on the original list, bringing the total number of names below fifteen, it shall require the Returning Officer to propose a further name or names in its place. Only Ex-Officers, Ex-Elected Members of Standing Committee, Ex-Chairs of Consultative Committee and Ex-Returning Officers of at least eighteen terms' standing shall be eligible to serve on the Election Tribunal Shortlist. The Returning Officer shall as soon as may be write to the Members whose names are on the Shortlist asking whether they are likely to be available for service on an Election Tribunal, should one be called.

(i) The Returning Officer shall supervise the Close of Nominations for the Society's Elections. The Returning Officer shall be present in the Society's Buildings for the last two hours during which nominations are open.

(j) *Returning Officer's Assistants*

The Returning Officer may appoint Members eligible under Rule 32(m) as Returning Officer's Assistants, to serve during their term as Returning Officer, to assist them in the performance of their duties. The Returning Officer must post on the noticeboard the names of any Members they have appointed as Returning Officer's Assistants immediately after they are appointed, with 4pm on the day of the Poll being the last deadline for appointing Members as such. If two or more candidates object in writing before the start of the Count to the appointment of any Returning Officer's Assistant, that appointment shall immediately be revoked. Returning Officer's Assistants may resign their position in writing to the Returning Officer or be removed by the Returning Officer with a notice to that effect upon the noticeboard and written notification to that Member. Should the Returning Officer cease to be the Returning Officer after 4pm on the day of the Poll, but before the end of the Count, then all Returning Officer's Assistants shall remain in post until the end of the Count, unless they are objected

to by the procedure given above.

(k) The Returning Officer shall inform the Oxford Licensing Authority of any change in the Licensee or Licensees of the Society's Bars.

(l) For the purposes of deadlines for notifying the Senior Officers of a matter, in relation to their duties under Rule 33 or Rule 71, receipt by the Returning Officer of a communication shall be deemed sufficient for meeting that deadline; the Returning Officer shall then ensure that the communication is passed to the Senior Officers as soon as possible.

(m) Any person who is a Voting Member of Standing Committee, or who has ever been convicted of any offence under Rule 33 or Rule 71 that has not been quashed on appeal or which was not found to result from a frivolous Allegation or frivolous Complaint, shall not be eligible to serve as Returning Officer, a Deputy Returning Officer or as a Returning Officer's Assistant, unless that offence be under Rule 33(c)(ix) or Rule 33(b)(i) alone. This clause may not be altered except by the passage of a Private Business Motion at a Public Business Meeting.

(n) Any person who has ever been convicted of any offence under Rule 33 or Rule 71 for which they were punished by a fine exceeding £100, immediate dismissal from any Office or Committee, suspension, or expulsion, or for which they were banned from nominating for the Society's Election shall not be eligible to serve on a Scrutiny Board, Junior Disciplinary Committee or Appellate Board. They shall also not be added to the shortlists for Intermediate Disciplinary Committees, Senior Disciplinary Committees, Election Tribunals or Disciplinary Appeals Committees. Additionally, Senior Disciplinary Committees, Election Tribunals, Disciplinary Appeals Committees or Appellate Boards may rule that any individual who has been convicted of any offence shall be ineligible to serve in these capacities, regardless of the above provision, unless that conviction be later quashed on appeal. No conviction that has been quashed on appeal, or that was the result of an Allegation or Complaint that was found to be frivolous, shall count as a conviction for Rule 32(n). Failure to inform the Returning Officer of all convictions upon request, when agreeing to hold a position listed above, shall be an offence under 33(a)(i)(17) and 71(a)(i)(14). This clause may not be altered except by the passage of a Private Business Motion at a Public Business Meeting.

RULE 33: ELECTORAL MALPRACTICE

(a) *Definition of Malpractice*

(i) A person shall have committed an Electoral Malpractice if they perform any of the following actions:

(1) Communicating any illicit statement as described in Rule 33(a)(ii)(1) below.

(2) Communicating any unscrutinised factual claim which forms part of a public statement, which they could not reasonably believe to have been scrutinised, and which is for the immediate purpose⁴³ of soliciting votes for or against a candidate.

(3) Representing or attempting to represent themselves or any other Member or Members to be the Candidate or Candidates of, or endorsed, supported or opposed, as described in (ii)(3) below, by, any political party, group or faction or any University Society, or any national, racial, or religious party, group or faction, or element of the press, or persuading or attempting to persuade any other person to do so.

(4) Engaging or attempting to engage in any electoral pact between Candidates in the Election and Candidates in any different election inside or outside the Society - although this shall not affect any internal agreements amongst candidates for the various posts in the Society's Election itself.

(5) Procuring or attempting to procure any vehicle or conveyance for the purpose of systematically conveying Members to the Poll, unless authorised to do so by the Returning Officer, where the Returning Officer is satisfied on the balance of probabilities that neither the

⁴³ The concept of "immediate purpose" is developed in Interpretation A92.

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intention nor the effect of such conveyance would be to unduly benefit or to hinder any specific Candidate or Candidates.

(6) Bribery or buying Memberships in order to influence or attempt to influence the result of the Election; or paying, or promising to pay, another Member's nomination fee; or making, or promising to make, some payment or financial inducement, either directly or indirectly, to any person in order to encourage, discourage, facilitate or hinder another Member's Candidature in any way, either directly or indirectly, or attempting to do any of the above.

(7) Extortion, blackmail, intimidation or harassment in connection with the Election, or attempting to engage in such.

(8) Organised treating by or on behalf of any candidate either between the Opening of Nominations and the Close of Poll, or so as to draw attention to the candidature of a Member.

(9) Interfering with, obscuring, defacing⁴⁴ or removing, any photograph, manifesto, notice, poster, mailing or other material issued or distributed by the Returning Officer, unless specifically authorised to do so by the Returning Officer, including through the removal, obscuring or defacing of materials from the noticeboard, particularly Ordinary Private Business Meeting reports or the photographs or manifestos of sitting Officers, or attempting to do any of the above.

(10) Soliciting votes for or against any Candidates on the Society's premises between the Opening of Nominations and the Close of Poll, except when present at the Presidential Debate or during Hustings.

(11) Misusing or abusing one's official position in the Society, or promising to misuse or abuse one's prospective official position in the Society, so as unfairly to promote one's own candidature or to promote or hinder the candidature of another Member.

(12) Any deliberate breach of the Rules or Standing Orders regarding the conduct of the Election⁴⁵.

(13) Making Allegations of Electoral Malpractice that are frivolous or are unfounded and brought out of malice.

(14) Deliberately giving false evidence to an Election Tribunal, or unreasonable behaviour in front of an Election Tribunal or Appellate Board, including through the submission of incomplete or doctored evidence that purports to be a complete record.

(15) Making an unreasonable Appeal against the findings of an Election Tribunal⁴⁶.

(16) Breaching Rule 5, or otherwise using the Society's records of Membership, with the intention of promoting or hindering the candidature of any Member or otherwise influencing the result of the election.

(17) Deliberately hindering or attempting to hinder the Returning Officer, or their Deputies in the discharge of their duties, including through the submission of false or misleading evidence during the Scrutiny process.

(18) Persistently loitering in or outside the Poll Room during the Poll for an Election in such a way as to influence the Poll.

(19) Producing for distribution or distributing physical campaign materials or videos, making websites or webpages, excluding those on free social media platforms, or spending money on, advertising or publicising the Election or a candidate; this provision shall not apply to day-to-day expenses, such as the costs of Internet usage and telephone usage.

⁴⁴ For how this applies to OPBM reports and digital election manifestos; see Interpretations A13 and A117.

⁴⁵ Including Rule 23(h): see Interpretation A36.

⁴⁶ Including those with the right to appeal; see Interpretation F1.

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(20) Impersonating another Member in order to hinder or promote a candidature; pretending to be from a college or institution not one's own when soliciting votes; or trying to impersonate another voter when voting in the Poll Room.

(21) Making use of any University email system for the purposes of soliciting votes for or against a candidate, or for drawing attention to the Election, or attempting to do so.

(22) Abusing or misusing the Forms of the House or persistently seeking to obstruct debate in the House, in order to promote or hinder the Candidature, or attempt to promote or hinder the Candidature, of a Member (including, but not exclusively: the Chair systematically and persistently showing bias in the selection of Members being called to speak; the Chair persistently and systematically ignoring the time restrictions for speakers; the misuse or abuse of Procedural Motions, but excluding the legitimate usage of Rule 47(e), especially with regards to hindering Members from making qualifying speeches).

(23) Maliciously or recklessly causing the Returning Officer to suspend the Count under Rule 35(i)(iv), with the intention of breaching the secrecy of the Count, or attempting to do so. Any Allegation brought or action taken as a consequence of this clause may be in addition to any normal and legitimate action against any Member who has set off an alarm or otherwise prejudiced the good order of the Society's rooms, whether with intent to breach the secrecy of the Count or not.

(24) Breaching the secrecy of the Count by disclosing any result, or pretended result, either directly or indirectly, before the Count is finished after the announcement of the results in the Bar, whether or not the Count has been suspended for any reason, without the sanction of the Rules or Standing Orders, or attempting to do so.

(25) Aiding or abetting any of the above, or attempting to commit any of the above.

(26) Conspiracy to commit any of the above, though the specific Electoral Malpractice the conspiracy assembled to commit must be named.

(ii)

(1) A statement shall be deemed illicit for the purposes of Rule 33(a)(i)(1) if all of the following conditions apply: the statement is untrue or misleading; the person communicating the statement intends, in whole or in part, to influence the course of the Election; and, at the time of communication, the person communicating the statement could not reasonably believe it to be true and non-misleading. A statement shall be deemed untrue if evidence cannot be adduced to satisfy a reasonable belief in its truth.

(2) For the purposes of Rule 33(a)(i)(2), a factual claim shall be deemed unscrutinised if its contents have not been verified under Rule 35 (b)(xvii).⁴⁷ A claim shall be deemed factual if it cannot reasonably be interpreted as a statement of opinion.⁴⁸ A statement shall be deemed public if, in form or substance, it is intended to be encountered by more than 25 people.

(3) An act, including statements and publications in any medium or form, shall be viewed as amounting to a representation of:

(a) Endorsement of a candidate where, in the view of a reasonable person, it would demonstrate a declaration of public approval of their candidature.

(b) Support for a candidate where, in the view of a reasonable person, it would demonstrate an active interest in and, to some extent, campaigning for the electoral success of a candidate.

(c) Opposition to a candidate where, in the view of a reasonable person, it would demonstrate a clear expression of sentiment against their electoral success.

⁴⁷ See interpretation A103 for when a claim may be considered verified under Rule 35(b)(xvii).

⁴⁸ Statements of intent cannot reasonably be interpreted as a statement of opinion, under Interpretation A104.

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(4) No Staff member, Senior Officer, OUS Trustee, nor any member who is an OLDUT Trustee, nor the Returning Officer or any of their Deputies or Assistants, may solicit votes for against any candidate in an election. Such solicitation shall be deemed Electoral Malpractice under (a)(i)(10) above.

(iii) This Rule shall be interpreted in accordance with the following⁴⁹:

(1) The intention of this Rule is to ensure that the criteria upon which the Officers and Committees of the Society are chosen are founded upon the merits of the candidates themselves as displayed in debating ability, past or potential contributions to the administration of the Society and general sociability, and that Members do not gain advantage by virtue of being richer than other candidates, or in a position to offer deals involving other elections outside the Society, or by employing an election agent, that Members are not persistently harassed into voting for particular candidates, and that candidates do not behave in a manner liable to bring the Society into disrepute.

(2) It is not the intention of this Rule to stifle legitimate discussion of the merits or demerits of candidates, to prevent candidates from leading normal social lives involving as it may the sort of private discussion of their interests and pursuits that is common between close personal friends, nor to prevent candidates from standing in other elections, nor to stop Members from asking or advising candidates to stand or not to stand whether in general or for any particular Office or Committee, nor is it the intention to alter traditional practices the legitimacy of which has been generally agreed, in particular with regard to speakers in the Presidential Debate.

(3) The purpose of the Society's Elections is not to enable some abstract exercise in statutory construction, rather it is to enable the Membership as a whole to determine who they want to run their Society. Rule 33 has been written to ensure this takes place in a fair and just way. Any interpretation of the Rules that contradicts the above guidance is wrong and subject to reversal by a superior body under Rule 67(e).

(b) Innocent Interference

(i) A person shall have committed an Innocent Interference if they perform any of the following actions:

(1) That they have perverted the outcome of the Election by the dissemination of untrue or misleading statements, or of unscrutinised factual claims, about a candidate or candidates, even though such dissemination was accompanied by a reasonable belief in the contrary nature of the statements or claims of respectively.

(2) That, as the Returning Officer, they have in good faith (through negligence or otherwise) misinterpreted the Rules concerning the conduct of the Election in such a way as to affect its outcome, or otherwise affected it through negligence.

An Allegation of Innocent Interference shall never require proof of intent to subvert the course of the Election, merely proof of the fact that the Innocent Interference has done so.

(c) Complaints and Allegations⁵⁰

(i) If the Returning Officer receives, not later than the Close of the Poll, a written complaint concerning the circumstances of the election, they shall investigate the complaint and advise and warn those concerned.⁵¹

⁴⁹ *The importance of this rule is underlined in Interpretation F2*

⁵⁰ *On withdrawal of allegations; see Interpretation E4 and Interpretation A76.*

⁵¹ *Regarding the treatment of 'Conditional Tribunals'; see Interpretation A78.*

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(ii) *Re-Counts*

(1) The Returning Officer may order a re-Count if a Member brings to their attention within 48 hours of the Close of Poll an error in the results published on the noticeboard.

(2) If a re-Count is ordered under (1) above or the Count, or part of it, has been postponed, the time limit for the receipt of Allegations shall be extended to one hour after the result of the re-Count or postponed Count has been announced, if it takes place after the normal 48 hours limit has expired. There shall also be a further hour in which Allegations against the Returning Officer for failure to post on the noticeboard a list of Allegations received or a notice to the effect that no Allegations have been made, as appropriate, at the end of the time limit for the receipt of Allegations under this paragraph.

(iii) After the Close of Poll, but within 48 hours thereof, any Member may bring before the Returning Officer or any of their Deputies a Written Allegation⁵², signed by the⁵³ Member concerned, that:

- (1) A Member or Members, including the Returning Officer or any of their Deputies, have committed an Electoral Malpractice or Innocent Interference.
- (2) A person, persons unknown, or a non-Member, has committed an Electoral Malpractice or Innocent Interference.
- (3) A fine levied by the Returning Officer or a Deputy Returning Officer under Rule 35(i)(iii) was unjust.

The Returning Officer may not call a tribunal without a written allegation, save as under (ix) below. Only one Member may submit any individual Allegation.

(iv) The Returning Officer shall only be deemed to have received an Allegation if it is signed by the Member bringing the Allegation, and complies in form or substance with the following format, namely: "I, (insert name of Complainant), hereby Allege that (insert name of Defendant, if known) did (commit an Electoral Malpractice/commit an Innocent Interference/levied an unjust fine) by breaching (insert Rule/Standing Order Number). I herewith attach or enclose details of the evidence which I shall submit to the Election Tribunal, namely:

- (1) A description of the facts and circumstances of the Allegation;
- (2) Details of any documentary or other recorded evidence which corroborates the description in (1); and/or
- (3) Details of witnesses or circumstances which corroborates the description in (1) or the evidence in (2).
- (4) Details of the Office(s) and/or Committee(s) purported to be affected by this Allegation for the purposes of (e)(x).

(v) The Returning Officer and at least two Deputy Returning Officers shall meet in the Poll Room not later than 47 1/2 hours after the Close of Poll, and shall remain there until 48 hours after the Close of Poll, for the express purpose of receiving Allegations.

(vi) Within fifteen minutes of the time limit for the receipt of Allegations expiring, the Returning Officer shall post on the noticeboard a list of Allegations received or a notice to the effect that no Allegations have been received, as appropriate. This list of Allegations shall not include the name or names of the Member or Members bringing the Allegations. This provision shall apply even if the Returning Officer has themselves brought an Allegation or became subject to one. The infringement of this provision by the Returning Officer shall be deemed to be an Electoral Malpractice under (a)(i)(11) above, and notwithstanding the time limit imposed in (iii) above, Allegations brought under this clause may be made within 49 hours of the Close of Poll to any Deputy Returning Officer. Should an Allegation be made against the Returning Officer, the posting

⁵² Which may be an email sent to ro@oxford-union.org; see *Interpretation A43*.

⁵³ See *Interpretation E17* regarding cases with multiple complainants.

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of this notice shall remain the responsibility of the Returning Officer, after which the provisions of Rule 32(d) shall apply.

(vii) On receipt of any Allegation the Returning Officer shall call an Election Tribunal as under (e) below. There shall be no such thing as a conditional Allegation. The Returning Officer shall raise any concerns they have about the validity of an Allegation to the Election Tribunal.

(viii) The Returning Officer shall have a duty to correct any incorrectly made Allegation, where this is possible, always provided they use only the evidence supplied or referenced, explicitly or implicitly, in the initial written Allegation to do so. Any such corrections shall be made within 24 hours of the submission of the Allegation, and must be recorded and noted for the Election Tribunal and the Member against which the Allegation is made. This duty extends to assisting any Member who receives an Allegation against them to understand the substance of such an Allegation.

(ix) Allegations may be withdrawn up to 72 hours after the Close of Poll, always provided that all evidence stated in the Allegation has been provided to the Returning Officer. The Returning Officer shall have the power to disallow such a withdrawal in the event that they are satisfied that the Allegation was made frivolously or maliciously, or in the event that they are satisfied that the withdrawal of the Allegation has been made under duress. If the Returning Officer disallows the withdrawal then the Allegation and any evidence provided in support of the Allegation shall be considered by the Election Tribunal together with the results of such investigations as the Returning Officer shall have made. If as a result of the withdrawal of an Allegation there are no remaining Allegations to be heard, then the Returning Officer shall no longer be bound by Rule 33(c)(v) and may cancel any arrangements made for the holding of an Election Tribunal.

(x) Reporting Obligations

(1) Every Candidate in the Election, the Returning Officer, and all Deputy Returning Officers serving at any time up to two weeks prior to the Close of Nominations, shall report to the General Office in person between 10.00am and 10.00pm on the third day after the Poll to determine whether their attendance is required by an Election Tribunal. If an Election Tribunal is set up, any Candidate failing to so report shall be disqualified from the Election and fined a sum of £50. Any Returning Officer or Deputy Returning Officer failing to so report shall be fined a sum not exceeding £100 and disqualified from serving as Returning Officer, a Deputy Returning Officer or a Returning Officer's Assistant for the remainder of the term and the following two terms.

(2) Notwithstanding the provisions of (1) above, any person under the jurisdiction of (1) above prevented by genuinely pressing reasons from being in Oxford on the third day after the Poll shall notify the Returning Officer in writing at the time of nomination or at the earliest possible moment thereafter, and shall report to the General Office in person, by telephone at a time agreed with the Returning Officer; such a report shall be deemed as fulfilling the requirements of (1) above. In the case of any person reporting by telephone under this clause, notice is given by telephone in the presence of a witness that their attendance is required by the Election Tribunal or that they are a defendant at the Election Tribunal, and shall be deemed sufficient for all purposes of these Rules. Should the Returning Officer be unable to carry out their duties under this section (viii), then the most senior Deputy Returning Officer who consents to serve shall assume the duties of the Returning Officer for the duration of the reporting period.

(3) In the case of Candidates, the Returning Officer or any Deputy Returning Officer who has failed to report under (1) above, the Election Tribunal may choose to rescind either or both of the fine and the disqualification if it is satisfied that the failure to report was the result of unforeseeable or unavoidable circumstances or would otherwise be manifestly unjust. The Election Tribunal shall deal with such cases as it sees fit, however any conviction under this section (viii) shall not be deemed to be a conviction for the purposes of these Rules, save that individuals so convicted shall maintain their rights of Appeal.

(4) Every Candidate shall, at the time of nomination, sign a declaration that they are aware of the provisions of this clause (x), and that they expect to be able to report as under (1) above or that they require a dispensation as under (2) above.

(d) *Conduct of the Election Tribunal and Appellate Board*

(i) Any objection to the composition or validity of an Election Tribunal must in be made to that panel, unless the facts relating to any cause for objection are not known to the complaining party at the time of the Tribunal, in which case they may be raised on Appeal. This sub-clause shall not permit Appeals beyond the deadlines given in (f) below.

(ii) The Election Tribunal shall first verify the validity of any Allegation before declaring itself validly constituted with respect to that Allegation. Any Allegation found to be invalid in form or substance shall result in an immediate verdict of No Case to Answer, and the Election Tribunal shall exercise its investigative powers, paying specific attention to (a)(i)(13) and (14) above.

(iii) During the hearing of evidence that concerns them directly, all Complainants and Respondents shall have the right to be present, in addition to any person they appoint to represent them.

(iv) Complainants, Respondents and Members of the Election Tribunal shall have the opportunity to call, examine and, where possible, cross-examine witnesses. Witnesses may only be asked questions of fact except where they are expert witnesses. If a witness deliberately says something that is untrue on a matter of substance related to the charges which the Election Tribunal is considering when they are being examined, they shall be liable to the same penalties as if they had committed the offence of making a frivolous or malicious Allegation, and the Election Tribunal shall have the power to inflict the penalties on them under the same conditions as if an Allegation of that offence were laid against them during the Election Tribunal.

(v) All formal Allegations shall be read out at the start of the investigation. If, during the investigation, the Election Tribunal should have reason to suppose that a Member who is not a Respondent has committed an Electoral Malpractice or Innocent Interference, they shall inform them immediately, and they shall have the rights of a Respondent thereafter. If the grounds the Election Tribunal has for supposing a Member has committed an Electoral Malpractice or Innocent Interference is evidence that they have not been present to hear, it shall ensure that the evidence is repeated in their presence or, failing that, that the tape-recording made of it is played over to them. Any person given the rights of a Respondent under this sub-clause shall be deemed to have had an Allegation brought against them.

(vi) Adjournments may be requested by any party to the investigation and shall be granted at the discretion of the Election Tribunal. After all the witnesses have been called, Complainants and Respondents shall have the right to sum up.

(vii) After the summing up, the Election Tribunal shall retire to make its decisions and consider its Declaration and Report. The Election Tribunal shall make an explicit finding of 'Guilty' or 'Not Guilty' on every count. The proceedings of an Election Tribunal shall be recorded on magnetic tape, save only those parts of the proceedings at which only Members of the Election Tribunal are present. The tapes shall be available, except as under (v) above, only to an Appellate Board set up under Rule 33(f). They shall be stored *in camera* in the archives for one year and then be destroyed.

(viii) No Election Tribunal shall consider as evidence electronic messages without the written consent of at least one of the parties involved, nor should they consider as evidence information obtained from private computers or other private electronic devices or private online accounts without the written consent of the owner of the device or the account, always provided that access to those devices or accounts was legitimately obtained. All such written consent is irrevocable.

(ix) The standard of proof required for a conviction shall be that the Election Tribunal is satisfied beyond all reasonable doubt of the defendant's guilt. No person shall be found guilty save by unanimous vote. The standard of proof required to settle all other questions of fact shall be a simple balance of probability, and a majority verdict shall be sufficient. A question of fact that would individually amount to a finding of guilt shall require that the Election Tribunal is unanimous in agreeing that the fact has been proven beyond all reasonable doubt.

(x) Any Member who has a direct interest in the outcome of an Election Tribunal or Appellate Board shall be entitled to be represented at said Election Tribunal or Appellate Board. The Election Tribunal and Appellate Board shall have the power to determine whether any interest be direct, save that any party that had the right to be represented before an Election Tribunal shall have the right to be represented before any subsequent Appellate Board.

(xi) The Election Tribunal and Appellate Board shall have the absolute right to sit, in whole or in part, *in camera* or excluding observers, always provided that the Complainant or Appellant, the Defendant or Respondent, their representatives, and the Returning Officer shall have the right to be present throughout. An Election Tribunal or Appellate Board may declare all or part of their Declaration or Report to be *in camera*, and it shall be subject to the same provisions as *in camera* Minutes with regards to secrecy. In the case of *in camera* Declarations or Reports, the Election Tribunal or Appellate Board shall publish a redacted version of the documents for use on the noticeboard, in the Business Minute Book and in archiving with the Library by the Returning Officer.

(xii) The Election Tribunal or Appellate Board may inflict a fine on any Member who fails to appear before it, should any of the following conditions be met:

(1) A letter has been handed to them in person, at least 20 hours before the scheduled time, by the Returning Officer, a Deputy Returning Officer, or by a Returning Officer's Assistant.

(2) An email has been sent in accordance with the provisions of Rule 67(j)(iii), at least 20 hours before the scheduled time.

(3) They are present before the Election Tribunal or Appellate Board and, despite reasonable warning of their being needed later in the day and written notice being served of such, and provided no reason for absence accepted under sub-clause (xiii) is given, they fail to attend.

The letter or email sent under (1) above shall specify a date, place and time (which shall be between the hours of 10.00am and midnight inclusive) at which they are required to attend by the Election Tribunal or Appellate Board, and state the conditions under which they may be fined if they fail to attend.

(xiii) No Member shall be fined under (xii) if:

(1) They have given the Election Tribunal or Appellate Board good reason for non-attendance as determined by at least two-thirds of the Election Tribunal Panel or Appellate Board Members, and either:

(a) They are unable to give evidence in writing, or they have made a written statement, which shall be subject to which they have signed in the presence of the Returning Officer, a Deputy Returning Officer or a Returning Officer's Assistant who has signed the statement as a witness; or

(b) They have attended at the time specified in the letter under (xii) above and have placed themselves at the disposal of the Election Tribunal or Appellate Board for the following four hours; or

(c) The Allegation in connection with which their presence was required was one brought against themselves.

For the avoidance of doubt, any notification which complies with sub-clauses (xii) and (xiii) shall constitute a valid subpoena, and shall be deemed to have been served at the moment at which the letter is handed over, the email sent, or the Election Tribunal or Appellate Board provides the written notice. Nothing else shall constitute a valid subpoena.

(e) *The Election Tribunal*

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(i) *Composition*

(1) The Election Tribunal shall be set up by the Returning Officer if an Allegation is made, as soon as possible, and shall consist of any three of the Members whose names were on the Shortlist made under Rule 32(h). Should fewer than three of the said Members be available, the Election Tribunal shall consist of any Members chosen with the approval of Standing Committee that satisfy the requirements of the said Rule, always providing that the Election Tribunal has three Members. The Returning Officer and Standing Committee shall use their best efforts to ensure that at least one Member of the Election Tribunal is a qualified lawyer. No person shall serve on an Election Tribunal more than once in the space of three terms.

(2) As under Rule 23(d)(v), if an Allegation has been validly submitted such that an Election Tribunal is necessary, but the Returning Officer is unable to organise a sustained, quorate Election Tribunal that is sufficiently able, within the required time period and deadlines, to hear all the Allegations and evidence and then deliberate fully, then the Returning Officer shall be able to summon an Emergency Meeting of Standing Committee for the purpose of appointing an additional Member or Members to the Election Tribunal Shortlist only, without any minimum notice period for the Meeting or for the Agenda.

(ii) The Election Tribunal shall have the complete power to investigate all the Allegations and circumstances dependent upon those Allegations only. No Allegations brought after the time limits laid down in (c)(iii) and (c)(vi) above shall be considered by the Election Tribunal.⁵⁴ The Tribunal shall have discretion in the determination of penalties, save that:

(1) Any Member making an Allegation which is frivolous or unfounded and brought out of malice shall be suspended for at least one term, and, if such Allegations be made against the Returning Officer or any Deputy Returning Officer, the Member shall in addition be fined at least £50.

(2) If the Returning Officer or any Deputy Returning Officer be found guilty of an Electoral Malpractice, they shall be automatically disqualified from taking part in the Count in future, dismissed from any post they currently hold in the Society, and suspended for at least one term.

(3) Any Member making an unreasonable Appeal against the findings of an Election Tribunal under (f) below shall be suspended for one term, forbidden to serve on any Committee or nominate themselves for any Committee or Office for a further three terms, and fined £50, these penalties in all cases being added to any penalties otherwise imposed under (e)(ii) or (iii).

(4) Notwithstanding anything else in this Rule, no penalty shall be inflicted upon a Member if the Allegations against them are found to be frivolous, and nor shall any conviction resulting from such Allegations be deemed to be a conviction for the purposes of these Rules, save that individuals so convicted shall maintain their rights of Appeal.

(5) The Election Tribunal shall always consider whether or not any Allegations before it are frivolous, and, if unfounded, brought out of malice.

(6) Allegations of Innocent Interference, if resulting in convictions, shall carry no penalty, nor shall they be deemed to be convictions for the purposes of these Rules, save that individuals so convicted shall maintain their rights of Appeal.

(iii) The Election Tribunal may inflict any or all of the following penalties on a Member found guilty of Electoral Malpractice, even in addition to the provisions of (d)(ii) above:

(1) A fine.

(2) Disqualification from the current Election.

⁵⁴ *Written allegations; see Interpretation E11.*

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- (3) Immediate dismissal from any Office or Committee, including the power to revoke any or all degrees of seniority the Member may have.
- (4) Disqualification from holding Office or sitting on any Committee in any following term.
- (5) Disqualification from nominating in any subsequent Election.
- (6) Suspension.
- (7) Expulsion.

(iv) The Election Tribunal shall not inflict any penalty upon nor recommend any proceedings against any person other than one whom it convicts of Electoral Malpractice, save as under (d) above. The annulment of the Poll or part of the Election, the ordering of a re-Poll or new Election, or the ordering of a re-Count shall not be considered a penalty. Re-Counts shall be conducted according to the same provisions as the original Count, unless the Election Tribunal orders otherwise.

(v) The Election Tribunal may annul the whole Election or the Election for any particular Office or Committee if it is satisfied that Electoral Malpractice or Innocent Interference has substantially affected the result, including in affecting the order of those elected or not elected to any Committee. In the event of an annulment, it shall be the duty of the Returning Officer to arrange a new Election for Monday of First Week, or, if the Election annulled was itself held on Monday of First Week, at the most convenient time during Full Term. The Election Tribunal may make any provisions it thinks fair with regards to the arrangements for and conduct of this new Election, including but not limited to:

- (1) Ordering a re-Poll.
- (2) Restricting those eligible to stand and/or nominate in the new Election or re-Poll.
- (3) Allowing previously-nominated candidates to withdraw from the Election.
- (4) Re-opening nominations.

Disqualifications under (c)(viii) above shall be handled at the absolute discretion of the Election Tribunal, save that should the Election Tribunal deem that a new Election or re-Poll be necessary as a result of any such disqualification, then the disqualified candidate shall be ineligible to stand. Disqualifications shall normally be resolved by recounting the ballot papers while ignoring all preferences for the disqualified candidate(s).

(ix) The Election Tribunal, or failing it, the Appellate Board, shall have the power and the duty to make any order necessary to remedy any failure of the Rules or otherwise to determine how to fill vacancies left by its actions. Should the President-Elect be the subject of an ongoing Allegation the Election Tribunal shall determine whether to devolve the powers of the President, but not the Office, to the Returning Officer, and for what duration.

(x) The Election Tribunal shall complete its investigations and shall present a Declaration to the Returning Officer within 216 hours of the Close of Poll. The Declaration shall state the Allegations made, the verdicts returned, and any penalties inflicted, and shall be read by the Returning Officer to the next Public Business Meeting. The Declaration shall also state which Office(s) and/or Committee(s) have been accepted as being subject to the proceedings of the Election Tribunal for the purposes of sub-clause (f)(x). Within 336 hours of the Close of Poll, the Election Tribunal shall Report in full to the Returning Officer and thereupon cease to exist except as regards (f) below. A copy of the Report shall be posted on the noticeboard as soon as practicable for at least five days; this report shall be read by the Returning Officer to the next Public Business Meeting, if the Returning Officer thinks it is necessary, or if they are so directed by the Election Tribunal, unless the Election Tribunal has been subsequently quashed by an Appellate Board.

(xi) The Declaration in (x) above may make whatever provisions the Election Tribunal deems appropriate for the succession to Office or Committees, the assumption of acting powers pending its

full Report, or the requirements for individuals to work during the Vacation, provided that in so doing the Election Tribunal binds itself to issue no interpretation or ruling in its Report that contradicts such provisions. The Report in (x) above should detail the reasoning behind the verdicts of the Election Tribunal, including detailing a record of the decisions of the Election Tribunal and a statement of the reasoning that led to the decisions. If different routes were followed, whether or not to the same conclusion, by different Members of the Election Tribunal, the reasoning of each of them shall be stated. This shall be true for any questions of fact, law or guilt, and any recommendations the Election Tribunal wishes to make. Both the Declaration and Report shall be affixed by the Returning Officer to the Business Minute Book, and copies shall be archived with the Library.

(xii) Once the Election Tribunal is set up, no question whatsoever shall be asked, no Motion whatsoever moved, nor discussion whatsoever initiated, in the House or in any Committee, that in any way relates to the action of the Returning Officer under Rule 33, or to the setting-up, composition, action or Report or any other circumstances whatsoever of the Election Tribunal, save as may be necessary for proceedings against convicted parties under Rule 7(b), or to enable Standing Committee to ensure that any punishments inflicted are carried out, to determine the Society's response to any judicial or quasi-judicial proceedings, or to carry out actions directed or recommended by the Election Tribunal or Appellate Board in their Report.

(d) The Appellate Board

(i) The sole grounds of Appeal to the Appellate Board from the decision of the Election Tribunal shall be either that:

- (1) A breach of the procedure laid down in (c), (d) or (e) above has occurred. These shall only be considered if it can be proven that a real prejudice has been created in the fairness of proceedings as a result of this breach of procedure, which shall include subverting any right to Appeal a Member may have.
- (2) The decision of the Election Tribunal was founded on an error of law.
- (3) There has been a breach of any of the Principles of Natural Justice.
- (4) An Election Tribunal failed to reach any verdict and publish a Declaration or Report within the set deadlines, substantially affecting the smooth running of the Society.

(ii) The following shall have the right of Appeal:

- (1) Any Member who has brought an Allegation under (c)(ii) above with regard to the Election concerned.
- (2) Any Member who has had an Allegation brought against them during the Election concerned.
- (3) Any other Member to whom a Senior Officer gives Leave to Appeal.

(iii) Notice of Appeal or request for Leave to Appeal, as appropriate, may be lodged with either of the Senior Officers within 48 hours of the Report being posted on the noticeboard as under (d)(ix) above. A late Report shall not negate the right of any Member to Appeal, and the 48 hour window shall begin from the posting of the Report.

(iv) If an application for Leave to Appeal has been made under (ii)(3) above, either Senior Officer may grant Leave to Appeal, in which case the application for Leave to Appeal shall be treated as Notice of Appeal. If the Senior Officers refuse Leave to Appeal they shall publish the fact of, and the reasons for, refusal on the noticeboard within seven days of the application being made. It shall be a legitimate ground for refusal of Leave to Appeal that the interests of the Membership would, on balance, be adversely affected. Should the Senior Officers fail to make and publish on the noticeboard any decision within seven days of the application being made, then the application shall be deemed to be accepted and shall be treated as Notice of Appeal.

(v) The Returning Officer, acting under the instructions of the Senior Officers where possible, shall set up the Appellate Board, which shall consist of three Members who are members of any Convocation, including those with MAs, MA status, or an entitlement to supplicate for MA status, and which may include either or both of the Senior Officers, always provided that no member of the Appellate Board served on the Election Tribunal subject to Appeal.

(vi) The Appellate Board shall adopt whatever fair way of proceeding it thinks fit, save that it shall not alter or quash the Report of an Election Tribunal in whole or in part without informing the Members of the Election Tribunal and giving them an opportunity to defend or explain their actions. Any party who had the right to be represented before the Election Tribunal shall have the right to be informed of the fact that the Appellate Board has been constituted and to be represented before it.

(vii) The Appellate Board shall:

(1) Ensure that explicit verdicts are returned on every defendant on every Allegation, that it is explicitly stated in the case of every Allegation whether or not it was frivolous or, if the defendant was found not guilty, whether the Allegation was unfounded and brought out of malice, and that any ambiguous verdicts are clarified for this purpose. Any Member of the Election Tribunal who did not explicitly dissent from the Report of the Election Tribunal, nor reply within a reasonable time to the Appellate Board's request for clarification, shall be deemed to have voted with those who have made or do make their position clear, and if clarification be altogether impossible, ambiguous verdicts shall be treated as acquittals.

(2) Ensure that (e)(iii) above is obeyed.

(3) Have the power to order that a Member or Members of the Election Tribunal whose proceedings they are considering shall never sit on an Election Tribunal again, or shall not sit on an Election Tribunal for a specified period of time.

(4) Have the power to quash the findings or purported findings of an Election Tribunal or purported Election Tribunal in whole or in part, save that if it do so it shall order a new Election Tribunal to be set up, unless the ground for quashing be that the act purporting to set up the original Election Tribunal was a nullity.

(5) Have the power to declare the Appeal unreasonable in whole or in part, whereupon the Appellant shall be subject to the penalties laid down in (c)(ii)(3) above. A Member with a right to Appeal may still be found guilty of bringing an unreasonable Appeal.

(viii) The Appellate Board shall Report to the Returning Officer as soon as it shall have completed its investigations, which shall be within 28 days of Notice of Appeal, or Leave to Appeal being granted, and shall thereupon cease to exist. The Returning Officer shall read the Report to an Emergency Meeting of Standing Committee called for that purpose as soon as possible, and at the conclusion of said Meeting shall post the Report on the noticeboard. If the Appellate Board has exercised its powers under (vii)(4) above, the Returning Officer shall set up a new Election Tribunal subject to the same provisions as under clause (e). The Report shall be affixed by the Returning Officer to the Business Minute Book, and a copy shall be archived with the Library.

(ix) If a new Election Tribunal is set up:

(1) The time limits laid down in (e)(x) above shall apply from the opening of the said Emergency Meeting of Standing Committee instead of from the Close of Poll, save that if either of the Senior Officers certify in writing that gross injustice might thus be done, the time limits shall apply from 11.59pm on the Wednesday before the Full Term next following.

(2) No Member who served as a Member of the quashed Election Tribunal shall serve on the new Election Tribunal.

(3) The new Election Tribunal shall consider those and only those charges and findings which the Appellate Board has quashed, and any other charges laid before the former Election Tribunal that the Appellate Board has directed the new Election Tribunal to hear.

(4) If the new Election Tribunal annuls any Election not annulled by the previous Election Tribunal, it shall itself determine upon whom the powers and duties of any Office in question shall devolve until the result of the new Election shall have been declared; such devolution shall not comport the Office itself. Any Committee places so affected shall remain vacant in the interim.

(x) Except as under Rule 33(d)(xii) below, no Member shall enter upon Office or an elected place on Committee until:

(1) 49 hours have elapsed since the Close of Poll in the Election concerned.

(2) 48 hours have elapsed since the publication of the Report of any Election Tribunal directly concerned with the Election to that Office or Committee.

(3) The Senior Officers have refused Leave to Appeal, if such an Appeal might have quashed that part of an Election Tribunal Report concerning the Election to that particular Office or Committee.

(4) The Report has been published of any Appellate Board that might have quashed that part of an Election Tribunal Report concerning the Election to that particular Office or Committee.

(xi) An Election Tribunal or Appellate Board may additionally prevent any Member who is directly implicated in an ongoing Allegation from entering any Office or elected place on Committee until the deadlines outlined in Rule 33(d)(x) above have expired, at its absolute discretion. Any such action shall form part of the Declaration and Report of such bodies.

(xii) In the event that an Appellate Board rejects in its entirety all Appeals before it, and if it is satisfied that the interests of justice and the interests of the Society are best served by a speedy succession to Office and the Committees, it may permit Members who would otherwise be prevented from doing so by the provisions of Rule 33(e)(x)(4) to enter their posts immediately upon making its determination, prior to issuing its Report. In doing so, the Appellate Board binds itself not to make any binding interpretations or directions which could affect the succession in question.

(g) Trial Ban of Electoral Pacts

(i) From the first day of Hilary Term 2019 until the last day of Trinity Term 2019, Rule 33(a)(i)(3) shall be read as:

“representing or attempting to represent themselves or any other Member or Members to be the candidate(s) of, or endorsed, supported or opposed by, any political party, group or faction or any University Society, or any national, racial, or religious party, group or faction, or newspaper or journal or persuading or attempting to persuade any other person to do so; or engaging in any electoral pact between Candidates in the Election and Candidates in any election inside or outside the Society; as a Candidate, distributing a list of another Candidate or other Candidates in the Election in any form or way, even if not systematic;”

(ii) In Trinity Term 2019, a Referendum of all Members shall be held on the question “Should electoral pacts be prohibited in the Society’s elections?” with the options for voting of either “Yes” or “No”. The Referendum shall be conducted by the Returning Officer as prescribed by the Special Rules for the Referendum on Electoral Pacts, which, notwithstanding Rule 67(a), shall have the precedence of Rules.

(iii) On the first day of Michaelmas Term 2019, Rule 33(g) and the Special Rules for the Referendum on Electoral Pacts shall be deleted, and if in the Referendum more Members

voted for “Yes” than “No” then Rule 33(a)(i)(3) shall be amended to read:

“representing or attempting to represent themselves or any other Member or Members to be the candidate(s) of, or endorsed, supported or opposed by, any political party, group or faction or any University Society, or any national, racial, or religious party, group or faction, or newspaper or journal or persuading or attempting to persuade any other person to do so; or engaging in any electoral pact between Candidates in the Election and Candidates in any election inside or outside the Society; as a Candidate, distributing a list of another Candidate or other Candidates in the Election in any form or way, even if not systematic;”

(iv) Any breach of Special Rule 3(a)(i) shall be considered Referendum Malpractice. Any Member may make an allegation of Referendum Malpractice, which shall be considered by an Referendum Tribunal as prescribed by Special Rule 3(b). An Referendum Tribunal shall have power to annul the Referendum if it is satisfied that Referendum Malpractice has substantially affected the result, and in this instance shall order the Returning Officer to re-run the Referendum.

RULE 34: ELECTION OF JUNIOR OFFICERS AND COMMITTEES

(a) *Elections*

An Election shall be held every term to choose the Junior Officers (other than the President, Librarian and Treasurer), the Elected Members of Standing Committee, and the Secretary’s Committee for the following term. The Election Poll, if one is necessary, shall be held on Friday of Seventh Week, open between 9:30a.m and 8:30p.m. For the purposes of these Rules, should no Election Poll be necessary the Close of Poll shall also be deemed to be 8:30p.m on Friday of Seventh Week.

(b) *Nominations*

(i) Nominations shall open at 9.30a.m. on Friday of Fifth Week and close at 3.00p.m. on Friday of Sixth Week. Nominations may only be submitted in the said period, during hours when the General Office is open. For the last two hours of the nomination period, nominations envelopes may only be received in a room designated by the Returning Officer in their letter to candidates in their letter to candidates as under (b)(ii)(4) below. Should this designated room change, the Returning Officer must post a notice detailing the new designated room on the Society's noticeboard, the door to the general office, and the door of the previously designated room. During this period, the Returning Officer shall be present in the designated room for the purpose of receiving nominations, and only electoral officials or those members wishing to submit their nomination shall be permitted to enter, unless the Returning Officer’s express permission has been granted for an exception. Any member deemed to be loitering in the designated room by the Returning Officer, or the most senior Deputy Returning Officer in their absence, shall be liable to a fine of up to £50, to be imposed by the Returning Officer.

(ii) Nomination packs shall be available from the General Office from 9:30a.m. on Wednesday of Fifth Week until the close of nominations containing:

- (1) A list of positions arranged in a single column, with each position accompanied by a box which the candidate shall mark to confirm that they intend to nominate for the position in question;
- (2) A checklist of relevant items to be included, pertaining to the nomination;
- (3) A copy of Rule 33-35 inclusive, and Standing Order D11;
- (4) A Letter to Candidates from the Returning Officer providing further electoral information;
- (5) A Letter to Candidates from the President-Elect, confirming the vacation day requirements for each position, the definition of this under Standing Order B15, and the date of the Committee Induction event.

It shall always be the obligation of the member wishing to nominate to ensure that their nomination is correctly completed. The Returning Officer shall include in their Letter to Candidates at least two designated times at which they or their Deputies shall be in the Society's buildings to advise members wishing to nominate on the proper completion of the nominations procedure.

The total amount of time (defined under Standing Order B15) during the vacation in which the candidates for election as Junior Officers or Committee members would be required to work in the Society's buildings if elected shall be decided by the President-Elect, subject to a maximum as outlined below:

Number of Days	Junior Officers (excluding the Officers-Elect)	Officers-Elect and Standing Committee	Secretary's Committee
Michaelmas Term	40	30	15
Hilary Term	30	20	10
Trinity Term	30	20	10

The Committee Induction event shall be a training day during full-term for Officers-elect, Standing Committee and Secretary's Committee after they are elected. The induction shall be supervised by the President-Elect. Attendance shall be compulsory, and unless an individual has an acceptable reason (with Standing Committee as the adjudicating body) then they shall be fined sum of £20. The President-Elect shall ensure that any members who miss this event are informed of any essential information from it.

(iii) Any eligible member may nominate themselves by submitting to the Returning Officer (either directly or through one of their deputies or any other agent authorised by the Returning Officer) a sealed envelope, containing the following:

- (1) A completed nomination form;
- (2) Correct payment of the nomination fee (established by Standing Order D2) for the position for which the member wishes to nominate by cash in Pounds Sterling only;
- (3) A photocopy of the front and reverse of the member's Union membership card;
- (4) Two copies of any photograph the member wishes to submit, compliant with Rule 34(b)(v);
- (5) Any Short or Long Manifesto the member wishes to submit.

On submission of the sealed envelope, the Returning Officer (or their agent, as appropriate) shall countersign the seal of the envelope, write down the member's membership card number on the outside and issue the member with a receipt. They will also enter the member's name and the time of submission on a list, which will be available for inspection by any member, on demand, as per Rule 34(d) below. Once a nomination envelope has been received, it will be deposited in a secure location, and no member shall be permitted to alter or to withdraw any nomination, or materials pertaining thereto, for any Office or Committee.

The doors of the designated nomination room shall be sealed at exactly 3p.m. and candidates who have presented themselves to nominate by this point, but have not had their nomination envelope countersigned and their membership card number recorded by the Returning Officer or their Deputies, shall be allowed to nominate. This shall be referred to as the final submissions period for the purposes

of this rule, and no member who presented themselves to nominate during this period shall be permitted to alter or to withdraw any nomination, or materials pertaining thereto, for any Office or Committee.

Should the candidate not have sufficient means of payment on their person for the nomination fee their nomination shall not be accepted. Candidates shall not be allowed to go elsewhere to find other means of payment, or receive assistance from any other individual, if they do not have sufficient means of payment on their person once the deadline has passed. The same principle shall apply to the requirement for photocopies of membership cards.

If a member wishes to nominate for two separate positions, permitted under Rule 34(c), they must submit two separate nominations in separate envelopes. If a member submits two nominations which are incompatible under Rule 34(c), the nomination for the more junior position shall be accepted.

(iv) The nomination form shall contain sections for the following:

- (1) To confirm the position for which the candidate intends to nominate;
- (2) Information about the nomination fees (Standing Order D2) required for each position;
- (3) To record any qualifying speeches to which the candidate wishes to draw to the Returning Officer's attention;
- (4) To record the name that the candidate wishes to appear under on election materials;
- (5) To record any position(s) listed under Standing Order D11 the candidate has held;
- (6) To confirm a valid email address and phone number of the candidate;
- (7) Information about additional eligibility evidence required where Rule 34(c)(ii) applies;
- (8) To confirm how the candidate will comply with Rule 33(b)(viii) on signing-down;
- (9) A written declaration that the candidate understands the Rules of the Society, that they agree to abide by the Rules of the Society during the Election and during any term of Office; and that they are prepared and able to assist during the vacation, as required under the Rules (and detailed in the nomination form), if they are elected or if they succeed under the provisions of the Rules to an elected Office or Committee.
- (10) A designated space for the candidate to sign and date their agreement to (9) above.

(v) After the closure of nominations, the Returning Officer, in the presence of at least two Deputy Returning Officers, shall open the nomination envelopes, and verify that they contain valid nominations. A nomination shall be ruled invalid by the Returning Officer should they be satisfied beyond reasonable doubt that any of the following provisions apply upon their investigation:

- (1) Where the nomination was not submitted within the time period allowed; [1]
- (2) Where the required nomination fee or photocopies of the candidate's membership card are not included in the submitted envelope as per Rule 34(b)(iii)(2)-(3);
- (3) Where the candidate is not eligible to nominate for the Office or Committee as per Rule 34(c) below;
- (4) Where the candidate has not satisfied the qualifying speech requirements, as they apply to the election at hand. The Returning Officer's investigation shall include, at a minimum, the checking of any potential qualifying speech listed on the candidate's nomination form against the Public Minute Books.

(5) Where a candidate altered their nomination after 3pm, or did not have on their person the required items to validly nominate at this time during the final submissions period;

(6) Where a candidate has not indicated the position for which they wish to nominate on the nomination form, and the materials contained within the nomination envelope do not resolve this ambiguity;

(7) Where a candidate has not provided a valid email address by which to contact them during the election period;

(8) Where the candidate has not signed and dated their nomination form in the section prescribed to agree to the written declaration under Rule 34(b)(iv)(8).

(9) Where a candidate is ineligible to nominate as explicitly stated elsewhere in the Rules, including but not limited to any Election Tribunal or Appellate Board sentences which prevent the candidate nominating in the Society's elections.

Candidates are not required to submit manifestos, but should they wish to do so they shall include a copy of their Short Manifesto and/or Long Manifesto, titled clearly as such, in their nomination envelopes, adhering to any requirements outlined in the Rules. Should any member not have access to a computer, they may hand write their manifesto, which shall be later typed up by the Returning Officer. If no valid short or long manifesto has been submitted, the Returning Officer shall notify the candidate as soon as possible after the close of nominations, and in any case before 8pm on Friday of 6th Week. Should the candidate not provide a suitable manifesto within one hour of being notified, they shall not have a manifesto displayed.

Candidates are not required to submit a photograph, but each candidate shall be entitled to submit two current, identical, non-frivolous, full-facial photographs of themselves, which is in black and white, has a plain background and is between 3cm x 4cm and 4.5cm x 5.5cm in size, to the Returning Officer for display on a board set aside for that purpose in the Poll Room during the Poll, the Society's noticeboard, and for use on the manifestos booklets. The candidate's photograph shall be submitted at the time of the candidate's nomination. If the Returning Officer believes a submitted photograph does not conform to the above provisions, they shall inform the candidate as soon as possible after the close of nominations, but no later than 6 hours afterwards. Should the candidate not provide a suitable photograph by noon on Saturday of Sixth Week, they shall not have a photograph displayed.

(c) Eligibility

(i) Any Life Member of the Society may offer themselves for election during their first eleven terms of Membership, subject to any restrictions elsewhere in the Rules.

(ii) Any Member who has been a Member of the Society for more than eleven terms may offer themselves for election, always provided that:

(1) They are neither a Fellow nor a Junior Fellow of a College, nor employed by the University in a full-time teaching capacity;

(2) They have not offered themselves for election on more than seven occasions during their first eleven terms of Membership;

(3) They are, at the time of election, and have been for the previous six months, resident within twenty-five miles of Carfax;

(4) They have not offered themselves for election on more than eight occasions after their first eleven terms of Membership;

(5) They are neither a Senior Officer nor Trustee.

(iii) No Member shall nominate themselves for the Office of President-Elect unless they are a current or former Member of Standing Committee, excluding those Members holding the Office of Librarian-Elect or Treasurer-Elect, and they have served for at least one further term on Secretary's Committee or as an Appointed Official.

(iv) No Member shall nominate themselves for the Office of Librarian-Elect or Treasurer-Elect unless they are a current or former Member of Standing Committee, excluding those Members holding the Office of Librarian-Elect or Treasurer-Elect, or a Senior Appointed Official, and they have served for at least one further term on Secretary's Committee or as an Appointed Official.

(v) No Member shall nominate themselves for any elected position equal or junior to an elected position they hold or have held in Standing Order D11, with the exception of the Returning Officer and Ex-Returning Officers. The exceptions to this shall be Standing Committee, for which Members may renominate as they wish, subject to any other limitations in these Rules, and Secretary's Committee, on which Members may only serve two terms in total.

(vi) No Member shall nominate themselves at the same election for more than one Office, for more than one Committee, or for an Office and Secretary's Committee. Dual nominations for Office and for Standing Committee shall be treated as separate nominations for the purposes of these Rules, and must be submitted separately.

(vii) No Member shall nominate themselves for Standing Committee or for Office during their first term of Membership.

(viii) No Member shall nominate themselves for any Office, Standing Committee or Secretary's Committee if they have served as Returning Officer, a Deputy Returning Officer, or a Returning Officer's Assistant after two weeks before the Opening of Nominations for the Election concerned.

(ix) No Member shall nominate themselves for Secretary's Committee without having made at least two, nor for Standing Committee or an Office without having made at least four, speeches. In the case of Standing Committee or an Office at least two of the said four speeches and in the case of Secretary's Committee one speech shall have been made in the term in which the Member nominates themselves. For the purpose of this Rule only, the following shall count as speeches:

(1) Speeches made in Public Business provided that no more than one speech is counted from one Public Business Meeting.

(2) Speeches made in an informal debate under Rule 42(a)(2) provided that no more than one speech is counted from any such debate.

(3) Speeches made in an Emergency Debate under Rule 42(a)(1) provided that no more than one speech is counted from any one Emergency Debate.

(4) Only one speech may be counted from any one day.

(5) All speeches must address the Motion at hand, and there must be some reasonable argumentation for the side of the Motion that the candidate purports to address in order for the speeches to be counted as a qualifying speech. The authoritative record of any speech shall in the first instance be the Public Minutes, and in the second instance be any recording of the speech in question. Any deficiency in these shall be deemed to give the candidate the benefit of any apparent doubt as to the validity of their speech.

(x) Office in these eligibility rules shall refer to the Offices of President-Elect, Librarian-Elect, Treasurer-Elect and Secretary.

(xi) Candidates in the Society's election shall not owe money to the Society. The Returning

Officer shall check that no Candidates are in breach of this when checking the validity of nominations. They shall inform any Candidates by email within 6 hours after the Close of Nominations if they do owe monies, and that they must submit full payment for the owed monies within 28 hours of the Close of Nominations to a designated location within the Society's Buildings. Until the monies have been supplied or the deadline expired, the Candidate shall be considered to have provisionally nominated, provided they meet the other criteria in these Rules. Should the Candidate not do so, their nomination shall be deemed invalid under Rule 34(b)(iii)(3), and they shall be emailed to inform them of this.

(d) Election Nominations Timeline and Notifications

(i) Before the opening of nominations at 9:30am on Friday of Fifth Week, the Returning Officer shall notify the Society of the following on the Society's Noticeboard:

- (1) The opening of nominations and the period during which nominations may be received;
- (2) That nomination packs may be collected from the General Office from 9:30am on Wednesday of Fifth Week;
- (3) Information for the two or more times the Returning Officer or their Deputies shall assist candidates who have queries about the election process, and the vacation day requirements under Rule 34(b)(ii);
- (4) The qualifying speech requirements under Rule 34(c)(ix);
- (5) That a file of past manifestos, selected by the Returning Officer, may be viewed in the Society's Library, though these shall not be removed or photocopied at the Society's expense by candidates; and
- (6) Information for the two candidate meetings that will be held under Standing Order D2.

(ii) By 9pm on Friday of Sixth Week, the Returning Officer shall notify any candidates of outstanding monies owed to the Society and non-compliant photographs that were submitted by email (see Rules 34(b)(v) and 34(c)(x)) and further they shall post on the Society's noticeboard the following:

- (1) A list of validly nominated candidates, in the ballot order determined under Rule 35(a);
- (2) A list of any candidate whose nomination was ruled invalid under Rule 34(b)(v) and the Returning Officer's reasoning for doing so;
- (3) Photocopies of all nomination forms received, with contact details (if provided) obscured;
- (4) A list of candidates who owe monies to the Society who may become invalidly nominated should they fail to make full payment under Rule 34(c)(x).
- (5) Notification of the objections period to Short and Long Manifestos under Rule 35(c).
- (6) The times and location of manifesto scrutiny for the Election; and
- (7) The time and location of the Election Poll, Election Hustings, and Presidential Debate (if applicable);

(iii) By the end of Friday of Sixth Week, the Returning Officer shall have compiled a candidate's mailing list from the email addresses stated on the nomination forms to assist them in the discharge of their electoral duties, and notify all candidates who validly nominated of this fact. This mailing list shall be sent to the President-Elect no later than midnight on Friday of Seventh Week to assist with their committee induction preparations.

(iv) The President shall announce the details for the Election Poll, if one is necessary, at the next Public Business Meeting following the close of nominations. In the event that no member has nominated for any Junior Officership, that Junior Officership shall be considered vacant under Rule 38 from 00.00 hours on Sunday of Ninth Week. In the event that no member has nominated for any Junior Officership, the President shall inform the House of this fact and of the relevant rights of succession under Rule 38.

(e) Election Expenditure

(i) Expenditure on the Society's elections shall be determined termly, before the opening of nominations, by the Returning Officer and the Senior Treasurer, in accordance with the electoral Rules and Standing Orders, and, notwithstanding anything elsewhere in the Rules, shall neither be subject to amendment nor to ratification nor to scrutiny by the Standing Committee or the Finance Committee or by any other Officer or Committee of the Society (excepting any Election Tribunal, Appellate Board or Disciplinary proceedings) although it shall be included in any accounts and financial reports presented to these Committees in subsequent Terms.

(ii) The Returning Officer shall not exceed their budget, except in exceptional circumstances and with good reason; should these circumstances occur, the Returning Officer shall inform the Senior Treasurer as soon as is practicable. Expenditure on any Election Tribunal and Appellate Board as may be convened shall not be covered by this sub-section.

(f) Accountability of Elected Officials

(i) The Officer manifestos (as per Rule 35(b)) of each elected Officer must be displayed on a notice board on the ground floor in the corridor of the Society's rooms for the duration of their actual term of office (for the position of Treasurer-Elect, Librarian-Elect, and President-Elect, their manifestos shall not be displayed until they succeed to the position of Treasurer, Librarian, and President respectively).

(ii) Photographs of elected candidates (meeting the same requirements and regulations as for photographs of candidates for the main election) shall be placed on the notice board with their name & title (but not college) for the duration of their term of office. Each elected candidate shall be obliged to provide the photograph.

RULE 35: CONDUCT OF THE POLL

In addition to those members who have validly nominated under Rule 34(b), Re-Open Nominations (RON) shall appear on the ballot paper in any election for the post of any Junior Officer. RON shall not be considered a candidate in the elections, except for the purposes of Rule 33, Rule 35(h), and Standing Orders D5, D6 & D7. The Returning Officer shall be responsible for adequate publicity for the Poll, defined as distributing manifesto booklets to Life Members, posters around the Society, and notices on the noticeboard.

(a) Order of the Ballot

Before the list of validly nominated candidates is posted on the noticeboard (Rule 34(d)(ii)(1)), the Returning Officer, at the first Candidate Meeting and in the presence of at least two of their Deputies, shall draw lots to determine the ballot order as it shall appear on the ballot paper for the election of each Office and Committee. RON shall always appear after all candidates for Office on the ballot paper. Should any candidate subsequently be declared ineligible, their name shall be removed from the order of the ballot.

The name of each candidate shall appear as chosen by the candidate. Where a candidate does not indicate a preferred name that they wish to appear under on their nomination form, the Returning Officer shall use the full forename and surname of the candidate as shown on their membership card.

Where a candidate holds any position on the Table of Seniority (Standing Order D11) equal in status or senior to Ex-Elected Members of the Secretary's Committee, the most senior position that candidate holds shall also be indicated. The Returning Officer may use a candidate's declaration of past positions

conferring seniority on their nomination form as a guide, but shall take steps to ensure that these are verified, and any relevant omission corrected to the best of their knowledge.

(b) Manifestos

(i) All candidates in the Society's election may submit a Short and Long Manifesto to support their candidacy in accordance with Rule 34(b). Short Manifestos will be included in the manifesto booklet (below). Long Manifestos will be displayed in the Poll Room on Election Day and the Society's noticeboard.

Manifestos shall comply with the word[6] lengths below, and A4 page restrictions. Long Manifestos shall be standardised with 12-point Times New Roman font, save for the heading, which may be in 14-point type.

Word/Page Lengths	President	Other Office	Standing Committee	Secretary's Committee
Short	140	80	40	20
Long	500 (max 3 pages)	350 (max 3 pages)	80 (max 1 page)	40 (max 1 page)

Boldface, italic type, bullet points and underlining shall be permitted in both Short and Long Manifestos, but no other visual embellishments.

(ii) The Returning Officer shall ensure that all manifestos contain sufficient demonstration of experience and capability regarding the Office or Committee for which they stand. The following thresholds shall apply:

(1) For all Short Manifestos for Office and Standing Committee at least seventy-five percent of the total word count, and for Secretary's Committee at least fifty percent; and

(2) For all Long Manifestos at least fifty percent of the total word length.

(3) The remaining number of words in manifestos for Office and the Standing Committee may be used by the candidate as they see fit, while ensuring it is not in breach of any Rules, especially Rule 33, and other provisions under Rule 35 regarding manifesto content.

All candidates must take into account the contents and spirit of Rule 35 when writing manifestos. It shall be an offence to deliberately make either a false or misleading statement in a manifesto. In order to consider what might constitute misleading[7], statements, candidates and their representatives should acquaint themselves with the relevant paragraphs of the Hilary Term 2005 Tribunal Report, and be held accountable for their claims with this in mind. The Returning Officer shall ensure that the relevant paragraphs are available to all candidates who request it.

(iii) No candidate may list on their manifesto:

(1) Any specific speakers, by name or title, whom they intend to invite during their potential term of Office, nor any specific speakers, by name or title, whom they have invited or confirmed unless a written confirmation has been received which includes a confirmed date of attendance.

(2) Any sponsorship or other monies raised for the Society, unless a contract or other form of written confirmation, has been received by the candidate (acting on behalf of the Society) from the claimed sponsor(s) or benefactor(s). All monetary values contained in manifestos shall

exclude VAT, meaning that all expenditure or budget values shall have VAT deducted, whereas income values shall remain unaltered.

(iv) The Returning Officer shall strike out from the manifesto text any comments which they deem to breach the guidelines below:

(1) No manifesto shall make, either explicitly or implicitly, any false or misleading, libellous, racist, in camera or confidential, blasphemous, or unlawful statements, nor statements that (in the rational opinion of the Returning Officer) are liable or calculated to bring the Society into disrepute. [8] The Returning Officer shall not deem any comments to be 'liable or calculated to bring the Society into disrepute' and strike them unless they are satisfied that the intent of the candidate is either frivolous or malicious. Candidates shall be allowed to express concerns about the activities or the running of the Society on the condition that they also outline the changes that they would implement were they to be elected.

(2) No manifesto shall mention any other Member of the Society, save the candidate, by name or implication save those who have been guest speakers of the Society and are no longer studying for a degree of the University. However, candidates may make general comparative claims within their manifesto. So long as such a claim is not false, misleading, or otherwise in breach of the rules, such a comparative claim may be used to draw members' attention to the fact that they have more proven instances of a particular claim than any other candidate in the election for the position for which they nominate, or across the Society's entire election.

(3) Any claim which derives from actions taken for any institution outside the Society must contain reference to the type of external institution concerned.

(c) Displaying Manifestos and Objection Provisions

(i) All manifestos shall be scrutinised by the Returning Officer and their Deputies, paying special attention to Rule 33, Rule 35(b) and the glossary of terms contained in the manifesto booklet (Rule 35(d)) when doing so, to verify claims made in their manifestos and discuss any alternations made thereto. The Returning Officer shall verify that all pledges made in a manifesto are feasible. All candidates for Standing Committee and Officership shall be interviewed as part of this scrutiny process, in accordance with the following:

(1) The interviews must be held in a room in the Society's buildings; the interviews shall be public, although the Returning Officer at their discretion may remove any or all persons from the interview, save the candidate, the candidate's representative, and Deputy Returning Officers;

(2) The candidate shall submit to the Returning Officer in writing the name of one representative, who is not another candidate in the Society's Election, if they do not wish to represent themselves. This shall not limit the Returning Officer's power to require a candidate to provide evidence directly to the scrutiny panel where it may assist the scrutiny process;

(3) The Returning Officer, in so far as is possible, shall give each candidate an interview time with as much notice as possible, and inform them or their representative where this is altered. Candidates for Standing Committee shall normally, but not necessarily, be interviewed on Saturday of Sixth Week, and candidates for Officership on Sunday of Seventh Week;

(4) These interviews shall be recorded on the Society's recording device, and the Returning Officer shall have the responsibility of safeguarding it;

(5) Candidates will ordinarily be expected to attend these interviews, unless providing the Returning Officer with a suitable extenuating circumstance.

(ii) Unscrutinised Short Manifestos and Long Manifestos shall be displayed on the noticeboard from noon on Saturday of Sixth Week until noon on Sunday of Seventh Week, next to any compliant photograph of the candidate that was submitted as part of their nomination. Scrutinised Long Manifestos will be displayed on the noticeboard, alongside any photograph of the candidate concerned from 11am,

or as soon as it is feasible to following the conclusion of scrutiny, on Monday of Seventh Week until the electoral malpractice complaints deadline.

(iii) If any Member considers any Short or Long Manifesto to not comply with the Rules or Standing Orders, they may bring this to the attention of the Returning Officer through a formal objection by email no later than noon on Sunday of Seventh Week. Objections shall be made on the grounds that a claim is false, misleading and/or is in breach of a specific Rule or Standing Order. The Member objecting shall present all relevant evidence for the objection to assist the Returning Officer and their Deputies. The Returning Officer shall keep a copy of all objections made, handling them anonymously, and shall first make a ruling on whether there is a case to investigate for each one. A ruling of no case to investigate shall only be made if the Returning Officer reasonably believes that the objection is *prima facie* frivolous or malicious.

(iv) Should there be a case to investigate, the Returning Officer shall consider whether the candidate's attendance would be beneficial to obtain further evidence or discuss manifesto alterations. If it would, the Returning Officer should endeavour to contact the candidate and their representative to arrange this or the submission of further written evidence, but if they are unable to attend the Returning Officer and their Deputies shall discuss the evidence in the candidate's absence. The Returning Officer shall then rule on whether the objection has any merit, and arrange to make alterations to the manifesto as appropriate to ensure it complies with the Society's Rules.

(d) *Manifesto Booklets, Glossary of Terms, and Election Publicity*

(i) The Returning Officer shall produce a manifesto booklet containing Short Manifestos of the validly nominated candidates, any status they might hold in the Table of Seniority (Standing Order D11), and details of the Election such as how and where to vote. This manifesto booklet shall publicise the Poll, the Election Hustings, and Presidential Debate (if applicable). The booklet shall contain a copyright notice, forbidding any unauthorised reproduction or copying.

(ii) The Returning Officer shall ensure that when laying out the manifesto booklet they include:

(1) In the title bar for each Office and Committee, descriptions of the Office or Committee as below:

President: with overall responsibility for the Society and for arranging its debates

Librarian: with responsibility for the Library and for arranging individual speaker addresses

Treasurer: with responsibility for the raising of sponsorship and for buildings maintenance

Secretary: with responsibility for the term's social events and for minuting Standing Committee meetings

Standing Committee: members of the Society's governing body, to assist the Officers and plan social events

Secretary's Committee: to assist with running social events and distributing publicity

(2) A prominent direction to a glossary of terms in the manifesto booklet alerting members to the fact that the glossary may help them judge "the relative merits of manifestos" (a phrase which should be included).

(3) Somewhere in the manifesto, typeset at a minimum size of 10-point Times New Roman, a glossary of terms in the manifesto booklet as follows:

"The Returning Officer has ensured to the best of their ability that all claims made in manifestos are true; they advise, however, that Members acquaint themselves with the commonly used terms below in order that they are not misled. Members may wish to consider other similar words used as holding the same

meanings and draw inferences from the fact that a candidate has been unable to make the most substantial kinds of claims.

Stronger Claims:

Raised / Secured – the candidate must prove primary responsibility for the production or negotiation of a contractual arrangement, to claim to have raised/secured funds or partnerships.

Brought – the candidate must prove that a speaker visited the Society as a direct result of their confirmation.

Confirmed – the candidate must prove primarily responsibility for a speaker accepting an invitation to visit on a mutually agreed date, or the candidate has drawn up an as yet unsigned contract, following agreement from involved parties on its contents, which is set to be signed in due course.

Organised – the candidate must prove their primary control of an event, its inception and its development. Where primary control is shared comparably with another member, co-organised shall be used.

Responsible for / Led / Ran – the candidate must prove primary responsibility for the content of claim.

Arranged – the candidate must prove a substantial degree of control of an event and its development, but not the contribution to inception that any organised claim requires.

Negotiating – the candidate must prove primary responsibility for an ongoing negotiation, clear interest in response to their proposition, and further progress from this towards a confirmed claim since then.

Weaker Claims:

Assisted / Helped to – modifiers used where there is sufficient proof that a candidate contributed substantively, but insufficient to prove that they have the necessary level of contribution or control for the stronger claim.

Interest from – where there is insufficient evidence for a stronger negotiating claim, but there has been clear interest received to their invitation or proposition.

Invited / Contacted – proof has been provided^[9]

Supervised / Oversaw / Co-ordinated – proof has been provided for a lower level of involvement in an event or project suitable for these claims

Facilitated / Assisted / Worked – proof has been provided that a candidate contributed significantly to an event, usually but not necessarily the logistics or hospitality.

Weaker claims will be used often in manifestos even by good candidates: usually only candidates for Office will be able regularly to make “stronger claims”. The distinction is nonetheless worth making.

(iii) No candidate may use the following terms in any manifesto, hustings speech or other publicity connected with the election in reference to any Officer of the Society: “deputised” or any cognate thereof, and “Vice President” in reference any position in the Oxford Union.

(iv) The Returning Officer shall arrange for an Election Poster to be produced, including the following: details of the Election Poll such as where and when to vote, details of the Presidential Debate (if

applicable) and the Election Hustings, a list of all candidates validly nominated for each Election noting positions of seniority as on the ballot paper, a copyright notice, and a reminder that Rule 33 exists for a reason. A poster shall be displayed in the General Office, outside the Society's Library, and by the entrance next to the Goodman Library, as a minimum. The Returning Officer may arrange, at their discretion, for a poster to be distributed to every college.

(v) The Returning Officer shall ask the Web Officer or the Bursar to distribute the published manifesto booklet by email through the Society's mailing list, providing this to them as soon as possible on Monday of Seventh Week. The email shall be sent no later than Thursday of Seventh Week.

(vi) The Returning Officer shall also distribute physical copies of the manifesto booklets to resident Life Members, using a list provided by the Bursar. The Returning Officer may, at their discretion, require candidates in the Society's election to assist with the distribution of manifesto booklets. Should they fail to assist without good reason and having had 48 hours' notice, they shall be liable to a fine of £10. Further, should they not distribute the manifesto booklets to a college they have been allocated within a reasonable time specified by the Returning Officer, they may be liable to a complaint of electoral malpractice under Rule 33(a)(i)(9). No person, unless authorised by the Returning Officer, may systematically distribute physical booklets, or parts of physical booklets, to other persons (whether Members or not).

(vii) The Returning Officer shall not be held liable for any failures of the pigeon-post system, nor shall any non-malicious failings of the pigeon-post system be deemed as innocent interference. The Returning Officer shall have no obligation to provide Members with more than one copy, nor to deliver the booklet to non-Life Members or to Life Members not on University pigeon-post; however, the Returning Officer may make copies of the booklet available in the Society's General Office to any Member who is not eligible to receive a copy by pigeon-post. No person may photocopy or physically reproduce the booklet or any part thereof without the Returning Officer's express permission. The Returning Officer, when performing their duties under this clause, shall not be deemed to be committing electoral malpractice under Rule 33(a)(i)(17) or (a)(i)(20) above.

(viii) A small number of unmarked manifesto booklets shall be made available for consultation in the Poll Room on the day of the Poll; they shall not be removed from the Polling Room except with the permission of the Returning Officer; if they are defaced in any way they shall be replaced.

(ix) No candidate may mark, alter, tear, highlight or deface a manifesto booklet, nor shall they conspire to do so, or encourage others to do so. Members who are not candidates may mark the booklet that they receive howsoever they wish, but candidates shall not encourage other members to do so, nor may any person (whether a Member or not) engage in any systematic or persistent campaign to mark the manifesto booklets of other persons.

(e) Hustings

(i) All candidates for Office shall be entitled to make a hustings speech which shall not exceed three minutes, save in the case of candidates for the office of President-Elect, where it shall not exceed five minutes.

(ii) Hustings shall be held immediately prior to the Presidential Debate, unless there be no Presidential Debate, in which case hustings shall take place on the evening prior to the poll. Hustings shall be chaired by the Returning Officer, with the most senior Deputy Returning Officer acting as Secretary, ensuring that a recording is made of all speeches on the Society's recording device, and that it is securely stored.

(iii) The President shall give the candidates for President the opportunity to make paper speeches during one of the Public Business Meetings between the close of nominations and the opening of the Poll; this debate shall be termed the 'Presidential Debate'.

(iv) Questions to Candidates

(1) Following the husting speeches of the candidates for each Office, questions may be asked of the candidates' for that Office position.

(2) The Returning Officer shall decide how much time is allocated to questions for the various Officer positions, and how long candidates' answers to questions may be, before the hustings commence. The order in which candidates answer shall be rotated with each question.

(3) Candidates may take points of information at their discretion during their answers. Questions must be addressed to all the candidates of that Office. Questions and points of information must directly relate to the candidates' experience, capability or views concerning the administration of the Society. This subsection shall be brought to the attention of members at the start of hustings.

(4) The Returning Officer shall rule questions out of order if they suspect it may break these guidelines, and may fine any member up to £25 who engages in disorderly or disruptive behaviour during hustings.

(f) Order in the Poll Room

(i) The ballot shall be secret. Any member infringing the secrecy of the ballot shall be liable to a fine of not more than £30, to be inflicted by the Returning Officer or any of their Deputies.

(ii) The Returning Officer shall be responsible for preserving good order in the room in which the Poll is being held. Any member who continues to disrupt the poll room after they have cast their ballot shall be instructed to leave, and, if they do not, shall be fined not more than £50 by the Returning Officer or any of their Deputies.

(iii) Nothing in (i) and (ii) above shall be held to prevent any Member from informing others of the way that Member has voted after that Member has left the Poll Room.

(iv) The Returning Officer may inform any member who has been disruptive for at least 10 minutes to the Poll Room, and who has been warned at any point by the Returning Officer to cease being disruptive, and who has not yet cast their ballot, that they shall have 10 minutes to cast their ballot. If, after those 10 minutes have elapsed, the member has still not cast their ballot, then the Returning Officer may, with the presence and consent of two Deputies, remove the ballot paper of the member and place it without any further markings in the ballot box on their behalf. After the ballot has been cast on the member's behalf, the provisions under (ii) above shall apply, as if they had cast their ballot.

If the Returning Officer casts a ballot on a Member's behalf, then the Returning Officer must:

- (1) make a private record of the name and membership number of the member whose ballot they placed in the ballot box on the member's behalf.
- (2) post a notice on the notice board within one hour of placing a member's ballot in the ballot box on the member's behalf stating the time at which they placed the ballot in the ballot box, the names of the two DROs present and consenting, and the membership number of the member whose ballot they placed in the ballot box.
- (3) read out at the beginning of the Count both the private record and public notice regarding any ballots they placed in the ballot box on behalf of Members.

(g) Procedure for voting

(i) The Returning Officer shall appoint suitable persons to act as Poll-Clerks. Any Member of the Society may vote in the Poll by submitting, in person, their name and college, together with some form of identification bearing their signature or photograph, to one of the Poll-Clerks. The Poll-Clerk shall check that the person's name is recorded in the list of the Members of the Society provided for the purpose and that they have not already voted in the Poll, and if satisfied as to their identity, shall require them to sign a numbered list of those voting and shall then deliver a ballot paper to them. The Poll-Clerk shall write the number by the voter's signature next to their name on the list of Members. The voter shall complete the ballot paper in accordance with Standing Order D7, and deposit it in one of the ballot boxes.

(ii) A voter may only be issued with another ballot paper if they inadvertently spoil their ballot paper. In this case, the voter shall return it to the Poll-Clerk who shall issue them with another, and shall deposit the spoiled paper separately in a box provided for the purpose.

(iii) In the event that a member separates their ballot paper into its constituent elections or otherwise damages the integrity of it, the Returning Officer and their Deputies may temporarily prevent a member casting their ballot in this form into the ballot boxes if they observe this. They shall bring this to the attention of the most senior electoral official who is not themselves who shall determine whether to proceed under Rule 35(g)(ii) or this provision if its preference orderings have not been spoiled. The ballot paper shall be placed in an envelope with the voting member's membership number on the front, as well as the time. It shall be sealed in their presence, and signed by the Returning Officer and two Deputies, or three Deputies one of which being the most senior electoral official present. Any ballots cast in this manner shall be read out at the beginning of the Count, and no notice is required on the noticeboard.

(h) *System of Voting*

The Single Transferable Vote is to be used in all Elections of Officers and Committees of the Society, according to a system to be prescribed by Standing Order. If in any Election two or more candidates, one of whom must be excluded, have received an equal number of votes, the candidate shall be excluded whose vote was lowest at the earliest distribution to show a difference. Should this criterion fail, the most junior of them under Standing Order D11 shall be excluded; should this too fail, the Returning Officer shall draw lots to determine who shall be excluded.

(i) *The Count*

(i) The Returning Officer shall be responsible for the counting of the votes, which shall be done as soon as is practicable and in accordance with Standing Orders, Chapter D. The Returning Officer, the Deputy Returning Officers, the President and the Returning Officers' Assistants shall have the right to be present throughout the Count for the Society's elections. No other person shall have this right, save any candidates' representatives appointed under (ii) below.

(ii) Any candidate in the Society's elections shall be entitled to send a member to represent that candidate at the counting of the votes. No person shall act as a representative for more than one candidate in any individual contest. A representative representing more than one candidate in different contests must seek the permission of the Returning Officer to do so before the commencement of the Count. No person currently a candidate, or member of the Short List for membership of the Election Tribunal under Rule 32(h), or the President, or the Returning Officer, or any of their Deputies or Assistants, shall be the representative of any candidate. No person ineligible to serve as a Deputy Returning Officer by virtue of Rule 32(n) shall be the representative of any candidate.

(iii) For the duration of the count, the Returning Officer and all of their Deputies shall be empowered to inflict fines of up to £25 on any other person present at the Count if such a person is acting in breach of Standing Order D5 or is otherwise disrupting the count.

(iv) In the case of a genuine emergency (such as the fire alarm sounding), the Returning Officer shall have the right to suspend the Count and evacuate the Counting Room. As far as is practical and safe, the ballot papers shall be stored in a secured ballot box, and guarded by at least three Deputy Returning Officers, until the Count can resume. If any person breaks the secrecy of the Count during its suspension under this subsection may be fined up to £200 by the Returning Officer for each offence, subject to a maximum of £1000 per person; this shall not prejudice any further action by the Returning Officer or any other Member under Rule 33.

(v) In the case of a suspension of the count under Rule 35(i)(iv), the Returning Officer, if they believe that it will not be possible to recommence until 9 hours after the beginning of the Count, may adjourn the Count to a time stated at the time of adjournment. In the case of such an adjournment the Returning Officer shall, and shall only, announce such results as have been definitely decided at the time of adjournment. If there be an adjournment under this section, the ballot papers shall, when the Count is adjourned, be sealed up as prescribed in Standing Order D5(g).

(vi) The Returning Officer shall announce the results of the Poll in the Bar, immediately after the Count has been completed, and shall then post the results on the noticeboard.

(j) *The Second Election*

- (i) In the event that RON is elected to a Junior Officership, a Second Election shall be held for that Junior Officership.
- (ii) The deadline for nominations for the Second Election shall be 72 hours after the announcement of results as under Rule 35(i)(vi). In the event that the deadline for nominations falls outside the Society's Opening Hours, then the deadline shall be extended until one hour after the next opening of buildings following the deadline.
- (iii) All candidates wishing to nominate themselves for the Second Election, including any candidates who had nominated themselves for the first election, shall be required to nominate themselves under Rule 34(b), save that any candidate who nominated for a position in the first election shall not be required to pay a nomination fee in order to nominate for the same position in the Second Election.
- (iv) The normal rules for eligibility under Rule 34(c), except for qualifying speeches (subsection ix), shall apply save that no Member elected to any position in the first election shall be eligible to nominate.
- (v) In the event that no nominations are received for a position in the Second Election, then the position shall be considered vacant under Rule 38 from 00.00 hours on Sunday of Ninth Week, and no Poll for that position in the Second Election shall be necessary. In the event that one valid nomination is received for a position in the Second Election, then that nominating member shall be considered elected to that position, and no Poll for that position in the Second Election shall be necessary. In the event that no Poll for the Second Election be necessary, then the Close of Poll shall be deemed to be 8.30pm on Friday of Eighth Week for the purposes of this Rule.
- (vi) The manifestos of any candidates who have nominated themselves for the Second Election shall be placed on the noticeboard by the Returning Officer within 2 hours of the close of nominations for the Second Election.
- (vii) Members have 24 hours from the time that manifestos are placed on the notice board under (vi) to make objections to the Returning Officer about claims on the grounds that a claim is false or misleading, or to inform the Returning Officer that they consider any manifesto to not comply with the Rules or Standing Orders.
- (viii) The Returning Officer shall conduct interviews with candidates within 24 hours of the close of objections under (vii) in order to verify any claims made in their manifestos and discuss any alterations made thereto.
- (ix) If a Poll for the Second Election be necessary, the Returning Officer, following the interviews held under (viii), shall arrange for the Society's mailing list to be emailed a notice of poll for the Second Election, and the manifestos of any candidates for the Second Election, not later than the close of buildings on the day before the Second Election. The Returning Officer, when performing their duties under this clause, shall not be deemed to be committing electoral malpractice under Rule 33(a)(i)(20) above.
- (x) The Poll for the Second Election, if necessary, shall be conducted in the same form as under Rules 35 (f-i).
- (xi) The Poll for the Second Election, if necessary, shall open 7 days after the open of the first election, and shall last for 11 hours.
- (xii) RON shall not appear on the ballot paper in a Poll for the Second Election.

- (xiii) Any member elected to an Office in the Second Election shall succeed to that Office as under Rule 13(b)(i) above.
- (xiv) The deadline for Written Allegations of Electoral Malpractice concerning the Second Election shall be 24 hours after the Close of Poll for the Second Election, and such allegations shall be brought as under Rule 33(b), adjusting the time periods accordingly.

(k) *RON & Electoral Malpractice*

- (i) In the event that RON is elected to a position in the first election, and a Tribunal subsequently orders a re-poll of the first election, the re-poll shall be held on Monday of First Week in the following term, and any Second Election which has already been held shall be declared void.
- (ii) Any successful candidate in a Second Election which is subsequently declared void shall be deemed never to have been elected.
- (iii) In the event that a Tribunal disqualifies a candidate in the first election, and the subsequent recount demonstrates RON to have been elected in the first election, another election shall occur on Monday of First Week.
- (iv) In the event that a Tribunal orders a re-poll of the Second Election, the re-poll shall occur on Monday of First Week.
- (v) Nominations, if necessary, for any election on Monday of First Week shall open at 9.30am on Monday of 0th Week, and shall close at 3pm on Thursday of 0th Week.
- (vi) The normal rules for eligibility under Rule 34(c), except for qualifying speeches (subsection ix), shall apply, save that no Member successfully elected to any position in the first or second election shall be eligible to nominate, and only the members who were eligible to nominate for the Office of President-Elect in the previous term shall be eligible to so nominate.
- (vii) In the event that no nominations are received for a position in an election on Monday of First Week, then the position shall be considered vacant under Rule 38, and no Poll for that position shall be necessary. In the event that one valid nomination is received for a position in an election on Monday of First Week, then that nominating member shall be considered elected to that position, and no Poll for that position shall be necessary. In the event that no Poll for the election on Monday of First Week be necessary, then the Close of Poll shall be deemed to be 8.30pm on Monday of First Week for the purposes of this Rule.
- (viii) The manifestos of any candidates who have nominated themselves shall be placed on the notice board by the Returning Officer within 2 hours of the close of nominations.
- (ix) Members have 24 hours from the time that manifestos are placed on the notice board under (viii) to make objections to the Returning Officer about claims on the grounds that a claim is false or misleading, or to inform the Returning Officer that they consider any manifesto to not comply with the Rules or Standing Orders.
- (x) The Returning Officer shall conduct interviews with candidates within 24 hours of the close of objections under (ix) in order to verify any claims made in their manifestos and discuss any alterations made thereto.
- (xi) If a Poll for any election on Monday of First Week be necessary, the Returning Officer, following the interviews held under (x), shall arrange for the Society's mailing list to be emailed a notice of poll for the election, and the manifestos of any candidates for the election, not later than the close of buildings on Sunday of First Week. The Returning Officer, when performing their duties under this clause, shall not be deemed to be committing electoral malpractice under Rule 33(a)(i)(20) above.

- (xii) The Poll for the election on Monday of First Week, if necessary, shall be conducted in the same form as under Rules 35 (f-i).
- (xiii) The Poll for the election on Monday of First Week, if necessary, shall be open between 9.30am and 8.30pm.
- (xiv) RON shall not appear on the ballot paper in any poll arising for any reason on Monday of First Week.
- (xv) Any successful candidate in an election on Monday of First Week shall assume Office at the deadline for Written Allegations of Electoral Malpractice, if none is brought, or at the appropriate time according to the provisions of Rule 33(d)(x), if an allegation is brought.
- (xvi) The duties pertaining to any Officership not filled due to an election to be held on Monday of First Week shall be reallocated by the President until such time as the Officership is filled by an election on Monday of First Week, although no one may hold the Officership in an acting capacity.
- (xvii) Any allegations of electoral malpractice in a Second Election which has been declared void under (i) may still be made within the deadline under (j)(xiv), and shall still be investigated under Rules 33 (b-d).
- (xviii) The deadline for Written Allegations of Electoral Malpractice concerning an election on Monday of First Week shall be 24 hours after the Close of Poll on Monday of First Week, and such allegations shall be brought as under Rule 33(b), adjusting the time periods accordingly.

RULE 36: ELECTION OF THE CHAIR OF CONSULTATIVE COMMITTEE

(a) *Principle:* The Chair of the Consultative Committee shall be elected by both the Consultative Committee and the Standing Committee in two separate secret ballots according to the mechanism given in Standing Order D10.

(b) *Returning Officer:* The election shall be conducted by the Returning Officer, unless they have themselves nominated to run in that election. In this case, the election will be conducted by the most senior Deputy Returning Officer who has not nominated for Chair of Consultative Committee.

(c) *Nominations:* The President shall post a notice on the Notice Board inviting nominations by the Saturday of Sixth Week and shall draw attention to this notice at the next Public Business Meeting. Nominations may be received by the Returning Officer from the posting of this notice until 48 hours after the Close of Poll for the Election of Officers and Committees held in that term. As soon as possible after the close of nominations, the Returning Officer shall post a notice declaring the nominations they have received.⁵⁵

(d) *Eligibility to stand and to vote:*

(i) Any Life member, who has attended four of the last eight meetings of the Consultative Committee may stand for election to the post of Chair of Consultative Committee. The provisions of this clause shall not prevent the Chair of the Consultative Committee standing for re-election in a term in which they hold office.

(ii) Members of the Standing Committee with voting rights shall be eligible to vote in the Standing Committee ballot.

(iii) Members who have attended four of the last eight meetings of the Consultative Committee, other than members of the Standing Committee with voting rights, shall be eligible to vote in the Consultative Committee ballot. The meeting at which the vote takes place shall not count as one of the qualifying four of the last eight meetings, and thus the last of the qualifying eight meetings shall be the one prior to the meeting in which the vote is held.

⁵⁵ Candidates may withdraw prior to the commencement of the ballot; see Interpretation A24.

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(iv) For the purposes of this Rule, attendance at a meeting of Consultative Committee may be demonstrated by in the following ways only:

- (1) by having signed the official list of those present at the meeting kept by the Secretary of the Committee, to which the Chair shall draw attention during the course of each meeting; or
- (2) by being mentioned in the approved public minutes of the meeting.

The Returning Officer shall place a list of those members they consider to be eligible to vote in the Consultative Committee ballot on the notice board by Thursday of Seventh Week.

(e) Conduct of the Ballots

Both ballots shall take place at the Ordinary Meetings of the respective Committees in Eighth Week. Each Committee shall determine whether it wish the candidates to hust. If so, each candidate shall be entitled to make a hustings speech of no more than three minutes. The count shall take place after the later of the two ballots, and the Returning Officer shall post the result on the Notice-board as soon as may be after the completion of the count.

(f) In the event of the resignation of the Chair of Consultative Committee, the President shall post a notice inviting nominations as soon as possible and the closing date shall be decided by Standing Committee, but at least seven days of Full Term after the posting. The Librarian-Elect (and in their absence, the Treasurer-Elect) shall take over the duties of the Chair of Consultative Committee until such time as a new election can take place, which may be no longer than two weeks (in full term) of the position falling vacant. If the CCC be absent the Librarian-Elect shall take over their duties until their return, if the Librarian-Elect be absent also then the Treasurer-Elect shall take over their duties, if the Treasurer-Elect be absent also then immediate juniors of the Treasurer-Elect shall take over the duties of the CCC, save that the CCC has appointed a deputy to take over their duties should they be absent.

(g) If the Chair of the Consultative Committee should become, in the opinion of a majority of the Consultative Committee (with the exception of members of the Standing Committee) and two-thirds of the Standing Committee, unwilling or unable to perform their duties under the Rules, they shall cease to be the Chair of the Consultative Committee. In this event the procedures under (f) above shall be followed for the election of the new CCC.

RULE 37: SENIOR OFFICERS AND SENIOR MEMBERS OF THE LIBRARY COMMITTEE

(a) Senior Officers

(i) If the Standing Committee does not vote, by secret ballot and by a two-thirds majority, in the meeting of Standing Committee in first week of the relevant Trinity Term (see (iv) and (v) below), to open the nominations for the relevant Senior Officer, the incumbent shall be deemed to continue to hold office for another three year term.

(ii) The Standing Committee shall determine the nomination of the relevant Senior Officer at the meeting of the Standing Committee in fourth week of the relevant Trinity Term, set out at (iv) and (v) below.

(iii) Nominations shall be advertised as described at (d) below only if the Standing Committee votes to do so, as described at (ii) above. The opening of nominations shall not preclude the incumbent from re-nominating themselves. The Standing Committee shall nominate its preferred candidate in the third week meeting of the relevant term. It shall then propose the appointment by way of a Private Business Motion at a Public Business Meeting. In the event of the rejection of the candidate the Standing Committee shall, as soon as maybe, submit a further name. These motions shall also include their appointment as Trustees, as per Rule 12.

(iv) This shall take place for the position of Senior Librarian in Trinity Term 2017 and every third year thereafter.

(v) This shall take place for the position of Senior Treasurer in Trinity Term 2016 and every third year thereafter.

(vi) If a Senior Officer die or resign, the Standing Committee shall appoint their successor for the remainder of their term of office. A Senior Officer wishing to resign shall give notice in writing to the President and it will be effective immediately.

(b) Eligibility

All Members nominated under this Rule shall be members of any Convocation. They shall not be bound by the requirements for eligibility for candidates in the Election of Junior Officers and Committees laid down in Rule 34.

(c) No Senior Officer may be the Hon. Secretary, the Hon. Treasurer or a Trustee of OLDUT during their term of office.

(d) Advertising Senior Vacancies

(i) Standing Committee shall invite applications for Senior Officer and OUS Trustee appointments. The Returning Officer shall ensure that the position is advertised on the notice board at least two weeks in advance of the consideration by Standing Committee; the post, the membership and residency requirements for holding the position, the duties and the procedure for applying shall be detailed. In addition, the post shall also be advertised on the Society's website for a period of not less than 2 weeks.

(ii) A meeting of Standing Committee shall openly consider all applications that are received; it shall only consider written applications made by the applicants to fill any position. Standing Committee may request that the candidates attend a meeting of that Committee prior to the selection. Standing Committee's nominated candidates shall be selected by secret ballot, using a system of transferable voting if there are more than two applications.

(iii) Applicants must have been members of the Union for at least two years unless Standing Committee votes by a three-quarters majority to waive this requirement.

RULE 38: VACANCIES

(a) Resignation

(i) Any member of any Committee wishing to resign from that committee shall do so by writing to the Chair of that Committee⁵⁶, except as provided for below.

(ii) Resignations from Office or from the Standing Committee must be sent simultaneously by email to the President and to any person next in line to succeed.

(iii) Resignations from the Secretary's Committee must be sent simultaneously by email to the Secretary, to the Chair of Consultative Committee and to any person next in line to succeed.

(iv) When a signed notice of resignation is sent under this rule, it cannot later be withdrawn, and the resignation is valid. Under the Rules of this Society, the death of any Member holding a position shall be treated as a resignation.

(b) In case of a vacancy arising:

(i) a Senior Officer or Senior Member of the Library Committee shall be succeeded as under Rule 37;

(ii) the Chair of the Consultative Committee shall be succeeded as under Rule 36;

(iii) an Ex-Officer shall not be succeeded on the Standing Committee;

(iv) a Junior Officer or Elected Member (except the most junior) of the Standing or Secretary's Committee shall be succeeded by their immediate junior, except as under (v) and (vi) below; this

⁵⁶ *This resignation cannot be withdrawn; see Interpretation A10.*

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provision shall apply progressively to all vacancies thereunder created, the most junior elected member being succeeded under sub-section (vii);

(v) In the event of a vacancy arising in the office of President:

(1) The President-Elect shall become Acting President and shall exercise all the powers and fulfil all the duties of the President, and they shall continue to hold the office of President-Elect, for the remainder of the term.

(2) If the President-Elect is unwilling or unable to serve as Acting President, they shall offer the position to voting members of Standing Committee, in order of precedence but excluding ex-Presidents, until one of them consents to serve. The President-Elect shall in the interim continue to serve as Acting President.

(vi) The President-Elect shall be succeeded by the Librarian, the Librarian-Elect shall be succeeded by the Treasurer and the Treasurer-Elect shall be succeeded by the Secretary, unless the vacancy in the Office of President-Elect, Librarian-Elect or Treasurer-Elect occurs after the opening of nominations for Office or Committee for the following term, in which case the vacancy shall not be filled under this Rule, but shall instead be left vacant and filled in accordance with the provisions of Rules 13(b)(ii), (iii) and (iv) respectively.

(vii) The most junior member of the Standing or the Secretary's Committee shall be succeeded by the member that at the previous election for that Committee received most votes without being elected at the latest round of the election in which at least one such candidate participated, or, if there were no other candidates for that election, by whomsoever the Committee in question shall think fit. When the most junior member of the Standing or Secretary's Committee is succeeded as per this rule, the successor shall assume the most junior position on that Committee regardless of the amount of first preferences originally received in the previous election for that Committee.

(viii) If the succession to any Office is delayed under the provisions of Rule 33(d)(x) beyond the start of the vacation following the Election and a vacancy occurs in that Office under Rule 38(a), under Rule 38(a), the provisions of (b)(iv) above shall not apply, and the Office shall remain vacant until the completion of the election proceedings and entry to office of the duly elected Officer, the duties of the Office in the mean time, though not the Office itself, devolving upon the elected members of Standing Committee in order of seniority so that no one elected member of Standing Committee carries out the duties of more than one Office.

(ix) If a vacancy occurs in any Office or on the Standing or the Secretary's Committee after the opening of nominations, the provisions of Rule 38(b)(iv) shall not apply, and the post shall remain vacant until filled by those elected in the main election. The powers and duties of the vacant post, but not the post itself, shall in the mean time devolve upon the individual who would have succeeded to the post had the vacancy arisen before the close of nominations, unless the vacancy is in the Office of Librarian, in which case the powers and duties of the post shall devolve on the Librarian-Elect, or the vacancy is in the Office of Treasurer, in which case the powers and duties of the post shall devolve on the Treasurer-Elect.

(x) Whenever a person holds the powers and duties of a post under this Rule 38(b), but not the post itself, that person shall be able to forswear them, whereupon they shall devolve upon the individual who would be next in line to succeed were the post vacated. Such forswearing must be sent simultaneously by email to the President and to the person on whom the powers and duties will devolve.

(c) Succession to Office of Librarian in a Special Case

If the Office of Librarian be vacant because the incoming Librarian has succeeded to the Office of President as a result of the operation of Rule 13(b)(ii), it shall be filled as if the incoming Librarian had resigned under Rule 38(a). If the Office of Treasurer be vacant because the incoming Treasurer has succeeded to the Office of Librarian as a result of the operation of Rule 13(b)(iii), it shall be filled as if the incoming Treasurer had resigned under Rule 38(a). If the Office of Secretary be vacant because the incoming Secretary has succeeded to the Office of Treasurer through the operation of Rule 13(b)(iv), it shall be filled as though the incoming Secretary had resigned under Rule 38(a).

(d) *Co-option*

If there are fewer candidates for any elected Committee than places to be filled following an election or no eligible member to succeed to a vacant position following foreswearing under Rule 38(b)(x) or waiving under Rule 38(j), there shall be an Emergency Meeting of Standing Committee called as soon within forty eight hours of the Chair of Standing Committee being made aware that this situation has arisen. The notice given for this meeting shall be treated the same as any other Emergency Meeting, with all members entitled to attend being informed else its actions shall not be valid. The Chair of Standing Committee shall be required to advertise any vacancies being co-opted, including how to nominate and a copy of Standing Order B11, on the Society's noticeboard in a prominent and unobscured position. Members of the Society shall then be able to nominate themselves for an advertised position to the Returning Officer outlining all their relevant experience with the deadline for nominations being no later than half an hour prior to the Emergency Meeting. The Emergency Meeting shall be provided with copies of these applications and elect a Member from these applications that they consider most suitable using Standing Order B11 as the method of election. The Returning Officer is ineligible to be co-opted under this rule.

(e) *Status*

All successors under this Rule shall count for all purposes as elected members under Rule 34.

(f) *Officers-designate*

Should an Officer-designate or a Member-designate of the Standing or Secretary's Committee resign under Rule 38(a) then this shall be deemed, for the purposes of this Rule only, to have taken place immediately after their succession to Office.⁵⁷ The Member who holds the Office of President-Elect is not an Officer-designate under this Rule, nor is the Librarian-Elect or the Treasurer-Elect; however, the President-Elect-designate, who has yet to succeed to the Office of President-Elect, shall be an Officer-designate under this Rule, as shall the Librarian-Elect-designate and the Treasurer-Elect-designate.

(g) *Seniority*

All Seniority in this Rule shall be according to Standing Order D11 as if there were no mention therein of Trustees, Charitable Trustees, Senior Officers, President-Elect, Librarian-Elect, Treasurer-Elect, Ex-Officers, Ex-Trustees, Ex-Charitable Trustees, Ex-Senior Officers, Chairs of Consultative Committee, Ex-Elected Members of Standing Committee, Ex-Chairs of Consultative Committee, and Ex-Elected Members of Secretary's Committee.

(h) *Simultaneous or Coincidental Vacancies*

(i) In the event that two or more posts become simultaneously vacant, or that it cannot be determined which became vacant first, the vacancy in the more junior office shall be deemed to occur first; a vacancy in the office of Treasurer-Elect shall be considered to occur after all other vacancies, a vacancy in the office of Librarian-Elect after all vacancies except one in the office of Treasurer-Elect, and a vacancy in the office of President-Elect after all other vacancies except one in the office of Librarian-Elect or Treasurer-Elect.

(ii) *Powers and Responsibilities*

(1) Assumption of the powers and duties of a vacant post under Rule 38(j) below shall not prejudice a person's eligibility to succeed to any other post. No person shall hold the powers and duties of more than one vacant post under this Rule.

(2) If a person is simultaneously eligible to succeed to multiple vacant posts, that person shall assume the powers and duties of the senior vacant post, and the powers and duties of each junior post shall devolve in order of seniority to those next in line to succeed.

(3) Coincidence of vacancies shall not prejudice the discretion of the person in line to succeed to accept or reject any of the posts in question. However, any of those assuming the powers and duties of junior posts under (2) above shall be entitled to waive their right to succeed to any post

⁵⁷ *Resigned Officers-designate/Members-designate derive no seniority from that status; see Interpretation A106.*

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utilising the mechanism described under Rule 38(j) below, as though they were refusing succession.

(j) *Timing and Refusal of Succession*

(i) *Right:* If an Office or place on any Committee of the Society becomes vacant, the individual who is eligible to succeed by virtue of seniority may choose to pass-over their right of succession. That individual shall remain in any current post and retain their current status, and shall have none of the rights, status, privileges or duties of the vacant post.⁵⁸ The right of succession shall pass the next most senior individual under the appropriate Rule, who shall have the option of succeeding to the post, as if they were originally in line for succession.

(ii) *Mechanism*

(1) Upon discovering a vacancy in an Office, or a place on the Secretary's or Standing Committee, the President shall within twenty-four hours inform by email the individual eligible to succeed and every person who could, in the event that senior individuals refuse succession to the post, become eligible to succeed to the post without being co-opted.

(2) Every recipient of this email shall be entitled to waive their right to succeed to any post to which, as a result of the vacancy in question arising, they could become eligible to succeed. Such waiving must be sent simultaneously by email to the President and to every person who could become eligible to succeed as under (1) above. Such waiving may not be made conditional on any circumstance other than becoming eligible to succeed to the post, is of immediate effect and cannot be withdrawn.

(3) Such refusal must take place within 24 hours of the President's email being sent in Full Term, or within 72 hours during the Vacation. The vacancy shall then be filled by the most senior individual who has not waived their right to succeed to that post. Further vacancies resulting from such succession shall be filled successively by the most senior remaining individuals who have not waived their right to succession to the post in question, or have not already succeeded to a senior post.

(4) Refusal of succession to any one post will not affect any individual's right to succeed either to a senior or a junior post on this occasion, nor will it affect their right to succeed to any post on a future occasion,

(iii) *Interim Powers and Duties:* upon being informed of the relevant resignation or refusal of succession, the individual immediately in line to succeed shall assume the powers and duties of the vacant post (except as under (h) above), but not the post itself, which shall remain vacant until filled under (ii) above. No person who has waived their right to succeed to a post shall hold the powers and duties of that post.

(iv) If a resignation takes place in the course of a meeting of a committee at the end of which the person in line to succeed was present, this person shall be deemed to have been informed at the time of resignation. Otherwise, a person in line to succeed shall be deemed to have been informed of a resignation or refusal of succession at such time as that person's immediate senior, or the President, has successfully sent that person an email to this effect.

(k) Any person who succeeds to a post under this Rule shall vacate any junior Office or any junior place on the Standing or Secretary's Committee.

⁵⁸ See *Interpretation A88 for further details on refusing succession.*

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CHAPTER SIX: MEETINGS AND MOTIONS

RULE 39: MEETINGS – GENERAL

(a) *The Chair*

(i) At all Business Meetings, the President shall take the Chair, save if:

(1) a Motion, Amendment or Rider in their name is under discussion, or their decision is being challenged under Rule 67(e), in which case the Chair shall be taken by an ex-Officer;

(2) they ask the Returning Officer or, *failing them*, a Deputy Returning Officer *in order of seniority* to take the Chair;

(3) they ask a Junior Officer, excluding the Secretary, or an elected member of the Standing Committee to take the Chair;

In the absence of any of the above, the Chair shall be taken by other Members in order of seniority.⁵⁹

(ii) The Chair shall have no power to put the question at its own discretion, and shall have a casting, but no deliberative, vote.

(iii) The Chair may adjourn the House without debate or notice for a token period if it receives news of the death of any Ex-Officer or distinguished public figure. In a genuine emergency, the Chair may adjourn the House until the emergency has passed.

(b) *Rules of Order*

(i) No expressions of a personal or offensive nature may be used at any Business Meeting. The Chair may call for any Member to explain any expression that Member

has used; such explanation shall be received without question as to the speaker's intention, but if unsatisfied the Chair may call on the Member concerned to withdraw and apologise. The Member concerned shall immediately and without question submit to the authority of the Chair.

(ii) Members shall observe the Forms of the House, except during Speaker Meetings called under Rule 42 (a)(3).

(iii) No Member while present at any Meeting shall smoke, eat, or bring intoxicating liquor into the place where the Meeting is being held. Disorderly conduct shall likewise be forbidden.

(c) *Non-Members*

(i) Guests, Visitors and non-Members shall only attend Business Meetings as under Rules 52 and 53(a), save that they are specifically invited by the President. Only Members may vote or speak on Private Business.

(ii) The Chair may at any time order all or any Guest, Visitor or non-Member to withdraw, whether they are on the floor or in the gallery, if they deem this necessary for the preservation of order.

(d) *Order of Business*

At all Business Meetings, the order of Private Business shall be:

⁵⁹ For the purposes of this rule seniority shall be defined as in Standing Order D11

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- (1) any Report of an Election Tribunal or Appellate Board;
- (2) appeals moved under Rule 67(e)(vi);
- (3) Special Adjournment Motions;
- (4) Private Business Motions;
- (5) President's Announcements;
- (6) Librarian's Announcements;
- (7) Treasurer's Announcements;
- (8) Secretary's Announcements;
- (9) any other official announcements;
- (10) Questions to Officers.

(e) Questions to Officers

- (i) Questions may be asked to any member of any Committee, save the Consultative Committee, or to any appointed official. If a Member questioned is not present, they shall be informed by email of the question by the Secretary within 24 hours, and shall post a written reply on the noticeboard within 72 hours. A written reply shall remain on the noticeboard until the next Public Business Meeting.
- (ii) Questions of which at least 8 hours notice has been given on the noticeboard before they are asked shall have precedence over other questions, and may not be postponed under Rule 40(c)(i). At any Business Meeting, questions of which notice has not been given shall not occupy more than fifteen minutes.
- (iii) No question shall be asked regarding a Junior, Intermediate or Senior Disciplinary Committee, a Disciplinary Appeals Committee, an Election Tribunal, Appellate Board or the actions of the Returning Officer under Rule 33.

RULE 40: PUBLIC BUSINESS MEETINGS⁶⁰

(a) The President shall call at least seven Public Business Meetings each Full Term, at least one of which must be during Seventh Week before the Society's Elections, and give at least five days notice of a meeting.

(b) At all Public Business Meetings that begin at or after 7pm, the President, Librarian, Treasurer and Secretary shall wear full evening dress.

(c) Private Business

- (i) Private Business shall ordinarily take precedence over Public Business. When Private Business is under discussion, any Member may move the Procedural Motion "that Private Business be postponed". The Chair shall have the power to pass such a Motion without vote, or it may put the Motion to the House for it to vote upon without debate. If such a Motion be defeated, it shall not be repeated within 20 minutes.
- (ii) If the Procedural Motion above passes, any Private Business shall be postponed until after the conclusion of Public Business, save Motions approving expenditure in excess of £10,000, any announcements at the discretion of the President, and Questions to Officers of which notice has been given.

RULE 41: PRIVATE BUSINESS MEETINGS

(a) Ordinary Private Business Meeting

The President shall call an Ordinary Private Business⁶¹ Meeting each Full Term, not later than Thursday of Sixth Week. At least 10 days notice shall be given on the noticeboard of the Ordinary Private Business Meeting, and it shall also be announced at the last Public Business Meeting before it if

⁶⁰ For dinners and receptions after Public Business Meetings, see *Standing Orders C1, C2 and C5*.

⁶¹ *Members of Standing Committee and appointed officials deliver reports according to Standing Order D1.*

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possible.

(b) Special Private Business Meeting

The President shall call a Special Private Business Meeting if they be directed by the Standing Committee to do so, or if they receive a request signed by 75 Members. It shall be called to meet at least three, but not more than fourteen, days from receiving the direction or request. At least three days notice shall be given on the noticeboard of the Special Private Business Meeting, and if possible it shall also be announced at the last Public Business Meeting before it.

(c) Adjournment

Two and a half hours after the start of a Private Business Meeting, and at 30 minute intervals thereafter, the Chair shall propose a Procedural Motion that the Meeting be adjourned to a specified day. Any Member may move an Amendment to change the day. If the Procedural Motion be carried, the House shall adjourn; if it be lost, the Meeting shall continue. If the House adjourns to another day, notice of the adjourned Meeting shall be placed on the noticeboard, and no further notice shall be necessary.

RULE 42: EXTRAORDINARY MEETINGS

(a) The President may call an Extraordinary Meeting, giving at least two days notice, for the purpose of holding:

- (1) an Emergency Debate prior to a Public Business Meeting;
- (2) an Informal Debate;
- (3) a Speaker Meeting;
- (4) a Parliamentary Debate.

(b) At any Extraordinary Meeting, no Public or Private Business shall be allowed except official announcements.

RULE 43: MOTIONS – GENERAL

(a) Every Member shall in person, or by proxy, move any Motion of which they have given notice, and shall resume any debate which has been adjourned while they were in possession of the House.

(b) A Motion shall be considered carried if it receives no opposition.

(c) Notice of all Motions shall be posted on the noticeboard, and a copy shall be sent electronically to the Returning Officer within 6 hours of posting.

(d) A Member may withdraw a Motion before it has been brought forward to the House. Once a Motion has been brought forward it may be withdrawn only by leave of the House.

(e) Procedural Motions

(i) Any Procedural Motion may be refused by the Chair if it considers it an abuse of the Forms of the House, otherwise it shall be put immediately to a vote without Amendment or debate.

(ii) Procedural Motions shall be:

- (1) "That Private Business be postponed" as in Rule 40(c)(i);
- (2) "That the Meeting be adjourned to ..." as in Rule 41(d);
- (3) "That the House be counted" as in Rules 46(e) and 47(e);
- (4) "That the Motion be moved at the Public Business Meeting on ..." as in Rule 47(b)(iii);
- (5) "That the Motion be taken in parts" as in Rule 47(d);
- (6) "That I demand a Poll" as under Rule 47(f)(i);
- (7) "That the Ruling be reversed" as in Rule 67(e)(v);
- (8) "That the question be now put", or "That the question be not put".

(f) When the House proceeds to a division, the Chair shall appoint two or more Members to tell the numbers. A Member not appointed shall not interfere in taking the numbers. A Motion shall be deemed carried if passed by simple majority.

(g) No Motion, save a Special Adjournment Motion or Procedural Motions, that has been voted upon shall be brought forward again in form or substance, nor shall any that has been passed be rescinded, in the same term. A Motion that has been withdrawn shall not be deemed to have been voted upon.

(h) A Motion of No Confidence in any Officer specified under Rule 13(a) may not be moved in form or substance, although a Motion of Impeachment may be moved under Rule 71(p).

RULE 44: AMENDMENTS AND RIDERS

(a) Every Member shall in person, or by proxy, move any Amendment or Rider of which they have given notice. At least 24 hours notice on the noticeboard shall be given for all Amendments or Riders, and they shall not be altered or withdrawn after notice has been given, save by leave of the House.

(b) The Chair shall decide what is an Amendment and what is a Rider, and forbid the bringing forward of any Amendment or Rider it considers an abuse of the Forms of the House. Before a Substantive Motion is moved, the Chair shall announce to the House the terms of any Amendment or Rider proposed. No Public Business Motion shall be amended.

(c) *Moving*

(i) The mover of a Substantive Motion may accept an Amendment in which case the Amendment shall be incorporated in the Substantive Motion.

(ii) Any Amendments not accepted shall be moved immediately after the second speech on the Substantive Motion. Riders shall only be moved if the Substantive Motion has passed.

(d) When an Amendment or Rider is moved, neither its proposer nor its opposer shall speak for more than five minutes, nor any other speaker to it for more than three.

RULE 45: ADJOURNMENT MOTIONS

(a) Any decision by any Committee may be challenged by means of a Special Adjournment Motion, save a decision made under Rules 4, 7, 32-36, 53 or 63.

(b) *Moving*

(i) A Special Adjournment Motion shall only be brought forward if notice, signed by at least 30 Members, is posted on the noticeboard within ten days of the publication of the decision in question, and also sent to the President and Returning Officer.

(ii) A Special Adjournment Motion shall be moved at the first Public Business Meeting after at least 24 hours notice has been given, save that a Special Adjournment Motion relating to the Standing Orders covered by Rule 68(c) shall be moved at the first Public Business Meeting of the following term.

(ii) If a Special Adjournment Motion is carried by the House, the decision being challenged shall be reversed in its entirety.

(c) Any decision which is challenged by a Special Adjournment Motion of which notice is given within 24 hours of the publication of the decision shall be suspended from operation in its entirety until the Motion has been discussed by the House.

RULE 46: PUBLIC BUSINESS MOTIONS

(a) The President shall choose all Public Business Motions, and give at least five days notice.

(b) *Speeches*

(i) In Public Business no Member shall make more than one speech on the Motion, unless for

the purpose of explanation, save for the proposer of the Motion, who shall have the right of reply to the debate. In making an explanation no fresh matter shall be introduced.

(ii) In Public Business no paper-speaker shall speak for more than twelve minutes; they may, however, appeal to the Chair for extra time, which it shall grant or refuse at its discretion. Speakers from the floor shall not (save at the Chair's discretion) speak for more than five minutes, or such less period as the Chair may determine.

(iii) If at any time, there be no Members wishing to speak on one side of the Motion, the Chair shall call for a speech on the other side of the Motion. If at any time, there be no Members on the floor of the House wishing to speak, the Chair shall at once call upon the Tellers to sum up the debate and the House shall proceed to a division.

(e) If during Public Business, a Member move “that the House be counted”, and there be fewer than ten Members present, excluding the Chair, Secretary and Tellers, then the Chair shall at once call on the Tellers to sum up the debate, and the House shall proceed to a division.

(f) During Public Business, Members leaving the House after the second speech shall be counted by the Tellers as voting in favour of the Motion if they pass to the right of the barrier, and against it if they pass to the left, unless they signify to the Tellers their wish not to vote.

RULE 47: PRIVATE BUSINESS MOTIONS

(a) *At a Public Business Meeting:*

(i) A Private Business Motion shall be posted on the noticeboard with at least three days notice or, if it be a Motion to which Rule 67(b)(ii) applies, eight days notice, to be brought forward.

(ii) A Private Business Motion may be moved by the recommendation of the Standing Committee⁶², otherwise a Private Business Motion shall only be moved if at least eight days notice have been given, and at least 30 Members signed the notice within two days of it being posted.

(b) *At a Private Business Meeting:*

(i) A Private Business Motion shall be posted on the noticeboard with at least three days notice or, if it be a motion to which Rule 67(b)(ii) applies, eight days notice, to be brought forward.

(iii) The proposer of a Private Business Motion may move “that the Motion be moved at the Public Business Meeting on (specific date)”, which if carried shall allow the proposer to bring forward their Motion at the specified Public Business Meeting. The Procedural Motion must specify a date at least 3 days but not more than two weeks after the Private Business Meeting, save that if the Private Business Meeting is held within three weeks of the end of Full Term, the Motion may be brought before the first Public Business Meeting of the following term. Any Member may move an Amendment to the date.

(c) In Private Business a Member may not speak more than once on a Private Business Motion unless in the opinion of the Chair the course of the debate makes it desirable. In a debate on a Private Business Motion, the speeches of the mover and opposer shall be limited to five minutes each; those of other speakers to three minutes each; save that the Chair may allow extra time at its discretion.

(d) If a Private Business Motion deals with two or more distinct questions, the Chair, on request, shall divide it, and shall put the questions separately to votes. No Private Business Motion shall be regarded as having been decided by acclamation if fifteen or more Members call for a division.

(e) *Counting Out*

(i) If during or immediately following a vote on a Private Business Motion other than an Appeal, a Member move that the House be counted, and the number of Members qualified to

⁶² As defined by Standing Order B5, which also limits the rights of members of TSC to speak on such motions.

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vote present is beneath that specified under (iii) below, the House or the mover of the Motion may agree to a postponement of the discussion to a specified future Public Business Meeting.

(ii) If no such postponement is agreed, the House shall continue to debate the Motion and proceed to a division, and the numbers voting on either side shall be recorded. The Motion shall be put in Private Business at the next Public Business Meeting if within 144 hours a petition to that effect be posted on the notice-board and be signed by more Members than voted in favour of the Motion if it passed, or more Members than voted against the Motion if it fell. From the time of the said decision or petition to the division at the said meeting it shall be as if the said Motion had not been put.

(iii) In the case of a Private Business Motion to which Rule 67(b)(ii) applies, the requisite number of Members qualified to vote shall be 150. In the case of a Private Business Motion which Rules 67(b) (ii) does not apply, the requisite number of members shall be 40.

(iv) No part of Rule 47(e) shall be amended or deleted except in Private Business at a Public Business Meeting.

(f) *Polls*⁶³

(i) Any Member may demand a Poll on a Private Business Motion or an Adjournment Motion moved under Rule 45(h) immediately after a division on it has been taken. A Poll shall not be taken unless within 48 hours (excluding Sundays) after such demand a Requisition to the same effect, signed by one hundred and fifty Members in the Society's rooms, be deposited in the Office. The Member demanding a Poll shall not be permitted to withdraw the demand. No Poll shall be demanded on an Appeal from a decision of the President or from a fine or a suspension, nor on a matter of expulsion.

(ii) Time When: If a Poll be requisitioned, it shall be held not less than five nor more than twelve days after the Requisition is presented.

(iii) Repetition of Motion: No Private Business Motion that has been rejected on a Poll shall be brought forward again in form or substance within two terms of being moved.

(iv) Arrangements For: In the event of a Poll being requisitioned, the Standing Committee shall lay down the arrangements for the Poll and the Count. The Extraordinary Returning Officer, who shall ordinarily be the Returning Officer, shall conduct the Poll, and shall have power to decide all questions not specifically covered by the Rules, the Standing Orders, or the motion laying down the said arrangements. The Extraordinary Returning Officer shall also have the power to inflict fines of up to £25 for disruption of the Count or interference with the secrecy of the Poll. The Extraordinary Returning Officer shall not be the proposer or seconder of the motion, or named in the Motion, nor shall they have spoken on either side or have taken the chair in any earlier debate on the motion. If the Returning Officer be hereby disqualified from being Extraordinary Returning Officer, the Standing Committee shall appoint a Deputy Returning Officer or an Ex-Returning Officer qualified to be a Deputy Returning Officer not so disqualified as Extraordinary Returning Officer.

(v) Any breach of the arrangements laid down for the Poll by Standing Committee or the ERO shall be an offence. Any such offence may be complained about as below:

(1) In the event of a Poll being held on the same day as the Election of Officers and Committee, an allegation of Poll Malpractice may be made in the same manner, and with the same time limits as would be required of an allegation of Electoral Malpractice. An Election Tribunal shall then deal with the allegation in the same way as if it were an allegation of Electoral Malpractice. For the purposes of Rule 33(b)(ii) an allegation should state that a breach of Rule 47(f)(v) has occurred.

(2) In the event of a Poll being held at any other time of term, a breach of Rule 47(f)(v) shall be an offence under Rule 71(a)(i).

63 *On the validity of Polls; see Interpretation E16.*

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(vi) In addition, should notice be given of a Rules change such that a Poll be required under Rule 72 for the change to have effect, Standing Committee shall lay down the Motion required by Rule 47(f)(iv) at its next meeting. The same shall apply if Rule 67(b)(iv) or (v) is employed regarding a Rules change. If either of these should occur, 47(f)(v)(1) and (2) shall only apply to arrangements, as decided in Standing Committee's motion or by decision of the ERO promulgated in writing on the notice board, that are made before close of business on the sixth day prior to the date set for the Poll.

(g) Any Motion, Amendment, or Rider, that affects any Rule of the Society shall be subject to the provisions of Rule 67(b).

(h) No Private Business Motion with financial implications shall be put to a vote without the prior written consent of a Senior Officer or the Standing Committee, save any Motion tabled under Rule 58.⁶⁴ Motions tabled under Rule 58 shall not entail spending more money than is available in the Library budget for that year.

⁶⁴ *On the scope of this restriction; see Interpretation A47.*

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CHAPTER SEVEN: The Society's Rooms⁶⁵

RULE 48: OPENING AND CLOSING⁶⁶

(a) *Full Term:*

- (i) The Society's Rooms shall be open every day during Full Term, except as otherwise determined by Standing Committee, supported by three-quarters of members of the Standing Committee present and voting⁶⁷.
- (ii) The hours of opening shall be at least from 9.30am until 11:30pm on Monday to Saturday and midday until 11.00pm on Sundays, except when functions sanctioned by standing Committee require otherwise.

(b) *Vacation:*

- (i) During Vacation the Society's Rooms shall be open from 10.00 to 17.00 Monday to Friday except when Standing Committee decides otherwise.
- (ii) The Society's Rooms shall be closed for a minimum period of seven consecutive days in each vacation.

(c) *Bars:*

- (i) In Full Term, when the Society's Rooms are open, the main bar shall be open and serve intoxicating liquors from at least 11.00 am to 11.00 pm on Mondays to Saturdays and at least from 12.00am to 10.30pm on Sundays.
- (ii) In Vacation, when the Society's Rooms are open, the main bar shall be open and serve intoxicating liquors as the Standing Committee so orders, to a maximum of the same hours as in full term.

(d) UNUSED

(e) *Times of Meetings*

No Public Business Meeting, Private Business Meeting, Election, Poll, informal debate, Parliamentary debate, emergency debate, Election Tribunal hearing, Disciplinary Hearing, or meeting of any duly constituted Committee shall commence during hours when the Buildings are closed under Rule 48. If the event of a Poll being requisitioned under Rule 47(f), and the five to twelve day period mentioned in Rule 47(f)(ii) coincides with the day of the main Elections, the Poll shall take place at the same time, in the same room and open for the same hours as the main Elections.

RULE 49: USE OF ROOMS FOR COMPETITIVE DEBATING

For the purposes of this Rule the phrase "all the Society's Rooms" shall include the Goodman Library, Macmillan Room, Gladstone Room, Snooker Room, Morris Room, Television Room, Library, Library Lobby, Poetry Room, Chamber, garden and all landings and corridors. It shall not include the Bar, the General Office, the House or any Officer's office. The phrase "external debating competition" shall mean a debating competition at which non-Members may participate, and "internal debating competition" shall mean a debating competition at which only Members may participate. "DSC" refers to the Debate Selection Committee.

(a) DSC shall have the right to use all the Society's Rooms for the purposes of debating competitions, workshops, coaching sessions, trials and any other competitive debating activity.

(b) DSC shall inform the Staff and Standing Committee of the rooms needed at which times before the end of 7th Week of the term preceding the requirements. If DSC requires the use of the Society's Rooms during the vacation they shall inform Standing Committee before the end of 4th Week of the term preceding the requirements.

⁶⁵ Provision of keys and codes to the Rooms is governed by Standing Order E17.

⁶⁶ Powers to assist the maintenance of order in the Rooms are listed under Standing Order G1.

⁶⁷ Restrictions on access, room hire and distribution of leaflets defined by Standing Orders E1, E4 and E6 respectively.

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(i) Standing Committee shall not refuse the following standard requests:

- (1) The use of all the Society's Rooms once in each full term for a length of time not exceeding 48 hours for an external debating competition.
- (2) The use of not more than five rooms once a week in each full term for a length of time not exceeding 4 hours for workshops and internal debating competitions.
- (3) The use of a single room once a week in each full term for a length of time not exceeding 3 hours for coaching sessions.
- (4) The use of not more than five rooms not more than twice in each full term for a length of time not exceeding 2 hours for competitive trials and internal debating competitions.

(ii) Standing Committee shall not refuse other requests, or requests made after the deadline specified, unless to fulfil the request would significantly prevent the Union achieving its other Objects under Rule 2.

(c) DSC shall inform the Staff and Standing Committee of the criteria for attendance at a competitive debating event.

(i) DSC may require that during an external debating competition the Society's rooms be closed to individuals not attending that competition, as for a ticketed event in accordance with Rule 52(g)(ii).

(ii) Workshops, but not trials, coaching sessions, internal or external debating competitions, shall be open to all students of the University of Oxford, as well as all Members.

(d) DSC shall inform the Staff and Standing Committee of any logistical requirements a competitive debating event may have.

(i) If a competitive debating event must start at a time before the Society's Rooms would normally open, a nominated member of DSC or the Organisational Committee of the event shall be entitled to the keys and passcodes necessary to open the Society's Rooms for that event, to be returned at the earliest possible opportunity.

(ii) A secure space shall be set aside for the storage of food, drink or other resources for competitive debating events. Nothing shall be taken from this space other than by DSC or the Organisational Committee of the event in question.

(e) No event of any sort shall take place or be planned to take place at the same time as a debating competition without the permission of DSC.

(f) Any member who disrupts the functioning of an external debating competition, including by the organisation of an event at the same time as the competition, shall be deemed to be bringing the Society into disrepute for the purposes of Rule 71.

RULE 50: UNUSED

RULE 51: DOGS

Any Member introducing or causing to be introduced a dog into the Society's premises shall be liable to a fine of £5 inflicted by the Treasurer. Any animal leading a blind person shall be deemed to be a cat. Any animal entering on Police business shall be deemed to be a wombat. Any animal that the President wishes to exempt from the Rule shall be deemed to be a mongoose.

RULE 52: GUESTS, VISITORS AND NON-MEMBERS

(a) *Exclusion of Disciplined Members*

Members of the Society who have been expelled or who are under suspension shall not be allowed onto the Society's premises, except for the purposes (solely) of any Appeal.

(b) *Room Hire*

(i) Rooms may be hired as per Standing Orders, Chapter E.

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(ii) When a room is hired, the Society must be informed who will be using the room, and particularly told if any distinguished, high-security or controversial individual will be attending. The Society reserves the right to cancel room bookings without notice or liability, returning any monies paid.

(iii) When a room is booked, the hirer must sign down on the booking form that they agree to abide by the Rules of the Society as part of the room-hire contract.

(c) Guests of Members

(i) Any Member introducing a guest or guests into the Society's buildings shall write their name and college and their guest's name and address in a Guest Book on entering the buildings.

(ii) Between the hours of 5.30pm and 2am, the President or Staff shall have the right to charge members a levy for each guest admitted onto the premises. This levy shall be determined by the Standing Committee from time to time.

(iii) After signing in, guests shall be given a "Visiting Membership Card", which shall be valid for that day. By accepting such a card, guests agree to be bound by the Rules of the Society. Guests shall carry this card at all times whilst on the premises, and shall show it on demand to any member of Staff or Standing Committee. Cards issued before 5.30pm shall not necessarily exempt any guest from the evening charge set out in (c)(ii) above.

(iv) Guests may use the main Bar provided they are accompanied by the Member who signed them in. They may not themselves be served at the Bar. They may attend a Debate or Speaker Meeting if accompanied by the Member who signed them in. Such guests shall have no voting rights in any Private Business or election.

(v) No Member shall introduce more than three such guests onto the Society's premises at one time, nor introduce a particular guest more than four times a term, unless the President permits otherwise. No individual eligible to join the Society under Rule 3(A) or Rule 3(C) shall be introduced under this section without the President's written permission except that they may be allowed in the bar upon payment of fee of £3 as if they were eligible to join the society.

(vi) Any Member who fraudulently introduces an individual eligible to join the Society under Rule 3(A) or Rule 3(C) shall be fined £60 for each offence.

(vii) It shall be a disciplinary offence under Rule 71 for a Member to purchase alcohol for, or allow alcohol to be purchased by, a guest who is under-age.

(viii) The President or their agent may exclude any guest from the premises at any point for any period of time.

(d) Tourists

(i) The President is empowered to make arrangements to admit non-members to the Society's premises as tourists, and to charge such non-members a fee

(ii) Members may not introduce guests onto the Society's premises for profit or commercial gain, nor sell tickets to debates or speaker meetings, without the express permission of the President.

(e) Members' Only Events

The President may choose to mark an event "Members only". Such events may only be attended by Members of the Oxford Union Society (as defined in Rule 3), and other individuals only as the President allows.

(f) Trespassers

The President may, at their discretion and notwithstanding Rule 72, submit to the Proctors the name of any member of the University found upon the Society's premises who is neither a Member nor an employee of the Society, and who has not been admitted legitimately under this Rule.

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(g) *Ticketed Events*⁶⁸

(i) All tickets to events, whether for Members or non-Members, shall be non-transferable, except when done through the General Office.

(ii) During a ticketed event, the Society may restrict access to any or all of the Society's rooms or buildings to those who hold a ticket. A notice informing Members of the restricted access to the buildings must have been placed on the Society's notice board at least 7 days in advance. The Society may not arbitrarily restrict access to the main generality of the buildings to particular types or groups of Members during normal opening hours in Full Term, save for reasons of security or safety. At ticketed events, the Standing Committee may specify that formal dress (daytime or evening as appropriate) is required; any individual not conforming to the specified dress code may be excluded from the event without compensation.

(iii) The Society may not discriminate between different types of Member in the distribution of such tickets, save that in the interests of decorum, and notwithstanding anything else in the Rules, Standing Committee may choose to make any *bona fide* 'women-only' event open to female members only. It may also make events during Michaelmas Term open to freshers only.

(h) *The Open Period*

(i) Between Monday 0th Week and 7pm on Thursday 2nd Week of each Michaelmas Term, the Buildings shall be open to non-members of the Society who are eligible to join under Rule 3(A) or Rule 3(C). Such non-members may attend debates and meetings (unless the meeting is a 'members only' event). They may speak and vote in Public Business, but may not speak or vote in Private Business. They may purchase intoxicating liquor if licensing laws allow. They may use the Library but may not borrow books.

(ii) *Reciprocal Members*

Reciprocal Members entitled to full Life Membership under Rule 9 shall be treated exactly as normal full Members for the purposes of this Rule. Individuals from Kindred Societies who are entitled to limited reciprocal access shall be covered by the appropriate rules on reciprocal membership and not this Rule; however, they shall not be entitled to admit guests themselves. They may buy tickets to the Society's ticketed events at the discretion of the President.

(j) *Cellars*

The guest and non-member admission policy of the Cellars shall be determined by motion of the Cellars Management Committee, and regulated by the lease and management agreement between the Oxford Union and Purple Turtle. Admission of guests and non-members into the Cellars shall not necessarily grant such individuals access to the other parts of the Society's premises, and instead shall be regulated according to the other parts of this Rule.

RULE 53: ADMISSION TO EDUCATIONAL FACILITIES

(a) Subject to (c) below and to Rule 58(a) any member of the University of Oxford shall be entitled to be admitted to the Society's debates, addresses by distinguished persons, the reading- and writing-rooms, and to the Old and New Libraries for the purpose of using therein any of the books, upon payment to the Society of a termly sum to be determined under (d) below. Non-Members so admitted shall be subject to Rule 39(c)(i) and (iv) except that if it be necessary to close the Gallery for security or other reasons an area of seating shall be reserved on the floor of the House for the use of non-Members admitted under this Rule, the area being computed so as to bear the same proportion to the total seating space as the number of persons who have bought Termly Admission Cards in the term in question bears to the number of Subscribing Members.

(b) Any such person shall, upon payment of the said sum, be given a Term Card, the form of which shall be agreed between the Standing Committee and the Trustees of the Oxford Literary and Debating Union.

⁶⁸ For rules on the sale of tickets off the premises; see Standing Order A20.

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When on the premises that person may be required to give sight of their card to any Officer or member of the Society's staff. Any person who permits their card to be used by any other person shall be in breach of this Rule and liable to have their right revoked as under (c) below.

(c) If any Non-Member admitted to the premises under (a) above be guilty of misbehaviour or do or attempt to do any act on the Society's premises which they are not entitled to do under (a) above they may be removed there from by the House Manager or any Officer; and if such behaviour by a Non-Member be sufficiently serious, the Standing Committee may revoke the non-member's rights under (a) above, in which case the Society shall reimburse the Non-Member with an appropriate proportion of the termly sum already paid by them.

(d) The termly sum referred to in (a) above shall be agreed from time to time between the Standing Committee and the Trustees of the Oxford Literary and Debating Union, or if they disagree, by the Trustees of the Oxford Literary and Debating Union alone. The said termly sum shall bear a reasonable relationship to the monthly subscription which is due from a Life Member paying their Membership fee by Banker's Order who joins in the terms in which the termly sum is to be paid, having regard to the cost to the Society of providing those facilities which, being non-educational, non-members admitted to the premises under (a) above are not entitled to use. For the purpose of determining what is a reasonable relationship the Trustees of the Oxford Literary and Debating Union may require the Standing Committee to procure a report on the question from the Society's auditors.

RULE 54: THE PRESS

(a) The President may permit representatives of the Press to enter the premises at any event. The President may exclude the Press from the premises, or part of the premises, at any time, as they see fit.

(b) No photography, video recording or audio recording shall take place on the Society's premises without the President's prior permission.

(c) Permissions

Members shall not communicate information to the Press about any event on the Society's premises which is closed to the Press, or is under Chatham House Rules⁶⁹.

(d) The President may exclude any Member from any event which is closed to the Press, or is under Chatham House Rules, if they reasonably suspect that that Member would communicate information about the event to the Press.

(e) Any meeting of the Society may be covered by local, national or international media and Members may be filmed, taped or photographed. In consideration of their attendance, and without compensation, Members, guests or visitors consent to be filmed, taped, recorded or photographed, and they further consent that their image may be distributed, by any media, in connection with any event.

(f) Breaches of Rules 54 (b) or (c) shall be disciplinary offences as per Rule 71 or 33, as appropriate.

⁶⁹ *Further restrictions on members of committee are laid out by Standing Order B1.*

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CHAPTER EIGHT: The Library

RULE 55: GENERAL AND GOVERNANCE

- (a) The Library shall have multiple roles as an historic collection and as a working library for study and research and general reading.
- (b) The Senior Librarian and Junior Librarian shall be responsible for the general supervision of the Library. The Librarian-in-Charge shall be responsible for the day-to-day management of the library and shall work together with the Library Committee.
- (c) The Senior Librarian shall, together with the Librarian-in-Charge, Library Committee and the Library Strategy Committee, and subject to any general direction of the Standing Committee, set strategic and policy goals for the Library in accordance with paragraph (a) above.
- (d) The Librarian-in-Charge shall, through the Senior Librarian, assisted by the Junior Librarian, be ultimately responsible to Standing Committee for the performance of their duties.
- (e) The Librarian-in-Charge shall, through the Bursar, be ultimately responsible to the Standing Committee on contractual, personnel and health and safety matters.
- (f) After each meeting of the Library Strategy Committee, the Librarian or Senior Librarian shall report back to Library Committee.
- (g) All Library matters (other than its fabric) shall fall within the exclusive responsibility of those persons and bodies named in (b), subject to the budget in Rule 56 and the ultimate responsibility exercised by the Standing Committee in paragraphs (d) and (e) above.

RULE 56: LIBRARY FINANCE

- (a) Standing Committee shall, no later than the second week of Michaelmas Term establish an annual income and expenditure budget for the library; this shall be reported to the Library by the Standing Committee.
- (b) This shall be based on a report by the Senior Librarian and the Junior Librarian which, taking account of the overall financial outlook for the Society and after discussion by the Library Committee, shall:-
 - (i) set out the committee's strategy as in Rule 25(g) (Library Strategy)
 - (ii) review progress of that strategy in the last year, including library accounts for that year
 - (iii) report on available external finance and
 - (iv) set out the capital and current requirements of the library accordingly.
- (c) Management of the Library shall include generating revenue, including sponsorship, although not to the exclusion of such by members of Standing Committee or Junior Officers.
- (d) The President may, on the suggestion of the Senior Librarian, invite the Librarian-in-Charge and other appropriate members of the Library Committee to attend Standing Committee, without vote, when the library budget is to be established.
- (e) *Accounts*
 - (i) The Bursar, on behalf of the Senior Librarian, shall cause the accounts of the Library to be entered in a ledger, which shall, when they have been audited, be open to inspection by members.
 - (ii) The Bursar shall prepare termly accounts with the assistance of the Librarian-in-Charge, on behalf of the Senior Librarian, which shall be presented for audit annual together with the Senior Treasurer's accounts.

(iii) In each term the Junior Librarian shall present the Librarian-in-Charge's account for the preceding term to a Public Business Meeting;

(iv) At the first Ordinary Private Business Meeting of each Michaelmas Term the Junior Librarian shall present the Librarian-in-Charge's audited accounts for the preceding year for the approval of the Society.

RULE 57: ACQUISITIONS AND DISPOSALS

(a) The Library Committee shall establish policies for the acquisition and disposal of books and other library materials.

(b) The Junior Librarian's weekly list of acquisitions shall be proposed to the House for approval.

(c) A book or other library item presented to the Society shall be laid before the Library Committee. If the Committee think that the item is of permanent value, it shall place it on the list proposed under (b) above.

(d) The Library Committee may authorise the Junior Librarian to purchase pamphlets without reference to the House.

(e) Lists of titles suitable for disposal shall be prepared by the Librarian-in-Charge and approved by the Library Committee for submission by the Junior Librarian to the House for approval. Such lists shall be:

(i) notified in writing to the Senior Librarian one month in advance of approval;

(ii) posted on the Society's notice boards two weeks before approval and;

(iii) amended by the Junior Librarian, on the advice of the Senior Librarian and Librarian-in-Charge, to omit any items for whose retention a compelling case has, in the opinion of the Junior Librarian, been made.

(f) The Senior Librarian may, over and above their stated general charge of the Society's libraries, prohibit any disposal.

(g) After any item has been approved for disposal it shall be listed for two weeks on the Society's notice boards together with a market value set by the Librarian-in-Charge, unless Library Committee shall have ruled that a bulk sale including such item will be in the Society's best interest. Any member of the Society may purchase that item on a first come, first served basis at the market value set by the Librarian-in-Charge.

(h) Any items not sold shall be disposed of by the Library Committee.

(i) Any income from such sales shall be applied only for library purposes.

RULE 58: LIBRARY MANAGEMENT

(a) *External Relations*: The Librarian-in-Charge, subject to the Rules on financial control and to any general direction by the Standing Committee, may:

(i) negotiate with suppliers of library services, including online information resources and staff training and;

(ii) approach sponsors, provided that the President and Treasurer shall be advised in advance.

(b) *Library Regulations*: Library Committee may make regulations for the safe handling and borrowing of library materials and for other routine library matters.

(c) Library staff

(i) Staff shall be answerable on all matters of operational management (other than personnel, contractual and health and safety matters) to the Senior Librarian and to the Library Committee, who may assign appropriate powers and duties to the Librarian-in-Charge.

(ii) Paragraph (i) above shall be without prejudice to the Bursar's role in overseeing staff matters. To the extent that matters in respect of paragraph (i) do affect such responsibilities, the Senior Librarian shall normally invite the Bursar to attend, without vote, Library Committee.

CHAPTER NINE: Staff

RULE 59: SUPERVISION

(a) The Bursar shall have general oversight of the rooms and the Society's staff, subject to the direction of the appropriate Officers and Committees of the Society⁷⁰.

(b) Notwithstanding anything else in these Rules or the Standing Orders, no member of Staff who is also a Member of the Society shall, whilst employed as a member of Staff, hold any other elected or appointed Office or position under these Rules or the Standing Orders. Nor shall a member of Staff who is also a Member of the Society be eligible for membership of any Committee of the Society, excluding Consultative Committee (unless a member by virtue of their duties and/or responsibilities as a member of Staff). This sub-section shall not apply to staff who are employed on a casual basis, or who work sixteen hours or fewer per week and are not on a fixed term contract.

RULE 60: APPOINTMENT, DISMISSAL, AND SALARIES

(a) *Division of Responsibility*

(i) The power to appoint and dismiss members of the staff and to fix their salaries shall be vested in the Standing Committee⁷¹⁷².

(ii) All staff appointments must be approved by Standing Committee before a potential staff member is made a formal offer of permanent employment.

(iii) Any staff dispute or matter of contention which cannot be resolved informally shall be considered by Standing Committee, and not by any other Committee or working party of the Society⁷³. As an exception to this Rule, the Standing Committee may appoint a Special Committee with the specific purpose of reviewing such a dispute or matter of contention, and bringing authoritative recommendations to the Standing Committee, whenever and in such manner as this appointment will be necessary to conform with the Employment Law of England and Wales.

(iv) The Bursar shall have day-to-day control over staff, excluding those employed within the Library. The Bursar shall be responsible directly to Standing Committee.

(b) The Society shall not employ or appoint any Bursar who is the Hon. Secretary, the Hon. Treasurer or a Trustee of OLDUT.

(c) The staff in the Cellars shall be appointed, dismissed and governed by the Purple Turtle, subject to the general oversight of the Cellars Management Committee. They shall not otherwise be deemed to be Union staff for the purpose of these Rules.

(d) Any discussion relating to changing existing responsibilities of members of staff, or otherwise changing the structure of permanent staffing shall be handled by an *ad hoc in camera* Committee consisting of the Junior Officers, Officers-Elect, ex-Presidents with a vote on Standing Committee, and the Senior Officers. They may invite the Bursar to advise them of relevant issues concerning the proposed change. This Committee shall present its recommendations to Standing Committee for ratification before any action is taken.

RULE 61: GRATUITIES

Any Member giving a gratuity to a member of the Staff shall be liable to a fine not exceeding ten pounds, at the discretion of the Standing Committee.

⁷⁰ Complaints against staff are submitted to the Bursar or the President; see Interpretation C23.

⁷¹ For rules regarding the payment of pensions; see Standing Order A8.

⁷² On the authority of the Standing Committee and others over staff; see Interpretation C23.

⁷³ Which should not prevent disciplinary committees from hearing evidence; see Interpretation C14.

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RULE 62: FINANCE - GENERAL⁷⁵

The Members entrust their assets to the Standing Committee and, through Standing Committee, to the Society's Staff. This rule is designed to ensure that members can have confidence that their money is being spent wisely and all expenditure is adequately scrutinised by their elected representatives. However, it is also sometimes necessary for decisions to be made quickly: in such cases, it is important that there is adequate flexibility combined with proper reporting afterwards.

(a) All budgets and expenditure must be scrutinised by the Finance Committee before being presented to Standing Committee. In exceptional and unforeseen circumstances, this may be waived by the Senior Treasurer.

(b) In these finance rules, "permission" must be given in writing or by email and stored for a period of two years.

(c) The Society's financial year shall run from July 1st to June 30th.

(d) An annual budget, or business plan, must be scrutinised and proposed by Finance Committee and passed by Standing Committee. It will detail the following:

(i) **Expected Income**, divided into:

- (1) Subscriptions (less Membership Drive expenses);
- (2) Sponsorship;
- (3) Net Members' Bar Contribution (including Bar Staff)
- (4) Net Private Events/Private Hire Contribution (including Events Staff);
- (5) Net Standing Committee Events Contribution;
- (6) Rental Income;
- (7) Other Income.

(ii) **Expected Expenditure**, divided into:

- (1) Debates and associated hospitality;
- (2) Speaker meetings;
- (3) Library (including Library Staff);
- (4) Elections, Polls and Discipline;
- (5) Termcard Costs;
- (6) Maintenance and Repairs;
- (7) Taxation and Utilities;
- (8) Wages;
- (9) Office Costs;
- (10) Any other costs the Standing Committee deems necessary.

iii. **Overall Contribution/Expense:** There must also be a projection for the overall contribution or expense of the year's social events, competitive debating activities of the Union, and other similar major events.

iv. **Bequests:** Any bequests made for specific purposes must be accounted separately.

(e) The Annual Budget will differentiate in each heading between Recurring Costs, Establishment Costs and Discretionary costs, as defined in these Rules.

(f) Recurring costs may be paid without any other form of authorisation. All other costs incurred under 62(d)(ii)(10) above may only be spent by the Member or Member of Staff to whom that Expected Expenditure budget was allocated in the Annual Budget.

(g) Establishment and Discretionary items must require further committee authorisation, except when they count as "emergency unforeseen expenditure", according to Rule 64.

⁷⁴ For ruling claims for reimbursement; see Standing Orders A11 – A16.

⁷⁵ For the collection of monies owed see Standing Order A4. For interest on accounts; see Standing Order A7.

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(h) **Termly Budgets⁷⁶**: Each term, the 0th Week Standing Committee must be informed by the President of a termly budget for the ensuing term, covering the same areas as the Annual Budget. This shall comply with the Annual Budget, unless authorised by a two-thirds majority of Standing Committee. It will detail further costs under each heading. The Standing Committee will also be informed of any Vacation Expenditure.

(i) The Bursar shall be responsible for the payment of all Recurring Costs.

(j) The President shall be authorised to spend the Expected Expenditure budgets under 62(d)(ii)(1), (2) and (5) above, delegating as appropriate to the Librarian, in the pursuit of the duties of the Librarian, as the President sees fit.

(k) The Librarian-in-Charge, subject to the Library Committee, shall be authorised to spend the Expected Expenditure budget under 62(d)(ii)(3) above.

(l) The Returning Officer shall be authorised to spend the Expected Expenditure Budget under 62(d)(ii)(4) above, in the pursuit of their duties, as they see fit. This budget must be approved by the Senior Treasurer.

(m) The Maintenance and Repairs budget shall be controlled by the Bursar (subject to Rule 64) and monitored by Treasury Committee.

(n) In the event of any unforeseen emergency, the Bursar may authorise expenditure under the relevant budget to deal with the situation. Any such expenditure must be reported immediately to Standing Committee and the President by email.

(o) No element of the Society's assets may be disposed of, temporarily or permanently, without the permission of the Standing Committee, except for Library items. No asset valued at more than £5,000, nor total assets of more than £5,000 within 2 terms, may be disposed of without a Private Business motion being passed to that effect. This clause shall not apply to transfers of property to the Oxford Literary and Debating Union Trust, where OLDUT has agreed in writing to hold the property in trust on behalf of the Society and make the assets or property available for the Society's continued use.

(p) All Social Events shall have individual budgets, which must be passed by Standing Committee before any expense is incurred. All such budgets must include at least a 20% contingency fund and also take account of any costs which may be incurred by other areas of the Union (for example, damage to any items of Union property or buildings, or the estimated loss to the bar). The Standing Committee may choose to alter this contingency.

(q) No Society funds shall be donated to any other institution or charity.

(r) The Bursar shall present to Finance Committee a report on the performance of the Members' Bar and Private Events and Hire every fortnight in Full Term.

(s) Maintenance of bar equipment shall require no authorisation, but the costs shall be reported to Finance Committee on a termly basis.

(t) Costs associated with day-to-day running of the bar shall be authorised by the House Manager.

(u) Costs associated with private events shall be authorised by the Events Manager.

RULE 63: REPORTING⁷⁷

(a) All termly and annual budgets and accounts, and all previous years' Audited Accounts shall be kept in a file in the General Office for the inspection of Members during office hours with no prior appointment. Members may not remove the file or its contents from the General Office.

⁷⁶For more information about Termly Budgets; see Standing Order A2.

⁷⁷For more information about Financial Monitoring; see Standing Order A3.

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(b) All income and expenditure records will be available for inspection by any member by appointment with the President within ten working days. With the permission of the Returning Officer, in the case of a potential complaint under Rule 33 or 71, a copy may be made by the Member at the Society's expense. This does not apply to items that would be subject to *in camera* regulations, which may only be consulted by members of Standing Committee or the Returning Officer.

(c) By First Week of each term, the Bursar must present an account to Finance and Standing Committee detailing the Society's performance in the previous term compared to its annual and termly budgets. This will also include recommendations for future actions, as well as indicating any necessary modifications to the annual budget, which must be passed by a two-thirds majority.

(d) The Bursar will maintain a file of all budgets passed by Standing Committee, with their corresponding accounts. This file shall be available for the inspection of all members in the General Office without prior appointment. All financial reports presented to any committee, including budgets and accounts, must be appended to the minutes of that committee, placed on the notice board, and entered into the minute book.

(e) The Audited Accounts, together with any recommendations of the Auditors, shall be presented to the Finance and Standing Committees as soon as they are available. Standing Committee must vote to accept the Audited Accounts as a true record, by a two-thirds majority, at which point the President shall sign them. A summary of the Audited Accounts will be published in the next termcard, with an indication of any discrepancies between them and that year's annual budget. All written instructions or letters to the Society's Auditors must be signed by the President.

(f) Every budget passed by Standing Committee must be accompanied by an account. The deadline for the account shall be included in the budget, and no budget will be validly passed without such a deadline. In any case all accounts must be presented to Finance Committee by the end of the following term or the financial year end, whichever is sooner. Provisional social event accounts shall be presented one week after the event.

(g) If applicable, the account shall detail all expenditure and income associated with the event(s) concerned. It will also detail any future commitments which have arisen because of any related item, whether future predicted income, recurring costs, or other liabilities.

(h) If the deadline passes with no account presented, then the member shall be liable to disciplinary proceedings. In any event, any member who fails to present an account within one week of the deadline shall be fined £50. There shall be no appeal to this fine, except in the case of debilitating illness.

(i) If no account is presented by the responsible member of committee, the Bursar shall compile one to the best of their ability and present it to Finance and Standing Committee.

RULE 64: RECURRING AND DISCRETIONARY EXPENDITURE

(a) Establishment Expenditure is spending that must be made for the long-term interests of the Union, but may be postponed from the current period(s). This includes (but is not limited to) equipment replacement, equipment upkeep, repairs and maintenance, building work, structural installations, and staff training. All such expenditure over £700 must be specifically and individually authorised in the budget passed by Standing Committee. In the case of items falling under the Repairs and Maintenance Budget, any item of £700 must be specifically and individually authorised by Treasury Committee and be in accordance with their termly budget. Establishment expenditure on items of less than £700 may be authorised by the Bursar from the relevant budget. Repairs and Maintenance Budget expenditure by the Bursar must be reported to the next meeting of Treasury Committee.

(b) Outside of term time, if the President is reasonably satisfied of the emergency need for Repairs and Maintenance expenditure which could not have been foreseen during term time, then they may grant authorisation for discretionary spending of the Repairs and Maintenance Budget. Such spending must be reported to Treasury Committee at its next meeting. If the President is not so satisfied, permission will not be granted.

(c) Recurring expenditure includes regular and unavoidable bills incurred by the Society, such as wages (where the employment of a member of staff has been sanctioned by Standing Committee), rates, insurance, audit costs, taxation, utilities and office supplies. It will also include any spending which has been specifically and individually sanctioned by the Standing and Treasury Committee on a long-term

basis and is specifically and individually listed in the relevant annual or termly budget. The payment of Recurring expenditure may be authorised by the Bursar.

(d) The Returning Officer shall be authorised to spend any additional sums required to fulfil the requirements of Rule 33 and Rule 71 as they deem necessary, so long as they inform the Senior Treasurer immediately and the Standing Committee at the end of the Returning Officer's term of office.

RULE 65: LIABILITY

(a) Only permanent members of staff, members of the Standing Committee, the Senior Officers and the Returning Officer may sign contracts on behalf of the Society or otherwise incur any financial liability or commitment on its behalf.

(i) No member of the Standing Committee may sign a contract on behalf of the Society without the permission of the Junior Officer under whose remit that contract falls, or by permission of a motion of the Standing Committee.

(ii) Any member of the Standing Committee who signs a contract on behalf of the Society must give a copy to the Bursar.

(b) Any member who commits the Society to any cost which is not properly authorised as detailed in these Rules shall be personally liable for that amount. The Senior Officers, acting unanimously, may waive up to 90% of this liability. If the final amount is less than £300 then it shall be considered a fine under Rule 6. If the final amount is more than £300, then on non-payment within one month, the Standing Committee shall pursue the matter through the Courts.

RULE 66: AUDIT COMMITTEE

(a) *Composition:* The Audit Committee shall be composed of the Members of Finance Committee, and shall be chaired by the President. The Returning Officer shall have speaking rights.

(b) *Not currently used.*

(c) *Not currently used.*

(d) *Remit:* The Committee shall have a general duty to scrutinise all matters relating to:

(i) the financial affairs of the Society including, but not limited to, the Business Plan, budgets, financial control and controls, financial management and reporting, and the Society's treasury policy.

(ii) the Society's corporate governance.

(iii) statements of the professional Auditors appointed under Rule 63.

(e) *Meetings and Powers*

(i) The Committee shall meet not less than once each Term in Oxford. The Committee shall have the explicit power to regulate its own proceedings.

(ii) The Committee shall have the power to require the timely production to it of all minutes, ledgers, books, papers, vouchers, reports, statements and accounts it may require for the purpose of conducting its business.

(iii) The Committee shall have the power to summon:

(1) any Member to appear before it to answer any questions which it may put to them on matters within its remit. The procedure for notifying a Member of a requirement for them to attend shall be the same as that for the summoning of a Member to appear before an Election Tribunal under Rule 33 and Standing Order D9.

(2) any member of Staff to appear before it to answer any questions which it may put to them which may fairly relate to their employment by the Society and which are within its remit, in which case the Committee shall determine a fair means by which that summons should be sent.

(iv) Any person summoned to appear before the Committee under Rule 66(e)(iii) shall have the right to be represented, and shall not be required to answer any questions which might implicate them in a breach of their contract of employment with the Society, nor which might implicate them in a criminal offence.

(v) Any Member who fails to comply with a requirement imposed under this paragraph shall be guilty of Disciplinary Misconduct under Rule 71.

(vi) In cases where a member of Staff is required to comply with a direction of the Committee made under Rule 66(b)(ii) or Rule 66(b)(iii)(2) above, and fails to do so without good cause, the President shall be guilty of Disciplinary Misconduct under Rule 71 if it can be shown that the President failed to exercise all reasonable endeavours within their power to secure the member of Staff's compliance with that requirement. No action under this paragraph shall be taken until any proceedings to be taken under the Society's employee disciplinary procedure have been completed or, the right to take them waived, or they be out-of-time.

(vii) The Committee may delegate to any member any and all powers granted to it by paragraph (ii) of this section for such purposes within its remit as it may in its absolute discretion determine.

(f) *Reports*: The Committee, at minimum, shall produce a report (the 'statutory report') to the Members which shall be tabled in Private Business at the Ordinary Public Business Meeting in Fourth Week each term and posted on the Society's notice board.

(i) The statutory report shall, at minimum, advise the Members of the extent to which, since its last statutory report, the Committee is satisfied with the:

- (1) overall adherence to the budgets and accounts agreed;
- (2) financial control exercised;
- (3) financial control enacted;
- (4) financial controls in place and the extent to which they have been adhered to.

(ii) Nothing in this paragraph shall prevent the Committee from producing and tabling additional reports to the Members on subjects within its remit.

(iii) All reports shall be agreed by a majority of the members of the Committee present and voting at a meeting of the Committee of which at least seven days notice shall have been given, the report having been circulated to the Committee in full with that notice. In the event that the Committee is unable to agree its report, the Chair shall transmit notice of that fact to the President who shall cause it to be read out in Private Business at the next Public Business Meeting.

(iv) The Committee shall have the power, on its own motion, to make such directions as it sees fit regarding the extent to and means by which its reports shall be published or disseminated. Any breach of a direction given under this section shall be Disciplinary Misconduct under Rule 71.

(g) *Whistleblowing*: A copy of a list of the members of the Committee, shall be maintained by the Returning Officer, which shall be available for inspection by any Member or member of Staff.

(i) No Member shall be guilty of an offence under Rule 33 or Rule 71 by communicating information to a member of the Committee relating to a matter which that member may reasonably believe is within the Committee's remit.

(ii) The President shall cause every member of Staff to be made aware of the existence of the Committee and its remit, and the procedure by which members of the Committee may be contacted:

- (1) within seven days of the enactment of this Rule for existing employees;
- (2) upon their entering into employment with the Society (for new employees); and
- (3) annually thereafter.

(iii) A Member of the Society who attempts to prevent another Member or a member of Staff from contacting or communicating with the Audit Committee, or who interferes with that communication, or who attempts to induce or coerce that person not to communicate, shall be guilty of Disciplinary Misconduct under Rule 71.

(iv) For the avoidance of doubt, a Disciplinary Committee called to rule on an allegation made under Rule 66(g)(iii) may conclude that such an allegation was made frivolously or that it was unfounded and malicious.

(h) *Interaction with the Disciplinary Procedure:*

(i) No member of the Audit Committee may be a member of a Disciplinary Committee called to hear an allegation under this Rule.

(ii) Where an allegation of Disciplinary Misconduct is brought arising from an offence specifically defined in this Rule (as opposed to a generic offence defined in Rule 71), the Committee shall nominate one of its members to prosecute the complaint before the Disciplinary Committee. If the Committee nominates the Chair then the provisions of Rule 66(c)(iii) shall be suspended until the Disciplinary Procedure is complete.

(i) *Limitations of Power and Responsibility:*

(i) Except as expressly provided for in paragraphs (c)(i)(B) and (e)(v) the powers of the Committee shall belong to it as a body, and no member of the Committee shall derive any status, standing or power by virtue of his membership.

(ii) The opinions and reports shall be given by the Committee as a body, and shall be given to the Members alone.

(iii) The Committee shall not have the power to commit or bind the Society in any way.

CHAPTER ELEVEN: Rules, Standing Orders, and Regulations

RULE 67: RULES

(a) *Binding Effect*: The Rules shall be binding on all Members of the Society and non-members entering the Buildings. Such non-members, by virtue of their entry to the buildings, shall be subject to all Rules concerning disciplinary matters and electoral offences, as if they were a Member. In the case of any conflict or ambiguity, the Rules shall take precedence over any Standing Order or Schedule⁷⁸; and in the case of any conflict, Rules shall take precedence over any Interpretation made under Rule 67(e)(i)(7) through (11).

(b) *Amendment*

(i) No Rules may be amended or repealed, nor may a new Rule be enacted, except by way of Private Business Motion in respect of which the provisions of Rule 47(a) shall apply.⁷⁹

(ii) A Motion, Amendment or Rider which affects any Rule of the Society shall specify the Rule affected. The President shall decide whether a Motion, Amendment, or Rider does affect any Rule of the Society. If the President decides that a Motion, Amendment or Rider affects a Rule to which it does not refer, then they shall suppress the Motion, Amendment, or Rider, and place on the notice-board a statement of the action taken.

(iii)

(1) A Member proposing to alter the Rules shall state in the Motion the words they propose to delete or insert, and the place or places where those words are to be deleted or inserted. They shall also post as a Schedule to the Motion the section or sections of the Rule or Rules affected as it stands or they stand at the time of posting. All such Alterations shall come into effect immediately after the end of the Meeting whereat they are proposed and passed, unless otherwise provided for in the Motion or unless the provision of Rules 47(e) or (f) be applied in which case the Alteration shall come into effect either after the allotted time for the collection of signatures has elapsed, if the requisite number of Members' signatures be not forthcoming, or not unless the subsequent Vote or Poll approves the motion, whereupon it shall take effect immediately after the Public Business Meeting at which the Motion is represented, or the result of the Poll announced.

(2) Alternatively, a Member may propose a Motion, that in principle be accepted, in which case, where such introduction would affect the Rules, they shall post as the First Schedule to the Motion a statement of all Rules affected, together with any words to be deleted or inserted, which changes are consistent with and directly consequent on the principle of the Motion.

(iv) The Standing Committee may decide that a particular proposed Rule-change is of such importance that it should be brought to the special attention of Members. In such a case, consideration of the Rule-change in question shall be postponed to such a Public Business Meeting, at least six and not more than fourteen days after the day specified in the original notice⁸⁰; notice of that Meeting, with an indication of the nature of the business, shall be sent to every College or Hall at least 5 days before the Meeting; and a notice of the Meeting shall be inserted in two newspapers, whereof one shall be a paper circulating in the Oxford area⁸¹ and one a national newspaper⁸², to appear at least two days before the said meeting.

(v) The provisions of (iv) above shall apply automatically if a Requisition to that effect, signed by 50 Members, be posted on the notice-board four days before the day specified in the original notice of motion.

(vi) Neither the Rules relating to the conduct of Elections, Election Tribunals, and Appeals against Election Tribunals, nor this subsection shall be altered after the opening of nominations in the

⁷⁸ On the relationship between Special Schedules and Standing Orders; see Standing Order E19.

⁷⁹ For elucidation on this Rule; see Interpretation E15.

⁸⁰ On the ramifications of 'not more than fourteen days'; see Interpretation A49.

⁸¹ On the definition of 'newspaper circulating in the Oxford area'; see Interpretation D4.

⁸² On the definition of 'national newspaper'; see Interpretation D3.

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Society's main elections in any Full Term unless the motion in question provide that the alteration shall not come into effect until the first day of the following term.

(vii) No motion affecting any of Rules 1, 2, 18(b), 25(d)(v), 29, 53, 62(c), or 67(b)(vii) nor any motion to introduce any new Rule which contradicts any of these, may be introduced except with the consent of the Trustees of the Oxford Literary and Debating Union.

(viii) Notice of any change made upon the Rules, Standing Orders or Special Schedules, or waiving of Standing Orders by the Standing Committee shall be posted on the Society's notice-board within 24 hours of the end of the meeting at which it was made.

(d) Effect of Vacation

Where any period of days or weeks is specified in these Rules, days outside Full Term shall not be counted towards the total specified, except in Rules 23(c) and (d), 33, 36(f), 38(j), 42(a), 46(a), 48(a)(ii) and 57.

(e) Interpretations and Rulings

(i) The following shall have the power to issue Rulings⁸³ and Interpretations of the Rules in the following order of seniority: ⁸⁴

- (1) The Trustees of the Oxford Literary and Debating Union Trust with regard to Rule 2;
- (2) The Appellate Board, for the purposes of its duty only;
- (3) The Disciplinary Appeals Committee;⁸⁵
- (4) The Election Tribunal, for the purposes of its duty only;⁸⁶
- (5) The Senior Disciplinary Committee, for the purposes of its duty only;
- (6) The Intermediate Disciplinary Committee, for the purposes of its duty only;
- (7) The Returning Officer, for the purposes of their duty as defined in Rule 32(e) only;⁸⁷
- (8) Business Meetings under (vi) below;
- (9) Business Meetings under (v) below;
- (10) The Chair at a Business Meeting, if the President be present;
- (11) The President;
- (12) The Chair at a Business Meeting^{88 89}

(ii) Rulings

(1) A Ruling shall relate to a specific factual scenario. The subject matter of Rulings shall include, but shall not be limited to: determinations as to whether and how a Rule, Standing Order or Special Schedule (including the Schedule of Interpretations) applies to a given factual scenario, and the determination of questions of fact.

(2) Rulings shall be binding in the instant case and shall not be challenged save by appeal to a Member, or body, senior in respect of the powers of issuing Rulings. They shall apply only to the case at hand, and shall not create binding precedent for the future.

(iii) Interpretations

(1) An interpretation shall clarify, define or elucidate a Rule, Standing Order or Special Schedule (excluding the Schedule of Interpretations). It shall be issued without reference to a specific factual scenario.

(2) Interpretations shall be binding in the instant case and shall not be challenged save by appeal to a Member, or body, of equal or senior interpretive power; they shall act as authoritative

⁸³ On the purposes of interpretation generally; see Interpretation F7.

⁸⁴ See Interpretation C28 for the ability to overturn interpretations.

⁸⁵ On the extent of the DAC's power of interpretation; see Interpretation D5.

⁸⁶ See Interpretation E14 on the scope of the Tribunal's duty to rule on the validity of the Society's Rules.

⁸⁷ On the interpretation of the electoral rules; see Interpretation F2.

⁸⁸ See Interpretation B25 for a clarification of 'Business Meeting'.

⁸⁹ See Interpretation B26 on the interpretative power of the Chair of an After Debate.

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precedents for Members, or bodies, with powers of interpretation of junior or of equal status, subject to (3) and (4) below.⁹⁰

(3) Interpretations of any President may be repealed by the current President. Notice of such a decision shall be posted on the Notice Board no later than twenty-four (24) hours after the fact.

(4) An interpretation of the Returning Officer may be repealed by the current Returning Officer, but not before the beginning of the next term after that in which it was issued. Notice of such a decision shall be posted on the Notice Board no later than twenty-four (24) hours after the fact.

(iv) The decision of the Chair may be reversed by the President on their return to the Chair, unless the President was present when the decision was made.

(v) Any Ruling or Interpretation of the Chair or of the President made in Private Business and concerning the course of Private Business may be immediately challenged by the motion "That the ruling be reversed". On any Member so moving, the Chair shall call for members who wish to see that motion debated to be upstanding; if 50 Members or half those present, whichever is the less, rise, the Member who made the Ruling or Interpretation in question shall vacate the Chair and the incoming Chair shall call on the mover of the Procedural Motion and the President or outgoing Chair, as appropriate, to speak for not more than three minutes each on the motion, and shall then put the question without further debate. The Chair shall then be resumed by the President or outgoing Chair, as appropriate. As soon as the Member rise to speak to the appeal, the Chair shall cause the doors to be closed; no Member shall then be permitted to enter until the vote shall have been taken.

(vi) Any Member may appeal against any decision of the Chair, the President, or the House acting under (v) above by posting a Notice of Appeal on the notice-board within three days of the promulgation of the decision in question, provided that before the Rooms have closed on the day next after the posting of the notice at least ten Members have signed the notice in the Society's Rooms in support. No Member who has given such notice shall be permitted to withdraw it. Unless the Standing Committee decide, with the consent of the Appellant or of the House, that it shall be postponed, the motion shall be brought forward at the next Public Business Meeting, provided that such meeting, except in the Eighth Week of any term, be held not less than three days after such notice has been given. No Amendment or Rider to any such motion shall be moved. No Member shall take the Chair while any Ruling reversing such a decision of theirs is the subject of an Appeal. While an Appeal against the decision of the President or a ruling reversing such a decision is under discussion, the Chair shall be occupied by an ex-President of less than twenty-one terms' standing⁹¹ or failing that an ex-Officer. As soon as the Member rises to move their Appeal, the Chair shall cause the doors to be closed; no Member shall then be permitted to enter until the vote shall have been taken.

(vii) The following definitions shall be observed in interpreting the Rules, Standing Orders and Special Schedules of the Society, unless the context otherwise require:

"Day": Continuous period of 24 hours;

"Month": Calendar Month;

"Term": As defined by the University of Oxford;

"Full Term": Sunday of First Week to Saturday of Eighth Week inclusive;

"Term's Standing": Period of Membership calculated in Terms including that in which the Member was admitted to Membership⁹²;

"Year": Academic Year;

"Vacation": Outside Full Term;

"Member": Member of the Society;

["He": This shall be interpreted as meaning he/she throughout the Rules;]

"Office": As defined by Rule 13, unless preceded by 'General' etc.;

"Trustees": Trustees of the Oxford Union Society, as defined by the Oxford Union Society Trust Deed and Rule 12; unless followed by "of the Oxford Literary & Debating Union Trust" - who

⁹⁰ See *Interpretation A102* for when the bodies are of equal interpretive power.

⁹¹ On the definition of 'terms' standing'; see *Interpretation E7*.

⁹² And the present term, even if incomplete; see *Interpretation E7*.

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shall have no executive control over the Society except as expressly specified in the Oxford Union Society Rules;

“Election”: The whole Election on one day, plus any period before or after as specified or implied by the Rules;

“House”: The collective name for Members present and voting at a Public or Private Business Meeting;

“Floor of the House”: Debating Chamber ignoring the Gallery;

“Guest speakers”: Speakers in Public Business, Extraordinary Meetings or a Speaker Meeting invited by the Society who are not reading for a degree at the University of Oxford;

“Notice-board”: Any Board on which Notices may be placed outside the entrance to the Bar;

“Staff”: Employees of the Society;

“House Manager”: The member of staff appointed as House Manager;

“Events Manager”: The member of staff appointed as Events Manager;

“Bursar”: The member of staff appointed as Bursar;

[“Chairman”: Any Chairman may use the title ‘Chair’ should they so wish;]

“Subscribing Member”: Any individual who is a Member of the Society under Rule 3.

“Elected members of Standing Committee”: the five members of the Standing Committee elected by direct ballot, as per Rule 34.

“The Cellars” or “Cellar Bar”: The Purple Turtle Union Bar in the Cellars of the Society, run by Purple Turtle and the Cellars Management Committee.

“Spouse”: Husband, Wife or Civil Partner as defined under the Civil Partnership Act 2004.

“By Email”: to perform an action by sending by an email to the person in question – where applicable, this shall be to the email address provided by candidates under Rule 34(b)(vi)(4), or any email address provided to the President for this purpose

“Second Election”: This shall refer to the Election held on Friday of Eighth Week after RON is elected first to any Junior Officership in the Election held on Friday of Seventh Week.

(f) Official copies

Six official interleaved copies of the Rules, Standing Orders and Special Schedules shall be kept. Any new Rule, Amendment or Repeal of a Rule, Standing Order or Special Schedule shall be entered in the six copies by the Returning Officer. The Returning Officer shall enter any official interpretation issued by them under Rule 32(g). Three of the said copies shall be kept in the Office for the use of Members⁹³ and those seeking election as Members, and the others shall be for the use of the President, provided that at least four copies be always on the premises of the Society. The Returning Officer shall ensure that there is an up-to-date copy of the Rules in the Library, for reference use. Old copies of the Rules shall also be deposited with the Library for storage.

(g) Members' Copies

Any member may request that the Returning Officer email them a copy of the Rules.

(h) Statutory Provisions

Nothing in these Rules or Standing Orders or Schedules, shall conflict with the laws of England and Wales, including local bylaws applying to Oxford: in the case of any conflict, any relevant statutory obligations on the Society shall take precedence.

(i) Confidentiality

No Rule shall allow the meeting of any Committee to be in camera or to exclude observers unless Rule 23 permits otherwise. This clause may not be changed except by a Private Business Motion at a Public Business Meeting.

(j) Notification⁹⁴

For the purpose of these Rules (including, but not exclusively, for the purposes of fines and meeting notification), written notification for a Member that is not delivered in person and is not required to be delivered in person, shall be done by:

⁹³ A fine set by Standing Order E16 shall be inflicted on those who remove any these copies from the Office.

⁹⁴ See Interpretations C29 and C30 for further clarification..

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- (i) (during term time only) letter sent to the member's last known term-time address, unless that member has given a different forwarding address, or,
- (ii) (during vacation only) letter sent to both the member's last known term-time address, and last known home address if different, unless the Member gives their consent otherwise, or,
- (iii) (at any time) email to:
 - (1) the member's registered email address, if that is their university email address and they are currently affiliated with the university; or,
 - (2) an email address used by the member to correspond with any official of the Society since the beginning of that term; or,
 - (3) an email address provided by the member to the Returning Officer under 34(b)(vi)(4), between the close of nominations and Friday of 9th Week of the term in which the member provided the email address; or,
 - (4) the member's official Society email address, if they have one.

If the member can demonstrate that they did not have access to the email address used at the time that the email was sent, they shall be deemed not to have been notified unless notified through another channel to which they do have access. The Standing Committee shall set out by Standing Order separate requirements for disciplinary proceeding notification.

Complaints and applications for positions shall also be valid in writing sent to the Union. A Member shall be entitled to a delivery receipt upon request if delivering in person to the General Office.

RULE 68: STANDING ORDERS

(a) *Binding Effect*: The Standing Orders shall be binding on all Members of the Society and non-members entering the Buildings under Rule 9, Rule 52 or Rule 53. Such non-members, by virtue of their entry to the buildings, shall be subject to any fines levied for unacceptable conduct, as if they were a Member.

(b) *Enactment, Repeal and Amendment*: No Standing Order may be enacted, repealed, or amended save by way of Private Business Motion or by Resolution of the Standing Committee to which two-thirds of those present and voting⁹⁵ signify their consent.

(c) *Entrenched Standing Orders*: The Standing Orders relating to the conduct of elections, Election Tribunals and appeals against Election Tribunals shall not be altered by the Standing Committee or waived save in Full Term before Tuesday of Sixth Week, nor altered by the House save in Full Term either on or before Thursday of Sixth Week or by way of Special Adjournment Motion.

(d) *Waiving*: The Standing Committee⁹⁶ shall have the power to waive any Standing Order for named persons during stated times or any other condition it think fit, provided that two-thirds of those present and voting on the Standing Committee signify their consent. Such waiving must apply to a specified future or immediate event: Standing Orders cannot be waived retrospectively.

(e) *Confidentiality*: No Standing Order shall allow the meeting of any Committee to be in camera or to exclude observers unless Rule 23 permits otherwise. This clause may not be changed except by a Private Business Motion at a Public Business Meeting.

RULE 69: SPECIAL SCHEDULES

(a) *Special Schedules*: The Special Schedules shall be the Library Regulations, the Forms of Debate, the Schedule of Staff Responsibilities and the Schedule of Kindred Societies.⁹⁷

(b) *Status*: The Special Schedules shall for all purposes have the status of the Rules, except as defined by this Rule.

(c) *Purpose*

⁹⁵ Not including abstentions; see Interpretation B16.

⁹⁶ And only the Standing Committee; see Interpretation C20.

⁹⁷ Standing Order A19 also creates a 'Schedule of Recognised Policy Documents'

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(i) The sole purpose of the Library Regulations shall be to regulate the affairs of the Library.

(ii) The Schedule of Staff Responsibilities shall list the duties and obligations of the House Manager⁹⁸, the Events Manager, the Bursar and the Librarian-in-Charge, and those of any other member of Staff that the Standing Committee deems pertinent. Sensitive financial details shall not be listed. This Schedule shall not release the Standing Committee nor any Officer from any responsibility laid down upon them by the Rules even in respect of decisions delegated to the Staff by this Schedule.

(iii) The Schedule of Kindred Societies shall detail the reciprocal arrangements between the Oxford Union Society and other institutions.

(d) *Enactment, Repeal and Amendment*

(i) Special Schedules may be enacted, repealed or amended by Private Business, and as below.

(ii) The Library regulations may also be amended by resolution of the Library Committee to which two-thirds of those present and voting signify their consent.

(iii) The Schedule of Staff Responsibilities shall not be amended, save by resolution of the Standing Committee to which three quarters of those present and voting signify their consent, provided also that not fewer than six favourable votes are cast.

(iv) The Schedule of Kindred Societies may be amended by a simple majority resolution of the Standing Committee.

RULE 70: STRUCTURAL CHANGES

(a) No structural change of a permanent nature shall be made to the Society's Chamber without the express approval of the membership by way of a Private Business Motion at a Public Business Meeting. Eight days notice shall be given of such a motion.

(b) Given that the Oxford Literary and Debating Union Trust must inform the Society of any changes to the structure or fabric of the Buildings, any such information shall be displayed by the Secretary on the Society's notice board as soon as the work is recommended, and shall remain there until such work is completed.

RULE 71: DISCIPLINARY PROCEDURE⁹⁹

(a) *Complaints*¹⁰⁰¹⁰¹

(i) If any person wants to make a complaint of criminal conduct, or if any member wants to make a complaint of misconduct under the Society's rules, they shall be able to collect a complaint information pack from the General Office, or download the pack from the Society's website.¹⁰²

This pack shall contain, for persons wanting to make a complaint of criminal conduct, information detailing methods of contact with the local police authority; for members wanting to make a complaint of misconduct under the Society's rules, this pack shall contain a form on which the member can detail such a complaint. This pack shall also contain a document detailing general points of contact for other welfare services offered in Oxford.

A hard copy of a form detailing a complaint of misconduct under the Society's rules can be returned to the General Office. This form will then be referred to the Complaints Consultant, who shall decide whether or not the complaint detailed on the form could be criminal.

98 *The extent of the House Manager's ability to delegate power is set by Standing Order E10.*

99 *See Interpretation A128*

100 *In addition to these procedures, various disciplinary powers are laid out in Standing Order G1.*

101 *See Interpretation A126. A hard copy of a form detailing a complaint of misconduct under the Society's rules can be returned to the General Office.*

102 *See Interpretation C3 regarding the submission of evidence to disciplinary committees in complaints.*

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If the Complaints Consultant decides that the complaint detailed on the form could be criminal, they shall communicate that decision to the Returning Officer, who shall then pass on that decision to the complainant. The complainant may then communicate to the Returning Officer their desire to continue to pursue their complaint of misconduct under the Society's rules.

If the Complaints Consultant decides that the complaint detailed on the form could not be criminal, the Complaints Consultant shall refer that complaint to the Returning Officer.

In the event that a complaint concerns the Returning Officer, the Complaints Consultant shall instead refer that complaint to a Senior Officer, who shall refer it to the most senior Deputy Returning Officer. The complainant shall be the member who completed the form detailing a complaint of misconduct under the Society's rules.

In order to appoint the Complaints Consultant, the President will move a motion to the Standing Committee recommending a suitable individual to the position.

Any member may make a complaint of misconduct under the Society's rules against any other member, or a non-member who has been admitted onto the premises for whatever reason.

The following shall constitute misconduct¹⁰³:

(1) Violent conduct, harassment, discrimination or other behaviour on the Society's premises¹⁰⁴ liable to distress, offend or intimidate other members¹⁰⁵, the possession or sale of illegal substances.

- (a) Harassment and discrimination shall be deemed to include, but are not limited to, harassment or discrimination on the grounds of race, national origin, religion, gender, gender identity, age, sexual orientation, or disability;
- (b) No such behaviour in a meeting of the Society shall be misconduct if it remains within the Rules of order as judged by the Chair in accordance with Rule 39;
- (c) No actions within the context of campaigning in an election or poll shall be misconduct if it is deemed fair and acceptable campaigning by the Returning Officer or Extraordinary Returning Officer;

(2) Abuse of office or any position of trust conferred by the provisions of these rules or by anybody constituted under these rules with the intention of financially or materially benefiting the offender or any other person, or of interfering with or preventing proceedings under this Rule. For any individual holding a position of trust within the Society, wilful default from following obligations listed in the Rules and Standing Orders¹⁰⁶, providing penalties for infringement of such rules are not explicitly listed by other rules within the main body of the Rules and Standing Orders¹⁰⁷;

(3) Exercising any powers of office in a manner known or believed by the offender to be detrimental to the interests or reputation of the Society;

(4) Theft of or deliberate damage to the Society's property, or attempted theft of or attempted deliberate damage to the Society's property, except offences for which remedies are provided in the Library regulations;

(5) Other action liable or calculated to bring the Society into disrepute¹⁰⁸;

(6) Wilful breach by the Chair of Rule 71(i)(iv), or of Rule 33 (c)(x) once the time limits for bringing such a breach before an Election Tribunal have expired;

103 See Interpretation C2 which treats all such offences against staff as an offence against the President.

104 For offences by email; see Interpretation C1.

105 Or indeed non-members, or members of staff; see Interpretation C15.

106 For examples, see Interpretation A39 and Interpretation C18.

107 This second sentence defines misconduct independently of the first sentence; see Interpretation C4.

108 Including the dissemination of certain confidential information; see Interpretation C24.

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- (7) Knowingly co-operating with any attempt to publish any account of, or comment upon, the Society's affairs liable or calculated to damage the interests of the Society as a whole;
- (8) In the case of a member of any Committee of the Society, writing for publication any account of any meeting of the Society or any Committee of the Society, or otherwise causing any comment on the Society's affairs to be published, without the prior written permission of the President¹⁰⁹;
- (9) Making a complaint under this Rule that is frivolous or is unfounded and malicious;¹¹⁰
- (10) Deliberately giving false evidence to any Committee during proceedings under this Rule;
- (11) Abusing or misusing the Rules or Forms of the House, or persistently seeking to obstruct genuine debate in the House (excluding the legitimate usage of Rule 46 (e)); Deliberately voting twice, or attempting to vote twice, on any Motion, Amendment or Rider at a Business Meeting;
- (12) Dereliction of duty: serious failure by an Officer or member of any Committee to carry out the duties required of them under the Rules, by virtue of holding their post¹¹¹;
- (13) Misuse or abuse of the Society's membership card (including, but not limited to, permitting a membership card to be used by any person other than that to whom it was issued), or failing to show a membership card to an authorised Union official on request.
- (14) Committing any type of misconduct designated as a disciplinary offence under Rule 71 elsewhere in the Rules or Standing Orders;
- (15) For the Chair of any Committee to allow the removal of observers or to enter *in camera* during a Committee meeting where Rule Rule 23(b)(iv) respectively applies.
- (16) Purchasing alcohol for, attempting to purchase alcohol for or allowing alcohol to be purchased by a guest or member who is under age.
- (17) Breaking Chatham House Rules, speaking to the press concerning the Society's elections illegally, or illegal photography or recording, as detailed in Rule 54.
- (18) Communicating *in camera* committee proceedings that the member was personally subject to that are not in the public domain to individuals who are not authorised to receive such information (although this shall not prevent the discussion of such information if that information exists separately in the public domain).
- (19) Any breach of the Regulations laid down in Rule 47(f)(v).
- (20) Misuse or abuse of fire exits, fire alarm or safety equipment.
- (21) Conspiracy to commit any of the above.
- (22) Seriously damaging the interests of the society.
- (23) Breach of the I.T Regulations.
- (24) Any Officer, Committee member or appointed official failing to fully and comprehensively update the database with the details of those they have contacted in relation to their duties, by the Ordinary Private Business Meeting.
- (25) Any member submitting a report under Standing Order D1 who deliberately omits from their report, information about persons they have contacted.

¹⁰⁹ See also Standing Order B1.

¹¹⁰ For further elucidation; see Interpretations C10, C16, and Interpretation D6.

¹¹¹ Including failure by the President to respond to mail; see Interpretation C18.

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(26) Using the Union's premises, name, intellectual property, logo, or similar for commercial purposes without prior permission.

(27) Knowingly to tell a falsehood to any committee of the Society, or in Private Business at a Business Meeting.

(28) Violation of the Debate Selection Committee Equity Policy as laid out in Standing Order B14 at any Oxford Union debating competition or at which a member represents the Union at any external competition.

(29) Accessing or attempting to access another member's computer, mobile phone, personal electronic files, emails, social network accounts or other personal electronic device without permission on the society's premises.

(30) Conduct intended to disrupt debates or other meetings of the society.

(31) For any Junior Officer, Elected Member of Standing Committee, or Elected Member of Secretary's Committee, failing to make a reasonable effort to fulfil any pledge made during the individual's most recent election.

(ii) No complaint which amounts to an allegation of a criminal offence punishable by imprisonment committed on the Society's premises or against the Society's property shall be dealt with under this Rule, except in the case of misconduct alleged under (a) (i) (1) above. This shall not apply if Standing Committee decides that it would be inappropriate to pursue a prosecution.¹¹²

(iii) No complaint that amounts to an Allegation of Electoral Malpractice as defined in Rule 33(a) shall be dealt with under this Rule. However, if in the unanimous opinion of the Senior Officers, a complaint alleges misconduct some of which would amount to electoral malpractice and some of which would not, proceedings under this Rule shall be permitted insofar as they relate to matters which an Election Tribunal would not be able to consider. Complaints forwarded by an Election Tribunal under this rule are subject to the Senior Disciplinary Procedure.¹¹³

(iv) No complaint of a breach of the Society's Rules or Standing Orders for which penalties are otherwise provided in these Rules shall be dealt with under this Rule.

(v) No complaint shall be considered under this Rule if the effect would be that proceedings would be taken more than once against the same Member in respect of the same act of misconduct or alleged misconduct,

(vi) The following shall not under any circumstances be subject to disciplinary proceedings under this Rule¹¹⁴:

(1) The Returning Officer, Deputy Returning Officers or Returning Officer's Assistants in respect of allegations concerning the performance of the duties attached to those offices, except where such allegations could not be submitted to an Election Tribunal;

(2) The Society's staff, in respect of allegations related to their employment by the Society;

(3) Any member of the Charitable Endowments Committee in respect of allegations concerning the performance of the duties attached to membership of that committee;

(4) The Senior Officers, Trustees or the Trustees of the Oxford Literary and Debating Union Trust relating to the course of their duties.

(vii) *Non-Members*: Standing Committee shall consider Complaints against non-members who have been admitted onto the premises or selected to represent the Society at an external debating competition. The

¹¹² For details on the procedure to be followed in case of such an allegation; see Interpretation C19.

¹¹³ See Interpretation A127.

¹¹⁴ This imposes a burden on the complainant to justify the complaint; see Interpretation A53.

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Standing Committee shall have the power, by simple majority vote, to ban that non-member from the premises or from representing the Society for a temporary or permanent period, and to decline any membership application from that individual. Such decisions may not be referred to the Disciplinary Committee. Non-members shall have a right of appeal to the Senior Officers, who shall overturn or uphold the decision of Standing Committee.

(b) *Junior Disciplinary Procedure*

(i) In the event of a complaint being made under Rule 71,115

(1) The defendant may ask the Senior Officers and Returning Officer to dismiss the complaint on the grounds that it is frivolous or unfounded. A complaint shall only be dismissed by unanimous vote. If the Senior Officers and Returning Officer dismiss a complaint, they shall attempt to reach an informal resolution between the involved parties.¹¹⁶

(2) Junior Disciplinary Committee: A preliminary Hearing shall be held at a meeting of the Standing Committee not less than 72 hours nor more than two weeks after the complaint was received by the Returning Officer, at which at least one Senior Officer and the Returning Officer shall be present.

(3) The Returning Officer may delegate their role for the purpose of the hearing to an uninvolved DRO. A Senior Officer may delegate their role for the purpose of the hearing to an uninvolved OUS Trustee.

(4) The Returning Officer shall as soon as possible deposit a copy of any complaint they have received with the Bursar, and shall date when they received it. This copy shall be stored in a safe and secure place by the Bursar until the end of the disciplinary process.

(5) Once a Junior Disciplinary Committee has been called, but before the evidence is heard, a defendant or complainant may apply that the case be referred automatically to an Intermediate Disciplinary Committee on the grounds of natural justice¹¹⁷. In this instance, the Junior Disciplinary Committee shall deliberate and then vote; if two-thirds of those present and voting support the request, the complaint shall be subject to the Intermediate Disciplinary procedure

(6) Where the Junior Disciplinary Committee is required to consider a complaint brought by a member who would ordinarily be eligible to sit as a member of the Junior Disciplinary Committee, that Member shall not be permitted to sit as a member of the JDC or be present for any of its proceedings except as to exercise the ordinary rights of a complainant under the Rules.

(ii) Standing Committee may decide at the conclusion of the Junior Hearing to do any one of the following:

(1) To fine the Member against whom the complaint was made a sum not exceeding £100.

(2) To suspend the Member against whom the complaint was made for a period not exceeding one term¹¹⁸;

(3) To refer the case to a Senior Disciplinary Committee. The Committee may recommend (with an additional two-thirds vote) but is not obliged to, that the Senior Disciplinary Committee considers expulsion of the Member concerned.

(4) To exclude the Member on a permanent basis, or for a set period of time, from using the Cellars, provided that the misconduct was one of violent or disruptive behaviour, possession of illegal substances, theft or deliberate damage to the Society's property.

(5) To fine a Member the cost of loss or damage to the Society's property in the case of theft or damage

(6) To refer the case to an Intermediate Disciplinary Committee.

115 *Though invalid complaints may be thrown out by the Returning Officer; see Interpretation A108.*

116 *Even if the complaint is subject to the Intermediate or Senior Disciplinary Procedure; see Interpretation A107.*

117 *On breaches of the principles of natural justice with respect to bias; see Interpretation F10.*

118 *That is, eight weeks of full term; see Interpretation C13.*

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(iii) Such a decision shall be taken only if two-thirds of those present and voting consider it justified. Such voting shall be by secret ballot. The debate preceding such a vote shall be *in camera*, and no person except members of Standing Committee, the Senior Officers and the Returning Officer shall be present.¹¹⁹ The Senior Officers and Returning Officer shall not vote, nor shall they intervene in debate except to prevent any illegal, improper or unjust remarks being made or decisions being reached. If the Standing Committee reaches no positive decision under this clause, the complaint shall be deemed to have been dismissed, in which case no further action shall be taken, except in the case of an appeal being lodged under (b)(vi)(2) below.

(iv) The Returning Officer shall notify in writing both the complainant and the defendant of the result of such a meeting within 24 hours of the close of the meeting, and shall include in such notification details of the procedure laid down in (vi) below.

(v) The Member against whom the complaint is made and the Member making the complaint shall be sent at least 72 hours notice of any meeting held under (i) above, and the accused member shall be furnished with a copy of the written complaint together with any other information the Returning Officer considers appropriate. Both the complainant and the accused member shall be entitled to attend the meeting, and to address the Committee or to appoint a representative to do so on their behalf. The Returning Officer shall offer to each involved party to contact suitable Members of the Society that they know of to ask whether they may be willing and able to represent a client, and if so put them in touch with each other. The responsibility for finding a representative lies solely with the person(s) who may feel the need to appoint a representative, and the Returning Officer's offer of assistance does not diminish that in any way. Neither shall the Returning Officer be held responsible for the performance of any representatives appointed that they helped contact.

(vi) *Referral to a Senior Disciplinary Committee*

(1) In the event of the Standing Committee having voted to refer a complaint to an Intermediate Disciplinary Committee or to a Senior Disciplinary Committee, the accused Member shall within five days be notified of this result

(2) Within five days of being notified of the result of the Junior Disciplinary Committee, either the defendant or complainant shall give notice in writing to the Returning Officer that either one of them wishes to appeal. The appeal can be directed to either an Intermediate Disciplinary Committee or to a Senior Disciplinary Committee. The Returning Officer shall summon either an Intermediate Disciplinary Committee or a Senior Disciplinary Committee to hear the appeal, as requested. Should at least one party request an appeal to a Senior Disciplinary Committee, the Returning Officer shall always summon a Senior Disciplinary Committee. In such circumstances the Disciplinary Committee shall proceed as if the Standing Committee had referred the case to them.

(c) *Intermediate Disciplinary Committee*

(i) The Returning Officer shall produce a list (the "IDC List") to be passed by Standing Committee in 0th Week.¹²⁰

(1) The list shall be divided into categories, each of which shall be constituted according to the following criteria:

Category A: All ex-Officers enrolled at institutions specified under Rule 3(A) except the previous term's Officers

Category B: All ex-Returning Officers enrolled at institutions specified under Rule 3(A)¹²¹

Category C: All ex-Officers, no longer enrolled at institutions specified under Rule 3(A), but that do not fulfil the eligibility criteria to serve on an SDC panel

Category D: All ex-Returning Officers, no longer enrolled at institutions specified under Rule 3(A), but that do not fulfil the eligibility criteria to serve on an SDC panel

¹¹⁹ Regarding the JDC's use of *in camera* proceedings; see Interpretation A114.

¹²⁰ On the simultaneous membership of Standing Committee and the IDC List; see Interpretation A113.

¹²¹ Except for ex-Returning Officers who are also the Returning Officer; see Interpretation A45.

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If any individual qualifies to be included in more than one category, that individual may, prior to the passing of the IDC list, inform the Returning Officer which of these categories they wish to be considered a member of. If no preference is expressed, that individual shall be considered only to be a member of the category listed first under this rule. No individual shall ever be considered to be a member of more than one category. The Returning Officer shall make clear, on presenting the list to Standing Committee, the names of any Members excluded under Rule 32(n).

(2) These lists are to be written in order of seniority. For the purposes of Rule 71(c) only, seniority is determined by the number of terms that have elapsed since an individual has become a member of the Union. Standing Orders D11 and D12 will only be used to break ties.¹²²

(3) Standing Committee shall only amend the list to ensure the accuracy of the list

(4) Once the list has been passed by Standing Committee, it shall be binding: no subsequent resignation from Standing Committee shall affect the IDC List for that term, nor shall the IDC List be altered to reflect an erroneous inclusion or omission noticed after the passing of the IDC List. Any name appearing on the passed List shall be eligible to serve on the IDC. Any name not appearing on the passed List shall not be eligible to serve.

(ii) The intermediate Committee shall be composed of between three and five Members of the Society, according to the following criterion: the panel shall be as large as possible, according to the permitted permutations.

(1) If the Panel has three members:

- (i) One shall be the most senior member of Category “A” on the IDC list willing to serve
- (ii) One shall be the most senior member of Category “B” on the IDC list willing to serve.
- (iii) One shall be any other member of Category “A” or “B” on the IDC list willing to serve
- (iv) If it not possible to fulfil these criteria, a member of Category “C” and “D” shall substitute for Category “A” and “B” respectively.¹²³ If it is still not possible to form a quorate panel, the complaint shall immediately be subject to the SDC procedure.

(2) If the Panel has four members:

- (i) Two shall be the most senior members of Category “A” on the IDC list willing to serve.
- (ii) Two shall be the most senior members of Category “B” on the IDC list willing to serve.

(3) If the Panel has five members:

- (I) Two shall be the most senior members of Category “A” on the IDC list (below) willing to serve.
- (ii) Two shall be the most senior members of Category “B” on the IDC list (below) willing to serve.
- (iii) One shall be either the next most senior Ex-Officer if only two ex-Returning Officers have replied, or the next most senior Ex-Returning Officer if only two ex-Officers have applied. If more than two ex-Officers and more than two ex-Returning Officers are willing to serve, the category (either ex-Officer or ex-Returning Officer) of the fifth member of the panel shall be decided by the toss of a coin, and the most senior member willing to serve from that category shall serve.

(iii) Where the Intermediate Disciplinary Committee is required to consider a complaint brought by or against a member who would ordinarily be eligible to sit as a member of the Intermediate Disciplinary Committee, that Member shall not be permitted to sit as a member of the IDC or be present for any of its proceedings except as to exercise the ordinary rights of a complainant or Defendant under the Rules.

(iv) Senior Officers may observe all proceedings but shall not vote, nor shall they intervene in debate except to prevent any illegal, improper or unjust remarks being made

(d) *Intermediate Disciplinary Procedure*

¹²² See *Interpretation A95*.

¹²³ On the contacting of the “C” and “D” lists; see *Interpretation A72*.

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(i) Complaints against any of the following shall be subject either to the Intermediate Disciplinary Procedure or to the Senior Disciplinary Procedure. No Junior Disciplinary Hearing shall be held.

(1) Any Member who is either a member of the Standing Committee, is not a member of Standing Committee but remains eligible for membership under Rule 24(b)(i), or has served as an elected Member of the Standing Committee within the past three terms;¹²⁴

(2) Any member of the Secretary's Committee;

(3) Any Committee member (excluding Consultative Committee) or any appointed official, or any individual whose appointment had to be ratified or was subject to veto by Standing Committee under the provisions of the Rules or Standing Orders;

(4) Any Member selected for an External Debating Competition under Rule 28, or otherwise selected to be the Society's representative in any public context, provided that the misconduct alleged relates to their conduct while representing the Society or the exercise of any powers relating to their selection.

(5) Complaints made under rule 71 (a)(i)(1), with additional caveats:

- a) All proceedings will enter *in camera* at the immediate point the complaint is made;
- b) The complainant may not be identified without their consent before, during or after the DC, except as needed to those present for the DC;
- c) The defendant may not be identified without their consent unless a ruling is made against them by the DC, in which case the decision to identify the defendant lies with the DC panel.

(ii) The Senior Officers and the Returning Officer shall decide in respect of all complaints of misconduct whether or not the complaint falls into a category listed above. In the event of their disagreeing, the complaint shall be considered to fall into such a category. Ordinarily, the Returning Officer shall then summon an Intermediate Disciplinary Committee to hear the complaint. However, if the complainant and defendant agree that it would be inappropriate for the Intermediate Disciplinary Procedure to be pursued, the Senior Disciplinary Procedure will instead be activated.

(iii) In the event of the Returning Officer being required to summon an Intermediate Disciplinary Committee, they shall within 24 hours, send an email to all members of Category "A" and "B" on the IDC list, to their University email address detailing the time, date and place of the IDC, and a copy of the initial complaint. The members of that list shall have two days to indicate their willingness to serve. If necessary, the Returning Officer shall then contact all members of Category "C" or "D" as appropriate, who shall have two days to indicate their willingness to serve.¹²⁵ It shall be for the Returning Officer to decide at what time it shall meet, which shall be no fewer than 3 and no more than 15 days after the initial receipt of the Complaint.

(iv) The IDC shall adopt whatever fair way of proceeding as it shall decide, save as provided for below:

(1) Once an Intermediate Disciplinary Committee has been called, but before the evidence is heard, a defendant or complainant may apply that the case be referred automatically to a Senior Disciplinary Committee on the grounds of natural justice for reasons of bias in their absolute discretion. In this instance, the Intermediate Disciplinary Committee shall deliberate and then vote; if a majority of those present and voting support the request, the complaint shall be subject to the Senior Disciplinary procedure¹²⁶

(2) The complainant and accused Member, and any representative that either of them may appoint, shall be given the opportunity to address the Disciplinary Committee, and to put forward any relevant evidence.

¹²⁴ See Interpretation D10 on the consideration of misconduct by Standing Committee.

¹²⁵ Regarding members who no longer have access to a University email account; see Interpretation A71.

¹²⁶ For clarification; see Interpretation A56.

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- (3) The deliberations and votes of the IDC and any other business that it deem necessary shall be *in camera*.
- (4) All votes shall be by secret ballot.
- (5) No person shall be found guilty unless a majority of those present and voting are in favour.
- (v) The Intermediate Disciplinary Committee may inflict any or all of the following penalties on a member found guilty of misconduct:
- (1) To fine the Member against whom the complaint was made a sum not exceeding £175.
 - (2) To suspend the Member against whom the complaint was made for a period not exceeding one year; except where such a suspension would result in a deemed resignation from Office or Standing Committee under Rule 23(e)(iii).
 - (3) To exclude the Member on a permanent basis, or for a set period of time, from using the Cellars or the bar, provided that the misconduct was one of violent or disruptive behaviour, possession of illegal substances, theft or deliberate damage to the Society's property.
 - (4) To ban the Member for a period not exceeding one year from representing the Society at external debating competitions or tours.
 - (5) To fine a Member the cost of loss or damage to the Society's property in the case of theft or damage.
 - (6) To immediately dismiss the Member from any committee of the Society, except Standing Committee. This punishment shall not entitle the IDC to remove a sitting Officer from Office.
 - (7) To refer the matter to a Senior Disciplinary Committee. The IDC can, with an additional majority vote, recommend that the SDC:
 - (i) Expel the Member from the Society¹²⁷
 - (ii) Remove from Office or Standing Committee any Officer or Member of Standing Committee
- (vi) Any person convicted of a charge under Rule 71(a)(i)(9) against the Returning Officer or any of their Deputies shall be suspended for at least one term and in addition be fined at least £50.
- (vii) Any Member dismissed from a Committee under this Rule shall lose all seniority conferred by having served on that committee, and shall be deemed not to have held it except for the purposes of Rule 34(c)(iii).
- (viii) The Disciplinary Committee may, subject to any restrictions laid down by Standing Order, inflict a fine on any Member who fails to appear before it.
- (ix) At the conclusion of their proceedings, the Chair of the Intermediate Disciplinary Committee shall within 72 hours notify the complainant and defendant in writing of their decisions and of the reasons for them. They shall subsequently post on the notice-board notification of all penalties inflicted or that no penalty was inflicted or that the complaint has not been upheld, as appropriate. Their report shall also include any recommendations for the running of the Society and interpretations made under 67(e)(i) as they decide.
- (x) *Appeals procedure*
- There shall be an appeal from the Intermediate Disciplinary Committee to a Senior Disciplinary Committee. Within three days of being notified of the result of the Intermediate Disciplinary Committee, either the defendant or complainant shall give notice in writing to the Returning Officer

127 *On the date that any expulsion shall take effect; see Interpretation D1.*

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that either one of them wishes to appeal. The Returning Officer shall summon a Senior Disciplinary Committee to hear the appeal.

(e) *The Senior Disciplinary Committee*

(i) In the event of the Returning Officer being required to summon a Senior Disciplinary Committee, they shall within seven days summon three Members from the shortlist drawn up under (h) below to form the Senior Disciplinary Committee. They shall as soon as practicable notify the complainant and the defendant. It shall be for the Committee to determine at what time it shall meet, which shall be within twenty-eight days of the summons being issued. The Returning Officer shall try to ensure that at least one of these three members is a qualified lawyer, and shall ensure that none of them were present at any Junior Hearing of the complaint held under (b) above.¹²⁸

(ii) The Disciplinary Committee shall adopt whatever fair way of proceeding as it shall decide, save as provided for below:

(1) The complainant and accused Member, and any representative that either of them may appoint, shall be given the opportunity to address the Disciplinary Committee, and to put forward any relevant evidence.

(2) Any member of the Standing Committee shall be given the opportunity to address the Disciplinary Committee, and to put forward any relevant evidence.

(3) The standard of proof required for a conviction shall be that the Committee is satisfied beyond all reasonable doubt of the defendant's guilt. No person shall be found guilty save by unanimous vote. The standard of proof required to settle all other questions of fact shall be a simple balance of probability, and a majority verdict shall be sufficient.

(4) No person shall be required to give any evidence that might incriminate themselves.

(iii) If in the course of their investigations the Committee discovers evidence of misconduct by any member against whom no complaint has been made, they shall be entitled to take proceedings against that member. In this event, it shall be as if a complaint had been made and referred to them. Any member shall be informed immediately in writing if proceedings are to be taken against them under this clause.

(iv) The Senior Disciplinary Committee may inflict any or all of the following penalties on a member found guilty of misconduct:

(1) a fine, the size of which may reflect any cost involved in the disciplinary proceedings if the Committee see fit, but which shall not exceed £500.

(2) suspension;

(3) expulsion;

(4) immediate dismissal from any office or committee of the Society;

(5) disqualification from nominating themselves in any subsequent Election or Elections;

(6) in the case of an officer or ex-officer, disqualification from serving on Standing Committee.

(7) exclusion on a permanent basis, or for a set period of time, from using the Cellars, provided that the misconduct was one of violent or disruptive behaviour, possession of illegal substances, theft or deliberate damage to the Society's property.

(8) a fine, reflecting the cost of loss or damage to the Society's property in the case of theft or damage, or reflecting the misuse of the Society's funds in the case of abuse of office.

128 *Other requirements on the RO are listed under Standing Order G3.*

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(9) a ban, temporary or permanent, from representing the Society at external debating competitions or tours.

(v) Any person convicted of a charge under Rule 71(a)(i)(9) against the Returning Officer or any of their Deputies shall be suspended for at least one term and in addition be fined at least £50.

(vi) Any Member dismissed from an Office or Committee under this Rule shall lose all seniority conferred by having held that office or served on that committee, and shall be deemed not to have held it except for the purposes of Rule 34(c)(iii). If the Disciplinary Committee dismisses a member from office, they shall also be empowered to order that that member should lose any seniority held by virtue of any Office or Offices that member may previously have held or Committees on which that member may previously have served. The Committee shall explicitly state whether or not they impose such a penalty.

(vii) The Disciplinary Committee may, subject to any restrictions laid down by Standing Order, inflict a fine on any Member who fails to appear before it.¹²⁹

(viii) At the conclusion of their proceedings, the Disciplinary Committee shall within 72 hours notify the complainant and defendant in writing of their decisions and of the reasons for them. They shall subsequently post on the notice-board notification of all penalties inflicted or that no penalty was inflicted or that the complaint has not been upheld, as appropriate. Their report shall also include any recommendations for the running of the Society and interpretations made under 67(e)(i) as they decide.¹³⁰

(f) *Disciplinary Appeals Committee*

(i) The following shall be the sole grounds of appeal to the Disciplinary Appeals Committee:

- (1) That there has been a breach of any of the principles of natural justice¹³¹;
- (2) That the decision of the Disciplinary Committee was founded on an error of law; or
- (3) That a breach of sections (a) to (e) above has occurred.¹³²

An appeal shall not be allowed if the Disciplinary Committee or Standing Committee were following or interpreting the Rules and Standing Orders unless it concerns the rationality of the Committee's interpretation.

(ii) The following shall have the right of appeal:

- (1) Any Member on whom the Disciplinary Committee has inflicted any penalty;
- (2) Any Member who brought a complaint which was the subject of a decision by the Disciplinary Committee; or
- (3) Any other member to whom a Senior Officer gives leave.

(iii) Notice of Appeal or request for Leave to Appeal, as appropriate, shall be lodged with the Returning Officer within 48 hours of the report of the Disciplinary Committee being posted on the notice board.

(iv) The Returning Officer shall pass the request for leave to appeal to the Senior Officers, who shall consider the application. If the Senior Officers refuse leave to appeal, they shall within seven days of their receipt of the application notify in writing to the Member concerned their reasons for refusing that Member leave. In the absence of the Senior Officers coming to a decision within 7 days and notifying the relevant Members, the Returning Officer shall be empowered to reach a decision themselves, and ensure that the relevant Members are notified within 24 hours.

(v) The Returning Officer shall, as soon as a Disciplinary Appeals Committee is requisitioned, set up the committee, which shall consist of three members whose names appear on the Disciplinary Committee shortlist. The Returning Officer shall attempt to ensure that one of the three is a qualified lawyer, and shall ensure that none of the three served on the Senior Disciplinary Committee against

129 This is Standing Order D9; regarding subpoenas, Interpretations C11 and C12 should also be consulted.

130 For clarification on deadline, see Interpretation C9.

131 On breaches of the principles of natural justice with respect to bias; see Interpretation F10.

132 Where this is a failure to meet reporting deadlines; see Interpretation F11.

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whose decision appeal is being made or was present at any meeting of Standing Committee at which the complaint was discussed. If the Returning Officer is unable to summon three members from the shortlist, they shall add names to the list as per (h) below.

(vi) The Disciplinary Appeals Committee shall adopt whatever fair means of proceeding it sees fit, and shall reach decisions by a simple majority.

(vii) The Disciplinary Appeals Committee shall in its report record for each ground of appeal one of the following verdicts:

(1) That the appeal is justified, in which case they shall consider whether they should exercise any of the powers enumerated in (viii) below, and shall record their reasons for the way in which they exercise them or for deciding not to exercise them;

(2) That the appeal is unjustified, in which case they shall confirm the decision of the Senior Disciplinary Committee;

(3) That the appeal is unreasonable, in which case they shall confirm the decision of the Senior Disciplinary Committee and in which case the appellant shall be subject to the penalties laid down in (ix) below.

(viii) The Disciplinary Appeals Committee shall have the power to confirm or overturn any decision of the Senior Disciplinary Committee, to remit or vary any penalty inflicted or recommendation made by the Senior Disciplinary Committee, or to impose any penalty upon the member against whom complaint was made which could have been imposed by the Disciplinary Committee.

(ix) Any Member making an unreasonable appeal to the Disciplinary Appeals Committee shall be suspended for one term, forbidden to serve on any committee or nominate themselves for any office or committee for a further three terms, and fined a sum to be determined by the Committee. These penalties are in addition to any penalties otherwise imposed under this Rule.

(x) The Disciplinary Appeals Committee shall report in writing to the Returning Officer as soon as possible as it has completed its investigations. The Returning Officer shall publish its report on the notice board and distribute it to the involved Members. The report shall also contain any recommendations or interpretations, which the committee see fit to make.

(xi) In the event of an unsuccessful appeal under the above procedure, the costs of the appeal shall be borne by the Member making the appeal, unless the Disciplinary Appeals Committee directs otherwise. In no circumstances shall the Society be required to pay for the costs of a Member's representative or his other legal expenses.

(g) Exclusion from the Premises

By a unanimous decision, the Senior Officers and the President may exclude any Member against whom proceedings are being taken under this Rule from the Society's premises until the completion of such proceedings. This shall only apply to cases concerning violent or disruptive behaviour, possession of illegal substances or theft or deliberate damage to the Society's property. Nothing in this paragraph shall be allowed to prevent the attendance of the Member (or their representative) at any proceedings, or to prevent access to the buildings to obtain copies of the Rules or other material evidence for the hearing.

(h) Shortlists

(i) The shortlist for the Senior Disciplinary Committee shall consist of at least eleven and up to twenty-five members of at least 18 term's standing. The Standing Committee shall nominate the members of this shortlist by way of a Private Business Motion at a Public Business Meeting; any objections to the shortlist shall be dealt with separately. No Member shall serve on the shortlist for more than three years without being successfully re-nominated.

(ii) In the event of the Returning Officer being unable to find sufficient members of the shortlist who are willing and able to serve, they shall present a new Shortlist to Standing Committee, which may

approve Members on that Shortlist to serve on the Disciplinary Committee for that occasion only. The criteria for eligibility shall be the same as for the original list.¹³³

(i) *Confidentiality and Records*

(i) All proceedings, but not the private deliberations, of Standing Committee or the Disciplinary Committee under this Rule shall be recorded and shall be retained for one year after the conclusion of proceedings.

(ii) It shall be up to each Disciplinary Committee to decide whether to hold its proceedings in private or to allow observers.

(iii) No Union Rule shall prevent:

(1) The complainant and defendant discussing the case with friends or advisors.

(2) Any Member rebutting any potentially defamatory claim made before the end of the disciplinary process.¹³⁴

(3) The submission of evidence in a court of law or in proceedings under this Rule or Rule 33.

(4) The publication of any notice or other official notification required by the disciplinary Rules.

(iv) After the commencement of proceedings under this Rule, no question whatsoever shall be asked, no motion whatsoever moved, nor any discussion whatsoever initiated in the House or in any Committee, that in any way relates to those proceedings, except as otherwise provided by these Rules or in response to a recommendation of the Senior Disciplinary Committee or Disciplinary Appeals Committee.

(j) *Disorderly Behaviour*

In the event of a staff member or agent of the President (or in the cellars, an agent of the Purple Turtle) catching an individual on the premises engaging in disorderly behaviour, fraudulent behaviour, attempted or actual theft, vomiting, possession or sale of illegal substances, or being in an unacceptable level of intoxication, then that staff member or agent may confiscate the membership card of that individual. The Society shall then have five days to initiate disciplinary proceedings or levy the appropriate fine, otherwise the Society must return the membership card to the Member, if necessary by Royal Mail to the Member's last known address¹³⁵. If disciplinary proceedings are initiated, the card shall also be returned to the Member (unless the member is excluded from the premises under the provisions of Rule 71(g)).

(k) *Time Limits*

A complaint shall not be considered¹³⁶ if the disciplinary process would commence¹³⁷ more than one year after the offending incident or behaviour occurred (or in the case of abuse of office, or theft, was discovered¹³⁸). A disciplinary committee shall consider if significant delay in bringing a complaint after the incident occurred constitutes evidence of malicious behaviour.

(l) *Withdrawal of Complaints*

(i) Once a complaint has been submitted to the Returning Officer, it may be withdrawn at any time by the complainant in writing. The Returning Officer shall acknowledge the withdrawal in writing to the involved parties. A complainant that has been withdrawn may not be considered or brought again in any substance. The Returning Officer may rule that a complaint can be considered again if they believe that this procedure has been abused purely to prevent the fair consideration of a complaint.

133 Where members of a validly-constituted SDC are no longer able to serve; see Interpretation A37.

134 See Interpretation A57 regarding potentially defamatory claims.

135 Failure to return the card is a disciplinary offence; see Interpretation C17.

136 Whether the complaint was brought in time is therefore the first matter of business: see Interpretation C5.

137 The disciplinary process commences once a complaint has been submitted; see Interpretation C7.

138 For definition of 'discovered'; see Interpretation C6.

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(ii) A Member can still be charged with making frivolous or unfounded and malicious complaint even after it has been withdrawn.

(iii) The withdrawal of a complaint shall not prevent a Disciplinary Committee that has formally commenced from considering or ruling on the complaint or related offences under (d)(iii) above.

(m) *Vacation Disciplinaries*

Any Member, who is subject to a complaint, may ask in writing that any relevant Disciplinary Hearing which is scheduled for a point during the vacation be delayed until term-time. If either the Senior Officers or the Returning Officer take the view that this would not damage the interests of the Society, either of them may so consent¹³⁹. The disciplinary process shall be frozen until term-time, and any days in the vacation shall count as *dies non* for the purpose of time deadlines.”¹⁴⁰

(n) *Pausing of Disciplinary Proceedings*

(i) In the event that any disciplinary proceedings are underway against any member of the Society, and the police arrest or charge that member before a disciplinary committee pronounces a verdict, the disciplinary proceedings shall pause indefinitely insofar as they relate to the conduct for which the member has been arrested or charged.

(ii) The disciplinary proceedings shall resume when action on the part of the police or courts comes to an end.

(iii) The rulings of a court shall be treated as infallible when disciplinary proceedings resume.

(o) *Automatic Leave of Absence*

(i) When it comes to the attention of the Standing Committee that either of the Senior Officers or a member of any committee of the Society, not including the Consultative Committee, has been arrested on suspicion of committing a crime, then that member will be subject to an automatic leave of absence.

(ii) The Standing Committee can vote at a meeting at which at least one Senior Officer is present to overturn an automatic leave of absence in response to an arrest. The Standing Committee may not overturn an automatic leave of absence during the same meeting at which the arrest in question comes to the Committee’s attention. An automatic leave of absence will be overturned by a simple majority.

(iii) If the Standing Committee has voted to overturn an automatic leave of absence, and the member who was subject to the automatic leave of absence is subsequently charged with a crime, then this member is again subject to an automatic leave of absence when this charge comes to the attention of the Standing Committee.

(iv) The Standing Committee can again vote at a meeting at which at least one Senior Officer is present to overturn an automatic leave of absence in response to a criminal charge. The Standing Committee may not overturn an automatic leave of absence during the same meeting at which the arrest in question comes to the Committee’s attention. An automatic leave of absence will be overturned by a simple majority.

(v) An automatic leave of absence shall come to an end when action on the part of the police or courts comes to an end.

(vi) The President will redistribute the outstanding duties of those members subject to an automatic leave of absence as the President thinks appropriate. If the President is themselves subject to an automatic leave of absence, then the President-Elect will redistribute the outstanding duties of those members subject to an automatic leave of absence as the President-Elect thinks appropriate.

¹³⁹ This should be read in conjunction with Interpretation A60.

¹⁴⁰ This should read ‘shall count as *dies non*’; see Interpretation C8.

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(vii) For the purposes of this rule, an automatic leave of absence will be defined as a leave of absence from the duties and privileges associated with the member's position on any committee, not including the Consultative Committee. For the purposes of this rule, an automatic leave of absence shall not preclude a member from nominating themselves in an election for any position for which they are qualified to nominate by virtue of their post.

(viii) In the event that a candidate in an election of the Society who is subject to an automatic leave of absence is elected, then the automatic leave of absence will be deemed to have been overturned. However, if the candidate was elected unopposed, then the automatic leave of absence will not be deemed to have been overturned. The Standing Committee can then vote at a meeting at which at least one Senior Officer is present to overturn the automatic leave of absence.

(ix) For the purposes of this rule, the Standing Committee will only have regard to whether an arrest or charge is liable to bring the Society into disrepute when deciding whether to overturn an automatic leave of absence.

(x) If the Standing Committee has not voted on whether to overturn an automatic leave of absence, a Private Business Motion to that effect can be moved under Rule 47. The vote on this Private Business Motion shall have a binding effect. The Standing Committee may not vote on whether to overturn an automatic leave of absence once a Private Business Motion to that effect has been moved.

(xi) A vote to overturn an automatic leave of absence shall never be taken by secret ballot nor *in camera*. The discussions pertaining to such a vote may not be held in camera under Rule 23(b)(iv)(1).

(xii) The R.O. shall be required to bring to the attention of the members an automatic leave of absence to which a candidate in the elections is subject on any electoral materials. In the event that a candidate's automatic leave of absence is overturned after any electoral materials are prepared but before the election, it shall be the duty of the R.O. to bring such an overturning to the members' attention in written form in the poll room.

(xiii) If the arrest or the charge of either of the Senior Officers or a member of any committee of the Society, not including the Consultative Committee, comes to the attention of the Standing Committee in breach of a court order, then that arrest or charge will not be considered to have come to the attention of the Standing Committee.

(p) *Impeachment*

(i) *General*

(1) A motion of impeachment can be brought against any Officer of the Society specified under Rule 13 (a).

(2) A motion of impeachment shall require 150 valid signatures to be submitted within 48 hours of the motion's posting on the noticeboard. For the purposes of this rule, a signature shall not be valid unless accompanied by the name and membership number of the signatory.

(3) A motion of impeachment must specify the reason(s) for impeachment. Reasons shall not include any criminal conduct, or allegations thereof, on the part of the Officer being impeached that has not been proven in a court of law. The Complaints Consultant shall decide whether reasons include any criminal conduct, or allegations thereof, on the part of the Officer subject to the motion of impeachment.

(ii) *Affixation and moving*

(1) A motion of impeachment, in form or substance, may only be moved under this rule.

(2) A motion of impeachment can be affixed to the noticeboard at any point during full term before the Friday of Sixth Week in full term.

(3) Any one motion of impeachment may only be brought against a single Officer. An officer may only be the subject of a single motion of impeachment at any one time.

(4) A motion of impeachment must be brought in form or substance in the following manner, namely: “We the undersigned hereby wish to impeach the Officer, [insert name], on the following grounds [insert reasons]”. For the purposes of Rule 43 (g), the reason(s) specified on the motion of impeachment shall be considered part of the motion.

(5) A motion of impeachment must be submitted to the R.O., who must ensure that it does not already contain any signatures, and affix it to the noticeboard stating in writing the time and date at which it was affixed.

(6) For the purposes of this rule, the member who submits the motion of impeachment to the R.O. shall be considered the mover of the motion. No mover may withdraw a motion of impeachment after it has been affixed to the noticeboard. For the purposes of this rule, a motion of impeachment shall be considered moved under Rule 43 (a) at the time of the close of buildings on the day on which the 150th valid signature has been submitted.

(iii) *Debate on impeachment*

(1) After the requisite number of signatures has been submitted to the motion of impeachment in the manner specified within the 48-hour period, there shall be a poll of members 4 days later.

(2) For the purposes of this rule, the first day of the 4 day period shall be the day following the day on which the 150th valid signature is submitted to the motion of impeachment.

(3) This 4 day period is intended to allow free and open debate to occur about the motion of impeachment.

(4) Any member who is barred from speaking to the press on account of the Rules shall not be so barred for the purposes of contributing freely to debate about a motion of impeachment.

(iv) *Poll on impeachment*

(1) The conduct of the poll shall follow the usual format under Rules 47 (f)(iv) & (v).

(2) The poll of members shall ask the question: “Should the Officer, [insert name], be impeached on the following grounds [insert reasons]?”.

(3) An Officer shall only be impeached if at least two-thirds of all those who cast a valid vote voted in the affirmative to the question set out in (2), and if the number of those who voted in the affirmative is at least 150.

(v) *Consequences of impeachment*

(1) Any Officer who is impeached shall be considered to have resigned from their office. Such a resignation shall be dated from the time the motion of impeachment was moved under (ii)(6).

(2) The title of an impeached Officer shall be “Ex-Officer (impeached)”. An Officer shall enjoy the same seniority if they are impeached as if they had resigned.

(vi) *Special cases*

(1) Impeachment proceedings shall cease if the Officer in question dies or resigns.

(2) Impeachment proceedings cannot be brought against an Officer who is subject to an automatic leave of absence.

(3) If an Officer’s automatic leave of absence begins after a motion is affixed to the noticeboard but before the close of buildings on the day on which the requisite number of valid signatures is obtained, then the impeachment proceedings shall end. For the purposes of Rule 43 (g), the motion of impeachment shall not be regarded as having been brought.

(4) If a motion of impeachment is moved against an Officer who later becomes the subject of an automatic leave of absence, the proceedings are suspended for the duration of the Officer's automatic leave of absence.

(5) If impeachment proceedings are suspended between the close of buildings on the day on which the requisite number of valid signatures is obtained and the scheduled day of the poll, and the automatic leave of absence later comes to an end, then the 4 day period under (iii) shall begin again, starting with the day following the end of the automatic leave of absence.

(6) If impeachment proceedings are suspended on the day of the poll but before the commencement of the poll, then the poll shall be delayed until the day following any end to the automatic leave of absence.

(7) If impeachment proceedings are suspended during the poll, then the poll shall be stopped and deemed void, and there shall be a new poll the day following any end to the automatic leave of absence.

(8) No suspended poll shall be taken after the Thursday of Seventh Week of full term.

(9) Suspended impeachment proceedings may only resume if at the prospective time of resumption the Officer against whom the motion of impeachment had been brought is still an Officer under Rule 13 (a).

(10) In the event that an Officer already subject to a motion of impeachment succeeds to an absent officership, that Officer shall be considered to hold the officership in an acting capacity until the resolution of the impeachment proceedings. In the event that the officer holding the absent officership in an acting capacity is not impeached, then the officer shall be considered to have fully succeeded to the office. In the event that the officer holding the absent officership in an acting capacity is impeached, then that officer shall be considered to have resigned from the officership they held at the time of the close of buildings on the day the motion of impeachment became effective through its 150th valid signature, and shall cease to hold any Officership to which they may have succeeded in an acting capacity. The success of a motion of impeachment against an officer shall not affect the previous successions nor rights of succession of any other member.

(vii) Impeachment and elections

(1) An impeachment shall not prevent any Officer from running in an election of the Society, nor shall an impeachment affect an Officer's eligibility under Rule 34 (c). The R.O. shall be required to bring an impeachment of a candidate to the attention of the members on any electoral materials by stating the title of the Officer post impeachment as "Ex-Officer (impeached)".

(2) In the event that a motion of impeachment against an Officer has been launched but not resolved by the time any electoral materials are prepared, no mention shall be made by the R.O. in any electoral materials to the on-going impeachment proceedings against any candidate.

(3) In the event that an Officer who is a candidate in the elections is impeached after any electoral materials are prepared but before the elections, it shall be the duty of the R.O. to bring such an impeachment to the members' attention in written form in the poll room, and also any subsequent successions of any other candidates as a result of an impeachment.

RULE 72: INDEPENDENCE

(a) The Proctors

(i) The Society shall not be registered with the Proctors as a University Club.

(ii) The permission of the Proctors shall not be sought for any Union activity, except after consultation with the Senior Officers and after Standing Committee has given its consent.

(iii) No negotiations on behalf of the Society shall be entered into with the Proctors or with any other University Body without the knowledge and consent of the Standing Committee; save that the Officers and Senior Officers are authorised to consult with the Proctors and to give them any information about the Union's affairs which is of legitimate interest to the University; and that this provision shall not apply to action under Rule 52(f).

(iv) No Member shall complain to the Proctors about any action of the Society or of the Standing Committee or of any Officer acting in their official capacity, or about any interpretation of the Rules made by the President or by the House on appeal, or any disciplinary proceedings of the Society.

(v) It shall be a disciplinary offence to break this rule, under Rule 71.

RULE 73: TABLE OF EXECUTIVE SENIORITY

(a) In the event of a conflict over a decision concerning a particular policy or the implementation of a particular policy, or concerning amendments to the Rules or Standing Orders, and the Rules and Standing Orders are otherwise silent, the following shall take precedence in the following order of seniority:

- (1) A Poll of Members as under Rule 47(f);
- (2) A Private Business Motion at a Public Business Meeting to which Rule 67(b)(iv) or Rule 67(b)(v) applies;
- (3) Other Private Business Motions at a Public Business Meeting or any Special Adjournment Motion, as under Rule 45;
- (4) A Private Business Motion at a Private Business Meeting;
- (5) The Returning Officer, for the purposes of their duty only, as defined in Rule 32(e) only;
- (6) A motion of an Ordinary or Emergency Standing Committee;
- (7) A motion of a Vacation Standing Committee.

All conflicts between any other bodies, Officers, committees, committee members, officials or staff members shall be resolved by Standing Committee.

(b) This Rule shall not prevent a particular body from changing its own stance over a particular policy, provided such a change is within the other Rules and Standing Orders of the Society, and always provided that such a change does not conflict with a body senior under the Table above.

(c) Should the circumstances concerning a policy change, and that policy was set by a Poll, then the policy may be over-ridden by a Private Business Motion at a Public Business Meeting to which Rule 67(b)(iv) or Rule 67(b)(v) applies, as well as by another Poll.

(d) UNUSED

(e) This Rule in no way implies that any body listed on this table may overturn the verdict of any Election Tribunal, Appellate Board, Disciplinary Committee, Disciplinary Appeals Committee or other disciplinary hearing.

(f) The Returning Officer shall keep a record of policy decisions, which they deem relevant, that are passed by a Poll or in a Public Business Meeting. These policy decisions shall be published in an appendix to the Rules, until they are otherwise overridden or become void or irrelevant.¹⁴¹

(g) Interpretation concerning what constitutes a conflict or a change of circumstances under this Rule shall fall to the bodies specified in Rule 67(e)(i), and such interpretations may be challenged only in accordance with the mechanisms given in Rules 67(e)(ii) - (iv). All such interpretations shall be rational.

(h) Notwithstanding anything else in this Rule, Rule 73, Rule 47(f), Rule 67(b)(iv), Rule 67(b)(v) may not be amended except by a Poll or by a Private Business Motion at a Public Business Meeting to which Rule 67(b)(v) has been applied.

¹⁴¹ This appendix is the 'Schedule of Formal Policy Decisions' attached.

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STANDING ORDERS

CHAPTER A: Finance

A1: OFFICER REPORTS

The President, the President-Elect, the Librarian, the Librarian-Elect, the Treasurer, the Treasurer-Elect, the Secretary and the elected members of Standing Committee shall submit interim reports to the Standing Committee, to be followed by full reports to the Ordinary Private Business Meeting. The reports shall contain full and explicit details of the events which they have organised, the sponsorship they have raised, and any financial expenditure (or financial liability) they have undertaken. The reports shall be submitted in writing to the President by Wednesday of 0th week, to be ratified, and amended if necessary, by resolution of the Standing Committee in the ordinary meeting in 1st week.

A2: TERMLY BUDGETS

In a meeting of Standing Committee in 1st Week of each term, the President, Librarian, Treasurer, and Secretary shall submit budgets for estimated expenditure for the ensuing term. The budgets shall have been previously considered by the Finance Committee, and amended and ratified by the Standing Committee, as specified in Rule 62(e).

(a) The President's budget shall include their expenditure on debates and their speaker meetings, the term card and publicity for the Term's events.

(b) The Librarian's budget shall include their expenditure on their speaker meetings or addresses, as well as expenditure on the Libraries and Library Staff.

(c) The Secretary's budget shall include their expenditure on any social events; expenditure related to the Bar and Cellar Bar, and Bar staff wages.

(d) The Treasurer shall include expenditure on other staff, repairs and renewals, other maintenance of buildings and gardens, office expenditure, membership drive expenditure and other miscellaneous expenditure in accordance with their duties.

These budgets may not be exceeded except as specified in Rule 62(e).

A3: FINANCIAL MONITORING

(a) The Bursar shall present to the Standing Committee a termly account and rough breakdown of the Society's expenditure on the following items:

- Telephones, postage and stationery;
 - Social events;
 - Debates (including accommodation, travel, dinners and receptions);
 - The Society's elections;
 - Speaker meetings and addresses (including equipment hire);
 - The membership drive;
 - Printing, advertising and photocopying (where such costs are not already covered in a previous section).

(b) In Michaelmas Full Term, the Bursar shall present to the Standing Committee accounts for income and expenditure for the previous financial year.

(c) During Full Term, the income and expenditure of the Society shall be monitored by Finance Committee.

A4: MONIES OWED

(a) The Bursar at the start of each Full Term shall present to the Standing Committee a list of any sponsors and advertisers from the previous Term who have not yet paid their promised sponsorship. If necessary, the Treasurer shall pursue any monies owed to the Society, and report back every week to Standing

Committee until the matter has been settled. The relevant Ex-Treasurers must provide all necessary assistance to the Bursar and the Treasurer for the purposes of their duties under this sub-section.

(b) The Librarian-in-Charge at the start of each Full Term shall present to Library Committee a list of those persons who have defaulted on Library fines or not returned books within the specified time. If necessary, the Librarian and Librarian-in-Charge shall pursue any books and monies owed to the Society.

A5: THE DEVELOPMENT OFFICER

(a) The Development Officer shall, in collaboration with the Treasurer, the Bursar and OLDUT, seek to establish sustainable long-term funding arrangements for the Union, with a particular focus upon the Union's alumni relations.

(b) The Development Officer shall be nominated by agreement of the President, the President-Elect and the Bursar, and their appointment must be approved by the Standing Committee. There is no obligation to fill a vacancy in the role of Development Officer, but whilst the position is vacant the President-Elect shall be responsible for posting a note on the Society's noticeboard calling for applications, and shall further advertise the vacancy alongside other appointed positions under Standing Order C7.

(c) The Development Officer shall serve from the term in which they are appointed until the end of the following Full Term, save that they may be removed at any time by the Standing Committee.

(d) The Development Officer shall attend meetings of the Standing Committee in an advisory capacity, without vote, but shall only have speaking rights during their business. The Development Officer shall report on their work to the Standing Committee every fortnight in term. During in camera proceedings relating to disciplinary matters, the Development Officer shall not be present.

(e) The Development Officer shall attend meetings of the Finance Committee in an advisory capacity, without vote. The Development Officer shall report on their work to the Finance Committee every fortnight in term.

(f) The Development Officer shall not be eligible to stand for election to any Office or elected position on the Standing or the Secretary's Committee during any full term for which they were appointed. In accordance with Rule 65, the President shall have the exclusive right to sign contracts resulting from the Development Officer's fundraising.

A6: COLLECTION OF DEBTS

(a) Approved Organisations

(i) There shall be a schedule to the Standing Orders containing the names of organisations which the Standing Committee by a simple majority considers not to be credit worthy¹⁴².

(ii) No organisation shall be removed from the schedule without the approval of two-thirds of the Standing Committee present and voting.

(iii) No organisation which appears in the schedule shall be permitted to obtain goods or services from the Society.

(b) Schedule of Unacceptable Contractors

(i) There shall be appended to the Standing Orders a Schedule¹⁴³ which shall list the firms, individuals and contractors who have in the past been found to be unsuitable for the Society's requirements, and shall include the date in which they were added. The Society (including the Society's Staff and members of any Committee of the Society) shall in no circumstances purchase from, or undertake business with, those listed in any manner, directly or indirectly.

¹⁴² This is the 'Schedule of Non-Creditworthy Organisations' attached to these rules.

¹⁴³ This is the 'Schedule of Unacceptable Contractors' attached to these rules.

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- (ii) This Schedule may be added to by a simple majority resolution of Standing Committee or in Private Business; no contractor shall be removed except by a two-thirds majority of those present and voting in either Standing Committee or Private Business.

A7: INTEREST ON ACCOUNTS

Interest shall be charged at the rate of two percent compounded monthly on all accounts held with the Society on which interest is charged.

A8: PENSIONS

- (a) When a member of staff of the Society retires, the Standing Committee will decide whether or not to augment the superannuation benefit. Such augmentation will be the normal rule.
- (b) If, in recognition of good service, the Standing Committee decides to grant a pension after retirement, this pension shall amount to two-thirds of the retired member of staff's average yearly income from the Society during their last three years with the Society as a guaranteed income to include state pension and the calculated annuity from any lump sum.
- (c) When a member of staff dies before or after retirement the Standing Committee decides to grant a pension after retirement the Standing Committee will not feel bound in principle to grant a pension to the widow, but may do so if special circumstances warrant a pension.

A9: CHEQUES

- (a) Members may cash cheques at the bar for a fee of £3. In the event of any loss arising the staff shall not be held responsible, and the matter shall be referred to the Standing Committee. No member of the Society shall be permitted to cash a cheque in excess of £25 and only then on presentation of a valid guarantee card.
- (b) *Unpaid cheques*
- (i) Individuals whose cheques are subsequently returned unpaid may be fined not more than £10. In addition, they shall refund any bank charges incurred by the Society as well as the amount of the unpaid cheque. The Returning Officer shall liaise with the Bursar to oversee the levying of these fines.
- (ii) There shall be appended to the Standing Orders a Schedule entitled "Schedule of those not allowed Cheque Facilities". Members, non-members and organisations whose cheques are returned unpaid more than once shall have their names inserted in this Schedule by the Bursar or Returning Officer and shall not be allowed to remit the Society by cheque. No name shall be removed from this Schedule except with the approval of two-thirds of those present and voting at an Ordinary Meeting of the Standing Committee.
- (c) The Society shall permit debit card cash back in the Bar. The limit shall be by set the Wines & Spirits Committee.

A10: CHEQUE SIGNING POWERS

- (a) The Bursar shall have cheque-signing powers.
- (b) Any cheque for more than £1000 sterling shall be counter-signed by a Senior Officer. This shall not apply in the case of recurring expenditure.

A11: PAYMENT OF COSTS

The Society will pay for essential travel and accommodation costs for any member, authorised by the Standing Committee, attending an activity away from Oxford on behalf of the Society.

A12: TRAVEL COSTS¹⁴⁴

¹⁴⁴ For guidance on reasonable travel expenses outside of term time; see Interpretation B8.

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(a) Travel will be by the cheapest reasonable form of Public Transport. Rail travel will be at the cost applicable to those holding a Young Person's Rail Card, unless the member is ineligible to hold such a card.

(b) Air travel shall only be authorised for trips out of mainland Britain, or when it can be clearly demonstrated that it is cheaper, or when essential additional accommodation costs would make the total cost greater. Whatever possible flights should be booked through the cheapest agency taking advantage of all early booking discounts and should be paid in advance by the Society. Three quotations should be obtained for all non-UK air travel.

(c) The cost of any changes in travel arrangements will fall on the member causing the change to be required. Members will therefore be required to pay a deposit to the Society of an appropriate amount, at the discretion of the President, of not more than £30 (£50 for travel by air). This deposit will be used to cover additional expenditure should the member selected subsequently withdraw from the event, unless such a withdrawal is due to circumstances beyond their control.

(d) The cost of Taxis will not be reclaimable if there is any alternative public transport available.

(e) Car hire will only be paid for if it can be demonstrated that it is the cheapest alternative for a group of members travelling together.

A13: INSURANCE

For travel out of the European Union, the Society will pay for medical insurance cover, which should normally be arranged by the person authorised to purchase the tickets. Members travelling within the European Union will be expected to have completed the necessary forms to obtain reciprocal cover under the National Health Service. Those not eligible for reciprocal cover should arrange medical insurance to be paid for by the Society.

A14: ACCOMMODATION AND FOOD

(a) For official tours and competitions, accommodation and the cost of some meals may be included in the pre-paid cost. The cost of any additional accommodation will be paid by the Society only if it can be shown to be essential as a result of the flight timing or other nights away from Oxford which have been agreed prior to departure and which do not form part of the pre-paid trip. In the event of accommodation costs being claimed from the Society the onus is on the member to obtain the cheapest reasonable accommodation available.

(b) The maximum charge that the Society will pay per room must be agreed by the Standing Committee prior to departure. Room costs must be the minimum possible to allow for one bed per person. Males and females are not expected to have to share a room unless both parties agree.

(c) Every effort should be made to obtain free accommodation. In the event that free accommodation is provided and it is considered necessary to reciprocate by entertaining one's host then the reasonable cost of one meal will be reimbursed by the Society up to a maximum of two thirds of the agreed room cost which is being saved. The cost of the meal of the Society's representative shall not be claimed, except in the instance of reciprocation for hospitality extended during the American Tour (the validity and reasonable costs of which shall be determined by the Standing Committee). Where accommodation is provided by the host institution on contractual basis as part of the rearranged programme, no cost of entertaining shall be reclaimed from the Society.

(d) No food costs will be paid by the Society, save that the Standing Committee may authorise for trips over one week, abroad and during the vacation, a contribution towards the cost of food.

A15: CLAIMS PROCEDURE

(a) No claim for reimbursement will be considered unless supported by an official receipt.

(b) All claims for reimbursement by the Society must be submitted on the correct Oxford Union Expense Claim Form within seven days of full term after returning from the event. Prior to payment the claims must be authorised by the Treasurer as having been passed by Standing Committee.

(c) Claims for foreign currency expenditure should be converted to sterling at the prevailing tourist rate on the day of return.

(d) In the event that an advance against expenses is made by the Society the full amount must be repaid within 14 days of returning from the event except for that amount which has been submitted and authorised in accordance with the procedure set out above.

A16: EXPENSES ON SOCIETY BUSINESS

The procedures detailed in this standing order shall govern all reimbursement of expenditure incurred on behalf of the Society or whilst acting as the Society's representative, except as provided for by other Standing Orders in this chapter.

(a) Normal Procedure

Except as provided for elsewhere in this Standing Order, the Society shall not advance money to members in anticipation of their spending it on the Society's business.

(i) Reimbursement of Expenditure

Members shall submit claims for reimbursement of money spent on the Society's business in writing to the Treasurer, together with a written account of how such money was spent and all relevant receipts, within a period of seven days of Full Term of the expenditure being made. Reimbursement shall be authorised by a motion of the Standing Committee, such a motion shall only be considered valid if Standing Committee is presented with a full break down of the expense claim submitted, distinguishing travel, registration, food and other costs. The Standing Committee shall be empowered to refuse reimbursement in part or in whole if in their opinion the expenditure was unreasonable, or if the claim was late.

(ii) Reasonable Expenditure

(1) The Standing Committee shall, from time to time, draw up guidelines as to what forms of expenditure, what sums and for what purpose it would normally consider reasonable in various circumstances; the guidelines shall form a schedule to this Standing Order¹⁴⁵ and a copy shall be provided upon request to any member who anticipates incurring expenditure on the Society's behalf. The Standing Committee may, in addition, by motion, set out expenditure guidelines and restrictions governing expenditure for a particular purpose or by a particular member. In considering whether expenditure is reasonable, the Standing Committee shall have regard for any guidelines in force, although they need not be bound by them. No guidelines under this section shall have any retrospective effect.

(2) In the event of claims to reimburse expenditure being other than the least expensive option for a particular purpose, the member shall submit in writing his reasons for believing the extra expenditure to be necessary or in the interests of the Society. The President shall judge all submissions and shall, unless in their opinion the reason submitted is valid, be empowered to direct that only a motion for reimbursement for a lesser sum than that claimed be put before Standing Committee. This clause shall cover claims for travel expenses, accommodation and all other similar expenditure necessary for but incidental to the purpose for which a member incurred expenditure.

(iii) Emergency Expenditure

No member shall incur expenditure of more than one hundred pounds on the Society's behalf for any one purpose unless previously authorised by a motion in Standing Committee or unless such expenditure could not have been reasonably foreseen in time to put such a motion before the Standing Committee.

(b) Payment in advance

(i) The Society shall not advance monies to members in anticipation of expenditure on the Society's behalf except under (1) and (2) below.

(1) *Exceptional circumstances:* In exceptional circumstances, the Standing Committee may authorise payment in advance to a member for the purposes covered by this Standing Order. Applications for circumstances to be considered exceptional should be made in writing to the President who shall judge each case on its merits and shall be empowered to decline to submit a case to the Standing Committee.

¹⁴⁵ This is the 'Schedule of Reasonable Costs'.

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(2) *Expenditure in excess of £100*: If the sum of money that any one member may need to spend on behalf of the Society for any one purpose or in total for several purposes before it be practicable for them to claim reimbursement, will exceed £100, the Standing Committee may pass a motion authorising the advance of a sum equal to the anticipated expenditure to the member concerned. Such a motion shall specify in detail precisely how the money is to be spent and, as far as possible, the sum to be spent for each specific purpose.

(ii) Any member being advanced money shall as soon as practicable after the event for which the expenditure was authorised submit detailed accounts of how all the money was spent, together with all relevant receipts, and shall return any excess money. In the event of their failing to do so within fourteen days of Full Term or of the accounts submitted being in the opinion of the President and the FAA inadequate or of the expenditure being in the opinion of the Standing Committee not in conformity with the provisions of the motion by which the money was advanced, the member concerned shall be liable for the return to the Society within seven days of the whole sum advanced such lesser sum as the Standing Committee deems appropriate. Failure to do so shall be considered a disciplinary offence within the ambit of Rule 71.

(iii) *Liability forms*

Any member being advanced money by the Society under this Standing Order shall sign a form to indicate that they are aware of the provisions of this Standing Order and that they accept personal liability for the proper use or return of the sum advanced.

(iv) *Additional expenditure*

Any member who, having been advanced money under these provisions, incurs further expenditure over and above the sum advanced, may be reimbursed in the normal manner as laid out in (a) above, for any expenditure adjudged reasonable, always provided that the provisions of (i) above have first been fully met.

A17: UNUSED

A18: MEMBERSHIP DRIVE

The Standing Committee member(s) responsible for the Membership Drive shall prepare a report for Standing Committee every fortnight during Michaelmas Full Term, listing the current join-up rates by college or institution. By Monday 7th Week, they shall also present a comprehensive report to Standing Committee detailing all expenditures on the Membership Drive and recommendations for the future.

A19: SCHEDULE OF RECOGNISED POLICY DOCUMENTS

(a) *Purpose*: The Schedule of Recognised Policy Documents shall list only documents describing policy relating to management and development of the society and its interests. Standing Committee shall not be bound by any Recognised Policy Documents.

(b) *Enactment and Repeal*: No document may be added to or removed from the Schedule of Recognised Policy Documents without a resolution of Standing Committee to which two-thirds of those present and voting signify their consent.

(c) *Maintenance*: Up to date copies of the Schedule of Recognised Policy Documents shall be maintained by the Returning Officer. At least one copy shall be held in the Library, and made available to all members.

A20: TICKET SALES

(a) Guest Tickets shall only be sold in conjunction with Member's Tickets to a Member of the Society, and the guest(s) must arrive at the event at the same time as the member who bought their ticket or shall be collected at the door by said member, otherwise the ticket is void and non-refundable.

(i) When passing budgets for events, the Standing Committee shall decide the maximum number of Guest Tickets to be sold per Member's Ticket.

(b) In principle, Member's Tickets shall be prioritised and go on sale before Guest Tickets.

(c) If the tickets are sold online, there must be an agreement in place with the company that provides the platform for sales, and the Bursar and at least one of the President, President-Elect, or the Treasurer shall have access to create the event page and manage the sale of tickets.

CHAPTER B: Committees

B1: REPORTING

(a) For the purposes of Standing Order B1, an 'official of the Society' refers to a member of any Committee of the Society (save the Consultative Committee), an appointed official, or any person holding any other position established by these Rules and Standing Orders. For the purposes of Standing Order B1(c) only, any person who resigns or is removed from the position by virtue of which they were deemed to be an official of the Society shall continue to be deemed an official of the Society for the remainder of that term, and throughout the following term.

(b) No official of the Society shall write for publication in any journal an account of a meeting of the Society or any comment on the Society's affairs, save for the Society's Elections, except with the prior permission of the President.

(c) No official of the Society shall disclose to any person the status of any ongoing speaker invitation during a vacation, except with the prior permission of the President or the Librarian.

(d) No member of the Society shall disclose to any person any information retrieved from the speaker invitation database or the Treasurer's Office database, except with the prior permission of the President, the Librarian or the Treasurer.

(e) No member of the Standing Committee shall, save with the specific permission of the Standing Committee, under any circumstances communicate to any person not a member of the committee information regarding any proceedings of the committee which have been declared in camera in accordance with Rule 23.

(f) No member of the Society shall communicate to any other person any material that that member knows, or reasonably believes to be an account of confidential proceedings as defined in (e) above, regardless of how that material came into their possession, save with the specific permission of Standing Committee.

(g) Nothing in this Standing Order shall be held to restrict the Officers, Senior Officers or Returning Officer acting in the discharge of their official duties, nor shall it place any restriction on the evidence which may be given to a Disciplinary Committee, Appellate Board, Electoral Tribunal or in a court of law nor shall it be interpreted in any circumstances as overriding any of the Society's Rules.

(h) The Standing Committee shall be empowered to inflict fines of up to £50 on any member found guilty of a breach of this Standing Order.

(i) Notwithstanding (h) above, it shall be in order for proceedings under Rule 71 to be instituted for a breach of this Standing Order if the circumstances so warrant.

(j) When an official of the society receives a request for comment, they must notify the President and, if such a position exists, the most senior Press Officer, within 24 hours. 'Request for comment' does not include requests to interview speakers, requests to cover events, or requests to access the archives. At each meeting of the Standing Committee, the President shall supply the Standing Committee with a list of all requests for comment that officials of the society have received since the previous meeting, and shall inform the Standing Committee of how these requests were responded to.

B2: UNUSED

B3: UNUSED

B4: UNUSED

B5: STANDING COMMITTEE AND PRIVATE BUSINESS MOTIONS

(a) No motion shall go before the House as a motion moved by recommendation of the Standing Committee, unless supported by two thirds of those members of the Standing Committee present and voting. The Standing Committee shall not be deemed to oppose a motion in Private Business unless a

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motion expressing such opposition is supported by two thirds of those members of the Standing Committee present and voting.

(b) When Standing Committee has decided that a motion shall go before the House as a motion moved by recommendation of the Standing Committee, members of the Standing Committee may not speak against that motion, but they may vote either for or against it.

(c) When Standing Committee opposes a motion in Private Business, members of Standing Committee may not speak in favour of that motion, but they may vote either for or against it.

(d) 'Motion' in this Standing Order shall include any motion, amendment or rider.

B6: UNUSED

B7: EMERGENCY DEBATES

(a) The Emergency Debates that occur before Public Business Meetings shall ordinarily be chaired by a member of Standing Committee, and minutes taken by a member of Secretary's Committee.

(b) The elected member of Standing Committee elected first shall chair the first Emergency Debate of term, and the member of Secretary's Committee elected first shall minute that debate. At each successive emergency debate, the next most senior elected member of Standing and Secretary's Committee shall chair / minute respectively. If there are more debates than members of the particular Committee, the rota shall start again.

(c) In the absence of the appropriate Committee member, the President shall choose a replacement, yet this shall in no way infringe or prejudice the right of the appropriate Committee member under this Standing Order to chair or minute subsequent Emergency Debates.

B8: TIME OF ORDINARY MEETINGS

(1) An ordinary meeting of the Consultative Committee shall take place every Monday afternoon in Full Term, with a recommended time of 1.15pm.

(2) An ordinary meeting of the Secretary's Committee shall take place every Monday afternoon in Full Term, with a recommended time of 1.45pm.

(3) An ordinary meeting of the Library Committee shall take place every Monday afternoon in Full Term, with a recommended time of 2.15pm.

(4) An ordinary meeting of the Finance Committee shall take place every Monday afternoon in Full Term, with a recommended time of 3pm.

(5) An ordinary meeting of the Standing Committee shall take place every Monday afternoon in Full Term, with a recommended time of 4pm. An ordinary meeting of the Standing Committee shall take place on Monday of 0th Week and Monday of 9th Week in the President's Office, unless that be a Bank Holiday.

(6) An ordinary meeting of the Wine and Spirits Committee shall take place at least twice a term. A recommended ordering of Committee meetings on Monday afternoons would be: Consultative Committee, Secretary's Committee, Library Committee, Finance Committee, and then the Standing Committee.

None of the above meetings may be scheduled for the same time, with scheduling conflicts between Chairs to be resolved by the President.

Failure by the Chair of any of these committees to call meetings shall be a disciplinary offence under Rule 71(a)(i)(12).

B9: UNUSED

B10: UNUSED

B11: UNUSED

B12: COMPOSITION OF THE DEBATE SELECTION COMMITTEE

The following rules shall be used to determine the composition of the Debate Selection Committee as defined in Rule 28(b):

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1. The Standing Committee Delegate, appointed under Rule 24(e)(iii)
2. The President.
3. Up to eight other members, selected on the following criteria:
 - (a) No member may sit on DSC unless they have accrued, during their time as a member, four positive points on the helper score tariff set out in Standing Order B13 (6)(b)(iv).
 - (b) The applicant selected shall be the one who ranks highest after adding their three highest achievements on either scale, with a maximum of two from each scale, unless there is a tie.
 - (i) The speaking achievement scale shall be considered as follows:
 - (1) Winning WUDC 40 points
 - (2) Reaching the Grand Final of WUDC 37 points
 - (3) Reaching the semi-finals of WUDC or winning EUDC 35 points
 - (4) Reaching the finals of EUDC or winning the Cambridge IV 33 points
 - (5) Reaching the quarter-finals of WUDC or the semi-finals of EUDC 30 points
 - (6) Reaching the Cambridge IV final or winning a Class A IV 27 points
 - (7) Breaking at WUDC or reaching the quarter-final of EUDC 25 points
 - (8) Breaking at EUDC or reaching the final of a Class A IV 22 points
 - (9) Breaking at the Cambridge IV 20 points
 - (10) Winning a Class B IV or reaching the semi-finals of a Class A IV, or breaking as a judge at WUDC or EUDC 17 points
 - (11) Reaching the final of a Class B IV or reaching the quarter-finals of a Class A IV 13 points
 - (12) Reaching the semi-finals of a Class B IV 10 points
 - (13) Winning a Class C IV 8 points
 - (14) Reaching the final of a Class C IV 5 points
 - (15) Reaching the semi-final of a Class C IV 2 points
 - (ii) The competency scale shall be considered as follows:
 - (1) Convening the Oxford Inter-Varsity, or the Oxford Schools Debating Competition 30 points
 - (2) Convening ICYD 26 points
 - (3) Convening the Oxford Women's Open 22 points
 - (4) Deputy Convening the Oxford Inter-Varsity or the Oxford Schools Debating Competition 18 points
 - (5) Being the Crash Officer for the Oxford Inter-Varsity 15 points
 - (6) Convening an ICYD regional round 14 points
 - (7) Being an Outrooms Convenor for the Oxford Inter-Varsity or the Tab Director for the Oxford Inter-Varsity or Oxford Schools Debating Competition 12 points
 - (8) Being on the OrgComm for the Oxford Inter-Varsity or Oxford Schools Debating Competition 10 points
 - (9) Being on the OrgComm for the Oxford Women's Open or ICYD 8 points
 - (10) Convening, or judging 5 or more in one year, regional rounds of the Oxford Schools competition 5 points
 - (iii) For the purposes of selecting applicants to DSC, points shall only be awarded on the competency scale if DSC deems the responsibility to have been carried out in a satisfactory manner. This will be decided by a simple majority vote.
 - (c) For the purposes of selecting applicants to DSC:
 - (i) achievements made while attending a competition for the Oxford Union shall count at their position on the list above,
 - (ii) the same achievements made while attending a competition for another institution or as an open team shall count five places below,
 - (iii) achievements at EUDC or WUDC shall be counted as the same regardless of language category,
 - (iv) achievements in an ESL break shall be placed according to the class of IV calculated using the formulae in B12 1(d), but only counting the number of ESL teams and break speakers at the tournament,

- (v) achievements made by an 'am' in a 'pro-am' team shall be counted three places below (including advanced-intermediate, intermediate-novice, and advanced-novice pairings), apart from achievements made at WUDC and EUDC,
 - (vi) two achievements listed within the same points bracket shall count as two scores of the allocated points value,
 - (vii) only one achievement may be gained per competition entered,
 - (viii) convening achievements shall first be counted the day after the competition is completed
- (d) Class A, Class B and Class C IVs are defined as follows:
- (i) An IV is any university-level tournament, whether open only to students or to anybody.
 - (ii) Speakers who have broken at WUDC or EUDC in the past four years are designated as 'break speakers'.
 - (iii) Each IV shall receive a numeral value according to the formula: number of break speakers on the tab + (0.5 x number of non-dummy teams on the tab) = formula value.
 - (iv) Only break speakers attaining this qualification before the tournament in question shall count towards its value.
 - (v) A Class A IV is an IV with formula value of 41 or more. A Class B IV is an IV with a formula value of more than 20 but less than 41. A Class C IV is an IV with formula value 20 or less.
 - (vi) DSC will maintain a database able to calculate the formula value of any competition, but any member may challenge the status of an IV; if they can provide evidence that the calculation was performed incorrectly then the IV's status will be recalculated accordingly.
 - (vii) If insufficient data is available for DSC to rank an IV using the procedure outlined above, DSC shall use the last available ranking. Should there be no previous ranking available, DSC shall follow the formula above using as much information as is available.
- (e) If applicants are tied, their 4th highest achievement on either scale shall be compared, and the candidate with the highest score selected; if the 4th highest achievement is equivalent, the 5th shall be compared and the highest ranking candidate selected, and so on if ties continue,
- (f) Regardless of whether an applicant meets the above criteria, DSC may decide not to appoint a member to the committee if it deems that member to be unsuitable to take a place on the committee. DSC may register such a corporate objection if three-quarters of the committee vote to do so. Such a decision may only be upheld once Standing Committee passes a motion in support of the corporate objection. Such a vote shall take place using a secret ballot, and if such a corporate objection is registered, a written justification of the decision shall be delivered to the President and posted on the notice-board at the rejected candidate's discretion. This clause shall not apply to the President's appointment.

B13: OPERATION OF THE DEBATE SELECTION COMMITTEE

1. Membership
 - (a) DSC shall consist of eight members, a non-voting delegate from the Standing Committee, and the President. Vacancies should be filled within two full weeks of academic term unless no suitably qualified candidates emerge.
 - (b) If DSC decides to fill a vacancy the Chair shall advertise the vacancy to members of the Oxford Union Society using the Debate Announce mailing list and invite applications at least five days before the meeting to determine how the vacancy is filled. Applicants should be selected based on the criteria detailed in Standing Order B12.
 - (c) On accepting an invitation to join the committee, members must agree to contribute whatever time the committee deems to be reasonably sufficient to support debating with the Oxford Union.
 - (d) Members may resign from the committee at any time either by writing to the Chair (email correspondence shall be considered sufficient) or in person at a meeting of DSC.
2. Roles of DSC members

- (a) DSC shall consist of a Chair, Treasurer and Secretary as well as five ordinary members. The ordinary members may be allocated portfolios by the Chair as deemed necessary.
- (b) It is the role of the Chair to:
 - (i) ensure that at least six meetings of DSC are called in a term, that the meeting is advertised on the main Union noticeboard and that all DSC members, including the Standing Committee Delegate and President, are emailed at least 48 hours before the meeting to notify them of the time and place where it is to be held.
 - (ii) chair all such meetings of DSC and ensure that orderly conduct is maintained.
 - (iii) liaise with the Oxford Union staff, Standing Committee and President on behalf of DSC.
 - (iv) oversee all the DSC portfolios to ensure that the duties assigned to other DSC members are being discharged appropriately.
 - (v) fully brief their successor as to the current state of debating at the Oxford Union and to provide information on all ongoing projects or activities in order to allow their successor to assume the role successfully.
 - (vi) represent the Union's interests to any relevant regional, national or international debating organisations.
 - (vii) Inform the Union Staff and Standing Committee of the room requirements for competitive debating activity in accordance with Rule 49.
 - (viii) Attend or appoint a member of DSC to attend the Committee induction mandated in Rule 35(k) and brief the incoming Committee members about competitive debating.
- (c) It is the role of the Treasurer to:
 - (i) ensure that a budget is presented to Standing Committee each year in Trinity term for the coming academic year and that adequate accounts are kept to ensure that spending remains reasonable.
 - (ii) monitor spending and advise DSC as to whether planned expenditure, including for entry to competitions, is affordable.
 - (iii) ensure that cheques are raised to pay registration fees to all competitions entered by the Oxford Union.
 - (iv) oversee the accounts maintained by individual departments, such as the Oxford Schools Competition, ICYD and the Oxford IV, highlighting any concerns to DSC.
- (d) It is the role of the Secretary to ensure that:
 - (i) all members with an interest in competitive debating are added to the Debate Announce mailing list.
 - (ii) an archive of all material DSC deems to be useful is maintained and made available to other DSC members upon request.
 - (iii) the DSC Record is kept up-to-date and accurate.
 - (iv) a record is kept of the successes of Oxford Union teams and judges at external competitions.
- (e) Portfolios to be allocated to ordinary members of DSC shall include Access, Community & Equity Officer, Internal Competitions Officer, External Competitions Officer and Director of Coaching.

3. Appointment of the Chair

- (a) The Standing Committee Delegate shall organise the electoral process.
- (b) The outgoing Chair will not be considered to have formally resigned from their position until the moment of the election of their successor. The outgoing Chair should indicate their intention to resign from the position of Chair in writing (email correspondence shall be considered sufficient) to all committee members as well as to the President
- (c) At the next available opportunity in a meeting of DSC, the Standing Committee Delegate shall call for nominations for the position of Chair. If there is only one candidate they shall be elected automatically. If there are two or more candidates, the Standing Committee Delegate shall call for a brief hustings.
- (d) Hustings shall comprise of each candidate giving a brief speech of no more than two minutes outlining why they feel they would be suited to the position. The order of speaking shall be decided by lots. All committee members (including the outgoing Chair) may ask questions of the candidates. Each question must be posed to all the candidates. The order in which the candidates answer shall be rotated for each question with the starting order being one clockwise rotation from the order decided for the opening speeches. Once there are no more questions or after 20 minutes, whichever is the sooner, the Standing Committee Delegate shall call a vote. Each committee member (including the candidates) shall write

their preferred candidate on a piece of paper and hand it to the Standing Committee Delegate who shall count the ballots in a corner of the room. The Standing Committee Delegate shall announce the elected candidate and the number of votes they received.

- (e) The outgoing Chair shall only have a vote if they are continuing to sit as an ordinary member of DSC.
- (f) In the case of a tied result, the following procedure shall be employed, with each progression only occurring if the previous stage was incapable of determining a winner:
 - (i) Hustings should be opened for an additional ten minutes and a second closed vote taken.
 - (ii) The candidate with the least votes (if there are more than two) should be eliminated and all members should recast their votes.
 - (iii) The candidate who is at that point ranked highest on the DSC appointment criteria detailed in Standing Order B12 should be selected.
- (g) The candidates are entitled to a recount of the ballots. Only one recount shall be allowed and all the candidates are to observe the Standing Committee Delegate recounting if one is called.
- (h) The Chair must resign from their position within one year of being elected. However they may then offer themselves as a candidate for election to the position of Chair at that point.

4. Meetings of DSC

- (a) DSC shall meet at least six times every term.
- (b) A minimum of five committee members must be present for quorum.
- (c) If the Chair is not present, the most senior member by time served on the committee shall take the chair for that meeting.
- (d) An extraordinary meeting of DSC may be called with 24 hours notice by the Chair, or by three other DSC members.
- (e) Decisions of DSC shall be made by a majority vote of the committee members present and voting, excluding the Standing Committee representative. In the case of a tied result, the Chair shall have the casting vote.
- (f) Full agendas must be distributed by email to all DSC members at least twelve hours in advance of every meeting. No matters may be discussed or raised unless they are on the published agenda or are raised under 'Any other business'.
- (g) Any proposed change to the Standing Orders must be made in writing and circulated to all members of DSC at least 24 hours in advance of the meeting where it is raised.
- (h) During vacations, and only when it is not feasible to conduct selections at a physical meeting, DSC may conduct selections for competitions or other events, or appoint convenors for competitions, via email. The Chair shall email every member of DSC with their proposed decision, and at least two thirds of DSC must support decision in writing in the next 72 hours for it to be ratified at the end of that time. The email transcript including any discussion shall be appended to the minutes of the next meeting as an in camera discussion.

5. Censuring

- (a) DSC may pass a motion of censure against a committee member with a two-thirds majority of the entire committee. If a motion of censure is passed, the Chair should write to the President to inform them of the reasons for the censure.
- (b) All meetings should be conducted in an orderly manner. No member may speak unless invited to do so by the Chair, and any member found to be out of order may be asked to leave the meeting by the Chair. Members may be found out of order if they:
 - (i) are verbally abusive or insulting to any other member.
 - (ii) repeatedly interrupt other members.
 - (iii) repeatedly speak when not invited to do so by the Chair.

6. The DSC Record

- (a) DSC shall maintain a record of applications and selections of members to attend events, including every event to which DSC has the authority to select members.
- (b) This record shall include every member who has applied to an event in the preceding three full terms, and shall list:
 - (i) The member's classification as a novice, intermediate or experienced speaker defined as:
 - (1) A novice is a member whose highest achievement as specified in Standing Order B12 3(b), considering achievements without regard for the institution represented

and equivalent regional tournaments equally with the European Universities Debating Championship, ranks at point 16 or lower, and who has competed at fewer than five IVs for the Oxford Union.

- (2) An intermediate speaker is a member whose highest achievement as specified in Standing Order B12 3(b), considering achievements without regard for the institution represented and equivalent regional tournaments equally with the European Universities Debating Championship ranks at point 10 or below, and who is not a novice.
 - (3) An experienced speaker is any member who is not a novice or intermediate speaker.
- (ii) Whether the member has judged two regional rounds of the most recent Oxford Schools.
- (iii) Whether the member took crash at the most recent Oxford IV.
- (iv) The member's helper score, calculated as the sum of the points applied with the following tariff:
- (1) Speaking (other than as the pro in a pro-am) at a British or Irish IV: -2 points
 - (2) Judging at a British or Irish IV: 2 points
 - (3) Speaking at an IV outside Britain or Ireland: -3 points
 - (4) Judging at an IV outside Britain or Ireland: 1 point
 - (5) Speaking as the pro in a pro-am (speaking as an intermediate speaker with a novice, or as an experienced speaker with an intermediate or novice) at a British or Irish IV: 2 points
 - (6) Speaking as the pro in a pro-am (speaking as an intermediate speaker with a novice, or as an experienced speaker with an intermediate or novice) at an IV outside Britain or Ireland: 1 point
 - (7) Cancellation of attendance at a British or Irish IV with less than 48 hours notice: -4 points
 - (8) Cancellation of attendance at an IV outside Britain or Ireland with less than 48 hours notice: -6 points
 - (9) Failure to attend an IV with no notice given: -6 points
 - (10) Judging a regional round of Oxford Schools or ICYD, beyond two Oxford Schools rounds: 1 point
 - (11) Convening a regional round of Oxford Schools or ICYD: 2 points
 - (12) Leading a workshop for non-members at the Union: 1 point
 - (13) Working on the Organisational Committee of any debating competition hosted by the Oxford Union: 2 points (for the Crash and Outrooms Officers of the Oxford IV: 3 points)
 - (14) Helping at a competition hosted by the Oxford Union (including judging and convening outrooms): 1 point
 - (15) Convening Oxford Schools: 12 points
 - (16) Convening the Oxford IV or ICYD: 10 points
 - (17) Leading a debating workshop for members at the Union (judging an internal competition or leading a session of the Development Squad shall count as a workshop): ½ point. This may be raised to 1 point if the workshop is led at short notice, with this decision to be at the discretion of DSC by a two-thirds majority vote.
 - (18) Selection for a non-competition event (including participation in a show debate or training at a training camp) shall have a value between -5 and 5, decided by DSC and publicised at the opening of applications.
 - (19) Convening any other competition shall have a value between 1 and 8, decided by DSC and publicised at the opening of applications.
 - (20) Leading Development Squads for one term: 2 points
 - (21) Convening the Oxford Women's Open: 5 points
 - (22) Cancelling an offer of crash on the day of the competition, unless cancelled under B13(6)(c): -1 point
 - (23) UNUSED
 - (24) UNUSED
 - (25) Sitting on DSC (except if Chair) for one term: 2 points.
 - (26) Being CDSC for one term: 3 points.
- (v) All events the member has applied to.
- (c) DSC may waive the deductions for non-attendance above if it deems, with a two-thirds majority vote, that the reasons for non-attendance were both serious and entirely

unforeseeable, such as medically certified personal illness, bereavement, and involvement with disciplinary committees in the Oxford Union. Ordinary academic and social commitments shall not constitute serious and unforeseeable reasons.

- (d) If a member fails to discharge a responsibility to DSC which they have taken on, DSC may by two-thirds majority vote impose a deduction to that member's helper score, with a value between -8 and -1 point. The Chair of DSC must inform the member in writing of the deduction and the reasons for it.
- (e) Attendance at the World or European Universities Debating Championships shall not affect a member's helper score, but cancellation of attendance or failure to attend shall have the same effect as for a regular IV.
- (f) The DSC Record shall be distributed on the Debate Announce mailing list at the start of each term, and an up-to-date version made available to any member on request to the Chair of DSC.
- (g) Members shall be able to challenge the DSC Record by writing to the Chair of DSC; DSC shall, at its next meeting after receipt of such a challenge, decide by majority vote whether to uphold the challenge and amend the record accordingly.
- (h) Selections for competitions other than the World or European Universities Debating Championships
- (i) The following rules apply to selections for competitions in which the participants are wholly or partially funded by the Oxford Union. A competition does not count towards a member's number of tournaments attended if they were not receiving any funding or contribution from the Union for the competition, and were not using the words 'Oxford Union' as part of their team name.
- (j) All competitions DSC intends to select for in a term are to be advertised, as far as possible, at the start of the term.
- (k) If multiple competitions may take place on one trip, DSC may decide by majority vote to consider them as a single competition for the purposes of selections. If this is the case it must be publicised with the call for applications.
- (l) DSC shall call for applications, stating the number of speaking and judges spaces available, at least ten days before the competition. The closing date for applications should be clearly stated. If there are restrictions on who can be selected (e.g. a women's competition) these should be clearly indicated.
- (m) Applications are to be in writing (email is sufficient) accompanied by a record of the member's debating experience. In their application members may note:
 - (i) If they would prefer to speak with someone specific.
 - (ii) If they wish only to be considered to judge or to speak.
 - (iii) If they wish to pro-am, in which case they may not specify a specific partner.
- (n) DSC shall conduct selections at least 5 days before an IV, unless this is impracticable. After the close of nominations DSC shall use the process detailed below to select speakers:
 - (i) No member is to be selected to speak or judge at a competition if:
 - (1) They were a member of the Union resident in Oxford at the time of the most recent Oxford IV and did not offer to take crash.
 - (2) They were a member of the Union at the time of the most recent Oxford Schools competition and did not judge at least two regional rounds.
 - (3) They cancelled their attendance at competition they were selected for by DSC with less than 48 hours notice within the last 8 weeks.
 - (4) This requirement may be waived only with a written explanation from the member of their reasons for not taking crash, judging schools rounds or failing to attend, upheld by a two-thirds majority vote of DSC.
 - (5) DSC is required to inform anyone who is not selected on the basis of the above by email.
 - (ii) No member may be selected to speak at a competition if their attendance would cause them to have a helper score of -4 or less.
 - (1) This requirement may be waived by DSC only in the case that the member has been selected to speak at the World or European Universities Debating Championships, and must speak at that competition as one of two preparatory tournaments.
 - (iii) At competitions to which four or more members are sent, at least one quarter of speakers and one quarter of the total number of members sent must be novices.
 - (1) In the event that not enough novices apply to fill the quota, DSC may fill the vacant places with intermediate speakers.

- (2) In the event that not enough novices or intermediates apply to fill the quota, DSC may fill the vacant places with advanced speakers.
 - (iv) Experienced and intermediate speakers are to be selected on the following criteria with all three taken into consideration, but in the following order priority:
 - (1) merit (as evidenced by debating achievements)
 - (2) involvement in union debating activities
 - (3) spreading opportunities to as many people as possible
 - (v) Novice speakers shall be selected on the following criteria with all three taken into consideration, but in the following order priority:
 - (1) involvement in union debating activities
 - (2) spreading opportunities to as many people as possible
 - (3) merit (as evidenced by debating achievements)
 - (vi) Judges shall be selected on the following criteria, which should be considered with equal weighting:
 - (1) spreading opportunities to as many people as possible
 - (2) involvement in union debating activities
 - (3) merit (as evidenced by debating achievements)
 - (vii) DSC should inform all applicants of selections within twenty-four hours of the selections being made.
 - (viii) Any applicant may request a written explanation of a selection decision by writing to the Chair of DSC. The entire committee should be notified of any such request by the next meeting. The Chair of DSC, or whomever they nominate, shall reply to any such request before the competition concerned occurs, or within two weeks of the receipt of the request by the Chair, whichever is the sooner.
 - (o) If a member selected is unable to attend a competition they must inform the Chair in writing as soon as they are aware that they will be unable to attend. DSC, or if DSC cannot meet before 48 hours before the competition then the Chair, shall then conduct selections from the remaining applicants to fill the space in accordance with the procedure above.
7. Selections for the World or European Universities Debating Championships
- (a) 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.
 - (b) 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. DSC shall appoint selectors ensuring that:
 - (i) Every selector is a highly experienced judge in the BP format.
 - (ii) No selector is competing at the competition they are selecting for.
 - (iii) 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.
 - (c) The application and selection process to trial shall be as for an IV, with the following modifications:
 - (i) 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.
 - (ii) If there are more valid applicants than spaces at trials, selection shall be by merit alone.
 - (iii) 7(f)(i)(3) (cancellation of attendance at competition with less than 48 hours notice within the last 8 weeks) shall not apply.
 - (d) The selectors should select teams, judges, and two reserves in order based on debating experience and performance at trials, with the following considerations:
 - (i) An Oxford Union team progressing to the highest possible position in the tournament
 - (ii) Maximising the number of Oxford Union teams breaking, in both the open break and the ESL break
 - (iii) Following a women's quota, such that one-third of the speakers (rounded down to the nearest whole number) and one-third of the total delegation (rounded down to the nearest whole number) must be women. This quota takes precedence above all other selection guidelines. The choice of reserve judges/a 4th team should be such that the quota is still met if the reserves are required to speak/judge.
 - (iv) Following an ESL quota, such that 16% of the delegation (including the total number of speakers and judges) (rounded down to the nearest whole number) must be ESL speakers, provided we have enough ESL speakers trialling to fill the spaces. This quota takes precedence above all other selection guidelines. The choice of reserve judges/a

4th team should be such that the quota is still met if the reserves are required to speak/judge.

- (e) 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, DSC 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, DSC shall select from the original applicants based on merit.
- (f) Trial by CV will be permitted under the following circumstances:
 - (i) bereavement of a close family member, or extraordinary medical illness of the debater
 - (ii) unforeseeable, pressing and unavoidable circumstances which prevent the debater from attending trials, and which are passed by a two thirds majority of DSC as sufficient to warrant trial by CV.

8. Selections for other events

- (a) The following rules apply to all events that DSC may have to select members to send to that are not university-level debating competitions, including but not limited to show debates and training camps.
- (b) DSC shall publicise events in the same way and to the same schedule as it publicises IVs. The call for applications shall specify:
 - (i) The number of spaces available.
 - (ii) Any requirements in debating or other ability or experience.
 - (iii) The deadline for applications.
 - (iv) Any additional information, such as a formal letter explaining the applicant's interest, that may be required in an application.
 - (v) The points value DSC has assigned the event for calculation of helper score.
- (c) After the close of applications DSC shall conduct selections using the process below:
 - (i) No member is to be selected if:
 - (1) They were a member of the Union resident in Oxford at the time of the most recent Oxford IV and did not offer to take crash.
 - (2) They were a member of the Union at the time of the most recent Oxford Schools competition and did not judge at least two regional rounds.
 - (3) They cancelled their attendance at competition they were selected for by DSC with less than 48 hours notice within the last 8 weeks.
 - (4) This requirement may be waived only with a written explanation from the member of their reasons for not taking crash, judging schools rounds or failing to attend, upheld by a two-thirds majority vote of DSC.
 - (5) DSC is required to inform anyone who is not selected on the basis of the above by email.
 - (ii) No member may be selected to speak at a competition if their selection would cause them to have a helper score of -4 or less.
 - (iii) No member may be selected if DSC deems them not to be capable of performing the necessary role.
 - (iv) Members should then be selected based on the following criteria, which should be considered with equal weighting:
 - (1) spreading opportunities to as many people as possible
 - (2) involvement in union debating activities
 - (3) merit
 - (v) DSC should inform all applicants of selections within twenty-four hours of the selections being made.
 - (vi) Any applicant may request a written explanation of a selection decision by writing to the Chair of DSC. The entire committee should be notified of any such request by the next meeting. The Chair of DSC, or whomever they nominate, shall reply to any such request before the event concerned occurs, or within two weeks of the receipt of the request by the Chair, whichever is the sooner.

9. Competitions organised by DSC

- (a) The Internals Officer of DSC shall organise at least two internal debating competitions each academic year, at least one of which will be open only to members in their first year of university debating, and at least one of which will be open to all members.
- (b) In the preceding term to the competition, DSC shall appoint:
 - (i) one or more convenors to organise the Oxford Intervarsity Debating Competition, or Oxford IV, taking place in Michaelmas term.

- (ii) one or more convenors to organise the Oxford Schools Debating Competition, or Oxford Schools, taking place during Michaelmas and Hilary terms.
- (iii) in alternate years, one or more convenors to organise the International Competition for Young Debaters, or ICYD, taking place during Hilary and Trinity terms.
- (iv) convenors for any other competition DSC may decide to hold.
- (c) Appointment shall be by the following process:
 - (i) DSC shall publicise the position on the Debate Announce mailing list at least five days before close of applications, specifying the requirements for the role and application process.
 - (ii) After close of applications, DSC may choose to interview candidates, calling together an interview panel of DSC members and any others they feel would be a useful contribution. This panel shall have speaking rights, but no vote, at DSC's discussion of the appointment.
 - (iii) DSC may select any number or no applicants. If DSC wishes to appoint further convenors applications may be reopened following the same process. DSC may appoint any applicant to convenor as a deputy convenor.
 - (iv) Upon appointment DSC is to specify clearly the convenor's remit and its bounds. DSC may reserve the right to veto decisions made by the convenor, particularly surrounding the structure of the competition or its adjudication.
 - (v) DSC must inform all applicants of their decision within 24 hours of an appointment being made.
 - (vi) Any applicant may request a written explanation of an appointment by writing to the Chair of DSC. The entire committee should be notified of any such request by the next meeting. The Chair of DSC, or whomever they nominate, shall reply to any such request within two weeks of the receipt of the request by the Chair.
- (d) In exceptional circumstances DSC, by two-thirds majority vote, shall have the right to revoke the appointment of a convenor. In this case DSC must present the reasons for their decision in writing to the convenor and the President.
- (e) No appointment to any position listed as granting 8 or more points on the DSC competency scale by a convenor shall be deemed to have occurred until such a time as DSC have approved that appointment by simple majority vote.
- (f) No appointment to any Chief Adjudication position by a convenor shall be deemed to have occurred until such a time as DSC have approved that appointment by simple majority vote.

10. Coaching and workshops

- (a) The Director of Coaching of DSC shall organise debating workshops open to every member to take place on Sunday evenings of full term unless announced otherwise. The number and ability level of these workshops shall be as appropriate for those who wish to attend.
- (b) At the start of Michaelmas term, or when a vacancy arises, DSC shall appoint one or more coaches for the Development Squad.
 - (i) A session of the Development Squad shall occur once a week in full term once selections have been made, held not to coincide with the open workshops.
 - (ii) The composition of the Development Squad shall be determined by a competitive trials process organised by the coach or coaches and advertised by DSC as for an IV.
 - (iii) Selection shall be on the basis of debating skill and potential, with the coach or coaches selecting those members they feel would be most likely to reach a high standard as a result of attending sessions.
- (c) In exceptional circumstances DSC, by two-thirds majority vote, shall have the right to revoke the appointment of a coach of the Development Squad. In this case DSC must present the reasons for their decision in writing to the coach.

11. Selection of non-members for competitions

- (a) DSC may select non-members who are students at the University of Oxford for competitions other than the World or European Universities Debating Championships as if they were members, providing that:
 - (i) The non-member signs a declaration that they agree to abide by the Rules and Standing Orders, particularly including the Equity Policy (Standing Order B14) for as long as they are representing the Union if selected.
 - (ii) The non-member qualifies as a novice as set out in B13(b)(i) above.
- (b) No non-member may be selected to attend more than two competitions while a non-member.

B14: DEBATE SELECTION COMMITTEE EQUITY POLICY

All members have a responsibility to behave in a responsible and equitable way both when within the Union and when at external competitions or events. This applies to members regardless of whether they are speaking, judging, running the competition or watching, and it applies not only during speeches and socials but at any time. The following will not be tolerated (points adapted from WUDC Berlin's Code of Conduct):

- (a) Engaging in offensive language or behaviour;
- (b) Making denigrating comments based on any grounds, especially of age, national or ethnic origin, race, sex, gender, disability, religion or sexuality;
- (c) Harassing, threatening or intimidating others in any way;
- (d) Damaging or destroying any property that does not belong to you;
- (e) Harassing, threatening or intimidating others to vote in a particular way;
- (f) Any other conduct violating the legal rights of others.

Individual competitions should have a designated Equity Officer or Team, who should be empowered to investigate and respond to complaints made against anyone attending the competition (including but not limited to debaters, judges, chief adjudicators and organisers). Competitions should publicise their individual Equity Policy (including guidance on how to make a complaint and the range of responses that may be taken) before the tournament.

Complaints made against Oxford Union members, whether representing Oxford at the time or not, may be followed up in accordance with Rule 71, with particular reference to 71 (a) (i) (28). DSC's Access, Community & Equity Officer should be willing to handle such complaints if necessary.

B15: VACATION DAYS

(a) A vacation day shall count:

(i) When a committee member has completed a period of at least eight hours work within a 24 hour period, or two periods of four hours.

(ii) Where the work of the committee member on the portfolio assigned to them by the President, or a Junior Officer they are assisting, or a deputy the President appoints, is of a satisfactory quality and quantity in the eyes of both the President and the committee member's immediate supervisor.

(b) During the vacation the President shall keep either a physical or a digital sign down sheet to record committee member's vacation days, which shall record the time the committee member first entered and ultimately left the buildings, and which Officer they were assisting. The overall vacation day log shall be updated each day, and may not be determined retrospectively.

(c) It shall be the responsibility of individual committee members to make sure that they sign in with the President upon entering and leaving the building, and provide a report to the President, if and when requested, on their day's work. ^[1]_{SEP} Any member of committee may request in writing that the President inform them of how many vacation days they have been credited with, and the President must respond within 24 hours.

(d) The number of vacation days signed down by each committee member shall be passed in 0th week standing committee. A member of committee may challenge the total number of vacation days they have been awarded at the meeting of 0th week standing committee, either in person or by pre-appointed proxy. The President shall provide the Returning Officer with full viewing access to the sign down sheet as early as possible, and no later than 24 hours preceding the meeting of 0th week standing committee.

(e) Should any officer or committee member fail to complete their vacation day requirement, they shall automatically be fined £10 for every day they have failed to complete without good reason as considered by the President. ^[1]_{SEP}

(f) The President shall present a list of committee vacation days in the Presidential Debate and on the notice board for the first two weeks of term, as well as include them in their OPBM Report, in the following format – ^[1]_{SEP}

“Following the passing of vacation reports, I am required to inform you of vacation day totals of committee members. You may wish to use this as a guide to the work carried out by committee members on your behalf, but should also consider the term card and specific events committee members are responsible for in making this judgement.

Committee member A carried out X Vacation days, out of a required Y; etc.”

B16: UNUSED

CHAPTER C: The President

C1: PRESIDENTIAL DINNERS

- (a)
 - (i) Speakers on the paper, tellers, Senior Officers, and, at the discretion of the President, any guest of the Society, or guest of a speaker shall be entitled to dine free of charge. The President may also invite members of the Society to dine free of charge in recognition of their work for the Society, specifically including benefactors and trustees of OLDUT. Five members who are selected via the ballot procedure specified under Standing Order C5 shall dine for free. No more than five members who are not members of a Union committee or an appointed official, and have not been selected via the ballot procedure specified under Standing Order C5, shall dine for nothing at any one dinner.
 - (ii) Sitting Junior Officers shall not be required to pay for dinner.
 - (iii) A member of the Society who is officially entertaining a guest or a sponsor of the Society shall be entitled to dine free of charge.
 - (iv) A minimum of ten spaces at each dinner shall be reserved for members of the Society who are not members of the Standing Committee or the Secretary's Committee. These spaces shall be allocated via the ballot procedure specified under Standing Order C5. The President may increase the amount of spaces so reserved at his own discretion. No member shall successfully ballot for more than two Presidential Dinners in any one term.
- (b) Sitting Junior Officers should attend dinner before each Public Business Meeting unless prevented from doing so for a reason which would constitute a 'good reason' under Rule 23(e)(ii).
- (c) Any member absent from dinner, who is either mandated within this Standing Order to attend dinner or has balloted to attend dinner under (a)(iv) above, and who does not have their absence voted as with good reason by a two-thirds majority of those present and voting at the next meeting of Standing Committee, shall be fined £30 by the Returning Officer.

C2: INFORMAL RECEPTIONS AFTER DEBATES

- (a) The President may at their discretion hold an informal reception after the conclusion of speeches on the paper, provided that any expenses thereby incurred that have not been covered by payment from those attending shall fall on the allowance made to the President.
- (b) A minimum of ten spaces for a reception shall be reserved for members of the Society who are not members of the Standing Committee or the Secretary's Committee, or an appointed official. The President may increase the amount of spaces so reserved at their own discretion.
- (c) All spaces so reserved shall be allocated via the ballot procedure specified under Standing Order C5.
- (d) All spaces not so reserved shall be allocated by the President.

C3: SPEAKER MEALS

- (a) The President may at their discretion organise a meal before or after a speaker address.
- (b) In the event that the President organises a meal, the speaker and the host of the event shall dine free of charge, as shall any other committee member or appointed official at the discretion of the President.
- (c) Whenever possible, having regard to the capacity of the venue, a minimum of four spaces for a meal shall be reserved for members of the Society who are not members of the Standing Committee or the Secretary's Committee to dine at their own expense. The President may increase the amount of spaces so reserved at their own discretion.
- (d) All spaces so reserved shall be allocated via the ballot procedure specified under Standing Order C5.

C4: SPEAKER DRINKS

- (a) The President may at their discretion organise an informal drinks reception before or after any speaker address.
- (b) Whenever possible, having regard to the capacity of the venue, a minimum of ten spaces for a reception shall be reserved for members of the Society who are not members of the Standing Committee or the Secretary's Committee. The President may increase the amount of spaces so reserved at their own discretion.
- (c) All spaces so reserved shall be allocated via the ballot procedure specified under Standing Order C5.
- (d) All spaces not so reserved shall be allocated by the President.

C5: BALLOT PROCEDURE

- (a) Any member wishing to enter a ballot under this Standing Order shall do so via the method specified by the President no later than 36 hours before the advertised time of the event.
- (b) The ballot shall be administered by either the President-Elect, the President, the Chair of the Consultative Committee, or a member of the Society's staff, with names chosen at random.
- (c) All members entered shall be notified of success or failure no less than 24 hours before the event.

C6: BINDING OF REPORTS

The President shall, before the end of their term of office, present copies of any reports or submissions made to the Standing Committee during their term to the Librarian-in-Charge for binding. The matter to be bound shall include, but shall not be confined to, reports submitted under Standing Order A1, Standing Order A2, Standing Order A3 and the Officers' reports to the Ordinary Private Business Meeting. The bound copies of these reports shall be stored in the Archives and shall be available to future Standing Committees on request.

C7: PRESIDENTIAL APPOINTMENTS

(a) Appointment

- (i) The President must appoint one Member to each Senior Appointed role under Rule 31(a)(i)(1)-(5).
- (ii) The President may not appoint more than fifteen Members as Junior Appointed Officials specified under Rule 31(a)(ii)(1)-(3) in total.
- (iii) The President may appoint, if they wish, a Member as Archivist under Rule 31(a)(ii)(4).
- (iv) One Access Officer will be appointed each term, and they will serve for two terms. Of the two Access Officers, one must identify wholly or partially as a woman or minority gender, and one must identify wholly or partially as a man or minority gender.
- (v) The Senior Access Officer shall be the Access Officer appointed first as Access Officer; and shall be the Chair of Access Committee.
- (vi) The Junior Access Officer shall be the Access Officer appointed most recently as Access Officer.
- (vii) The President-Elect shall appoint one individual to each Liberation Officer role under Rule 31(a)(iii).

(b) Access and Liberation Officers

- (i) The President-Elect shall be required to select individuals to take the position of Access Officer and Liberation Officers for their term as President, before the end of their term as President-Elect.
- (ii) Interviews for the positions of Access Officer, Disabilities Officer, Ethnic Minorities Officer, Graduate Officer, LGBTQIA+ Officer, Socioeconomic Officer, Temporary Membership Officer, and Women's Officer shall be interviewed by panels of at least two Members, which must include the President-Elect.
 - (1) For the interviews for the Disabilities Officer, Ethnic Minority Officer, LGBTQIA+ Officer, and Women's Officer, at least one Member of the interview panel shall be either the current Appointed Official that holds that position or someone who would otherwise be eligible to apply for the respective position.
 - (2) Applicants for Disabilities Officer, Ethnic Minority Officer, LGBTQIA+ Officer

and Women's Officer must identify as having a disability, as being an ethnic minority, as LGBTQIA+, or as a women respectively.

C8: MAILING LIST AND WEBSITE

The President, if they so wish, will be enabled to edit the online termcard. They shall also be enabled to send emails on the Society's mailing list. When sending out such emails, they shall not use emotive language, nor shall they express preference towards any candidate in any of the Society's elections, nor shall they show any bias if advertising a vote in Public or in Private Business.

C9: APPOINTMENT OF THE PRESIDENT AND PRESIDENT-ELECT AS DIRECTOR OF OXFORD UNION LIMITED

- a) Any Director of OUL is obliged to take all necessary steps to:
 - (i) Appoint any individual who at that time holds the position of President or President-elect as Director of OUL; and
 - (ii) Appoint any individual who at that time holds the position of Senior Treasurer as Director of OUL,

within 14 days of the individual so requesting.

- b) Any Director of OUL who is not President, President-elect or Senior Treasurer of the Society is obliged to take all necessary steps to:
 - (i) Appoint any individual who currently holds the position of President or President-elect as Director of OUL;
 - (ii) Appoint any individual who at that time holds the position of Senior Treasurer as Director of OUL; and
 - (iii) Subsequently resign from his or her directorship of OUL,

within 14 days of the individual so requesting.

- c) The obligations in sections (a) and (b) above shall be inapplicable if:
 - (i) they conflict with the Director's obligations to comply with his or her duties under the Companies Act 2006 and/or general UK law;
 - (ii) they conflict with any recommendation given by the auditors of OUL; and/or
 - (iii) compliance would be unduly onerous as a consequence of the country of issue of the President or President-elect's passport.
- d) If the Director concludes that the obligations in sections (a) and/or (b) above are inapplicable as a result of sections (c)(i), (c)(ii) and/or (c)(iii) above, the Director shall:
 - (i) justify his or her conclusion at the first Ordinary meeting of the Standing Committee following expiry of the 14 day period stipulated in sections Any Director of OUL is obliged to take all necessary steps to: and Any Director of OUL who is not President, President-elect or Senior Treasurer of the Society is obliged to take all necessary steps to above; and
 - (ii) answer questions from the Standing Committee relating to his or her conclusion.

- e) For the avoidance of doubt,
 - (i) the provisions of sections justify his or her conclusion at the first Ordinary meeting of the Standing Committee following expiry of the 14 day period stipulated in sections Any Director of OUL is obliged to take all necessary steps to: and Any Director of

OUL who is not President, President-elect or Senior Treasurer of the Society is obliged to take all necessary steps to above; and and answer questions from the Standing Committee relating to his or her conclusion. shall not oblige the Director to appoint any individual as a director of OUL; and

- (ii) the Standing Committee may not recommend nor vote to compel the Director to appoint any individual as a director of OUL.

f) In this Standing Order:

- (i) **OUL** means Oxford Union Limited, incorporated and registered in England and Wales with company number 09876758; and
- (ii) **Director** means any member of the Society who holds the position of director of OUL.

D1: REPORTS¹⁴⁶.

(a) A concise report must be produced by the holder(s) of various positions, and sent to the Returning Officer, 120 hours before the termly Ordinary Private Business Meeting, outlining all activities they have undertaken in their role, including all successful speaker invitations, and work in preparing for other events, as well as any remaining business they intend to undertake that term. The positions required to do compile a report under this Standing Order shall include the following:

(1) The President shall also include in their report a table listing all elected and appointed officials for that term, the number of vacation days expected of them, and the number they successfully completed (see Standing Order B15).

(2) The Junior Librarian shall also note their obligations under Rule 17(b)

(3) The Junior Treasurer shall include details of all external organisations that they successfully contacted for sponsorship. In addition, they shall include a section of their report outlining the work of any appointed officials who have worked on sponsorship, partnership or securing Treasurer's Treats or debate prizes.

(4) The Secretary, The Officers-Elect (except the President-elect) and the Elected Members of Standing Committee

(5) The Chair of the Consultative Committee shall also report on the work of any appointed officials responsible for assisting them with logistics for the term's events such as Logistics Officers. Should there be an appointed official such as a Chief of Staff or equivalent position(s) responsible for organising Guest Liaison Officers or themselves making travel or accommodation arrangements for guests, they shall also submit a brief report.

(6) The Chair(s) of the Access Committee shall report on the achievements and ongoing work of the whole Access Committee, including all appointed positions for liberation groups under Standing Order C7 (1), who shall be fully consulted before the report is submitted. All liberation group appointed officials shall have the right to submit personal report, in addition to that produced by the Chair(s) of the Access Committee, should they choose to.

(7) The Chair of the Debate Selection Committee shall include a brief report of the debating achievements since the last OPBM report.

(8) The Press Officer(s) or equivalent – the most senior appointed official responsible for communications with media organisations shall be required to report on the activities of their team over the previous term, in particular highlighting the occasions where the Oxford Union has had its most successful publicity.

(9) The Development Officer shall report on their work in developing strong relations with the Society's Old Members, and any Old Members' Newsletters they produce.

(b) The Returning Officer shall collate these reports in a booklet using Times New Roman font of size 12, and they shall not contain photographs or visual graphics. The OPBM Report shall be printed out, not on official Union stationery, and placed on the noticeboard at least 96 hours before the Ordinary Private Business Meeting where they shall remain until after the Close of Poll in the Society's elections.¹⁴⁷ The Returning Officer shall fine any person required to produce a report above who fails to produce an adequate report by the stated deadline under (a) the sum of £10. They shall fine themselves the same amount should they fail to meet the stated deadline in this clause. The President must then submit these reports to the Librarian-in-charge under Standing Order C3.

(c) It is the duty of the President to call the Ordinary Private Business Meeting, so that it is held no later than Thursday 6th week, giving members at least ten days' notice of this. Upon calling this meeting, the President shall notify the Returning Officer immediately, who shall contact the relevant persons of their

¹⁴⁶ *The President must submit these reports to the Librarian-in-charge under Standing Order C6.*

¹⁴⁷ *Removing or defacing these reports is therefore Electoral Malpractice; see Interpretation A13.*

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obligations to produce a report under this Standing Orders within 24 hours. The Returning Officer shall ensure that at all Consultative Committee Meetings before the deadline, a reminder is read out.

(d) Any member who has produced a report above who was required to do so shall be required to attend the Ordinary Private Business meeting where questions may be asked about their reports. The reasons for any absences shall be noted and questions may be asked *in absentia* which they are required to respond to at the subsequent Consultative Committee. The fact that any statement made in any of the reports has not been questioned at the time of its delivery shall not in itself mean that it may not subsequently become the subject of later investigation.

(e) The Returning Officer shall present a short report on the conduct of their duties to Standing Committee at some point after the end of the electoral process but before the end of their term of office. The report shall include a full breakdown of all items of expenditure incurred during the electoral process. The report shall also be published on the Society's notice board. Members shall be able to obtain past reports from Returning Officers on request.

D2: NOMINATION

(a) *Nomination fee*: The following sums shall be paid to the Society by any candidate in the Society's Elections when handing in their nomination form:

For the Secretary's Committee: £20;
For the Standing Committee: £30;
For any Office save that of President-Elect: £40;
For the Office of President-Elect: £50.

However:

Any candidate who holds Access Membership or is eligible for a full Maintenance Loan as provided on submission of official documentation, shall have the nominate fee reduced when handing in their nomination form to the following:

For the Secretary's Committee: £5;
For the Standing Committee: £10;
For any Office save that of President-Elect: £15;
For the Office of President-Elect: £20.

(b) *Nomination deadlines*:

(i) Candidates must present themselves to nominate before 3.00p.m. and zero seconds exactly on Friday of 6th Week, with a sealed envelope containing the materials set out in Rule 34(b)(iii)(1)-(4). At 2.30p.m. the Returning Officer shall order at least two Deputy Returning Officers to seal the entrance to the Morris Room in order to ensure that no person may enter without a sealed nomination envelope and that no member is admitted after the close of nominations.

(ii) Candidates who have presented themselves to nominate by this point, but have not had their nomination envelope countersigned and their membership card number recorded, as per Rule 34(b)(iii) by the Returning Officer or their Deputies shall be allowed to nominate.

(iii) If the deadline has passed, and the candidate does not have sufficient or authorised means of payment on their person, their nomination shall not be accepted. Candidates shall not be allowed to go elsewhere to find other means of payment, or receive assistance from any other individual, if they do not have sufficient means of payment on their person once the deadline has passed.

(iv) Candidates who pay their nomination fee by a cheque which subsequently bounces shall not be invalidated, but shall be treated in accordance with SO A9(b).

(v) Candidates may provide their manifestos on disk in a format that the Returning Officer can read, without hard copy - however, the Returning Officer shall take no responsibility if the Returning Officer cannot read the disk. Any such disk shall be included in the nomination envelope.

(c) *Candidates' Meeting*¹⁴⁸

- (i) All members who have nominated themselves in the Society's Elections shall attend one of two meetings with the RO where the RO will explain election procedure and rules to them. These meetings shall take place after the close of nominations on the Friday of Sixth week, and on Saturday of 6th week, at a time and place to be advertised by the RO on the Society's notice board by the open of nominations. It shall also be included in the "Information for Candidates" booklet.
- (ii) If the RO is unable to take either meeting, then they may appoint one of the Deputy Returning Officers to take the meeting.
- (iii) If a candidate cannot attend either meeting because of debilitating illness or compulsory university academic commitments, they shall inform the RO and obtain their leave to miss the meeting.
- (iv) Failure to attend one of these meetings without having satisfied the RO of a reasonable excuse shall incur a fine of £10. This shall not constitute any form of electoral malpractice.

D3: UNUSED

D4: PUBLICITY FOR THE POLL

The Returning Officer shall secure adequate publicity for the Poll by distributing posters containing similar details and the names of the candidates on the Society's premises and in all the colleges of the University and institutions admitted to the benefits of Rule 3(A) and ensuring that these be prominently displayed and neither defaced nor altered in any way. Rule 33 shall be brought to the notice of members in all publicity concerning the Society's Elections, and by the President at the Public Business Meeting immediately prior to the Elections.

D5: THE COUNT

(a) The Count shall be performed by the Returning Officer, the Deputy Returning Officers and, if necessary, any Returning Officer's Assistants appointed by the Returning Officer. It shall take place in the presence of such candidates' representatives as appear before the commencement of the Count. The Returning Officer shall publish on the Notice board by 4.00p.m. on the day of the Poll, the place and time at which the Count will commence. Candidates' representatives may be appointed, at the discretion of the Returning Officer, to assist in the counting of votes under this section, but not so as to count for any office or committee for which the candidate they are representing is standing.

(b) At the commencement of the Count, the ballot boxes shall be opened in the room in which the count is to be held. The ballot papers shall then be counted and the total number received shall be ascertained. Meanwhile, the number of signatures of those Members who have voted shall be counted. The ballot papers shall then be severed and sorted into piles according to the Office or Committee concerned.

(c) One counter shall be placed in charge of the Count for each Office, and at least one other counter shall assist in each officer count. One counter shall be placed in charge of the count for each Committee, and any counters remaining shall assist in one of the committee counts. The counters shall then sort the ballot papers into groups according to the first preferences indicated, segregating blank, spoilt and void ballot paper into separate groups and ascertaining the total number of blank, spoilt and void papers, which shall be recorded. The papers in each group of valid votes shall then be counted and the total numbers of first preferences for each candidate shall be recorded. The count shall then proceed by the mechanism prescribed by the Counting Regulations and the total number of ballot papers received for each candidate at each stage shall be recorded.

(d) *Recounts*

Any candidate's representative present may demand a recount of the votes for the office or committee in which the person they represent is standing, but not for any other office or committee. Such recounts shall be granted subject to the following provisions:

- (i) The first recount demanded for any office or committee shall always be granted.

¹⁴⁸ For what constitutes absence from a Candidate's Meeting; see Interpretation A69.

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(ii) Further recounts for any office shall be granted subject to the following provisions:

(A) If two candidates for any office or committee differ, as to their total votes at any stage in the count at which one of them must be elected or eliminated, by ten votes or less on the last count held, then one further recount shall be conceded, provided that not more than three counts in all (original together with recounts) shall be obligatory on the Returning Officer or Deputy Returning Officers in respect of any office by virtue of the provisions of (i) above and this sub-clause.

(B) If on two successive counts the votes obtained by a candidate shall, at any stage in the respective counts, differ by five or more votes, or shall differ in such a way as to alter the order of the candidates at that stage, whether by causing candidates to exchange places, at that stage, as between counts, or to tie and fail to tie as between the counts, then the Returning Officer shall, upon demand by a representative of one of the candidates concerned (but not otherwise), be bound to grant a recount or recounts of the election, until such time as either:

(1) two successive counts shall agree as to the person elected, the order of elimination of other persons, the presence or absence of a tie and (within five or a lesser number of votes) as to the total of each candidate in the election; or

(2) such agreement not having been obtained, six successive counts for the same office have taken place, in which case the Returning Officer shall automatically adjourn the count for that office, which shall be restarted in the presence of a Senior Officer as soon as may be. Nothing in this section shall impair the right of the Returning Officer (or Deputy Returning Officer in charge of a particular count) to grant recounts at his discretion, above the obligatory number.

(e) If it shall appear to the Returning Officer at any stage that further proceedings under this Standing Order would be unlikely to produce a true election result, whether by reason of a disagreement in successive counts or for any other reason, the Returning Officer shall so declare and post a notice to that effect on the Notice-board. An Election Tribunal shall then be constituted under the Rules and Standing Orders of the Society, to which the proceedings of the election shall stand referred. This power shall only be exercised before the official publication of the results of the election and its exercise shall suspend such publication. All further dealings with the ballot papers and other records of the count shall be sealed up as if the count had been completed until the Tribunal is able to inspect them.

(f) Any time after nine hours from the commencement of the count, the Returning Officer may adjourn the count to a time stated at the time of the adjournment. In the case of such an adjournment the Returning Officer shall, and shall only, announce such results as have been definitely decided at the time of the adjournment. If there is an adjournment under this section, the ballot papers shall, when the count is adjourned, be sealed up as prescribed in the next section.

(g) At the conclusion of all the counts the Returning Officer and their Deputies shall ascertain that the original total of ballot papers, as determined under (b) above, tallies with the totals for the various officers and committees, account being taken of spoilt, void and blank papers, and shall make suitable enquiries if a discrepancy appears. They shall then seal up the ballot papers (including spoilt, void and blank papers) in the presence of at least four representatives of candidates if they are available.

(h) The ballot papers so sealed up shall be preserved until the end of the second week of the next Full Term following that in which the election took place, at which time the Returning Officer shall see that they are destroyed. They shall not be unsealed during that period save by order of the courts, or on the order of an Election Tribunal or an Appellate Board. They shall only be unsealed in the presence of the Tribunal or a person appointed by it, or of the Appellate Board or a person appointed by it, or by the Returning Officer in the presence of a Senior Officer and at least three Deputy Returning Officers.

(j) Throughout any count the doors of the room in which it takes place shall be locked, and entrance and exit, after the start, shall only be with the knowledge of the Returning Officer or their senior Deputy present in the room. Persons other than the Returning Officer, their Deputies, Assistants, and representatives of candidates shall not, save in special circumstances with the permission of the Returning Officer or their Deputy, be present in the room. No representative of a candidate may leave, unless accompanied, between the beginning of the count and the conclusion or adjournment of the count.

(k) The Returning Officer shall make the announcement of the result at the conclusion of the count. In the event of a postponement of the count, the Returning Officer shall announce the results of the postponed count to the Society as soon as may be.

(l) The Returning Officer and their Deputies shall have complete control over the count in accordance with the Rules and Standing Orders.

D6: COUNTING REGULATIONS

In accordance with Rule 35, the Count will be performed according to a system of Single Transferable Vote. The system used shall be as follows:¹⁴⁹

(a) Count valid papers. Calculate the Quota, as being $\{(v/[s+1])+0.01\}$, where v = the number of valid papers received, and s = the number of places to be filled. The Quota shall be rounded down to 2 decimal places. Set initial value of all papers to 1. Go to (b).

(b) Allocate and count first preferences. Go to (c).

(c) If all places to be filled have been filled, stop. If not:

(i) If one or more candidates are over quota, a candidate must be elected and his surplus distributed. Go to (d).

(ii) If no candidates are over quota, and the number of continuing candidates plus the number of candidates already elected is equal to $(s+1)$, eliminate the candidate with least votes as Runner-Up and declare all the other continuing candidates elected, in order of votes held.

(iii) If no candidates are over quota, and the number of continuing candidates plus the number of candidates already elected is more than $(s+1)$, a candidate must be eliminated. Go to (e).

(d) *Distributing a Surplus*

(i) Declare the candidate with most votes elected. Only one candidate may be elected at each stage. Calculate the surplus of (votes received - quota). Calculate current total value of papers transferable to another candidate, and sort by the next valid preference.

(ii) Calculate the transfer value of each paper.

(1) If the total current value of transferable papers is less than the surplus, the transfer value = current value.

(2) Otherwise, transfer value = $[\text{surplus} \times \text{current value (rounded down to 3 decimal places)}] / [\text{total value of transferable papers}]$

(3) Transfer all transferable papers at their transfer value. Go to (c).

(e) *Eliminating a Candidate*: Declare the candidate with least votes to be excluded. Sort all papers by next valid preference and transfer at their current value. Go to (c).

(f) When all positions on a committee have been filled by the above process, the order of seniority for elected persons shall be determined by first preferences. In the event of a tie, the result of the next redistribution of votes shall be taken into account. The order of seniority for non-elected persons shall be decided in reverse order of elimination. Where more than one candidate was eliminated at the same time, i.e. during the final round, the order shall be based on the amount of votes held by these candidates during the final round.

D7: INTERPRETATION OF BALLOT PAPERS

(a) Voters shall enter their order of preference for each Office or Committee by placing the numerals 1, 2 and so on opposite candidates' names. A paper shall be void, so far as a particular Office or Committee is concerned, on which a first preference for that office is not indicated; it shall also be void if any single

¹⁴⁹ The value of ballot papers should always be expressed to three decimal places; see Interpretation A17.

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numeral be entered more than once, except insofar as it indicates the voter's order of preference up to and including the immediate predecessor of the numeral so entered more than once. If a voter enters their preferences in a broken sequence, the paper shall be void insofar as it expresses preferences after the break. A sequence including a preference for a candidate deemed excluded for any reason or disqualified from the election shall not by virtue of that constitute a broken sequence. Voters need not indicate any preference beyond their first. A single tick or cross shall be deemed to indicate a first preference, but such symbols against two or more names for the same office shall render the ballot paper void as regards that Office or Committee. The appearance of such symbols in addition to the numeral 1 shall render the ballot paper void as regards that Office or Committee.

(b) If at any stage of the count for either an Office or a Committee any paper is proposed to be set aside as spoilt or void, it shall be examined by the Returning Officer who shall initial those papers which they decide are spoilt or void. The decisions of the Returning Officer on the interpretation of ballot papers shall be final, unless the matter be submitted to an Election Tribunal. The Election Tribunal shall adopt the interpretation of any ballot paper given by the Returning Officer in accordance with this section, unless it is satisfied that the interpretation cannot reasonably be sustained.

D8: UNUSED

D9: FINES FOR NON-ATTENDANCE AT AN ELECTION TRIBUNAL OR DISCIPLINARY COMMITTEE¹⁵⁰

- (a) No Member shall be fined under Rule 33(c)(v) or Rule 71(e)(vii) unless either:
 - (i) a letter has been handed to them in person, at least 20 hours before the scheduled time, by the Returning Officer, a Deputy Returning Officer, or by a Returning Officer's Assistant; or,
 - (ii) an email has been sent in accordance with the provisions of 67(j)(iii), at least 20 hours before the scheduled time.
- (b) The letter or email sent under (a) above shall specify a date, place and time (which shall be between the hours of 10.00 am and midnight inclusive) at which they are required to attend by the Election Tribunal or the Disciplinary Committee, and state the conditions under which they may be fined if they fail to attend.
- (c) No member shall be fined under Rule 33(c)(v) or Rule 71(e)(vii) if:
 - (iii) They have given the Tribunal or the Disciplinary Committee good reason for non-attendance as under Standing Order B4, where "two-thirds of those present and voting" be deemed to mean "two-thirds of the Election Tribunal" or "two-thirds of the Disciplinary Committee" as appropriate, and
 - (iv) Either
 - (1) They are unable to give evidence in writing, or they have made a written statement, which shall be subject to Rule 33(a)(i)(13) or Rule 71(a)(i)(8) as appropriate, which they have signed in the presence of the Returning Officer or one of their Deputies or Assistants who has signed the statement as a witness; or,
 - (2) They have attended at the time specified in the letter under (a) above and have placed themselves at the disposal of the Tribunal or the Disciplinary Committee for the ensuing two hours; or,
 - (v) The allegation or complaint in connection with which their presence was required was one brought against themselves.
- (d) For the avoidance of doubt, any notification which complies with sections (a) and (b) of this Standing Order shall constitute a valid subpoena, and shall be deemed to have been 'served' at the moment at which the letter is handed over or the email sent. Nothing else shall constitute a valid subpoena.

D10: MECHANISM FOR THE ELECTION OF THE CHAIR OF CONSULTATIVE COMMITTEE

¹⁵⁰ For more details, see *Interpretations C11 and C12*.

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(a) The first preferences for each candidate in each ballot shall be calculated as the percentage of the total number of valid votes cast in that ballot. The two percentages for each candidate shall be combined as under (f) below to make the 'score'.

(b) If, at any point, any candidate has a higher score than the sum of the scores of all the other candidates, then that candidate shall be elected.

(c) If there are more than two candidates, then the candidate with the lowest score shall be eliminated and their votes shall be redistributed according to the next preference indicated. The percentages for each candidate in each ballot shall be recalculated. The new 'score' shall then be calculated from the new percentages.

(d) The process of redistribution in (c) above shall be continued, until one candidate is elected under (b) above.

(e) If, at any stage, two or more candidates, one of whom is to be eliminated, tie, then the tie shall be resolved by Rule 35(h).

(f) The 'score' for a candidate shall be the sum of the percentages of the two ballots, unless less than 20 votes are cast in the Consultative Committee ballot, in which case the 'score' shall be calculated according to the following formula:

'score' = [Standing Committee percentage + (Consultative Committee percentage x N x 0.05)] where N is the number of votes cast in the Consultative Committee ballot.

D11: TABLE OF SENIORITY

President
OUS Trustees, in order of election
President-Elect
Librarian
Librarian-Elect
Treasurer
Treasurer-Elect
Secretary
Ex-Presidents, in order of election
Ex-OUS Trustees, in order of election
Ex-Librarians, in order of election
Ex-Treasurers, in order of election
Ex-Secretaries, in order of election
Chair of Consultative Committee
Elected Members of Standing Committee, in order of election
Returning Officer
Chair of Debate Select Committee
Senior Appointed Officials
Ex-Chairs of Consultative Committee, in order of election
Ex-Elected Members of Standing Committee, in order of election
Ex-Returning Officers, in order of election or appointment
Ex-Chairs of Debate Select Committee, in order of election
Ex-Senior Appointed Officials, in order of appointment
Elected Members of Secretary's Committee, in order of election
Junior Appointed Officials
Deputy Returning Officers
Ex-Elected Members of Secretary's Committee, in order of election
Ex-Junior Appointed Officials, in order of appointment
Ex-Deputy Returning Officers, in order of appointment
Other Members of the Society, in order of election

The order of election or appointment to the Society shall be determined by the order of the vacations-and-terms in which the relevant members were elected or appointed, a vacation-and-term beginning with the first day of the vacation and ending with the last day of the subsequent term.

For the purpose of this Table, any Junior Elected Committees as were constituted from time to time shall be deemed to be the Secretary's Committee. For the purpose of this Table, Ex-Bursars shall be deemed to be Ex-Chairs of Consultative Committee. For the purpose of this Table, ex-Senior Officers and ex-Trustees who were appointed to their position before March 1999, shall be deemed to be ex-OUS Trustees, ranked equally by order of election. No other position that is now defunct shall have any status in the Rules.

D12: SENIORITY AMONG THE DEPUTY RETURNING OFFICERS

The following criteria shall determine seniority among the Deputy Returning Officers in descending order:

- (1) earliest date of election or appointment as Returning Officer;
- (2) most terms service as a Deputy Returning Officer;
- (3) most terms service as a Returning Officer's Assistant;
- (4) earliest date of appointment as a Deputy Returning Officer;
- (5) longest period of uninterrupted service as a Deputy Returning Officer including the current time.

D13: UNUSED

D14: ELECTION EXPENDITURE

Expenditure on the Society's Elections as per Rule 34 (e) shall include, but shall not be limited to, the costs of the following:

- (i) Any publicity for the Election (including, but not confined to, such posters, manifestos and any manifesto booklets, and adverts, as may be produced by the Returning Officer);
- (ii) Severable ballot papers;
- (iii) Extraordinary communication costs during the electoral period (including, but not confined to, the costs of such communication equipment as may be provided for the use of the Returning Officer from time to time);
- (iv) Transport costs (including, but not confined to, the costs of such public and private transport as may legitimately be required by the Returning Officer, and any other person authorised by the Returning Officer, in order to ensure the smooth running and good conduct of the Election during the hours of Polling. However, the costs incurred by persons authorised by the Returning Officer under Rule 33 (a)(i)(4) shall not be covered under any circumstances);
- (v) Refreshments to be provided free of charge to persons attending the Count (including, but not confined to, sandwiches, biscuits, crisps, fruit, other snack foods, non-alcoholic drinks and coffee).

D15: UNUSED

D16: RESPONSIBILITIES DURING THE PERIOD WHEN THE RETURNING OFFICER IS DEVOLVED POWERS UNDER RULE 13(b)(ii)

In the event of the Returning Officer assuming the powers and duties of the President under Rule 13(b)(ii) the following arrangements shall apply:

- (a) The President-Elect shall speak for the Society and Chair all meetings of the Standing Committee (with the exception of those items on the Standing Committee agenda which concern the election any election tribunal or appellate board).
- (b) Those members of the new Standing Committee who would normally have assumed their positions shall be authorised to begin the preparations for their term of office unless they are implicated in any Election Tribunal or Appeal, save that this clause shall not be interpreted as allowing them to assume their positions on the Standing Committee.
- (c) The President-Elect shall inform those designated Elected Members of the Standing Committee who are not implicated in any Election Tribunal or Appeal of their portfolios for the coming term unless the President-Elect is implicated in any Election Tribunal or Appeal.

(d) Any expenditure authorised by the Returning Officer, save that which is directly connected with the Election Tribunal and/or Appeal (or outstanding monies directly connected with the Election) shall be budgeted, accounted for and authorised by the Standing Committee as if it were Presidential Expenditure.

(e) The Returning Officer shall never be referred to, nor refer to themselves as the “Acting President”.

(f) The Election Tribunal and/or Appellate Board may alter this Standing Order for the term in question (if it deems it necessary) via a formal Ruling in its Declaration and Report.

CHAPTER E: Miscellaneous

E1: OFFICE SECURITY

Any non-member of Standing Committee, not being the Returning Officer, who without the permission of the President or the staff crosses the barrier in the General Office or the Officers' Offices may be fined a sum not exceeding £20 by the President, any Officer, or the Office staff.

E2: THE PUBLIC ADDRESS SYSTEM

(a) The Public Address System (which includes all apparatus, microphones, leads, and speakers) will, at all times when not in use, be stored in a public area of the building under lock and key.

(b) Any Officer, or any Member whom the President appoints in writing, may take responsibility for the use of the equipment, by signing the key out from a Member of Staff.

(c) The Member, who has taken responsibility in such a way, shall have an obligation to take reasonable care of the equipment and shall be liable for the cost of replacement or repair should the Public Address System become damaged or stolen due to their negligence between the time that the key was signed out and when it is signed back in by a Member of Staff, the System having been once again secured in its storage.

(d) This liability shall be considered a debt to the Society under Rule 6. Damage shall be presumed to be through the negligence of the Member who has signed out the key except that an Intermediate Disciplinary Committee, which shall be convened in order to determine the issue on request of the relevant Member, finds as a matter of law and fact that the damage was not caused by the negligence of that Member.

(e) It is also the duty of the Member, who has taken responsibility in this way, to ensure that the system is complete and in full working order before they secure it in its storage, and for them to report any missing or malfunctioning apparatus to the Bursar and the Standing Committee immediately.

(f) When left unattended, but not properly secured in its storage, the Public Address System must be all times closed in its cases, which should be locked together to a secure point by use of a bicycle lock or similar.

E3: UNUSED

E4: HIRING OF ROOMS

Conditions of Hire for Debating Chamber, Macmillan Room, Morris Room, Cellar Bar, Gladstone Room and Television Room, in Term time.

(a) No room shall be available for any meeting or function of any kind on the day of the Society's Elections or at such other time as the Standing Committee shall determine.

(b) The Standing Committee shall draw up a list of Clubs, Societies and persons to which rooms may not be let, and shall instruct the House Manager and Events Manager not to let rooms to these bodies or persons. This list may be revised at any time by a majority of those present and voting on the Standing Committee.¹⁵¹

(c) The Returning Officer, any Member of Standing Committee or Member of the Staff of the Society shall have the right of entry to any function in a hired room.

(d) No public rooms may be occupied after 23:20 hours, except by prior arrangement with the House Manager, the Events Manager or the Standing Committee.

(e) No photographs may be taken in any room without the prior permission of the President; no alterations may be made or decorations introduced into any room.

¹⁵¹ This is the 'Schedule of Unacceptable Room Hirers' attached to these rules

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(g) A form of application must be signed by a person responsible for making the booking, and must include a promise to pay for any damage caused during the letting. The Debating Hall shall be covered by extra, special provisions, outlined below. Any breach of these conditions of hire shall render the applicants liable to a penalty fine of up to £50 for each offence. The letting of the room shall not be deemed to have come to an end until the room in question has been cleared of all persons.

(h) Charges for private and non-commercial room hire shall be set by the House Manager, subject to the approval of the Standing Committee. The rates shall be listed in an Appendix to the Rules. The House Manager, Events Manager or Bursar may alter the rates for commercial organisations as they see fit.¹⁵²

(j) Special conditions for the hire of the Debating Chamber are as follows:

(1) If an application is successful the applicants must arrange admission to the Chamber, arrange the seating plan (but not re-arrange the seating without prior permission from the House Manager or Events Manager).

(2) The chairs usually occupied by the President, Librarian and Treasurer shall not be used.

(k) Any room hiring shall be subject to the above conditions, a copy of which shall be sent to the applicant, and any breach of these conditions shall cancel existing bookings by the same applicant. The applicant shall be considered added to the list of unacceptable applicants, and if they wish to be removed from said list they must apply in writing to the Standing Committee.

(m) Standing Committee shall reserve the right to cancel any booking at any time before the meeting or function takes place. When permission is withdrawn the hiring fee and deposit shall be returned.

(n) Any club or society using any of the Society's rooms for the purposes of an election, or any meeting which pertains to elections, shall not allow any campaigning to be permitted.

E5: UNUSED

E6: DISTRIBUTION OF LEAFLETS

(a) No leaflet, handbill, newspaper or other publication may be sold and/or distributed on the Society's premises unless the President grants prior permission.

(b) Any such sale or distribution shall be conducted by a member of the Society who shall be responsible for any litter or disturbance caused.

(c) No leaflet, handbill or other publication shall be distributed on the day of the Society's Elections or any of the five days preceding, except issues of the newspapers which are on regular sale.

(d) The Society shall take no responsibility for the conduct of such sale and/or distribution, the safety of the publications or posters or of any money therefore paid, nor for any other risk whatsoever in any way arising from such sale and distribution.

(f) No poster or notice which is not an official Union publication shall be affixed to any wall, window, door or similar structure on the Society's premises, except with express permission of the President. Posters or notices not relating to official Union events may be posted on the clip notice board in the ground floor corridor without the express permission of the President, but may be removed by any member of Staff or by the President. The Standing Order shall not affect the legitimate publishing of notices on notice boards allowed or required by the Rules.

E7: UNUSED

E8: THE ARCHIVES

(a) *The Archives*

¹⁵² For the distinction between commercial and non-commercial room hire, see Interpretation C21

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(i) The Archivist shall have access to the Society's Archives and have the liberty to organise, categorise, and codify them as they see fit.

(ii) Neither the Archivist nor the Chair of the Consultative Committee shall be subject to the provisions of Rule 71(a)(i)(12) as a result of the failure of another Officer or official of the Society to fulfil duties delegated to the said Officer or official under this Standing Order.

(b) Literature

(i) The Archivist shall ensure that the Society sends a copy of the term card to the Bodleian Library (Room 132) every term; that copies of all Union Literature (publicity, posters, Committee minutes, photographs, ballot papers, et al) produced over the course of each Term are placed in the Society's Archive Room;

(ii) The Archivist shall ensure that press cuttings are placed in the Press Cuttings Book or File by the Director of Press and Public Relations or Press Officer present, and that this is placed in the Archives Room at the end of each term. If the Society receives a particularly large number of cuttings from one event, the unused cuttings may be disposed of using appropriate discretion whilst doing so.

(iii) The Library Committee shall have no jurisdiction over the Archives for the purposes of Rule 25(d).

(c) Rules

The Archivist in liaison with the Returning Officer shall ensure that a current copy of the Rules is deposited in the Society's Archive Room. In the event of the rules being amended the Returning Officer shall ensure that all versions of the Rules from that term are stored in the Archive.

E9: DISPLAY OF LGBTQIA+ PRIDE FLAG

The President shall be required to fly a LGBTQIA+ pride flag to be clearly visible from the courtyard throughout February every year, save that the Standing Committee may waive this requirement (by waiving this Standing Order) for periods of up to 24 hours. The President may display an LGBTQIA+ pride flag to mark other occasions at their discretion.

E10: STAFF

Whilst on duty, the Bar Manager and Doormen (who must be members of Staff) may act with the powers of the House Manager under the Rules and Standing Orders in relation to keeping order on the premises and admitting Members, guests and visitors. Notwithstanding this, they may under no circumstances inflict any fines which the House Manager would be empowered to inflict were the House Manager on the premises.

E11: INSPECTION OF BAGGAGE

Any member or other person present in the Society's rooms shall be obliged to open any baggage that they bear for inspection by the President or their agents if they so request.

E12: FAXING AND PHOTOCOPYING

The Society shall provide to Members a service for the sending and receiving of faxes and for photocopying. Tariffs for such use shall be set by the Bursar, subject to the approval of Standing Committee. Use of such machines for the Society's business shall take priority.

E13: USEFUL NUMBERS

The Secretary shall by the end of the first week after the succession produce a list of useful phone numbers containing the numbers of all members of Secretary's Committee, Standing Committee, the RO, appointed Officers and any other numbers that may prove useful. This shall be submitted to the Bursar for distribution. The Secretary should consult with the Bursar to decide what other numbers are deemed useful.

E14: UNUSED

E15: UNUSED

E16: COPIES OF THE RULES

Any member taking a copy of the Rules, Standing Orders, and Special Schedules of the Society from the General Office which are designated not to be removed from the General Office shall be fined a sum not exceeding £10.

E17: ACCESS TO KEYS, PASSWORDS, AND DOCUMENTATION

(a) The President will be provided with keys to:

- | | |
|------------------------------|---------------------------|
| (i) The Front Door | (x) The Macmillan Room |
| (ii) The Back Door | (xi) The Snooker Room |
| (iii) The Gates | (xii) The Bar |
| (iv) The President's Office | (xiii) The General Office |
| (v) The President's Cupboard | (xiv) The Goodman Library |
| (vi) The TV Room | (xv) The Library Lobby |
| (vii) The Morris Room | (xvi) The Main Library |
| (viii) The Poetry Room | (xvii) The House |
| (ix) The Gladstone Room | (xviii) The Chamber |

(b) The President and the President-Elect will be provided with all codes and passwords to:

- (i) The Officers' Offices
- (ii) The Society's website
- (iii) The committee database

(c) Requests for documentation

The President or the Standing Committee may request any documentation which any staff member has access to unless this contravenes the Data Protection Act or other relevant legislation. Any staff member, from which this documentation has been requested, will provide a copy to the President by the end of the next working day, or provide an explanation of why they are unable to do so.

E18: COMMITTEE FOOD AND DRINK IN THE BAR

During bar opening hours, the Junior Officers, the Returning Officer, the Chair of the Debate Selection Committee and the Chair of Consultative Committee shall be granted free of charge: snacks (not including meals and soup) and soft drinks (not including bottled drinks with the exception of water). This benefit shall be extended to other members of the Standing Committee on Mondays and Thursdays only, and to Secretary's Committee during the vacation only.

E19: ADDITIONAL SPECIAL SCHEDULES

(a) In addition to the Special Schedules established under Rule 69, the Additional Special Schedules shall be the Schedule of Use of the Television in the Members' Bar and the Policy for the Protection of Children and Vulnerable Adults.

(b) The Additional Special Schedules shall for all purposes have the status of the Standing Orders, except as defined by this Standing Order.

(c) Purpose:

- (i) The Schedule of Use of the Television in the Members' Bar shall regulate the use of the Television in the Members' Bar only.
- (ii) The Policy for the Protection of Children and Vulnerable Adults shall ensure that the Society provides a safe environment for children and vulnerable adults within its premises,

complying with all relevant legislation. Any individual may collect a copy of this policy from the General Office at any time at which the General Office is open; reference copies shall also be kept in the Library and behind the Bar.

(d) Enactment, Repeal and Amendment:

(i) The Schedule of Use of the Television in the Members' Bar may only be enacted, repealed or amended with the assent of a simple majority of Standing Committee members present and voting.

(ii) The Policy for the Protection of Children and Vulnerable Adults may only be enacted, repealed or amended with the assent of two thirds of Standing Committee members present and voting, at a meeting of the Standing Committee at which a Senior Officer is present.

CHAPTER F: Subscription and Memberships

F1: SUBSCRIPTION RATES – GENERAL

The rates laid down in this chapter of the Standing Orders are inclusive of VAT. Any subsequent alteration of the VAT rate shall be applied directly to these subscription rates.

F2: SUBSCRIPTION RATES – LIFE MEMBERS

Life Members shall pay subscriptions either by lump sum or in instalments by banker's standing order, as follows:

(a) *Payment by lump sum*

- (i) Those joining before 7pm on the Thursday of Second Week of Michaelmas term in their first year of eligibility shall pay £229 except as in (c) and (d).
- (ii) All others shall pay £262 except as in (c) and (d).

(b) *Payment in instalments*

All shall pay 1 instalment of £18, and 14 instalments of £18.50, the first instalment to be paid in advance, except as in (c) and (d).

(c) Payment by lump sum by those eligible for a full Maintenance Loan as proved on submission of a document from their Local Education Authority, the NHS, or the Church of England, or those who matriculated before October 2016 in receipt of a full Maintenance Grant

- (i) Those joining before 7pm on the Thursday of Second Week of Michaelmas Term in their first year of eligibility shall pay £137.
- (ii) All others shall pay £156.

(d) Payment by instalments by those eligible for a full Maintenance Loan as proved on submission of a document from their Local Education Authority, the NHS, or the Church of England, or those who matriculated before October 2016 in receipt of a full Maintenance Grant

10 monthly instalments of £15 shall be paid, and an initial payment of £16.50 on joining.

F3: SUBSCRIPTION RATES – LONG TERM AND COURSE-LENGTH MEMBERS

(a) Long-term and Course-Length Members shall pay subscriptions either by lump sum or in instalments by standing order, as follows:

(i) *Payment by lump sum*

- (1) Those taking courses lasting three years or more shall pay £262.
- (2) Those taking courses lasting two years, or with two years remaining, shall pay £196.
- (3) Those taking courses lasting one year or less, or with one year or less remaining, shall pay £131.

F4: SUBSCRIPTION RATES – RESIDENTIAL MEMBERS

Residential Members shall pay an entrance fee of £255 on joining, and an annual subscription of £127. A Residential Member's annual subscription shall be payable on each anniversary of the date on which that Member joined. If any Residential Member fails to pay this fee within 14 days, they shall cease to be a Member of the Society. If such a member wishes to join, they shall have to submit to the same application procedure as any new Residential Member.

F5: INSTITUTIONS ADMITTED TO THE BENEFITS OF RULE 3(A)(a)(ii)

The following shall be entitled to Life Membership under the provisions of Rule 3 (A)(a)(ii):

- (a) Members of the Oxford Institute of Legal Practice (OILP), undertaking a full-time course of one year or more

- (b) Members of any department, faculty or institute of the University of Oxford, undertaking a full-time course of one year or more, though this provision shall not apply retrospectively, or to those who have already completed such a course.
- (c) Those with MA Status within the University of Oxford or members of the congregation of University of Oxford in full-time academic positions.

F6: INSTITUTIONS ADMITTED TO THE BENEFITS OF RULE 3(A)(a)(iii)

The following shall be entitled to Life Membership under the provisions of Rule 3 (A)(a)(iii):

F7: INSTITUTIONS ADMITTED TO THE BENEFITS OF RULE 3(C)

Members of the following institutions shall be eligible shall be eligible for Temporary Membership under the provisions of Rule 3(C).

(a) *Course-length Membership*: Any student studying for a part-time course of two years or greater at any department, faculty or institute of the University of Oxford, or full-time course of one year or greater, where they are not a member of the university, as well as members of the institutions listed below shall be eligible for Course-length Membership at the rates detailed in Standing Order F3.

- (i) Magna Carta College
- Oxford Brookes University
- Oxford Centre for Islamic Studies
- Oxford Centre for Hebrew and Jewish Studies
- Ripon College, Cuddesdon
- Ruskin College
- Sarah Lawrence Programme

(ii) University Staff Members

- (1) Full-time staff members of the University of Oxford or of any of its colleges or Permanent Private Halls shall be eligible for long-term membership.
- (2) The membership rate shall be equal to the one-year long-term membership rate, and shall give the member of staff membership for three academic terms.
- (3) Such membership must be renewed every three terms; staff members who are no longer so employed shall not be eligible to rejoin.

(b) *Termly Membership*: Members of the institutions listed below shall be entitled to Membership on a termly basis. They shall pay a subscription fee of £99 per term. If ten members or more join as a group from any of these institutions, they shall each be entitled to pay a discounted fee of £89. If the duration of their course is at least two terms long, they shall have the option of joining for two terms at the discounted rate of £143 for the two terms (or £133 if joining in a group of ten or more from that institution). If the duration of their course is at least one year long, they shall have the option of joining for that whole year, and shall receive a discounted membership rate of £190 per year (or £180 per year, if joining in a group of ten or more from that institution). The Standing Committee shall have the right to offer further bulk discounts to institutions, as it sees fit.

Abacus College
 Associate members of St Catherine's College, Mansfield College and Lady Margaret Hall (previously part of the WISC programme)
 Boston University Graduate's Association at St Catherine's, Oxford
 Boston University Programme in Oxford
 Butler Programme at St Catherine's, Oxford
 Centre for Medieval and Renaissance Studies (CMRS)
 Cherwell College
 d'Overbroeck's College
 Greene's Tutorial Establishment
 Ephraim Williams
 European School of Management (EAP)
 Georgia University Programme in Oxford
 Oxford Academy
 Oxford Associate Student Programme (OASP)
 Oxford Business College
 Oxford International Study Centre
 Oxford Media & Business School

Oxford Tutorial College
Oxford Programme for Undergraduate Studies (OPUS)
Reuters Foundation Programme at Green Templeton College
St Clare's, Oxford
Stanford University
Washington International Studies Centre (WISC).

(c) *Permanent Membership*: Members of the institutions listed below shall be eligible to extend their Temporary Membership to Permanent Membership:

Oxford Brookes University

(d) *Visiting Members*: Guests at the Oxford Union Society/Landmark Trust flat in the Old Steward's House shall be 'visiting members' of the Society for the duration of their stay in the flat, at a rate determined by the Standing Committee. They may attend debates and speaker meetings, use the Libraries (but not borrow books), use the main Bar, but may not speak or vote in Private Business.

F8: THE TERMCARD

(a) Any Member who has already received a term card shall be charged £4.00 for each additional term card they take from the General Office.

(b) Non-resident Life Members who do not pay the facility fee shall be charged £4.00 if they wish to collect a term card from the General Office.

(c) Resident Life Members who do not pay the facilities levy or have debts to the Society outstanding shall not be issued with a term card until they pay their facilities levy and any debts.

F9: FACILITY FEE

(a) The Facility Fee mentioned in Rule 4(a)(i) shall be £9 p.a..

(b) Resident Life Members who have not paid their facilities levy as they should have, shall be barred from the premises and have their membership card confiscated, until they settle all their unpaid facilities levies and any other debts outstanding to the Society.

F10: MEMBERS RECORDS

Members shall supply the Society with their home address, home telephone number, college, email, date of birth and joining date on the Society's request. Such information shall be used in accordance with Rule 5.

F11: UPGRADE FROM LONG-TERM TO LIFE MEMBERSHIP

(a) For the purposes of Rule 3(A)(a)(vii), members of the Society who once joined as termly subscribing members and who were eligible for election to Life Membership but did not make sufficient payments to obtain Life Membership shall be deemed long-term members whose membership has expired ('expired Members'). Their actual termly payments shall be deducted from any subscription payment if they later choose to upgrade to Life Membership.

(b) Long-term members who are eligible for election to Life Membership may upgrade to Life Membership in accordance with Rule 3(A)(a)(vii) after the expiry of their long-term membership. Such 'expired Members' shall not necessarily be deemed 'ex-Members' as per Rule 8.

(c) For the purposes of Rule 3(D), a Member upgrading from long-term to life shall be deemed to making a new membership application, and Standing Committee may correspondingly decline the application in accordance with Rule 3(D) for unacceptable behaviour committed prior or during their long-term membership. In accordance with Rule 3(D), 'expired Members' who have been refused an upgrade shall be deemed 'ex-Members'.

F12: RECIPROCAL MEMBERS

(a) Members of the societies listed in (c) below shall be allowed 14 days per term reciprocal membership of the society. During these 14 days they shall have the same rights as a guest of the Society.

(b) At any time members of any society in (c) below may purchase life membership at the set rate.

(c) Eligible reciprocal societies:

Cambridge Union
Durham Union
Conference Oliviant
TCD PHIL
Yale Political Union
Harvard Political Union

CHAPTER G: Disciplinary Offences and Fines

G1: ORDER IN THE SOCIETY'S ROOMS

- (a) The President or any agent thereof shall have the power to refuse entry into the Society's rooms or to enforce the removal therefrom any person, if they or their agent be reasonably satisfied that such measures are necessary, or if the person cannot satisfactorily establish that they are a Member.
- (b) Without prejudice to the generality of the foregoing the President or their agent shall have the power to expel any person from the Society's rooms whose conduct is contrary to good order, who heckles or otherwise seeks to disrupt the debates or other meetings of the Society, or who throws or who attempts to throw any item or substance on the Society's premises with the intent of generating a disturbance or of disrupting the Society's business or of exhibiting discourtesy to Members of the Society or its guests. In addition any person found so to have behaved by the Standing Committee may be fined a sum not exceeding £100 (one hundred), and further the Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society under Rule 71.
- (c) Any member who vomits on the Society's premises as a result of intoxication may be fined a sum of not more than £25 by the President or any agent thereof.
- (e) The imposition of any penalty or sanction under this Standing Order shall in no way prejudice the Society's freedom to seek to proceed against any person or group through the disciplinary powers of the University, or the civil or criminal law if the Standing Committee deems that the Society's interests so demand.
- (f) Any individual maliciously or recklessly setting off the fire alarm when there is no emergency shall be fined not more than £500, and further the Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society as a disciplinary offence under the remit of Rule 71.
- (g) Misusing or abusing the Society's membership card (including, but not limited to, permitting a membership card to be used by any person other than that to whom it was issued) shall be punishable by a fine of up to £100. This sub-section shall not restrict the Standing Committee or any Disciplinary Committee from considering such conduct as grounds for suspension or expulsion under Rule 71.
- (h) The Staff or President may refuse to serve any individual who is intoxicated; the House Manager or President may exclude any individual from the premises who is intoxicated.
- (i) Any Member who refuses to show their membership card on request, as per Rule 5, shall be fined a sum of up to £100, and further the Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society under Rule 71.
- (j) Any member who misuses or abuses the fire exits or fire safety equipment on the premises (including but not exclusively, letting another unauthorised individual into a room via a fire exit, or entering an area which is no entry except in case of emergency, or leaving without paying through a fire exit), may be fined a sum of up to £100, and further Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society under Rule 71.
- (k) The agents of the Purple Turtle, subject to the review of the Cellar Management Committee, shall have the power, in the Cellars, to refuse entry or to eject any person, on a temporary or permanent basis for: disruptive behaviour, vomiting, excessive levels of intoxication, for not possessing a membership card or for possessing any illegal substance. This shall not affect the rights of a Member to use other parts of the Society's premises (subject to any disciplinary proceedings under normal disciplinary channels).
- (l) The House Manager shall have the power in the bar to refuse entry or eject any person from the bar on a temporary or permanent basis for: disruptive behaviour, vomiting, excessive levels of intoxication, or for possessing any illegal substance. This shall not affect the rights of a member to use other parts of the Society's premises (subject to any disciplinary proceedings under normal disciplinary channels). Such a member shall have the right to appeal to a Senior Disciplinary Committee.

(m) Any member who litters on the Society's premises may be fined a sum of not more than £10 by any Junior Officer, any agent of the President (including the members of Staff) or the Returning Officer.

G2: UNUSED

G3: DISCIPLINARY PREPARATIONS

The Returning Officer shall, as far as possible, attempt to send copies of the rules, complaint, and written evidence to the selected members of a Disciplinary Committee in advance of the day of proceedings, as well as to the complainant and defendant as soon as possible after the complaint has been submitted.¹⁵³

G4: CLOSED CIRCUIT TELEVISION

Closed Circuit Television (CCTV)

(a) No member or member of staff shall view the recorded CCTV footage without the written permission of two of the President, Senior Officer or the Bursar.

(b) The system may not be used for real-time surveillance, except if a member of staff has reasonable suspicion that a criminal offence is being committed, in which case they will record the circumstances and report them to the Bursar and the President.

(c) Unless requested by the Police or for the active detection of a crime, CCTV footage shall only be kept for 30 days from the time of recording.

¹⁵³ *On the presentation of complaints; see Interpretation C26.*

Rules of the Oxford Union Society, Michaelmas Term 2018.

Louise Kandler, Lady Margaret Hall, Returning Officer

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APPENDICES

Library Regulations

a) *Opening and Closing*

(i) *General*

(1) In full term the old and new libraries shall be open every day except Sunday at such hours as Library Committee with the consent of Standing Committee shall determine, save that Standing Committee may order the temporary closing of the libraries to the extent necessary for special events in the Society's Buildings or for staffing reasons.

(2) In vacation the old and new libraries shall be open on such days and at such hours as Library Committee shall determine, subject to the provisions of Chapter 7: The Society's Rooms.

(ii) *President's Office*

Such books as are normally kept in the President's Office may be obtained on application to the Librarian-in-Charge.

(b) *Borrowing*

(i) *General*

(1) A Member may register with the Library to borrow books and other library materials. College, permanent home and email (where applicable) contact details must be given and kept up-to-date.

(2) A Member who borrows any library material shall be responsible for its safe return.

(ii) *Borrowing from the Library*

(1) *In Full Term*

(A) A Member may have in their possession at any one time up to 8 books and 5 audiovisual items on loan from the Library.

(B) Each book and audiovisual item may be borrowed for 2 weeks. After that time it may be renewed, as long as no other Member has reserved it. Up to 4 consecutive renewals may be done remotely; for a further renewal the book or audiovisual item must be brought into the Library.

(C) If an item has been reserved by another Member it cannot be renewed and must be returned to the Library.

(2) *In Vacation*

A Member may, from the last Monday of Full Term, borrow up to 10 books and 5 audiovisual items for the Vacation. These will be due for return on the first Tuesday of the following Full Term.

(iii) *Return of loaned items*

(1) *Notification*

A courtesy notice will be sent to the borrower immediately before an item is due for return. If the item is not returned, overdue notices will be sent on the 1st, 7th, 14th and 16th days after the due date for a book or the 1st, 5th and 10th days after the due

date for an audiovisual items. The final notice warns the borrower that if the item is not returned they will be invoiced for it.

(2) *Overdue items*

A Member returning or renewing an item after the Library closes on the date the item is due will be fined 20p per day overdue for a book or an audiovisual item or £1 per day for a reference item, up to a limit of £10 per item (subject to periodic review by the Library Committee).

(iv) *Failure to Return Library Materials or to Pay Library Fines*

(1) If a Member sent notice to return an item has not complied and has accumulated a fine of £10 (see 2(c)(ii)) on it, the Librarian-in-Charge will contact the member by post and email (where applicable) requesting the item's return and informing them of the fine to be paid. A 2 week deadline will be set for compliance.

(2) If an item is not returned or the fine remains unpaid by the deadline set, the Librarian-in-Charge will contact the Member again by post and email (where applicable) requesting payment of both the fine and the replacement cost of the item. A 2-week deadline will be set for compliance.

(3) The names of all Members who are retaining overdue items or who have not paid library fines once the second deadline has been passed shall be brought before Library Committee by the Librarian-in-Charge. The Librarian shall:

(A) Forbid such Members to borrow from the Library until they have paid their fines and returned the items which they have outstanding fines.

(B) Notify them by post and email that they have done so.

(v) *Dies Non*

Where any period is specified in the Rules or Library Regulations for the retention or return of library materials, days on which the Society's Buildings are closed shall not be counted.

(vi) *Sub-lending*

No Member may lend to another person, whether or not a Member of the Society, an item obtained from the library.

(vii) *Marking and Mutilation of Library Materials*

(1) For marking or mutilation of library materials the Librarian may:

(A) Inflict a fine in proportion to the damage done or equivalent to the cost of replacing the item, and in addition;

(B) With the permission of Library Committee, deprive the Member responsible of their borrowing rights in the library for a period not exceeding one term.

(2) If such conduct be repeated the Member may, with the approval of Library Committee, be excluded permanently from access to the library.

(c) *Confined Library Materials*

(i) *General*

(1) The Librarian-in-Charge may confine any item to the old or the new library or to any other room of the Society.

(2) Library Committee shall consider representations that items should be confined or freed.

(ii) *Borrowing*

A Member may consult a confined item in the room(s) to which it has been confined.

(iii) *Fines*

A Member removing a confined book shall, at the discretion of the Librarian-in-Charge, incur a fine of up to £10 (subject to periodic review by Library Committee) and shall, with the approval of Library Committee, be suspended from the library until the fine is paid.

(d) *Newspapers, Periodicals and Reference Books*

(i) The Librarian shall be responsible for the purchase of all newspapers, periodicals and reference books taken by the Society.

(ii) The Librarian shall present their list at the first Public Business Meeting of term.

(iii) A Member of the Society may challenge the Librarian's choice of newspapers etc. by writing to Library Committee.

(iv) No Member shall take a newspaper or periodical from the library, except to take a newspaper into the garden in June, with the permission of the Librarian-in-Charge.

(e) *Lost Items*

At the beginning of each term, the Librarian-in-Charge shall cause to be prepared a list of library materials lost during the preceding term. Purchase of replacements will be considered by Library Committee.

(f) *Suggestion Books*

The Librarian shall provide a suggestion book to be kept in the library, in which Members may propose books or other library materials for purchase or make a suggestion for the consideration of Library Committee. Every entry shall be signed by the writer in person. An electronic suggestion form will also be available on the Society's Website.

(g) *Miscellaneous*

(i) No food, drinks or stereo equipment shall be taken into the libraries.

(ii) Disorderly behaviour in the library shall be governed by Standing Order G1.

Forms of House

(1) All remarks not to speakers should be addressed to the Chair.

(2) No Member should refer to another Member by their name, but as "The Honourable Member" or "The Honourable Member from — College"; or, in the case of Officers or ex-Officers, as "The Honourable —".

(3) If the President interrupts proceedings with their bell, all members, except the one speaking at the despatch box should resume their seats.

(4) There are two legitimate forms of interruption - points of order and points of information.

Points of order must refer to the order of the debate, and should be introduced to draw the President's attention to an abuse of the Forms of the House (e.g. interjections from the gallery, or slanderous remarks

from the speaker which the Member wishes to be withdrawn, etc.) Such points take automatic precedence in the proceedings.

Points of information must be literally points of information, and not just expressions of opinion. A Member wishing to raise such a point should rise in their seat, and wait until the speaker at the despatch box gives way. If the speaker does not wish to give way, the Member must resume their seat. Theoretically no two members of the Society may be on their feet at once. Shouted interruptions are not allowed, although cries of "order" are permitted to draw the speaker's attention to a Member wishing to raise a point of information, whom they may not have seen. The speaker is never under any obligation to give way to interruptions.

(These points are introduced with the phrase "On a point of order" or "On a point of information" respectively.)

(5) Booing or hissing a speaker is both a grave and a pointless discourtesy, and an abuse of the Forms of the house.

(6) Speakers on the paper will be told in advance the time allocated to them, and should observe this with the aid of warning from the Secretary.

(7) Members should always appreciate that visiting speakers are entitled to a quiet hearing, but in the interests of debate guest speakers are always open to challenge on points of information. Members are reminded that speakers who come down are usually very busy people who come as a favour to the Society and are hence entitled to the courtesy which one would normally extend to a guest in one's home.

(8) Members are reminded that they should not bring food or drink into, nor should they communicate with mobile phones or smoke in, the Chamber at any time.

(9) Interpretation of the Forms of the House rests with the Chair while they act as Chair.

Disciplinary Committee

The following Senior Disciplinary Committee Short List (as per Rule 71) was passed without objection as a Private Business Motion at a Public Business Meeting in Michaelmas Term 2018, proposed by Anisha Faruk (Elected Member of Standing Committee) on behalf of the Standing Committee:

Richard Coates, Ex-CCC, Exeter
Alicia Collinson, Ex-Librarian, Ex-RO, St Hugh's
Robert Dougans, Ex-RO, Ex-CCC, Oriel
James Dray, Ex-President, Mansfield
Andrew Grey, Ex-CCC, Ex-RO, St Peter's
Christos Karaolis, Ex-Secretary, Trinity
William Marshall, Ex-CCC, Ex-RO, Hertford
Joanna Lee Morrison, Ex-RO, Christ Church
Laura Poots, Ex-President, St John's
Benjamin Seifert, Ex-President, St Peter's
Katherine Sidders, Ex-RO, Trinity
Laura Winwood, Ex-President, Hertford
Alexander Young, Ex-RO, Oriel
Angus McCullough, Ex-President, Pembroke
Ceri Smith, Ex-RO, St Anne's
Thomas G Reynolds, Ex-RO, Somerville, University
Matthew Taylor, Ex-RO, Ex-CCC, St Benet's
James Langman, Ex-President, University
Luke Tryl, Ex-President, Magdalen
Nick Mason, Ex-President, Pembroke
Mohammed Khuram, Ex-Treasurer, Oriel
Daniel Moylan, Ex-President, Queen's
Jean McLean, Ex-Standing Committee, Christ Church
Christopher Adams, Ex-Standing Committee, Brasenose
Richard Tydeman, Ex-President, Christ Church

SCHEDULES

SCHEDULE OF STAFF RESPONSIBILITIES

- (a) All staff must dress smartly and appropriately for their particular employment, in particular:
- (1) Bar staff should wear Union-branded polo shirts;
 - (2) With the exception of door-staff on 'keg-changing' duty, door staff should normally wear their own white shirt, black trousers and black shoes, with Union-branded tie and Union body-warmer/jacket as required. Staff responsible for changing kegs should wear Union-branded polo shirts, with Union body-warmer/jacket as required;
 - (3) Waitress staff should wear white blouses and black shirt/trousers.
- (b) It is expected that members, guests and visitors are addressed politely and with courtesy at all times.

SCHEDULE OF UNACCEPTABLE CONTRACTORS

The following contractors have been found to be unsuitable for the Society's requirements, in accordance with Standing Order A6:

Ardington House
001 Cars, Oxford.
Clinkards Caterers.
Stepping Out
Imran Abrams

SCHEDULE OF NON-CREDITWORTHY ORGANISATIONS

In accordance with Standing Order A6, any organisation which appears in this schedule shall not be permitted to obtain goods or services from the Oxford Union:

SCHEDULE OF THOSE NOT ALLOWED CHEQUE FACILITIES

In accordance with Standing Order A14, the following persons and organisations shall not be permitted to remit the Society by cheque:

Nicholas Caunter, ex-House Manager;
Dr Andrew Charles Spencer Peacock, Coll. S. Johannis Baptiste, ex-Standing Committee, ex-CCC
Ashley Paver, Coll S. Hugonis, ex-Returning Officer
Reverend David Johnson, Selwyn College, ex-Standing Committee

SCHEDULE OF ROOM CHARGES

In accordance with Standing Order E4 (h) the following shall be the charges for room hire (all charges are for a half day hire):

	<u>Members</u>
Television Room	£50
Morris Room	£60
Gladstone Room	£80
Macmillan Room	£100
Snooker Room	£100
Chamber	£500
Lawn	£250
Entire Buildings	£1000

SCHEDULE OF UNACCEPTABLE ROOM HIRERS

In Accordance with Standing Order E4 (b) the following Clubs, Societies and Persons shall not be eligible to hire the Society's rooms:

Oxford University Ski and Snowboard Club

SCHEDULE OF SUGGESTED TRIBUNAL PROCEDURE

1. In accordance with Standing Order D8(j), the Returning Officer shall publish suggested guidelines on the procedures for election tribunal hearings. Such guidelines shall in no way be binding on tribunals.
 - a. The parties (starting with the complainant) introduce themselves. In each case, any representative introduces their clients.
 - b. The Panel introduce themselves to the parties, and satisfy themselves that they are eligible to sit, and have no actual or apparent conflict of interest. Further, they assure themselves that they are meeting in time and subject to any other provisions in the Rules.
 - c. The Panel examine the Allegations count by count. Where there are any Allegations that were brought in time but in some other manner not according to the form or containing in an obvious form all of the content contemplated in the Rules. Where these Allegations have, since initially being brought, been corrected on form or substance, or where the Tribunal can so correct them, it should do so where relevant, and then consider the Allegations as corrected. The Tribunal may not use its powers of investigation to correct said Allegations.
2. Where the Complaint cannot be so corrected, the Complaint must be dismissed as having no case to answer, and the Tribunal should proceed to consider a case of Electoral Malpractice against the Complainant for bringing a frivolous or unfounded and malicious complaint, using its full investigative powers.
3. Where the Complaint has been withdrawn under the power afforded to Complainants within the 72 hour deadline, the Tribunal shall follow the direction of the Returning Officer on how best to proceed.
4. Where the Allegations have been well-made out (by the initial Allegation, through the help of the Returning Officer since the initial Allegation was submitted, or through the help of the Tribunal), the Returning Officer should read out the Allegation (s). The Returning Officer should take each count of electoral malpractice and read it out.
5. The Chair of the Tribunal asks if the Defendants wish to enter a plea to any or all of the allegations. They do not have to do so if they do not wish to; if they do not do so the Tribunal considers the allegations as if they had entered not guilty pleas.

Where pleas of guilty to all charges by each defendant are made

6. The Complainant will outline the facts of the offence.
7. The Defendant may agree the facts. If they do not, the Tribunal proceeds to hold a trial on those facts to determine the basis for sentencing. This will proceed as if (as below) the Defendants had entered no guilty pleas.
8. The Defendant may make a plea in mitigation to argue for what they consider to be the appropriate sentence. The sentence itself is a matter for the Tribunal and thus the Complainant does not have the right to address the Tribunal on this point, unless the Tribunal subsequently pass a sentence which was not open to them under the rules.

Where not guilty pleas have been made

9. The Complainant calls his witnesses. For each witness:
 - a. The Complainant examines the witness in chief
 - b. The Defendant cross-examines the witness
 - c. The Complainant may re-examine the witness
 - d. The Tribunal may ask the witness questions
 - e. If the Tribunal have asked questions which go into new matters then both Complainant and Defendant shall have a right of re-examination

10. When the Complainant has called all of his witnesses, they formally close their case (this is often a good point for an adjournment).
11. Before the Defendant opens their case, it may make a submission of 'No Case to Answer'. The Tribunal should then rule on this submission - this may involve their retiring for consideration. The Tribunal should give their ruling. If the submission is accepted on all or some of the counts, the Tribunal must enter formal not guilty verdicts on those charges at that time. If so, the Tribunal should consider whether any of the allegations that were ruled as No Case to Answer were either frivolous, or unfounded and brought out of malice. The Tribunal shall then continue - to consider any remaining charges.
12. The Defendant opens their case, calling their witnesses using a similar process to paragraph 9 above.
13. The Defendant formally closes their case.
14. The Complainant may make a closing speech.
15. The Defendant may make a closing speech.
16. The Tribunal retires to consider its verdict.
17. The Tribunal announces its verdict.
18. In the case of a Not Guilty verdict, the Tribunal shall consider whether the allegations were either frivolous, or unfounded and brought out of malice. If so, anyone accused of making such allegations shall become a Defendant, and a case shall ensue on those grounds (the Defendant may wish to call an adjournment to prepare their case).
19. In the case of a Guilty verdict, the Tribunal shall consider whether the allegations are frivolous. If they find they are, the Tribunal shall pass no penalty on the Defendant on that count, and shall consider a case against the Complainant for making a frivolous complaint.
20. If a verdict of guilty has been made on any count, the Defendant may make a plea in mitigation on those charges.
21. The Tribunal retires to consider its sentence.
22. The sentence is announced.
23. The Tribunal recommends any recommendations or rulings arising from its actions, including whether the President-Elect should succeed to Office immediately.

SCHEDULE OF REASONABLE COSTS

As per Standing Order A16(a)(ii)(1), the following is a list of costs deemed reasonable by Standing Committee.

(a) Accommodation

Members incurring accommodation costs, while on Society business, shall be reimbursed at the current, average rate of British Youth Hostels (c. £20 in 2002.) This does not in any way override the provisions of Standing Order A15(c)

(b) Food

(i) In the event of a Member being on society business, as per Standing Order A15 (d), a reasonable contribution towards the total cost of food shall be considered to be no more than £5 *per diem*.

(ii) In the event of a member reciprocating with entertainment for free accommodation, the reasonable cost of a meal, as per Standing Order A15 (c), shall be considered to be no more than £15.

(iii) In the event of a member reciprocating with entertainment for hospitality extended by US universities on the American Tour, the reasonable cost of a meal for each of the US representatives shall be considered to be no more than £20. The reasonable cost of a meal for the Society's own representatives shall be considered to be no more than £20.

SCHEDULE OF RECOMMENDATIONS TO THE HOUSE MANAGER ON THE IMPLEMENTATION OF STANDING ORDER G(1)(I)

Standing Order G(1)(I) states as follows:

The House Manager shall have the power in the bar to refuse entry or eject any person from the bar on a temporary or permanent basis for: disruptive behaviour, vomiting, excessive levels of intoxication, or for possessing any illegal substance. This shall not affect the rights of a member to use other parts of the Society's premises (subject to any disciplinary proceedings under normal disciplinary channels). Such a member shall have the right to appeal to a Senior Disciplinary Committee.

In choosing to ban any person from the Society's bar (including Members) it is recommended that the House Manager should adopt the following procedure:

- 1) If the Member is in the bar at the time that the House Manager chooses to issue such a ban the Member should be asked to show their Membership Card and a note should be taken of the Membership Number. If they do not have their card (or are not a member) then their full name should be taken. The individual should then:
 - be informed of their ban immediately (including the duration or if it is temporary);
 - informed that they have a right, if a Member, to appeal the decision to an SDC; and
 - be directed to leave the bar.
- 2) Regardless of whether the House Manager is able to communicate the ban verbally, a letter should be sent to the last recorded address of the banned individual setting out:
 - The fact that they are banned from the bar;
 - The reason for the imposition of the ban (in as much detail as possible);
 - The duration of the ban if it is temporary or the fact that it is permanent;
 - The fact that, if they are a Member they are still able to use other rooms and facilities of the Society;
 - The fact that they may be subject to other disciplinary proceedings at the discretion of the President;
 - The fact that they have the right to challenge the ban before an SDC if they so choose.
- 3) If an address cannot be located for the banned individual the letter should be kept behind the bar, to be handed to them as and when they attempt to enter.

SCHEDULE OF USE OF THE TELEVISION IN THE MEMBERS' BAR

- (1) In accordance with Standing Order E19, the Television in the Members' Bar shall only be used to show the following programmes:
 - (i) BBC News at 1 o'clock;
 - (ii) BBC News at 6 o'clock;
 - (iii) Major Sporting Fixtures;
 - (iv) Major Public Broadcasts.
 - (v) Any programmes being displayed in conjunction with a promotion in the Members' Bar
- (2) Such programmes shall be shown at the request of any member and at the discretion of the bar staff on duty.
- (3) Whether a sporting fixture or public broadcast is "major" shall be at the discretion of the bar staff on duty.
- (4) The Television shall not be switched on except to show programmes in accordance with this Schedule.

POLICY FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

Objective

To provide a safe environment for children and vulnerable adults within Oxford Union Society (OUS) premises. For these purposes, a child is a person under 18, and a vulnerable adult is a person who is receiving any form of health care whose ability to protect him or herself from neglect abuse or violence is significantly impaired on account of disability, illness or otherwise.

Premises

OUS will take all reasonable steps to ensure that its premises are safe for children and vulnerable adults whose presence can be reasonably expected.

Safeguarding Vulnerable Groups Act 2006

OUS will discharge its obligations under the Safeguarding Vulnerable Groups Act 2006.

Duty of Care

OUS will discharge its duty of care to ensure that it will not permit any activity which puts any child or vulnerable adult at risk of abuse, understanding that abuse can be physical, sexual, emotional, or neglect. In the furtherance of this duty it will take proper care that

(a) OUS members and members of staff who come into contact with children or vulnerable adults do not do so in circumstances in which there is risk of abuse.

(b) any allegations or evidence of harm to a child or vulnerable adult will be taken seriously and investigated by the appropriate authority.

Open Days, School Visits and Schools Debating Competition

The fact that OUS is not providing supervision for children will be stated at the time of agreeing any visit by a school and in the OUS documentation. It will be made clear that visiting children must be under the supervision of their teachers or other responsible adult provided by the school.

Under-age students

In rare cases where a student will be under 18 when becoming a member of OUS, OUS will ensure that the student is made aware of the contact details of an adult (normally the Bursar or the President) to be contacted in the event of any incident of abuse or allegation of abuse.

Confidentiality

The Oxford Union will respect the privacy of any child or vulnerable adult, and the confidentiality of information supplied, in so far as this is consistent with its obligation to discharge its duty of care and with statutory obligations.

Officer with responsibility for Child and Vulnerable Adult Protection Matters

The President has responsibility for child and vulnerable adult protection matters and should be contacted in any case of abuse or allegations of abuse. The President is responsible for referring any matters of concern to the OUS disciplinary procedure and if appropriate to the Police or Social Services. Each incoming incumbent will be informed of this responsibility and undergo appropriate safeguarding training. In the event that an allegation of abuse is made concerning the President, the Bursar will hold designated officer responsibilities under this Policy. The President is responsible for this Policy's implementation, and ongoing monitoring of its effectiveness.

Actions when there are concerns over a child or vulnerable person's welfare, or suspicions of abuse

If you are worried about a child or vulnerable person, speak to the Union's Designated Safeguarding Officer (the President), or if they are the subject of the complaint, the Bursar. Do not investigate the matter. The Designated Safeguarding Officer will decide whether to take action.

If no action is required, keep information confidential, and an eye on the child/vulnerable person. If concerned again, discuss with Designated Safeguarding Officer.

If action is required, Police or Social Services may wish to interview you. Share all the information you have with police/social services, and the Designated Safeguarding Officer, but do not discuss with others.

Reporting a concern (for Designated Safeguarding Officer)

Multi-Agency Safeguarding Hub (MASH)

Telephone: 0845 0507666

Email: mash-childrens@oxfordshire.gcsx.gov.uk

Policy effective date: 6 June 2016

SCHEDULE OF FORMAL POLICY DECISION

As per Rule 73(f), the following are policy decisions which have been decided by a Poll or in Private Business at a Public Business Meeting and have not been overridden or become otherwise void or irrelevant.

A: THE JUKEBOX DEBATE

“This House resolves to prohibit the use of the jukebox in the Bar”; passed at the Special Private Business Meeting on 6th April 1998, subsequently taken under Rule 47(e) to the Public Business Meeting held on the 12th April 1998 and passed in Private Business at that meeting.

B: THE POLLS OF 12TH JUNE 1998

Two motions were passed at the above debate, the full text of which are given here for the purposes of Rule 73.

Motion 1: “This House finds the practice of candidates publicly harassing members to vote in Union elections both offensive and detrimental to the quality of candidates elected; therefore this House amends the Rules to ban the canvassing of votes in Public places.”

Accordingly Rules 33(a)(ii) and 33(a)(iii) were amended.

Motion 2: “This House believes

- (1) The Oxford Union is a Members’ Society to be run for the benefit of all Members.
- (2) Members have a right to know how their money is spent and what decisions their elected representatives make; decisions must not be made behind closed doors.
- (3) The Union has nothing to fear from openness, accountability and transparency.

Therefore this House amends the Rules to make the Union more accountable, open and responsive.”

Accordingly Rules 14(a), 23(g), 27(a), 27(c), 40(d), 45(h), 60(a) were amended and Rules 18(c), 18(d), 18(e), 21(c), 23(i), 23(j), 33(a)(ii)(9), 34(f) 35(k), 35(l), 37(d), 60(b), 62(e), 67(i), 68(e), and 73(h) were inserted. Standing Orders A1, A2, A3 and B2 were amended.

C: SUPPLEMENTAL DECLARATIONS OF TRUST

“This House approves the supplemental trust to the Oxford Union Society Trust Deed, as attached,” passed as a Private Business in a Public Business Meeting on 4th March 1999 (see the Supplemental Redecclaration of Trust for the schedule to the motion).

D: TRUST DEED REDECLARATION CHANGES

“This House amends the Rules to reflect the recent changes to the Oxford Union Society Trust Deed – namely removing the Senior Officers and Trustees as members of the Standing Committee,” passed as a Private Business Motion in the Public Business Meeting on 11th March 1999. Accordingly Rule 24(a), 34(c) 62(a), 71(c) and Standing Order B7(b) were altered.

E: RULES CHANGE OF 12 FEBRUARY 2015

Rules changes were passed to allow campaigning of candidates for the first time since 1998. Rules 33(a)-(d), 34(d), 35, 54(c) and 67(e)(vii) were altered and the changes were implemented for the Hilary Term 2015 election onwards.

F: GENDER-NEUTRAL RULES

“This House would make the Rules gender neutral,” passed as a Private Business Motion in the Public Business Meeting on 30th April 2015.

G: LGBTQ+ Pride (Rainbow) Flag

“The Oxford Union will display the LGBTQ+ pride (rainbow) flag prominently during LGBT History Month each year,” passed as a Private Business Motion in the Public Business Meeting on 9th February 2017.

SCHEDULE OF SPECIAL RULES FOR THE REFERENDUM ON ELECTORAL PACTS

SPECIAL RULE 1: REFERENDUM ON ELECTORAL PACTS

(a) The Referendum shall be held in the Society's rooms between 9:30a.m and 8:30p.m on Wednesday of Eighth Week Trinity Term 2019.

(b) The question for the Referendum shall be "Should electoral pacts be prohibited in the Society's elections?" The options for voting shall be "Yes" or "No" only, with the Yes and No Campaigns advocating for each voting option respectively.

(c) Campaigners

(i) Any Life Member, save the President, the Returning Officer, Deputy Returning Officers, Returning Officer's Assistants and the Chair of Consultative Committee, may nominate themselves as a Campaigner for either the Yes or No Campaign. Nominations shall open at 9.30a.m. on Friday of Fifth Week Trinity Term 2019 and close at 3.00p.m. on Friday of Sixth Week Trinity Term 2019. Nominations may only be submitted in the said period, during hours when the General Office is open. For the last two hours of the nomination period, nominations envelopes may only be received in a room designated by the Returning Officer. During this period, the Returning Officer shall be present in the designated room for the purpose of receiving nominations, and only electoral officials or those members wishing to submit their nomination shall be permitted to enter, unless the Returning Officer's express permission has been granted for an exception.

(ii) Nomination packs shall be available from the General Office from 9:30a.m. on Wednesday of Fifth Week until the close of nominations containing the following:

- (1) A nomination form;
- (2) A copy of the Special Rules for the Referendum on Electoral Pacts;
- (3) A letter to Campaigners from the Returning Officer providing further information;

(iii) Any Member may nominate themselves by submitting to the Returning Officer (either directly or through one of their deputies or any other agent authorised by the Returning Officer) a sealed envelope, containing the following:

- (1) A completed nomination form;
- (2) Correct payment of a nomination fee equal to the nomination fee for Secretary's Committee;
- (3) A photocopy of the front and reverse of the member's Union membership card;

On submission of the sealed envelope, the Returning Officer (or their agent, as appropriate) shall countersign the seal of the envelope, write down the member's membership card number on the outside and issue the member with a receipt. They will also enter the member's name and the time of submission on a list, which will be available for inspection by any member, on demand. Once a nomination envelope has been received, it will be deposited in a secure location, and no member shall be permitted to alter or to withdraw any nomination.

The doors of the designated nomination room shall be sealed at exactly 3p.m. and Campaigners who have presented themselves to nominate by this point, but have not had their nomination envelope countersigned and their membership card number recorded by the Returning Officer or their Deputies, shall be allowed to nominate. This shall be referred to as the final submissions period for the purposes of this rule, and no member who presented themselves to nominate during this period shall be permitted to alter or to withdraw any nomination.

Should the Member not have sufficient means of payment on their person for the nomination fee their nomination shall not be accepted. Members shall not be allowed to go elsewhere to find other means of payment, or receive assistance from any other individual, if they do not have sufficient means of payment on their person once the deadline has passed. The same principle shall apply to the requirement for photocopies of membership cards.

(iv) The nomination form shall contain sections for the following:

- (1) To confirm the Campaign for which the Member intends to campaign for;
- (2) Information about the nomination fee required;
- (3) To record the name that the Member wishes to appear under on Referendum materials;
- (4) To confirm a valid email address and phone number of the Member;
- (5) A written declaration that the Member understands the Rules of the Society (including the Special Rules for the Referendum), that they agree to abide by the Rules (and Special Rules) during the Referendum;
- (6) A designated space for the Member to sign and date their agreement to (5) above;
- (7) An agreement to contact the Returning Officer via electronic communication after nominating but before the Campaigner's meeting.
- (8) A space to indicate if they also wish to be nominated for Lead Campaigner;

(v) After the closure of nominations, the Returning Officer, in the presence of at least two Deputy Returning Officers, shall open the nomination envelopes, and verify that they contain valid nominations. A nomination shall be ruled invalid by the Returning Officer should they be satisfied beyond reasonable doubt that any of the following provisions apply upon their investigation:

- (1) Where the nomination was not submitted within the time period allowed;
- (2) Where the required nomination fee or photocopies of the Campaigner's membership card are not included in the submitted envelope as per Special Rule 2(c)(iii)(2)-(3);
- (3) Where a Member altered their nomination after 3pm, or did not have on their person the required items to validly nominate at this time during the final submissions period;
- (4) Where a Member has not indicated which Campaign they intend to campaign for on their nomination form, or a Member has nominated for both Campaigns;

(5) Where a Member has not provided a valid email address by which to contact them during the Referendum period;

(6) Where a Member has not signed and dated their nomination form in the section prescribed to agree to the written declaration under Special Rule 2(c)(iv)(6);

(7) Where a Member is ineligible to nominate as stated by Election Tribunal or Appellate Board sentences which prevent the Member nominating; from Michaelmas Term 2018, an Election Tribunal or Appellate Board shall have the power to impose this sentence;

(d) Timeline and Notifications

(i) Before the opening of nominations at 9:30am on Friday of Fifth Week Trinity Term 2019, the Returning Officer shall notify the Society of the following on the Society's Noticeboard:

(1) The opening of nominations and the period during which nominations may be received;

(2) That nomination packs may be collected from the General Office from 9:30am on Wednesday of Fifth Week;

(3) Information for the two or more times the Returning Officer or their Deputies shall assist Campaigners who have queries about the nomination or Referendum process;

(ii) Ordinarily by 9pm on Friday of Sixth Week Trinity Term 2019, the Returning Officer shall post on the Society's noticeboard the following:

(1) A list of validly nominated Campaigners for the Yes Campaign;

(2) A list of validly nominated Campaigners for the No Campaign;

(3) A list of any Members whose nomination was ruled invalid under Special Rule 2(c)(v) and the Returning Officer's reasoning for doing so;

(4) Photocopies of all nomination forms received, with contact details (if provided) obscured;

(5) The time and location of the Referendum;

(iii) Lead Campaigners

(1) At 9pm on Friday of Sixth Week, Campaigners shall meet at a location specified by the Returning Officer. The Returning Officer shall conduct the elections of Lead Campaigners, who shall not be a candidate in the Society's Elections in Trinity Term 2019.

(2) Any Campaigner who has nominated for Lead Campaigner shall have to opportunity to hust.

(3) The Lead Yes Campaigner shall be elected by Yes Campaigners only, and the Lead No Campaigner shall be elected by No Campaigners only. The vote shall be secret and by Single Transferable Vote.

(4) Ordinarily by 10pm on Friday of Sixth Week, the Returning Officer shall post on the Society's noticeboard the names of the two Lead Campaigners.

(e) Referendum Expenditure

(i) Expenditure on the Referendum shall be determined before the opening of nominations, by the Returning Officer and the Senior Treasurer, in accordance with the Rules, Standing Orders and Special Rules, and, notwithstanding anything elsewhere in the Rules or Special Rules, shall neither be subject to amendment nor to ratification nor to scrutiny by the Standing Committee or the Finance Committee or by any other Officer or Committee of the Society (excepting any Election Tribunal, Appellate Board or Disciplinary proceedings) although it shall be included in any accounts and financial reports presented to these Committees in subsequent Terms.

(ii) The Returning Officer shall not exceed their budget, except in exceptional circumstances and with good reason; should these circumstances occur, the Returning Officer shall inform the Senior Treasurer as soon as is practicable. Expenditure on any Election Tribunal and Appellate Board as may be convened shall not be covered by this sub-section.

SPECIAL RULE 2: CONDUCT OF THE REFERENDUM

(a) By noon on Saturday of Sixth Week, the two Leader Campaigners shall produce and submit by email to the Returning Officer a Short and Long Manifesto for their respective Campaigns. Short Manifestos will be included in the manifesto booklet (below). Long Manifestos will be displayed in the Poll Room on Referendum Day and the Society's noticeboard.

Manifestos shall comply with word lengths equivalent to those for candidates for the Office of President-Elect, and A4 page restrictions. Long Manifestos shall be standardised with 12-point Times New Roman font, save for the heading, which may be in 14-point type, and any formatting the Returning Officer feels acceptable (ordinarily the manifesto formatting for the Main Election shall be acceptable).

(b) The Returning Officer shall ensure no manifesto shall make, either explicitly or implicitly, any false or misleading, libellous, racist, in camera or confidential, blasphemous, or unlawful statements, nor statements that (in the rational opinion of the Returning Officer) are liable or calculated to bring the Society into disrepute. The Returning Officer shall not deem any comments to be 'liable or calculated to bring the Society into disrepute'

Campaigns shall be allowed to express concerns about the activities or the running of the Society. No manifesto shall mention any other Member of the Society by name or implication.

(c) Displaying Manifestos and Objection Provisions

(i) All manifestos shall be scrutinised by the Returning Officer and their Deputies. The Lead Campaigners shall be interviewed as part of this scrutiny process, in accordance with the following:

(1) The interviews must be held in a room in the Society's buildings; the interviews shall be public, although the Returning Officer at their discretion may remove any or all persons from the interview, save the Lead Campaigner, the Lead Campaigner's scrutiny representative, and Deputy Returning Officers;

(2) The Lead Campaigner shall submit to the Returning Officer in writing the name of one scrutiny representative, who is not a candidate in the Society's Election, if they do not wish to represent themselves. This shall not limit the Returning Officer's power to require a Lead Campaigner to provide evidence directly to the scrutiny panel where it may assist the scrutiny process;

(3) The Returning Officer, in so far as is possible, shall give each Lead Campaigner an interview time with as much notice as possible, and inform them or their scrutiny representative where this is altered.

(4) These interviews shall be recorded on the Society's recording device, and the Returning Officer shall have the responsibility of safeguarding it;

(5) Lead Campaigner will ordinarily be expected to attend these interviews, unless providing the Returning Officer with a suitable extenuating circumstance.

(ii) Unscrutinised Short Manifestos and Long Manifestos shall be displayed on the noticeboard from 3pm on Saturday of Sixth Week until noon on Sunday of Seventh Week. Scrutinised Long Manifestos will be displayed on the noticeboard as soon as it is feasible to following the conclusion of scrutiny until the Referendum malpractice complaints deadline.

(iii) If any Member considers any Short or Long Manifesto to not comply with the Rules, Standing Orders or Special Rules, they may bring this to the attention of the Returning Officer through a formal objection by email no later than noon on Sunday of Seventh Week. Objections shall be made on the grounds that a claim is false and/or is in breach of a specific Rule, Standing Order or Special Rule. The Member objecting shall present all relevant evidence for the objection to assist the Returning Officer and their Deputies. The Returning Officer shall keep a copy of all objections made, handling them anonymously, and shall first make a ruling on whether there is a case to investigate for each one. A ruling of no case to investigate shall only be made if the Returning Officer reasonably believes that the objection is *prima facie* frivolous or malicious.

(iv) Should there be a case to investigate, the Returning Officer shall consider whether the Lead Campaigner's attendance would be beneficial to obtain further evidence or discuss manifesto alterations. If it would, the Returning Officer should endeavour to contact the Lead Campaigner and their representative to arrange this or the submission of further written evidence, but if they are unable to attend the Returning Officer and their Deputies shall discuss the evidence in the Lead Campaigner's absence. The Returning Officer shall then rule on whether the objection has any merit, and arrange to make alterations to the manifesto as appropriate.

(v) The President or their agent must remain in the Society's Rooms for all times that the Returning Officer feels is necessary to complete the scrutiny process (breach of the provision shall be deemed hinder the Returning Officer).

(d) Manifesto Booklets and Election Publicity

(i) The Returning Officer shall produce a manifesto booklet containing Short Manifestos of each Campaign, and details of the Referendum such as how and where to vote. This manifesto booklet shall publicise the times for Voting and Referendum Debate. The booklet shall contain a copyright notice, forbidding any unauthorised reproduction or copying. The booklet shall ordinarily be the same as the manifesto booklet for the Society's elections.

(ii) The Returning Officer shall arrange for an Referendum Poster to be produced, including the following: details of the Referendum such as the question and how to vote, the Referendum Debate, the Short Manifesto's of each Campaign, a copyright notice, and a reminder of the Special Rules for the Referendum. A poster shall be displayed in the General Office, outside the Society's Library, and by the entrance next to the Goodman Library, as a minimum. The Returning Officer may arrange, at their discretion, for a poster to be distributed to every college.

(iii) The Returning Officer shall ask the Web Officer or the Bursar to distribute the published manifesto booklet by email through the Society's mailing list, providing this to them as soon as possible on Monday of Seventh Week. The email shall be sent no later than Thursday of Seventh Week.

(iv) The Returning Officer shall also distribute physical and digital copies of the manifesto booklets to resident Life Members, using a list provided by the Bursar. The Returning Officer may, at their discretion, require Campaigners for the Referendum to assist with the distribution of manifesto booklets. Should they fail to assist without good reason and having had 48 hours' notice, they shall be liable to a fine of £10. Further, should they not distribute the manifesto booklets to a college they have been allocated within a reasonable time specified by the Returning Officer, they may be liable to a complaint of Referendum Malpractice. No person, unless authorised by the Returning Officer, may systematically distribute physical booklets, or parts of physical booklets, to other persons (whether Members or not).

(vii) The Returning Officer shall not be held liable for any failures of the pigeon-post system, nor shall any non-malicious failings of the pigeon-post system be deemed as innocent interference. The Returning Officer shall have no obligation to provide Members with more than one copy, nor to deliver the booklet to non-Life Members or to Life Members not on University pigeon-post; however, the Returning Officer may make copies of the booklet available in the Society's General Office to any Member who is not eligible to receive a copy by pigeon-post. No person may photocopy or physically reproduce the booklet or any part thereof without the Returning Officer's express permission. The Returning Officer, when performing their duties under this clause, shall not be deemed to be committing Referendum Malpractice under Special Rule 3(a)(i)(16) or (a)(i)(19) above.

(viii) A small number of unmarked manifesto booklets shall be made available for consultation in the Voting Room on the day of the Referendum; they shall not be removed from the Voting Room except with the permission of the Returning Officer; if they are defaced in any way they shall be replaced.

(ix) No candidate may mark, alter, tear, highlight or deface a manifesto booklet, nor shall they conspire to do so, or encourage others to do so. Members who are not Campaigners may mark the booklet that they receive howsoever they wish, but Campaigners shall not encourage other members to do so, nor may any person (whether a Member or not) engage in any systematic or persistent campaign to mark the manifesto booklets of other persons.

(e) Referendum Debate

(i) The President shall call an Extraordinary Meeting between 4pm and 9pm on either the Monday or Tuesday of Eighth Week Trinity Term 2019, for the purposes of a Referendum Debate held in the Chamber.

(ii) The Referendum Debate shall be held in the Chamber on the motion "this house would prohibit electoral pacts in the Society's elections", to be proposed and opposed by the two Lead Campaigners.

(iii) The Referendum Debate shall be chaired by the Returning Officer, with the most senior Deputy Returning Officer present acting as Secretary, ensuring that a recording is made of all speeches on the Society's recording device.

(f) Order in the Voting Room

(i) The ballot shall be secret. Any Member infringing the secrecy of the ballot shall be liable to a maximum fine of £30, to be imposed by the Returning Officer or any Deputy Returning Officer.

(ii) The Returning Officer shall be responsible for preserving good order in the Voting Room. Any Member who continues to disrupt the Voting Room after they have cast their ballot shall be instructed to leave, and, if they do not, shall be fined a maximum of £50 by the Returning Officer or any Deputy Returning Officer.

(iii) Nothing in (i) and (ii) above shall prevent any Member from informing others of the way that they have voted after they have left the Voting Room.

(iv) If a Member is disruptive in the Voting Room for at least 10 minutes, the Returning Officer may warn them that they have 10 minutes to cast their ballot. If, after 10 minutes, the Member has not cast their ballot, then the Returning Officer may, with the consent of two Deputy Returning Officers, remove the ballot paper and place it in the ballot box on their behalf, after which the provisions of (ii) shall apply, as if the Member had cast their ballot.

If the Returning Officer casts a ballot on behalf of a Member, they must:

(1) Make a private record of the name and membership number of the Member;

(2) Post a notice on the noticeboard within one hour stating the time at which they placed the ballot in the ballot box and the names of the two Deputy Returning Officers present and consenting;

(3) Read out at the beginning of the Count both the private record and public notice regarding any ballots they placed in the ballot box on behalf of Members;

(g) Procedure for Voting

(i) Any Life Member of the Society may vote in the Referendum by submitting, in person, their name and College, together with some form of identification bearing their photograph, to one of the Referendum Officials in the Voting Room. The Official shall check that the name of the person is recorded in the list provided by the Bursar for this purpose and that they have not already voted, and, if satisfied as to their identity, shall require them to sign a numbered list of those voting before issuing a ballot paper to them. The Official shall write the number by the voter's signature next to their name on the list of Members. The voter shall complete the ballot paper, and deposit it in one of the ballot boxes

(ii) A voter may only be issued with another ballot paper if they inadvertently spoil their ballot paper, or if they damage the integrity of their ballot. In these cases, the voter shall return it to the Official who shall issue them with another, and shall deposit the spoiled or damaged paper separately in a box provided for that purpose, and record the new ballot issued.

(h) The system of 'First Past The Post' is to be used for the Referendum

(i) *The Count*

(i) The Returning Officer shall be responsible for the counting of the votes, which shall be done as soon as is practicable, and shall have complete control over the Count in accordance with these Special Rules. The Returning Officer, the Deputy Returning Officers, the President, the Returning Officers' Assistants and the Lead Campaigners shall have the right to be present throughout the Count for the Referendum. No other person shall have this right, save any Campaign representatives appointed under (ii) below. The Returning Officer shall publish on the noticeboard by 4:00pm on the day of the Referendum the place and time at which the Count will begin.

(ii) The Lead Campaigners must each send a Member to be the Representative of their Campaign at the Count. No person ineligible to serve as a Deputy Returning Officer by virtue of Rule 32(n) shall be the Representative of a Campaign.

(iii) For the duration of the Count, the Returning Officer and all Deputy Returning Officers shall be empowered to inflict maximum fines of up to £25 on any other person disrupting the Count.

(iv) At the beginning of the Count, the ballot boxes shall be opened and the total number of ballots cast shall be determined and the number of signatures of Members who have voted shall be counted. Any discrepancy shall be declared by the Returning Officer.

(v) The ballots shall be counted into three piles, those voting “Yes”, those voting “No”, and those ballots that are blank, spoilt or void. Only Referendum Officials may touch the ballot papers, save that Representatives may indicate which ballots they wish to discuss the interpretation of with the Returning Officer. The Returning Officer shall be responsible for the final interpretation of ballots according to a system described at the beginning of the Count, normally using any clear indication of preference for one option over the other. Representatives may request that the Returning Officer initial any given ballot.

(vi) *Recounts*

Any Representative may request a recount of the votes, including the reinterpretation of all ballot papers, subject to the following provisions:

(1) The first recount shall always be granted.

(2) If the two Campaigns differ in total number of votes by ten or fewer, a second recount shall be granted.

(3) If, after two successive recounts, the totals of each of the respective Campaigns has differed by ten or more votes compared to prior recounts, or the Campaigns have switched positions at any point or tied and failed to tie, then a third recount shall be granted.

(4) Subsequent recounts shall be granted until either in two successive recounts the total number of votes for each Campaign differs by five or fewer votes, provided the Campaigns have not switched positions or tied and failed to tie, or until six total recounts have been granted.

(5) After six successive recounts, the Count shall be adjourned until a Senior Officer can arrive to oversee the conduct of the Count.

(6) The Returning Officer may always grant further recounts at their discretion.

(vii) If the Returning Officer should feel at any stage that further proceedings would be unlikely to produce a true result before the conclusion of the Count, for whatever reason, then the Returning Officer shall so declare and post a notice to that effect on the noticeboard. The results of the Referendum shall then be referred to a Referendum Tribunal, and all ballots shall be sealed as if the Count had concluded.

(viii) At any time after nine hours from the commencement of the Count, the Returning Officer may adjourn the Count to a time stated at the time of adjournment, and all ballots shall be sealed as if the Count had concluded until the recommencement of the Count.

(ix) At the conclusion of the Count, the Returning Officer shall ascertain that the original total of the ballot papers, as determined in (iv) above, tallies with the various totals for “Yes”, “No” and spoilt, void and blank papers. They shall then seal the ballot papers in the presence of the Representatives.

(x) The sealed ballot papers shall be preserved until Friday of Second Week of Michaelmas Term 2019. They shall not be opened save by order of the courts, a Referendum Tribunal or a Referendum Board, and only then in the presence of the agent of those bodies.

(xi) The Returning Officer shall ensure that the doors to the Count remain locked, and entry and exit to and from the Count shall only be with the consent of the Returning Officer, or their most senior Deputy Returning Officer present.

(xii) In the case of a genuine emergency (such as the fire alarm sounding), the Returning Officer shall have the right to suspend the Count and evacuate the room. As far as is practical and safe, the ballot papers shall be stored in a secured ballot box, and guarded by at least three Deputy Returning Officers, until the Count can resume. If any person breaks the secrecy of the Count during its suspension under this subsection may be fined up to £200 by the Returning Officer for each offence, subject to a maximum of £1000 per person.

(xiii) In the case of a suspension of the Count, the Returning Officer, if they believe that it will not be possible to recommence until nine hours after the beginning of the Count, may adjourn the Count to a time stated at the time of adjournment. In the case of such an adjournment the ballot papers shall be sealed until the Count can recommence.

(xiv) The Returning Officer shall announce the results of the Referendum in the Bar, immediately after the Count has been completed, and shall then post the results on the noticeboard. The secrecy of the Count shall continue until after the Returning Officer has announced the results in the Bar, and any indication from those within the Count of the result before this has occurred shall be considered a breach of the secrecy of the Count and be liable to a maximum fine of £200 to be imposed by the Returning Officer or any of their Deputy Returning Officers.”

(viii) As per Rule 33(3)(iii), if more Members vote for “Yes” than “No” then on the first day of Michaelmas Term 2019, Rule 33(a)(i)(3) shall be amended to read:

“representing or attempting to represent themselves or any other Member or Members to be the candidate(s) of, or endorsed, supported or opposed by, any political party, group or faction or any University Society, or any national, racial, or religious party, group or faction, or newspaper or journal or persuading or attempting to persuade any other person to do so; or engaging in any electoral pact between Candidates in the Election and Candidates in any election inside or outside the Society; as a Candidate, distributing a list of another Candidate or other Candidates in the Election in any form or way, even if not systematic;”

SPECIAL RULE 3: REFERENDUM MALPRACTICE

(a) *Definition of Malpractice*

(i) A person shall have committed a Referendum Malpractice if they perform any of the following actions:

- (1) communicating any illicit statement as described in Special Rule 3(a)(ii) below;
- (2) representing or attempting to represent any Campaign or voting option as endorsed, supported or opposed by, any political party, group or faction or any University Society, or any national, racial, or religious party, group or faction, or newspaper or journal or persuading or attempting to persuade any other person to do so; this clause shall not limit the media's legitimate ability to report on the Referendum;
- (3) procuring or attempting to procure any vehicle or conveyance for the purpose of systematically conveying Members to the Voting Room, unless authorised to do so by the Returning Officer
- (4) bribery or buying Memberships in order to influence the result of the Referendum; or paying, or promising to pay, another Member's nomination fee; or making, or undertaking to make, some payment or financial inducement, either directly or indirectly, to any person (whether a Member or not) in so as to influence the result of the Referendum, either directly or indirectly;
- (5) extortion, blackmail, harassment or intimidation in connection with the Referendum;
- (6) organised treating so as to influence the result of the Referendum either between the Opening of Nominations and the Close of Voting;
- (7) interfering with, obscuring, defacing or removing, any photograph, manifesto, notice, poster, mailing or other material issued or distributed by the Returning Officer, unless specifically authorised to do so by the Returning Officer;
- (8) soliciting votes so as to influence the result of the Referendum on the Society's premises from the Opening of Nominations, save during the Referendum Debate;
- (9) misusing or abusing or attempting to misuse or abuse one's official position in the Society, or promising to misuse or abuse one's prospective official position in the Society, so as to influence or attempt to influence the result of the Referendum;
- (10) any deliberate breach or attempted breach of the Rules, Standing Orders or Special Rules regarding the conduct of the Referendum;
- (11) making Allegations of Referendum Malpractice that are frivolous or are unfounded and brought out of malice;
- (12) deliberately giving false evidence to, or making an unreasonable Appeal against the findings of an Election Tribunal;
- (13) unreasonable behaviour in front of an Election Tribunal or Appellate Board;

(14) breaching Rule 5, or otherwise using the Society's records of Membership, with the intention of influencing the result of the Referendum;

(15) deliberately hindering or attempting to hinder the Returning Officer, or their Deputies, or their Assistants in the discharge of their duties;

(16) persistently loitering in or outside the Voting Room during the Referendum in such a way as to influence the Referendum;

(17) producing for distribution or distributing physical campaign materials; making websites or web pages, excluding those on free social media platforms; or spending money on, advertising or publicising any Campaign or voting option. This provision shall not apply to day-to-day expenses, such as the costs of Internet usage and telephone usage;

(18) impersonating another Member in order to hinder or promote any Campaign or voting option; pretending to be from a college or institution not one's own when soliciting votes; or trying to impersonate another voter when voting in the Voting Room;

(19) making use of any University email system so as to influence the result of the Referendum;

(20) maliciously or recklessly causing the Returning Officer to exercise their power to suspend the Count, with the intention of breaching the secrecy of the Count. Any allegation brought or action taken as a consequence of this clause may be in addition to any normal and legitimate action against any Member who has set off an alarm or otherwise prejudiced the good order of the Society's rooms, whether with intent to breach the secrecy of the Count or not;

(21) breaching the secrecy of the Count by disclosing any result, or pretended result, either directly or indirectly, before the Count is finished, whether or not the Count has been suspended for any reason, without the sanction of the Rules or Standing Orders;

(22) aiding, attempting to, or abetting any of the above.

(ii) A statement shall be deemed illicit for the purposes of Special Rule 3(a)(i)(1) if all of the following conditions apply: the statement is untrue or misleading; the person communicating the statement intends, in whole or in part, to influence the course of the Referendum; and, at the time of communication, the person communicating the statement could not reasonably believe it to be true and non-misleading. A statement shall be deemed untrue if evidence cannot be adduced to satisfy a reasonable belief in its truth.

(iii) No Staff member, Senior Officer, OUS Trustee, nor any member who is an OLDUT Trustee, nor the Returning Officer or any of their Deputies or Assistants, may solicit votes so as to influence the result of the Referendum. Such solicitation shall be deemed Electoral Malpractice under (a)(i)(10) above.

(iv) Any Campaigner who shall ordinarily be prohibited from speaking to the press shall be permitted to speak to the press regarding the Referendum for the purpose of contributing to the debate, for the period following the close of nominations to the Opening of Voting, save that Campaigners who are also Candidates in the Main Elections in Trinity Term 2019 shall not be permitted to make any comment that could be construed as a comment on their or any other Member's candidacy in the Main Election.

(b) *Complaints and Allegations*

(i) If the Returning Officer receives, not later than the Close of Voting, a written complaint concerning the circumstances of the Referendum, they shall investigate the complaint and advise and warn those concerned.

(ii) After the Close of Voting, but within 48 hours thereof, any Member may bring before the Returning Officer or any of their Deputies an Allegation, signed by the Member concerned, that:

(1) A Member or Members, including the Returning Officer or any of their Deputies, have committed an Referendum Malpractice;

(2) An Referendum Malpractice has been committed by a person or person unknown or by a person who is not a Member;

(3) A fine levied by the Returning Officer or one of their Deputies under Special Rule 3(i)(iii) was unjustified.

The Returning Officer may not call a tribunal without an Allegation, save as under (ix) below, or as under Standing Order D5(e).

(iii) The Returning Officer and their Deputies shall meet in the Room in which Voting was held not later than 47 1/2 hours after the Close of Voting, and shall remain there until 48 hours after the Close of Voting, for the express purpose of receiving Allegations.

(iv) Within ten minutes after the time limit for the receipt of Allegations has expired, the Returning Officer shall post on the Notice board a list of Allegations received or a notice to the effect that no Allegations have been made, as appropriate. The infringement of this provision by the Returning Officer shall be deemed to be a Referendum Malpractice under (a) (i)(11) above, and notwithstanding the time limit imposed in (ii) above, allegations brought under this sub-section may be made within 49 hours of the Close of Voting to any Deputy Returning Officer.

(v) On receipt of any Allegation the Returning Officer shall call an Election Tribunal as under (c) below.

(vi) The Returning Officer shall only be deemed to have received an Allegation if it is signed by a Member and complies in form or substance with the following format, namely:

"I, (insert name of alleger), hereby allege that (insert name of accused, if known) did commit a Referendum Malpractice (or levied an unjustified fine) by breaching (insert Rule/Standing Order/Special Rule Number) I herewith attach or enclose details of the evidence which I shall submit to the tribunal namely:

(1) A description of the facts and circumstances of the Alleged Malpractice;

(2) Details of any documentary or other recorded evidence which corroborates the description in (1);

(3) Details of witnesses or circumstances which corroborates the description in (1) or the evidence in (2)."

The details under (1), (2), (3) shall be attached or enclosed. The Returning Officer shall inform the Allegor if the Allegation is not valid because of a defect in the above requirements.

(vii) *Recounts*

(1) The Returning Officer may order a recount if a Member brings to his attention within 48 hours of the Close of Voting an error in the results published on the noticeboard.

(2) If a recount is ordered under (1) above or the Count or part of it has been postponed the time limit for the receipt of Allegations shall be extended to 1 hour after the result of the recount or postponed Count has been announced, if it takes place after the normal 48 hours limit has expired. There shall also be a further hour in which allegations against the Returning Officer for failure to post on the Notice board a list of Allegations received or a notice to the effect that no allegations have been made, as appropriate, at the end of the time limit for the receipt of Allegations under this subsection.

(ix) *Innocent Interference*

A person shall have committed an Innocent Interference if they perform any of the following actions:

(1) That they have perverted the outcome of the Referendum by the dissemination of untrue or misleading statements, or of unscrutinised factual claims, about a Campaign or Campaigns, even though such dissemination was accompanied by a reasonable belief in the contrary nature of the statements or claims of respectively.

(2) That, as the Returning Officer, they have in good faith (through negligence or otherwise) misinterpreted the Rules concerning the conduct of the Referendum in such a way as to affect its outcome, or otherwise affected it through negligence.

(c) *Complaints and Allegations*

(i) If the Returning Officer receives, not later than the Close of Voting, a written Complaint concerning the circumstances of the Referendum, they shall investigate the Complaint and advise and warn those concerned.

(ii) After the Close of Voting, but within 48 hours thereof, any Member may bring before the Returning Officer or any Deputy Returning Officer an Allegation, signed by the Member concerned, that:

(1) A Member or Members, including any Referendum Official, have committed a Referendum Malpractice or Innocent Interference;

(2) A person, persons unknown, or a non-Member, has committed an Electoral Malpractice or Innocent Interference;

(3) A fine levied by the Returning Officer or a Deputy Returning Officer under Special Rule 2(i) was unjustified.

The Returning Officer may not call a Referendum Tribunal without an Allegation, save as under Special Rule 2(i)(vii).

(iii) The Returning Officer and their Deputies shall meet in the Room in which Voting was held not later than 47 1/2 hours after the Close of Voting, and shall remain there until 48 hours after the Close of Voting, for the express purpose of receiving Allegations.

(iv) Within fifteen minutes of the time limit for the receipt of Allegations expiring, the Returning Officer shall post on the noticeboard a list of Allegations received or a notice to the effect that no Allegations have been received, as appropriate. The infringement of this provision by the Returning Officer shall be deemed to be a Referendum Malpractice under (a) (i)(9) above, and notwithstanding the time limit imposed in (ii) above, Allegations brought under this clause may be made within 49 hours of the Close of Voting to any Deputy Returning Officer. Should an Allegation be made against the Returning Officer, the posting of this notice shall remain the responsibility of the Returning Officer, after which the provisions of Rule 32(d) shall apply as if an Allegation of Electoral Malpractice had been made.

(v) On receipt of any Allegation the Returning Officer shall call a Referendum Tribunal as under (c) below.

(vi) The Returning Officer shall only be deemed to have received an Allegation if it is signed by a Member and complies in form or substance with the following format, namely:

"I, (insert name of alleger), hereby allege that (insert name of accused, if known) did (commit a Referendum Malpractice/commit an Innocent Interference/levied an unjustified fine) by breaching (insert Rule/Standing Order/Special Rule Number). I herewith attach or enclose details of the evidence which I shall submit to the Referendum Tribunal, namely:

(1) A description of the facts and circumstances of the Alleged Malpractice or Innocent Interference;

(2) Details of any documentary or other recorded evidence which corroborates the description in (1);

(3) Details of witnesses or circumstances which corroborates the description in (1) or the evidence in (2)."

The details under (1), (2), (3) shall be attached or enclosed. The Returning Officer shall inform the Alleger if the Allegation is not valid because of a defect in the above requirements, and shall not call a Referendum Tribunal.

(vii) *Re-Counts*

(1) The Returning Officer may order a re-Count if a Member brings to their attention within 48 hours of the Close of Voting an error in the results published on the noticeboard.

(2) If a re-Count is ordered under (1) above or the Count or part of it has been postponed the time limit for the receipt of Allegations shall be extended to 1 hour after the result of the re-Count or postponed Count has been announced, if it takes place after the normal 48 hours limit has expired. There shall also be a further hour in which Allegations against the Returning Officer for failure to post on the noticeboard a list of Allegations received or a notice to the effect that no Allegations have been made, as appropriate, at the end of the time limit for the receipt of Allegations under this subsection.

(d) *The Referendum Tribunal*

Rules of the Oxford Union Society, Michaelmas Term 2018.

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(i)

(1) The Referendum Tribunal shall be set up by the Provisional Returning Officer if an Allegation is made, as soon as possible, and shall consist of any three of the Members whose names were on the Shortlist made under Rule 32(h). Should fewer than three of the said Members be available, the Referendum Tribunal shall consist of any Members chosen with the Standing Committee's approval that satisfy the requirements of the said Rule, always providing that the Referendum Tribunal has three Members. The Provisional Returning Officer and the Standing Committee shall use their best efforts to ensure that at least one Member of the Referendum Tribunal is a qualified lawyer.

(2) As an exception to Rule 23(d), Standing Order B6 and Standing Order B10, if an Allegation has been validly submitted such that a Referendum Tribunal is necessary, but the Returning Officer is unable to organise a sustained, quorate Referendum Tribunal that is sufficiently able, within the required time period and deadlines, to hear all the Allegations and evidence and then deliberate fully, then the Returning Officer shall be able to summon an Emergency Meeting of Standing Committee for the purpose of appointing an additional Member or Members to the Election Tribunal Shortlist only, without any minimum notice period for the Meeting or for the agenda.

(3) In the case of clause (2), then for the purposes of Standing Order B10, four days written notice shall not be required. However, the Provisional Returning Officer shall be required to ensure that a valid Requisition is published on noticeboard and that they or their Deputy Returning Officers have attempted to contact verbally or by phone each member of Standing Committee as far as possible in order to inform them of the Meeting in advance.

(ii) The Referendum Tribunal shall have the complete power to investigate all the Allegations and circumstances dependent upon those Allegations only. No Allegations brought after the time limits laid down in (c)(ii) and (c)(iv) above shall be considered by the Referendum Tribunal. The Referendum Tribunal shall have discretion in the determination of penalties, save that:

(1) Any Member making an Allegation which is frivolous or unfounded and brought out of malice shall be suspended for at least one term, and, if such Allegations be made against the Returning Officer or any Deputy Returning Officer the Member shall in addition be fined at least £50.

(2) If the Returning Officer or any Deputy Returning Officer be found guilty of a Referendum Malpractice, they shall be automatically disqualified from taking part in the Count in future, dismissed from any Office they currently hold in the Society, and suspended for at least one term.

(3) Any Member making an unreasonable Appeal against the findings of a Referendum Tribunal under (e) below shall be suspended for one term, forbidden to serve on any Committee or nominate themselves for any Committee or Office for a further three terms, and fined £50, these penalties in all cases being added to any penalties otherwise imposed under (d)(ii) or (v).

(4) Notwithstanding anything else in this Rule, no penalty shall be inflicted upon a Member if the Allegations against them are found to be frivolous, and nor shall any conviction resulting from such Allegations be deemed to be a conviction for the purposes of these Rules, save that individuals so convicted shall maintain their rights of Appeal.

(5) The Referendum Tribunal shall always consider whether or not any Allegations before it are frivolous, and, if unfounded, brought out of malice.

(6) Allegations of Innocent Interference, if resulting in convictions, shall carry no penalty, nor shall they be deemed to be convictions for the purposes of these Rules, save that individuals so convicted shall maintain their rights of Appeal.

(iii) No Referendum Tribunal shall consider as evidence electronic messages without the written consent of at least one of the parties involved, nor should they consider as evidence information obtained from private computers or other private electronic devices or private online accounts without the written consent of the owner of the device or the account.

(iv) The standard of proof required for a conviction shall be that the Referendum Tribunal is satisfied beyond all reasonable doubt of the defendant's guilt. No person shall be found guilty save by unanimous vote. The standard of proof required to settle all other questions of fact shall be a simple balance of probability, and a majority verdict shall be sufficient. A question of fact that would individually amount to a finding of guilt shall require that the Referendum Tribunal is unanimous in agreeing that the fact has been proven beyond all reasonable doubt.

(v) The Referendum Tribunal may inflict any or all of the following penalties on a Member found guilty of Referendum Malpractice, even in addition to the provisions of (d)(ii) above:

(1) A fine.

(2) Immediate dismissal from any Office or Committee.

(3) Disqualification from holding Office or sitting on any Committee in any following term.

(4) Disqualification from nominating in any subsequent Election.

(5) Suspension.

(6) Expulsion.

(vi) The Referendum Tribunal may, under the conditions laid down by Standing Order D9, inflict a fine on any Member who fails to appear before it. For the purposes of these Rules all references to an "Election Tribunal" in Standing Order D8 and D9 shall be read as "Referendum Tribunal". "Rule 33(c)(v)" shall be read as "Special Rule 3(c)(vi)"

(vii) The Referendum Tribunal shall not inflict any penalty upon nor recommend any proceedings against any person other than one whom it convicts of Referendum Malpractice, save as under (vi) above. The annulment of the Referendum, the ordering of a re-Vote, or the ordering of a re-Count shall not be considered a penalty.

(viii) The Referendum Tribunal may annul the whole Referendum if it is satisfied that Referendum Malpractice or Innocent Interference has substantially affected the result. In the event of an annulment, it shall be the duty of the Returning Officer to arrange a new Vote for Monday of First Week, or, if the Vote annulled was itself held on Monday of First Week, at the most convenient time during Full Term. The Referendum Tribunal may make any provisions it thinks fair with regards to the arrangements for and conduct of this new Election, including but not limited to:

(1) Ordering a re-Vote.

(2) Restricting those eligible to nominate as Campaigners or Lead Campaigners in the new Referendum.

(3) Re-opening nominations for Campaigners or Lead Campaigners.

(4) Amending the wording of the Motion so as to ensure the continued operation of the trial period until a valid Referendum can be held, and to ensure that the result of such a valid Referendum can be respected and observed.

(ix) The Referendum Tribunal, or failing it, the Referendum Board, shall have the power and the duty to make any order necessary to remedy any failure of the Rules or otherwise to determine how to fill vacancies left by its actions.

(x) The Referendum Tribunal shall complete its investigations and shall present a Declaration to the Returning Officer within 216 hours of the Close of Voting. The Declaration shall state the Allegations made, the verdicts returned, and any penalties inflicted, and shall be read by the Returning Officer to the next Public Business Meeting. Within 336 hours of the Close of Poll, the Referendum Tribunal shall Report in full to the Returning Officer and thereupon cease to exist except as regards (e) below. A copy of the Report shall be posted on the noticeboard as soon as practicable for at least five days; this report shall be read by the Returning Officer to the next Public Business Meeting, if the Returning Officer thinks it is necessary, or if they are so directed by the Referendum Tribunal, unless the Referendum Tribunal has been subsequently quashed by a Referendum Board.

(xi) The Declaration in (x) above may make whatever provisions the Referendum Tribunal deems appropriate for the succession to Office or Committees, the assumption of acting powers pending its full Report, or the requirements for individuals to work during the Vacation, provided that in so doing the Referendum Tribunal binds itself to issue no interpretation or ruling in its Report that contradicts such provisions. The Report in (x) above should detail the reasoning behind the verdicts of the Referendum Tribunal, including detailing any dissent amongst Members of the Referendum Tribunal on any questions of fact, law or guilt, and any recommendations the Referendum Tribunal wishes to make.

(xi) Once the Referendum Tribunal is set up, no question whatsoever shall be asked, no Motion whatsoever moved, nor discussion whatsoever initiated, in the House or in the Standing Committee, that in any way relates to the action of the Returning Officer under Special Rule 3, or to the setting-up, composition, action or Report or any other circumstances whatsoever of the Referendum Tribunal, save as may be necessary for proceedings against convicted parties under Rule 7(b), or to enable the Standing Committee to ensure that any punishments inflicted are carried out, to determine the Society's response to any judicial or quasi-judicial proceedings, or to carry out actions directed or recommended by the Referendum Tribunal or Referendum Board in their Report.

(xii) Any Member who has a direct interest in the outcome of an Referendum Tribunal shall be entitled to be represented at said Referendum Tribunal. The Referendum Tribunal shall have the power to determine whether any interest be direct.

(e) The Appellate Board

(i) The sole grounds of Appeal to the Referendum Board from the decision of the Referendum Tribunal shall be either that:

(1) A breach of the procedure laid down in (c) or (d) above has occurred.

- (2) The decision of the Referendum Tribunal was founded on an error of law.
 - (3) There has been a breach of any of the Principles of Natural Justice.
 - (4) A Referendum Tribunal failed to reach any verdict and publish a Declaration or Report within the set deadlines, substantially affecting the smooth running of the Society.
- (ii) The following shall have the right of Appeal:
- (1) Any Member who has brought an Allegation under (c)(ii) above with regard to the Referendum.
 - (2) Any Member who has had an Allegation brought against them during the Referendum.
 - (3) Any other Member to whom a Senior Officer gives Leave to Appeal.
- (iii) Notice of Appeal or request for Leave to Appeal, as appropriate, may be lodged with either of the Senior Officers within 48 hours of the Report being posted on the noticeboard as under (d)(ix) above.
- (iv) If an application for Leave to Appeal has been made under (ii)(3) above, either Senior Officer may grant Leave to Appeal, in which case the application for Leave to Appeal shall be treated as Notice of Appeal. If the Senior Officers refuse Leave to Appeal they shall publish the fact of, and the reasons for, refusal on the noticeboard within seven days of the application being made. It shall be a legitimate ground for refusal of Leave to Appeal that the interests of the Membership would, on balance, be adversely affected. Should the Senior Officers fail to make and publish on the noticeboard any decision within seven days of the application being made, then the application shall be deemed to be accepted and shall be treated as Notice of Appeal.
- (v) The Returning Officer, acting under the instructions of the Senior Officers where possible, shall set up the Referendum Board, which shall consist of three Members who are members of any Convocation and which may include either or both of the Senior Officers, always provided that no member of the Referendum Board served on the Referendum Tribunal subject to Appeal.
- (vi) The Referendum Board shall adopt whatever fair way of proceeding it thinks fit, save that it shall not alter or quash a Referendum Tribunal's Report in whole or in part without informing the Members of the Referendum Tribunal and giving them an opportunity to defend or explain their actions. Any party who had the right to be represented before the Referendum Tribunal shall have the right to be informed of the fact that the Referendum Board has been constituted and to be represented before it.
- (vii) The Referendum Board shall:
- (1) Ensure that explicit verdicts are returned on every defendant on every Allegation, that it is explicitly stated in the case of every Allegation whether or not it was frivolous or, if the defendant was found not guilty, whether the Allegation was unfounded and brought out of malice, and that any ambiguous verdicts are clarified for this purpose. Any Member of the Referendum Tribunal who did not explicitly dissent from the Referendum Tribunal's Report, nor reply within a reasonable time to the Referendum Board's request for clarification, shall be deemed to have voted with those who have made or do make their position clear, and if clarification be altogether impossible, ambiguous verdicts shall be treated as acquittals.
 - (2) Ensure that (c)(ii) above is obeyed.

(3) Have the power to order that a Member or Members of the Referendum Tribunal whose proceedings they are considering shall never sit on an Election Tribunal again, or shall not sit on an Election Tribunal for a specified period of time.

(4) Have the power to quash the findings or purported findings of a Referendum Tribunal or purported Referendum Tribunal in whole or in part, save that if it do so it shall order a new Referendum Tribunal to be set up, unless the ground for quashing be that the act purporting to set up the original Referendum Tribunal was a nullity.

(5) Have the power to declare the Appeal unreasonable in whole or in part, whereupon the appellant shall be subject to the penalties laid down in (c)(ii)(3) above.

(viii) The Referendum Board shall Report to the Returning Officer as soon as it shall have completed its investigations, which shall be within 21 days of Notice of Appeal, or Leave to Appeal being granted, and shall thereupon cease to exist. The Returning Officer shall read the Report to an Emergency Meeting of Standing Committee called for that purpose as soon as possible, and at the conclusion of said Meeting shall post the Report on the noticeboard. If the Appellate Board has exercised its powers under (vii)(4) above, the Returning Officer shall set up a new Referendum Tribunal subject to the same provisions as under clauses (c)(1)-(3).

(ix) If a new Referendum Tribunal is set up:

(1) The time limits laid down in (c)(x) above shall apply from the opening of the said Emergency Meeting of the Standing Committee instead of from the Close of Voting, save that if either of the Senior Officers certify in writing that gross injustice might thus be done, the time limits shall apply from 11.59pm on the Wednesday before the Full Term next following.

(2) No Member who served as a member of the quashed Referendum Tribunal shall serve on the new Referendum Tribunal.

(3) The new Referendum Tribunal shall consider those and only those charges and findings which the Referendum Board has quashed, and any other charges laid before the former Referendum Tribunal that the Referendum Board has directed the new Referendum Tribunal to hear.”

(f) Provisional Returning Officer

(i) The Provisional Returning Officer shall ordinarily be the Returning Officer. Should the Returning Officer be unable or unwilling to assume the role of Provisional Returning Officer, then the role shall be offered to Deputy Returning Officers in order of seniority. The Provisional Returning Officer shall assume their role at the beginning of Fifth Week of Trinity Term 2019, and shall remain in post until:

(1) 49 hours have elapsed since the Close of Voting, should no valid Allegation have been brought.

(2) 48 hours have elapsed since the publication of the Report of any Referendum Tribunal called, provided no application has been made for Leave to Appeal, no Notice of Appeal has been lodged, and no re-Vote has been ordered; should a re-Vote be ordered, the time Close of Voting shall refer to the close of voting in the new Referendum.

(3) Seven days have elapsed since an application for Leave to Appeal has been made, provided it has been rejected.

(4) 48 hours have elapsed since the publication of the Report of any Referendum Board called, provided this does not establish a new Referendum Tribunal.

(ii) Should the Provisional Returning Officer become the subject of any Allegation while in post, they shall immediately cease to be Provisional Returning Officer and shall be replaced by the most senior Deputy Returning Officer able and willing to serve.

(iii) Provisional Returning Officer's Assistants may be appointed for the purposes of assisting with the conduct of the Referendum by the Provisional Returning Officer. These Assistants may be appointed until 4pm on the day of the Referendum by a notice to that effect on the noticeboard, and may be removed at any point before the beginning of the Count for the Referendum by an objection in writing lodged by any two Campaigners with the Provisional Returning Officer. Provisional Returning Officer's Assistants are not necessarily also Returning Officer's Assistants, though one individual may serve in both roles. All Provisional Returning Officer's Assistants should meet the eligibility criteria in Rule 32(n) for serving as Deputy Returning Officers. All Provisional Returning Officer's Assistants shall remain in post at the discretion of the Provisional Returning Officer, save that upon the expiration of the office of Provisional Returning Officer all Provisional Returning Officer's Assistants shall cease to be Provisional Returning Officer's Assistants.

(iv) "Referendum Officials" shall refer to the Provisional Returning Officer, the Deputy Returning Officers, and the Provisional Returning Officer's Assistants.

SCHEDULE OF FORMAL INTERPRETATIONS OF THE RULES AND STANDING ORDERS

This is the schedule of interpretations of the Rules and Standing Orders issued by the Returning Officer and other bodies correct as of 21st February 2018.

A. Interpretations of the Returning Officer

The following interpretations of the Rules and Standing Orders have been issued by Returning Officers in furtherance of Rule 32(g) and in accordance with Rule 67(e)(i)(6). They shall act as binding authoritative precedents to the extent set out in the Rules.

1: UNUSED

2: UNUSED

3: UNUSED

4: UNUSED

5: UNUSED

6: Regarding Rule 34(b), Nomination for an Office and the Standing Committee

There is no requirement under Rule 34(b) for a Member wishing to nominate for an Office and the Standing Committee to submit both their nominations at the same time. However, this shall not be taken as releasing such a Member from their obligation to submit all the relevant monies, photographs and documentation relating to each single nomination at the time of that nomination.

Matthew Gullick, Wadham, 27 February 1998.

7: UNUSED

8: UNUSED

9: Regarding Rule 34(b)(viii), Verification of Qualifying Speeches

The means by which the Returning Officer shall determine that a speech has been made, when deciding the eligibility with regard to the provisions of Rule 34(b)(viii) of a candidate to stand for election, shall ordinarily be the presence of that candidate's name in the list of speakers in the approved Minutes of a Meeting, or the presence of an official audio or video recording of the speech.

If in the rational opinion of the Returning Officer, there is serious and sufficient doubt as to whether both of these means of verification reflect the entirety of the proceedings as regards the making of a claimed speech (notwithstanding any ratification or approval of such means of verification), or one of these means of verification is unavailable to the Returning Officer and in their rational opinion there is serious and sufficient doubt as to whether the remaining means of verification reflects the entirety of the proceedings as regards the making of a claimed speech (notwithstanding any ratification or approval of such means of verification), they may allow, for the purposes of eligibility under Rule 34(b)(viii) only, a speech claimed by a candidate.

James Griffith, Coll. Sancti Petri le Bailey, 7 June 1998.

10: UNUSED

11: UNUSED

12: Regarding Deputy Returning Officer Selection

If there are more applicants than are permitted under the Rules to serve as DROs, the President, Returning Officer and Chair of Consultative Committee are obliged to present to Standing Committee a list of the 12 applicants they consider most experienced and capable, for Standing Committee to ratify. The Committee may amend the proposed list, before ratifying it, if it considers the criteria of experience and capability to have been misapplied in drawing up the list, and may then prefer Members who applied but were not included on the proposed list over some of those who were on the proposed list...Standing Committee is obliged to appoint the 12 most experienced and capable members of those who applied validly, unless it considers fewer than 12 of them to be suitable under Rule 32(a)(iii). Suitability in this Rule is to be construed to mean capability to perform any of the duties of a DRO. That is, provided that a Member is capable of fulfilling any one such duty, they are not to be considered an unsuitable applicant under this Rule. Only if an applicant is totally incapable of fulfilling any duty at all, may Standing Committee consider

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their application not suitable. Absence from Oxford during part of the election period may be considered in assessing competence, but only complete absence during that period could render an applicant unsuitable, since the Returning Officer is entitled to allocate duties between their Deputies in accordance with their respective availability. Therefore, only if there are fewer than 12 valid applicants who are at all capable, may Standing Committee decline to appoint some of those who applied and suggest further names *ad numerum supplendum*.
Ashley Paver, Coll. Sancti Hugonis 26 January 1999.

13: UNUSED

14: UNUSED

15: UNUSED

16: Regarding Rule 35(a), Candidates' Names

With respect to Rule 35(a), the candidate must include at least their surname and one of their first names in the name supplied. The Returning Officer may refuse to accept any name given by a candidate which they believe may confuse other members, whether or not this is deliberate.

John Everett, Coll. Divi. Ioannis Baptistae, 25 October 1999.

17: Regarding Standing Order D6, Counting Regulations

With regard to Standing Order D6 ("Counting Regulations"), the value of ballot papers will at all times be expressed to three decimal places.

John Everett, Coll. Divi Ioannis Baptistae, 25 October 1999.

18: Regarding Election Publicity

Rule 54(c) clearly prevents discussion of the Election by Members in the Press unless approved by the President and Returning Officer. However, Rule 32(e)(i) states that "the Returning Officer shall conduct the Elections of Officers and Committees of the Society as provided in Rules 33-38 and Chapter D of the Standing Orders". Rule 34(d) further states that "the Returning Officer shall be responsible for adequate publicity for the Poll in accordance with the Standing Orders", and this is further clarified in Standing Order D4. Nothing in Rule 54(c) can therefore be construed as requiring the President to approve publicity for the Poll in the form of manifesto booklets, posters, newspaper advertisements, and other appropriate publicity material.

Robert Dougans, Oriel College and Brookes, 20 November 1999.

19: UNUSED

20: Regarding Rule 35(b)(xix) E-mailing of Manifestos

Rule 35(b)(xix) shall not include the use of the Society's network provision when it is accessed using a computer that is not the property of the Society. Similarly, the use of a Union e-mail address shall not constitute use of the Society's computers, unless the mail is altered or printed using a computer belonging to the Society.

Daniel Johnson, Corpus Christi College, 19 November 2001.

21: UNUSED

22: Regarding Rule 35(b)(xiii), Use of Inappropriate Language in a Manifesto

Rule 35(b)(xiii) implicitly prohibits the use of any swear word or slang of a sexual or scatological nature. This prohibition extends to and encompasses the documentation of actual events within manifestos. A candidate wishing to document an event which entails the use of such language – and only in the report of an event when such language was used in or on an official publication – may use an "*" in place of every letter, saving the first and the last.

Alexandra da Costa, St Hilda's, 22 February 2002.

23: UNUSED

24: Regarding Rule 36, Withdrawal from the Election for Chair of Consultative Committee

A candidate for the post of Chair of Consultative Committee may withdraw their nomination at any stage prior to the commencement of the Consultative Committee ballot. This shall not be taken to release any other candidate from their traditional obligation to hust, but shall not require any ballot if only one candidate remains.

Matthew Taylor, St Benet's Hall, 2 December 2002.

25: Regarding Rule 35(b)(iv), Nomination Folder

The Nomination folder is available to members for the purposes of confirming that a nomination is valid, and for no other purpose. On no account shall any member be permitted to extract personal information from that file, including, but not limited to, telephone numbers and addresses.

Matthew Taylor, St Benet's Hall 2 December 2002.

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26: Regarding Publishing to the Websites

Where the Rules state that any individual must publish material to the Society's website, they shall be taken to have discharged their responsibilities when they pass to the Webmaster either electronic or hard copy of the material with a request that it be placed on the Society's website.

Matthew Taylor, St Benet's Hall, 7 December 2002.

27: Regarding Rule 6(b)(i), Notification of Fines

For the purposes of Rule 6(b)(i), "written notice" shall constitute any notice delivered to the member in question in accordance with Rule 67(j)(i-iii) which brings the fact of the fine to the attention of the member.

Peter Orlov, New College, 28 January 2003.

28:

Unused

29: Regarding Rule 34(c)(viii), Speeches that may not Count as Electoral Qualification Speeches

Neither speeches on Private Business matters made at Public Business Meetings, nor points of order nor points of information, nor speeches made debating any procedural motion brought, during an informal debate, emergency debate or Public Business Meeting, may count towards electoral qualification under Rule 34(c)(viii).

Alexander Young, Oriel College, 16 March 2004.

30: UNUSED

31: Regarding Rule 35(b)(viii)

Rule 35(b)(vii) states "Candidates may then re-register objections to manifesto claims they still believe to be misleading by 5pm..."

1. This clearly implies a distinction from Rule 35(b)(vi), which declares "any Member" shall be able to object to manifestos in the first instance. The second round of objections specified by Rule 35(b)(vii) shall not be available to "any Member", but only to "Candidates". In order to verify that objections submitted under this clause are submitted by Candidates, no objection made under this rule shall be valid if it is anonymously submitted.

2. Rule 35(b)(vii) states that objections may be made to claims that are "misleading" and omits to mention objections to claims that are "false". The Returning Officer has a short period of time in which to produce the manifesto booklet, and whilst they have ensured "to the best of their ability that all claims made in manifestos are true" [Rule 35(b)(xix)(4)], this is not a failsafe. It may be reasonably supposed, given that Rule 33(a)(i)(20) allows complaints against deliberate falsehoods to be submitted to Election Tribunals, that the manifestos amended per Rule 35(b)(vi) may still contain false statements. Therefore, objections that such manifestos contain false statements, as well as misleading statements, may be submitted according to the fifth sentence of Rule 35(b)(vii).

Alexander Young, Oriel College, 7 June 2005.

32: UNUSED

33: UNUSED

34: UNUSED

35: UNUSED

36: UNUSED

37: Regarding Rule 71(h), Changes in Senior Disciplinary Committee composition

The clause of Rule 71(h) referring to situations in which the Returning Officer is "unable to find sufficient members of the Shortlist who are willing and able to serve" shall also be considered to apply to those situations in which the Returning Officer is informed by members of a validly-constituted Senior Disciplinary Committee that they are no longer able to serve. So long as all members of the committee as originally constituted approve the measure, the places of those no longer able to serve shall be taken by persons on the new shortlist. The committee shall in all respects – save its membership – be considered the same as that originally summoned in accordance with Rule 71(e)(i).

Francis Murphy, Trinity College, 19 June 2006.

38: UNUSED

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39: UNUSED

40: UNUSED

41: UNUSED

42: UNUSED

43: UNUSED

44: UNUSED

45: Regarding Rule 71(c), Composition of Category B

An ex-Returning Officer who is also serving as Returning Officer shall not be eligible to sit on an Intermediate Disciplinary Committee as an ex-Returning Officer.

Niall Gallagher, Coll. Vigorniese, 13 May 2009

46: UNUSED

47: Regarding Rule 47(h), Scope of Requirement

The requirement under Rule 47(h) to seek the ‘prior written consent’ of a Senior Officer or the Standing Committee before a motion with ‘financial implications’ may be ‘put’ shall not prevent any member from giving notice of any proposed motion, nor shall it prevent any motion being discussed in the House; it shall only prevent the House from voting upon such a motion until the Chair has been made aware that written consent has been attained.

Ronald Collinson, Balliol College, 1 June 2009 (counter-signed Corey Dixon, Oriel, President)

48: Regarding Rule 47(h), Definition of ‘Written Consent’

For the purposes of Rule 47(h), the appearance in the Public Minutes of any Motion of Standing Committee that expresses approval of the Private Business Motion, or will otherwise lead to its being put, shall amount to the ‘written consent’ of Standing Committee.

Ronald Collinson, Balliol College, 1 June 2009 (counter-signed Corey Dixon, Oriel, President)

49: Regarding Rule 67(b)(iv), Scope of ‘Not More Than Fourteen Days’

The words ‘postponed to such a Public Business Meeting... not more than fourteen days after the day specified in the original notice’ in Rule 67(b)(iv) shall not be taken as preventing discussion of the motion at Public Business Meetings taking place outside this period, provided:

1. That the motion is in fact introduced at the Public Business Meeting specified in the notice to the colleges, halls and the press;
2. That the Meeting so advertised does fall within the prescribed time-limit; and
3. That all other requirements of this rule are met.

Ronald Collinson, Balliol College, 1 June 2009 (counter-signed Corey Dixon, Oriel, President)

50: UNUSED

51: UNUSED

52: Regarding Rules 33(a)(i)(23) and 35(i)(v), Announcing the Results of the Poll

For the purpose of Rule 33(a)(i)(23), ‘the Count’ shall be deemed to have concluded once the Returning Officer has announced the results of the Poll in the Bar, as per Rule 35(i)(v). Consequently, Rule 33(a)(i)(23) prevents any individual (including the Returning Officer) from disclosing any or all of the results of the Poll before the end of the aforementioned announcement, unless they be otherwise permitted by the Rules or Standing Orders.

Andrew Mason, Coll. Magnae Aulae Universitatis, 5 February 2010

53: Regarding Rule 71(a)(vi), Allegations Against Officeholders

Any allegation made against any officeholder listed under Rule 71(a)(vi) must be declared invalid by the Returning Officer if it fails to detail its own compatibility with this Rule in full.

Anne Ross, Coll. Magnae Aulae Universitatis, 14 February 2010

54: Regarding Rule 35, The Striking of Phrases.

With reference to 35 (b) (v) (4), interpretations of whether part of a candidate’s submitted manifesto qualify as experience or capability (under 35 (b) (v) (1)) shall be at the absolute discretion of the sitting Returning Officer. If the Returning Officer is not so convinced, they shall offer such amendments as they deem appropriate, and if still no

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resolution can be found, it is their duty to strike the offending clause or clauses, phrase or phrases. If such a striking causes the candidate to fall below the required balance of capability and experience to other contents (affectionately known as ‘waffle’), then the Returning officer shall be obliged to strike further parts of the candidate’s manifesto until they reach such a point that they are satisfied of both the truth and balance of its composition.

David Blagbrough, Collegium de Somerville, 5 June

55: Regarding Rule 32(a)(vii)(1), Seniority of Deputy Returning Officers

Any term in which a DRO resigns before the Scrutiny Committee meets shall not be counted under Rule 32(a)(vii)(1).

Katherine Sidders, Trinity College, 15th May 2011

56: Regarding Rules 71(d)(iv)(1) and 71(d)(ii), Referral of an IDC to SDC

The process described in Rule 71(d)(iv)(1) by which an Intermediate Disciplinary Committee can be referred to a Senior Disciplinary Committee applies only when the process described in Rule 71(d)(ii), specifically the referral of the complaint by the mutual agreement of the complainant and defendant, has not taken place. Referral by mutual agreement under Rule 71(d)(ii) may happen without the need to convene an IDC panel.

Katherine Sidders, Trinity College, 18 May 2011

57: Regarding Rule 71(i)(iii)(2), Potentially defamatory claims

(a) A “claim” can be made verbally or in writing. It bears the meaning “an assertion of something as a fact”. A statement of opinion is not a claim, although a statement that someone else holds an opinion is, as that is a matter of fact.

(b) The phrase “potentially defamatory” refers to claims that, if false, a reasonable person would consider to wrongfully damage the reputation of someone.

(c) The phrase “before the end of the disciplinary process” means “while there is still any opportunity for any member to appeal the result of the disciplinary process”. It is included to clarify that the right of rebuttal applies not only once the disciplinary process is ended but also before then, and to clarify that the right of rebuttal applies to claims made within the disciplinary process. It shall not be read to restrict the right of rebuttal in any way.

(d) The term “rebutting” refers to any activity that responds directly to a potentially defamatory claim. Note that this requires the response to address only the truth of what is claimed to be fact. The response may not refer to the motivations behind the claim or anything else other than the factual truth of the claim. A response that goes beyond addressing the factual truth of a claim is not a “rebuttal” and so is not protected under this Rule.

Jonathan Edwards, Balliol College, 7 June 2011

58: UNUSED

59: Regarding Rule 71(d)(i), Intermediate Disciplinary Committee

It is possible for such an agreement to be effective only if it is reached before the Intermediate Disciplinary Committee has actually begun the hearing. The precise moment that a hearing begins for the purpose of this Rule shall be when the panel determine that the Disciplinary Committee has been validly constituted, which may be no earlier than the time that the Returning Officer has decided under 71(d)(iii) that the Committee shall meet.

Jonathan Edwards, Balliol College, 22 June 2011

60: Regarding Rule 71(m), Vacation Disciplinary

Where either the Senior Officers or the Returning Officer have consented to a request under Rule 71(m) to delay the relevant disciplinary proceedings until term-time such consent may not be withdrawn unless with the consent of the member(s) subject to the material complaint. For the purposes of Rule 71(m) the member(s), “who is subject to a complaint”, shall be taken to mean the member(s) against whom the *material complaint has been brought*.

David Blagbrough, Collegium de Somerville, 30 June 2011 (as Acting Returning Officer)

61: Regarding Rule 5, Membership Cards

In line with the provisions of Rules 5(b)(ii) and (iii) as well as Interpretation 17 of the Senior Disciplinary Committee, membership cards confiscated by members of staff, the Returning Officer, or members of Standing Committee for a perceived violation of the provisions of Rule 71(i) must be returned to the relevant member within five working days *unless* formal disciplinary procedures have been initiated. Should formal disciplinary procedures have been initiated, said membership card may be held until the conclusion of disciplinary proceedings, including the process of appeals.

Yotam Levy, St Cross College, 11 March 2012

62: UNUSED

63. UNUSED

64: UNUSED

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65. UNUSED

66. Regarding Rule 35 (b)(i), Concatenation of Words in Manifestos

For the purposes of reckoning the number of words in a manifesto in accordance with this rule, where spaces between discernibly distinct words have been omitted, either by accident or by intention, the words thus concatenated shall be reckoned as if they had not been concatenated. The number of words shall also be reckoned in this manner where words have been concatenated by a symbol, such as a hyphen, except where such a concatenation occurs in common usage.

David Bagg, Balliol College, 5 May 2013

67: UNUSED

68: Regarding Rule 35(b), Manifesto Claims

Regarding manifesto claims, all claims made about external organisations using regulated, or commonly understood, terminology must be held to the same standard of proof as those made about claims of actions within the Society.

Jack Moore, Brasenose College, 1 June 2013

69: Regarding Standing Order D2(c), Candidate's Meetings

In accordance with the Rioumine interpretation (B20) failure to attend three fifths of one of the two candidate's meetings shall be deemed to be an absence and thus shall incur a fine of £10.

Jack Moore, Brasenose College, 9 June 2013

70: UNUSED

71: Regarding the requirement of the rules to contact by University email those members who no longer have access to a University email account relating to a loophole arising from rule 71(d)(iii)

If a requirement exists in the rules to contact a member by their University email address, but that due to no longer being enrolled at the University that member no longer has a University email address, the official responsible for contacting them shall make all efforts to contact them by other written electronic means, as detailed below.

This is to resolve the loophole that can arise under rule 71(d)(iii) in which the Returning Officer is required to contact the members of lists "A" and "B" of the IDC list using their University email accounts. It is evident that because the IDC list is only redrawn in 1st week the necessity for calling an IDC may arise when some of those members of lists "A" and "B" may still, for the purposes of the IDC list be deemed to be enrolled at the University, but may not still actually be enrolled at the University and therefore no longer have a University email address.

In such a case the Returning Officer shall, as is the case with lists "C" and "D" contact them "as appropriate" which is hereby defined as by some form of electronic written communication, in the first instance using any email address from that member's entry in the membership database which is not a University one, and if such an email address is not on the record some written electronic communication which would reasonably be expected to be read in the period of 2 days required under rule 71(d)(iii). If the Returning Officer has exhausted all reasonable avenues of enquiry into electronic communication addresses and other forms of communication including phone, social networking sites then they may leave any person they do not have contact details for from the IDC requisition. However it should be evident that this would be an unusual occurrence.

This specific example does not preclude this interpretation from being applied to any and all such occasions when similar situations should arise under the rules.

Jack Moore, Brasenose College, 26 September 2013

72: Regarding Rule 71(c)(ii)(1), "C" and "D" Lists of the Intermediate Disciplinary Committee

The requirement for the Returning Officer to contact the "C" and "D" lists of the Intermediate Disciplinary Committee list shall only arise if there are fewer than three people from lists "A" and "B" willing to serve after the two day response period set out under rule 71 (d) (iii).

This interpretation has arisen to clarify that it would not be necessary for the Returning Officer to contact the "C" and "D" lists if the panel did not reach full capacity from the "A" and "B" lists during the allotted two day response period. The "C" and "D" lists are merely intended to supplement the "A" and "B" lists should fewer than the minimum number required for a panel to be validly constituted volunteer to serve and to prevent the subsequent automatic escalation to a Senior Disciplinary Committee except in extraordinary circumstances.

Jack Moore, Brasenose College, 7 October 2013

73: UNUSED

74: UNUSED

75: Regarding Rule 35(c)(viii), Qualifying Speeches

Henceforth, for the purposes of rule 34 (c) (viii), a ‘speech’ in an Emergency Debate or Public Business Meeting shall only be deemed adequate for eligibility purposes if it addresses the Motion at hand. Since proposing or opposing the motion is evident by virtue of the speech being on either side of the House, this shall require some argumentation and reasoning.

The Secretary of any Emergency Debate or Public Business Meeting shall be responsible for the minutes of said meeting to be adequately recorded.

Martine Wauben, Pembroke College, 14 November 2013

76: UNUSED

77: UNUSED

78: UNUSED

79: UNUSED

80. UNUSED

81: UNUSED

82. Regarding Photographs of Electoral Candidates

The photograph provided by the candidates to the Returning Officer shall, on top of the rules stated in 25(e), not contain any kind of extra accessory apart from the clothing of the candidates. Accessories would include but not limit to champagne bottles and smoking pipes. It is also in accordance to other parts of Rule 33 that the photograph shall not suggest any form of alliance between candidates, but such limits shall be bound to Rule 33. It is up to the digression of the Returning Officer to judge whether an item constitutes as an accessory, and the same standard shall be applied to all candidates of the same election.

Wharton Chan, Pembroke College, 29 October 2014

83: UNUSED

84: UNUSED

85. UNUSED

86. UNUSED

87. UNUSED

88. Regarding Rules 38(j)(i) and Rule 13(b), Refusal of Succession to a Vacant Office

The right to refuse succession provided in Rule 38(j)(i) applies to succession under Rule 13(b)(ii), Rule 13(b)(iii) and Rule 13(b)(iv), where an Office is found vacant at the beginning of a term, as well as to cases where a vacancy arises within the term. In such cases, the person who at the beginning of the term is exercising the powers of the President should send the email required under Rule 38(j)(ii)(1) within twenty-four hours of gaining these powers (unless this person is unaware that the Office in question is vacant, in which case he or she must send the email within twenty-four hours of becoming aware). No successions shall take place to the vacant Office until the period of twenty-four hours following the person holding the powers of President sending the email required by Rule 38(j)(ii)(1) has elapsed.

Michael D Flagg, Coll. Sancti Hugonis, 14 March 2015

89. UNUSED

90: UNUSED

91: UNUSED

92: UNUSED

93: UNUSED

94: UNUSED

95: Regarding Rule 71(c)(i)(2), Seniority for the Purpose Of Compiling the IDC List

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Alexandra Galloway, Coll. , Returning Officer

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When compiling an IDC list, the Returning Officer must first look at the whole number of Terms that each person has been a member of the Union for, making use of the definition provided in Rule 67(e)(vii), that is:

Term's Standing: Period of Membership calculated in Terms including that in which the Member was admitted to Membership."

That is to say if two people have both joined in the same Term, this Term is counted equally for both of them and they have the exact same seniority under the first part of Rule 71(c)(i)(2) even if they joined on different days. Standing Orders D11 and D12 must subsequently be employed to distinguish between the two people.

Stanislas Lalanne, Collegium Mertonense, 19 October 2015

96: Regarding Rule 32(b), the 'Conclave'

To ensure that the ballot for electing a new Returning Officer under Rule 32(b) remains a secret ballot, should the outgoing Returning Officer decide to allow proxy votes and should they receive at least one such vote via email, that Returning Officer must make sure that they delete the relevant email(s) from the official Returning Officer email account before handing it over to their successor; this is to ensure that their successor will not know who has voted for them and who has not.

Stanislas Lalanne, Collegium Mertonense, 28 October 2015

97: UNUSED

98: Regarding Rule 35(b), 'Inviting' a Speaker

In the interests of accounting for the actual workings of the society, a candidate shall be deemed to have invited a speaker if, regardless of whose name the invitation was issued in, the candidate in question was responsible for devising and writing the majority of the substantive content of the invitation.

Peter Corden, Collegium Oriense, 22 November 2015

99: UNUSED

100: Regarding Rule 34(b)(i), Venue for the Close of Nominations

If it is discovered that the Morris Room has already been booked between 1pm and 3pm on Friday of Sixth Week and is as such unavailable for the Returning Officer's use, the Returning Officer shall make a suitable alternative arrangement to receive nominations elsewhere on the Society's premises. This shall include, but not be limited to, the Macmillan Room, the Gladstone Room, or the TV Room. If such a situation should occur the Returning Officer shall endeavour to inform those wishing to submit a nomination of the anticipated change in venue by including it in the nomination pack, or failing that by a notice outside the Morris Room on Friday of Sixth Week.

Ceri Smith, Collegium Sanctae Annae, 6 February 2016

101: UNUSED

102: Regarding Rule 67(e)(iii), Bodies of Equal Interpretive Power

Interpretations shall act as authoritative precedents for Members, or bodies, with powers of interpretation of equal status, except when the power in question is that of the President or the Returning Officer, which shall follow the mechanism prescribed in 67(e)(iii)(3) and (4).

Ceri Smith, Collegium Sanctae Annae, 13 February 2016

103: Regarding Rule 33(a)(ii)(2), Time When Claims Are Considered 'Verified'

A claim made in a manifesto shall not be considered verified under Rule 35(b)(xvii) until either:

- (a) the latest of the following has occurred:
 - (i) the interview process required in Rule 35(b)(xvii) has concluded;
 - (ii) the objection deadline specified for the relevant manifesto (that is: the short manifesto deadline or the long manifesto deadline) in Rule 35(b)(vii) has passed;
 - (iii) the candidate has been notified by the Returning Officer either that no objections have been made to that manifesto within the specified time limits, or that those objections have been dismissed;

OR

- (b) the claim is an amended claim having resulted from that process, and the candidate has been notified by the Returning Officer that they are satisfied that it is in accordance with the Rules.

Ceri Smith, Collegium Sanctae Annae, 28 February 2016

104: UNUSED

105: UNUSED

106: Regarding Rule 38(f), Seniority After Resignation of an Officer-designate or Member-designate

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Rule 38(f) states that the resignation of an Officer-designate or a Member-designate of the Standing or Secretary's Committee shall be deemed to have taken place immediately after their succession 'for the purposes of this Rule only'. Such a member therefore never succeeded to the relevant position for any other purpose (having resigned before their succession), and thereby derives no seniority from the rank of that position in Standing Order D11.
Will Barnes, Hertford College, 6 May 2016

107: Regarding Rule 71(b)(i)(1), Frivolous Complaints of Misconduct

As the report of the Senior Disciplinary Committee of 10th April 2010 indicates, a defendant may request the dismissal of a complaint by the Senior Officers and Returning Officer even if the complaint is one that would ordinarily be subject to the Intermediate Disciplinary Procedure or the Senior Disciplinary Procedure under Rule 71(d)(i). The power to dismiss complaints as frivolous is not limited to those complaints that are subject to the Junior Disciplinary Committee.
Will Barnes, Hertford College, 7 May 2016

108: Regarding Rule 71(a), Invalid Complaints of Misconduct

As the report of the Senior Disciplinary Committee of 10th April 2010 indicates, where the Returning Officer rules that a complaint has been invalidly brought (that is, the complaint is not brought in accordance with the procedural requirements of the Rules, including the requirement set out by Interpretation A53), they may unilaterally dismiss the complaint.
Will Barnes, Hertford College, 7 May 2016

109: Regarding Rule 34(c)(viii)(1), Qualifying Speeches and Public Business

When considering the restriction upon qualifying speeches laid out in Rule 34(c)(viii)(1), the Returning Officer shall bear in mind that an After Debate is a continuation of that week's Public Business after a division has been called (see, for example, Rule 22(a)(i)(1)). A second speech (whether in the Main Debate or the After Debate) may not be counted from any Public Business Meeting in which another speech has been counted for that candidate (whether in the Main Debate or the After Debate).

Will Barnes, Hertford College, 23 May 2016
(adapting A87, issued by Michael Flagg, St Hugh's College, 21 February 2015)

110: UNUSED

111: UNUSED

112: Regarding Rule 35(b), 'Brought' and 'Raised' Claims

A candidate may not claim to have 'brought' or 'raised' funds through organising, arranging or facilitating a debate or speaker event if the resultant income derived solely from the Union's usual advertising revenue on videos of the event or its normal media distribution contracts, from the fees paid by non-members to attend the event, or from sponsorship for that event which other individuals arranged independently of the candidate's organisation of the event itself.

Will Barnes, Hertford College, 5th June 2016

113: Regarding Rule 71(c)1, Simultaneous membership of IDC list and Standing Committee

For the purposes of the construction of the IDC list, current membership of the standing committee should not be considered as an impediment to inclusion on the list. Those who are members of both the IDC list and the Standing committee should be treated as ordinary members of the IDC list for all purposes. In cases where holding both of these positions is perceived as having influenced a member's conduct in any disciplinary procedure a complaint may be made under rule 71(a)(i) concerning an abuse of the position of trust conferred by membership of the IDC list.

Jamie Lagerberg, Corpus Christi College, 27th January 2017

114: Regarding Rule 71(b)(iii), *in camera* provisions for JDCs

Rule 23(g)(i) enables committees to be held *in camera* whilst they are discussing disciplinary matters concerning Members of the Society. When Rule 71(b)(iii) states that 'the debate preceding [a vote on the complaint resolution] shall be *in camera*', this does not prevent the Junior Disciplinary Committee from going *in camera* for any or all parts of the proceedings should it see fit, but only requires that the deliberations of the panel are *in camera*, once the evidence has been fully heard.

Alastair Graham, Coll. Sancti Johannis Baptistae, 17th February 2017

115: Regarding Rule 35(b)(xiii), On Prohibited Manifesto Content

Rule 35(b)(xiii) implicitly prohibits reference to bodily excretions, including, but not limited to, emesis, defecation and urination, notwithstanding provisions made in Interpretation A22 for documenting events entailing such references.

Alastair Graham, Coll. Sancti Johannis Baptistae, 24th February 2017 (re-issuing with amendment)

116: UNUSED

117: UNUSED

118: UNUSED

119: UNUSED

120: Regarding Rule 34(c)(viii), On Qualifying Speeches

Rule 34(c)(viii)(3) clearly states that a potential candidate cannot count a speech in an Emergency Debate and a speech under Rule 34(c)(viii)(1) from the Public Business Meeting that follows it, as two separate qualification speeches for nomination purposes. This rule intends to ensure that potential candidates are committed to speak on two or four separate occasions, that is, on two or four separate Public Business Meetings, that is, on two or four separate weeks.

Alastair Graham, Coll. Sancti Johannis Baptistae, 9th May 2017

(reinstating the substance of A87, issued by Michael Flagg, St Hugh's College, 21 February 2015)

121: UNUSED

122: UNUSED

123: UNUSED

124: Rule 35(b)(xvii) and Pledges

Rule 35(b)(xvii) requires the Returning Officer to conduct interviews with candidates "in order to verify claims made in their manifesto". Inherent to a sincerely asserted pledge is that that pledge is feasible, and thus making a pledge in itself constitutes a factual claim as to its feasibility. Therefore, Rule 35(b)(xvii) requires the Returning Officer to determine whether pledges written in manifestos are theoretically feasible. Such determination shall in no way rely on the likelihood of the pledge being fulfilled, which is for members to judge at elections, and scrutinise using relevant avenues such as Consultative Committee and Ordinary Private Business Meetings.

Henry Samuels, Coll. Sanctae Mariae Wintoniae, 5th February 2018

125: Standing Order G1, Rule 6(c)(ii) and Fines

The Returning Officer is given responsibility by Rule 32(e)(iv)(1) over disciplinary matters, expressly including Standing Order Chapter G, governing disorder on the society's premises, and Rule 6, governing fines and their implementation. The President is only given the power to impose fines where they are explicitly cited as the issuer of the fine, or no special penalty is prescribed by the Rules. Therefore, in cases where fines and penalties *are* prescribed by a Standing Order in Chapter G, but there is no specification of who is to determine the fine or penalty, that power reverts to the Returning Officer, under their general duty to oversee discipline, which includes Rule 6.

Henry Samuels, Coll. Sanctae Mariae Wintoniae, 12th February 2018

126: Regarding the Submission of Complaints

On the submission of complaints Rule 71(a)(i) states that 'A hard copy of a form detailing a complaint of misconduct under the Society's rules can be returned to the General Office.' I interpret that the use of the word 'can' implies that the submission of a hard copy is not a binding requirement. Should a Member wish to submit a complaint to the General Office via email, making use of an electronic version of the complaint form, this should also be accepted. This is consistent with both current practice, and is also in line with Interpretation A43, which allows for Complaints of Electoral Malpractice to be submitted by email.

Stanislas Lalanne, Collegium Mertonense, 1 April 2018

127: Regarding Rule 71(a)(iii)

It is the duty of the Senior Officers to decide whether or not there is at least one complaint of misconduct which is not an electoral malpractice complaint. It is sufficient for at least one such complaint of misconduct to exist for proceedings to be permitted insofar as they relate to matters which an Election Tribunal would not be able to consider. This decision is not binding on subsequent Disciplinary Committees, which retain the right to decide what should be counted as electoral malpractice for the case at hand. The Senior Officers should make no consideration in regards to the seriousness of the complaint. Under Rule 71(b)(i)(1), and Interpretation A107, there is already a separate procedure under which the defendant can request that the Senior Officers dismiss a complaint

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on grounds of frivolity. The deadlines for a Disciplinary Committee should be considered paused from the moment a complaint is submitted, to the moment the Senior Officers make a decision under Rule 71(a)(iii). This is for practical reasons, as it can take time to convene the Senior Officers. In addition it would not make sense to initiate proceedings before permission for proceedings is granted. There is therefore no need to notify a defendant of the complaint until the complaint is approved. The mechanism for withdrawing complaints specified under Rule 71(l) should continue to apply from the moment a complaint is submitted, that is to say, a complaint can be withdrawn before the Senior Officers convene.

Stanislas Lalanne, Collegium Mertonense, 11 April 2018

128: Regarding Rule 71

The purpose of Rule 71 is to ensure that should any person have reason to believe that a Member of the Society has violated one or more parts of Rule 71(a)(i), to a sufficiently serious extent to justify the pursuit of Disciplinary action, then this person shall have recourse to formal bodies such as the Junior Disciplinary Committee, the Intermediate Disciplinary Committee and the Senior Disciplinary Committee, which are designed to facilitate an efficient and fair resolution to the complaint. When making Rulings, Interpretations or decisions related to the enforcement of Rule 71, the Returning Officer should bear this in mind, and so long as it is consistent with the Rules should act in a manner which does not prevent Members having recourse to these bodies. This should not however prevent the Returning Officer from saying that a complaint is frivolous or unfounded under Rule 71(b)(i)(1), should it clearly be so.

Stanislas Lalanne, Collegium Mertonense, 11 April 2018

129: Regarding Candidates' Names on Election Materials

Rule 34(b)(iv) states that the nomination form for election of Junior Officers and Committees must contain a section for candidates to record the name they wish to appear under on election materials. The name submitted by a candidate on their nomination form must be a recognised name which the candidate is commonly known by. Candidates may not submit frivolous words, including but not limited to, slogans and campaign group names. If a candidate submits something other than a recognised name, the Returning Officer shall be able to change the name which they appear under on election materials to the name the candidate is commonly known by.

Alexandra Galloway, Coll. Beatae Mariae Magdalенаe, 2 June 2018

130: Regarding Rule 34(c)

Where a candidate validly nominates under Rule 34(c) for two positions, the candidate will be treated as if there are two candidates running. Therefore, they will be expected to submit two separate nominations, including a nomination fee, a manifesto and a photograph for each position in separate nomination packs.

If the candidate is successfully elected to both positions, they will enter the more senior of the positions, due to the provisions of Rule 38. The more junior position shall be considered vacant from the point of presumed succession and normal vacancy procedures shall apply.

Alexandra Galloway, Coll. Beatae Mariae Magdalенаe, 2 June 2018

130: UNUSED

B: Interpretations of the President or Chair

The following interpretations of the Rules and Standing Orders have been issued by Presidents, or those with the same powers, in accordance with Rule 67(e)(i)(10). They shall act as binding authoritative precedents to the extent set out in the Rules.

1: UNUSED

2: Regarding Rule 6(d)(i), Provisional Payment of Fines

When the rule states “provisional payment shall only be required if the total sum of fines incurred by that member be less than £100”, the £100 refers to the initial fine or fines and not any subsequently escalated fine.

Charlotte Keenan, President, Trinity College, 25 February 2002

3: UNUSED

4: UNUSED

5: Regarding Standing Order B6(c)(ii), Standing Committee Agenda

Where the clause reads “No matter not specified... shall be discussed if two members of the Committee, being present at the time, object”, it shall be taken to mean that members of the Committee may object at the time that the matter is raised but not during or after the discussion nor once a motion has been passed on it. Committee members not present at the time the matter is raised may not object with retrospective effect.

Richard Tydeman, President, Christ Church, 9 May 2005.

6: UNUSED

7: Regarding Rule 30(b)(i)(3), The House Manager

If, for whatever reason, there is no staff member with the formal title “House Manager”, the President shall designate a Member, or member of staff (including temporary staff) the “House Manager for the purposes of Rule 30(b)(i)(3)”. The designated person shall have the powers, duties, responsibilities and capacity of the House Manager for the purposes of this Rule.

James Dray, President, Mansfield College, 2 November 2009

8: Regarding Standing Order A12

Whenever IVs occur outside of term time, members may claim travel expenses to and from their place of abode, provided that such place of abode is in the United Kingdom and is registered as their place of abode with the Union.

James Dray, President, Mansfield College, 3 December 2009

9: UNUSED

10: UNUSED

11: UNUSED

12: UNUSED

13: Regarding Rule 46(e), Counting Out

The Chair, Secretary and Tellers shall not count towards the number of Members present.

James Langman, President, University College, 8 March 2011

14: Regarding Standing Order B3, Committee Proceedings

All non confidential documents presented to any committee must be included in the minutes of that meeting in order for the minutes to be deemed in good order and the Secretary of that committee to have fulfilled their duty.

James Langman, President, University College, 8 March 2011

15: Regarding Standing Order B10(a), Limitations of the Vacation Standing Committee

The prohibition on altering or waiving any of the Standing Orders includes a prohibition on creating new Standing Orders as well.

James Langman, President, University College, 8 March 2011

16: Regarding Rule 68(b), Enactment, Repeal and Amendment of Standing Orders

“Present and voting” explicitly refers to only those expressing preference by voting either in favour or opposition of the motion. Members wishing to abstain do not count towards those voting.

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17: Regarding Rule 23(a), Committees of the Society

Rule 23(a) provides an **exhaustive list** of all “Committees of the Society”. Any other body which may exist under the Rules and Standing Orders, for whatever purpose and whether named a committee or not, which is not listed in Rule 23(a) or has not been appointed under Rule 30, cannot be considered to be a Committee of the Society and is not subject to the provisions of Rule 23 or Rule 67(i). This interpretation is supported by Rule 23(i).

Isabelle Westbury, President, Hertford College, 9 July 2011

18. UNUSED

19: Regarding Rule 8, Re-Election of Members

Candidates for re-election under Rule 8 shall be required to fulfill the criteria under Rule 3, including the payment of the membership fee.

Isabel Ernst, President, St Catherine's College, Trinity 2012

20: UNUSED

21: UNUSED

22: UNUSED

23. Regarding Rule 23(g)(iii), “Disciplinary Matters”

Rule 23(g)(iii) permits committees (with the exception of the Consultative Committee) to exclude observers while directly discussing “disciplinary matters concerning staff.” The purpose of this provision is, in part, to allow committees, and especially the Standing Committee, to protect members of staff from “public shaming” for which the Society could be held liable. “Disciplinary matters” shall therefore be read to include *potential* disciplinary matters. As a result, committees may exclude observers while discussing serious errors or potentially serious errors on the part of members of staff.

Olivia Merrett, President, St John's College, 5 June 2015

(counter-signed Robert Boissonneault, Returning Officer, Coll. Keblense)

24: Regarding Rule 3(a)(i), Spousal Eligibility

“Spouse” in Rule 3(a)(i) refers to the spouse of a Life Member of the Society, and not to any matriculated member of the University of Oxford.

Charles Vaughan, President, St John's College, 21 June 2015

25: Regarding Rule 67(e)(i), “Business Meeting”

The term “Business Meeting” refers exclusively to Public Business Meetings and Private Business Meetings. Meetings of committees do not qualify as Business Meetings.

Charles Vaughan, President, St John's College, 25 June 2015

26: Regarding Rule 67(e)(i)(12), Rule 46 and the After Debate

In line with the principle restated in Interpretation A109 that the After Debate is 'Public Business':

(a) the Chair of the After Debate is able to make Interpretations as the Chair at a Business Meeting (under Rule 67(e)(i)(11)), and;

(b) the After Debate is governed by the regulations of Rule 46, including the prohibition on speaking a second time (whether the initial speech was in the main debate or in the After Debate itself).

Michael Li, Treasurer-Elect and Ex-CCC, Magdalen College, 9 June 2016 (chairing Public Business)

(counter-signed Will Barnes, Returning Officer and Ex-CCC, Hertford College)

Revoked by Gui Cavalcanti, President, Pembroke College, Trinity 2018

Re-issued by Stephen Horvath, President, New College, 17 June 2018

27: Regarding Standing Order G1

Standing Order G1 permits the House Manager and their staff to refuse service to members under certain circumstances (including intoxication under G1(h) and current or previous disorderly behaviour under G1(l)) ('prohibited members'). Since this mechanism would be entirely ineffective were the bar staff unable to refuse to serve another member alcohol which would then be passed to the prohibited member, Standing Order G1 must also permit them to refuse service of alcohol to any member where they reasonably expect that the member served will transfer that alcohol to a prohibited member. Seeking to circumvent this provision will, by seeking to undermine Standing Order G1, be conduct contrary to good order subject to exclusion and penalty under G1(b).

Michael Li, President, Magdalen College, 3 June 2017

28: UNUSED

29: Regarding Rule 23(g)(iv)(4)

(a) “Representing the Union” is not limited to speaking, but also convening, adjudicating or tabbing, where the member does so their capacity as a Member.

(b) “External debates” covers debating events where multiple organisations or Universities participate in debates wither on the Union premises or elsewhere, including but not limited to competitions such as the Oxford IV or Oxford Women's Open

Stephen Horvath, New College, President-Elect (Chairing Private Business) 24 May 2018

30: UNUSED

31: Regarding Rule 51

Rule 51 states that 'Any animal entering on Police business shall be deemed to be a wombat'. The term 'any animal' shall not refer to humans, but rather to other animals entering on Police business with said human(s).

Gui Cavalcanti, President, Pembroke College, 10 June 2018

32: Regarding Rule 23(c)(ii), Attendance at Meetings

The obligation to attend a meeting is not exhausted by presence at a small fraction of a meeting. Accordingly, a person shall be considered 'absent' from and 'to have missed' a meeting unless they have been present for at least three-fifths or fifty minutes (whichever of the two is fewer), of the total duration of the meeting.

Stephen Horvath, President, New College, 17 June 2018

33: Regarding Rule 39(e)

Questions placed on the notice board shall not invoke the requirements of Rule 39(e)(i) unless they are asked during Private Business before the House. No Question not asked during Private Business shall be considered put to any Member.

Stephen Horvath, President, New College, 17 June 2018

34: Regarding Rule 13(f), Speaker Invitations

Where Rule 13(f) states that any member must consult the President and the Librarian before inviting a speaker to the Society, this means that any member must consult with the President and the Librarian about the substantive details of the invitation and not just the name of the guest, including but not limited to the dates of that invitation and the format of the proposed speaker meeting.

Stephen Horvath, President, New College, 17 June 2018

C*: Interpretations of Intermediate Disciplinary Committees

The following interpretations of the Rules and Standing Orders have been issued by Intermediate Disciplinary Committees in accordance with Rule 67(e)(i)(6). They shall act as binding authoritative precedents to the extent set out in the Rules.

UNUSED

C: Interpretations of Senior Disciplinary Committees

The following interpretations of the Rules and Standing Orders have been issued by Senior Disciplinary Committees in accordance with Rule 67(e)(i)(5). They shall act as binding authoritative precedents to the extent set out in the Rules.

1: Regarding Offences on the Society's Premises

Specifically with regards to Rule 71(a)(i), but also generally in relation to Society's Rules, where a Rule specifies that the acts of an offence must take place on the Society's premises, and that acts (such as causing offence or intimidation under Rule 71(a)(i)(1) is caused through the use of electronic communication such as e-mail) then the acts of the offence occurs not at the place of sending but at the place of receipt, therefore, if, for example, an e-mail designed to intimidate an Officer is sent to their official Union e-mail address, it constitutes on receipt the occurrence of that action on the Society's premises. Furthermore, with regards to the general application of this Rule campaigning via e-mail (regardless of whether this is covered by a specific Rule) would constitute the offence of "campaigning in a public place" by virtue of the same principle if sent from a "private place" to an official college e-mail address under Rule 33(a)(ii)(3).

Senior Disciplinary Committee, 17 June 2001.

2: Regarding Offences Against Staff

Offences, which would fall under Rule 71 if committed against a member, shall be considered an offence when committed against a member of staff. This is because they are directed at an agent of the President and as such are an offence against the President.

Senior Disciplinary Committee 17 June 2001.

3: Regarding Evidence Submitted under Rule 71

Unfortunately, there is no prescribed form for complaints under Rule 71, and no requirement for somebody complaining under Rule 71 to specify all of the evidence backing up the complaint. We accept that, during the course of the procedures of the more informal Standing Committee hearing, new points can be adduced by the prosecution, however, when before a Special Disciplinary Committee, no evidence not previously adduced in the complaint or in the Standing Committee hearing may be adduced by the prosecution in the course of that hearing.

Senior Disciplinary Committee 17 June 2001.

4: Regarding Rule 71(a)(i)(2), Positions of Trust

The second sentence: "For any individual holding a position of trust within the Society... within the main body of the Rules and Standing Orders (excluding Rule 62(a))" can be considered as a stand-alone form of misconduct in its own right and is not dependant on the concept of "abuse" of office in the first sentence.

Senior Disciplinary Committee, 21 October 2001.

5: Regarding Rule 71(k)

Rule 71(k) states that a complaint shall not be considered if it is not brought within the relevant time limit. Accordingly, before a disciplinary complaint brought under Rule 71 can be heard on the merits, the body hearing it must be satisfied that the complaint has been brought in time. If the complaint has not been brought in time then there is no jurisdiction under Rule 71 and the disciplinary body may not go on to hear and determine the substantive complaint.

Senior Disciplinary Committee, 18 March 2006

6: Regarding Rule 71(k)

The time at which an alleged abuse of office is 'discovered' is the time at which sufficient facts giving rise to the allegation of abuse of office are accessible to Members of the Society exercising the rights of a Member under the Rules.

Senior Disciplinary Committee, 18 March 2006

7: Regarding Rule 71(k)

The disciplinary process commences at the moment when the complaint is submitted to the Returning Officer or a Senior Officer (as the case may be) under Rule 71(a)(i).

Senior Disciplinary Committee, 18 March 2006

8: Regarding Rule 71(m)

Rule 71(m) should be interpreted as reading that any days in the vacation "shall count as *dies non*" rather than the literal wording of "shall not count as *dies non*".

Senior Disciplinary Committee, 9 October 2006

9: Regarding Rule 71(e)(viii), Initial Declarations and SDC Reports

Rules of the Oxford Union Society, Michaelmas Term 2018.

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A Disciplinary Committee shall publish its initial declaration within 72 hours of the close of proceedings. A more detailed report may subsequently be posted on the notice board, after the 72 hour period; the deadline for Notice of Appeal or Leave for Appeal shall commence when the final report is posted on the notice board.

Senior Disciplinary Committee, 9 October 2006

10: Regarding Rule 71(a)(i)(9)

Introducing, during disciplinary proceedings and with the intention that the necessity of making a formal complaint under Rule 71 may therefore be avoided, matters of no or questionable relevance to the substantive complaint(s) being considered, amounts to misusing Rule 71 to procure objectives more properly attained by other means, and so to misconduct under Rule 71(a)(i)(9).

Senior Disciplinary Committee, 27 November 2006

11: Regarding Subpoena (1)

Where a party to disciplinary proceedings requests that a Senior Disciplinary Committee exercise its powers to require the attendance of a Member, that request must include (i) the name(s) of the witness(es) to be subpoenaed; (ii) postal address details for each witness; and (iii) such other contact details for the witness(es) as are known to that party.

Senior Disciplinary Committee, 27 November 2006

12. Regarding Subpoena (2)

A Member may be required to appear before a Senior Disciplinary Committee by the service upon them of a notice requiring their attendance ("a Subpoena").

A Subpoena must specify the time, date, and place at which the Committee will sit, and must be served on the member not less than 72 hours prior to the time specified in the notice.

A Subpoena may be served upon a Member:

- (i) in person; or
- (ii) by post to their last known address (including, where relevant, a college lodge); or
- (iii) by e-mail or fax transmission, provided that where a notice is served by email or fax transmission a further copy must be sent by post.

Service of a Subpoena shall be deemed to have occurred:

- (a) immediately, where a notice is served upon a member in person; or
- (b) twenty four hours after posting, where a notice is sent by first class post or deposited in the relevant college lodge; or
- (c) immediately upon completion of successful transmission by e-mail or fax, where a notice is sent by e-mail or fax transmission, transmission is successful and no failure notice is subsequently received, and a copy of the Subpoena is sent by first class post or deposited in the relevant college lodge at the time of transmission.

Subpoenas are issued by (or on behalf of a Senior Disciplinary Committee) and they can only be withdrawn by that Committee; notwithstanding the fact that a Subpoena was issued in response to a request from a party to the disciplinary proceedings, it is not open to that party to "withdraw" it.

A Member is liable to be fined by a Senior Disciplinary Committee for non-attendance where -

- (I) they have been served with a Subpoena (as set out above); and
- (II) they have failed to attend the hearing as required; and
- (III) they have provided no reason for their absence or their reason is not one of the reasons set out in Standing Order B4 (a) and the Committee does not accept that it is otherwise a valid reason for non-attendance; or
- (IV) the Committee has directed them to provide written evidence in lieu of their attendance, and they have failed to either provide such evidence or to provide it in the form directed.

Senior Disciplinary Committee, 27 November 2006

13: Regarding Rule 71(b)(ii)(2)

The reference in Rule 71(b)(ii)(2) to "...one term..." is to a period of eight sequential weeks each of which falls during Full Term. Accordingly, where a member is sentenced during a given week in a Term to serve a suspension of one Term, their suspension shall expire during the corresponding week in the succeeding Term.

Senior Disciplinary Committee, 9 November 2006

14: Regarding Rule 60

Where a disciplinary complaint under Rule 71 substantively involves a “...staff dispute or matter of contention...” as set out in Rule 60, Rule 60 shall not prevent a Disciplinary Committee from hearing evidence or considering submissions in connection with such dispute or matter.

Senior Disciplinary Committee, 27 November 2006

15: Regarding Rule 71(a)(i)

Behaviour classified as misconduct under Rule 71(a)(i) is misconduct notwithstanding the fact that it may be directed at non-Members or members of the Society’s staff.

Senior Disciplinary Committee, 27 November 2006

16: Regarding the definition of “frivolous”

What approach should this Committee take in determining whether the Complaint is frivolous? Having considered the matter closely we are of the view that the correct question is whether no reasonable member of the Society would have considered the conduct which is the subject matter of the Complaint, on the basis of the facts as alleged in the Complaint, to be sufficiently serious to bring a Complaint under rule 71.

Senior Disciplinary Committee, 27 June 2006

17: Regarding Membership Cards

Membership cards confiscated under Rule 71(j) must be returned within 5 working days. [...] If it is found in future that Membership cards are being retained by members of staff without proper disciplinary processes being observed, we would consider that, once the President has been notified, failure to return or replace that card would be an abuse of office by the President under Rule 71(a)(i)(2).

Senior Disciplinary Committee, 1 December, 2007

18: Regarding Presidential Accountability

We direct that a failure on the part of the President to reply to communication addressed to them by mail to the Society’s address or to their official email address may constitute dereliction of duty under Rule 71(a)(i)(12).

Senior Disciplinary Committee, 1st December, 2007

19: UNUSED

20: Regarding the Waiving of Standing Orders

The Standing Orders are applied equally to all members of the Society, as provided for in Rule 68(a), unless the content of a specific Standing Order explicitly provides otherwise. It is therefore clear that they can only be applied unequally if that inequality of application is explicitly permitted by the Rules.

Rule 68(d) provides a means by which any provision of a Standing Order may be waived by the Standing Committee for “named persons” under “any condition[s] it think fit” (the words “during stated times” being exemplary of one of the conditions which it might think fit).

There is no other power to apply the Standing Orders to a different extent in respect of one Member or a subset of Members, and it therefore follows that no Member or Officer of the Society has the power to waive or partially to apply the Standing Orders without explicit authority from the Standing Committee given in accordance with the requirements of Rule 68(d). That power can only be granted in explicit terms, and must be specific to the individual circumstances, Members or times to or during which the waiver is to apply.

Senior Disciplinary Committee, 13 November, 2008

21: Regarding Standing Order E4

The Rules and Standing Orders of the Society envisage two classes of room hire: “commercial” and “non-commercial”. They are defined as follows.

(1) Any hiring in which the contract is formed between the hirer and the Society without the formation of the contract being solicited on behalf of the hirer by a Member of the Society shall be considered to be a commercial hiring. An Officer of the Society or an Elected Member of Standing Committee acting purely in the discharge of their office shall not, for the purpose of this clause, be considered to have solicited the formation of the contract.

(2) Where a Member facilitates the hiring on behalf of a third party or an organisation (“the hiring organisation”) it shall be regarded as a commercial hiring if any of the following conditions is met in respect of the meeting, party or gathering to be held as a result of the hiring:

(a) A fee is charged for admission, whether or not that fee is paid or charged at the point of entry, whether or not that fee is paid in monies or in kind, and whether that fee is paid to the hirer or to another;

(b) Admission would be open to the public, or to all Members of the Society who would otherwise be entitled to enter the room hired at the time of the hiring had it not been so hired;

(c) Admission is substantially to be determined either
(i) By membership of the hiring organisation, or

(ii) By the issue of invitations to attend by a member of the hiring organisation unless it can be demonstrated that attendance is to be restricted to the *close personal friends* of the Member of the Society facilitating the hiring, and that they are attending as such.

(3) In all other cases the hiring shall be considered to be “non-commercial” unless to do so would be perverse, which shall be determined by a resolution of the Standing Committee.

Senior Disciplinary Committee, 13 November, 2008

22: Regarding the validity of Disciplinary Committees

A Disciplinary Committee summoned otherwise in accordance with Rule 71, but for problems with the timing of its summons, is validly summoned, and it is the complaint with regard to which is it summoned that has been invalidly brought.

Senior Disciplinary Committee, 10th April 2010

23: Regarding interpretation by Disciplinary Committees

Where a Committee is divided on the interpretation of a rule they should strive to form a unanimous interpretation of that rule. Where however this is not possible, a majority of the Committee is sufficient.

Senior Disciplinary Committee, 10th April 2010

24: Regarding Rule 71(a)(i)(5)

The dissemination whether orally or otherwise and by whatever means of information that is confidential to a Senior Disciplinary Committee and which that Committee has deemed to be confidential is action that is liable to bring the Society into disrepute.

Senior Disciplinary Committee, June 2010

25. Regarding Staff of the Society (Rules 14, 59 and 60)

(a) The employment of staff, their conduct and any grievances they may have are matters for the Standing Committee to deal with;

(b) Members of the Society with a complaint to make about any member of staff should make that complaint to the President or to the Bursar where the complaint relates to a member of staff who is supervised by the Bursar under Rule 59;

(c) The President is responsible, where any such complaint cannot be resolved informally, for bringing the complaint to the attention of the Standing Committee which will consider the matter *in camera*. The President should consult with both the Bursar and one or other of the Senior Officers before referring any such complaint to ensure that all proper avenues for dealing with the matter informally have been pursued;

(d) The President is elected to be the executive head of the Society subject to the Rules. Only the President, the elected Officers and Senior Officers (in the course of their duties) and the Standing Committee acting as a body rather than as individuals may give directions to the staff. Others may do so but only when specifically authorised to act as agents of the President. Other members of the Society, whatever position they hold or may have held, have no power to direct the staff.

Senior Disciplinary Committee, June 2010

26. Regarding the presentation of complaints

In future the following should be done as a minimum in the presentation of any complaint that is likely to reach a Senior Disciplinary Committee:

(a) Where the complaint is not “urgent” a full file of evidence to be relied upon should be prepared by or on behalf of the complainant before the making of complaint. This should be provided at the time that the complaint is made;

(b) Where the complaint is “urgent” it should be provided in as much detail as possible;

(c) The complaint itself should contain sufficient detail so that the Committee can determine which issues are likely to be relevant and to enable the Defendant(s) to understand the case being made against them;

(d) In either event not less than 7 clear days before the date set for the hearing the Defendant(s) and the Committee must have a full file of all the evidence to be relied upon. This must include full witness statements from any person whose evidence is to be relied upon and any documents exhibited by that witness;

(e) The panel once summoned will issue directions in relation to the following:

(i) The date by which a notice should be served by the Defendant(s) setting out which of the witness statements provided by the Complainant are not accepted and therefore which witnesses are required to give evidence “live”.

(ii) The date by which any skeleton argument on issues relating to “legal” issues must be provided by either side.

(iii) The date by which a document must be served by the Defendant(s) setting out which factual aspects of the complaint are agreed (if any).

In our view the Complainant will have to show good reason for evidence that has not been served as set out above to be admitted, but this will be a matter for individual committees to determine on the facts.

Senior Disciplinary Committee, June 2010

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Alexandra Galloway, Coll., Returning Officer

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27. UNUSED

28. Regarding Rule 67(e)(i), Overturning Interpretations

A body with superior interpretative power under Rule 67(e)(i) may overturn a more junior interpretation, which it encounters in the course of its proceedings, in cases where it unanimously considers the junior interpretation to be either incorrect or inconsistent with the good management of the Society's affairs or the principles of natural justice.
Senior Disciplinary Committee, 16 March 2015

29. Regarding 67(j)(i), Written Notification

All members of a Society Committee (with the exception of Consultative Committee) shall be deemed to have given their consent to receive notifications in relation to the business of the Committee by email unless they have specifically written to the Chairman of the Committee stating otherwise. The email address to be used will be either (i) the recipient's official Society email address (if he has one); (ii) the recipient's current university email address (if he has one); or, failing that, the most recent email address given to the Society on either a Membership form or an Election Nomination form. Any sender receiving a "bounce back" message, including an "out of office" message, shall revert to written communication until a new email address has been provided or the intended recipient has confirmed receipt.

Members who wish to notify a Member of any Committee (except the Consultative Committee) or the Returning Officer under the Rules of items of Society business may rely upon their deemed consent under the same conditions above.

Senior Disciplinary Committee, 16 March 2015

30. Regarding Rule 67(j), Notification of Absences

In order to fulfil its purpose, a notification must be made for the intention of notifying the Chairman of the relevant committee of an absence. Reference to the absence in other documents is insufficient. A single document or email may contain more than one notification (e.g. to more than one addressee or for more than one purpose), but the audience and purpose of each must be explicitly set out.

Senior Disciplinary Committee, 16 March 2015

31. Regarding Rule 23(c)(ii), Deemed Resignations

A deemed resignation under Rule 23(c)(ii) is effective as of the last time when the Committee Member could have appealed against the third absence being considered "without good reason". Given the deadlines currently set out in Rule 45(h), this is 10 days after the Committee meeting 168 hours after the third absence in question: namely 17 days after the third absence without good reason.

Senior Disciplinary Committee, 16 March 2015

32. Regarding Rule 23, Validity of Meetings

If a regular meeting of the Society is generally believed by those present to be properly called, and its validity is unchallenged at the time, then it is a valid meeting for the purposes of Rule 23. By the same logic if a Chairman of one of the Society's Committees is generally believed by those present at the meeting of that Committee to be the Chairman and that person's eligibility to act as Chairman is not challenged then they are to be considered Chairman for the purpose of determining the validity of any meeting or meetings they have convened.

Senior Disciplinary Committee, 16 March 2015

33. Regarding Rule 28(b) and Standing Order B13, Secretary of Debate Selection Committee

Rule 28(b) defines who shall be the "Secretary to the Debate Selection Committee". Any references in the Standing Orders to this office being held by a member of DSC rather than a nonvoting delegate to the DSC are due to a drafting error, and should be read as such according to the well-established principles in Rule 67(a).

Senior Disciplinary Committee, 5 March 2016

34. Regarding Rule 67(b)(viii)

Failure to give the notice required by Rule 67(b)(viii) does not invalidate or reverse the event which triggered the requirement to give notice.

Senior Disciplinary Committee, 28 October 2017

D: Interpretations of Disciplinary Appeals Committees

The following interpretations of the Rules and Standing Orders have been issued by Disciplinary Appeals Committee in accordance with Rule 67(e)(i)(3). They shall act as binding authoritative precedents to the extent set out in the Rules.

1: Regarding Rule 71, Expulsion

The Committee interprets Rule 71, as per Rule 67(e), to infer:

In the event of an appeal to the Disciplinary Appeals Committee against expulsion being ruled unjustified, the date of expulsion for the purpose of Rule 7(e) shall be taken to be immediately after the Report of the Committee on that matter being posted on the Society's notice board.

Disciplinary Appeals Committee, 21 October 2001

2: Regarding Correction of Errors in the Rules

The Committee rules that minor spelling mistakes may be corrected by the Returning Officer without recourse to the House provided there is no ambiguity or change of meaning. UK not US spelling should be maintained throughout. For the reassurance of members, the Returning Officer must publish a list of minor errors they have corrected on the Society's noticeboard and place a copy of that list in the Public Minute Book.

Disciplinary Appeals Committee, 21 October 2001

3: Regarding Rule 67(b)(iv), Notice in Newspapers

Ordinary notice under Rule 66(b)(iv) should be inserted in one or more of the following: *The Times*, the *Daily Telegraph*, the *Guardian* or the *Independent*. Where a proposed motion might cause the House to divide on party political lines, notices should be placed in newspapers which reflect that spread of opinion. Placing a notice in the *Guardian* without a balancing notice in the *Daily Telegraph* might, lay the Standing Committee open to allegations of manipulation. It should be noticed that the interpretation we have adopted refers to newspapers in the United Kingdom: care should therefore be taken to ensure that notice also appears in the Scottish, Welsh and Ulster editions of the applicable newspaper(s).

Disciplinary Appeals Committee, 26 May 2002

4: Regarding Rule 67(b)(iv), Notice in Newspapers

A "Newspaper circulating in the Oxford area" must refer to a local paper, not being primarily a student newspaper. Obvious examples are the *Oxford Mail* and *Oxford Times*.

Disciplinary Appeals Committee 26 May 2002

5: Regarding Rule 67(e), Disciplinary Appeals Committee, Powers of Interpretation

A Disciplinary Appeals Committee is an appellate body; it can decide only matters which arise from the Senior Disciplinary Committee's adjudication. The SDC is confined to rules interpretations, which touch on its function: Rule 67(e)(i)(5). Since we can consider only matters which an SDC has addressed (or should have addressed) we are subject to the same restrictions on rule interpretation as it is.

Disciplinary Appeals Committee, 26 May 2002

6: Bringing Complaints under Rule 71

Bringing complaints under Rule 71, or otherwise misusing Rule 71 to procure objectives more properly attained by other means, will amount to misconduct under Rule 71(a)(i)(9).

Disciplinary Appeals Committee 26 May 2002

7: Correcting Errors in the Rules

We recognise that anomalies occur with the Rules from time to time. By far the best approach to such errors is self-restraint: in other words, where there is an obvious typing error which leads to absurdity, members should have the discipline to take no point on it until it can be corrected in Private Business. In such circumstances, taking the point will amount to misconduct. If the point does arise we believe it to be open to any institution with powers of interpretation under Rule 67(e) to 'correct' the error though the process of construction. We stress, however, that these remarks are confined to situations where there is an obvious error on the face of a rule, and no real doubt as to what was actually intended. Interpretation under Rule 67(e) is not to be used as a means of informal rulemaking.

Disciplinary Appeals Committee, 26 May 2002

8: Obligations Upon DAC Panel Members Regarding Potential Bias

It is an obligation on any DAC panel member to keep under active consideration the possibility that a question of bias or the potential risk of perceived bias (Interpretation F10) may arise and to act in a timely fashion if such a question arises so as not to delay the proceedings of the DAC.

Disciplinary Appeals Committee, 17 June 2012

9: Obligations Upon DAC Panel Members Regarding Inability to Carry Out Work Needed

If any DAC panel member finds that they are unable to carry out the work needed to consider the appeal in a timely fashion then they shall forthwith resign and allow another panel member to be appointed in their place so as to avoid delay to the proceedings.

Disciplinary Appeals Committee, 17 June 2012

10: Regarding Rule 71(d)(i)(1), Consideration of Misconduct by Standing Committee

By reason of the provisions of Rule 71(d)(i)(1), no complaint of misconduct which would fall within Rule 71(a)(i) and is made or proposed to be made against a member of Standing Committee shall be considered by or voted upon by Standing Committee but shall instead be put to an Intermediate Disciplinary Committee or a Senior Disciplinary Committee according to Rule 71.

Disciplinary Appeals Committee, 17 June 2012

11: Regarding Rule 71(a)(i), Mandated Complaints and Group Complaints

Complaints of misconduct under Rule 71(a)(i) may only be brought by individual members against individual members. No Committee may mandate any individual member to make a complaint of misconduct on behalf of a Committee. This interpretation does not prevent the President or any other member from agreeing to speak on behalf of a group of named individual members who are all collectively making the same complaint of misconduct against another individual, but such agreement shall not be made an obligation by a vote of a Committee.

Disciplinary Appeals Committee, 17 June 2012

E: Interpretations of Election Tribunals

The following interpretations of the Rules and Standing Orders have been issued by Election Tribunals in accordance with Rule 67(e)(i)(4). They shall act as binding authoritative precedents to the extent set out in the Rules.

1: Regarding Rule 33(c)(i), Tribunal Panel Composition

The phrase “the Tribunal shall consist of any members chosen with the Standing Committee’s approval” does not derogate from the necessity of there being three Members to constitute any Election Tribunal, but rather merely requires the Returning Officer to have recourse to Standing Committee to approve other Members to serve should fewer than three of the Members originally approved be able to serve when a Tribunal is summoned. The Standing Committee may approve as many names as it sees fit in the circumstances, but the Returning Officer may only constitute a tribunal of neither more nor less than three Members, all of whom have been approved to serve by Standing Committee in that Term.

Election Tribunal, Hilary Term 2000

2: Regarding Rule 33(a)(i)(2)

The sending of an email to multiple recipients, whether via a mailing list or otherwise, is “systematic” conduct for the purposes of Rule 33(a)(i)(2).

Election Tribunal, Michaelmas Term 2002

3: Regarding Rule 33(a)(i)(13), Tampered Evidence

Documentary evidence from which words have been deleted or words added or which has been otherwise altered, yet nevertheless purported to be or was presented as an original document with no such deletions, additions or alterations, constituted false evidence, and that knowingly to submit such evidence constitutes malpractice as defined by Rule 33(a)(i)(13), whether or not the individual submitting the evidence was responsible for alteration.

Election Tribunal, Hilary Term 2002

4: Withdrawal of Electoral Malpractice Allegations

Any member submitting a written allegation of electoral malpractice to the Returning Officer may withdraw in writing such an allegation within a period of up to 72 hours after the Close of Poll. The Returning Officer shall have the power to disallow such a withdrawal in the event that they are satisfied that the allegation was made frivolously or maliciously or in the event that they are satisfied that the withdrawal of the allegation has been made under duress. If the Returning Officer disallows the withdrawal then the allegation and any evidence provided in support of the allegation shall be considered by the Election Tribunal together with the results of such investigations as the Returning Officer shall have made. If as a result of the withdrawal of an allegation there remain no live allegations of electoral malpractice then the Returning Officer shall no longer be bound by Rule 33(b)(v) and may cancel any arrangements made for the holding of an Election Tribunal.

Election Tribunal, Hilary Term 2003

5: Admission of Observers to Election Tribunal Proceedings

The Rules do not preclude or prohibit the admission of observers to election tribunal proceedings. The general provisions relating to allowing observers to attend Committee meetings of the Society (Rule 23(g)) do not apply to tribunals, although it is perhaps worth noting that those provisions do not apply to “disciplinary matters” so the Rules do contemplate that in certain disciplinary issues at least even a Committee which would normally have to allow observers to attend could prevent them from so attending. Accordingly it is for each tribunal to decide whether or not, and if so, on what basis, observers should be allowed to attend any part of or all of the proceedings of a tribunal. The deliberations of the tribunal panel shall be private.

Election Tribunal, Hilary Term 2005

6: Discussion of the Validity of Election Tribunals

The convening of a tribunal by itself creates a rebuttable presumption that the tribunal is constituted lawfully in accordance with the Rules. The Rules provide that this presumption can be rebutted either during the course of the tribunal or via the appeal procedures as provided for by Rule 33. If by the close of the appeal period, or the appeal procedure if an appeal is called, the presumption of legality has not been successfully challenged then the tribunal and its decisions (to the extent it has not been overturned by an appeal) must stand as and remain valid under the Rules, which provide no other method for the presumption of legality to be subsequently challenged. Accordingly, no other person or body may, after the appeal process has finished, challenge the legality of the tribunal or the decisions it made in respect of any specific complaint heard by it.

Election Tribunal, Hilary Term 2005

7. Concerning Rule 27(a)(iv)(1), Rule 32(h) and Rule 67(e)(v)

A person in his eighteenth term as a member of the Society shall be considered to be a member of eighteen terms' standing. Such a person is therefore eligible to sit on an Election Tribunal or SDC.
Election Tribunal, Trinity Term 2005

8. Concerning the Status of Complaints of Electoral Malpractice

For the purposes of Rule 7(b)(iii) (suspended members), the right to complain of electoral malpractice is not a "privilege" which suspended members are prevented from exercising by virtue of that Rule.
Election Tribunal, Michaelmas Term 2008

9. Concerning the Rights and Duties of Suspended Members

Rule 7(b)(iii) (suspended members) states that a suspended member is "bound" by the "Rule concerning electoral offences". This means that a suspended member has both the responsibilities and the rights created by those Rules, including the right to complain of electoral malpractice
Election Tribunal, Michaelmas Term 2008

10. Concerning the Time in which the Returning Officer Holds the Powers of the President

The Presidential powers and duties delegated to a Returning Officer pursuant to Rule 13(b)(ii) are clearly expressed and intended to be used by the Returning Officer for the smooth running of the Society only, pending the handover of such powers to the democratically elected President-Elect. The Returning Officer to whom powers and duties are delegated shall not style themselves as a replacement (in any sense) to the President, nor use such powers and duties without the maximum consultation with the incoming Junior Officers that circumstances permit.
Election Tribunal, Michaelmas Term 2009

11. Concerning Rule 33(c)(ii) and Standing Order D8(c)

In the case of a member who is already a defendant in election tribunal proceedings, the second sentence of standing Order D8(c) means as follows: *'If, during the investigation, the Tribunal should have reason to suppose that a Member has committed an electoral offence, who is not already a defendant in respect of that offence, they shall inform that Member immediately, and that Member shall have the rights of a defendant in respect of that offence thereafter.'* This is in accordance with the Tribunal's "complete power to investigate all the Allegations and circumstances dependent upon those Allegations" under Rule 33(c)(ii). The word "Allegations" in Rule 33(c)(ii) refers to written allegations submitted to the Returning Officer under Rule 33(b).
Election Tribunal, Hilary Term 2011

12. Regarding Rule 33(d)(xiii), Admissibility of Electronic Messages

The Rule requires the written consent of at least one party to an electronic message in order for it to be considered as evidence by either a Tribunal or an Appellate Board. On the matter of who is a qualified party, entitled to provide consent:

- i) Whether a message involves two parties or twenty, the consent of any one sender or recipient is sufficient;
- ii) In the case of a historical message chain which is subsequently forwarded by one of the earlier parties to it, the new recipient of that message becomes party to a new bilateral message, for the use of which they are capable of providing consent;
- iii) Part ii) of this Interpretation applies with the same force to attached screenshots of other messages as it does to messages whose relevant material is contained within the message body.

On the matter of the durability of 'written consent', we say that it is irrevocable. The effect of the Rule cannot be to create a special category of evidence over which originators may exercise ongoing control. Nor should originators be placed at risk of undue pressure to exercise that control from those cast in an adverse light by messages submitted in evidence. Proof of written consent from a qualified party, in advance of a panel's convening, is therefore sufficient for a message to be considered as evidence.

Election Tribunal, Trinity Term 2014

13: Regarding Rule 33(d)(xiii), Admissibility of Information from Private Electronic Sources

The Rule requires the written consent of the owner of the device from which information has been obtained in order for it to be considered as evidence by either a Tribunal or an Appellate Board. It is not simply the proximate device from which information has been obtained that counts for the purpose of this Rule; where a separate originating device is identifiable in principle, written consent is required from the owner of that device as well. The exception to this requirement is where obtaining such consent would, in a panel's view, provide them with little additional assurance that the information was not obtained through theft or other illegal or nefarious means. Anonymously sourced evidence is unlikely to provide them with sufficient assurance, and is anyway generally to

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be discouraged.

The requirement for originator consent may not be evaded by the expedient of attaching information to messages and exchanging them in order to come within the scope of Interpretation E7. The Rule's treatments of 'messages' and 'information' are separate and distinct; 'written consent', however, should be considered irrevocable on an identical basis for both.

Election Tribunal, Trinity Term 2014

14: Regarding the scope of the Election Tribunal's duty to rule on the validity of the Society's Rules

Rule 67(e)(i)(4) gives the Tribunal the power to make rulings and interpretations '*for the purposes of its duty only*'. The Tribunal has the duty to hear and adjudicate upon complaints which are brought before it under the Society's rules. One such complaint is of innocent interference under Rule 34(b)(ix)(2), namely that the result of the election is objected to on the grounds that '*the Returning Officer has in good faith (through negligence or otherwise) misinterpreted the Rules concerning [the] conduct of the Election in such a way as to affect its outcome, or otherwise affected it through negligence*'.

Upon such an allegation being brought the Tribunal '*shall investigate the circumstances of the election as if the objection were an allegation of Electoral Malpractice [...]*' (Rule 34(b)(ix)(2)). The Tribunal further has '*the complete power to investigate all the Allegations and circumstances dependent upon those Allegations only*' (Rule 34(c)(ii)). Where the allegation of Innocent Interference is premised on the suggestion that the Returning Officer has failed to conduct the election in accordance with the Society's Rules, or where a complaint of electoral malpractice is brought, then it is within the scope of the Tribunal's duty as defined under Rule 67(e)(i)(4) to rule on whether the version of the rules relied upon by the complainant in fact forms part of the Society's Rules or not.

For the purposes of that duty, it is necessary for the Tribunal to decide whether the particular set of Rules relied upon by the complainant was validly passed in accordance with the Society's Rules, if that validity is in dispute between the parties. The Tribunal is entitled, for the purposes of its duty to make that decision, to interpret such other of the Society's Rules as may be necessary. Rule 67(e)(i)(4) should be interpreted accordingly.

Election Tribunal, Michaelmas Term 2014

15: Regarding Rule 67(b)(i)

The meaning of Rule 67(b)(i) is that no rules change may be effected except by way of a Private Business Motion which is brought before and approved by a relevant business meeting of the Society in accordance with the Society's rules. Depending on matters such as Rule 73 and the calling of a poll under Rule 47(f)(i), the approval of such a motion may not of itself be sufficient to effect the rules change (see, e.g., Rule 67(b)(iii)(1)), but it is a necessary prerequisite. All of the Society's rules which apply to private business motions and business meetings are accordingly engaged by Rule 67(b)(i). The reference in Rule 67(b)(i) to Rule 47(a) is one of emphasis; the fact that only Rule 47(a) is mentioned does not exclude the operation of the remainder of Rule 47, nor does it exclude any other of the relevant rules governing private business motions and business meetings.

Election Tribunal, Michaelmas Term 2014

16: Regarding Rules 47(f) and 73

Nothing in any of Rules 47(f) or 73 (including all sub-clauses thereof) permits a poll to be held in circumstances other than those specified in Rule 47(f)(i). Any poll held which does not comply with the requirements of Rule 47(f)(i) (and such other requirements as may exist under the Society's rules) is a nullity and is ineffective to change the Society's rules.

Election Tribunal, Michaelmas Term 2014

17: On the bringing of complaints of electoral malpractice pursuant to Rule 33(b)(ii) by multiple complainants

Rule 33(b)(ii) clearly envisages that complaints of electoral malpractice shall be brought by single Members acting alone and this is to be recommended in most cases. However, the Rules do not specifically preclude multiple complainants from signing a single allegation. It is a matter for the Election Tribunal hearing the complaint to determine the most appropriate manner of hearing a claim brought in joint names.

Where multiple complainants do wish to sign to a single claim they will be required to stand and fall together and if one party is found to have brought a frivolous and/or malicious claim then such a finding should, absent some demonstrated mala fides or fraud as between one complainant and the others, be taken to extend to their co-complainants.

Election Tribunal, Trinity Term 2015

18: On the meaning of 'endorsed, supported or opposed' in Rule 33(a)(i)(3)

An act, including statements and publications in any medium or form, shall be viewed as amounting to a representation of endorsement of a candidate where, in the view of a reasonable person, it would amount to a declaration of public approval of their candidature.

An act, including statements and publications in any medium or form, shall be viewed as amounting to a representation of support for a candidate where, in the view of a reasonable person, it would demonstrate an active interest in and (to some extent) campaigning for the electoral success of a candidate.

An act, including statements and publications in any medium or form, shall be viewed as amounting to a representation of opposition to a candidate where, in the view of a reasonable person, it would demonstrate a clear expression of sentiment against their electoral success.

Election Tribunal, Trinity Term 2015

F: Interpretations of Appellate Boards

1: Unreasonable Appeals

A person who has a right of appeal can still be found guilty by an appellate body of bringing an unreasonable appeal as set out in Rule 33(d)(vii)(5).

Appellate Board, Trinity Term 2005

2: Interpretations of Rule 33

The purpose of the Society's elections is not to enable some abstract exercise in statutory construction, rather it is to enable the membership as a whole to determine who they want to run their Society. Rule 33 has been written to ensure this takes place in a fair and just way. The paragraph above gives guidance to Returning Officers, Election Tribunals and Appellate Bodies in the construction and effect of the Rules. When any of these bodies is interpreting the Rules they must have Rule 33(a)(iii)(1) in mind. Any interpretation of the Rules that contradicts the above guidance is wrong and subject to reversal by a superior body under Rule 67(e). In terms of Rule 33 the Appellate Board is empowered by that Rule to issue interpretations of Rule 33 (as arose in the course our duties in this appeal) which are "authoritative precedents for Members or bodies, with powers of interpretation which are junior or of equal status to the Member or body in question. For the sake of clarity we interpret "authoritative precedent" in the context of this rule to mean binding on all bodies of junior status to ourselves.

Appellate Board, Trinity Term 2005

3: Regarding Standing Order D8(a)

We are of the view that Standing Order D8(a)(h) could properly be seen as directory not mandatory. Where all parties are aware of, or ought to be aware of, this Standing Order the fact that the Tribunal has not formally read it to them is not a reason to quash the decision of that Tribunal unless some real prejudice that goes directly to the fairness of the proceedings can be shown. We note also that even if we had found the breach of this Standing Order to have the significance which the Appellant sought to attach to it, we would not have been obliged to quash the findings of the Tribunal. In our view the use of the word "power" in Rule 33(d)(vii)(4) provides us with a discretion as to whether the Tribunal should be quashed or allowed to stand. We cannot imagine any Appellate Body quashing the Tribunal in the circumstances of this case on the basis of this one ground of appeal.

Appellate Board, Trinity Term 2005

4: Regarding Election Tribunal Procedure

The "Schedule of Suggested Procedure" appended to the Rules is not binding. We see no difficulty with the Tribunal panel asking questions of a witness before either of the parties, provided that the parties are given an opportunity to adduce any further relevant material that they wish following this questioning. The Schedule was written (largely by a member of this Board) with the purpose of providing a guide to procedure. It is best practice, but does not have the status of a binding rule.

Appellate Board, Trinity Term 2005

5: Proceedings of a Committee

Previous Disciplinary Committees have indicated that the proceedings of a committee are generally a matter for that Committee and its Chair. There are set procedures for challenging a decision of the Chair. Such decisions could include a decision to hold a meeting when proper notice had not been given to members of the committee. We endorse the view of those Disciplinary Committees that the conduct of meetings of the Society, whether public or private, are principally a matter for the Chair and the members of that committee. Only in rare occasions would it be appropriate to review those decisions in a Disciplinary Committee or Election Tribunal.

Appellate Board, Trinity Term 2005

6: Discussion of the Validity of Election Tribunals

Once a tribunal has reached a decision, the only way to challenge the eligibility of a member of the panel or the composition of the panel is to appeal. If no appeal is made (or the point is not taken on appeal), the decision of that tribunal stands even if it subsequently comes to light that one or members of the panel were not qualified under the Rules to sit. Decisions of tribunals (for example a conviction for electoral malpractice) remain valid unless successfully appealed, whatever issues may subsequently come to light.

Appellate Board, Trinity Term 2005

7: Regarding Interpretations of the Rules

We take the view that the Returning Officer and Election Tribunals are bound to bear in mind that the purposes of the Rules is to allow the members of the Society to choose the leadership and management of the Society according

to the criteria set out in the Rules. The Society is in essence a democracy where each term the membership as a whole has an opportunity to determine the direction that they wish the Society to take.

It is not the function of the Returning Officer or Election Tribunals when considering breaches of the Rules to interpret those Rules in such a way as manifestly subverts the objective that those Rules seek to promote.

Appellate Board, Trinity Term 2005

8: Regarding Complaints of Innocent Interference

The purpose in our view of the “innocent interference” rule was to ensure that mistakes in the conduct of the election did not prejudice the free choice of members of the Society as to who they chose to vote for. Examples would include the failure to name a candidate on the ballot paper, a failure to include a candidate in the manifesto booklet or a failure to allow a class of members to vote in the election in the mistaken belief that they were not allowed to vote (or vice versa). This rule was not intended to be a lesser version of malpractice with a lower standard of proof.

Appellate Board, Trinity Term 2005

9: Burdens of Proof

For a tribunal to be satisfied that a candidate who claims to have nominated within the prescribed time has not done so in circumstances where the Returning Officer has accepted the nomination, it must be satisfied beyond reasonable doubt that the candidate deliberately misled the Returning Officer and has deliberately misled the Tribunal in evidence. A Returning Officer when deciding not to allow a candidate to appear on a ballot paper must be satisfied beyond reasonable doubt that the nomination was not made within the time period allowed in circumstances where the candidate asserts that it was so made.

Appellate Board, Trinity Term 2005

10: Allegations of Bias

The framework for considering bias was set out in the Report of the *Mackerras v Keenan, Walsh v Mackerras* Disciplinary Appeal Committee. We are not, as a superior body, bound by that Report. However having considered its contents we consider them to be an authoritative interpretation of the rules in relation to bias. As such we adopt them as our own formal interpretation of one of the principles of natural justice which applies in the course of Tribunal proceedings, the breach of which gives rise to an appeal under Rule 33(d)(i)(3).

Any objection to the Tribunal panel must in our view be made to that panel. The exception to this is clearly when the facts relating to that bias were not known to the complaining party at the time of the tribunal. What cannot happen is that a party waits to see if their case succeeds, and only when it does not does that party take the point on appeal.

Appellate Board, Trinity Term 2005

11: Failure to Report by the Deadline

If an Election Tribunal fails to deliver a declaration or a report (as the case may be) by the deadlines provided under the Rules:

1. it is the responsibility of the Returning Officer pursuant to both their general duties and their specific role under Rule 33(c) to take all reasonable steps to obtain a declaration or a report (as the case may be) from the Election Tribunal, and to keep informed interested parties as to the steps taken to do this;
2. it may be unreasonable to submit an appeal solely on the basis of the Election Tribunal's failure;
3. it shall not be unreasonable to submit an appeal solely on the basis of the Election Tribunal's failure if that failure continues and any member of the Society has suffered or will imminently suffer substantive prejudice or detriment as a consequence of that failure;
4. save where an appeal has previously been made pursuant to Rule 33(d)(ii), for the purposes of Rules 33(d)(x)(2) and 38, the Election Tribunal's report shall be deemed to have been published 193 hours prior to the start of Full Term, or 240 hours prior to the first Public Business Meeting in Term, whichever shall be the earlier; and
5. where the Returning Officer, the President, or the Chairman of any Committee permits a member to assume the duties of a position to which they have not yet succeeded due to Rule 33(d)(x), they shall permit all such members to do so;

For the purposes of this interpretation, "substantive prejudice or detriment" includes, but is not limited to, being unable to properly exercise rights of appeal under Rule 33(d)(ii); and being prevented from succeeding to an office under Rule 33(d)(x).

Appellate Board, Trinity Term 2018

12: The Status to be used in connection with Elections

Rules of the Oxford Union Society, Michaelmas Term 2018.

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Where a candidate is entitled to have their position in the Table of Seniority indicated on the ballot paper under Rule 35(a) or in a manifesto under Rule 35(b) or on the Election Publicity under Standing Order D4, the position which shall be shown is the most senior position they held at the time of opening of nominations.

Appellate Board, Michaelmas Term 2009

13: Regarding the Assistance of the Returning Officer in the Correction of Complaints

Where a Returning Officer receives a Complaint that is not entirely made out under the requirements of Rule 33(b)(vi), they are required by reason of natural justice and administrative efficiency to help the Complainant wherever possible to properly make out the complaint in any and all respects, both in advance of the close of the deadline for Complaints, and also where possible after the close of the deadline. This duty extends not just to the form of the complaint but also to the substance (e.g. description of facts, list of evidence). The Returning Officer is also under a corresponding duty to inform the Respondent of the complete content of any Allegations made against them. Where an incomplete Allegation is brought, with the effect that the Respondent is unable to understand the substance of the Allegation, the Returning Officer's duty to help the Complainant improve their Allegation also extends to help the Respondent understand the Allegation, including through furnishing any materials the substance of which would have been included in a properly made out Allegation. Any and all improvements made to the form or substance of an Allegation between the making of the Allegation and the Tribunal, should be brought to the attention of the Respondent by the Returning Officer in a timely manner.

Appellate Board, Trinity Term, 2011

14: Regarding the Returning Officer's Power to Consider Allegations of Electoral Malpractice Invalid

Any Election Tribunal's consideration of whether it is "validly composed" must be followed by consideration of whether the allegation or allegations it has been summoned to hear have been validly submitted. The Returning Officer shall be obligated to draw this to the attention of any member who submits an allegation of electoral malpractice. The Returning Officer shall also be obliged to bring any concerns they have about an allegation's validity, including any concerns that have been submitted to them in writing, to the attention of the Election Tribunal. The Election Tribunal must consider these representations, and invite similar representations from all parties, before it adjudges itself to be validly composed. If an Election Tribunal concludes that an allegation has not been validly submitted, it shall not hear the allegation that has been brought. Its only power shall be to determine whether a charge of bringing a frivolous or malicious allegation against the complainant is warranted. Any decision that an allegation has been invalidly submitted may be appealed to an Appellate Board as a failure by the Election Tribunal to follow correct procedure. The Appellate Board has the power to rule on the Allegation's validity and substance.

Appellate Board, Trinity Term, 2011

15: Regarding the Submission of Incomplete Complaints

Where the initial complaint was not entirely made out on submission to the Returning Officer, a Tribunal should, prior to hearing the case in its entirety, first ask itself whether the Complainant has remedied the aspects of the Allegation that had not previously been fully made out, both in form and in substance. Where the Tribunal can correct the defects in form, they should do so. The Tribunal should not proceed to use their investigative powers on any Allegation without first satisfying themselves that the Allegation is complete in form and in substance. Where the Allegation is not capable of being corrected in form and / or substance, the Tribunal should render an immediate verdict of No Case To Answer, and thereafter immediately use their investigative powers to consider a charge under their own name against the Complainant for making a Frivolous or Unfounded and Malicious Complaint per 33(a)(i)(12). Neither this, nor any other interpretation made by any other body constituted under these Rules, should be read to remove the requirement that Allegations should be brought within 49 hours of Close of Poll. Attempts to side-step this requirement are strongly deprecated.

Appellate Board, Trinity Term, 2011

16: Regarding the Consideration of Further Charges not included in the Original Complaint

A Tribunal may bring further charges against an existing Respondent, as they could against a non-Respondent, provided the same notice requirements as specified in Standing Order D8(c) are met. A Tribunal may not bring charges or further charges against any Member except as emerges from their investigations (once begun), and connected with the original Allegation as brought.

Appellate Board, Trinity Term, 2011

17: Regarding the Use of the Term 'Conspiracy'

A charge of conspiracy under Rule 33(a)(i)(24) must be capable of describing which electoral malpractice the conspiracy is assembled to secure.

Appellate Board, Trinity Term, 2011

18: Regarding the Necessity of Scrutiny Committee Prior to Conclave

Rules of the Oxford Union Society, Michaelmas Term 2018.

Alexandra Galloway, Coll. , Returning Officer

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Meetings of conclave to elect a Returning Officer may not be carried out without a prior meeting of the Selection Committee for every conclave held that term. Any meeting of a conclave to elect a Returning Officer without a unique and prior Selection Committee is a nullity.

Appellate Board, Trinity Term, 2011

Oxford Union Society Trust Deed

1st July 1847

“This deed made the first day of July in the year of our Lord one thousand eight hundred and forty seven

BETWEEN The several persons whose names and seals are hereto subscribed and affixed (other than the several persons next hereinafter named and described) of the one part and The Reverend Philip Bliss Doctor in Civil Law Principal of Saint Mary Hall in the University of Oxford, James Adey Ogle Esquire Doctor in Medicine Aldrichien and Clinical Professor of Medicine in the same University, Manuel John Johnson Esquire of the said University Master of Arts and Radcliffe Observer in the same University and Henry Wentworth Acland Esquire Doctor in Medicine and Lees Anatomical Lecturer at Christ Church in the said University of the other

WHEREAS a Literary institution was formed in Oxford many years since and still continues under the name or style of “the Oxford Union Society” having for its object the promotion of Debates and the maintenance of a Library and Reading Room of which Society the said several persons parties hereto of the first and second parts are now respectively Members

AND WHEREAS the affairs and business of the said Society have hitherto been carried on and conducted under and subject to diverse Rules and Regulations made and resolved on at various Meetings of the Members of the said Society and under the direction of a Committee of Management and by the aid of certain Officers respectively appointed or elected from amongst the Members from time to time pursuant to such Rules

AND WHEREAS the aforesaid Rules and Regulations have been printed or published for the information of all the Members for the time being of such society and a printed copy of such rules and regulations is kept by the Secretary of the said Society for production at all Meetings and the inspection of all Members applying for that purpose

AND WHEREAS the Members of the said Society for the time being by means of Subscriptions or Contributions amongst themselves from time to time and the surplus of receipts above the ordinary costs and expenses of carrying out the object and purposes of the said society have accumulated a Fund in sterling money to the amount of Five hundred and eighty seven pounds or thereabouts which sum has been deposited and now remains in the hands of Messrs Robinson, Parsons & Co Bankers in Oxford to an account there with “the Oxford Union Society” and the Members collectively of the said society are also possessed of a large and valuable Library of Books and diverse Maps, Printed and Manuscripts and certain Furniture and Other Chattels and Effects now remaining on being in Rooms rented and occupied by the society in the dwelling house of Mr Joseph Vincent in the High Street in Oxford

WHEREAS at the Special General Meeting of the Members of the said society held on the 12th day of June now last (in the notice for calling which Meeting the special object and purposes thereof were expressed) it was resolved to the effect following namely

- “that it is expedient to appoint four of the Members of the said Society as Trustees thereof in whom (subject as after mentioned) should be vested not only all the present property, state and effects of and belonging to the said Society but also all other the property and effects of every description both real and personal which might thereafter be purchased or acquired by the said Society and that such Trustees (subject as after mentioned) should be authorised by the order and direction of the said Committee of Management to invest the surplus monies of savings of the said Society from time to time in or upon such securities as the said Committee should think fit with power by the right order or direction to vary such investments. Also to make purchases or mortgages to execute deeds and enter into other contracts on behalf of the said Society to collect and receive all interest, dividends, rents and other monies arising from or in relation to the estate and effects which from time to time might become vested in them or belong to the said Society and to give receipts and discharges for the same and for all monies which should come to their hands in character of such Trustees. ”

- “that the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland should be appointed the first Trustees of the said Society each of whom as also every Trustee to be appointed in his stead as hereinafter is mentioned should continue in office until he should die or become unwilling or unable to act or cease to have his usual place of residence in Oxford or be removed from office by virtue and in exercise of any power in that behalf given by the Rules for the time being of the said Society or by the vote of a Special General Meeting of the Society duly convened for that purpose according to the then existing Rules and Regulations”

- “that when and so often as by the means aforesaid there should be less than 3 acting Trustees the vacancies in the number of Trustees should be supplied by the appointment of so many additional persons (then being Members of the said Society) as would make up the number of four Trustees and as the Committee of Management for the time being (subject to the approbation of any General Meeting of the Members of the said Society) should think fit and that all such assurances should be made and executed as should be necessary or deemed expedient for vesting the trust estates and property in the then acting Trustees and such newly appointed Trustees and that the expenses attending the appointment of such new Trustees and all other expenses (if any) of the Trustees for the time being relating to the trust premises should be defrayed with or out of the funds of the said Society”

- “That all the Trust Estate and effects invested in the said Trustees of Trustee for the time being or under the control of the said Committee of Management should be a fund to indemnify at all times the said Trustees or Trustee and their respective representatives from all loss which might be incurred by them or him by reason of any responsibility or liability arising out of their or his office of trustee or by reason of any matter or thing connected therewith” and at the aforesaid Special General Meeting of the said Society so convened as aforesaid it was further resolved

- “that the trustees for the time being of the said Society should on their appointment to office become and continue members of the said Committee of Management jointly and together with the members constituting such committee under the then existing Rules and Regulations of the said Society and That the trustees for the time being in the execution of the trusts reposed in them in all matters relating thereto should be subject to the Orders, Directions and Control of the majority in number of the members present and voting at any meeting of the said Committee of Management and in all cases should be subject to all Rules and Regulations which should have been made and established at any General Meeting of the said Society duly convened according to the Rules thereof for the time being and whether such Rules and Regulations should or should not have been made before or after the appointment of the said Trustees so nevertheless that the particular Rule or Regulation in question (if any) be not at variance with or repugnant to any of the resolutions herein aforementioned but in such last mentioned event the resolution to prevail and be held to set aside the rule in question”

AND WHEREAS the said four persons parties hereto of the second part have consented to take upon themselves respectively the office of Trustees upon the terms and conditions aforesaid and it has been agreed that the several persons parties hereto of the first part should enter into the declaration and covenant hereinafter contained and also assign and make over to the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland the funds, property and effects of the said Society upon the trusts and subject to the powers, provisions, declarations and agreements hereinafter expressed and contained concerning the same

NOR THESE PRESENTS WITNESS that each of them the said several persons parties hereto of the first part BOTH hereby approve of and confirm the several resolutions hereinbefore mentioned and specified as resolutions made at the said General Special Meeting of the said Society on the 12th day of June last and every of them and doth hereby or himself his heirs executors and administrators and so far as relates to his own acts only covenant and agree with the said several other persons parties hereto of the second part, the executors, administrators and assigns That the said several persons parties hereto of the first part will so long as they faithfully conform to and abide by the hereinbefore resisted resolutions and the several Rules and Regulations hereinbefore refer to or such of them respectively as for the time being shall be existing and all other the Rules and Regulations which shall be made and established for the management and conduct of the said Society and the affairs and business of the same until such Rules and Regulations respectively shall be altered or set aside at or by some General Meeting of members of the said Society duly convened

AND THESE PRESENTS ALSO WITNESS That the said several persons parties hereto of the first part in consideration of the premises and according to their respective estates, rights and interests as members of the aforesaid Society and so far as they respectively can or may either in equity or at law DO and each and every of them BOTH hereby assign and act over unto the said Philip Bliss, James Adey Ogle, Manuel

John Johnson and Henry Wentworth Acland there executors, administrators assigns ALL the said some of £587 or thereabouts so now deposited and remaining with the said Messrs Robinson, Parsons and Co. Bankers in Oxford as aforesaid with full power and authority to ask, demand or receive the same sum and all books, maps, prints and manuscripts, furniture, goods, chattels and effects of every description of the said Society which now are or at any time during the continuance or existence of the same Society shall be in, upon or about the Rooms of the Dwelling House of the said Joseph Vincent in the High Street in Oxford or in or about any other rooms, buildings or place which now is or may thereafter be used or occupied for the purposes of the said Society and all the estate right and interest of the same several persons or assignors respectively in and to the said hereby assigned premises

TO HOLD the said several hereby assigned premises to the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland their executors, administrators and assigns upon the trusts and for the intents and purposes and under and subject to the powers conditions and agreements following that is to say as to and concerning the said sum of £587 upon trust with all convenient speed after the same sum shall be paid to them to lay out and invest the same sum in or upon such government or real or other security or securities as the said Committee of Management of the said Society or the majority in number of the members for the time being of such Committee being present at any meeting of the said Committee to be held pursuant to the Rules of such Society shall order or direct AND UPON FURTHER TRUST to stand possessed of the said Trust monies so to be paid out and invested as aforesaid and the funds and securities in or upon which the same shall for the time being be invested and the interest, dividends and annual produce thereof as and when the same shall from time to time become payable and be received under and subject to such powers and to dispose of pay or apply the same to such person or persons and in such manner and at such time or times and for such purposes as the said Committee of Management for the time being or the majority in number of the Members for the time being of such Committee present at any meeting of the said Committee to be held pursuant to the then existing Rules and Regulations of the said society shall deem expedient AND by their Order in Writing made at such meeting require

PROVIDED ALWAYS that the purposes for which such trust monies shall be so paid and applied shall not be inconsistently with or repugnant to the original objects for which the said Society established or with the Rules and Regulations for the time being of the said Society AND as to all and singular other the property Effects and premises hereby assigned or expressed and intended so to be Upon trust from time to time during the continuance of the said Society to permit and suffer the same to be used occupied and enjoyed by the Members for the time being of the said Society in such or like manner or the goods Chattels Effects of like nature of and belonging to the said Society have heretofore been used and enjoyed by the Members of the same Society yet so nevertheless that such use and enjoyment thereof shall at all times be subject to the control and direction of the said Committee of Management for the time being and the existing Rules and Regulations of the said Society for the time being relating to the same premises respectively

PROVIDED ALWAYS that in case the said Society shall be broken up or put an end to Then all and singular the goods chattels property effects monies and premises for the time being subject to the trusts of these presents shall become and be subject to the order direction and disposition of a General Meeting of the Members of the said Society for the time being and shall be disposed of so and in such manner as any such General Meeting shall by a resolution passed by the major part in number of the persons present thereat order and direct AND in default of any such order or direction or so far as any such shall not extend then such goods chattels property effects monies premises shall be subject to the order and disposition of the said Committee of Management for the time being and go and be applied or disposed of in such manner as the said Committee for the time being or the major part of number of Members of such Committee shall by writing under their respective hands order and direct and it is hereby mutually and reciprocally declared and agreed between and by the several persons parties to these presents That the several hereinbefore recited resolutions made and entered into at the said Special General Meeting of the said Society on the said 12th day of June last relating to the appointment of Trustees of the Society and for providing therein for the appointment of new Trustees from time to time and for their indemnity and for empowering such Trustees to give receipts and discharges for the trust monies to be received by them shall confer and be held taken and considered as conferring upon the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Ackland and other the Trustees or Trustee for the time being of the said Society and of these presents the same powers authorities rights and remedies at law and in such equity and such provisions would could or might have conferred on them respectively in the same respectively were or had been herein repeated and set forth as or in the same way of separate and distinct clauses or provisions instead of being incorporated in these presents by reference

PROVIDED ALWAYS And it is hereby declared that the Trustees or Trustee for the time being acting in the execution of the trusts of these presents and each and every of them and the heirs executors and administrators of them and each and every of them shall be charged respectively only for such monies as they shall respectively actually receive by virtue of the trusts hereby in them reposed notwithstanding his or their or any of their giving or signing any receipt or receipts for the sake of conformity AND that anyone or more of them shall not be answerable for the acts receipts neglects or defaults of the other or others of them but each and every of them only for his and their own acts receipts neglects or defaults respectively AND that they and each and every of the shall not be answerable or accountable or banker or other person with whom or in whose hands any part of the money or other property for the time being (subject to the trusts of these presents) shall or may be left or deposited in the execution of the trusts of these presents nor for the deficiency or insufficiency of any Security in or upon which the monies subject to the trusts of these presents or any part thereof may be invested nor for any misfortune loss or damage which may by any means happen in the execution of the aforesaid trusts or in relation thereto except the same shall happen by or through their own wilful default

PROVIDED ALSO And it is hereby further agreed and declared that the Trustees or Trustee for the time being acting in execution of the Trusts of these presents shall not be obliged to see or enquire whether any person purporting to act in any Office in the said Society has been duly appointed or elected to or duly or regularly holds the Office in which he purports to act or whether any General Meeting of the Members of the said Society or any meeting of the Committee of Management for the time being was duly held or convened or that such Trustees or Trustee as aforesaid shall not be at any time accountable or liable by reason or on account of any irregularity in any such meeting appointment or election as aforesaid And that any person or persons for the time being acting or purporting to act in discharge of the duties in any office in the said Society shall for the purposes of these presents and so far as relates to the liability of such Trustees or Trustee as aforesaid be held to have been duly and regularly appointed or elected to and duly and regularly to hold such office

PROVIDED ALWAYS and its hereby further agreed and declared that the acknowledgement in writing of the person for the time being acting as the Treasurer or President of the said Society shall be an effectual discharge to the Trustees or Trustee for the time being acting in the execution of the Trusts of these presents and the heirs executors and administrators of them and each of them for any monies by him or them paid or applied pursuant to any such order or orders of the Committee of Management for the time being as hereinbefore in that behalf mentioned or for so much of such monies as in such acknowledgement shall be expressed to have been so paid or applied as aforesaid

IN WITNESS whereof the said parties to these present have hereunto set their hands and seals the day and year first before written:

Philip Bliss, James Adey Ogle, M.J. Johnson, Henry W. Acland

Names of persons executing this deed as parties thereto of the first part:

George Raymond Portel, Christ Church, President

William Henry Hillman, Librarian
Frederick Meyrick, Trinity, Treasurer
Henry Temple, Brasenose
Edward H. Knatchhile
Robert G. Cecil, Secretary
George William Latham, Brasenose
Ralph Augustus Bruton, Christ Church
Wiltshire Stanton Austin, Exeter
George David Bogh, Exeter
John D.K. Ralph, Rus. College
P. Cowley Bowles, Exeter
R. Edmund Walters, Wadham
Edward Sridger Lomer, Oriel
Frederick Lygon, Christ Church
Frederic Richard Johnstone, Exeter
Charles Henry Pearson, Exeter
John Fitzgerald, University College”

OUS Supplemental Declaration of Trust

Supplemental Declaration to the OUS Trust Deed
4th March 1999

“THIS SUPPLEMENTAL DECLARATION OF TRUST is made the 4th day of March, 1999 by

WHEREAS:-

A. By a Declaration of Trust dated the 1st day of July 1847 and made by the Reverend Bliss DCL and others (hereinafter called the “1847 Deed”) various property was conveyed to the trustees named therein to be held by them and their successors subject to the trusts therein declared for the benefit of a members club called the Oxford Union Society (hereinafter called “the Society”)

B. By diverse appointments the parties to this document have been appointed and are the present trustees under the 1847 Deed (hereinafter called as such “the Trustees”) and hold the property book and other assets of the Society in trust for the Society

C. Under the 1847 Deed the Trustees are obliged to follow the instructions of the Committee of Management of the Society (now constituted as and known as the Standing Committee (and as such hereinafter called the same)

D. The Society in general meetings as required by the 1847 Deed and the Standing Committee pursuant to its powers under the rules of the Society have directed the Trustees to declare these trusts to the effect that this document should replace the 1847 Deed as a re-declaration of the trusts applicable to the property of the Society

NOW THIS DEED WITNESSETH:-

1. In pursuance of the direction of Standing Committee and of the Society in general meeting the Trustees hereby declare that they hold the property books and other assets of the Society and subject to the rules and Constitution of the Society from time to time

2. For the avoidance of doubt it is hereby declared that the Trustees as trustees shall not be members of Standing Committee

3. The Trustees shall act upon the instruction of Standing Committee and in following such instruction shall occur no personal liability for their lawful acts to the end that the Society shall indemnify the Trustees from all liability following such instruction

4. Pursuant to the foregoing the Society shall effect suitable insurance cover for the protection of the Trustees

5. All property books and other assets requiring to be vested in Trust shall pursuant to this Deed be vested in the Trustees of the Society from time to time

6. Provided always that in the event the Society shall be dissolved the Trustees shall hold all the property books and other assets of the Society in trust to apply the same as directed by a general meeting of the Society”

Oxford Literary Debating Union Trust - Trust Deed

21st July 1975

"THIS DEED is made the twenty first day of July one thousand nine hundred and seventy five BETWEEN JEREMY FREDERICK LEVER (hereinafter called 'The Founder' of the one part and THE RT. HON. MAURICE HAROLD MACMILLAN F.R.S. THE RT. HPN. THE LORD HAILSHAM OF ST. MARYLEBONE C.H. F.R.S. P.C. THE RT. HON. ROY HARRIS JENKINS M.P. ROBIN DAY AND THE RT. HON. THE LORD REDCLIFFE-MAUD G.C.B. C.B.E. (hereinafter called 'The Charitable Trustees' which expression shall where the context to admits include other the trustee or trustees for the time being hereof) of the other part

WHEREAS

(A) The Founder being desirous of constituting a charitable trust for the advancement of education amongst the members of the University of Oxford by the provision of debates and the maintenance of a Library and Reading room has paid to the Charitable Trustees the sum of one hundred pounds to be held by them upon the trusts and with and subject to the powers and provisions hereinafter declared and contained

(B) Further funds and property may from time to time be paid or transferred to the Charitable Trustees from the trusts thereof

NOW THIS DEED WITNESSETH and IT IS HEREBY DECLARED as follows:-

1.

The Trust hereby constituted shall be known as "Oxford Literary and Debating Union Charitable Trust" (hereinafter called 'the Charity')

2.

In this Deed the following expressions shall have the meanings hereinafter assigned to them:-

(1) 'the Trust Fund' means the said sum of one hundred Pounds and the investments and property from time to time representing the same and all other property or moneys for the time being held on the trusts of this Deed

(2) 'the Union' means the Oxford Union Society

(3) 'the Union Building' means such part or parts (up to the whole) of the buildings and lands at present occupied by the Union and situate at St. Michael's Street Oxford as may be conveyed or otherwise transferred to the Charitable Trustees upon the trusts of this Deed

3.

(1) The Trust Fund shall be held upon trust that the income thereof shall be paid or applied for or towards the advancement of education amongst the members of the University of Oxford by the provision of debates and in the maintenance of a library and reading-room and in particular but without prejudice to the generality of the foregoing by the provision of debates at and the maintenance of a library and reading-room in the Union buildings.

(2) The Charitable Trustees may if they shall think fit pay or apply any part or parts or the whole of the capital of the Trust Fund in any manner in which they are authorised to pay or apply the income thereof

4.

Without prejudice to the generality of any other power vested in them the Charitable Trustees shall have the following powers and in furtherance of the objects set out in Clause 3 hereof:-

(A) Power to engage on such terms as to salary wages pensions and otherwise as may be proper and to dismiss staff provided that such staff shall not include a Charitable Trustee

(B) Power to make vary and revoke such regulations as they think fit concerning the admission of members of the University to debates and to the said library and reading-room and to the organisation and maintenance of the same respectively and the making of reasonable charges for the provision of the said debates and the facilities of the said library and reading-room and generally for the management of the Charity

(C) Power to delegate all or any of the powers and duties of the Trustees in relation to the organisation of debates and the provision and administration of the said library and reading-room in particular power to delegate their said powers and duties to the Union PROVIDED ALWAYS that the Charitable Trustees shall not delegate their said powers and duties to the Union as foresaid unless the Union shall

first have satisfied the Charitable Trustees that attendance at the said debates and the use and enjoyment of the said library and reading-room shall be open to all members of the University and PROVIDED FURTHER that it shall be a term of such delegation that the Union shall so often as the Charitable Trustees may require and in any event not less often than once in each year furnish the Charitable Trustees with a written report setting out the manner in which the Union has exercised such said delegated powers and performed such said delegated duties during the period since such delegation or since the last such report (as the case may be).

5.

Without prejudice to the generality of any other powers vested in them the Charitable Trustees shall have the following powers in relation to the Union Building

- (A) Power to permit the same or some part or parts thereof to be occupied for any of the charitable educational purposes of the Charity for such period and on such terms as to rent (if any) as the Charitable Trustees shall think fit
- (B) Power to repair decorate alter extend furnish or equip the same or any part or parts thereof as the Charitable Trustees shall think fit
- (C) Power in relation to any part or parts thereof not for the time being required for the purposes of the Charity (with such contents as are by law required) to sell exchange lease or licence the use of the same for such price value rent or sum (as the case may be) as the Charitable Trustees shall deem to be the best reasonably obtainable in the open market

6.

The Charitable Trustees shall have power

- (A) to retain any investment or property from time to time comprised in the Trust Fund in its existing state so long as the Charitable Trustees think fit with power at any time or times at their direction to sell the same or any part thereof
- (B) to invest or lay out the net proceeds of any such sale or any other capital moneys comprised in the Trust Fund at their discretion in or upon any of the investments or property hereby authorised with power at the like discretion to vary or transpose any such investments or property for or into others of any nature hereby authorised
- (C) to accumulate any income not immediately required for the purposes of the Charity by investing the same and resulting income thereof in such manner as the Charitable Trustees think fit and so that any such accumulations may at any time be applied as if the same were income of the Trust Fund arising in the then current year

7.

The Charitable Trustees may from time to time for the purpose of carrying into effect the trusts declared by this Deed:-

- (A) Purchase take on lease accept by gift devise or bequest sell exchange lease or otherwise acquire dispose of or deal with interests in property of any kind whatsoever and wheresoever situate in such manner as the Charitable Trustees shall in their discretion think fit
- (B) Accept and hold gifts devises and bequests of money and property upon special trusts for charitable purposes within the limits of the purposes of the Charity as hereinbefore expressed
- (C) Borrow money on the security of the whole or any part of the Trust Fund and pay and apply the money on raised in any manner in which money forming part of the capital of the Trust Fund may be paid or applied

8.

The Charitable Trustees shall have the power

- (A) to advertise or otherwise appeal for contributions of money or other property for the purpose of the Charity in such manner as they think fit and to engage any person firm or corporation to organise and such appeal on such terms as to remuneration and otherwise as the Charitable Trustees consider proper
- (B) To engage any person or persons not being a Charitable Trustee to act as Secretary Treasurer or other officer of the Charity and to engage such other staff as the circumstances may require them in the administration of the Charity and to contract to pay to the Secretary Treasurer and other officer and staff such (if any) salary wages emoluments and pensions as the Charitable Trustees shall consider proper

9.

- (1) Any money available for investment may be invested or laid out in the purchase of or at interest upon the security of such stocks funds shares securities or other investments or property of whatsoever nature and wheresoever situate as the Charitable Trustees think fit whether or not the same may be authorised by law for the investment of trust money

(2) Money may be left un-invested on deposit at a Bank on such terms in such amount and for such period as the Charitable Trustees may think fit

(3) The Charitable Trustees may permit any investments to be held by any trust corporation or bank nominee company as nominee for the Charitable Trustees and may also permit any securities transferable by delivery to be held on the account of the Charitable Trustees by any Bank and the Charitable Trustees may make such arrangements as they think fit for the collection of the income of such investments or securities

10.

All costs and expenses incurred by the Charitable Trustees in the exercise of the trusts power and provisions herein declared and contained may be paid out of the income or the capital of the Trust Fund as the Charitable Trustees think fit

11.

(1) The Charitable Trustees may from time to time by writing under their hands authorise any two or more of their number or any one or more of their number and the Secretary or other officer of the Charity to sign or endorse on their behalf any cheques bills negotiable instruments receipts or contracts and every such authority shall continue in force until some one or more of the Charitable Trustees shall by writing under their hands revoke the same and communicate such revocation to the person or persons holding the authority and every purchaser or other person dealing with the Charitable Trustees or any of them shall be entitled to assume such authority shall still be in force until such time as he or she shall have received express notice of the revocation thereof

(2) The Charitable Trustees may from time to time authorise the whole or any part of the Trust Fund to be held by or vested in any two or more of their number

12.

(1) The Charitable Trustees shall hold as many meetings as they think fit in each year

(2) The Charitable Trustees may elect a Chairman of their meetings and determine the period for which he is to hold office but if no Chairman is elected or if at any meeting the Chairman is not present within five minutes for the time appointed for the holding of the same the Charitable Trustees present may choose one of their number to be the Chairman of the meeting

(3) Any resolution duly passed at a meeting of the Charitable Trustees to exercise any power or discretion hereby or by law vested in them shall be binding on all the Charitable Trustees including those who voted against such resolution or were not present at such meeting and the last-mentioned Charitable Trustees shall (if and so far as required) concur with the others of the Charitable Trustees in the exercise of the power or discretion so resolved upon

(4) The Charitable Trustees shall have power to make vary and revoke regulations governing the time place and method of calling and conducting the meetings of the Charitable Trustees and determining the quorum necessary for the transaction of business

(5) Unless and until otherwise determined by Charitable Trustees:-

(a) Two Charitable Trustees shall form a quorum and a meeting of Charitable Trustees at which a quorum is present shall be competent to exercise a majority all or any of the powers and discretions vested in the Charitable Trustees

(b) Any one of the Charitable Trustees may at any time convene a meeting of the Charitable Trustees

(c) Questions arising at any meeting shall be decided by a majority of votes and in case of an equality of votes the Chairman shall have a second or casting vote

(d) Notice of every meeting shall be delivered or sent by post to each of the Charitable Trustees (other than a Trustee for the time being not in the United Kingdom) so that the same is delivered seven clear days before the date of the meeting

(e) Every notice of a meeting shall state the place day and hour of the meeting and the business to be transacted thereat

13. The Charitable Trustees shall:

(A) Cause proper Minutes to be kept and entered in a book (hereafter called 'the Minute Book') provided for the purpose of all their resolutions and proceedings and any such Minutes of any such meeting of the Charitable Trustees purporting to be signed by the Chairman of such meeting or by the Chairman of the next succeeding meeting shall be conclusive evidence of the matters stated in such Minutes

(B) Cause full and punctual accounts to be kept of the Trust Fund and all income arising therefrom and all dealings therewith and all payment made thereout and at least one in each year causes to be prepared a statement of account and balance sheet for the preceding year

(C) Cause the said statement of accounts and balance sheet to be audited each year by a professional auditor appointed by the Charitable Trustees

14.

(1) A new Trustee of the Charity may be appointed by a resolution of the Charitable Trustees recorded in the Minute Book and signed by the new Trustee and such record shall be conclusive evidence of his appointment

(2) The Charitable Trustees shall be not less than three nor more than eight persons and in the event of their number falling below five such additional Trustee or Trustees shall forthwith be appointed as shall be necessary to make their number up to five but so that the Charitable Trustees may from time to time exercise all or any of the trusts powers and provisions herein declared and contained notwithstanding any vacancy or vacancies in their number

(3) Any of the Charitable Trustees who is absent from all meeting of the Charitable Trustees during a continuous period of twenty four months or who is adjudicated a bankrupt or who is incapacitated from acting shall thereupon cease to be a Trustee and if the continuing Charitable Trustees or any two of them shall sign a statement to the effect that a trustee has ceased to be a trustee by virtue of the provisions of this sub-clause and such statement be recorded in the Minute Book such record shall be conclusive evidence of his ceasing to be a trustee

(4) A Charitable Trustee may retire by writing under his hand and such retirement shall be recorded in the Minute Book and such record shall be conclusive evidence of his retirement

15.

(1) There shall be repaid to the Charitable Trustees their travelling expenses and other disbursements necessarily incurred by them in connection with the administration of the trusts hereof

(2) Any of the Charitable Trustees being a Solicitor or Chartered Accountant or Stockbroker or other person engaged in any profession or business shall be entitled to charge and be paid all proper professional and other charges for business transacted time spent and acts done by him or his firm in connection with the trusts hereof including acts which a trustee not being in any profession or business could have done personally

(3) Save as hereinbefore expressly provided the Trust Fund and the income thereof shall be applicable solely towards the objects of the Charity

16.

In the professed execution of the trusts and powers hereof no Charitable Trustee hereof shall be liable for a breach of trust arising from a mistake or omission made by him in good faith or for any other loss to or misapplication of the Trust Fund except in the case of his own conscious wrongdoing Provided Always that no trust or power shall be exercised in such manner that the capital or income of the Trust Fund or any part thereof shall be held paid or applied otherwise than for purposes which are exclusively charitable according to the law of England and Wales

17.

Any statement in writing signed by the Charitable Trustees or any two of them to the effect that any contract deed act thing or transaction signed executed done or entered into by the Charitable Trustees is signed executed done or entered into in accordance with and is authorised the trusts powers and provisions herein declared and contained shall in favour of any purchaser or other person dealing with the Charitable Trustees be conclusive evidence of the fact

IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first before written

Signed Sealed and Delivered by

Jeremy Frederick Leaver
The Rt Hon Maurice Harold Macmillan
The Rt Hon The Lord Hailsham of St Marylebone
The Rt Hon Roy Harris Jenkins
Robin Day
The Rt Hon The Lord Redcliffe-Maud

in the presence of

Terence Wilkinson
Rosemary Annette
M. Heyward
Haydon Phillips
Sara Richards
Elizabeth Bowles"

ENDS