

**THE STANDING ORDERS OF  
THE OXFORD UNIVERSITY LIBERAL  
ASSOCIATION**

Michaelmas Term 10.09.2024

*Zagham Farhan - The President, Collegium Magnum Aulae Universitatis.*

*Julian Wang - The Returning Officer, Collegium Magnum Aulae Universitatis.*

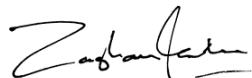
## **CONTENTS**

- 1) The Ratification of the Standing Orders
- 2) Objectives
- 3) Membership of the Association and Standing Orders
- 4) Office Holders
- 5) Elections
- 6) Forms of Address and Table of Seniority
- 7) Emeritus Committee
- 8) Meetings
- 9) Definitions/Interpretation
- 10) The Handover Meeting
- 11) Endorsements and Patronage
- 12) Honorary and Lifetime Membership
- 13) Standing Order Amendments
- 14) Disciplinary Procedure and Offences
- 15) Motions of No Confidence
- 16) Honorary Officers

## **1. The Ratification of the Standing Orders and the re-Founding Committee**

It is my sincerest pleasure to have been a part of the process to resurrect the Oxford University Liberal Democrats. I hope this Society shall continue to be a home for free speech, a place of lively and reasoned debate, a democratic and fair institution, and a place for everyone in Oxford politics. May we long defend the values of Liberalism, Equality and Social Democracy that define both the party and the Society. I leave these Standing Orders, in the hope that they may serve as the bedrock of this great Society moving forward.

Yours,



The President - taking office in HT2024, *Collegium Magnum Aulae Universitatis*.

### **A. The Ratification Vote**

Voting in favour of the ratification of these Standing Orders, on the date of 1st May 2024 were the following:

Zaghham Farhan, *the President*, University College.

Elizabeth Gibson, *the ex-Treasurer HT24*, University College.

Heather Judge, *the Vice President (Secretary)*, The Queen's College.

Will Lawson, *the Treasurer*, Mansfield College.

Julian Wang, *the Returning Officer*, University College.

Felix Mottram, *the Director of Operations (Social Secretary and Communications Director)*, St Edmund Hall.

David Evans, *the Deputy Treasurer and Publications Officer*, Brasenose College.

Sebastian Evans, *the Events Officer*, The Queen's College.

Dr Stephen Goddard, *the Senior Member*, St John's College.

Voting against the ratification of these Standing Orders, on the date of 1st May 2024 were the following:  
None.

### **B. The Re-Founding Committee**

The Members of re-Founding Committee as of Friday 26th April 2024, who shall be deemed to have the full rights afforded to their positions by these Standing Orders, are as follows:

*The Executive:*

Zaghham Farhan, the President, University College.

Elizabeth Gibson, the ex-Treasurer HT24, University College.

Heather Judge, the Vice President (Secretary), The Queen's College.

Will Lawson, the Treasurer, Mansfield College.

*The Senior and Returning Officers:*

Theodore Jupp, the Senior Ex-President, Magdalen College.

Dr Stephen Goddard, the Senior Member, St John's College.

Julian Wang, the Returning Officer, University College.

*The Officers:*

Felix Mottram, the Director of Operations (Social Secretary and Communications Director), St Edmund Hall.

*The Appointed Officers, who in the course of normality would not have been elected and instead appointed by the President:*

David Evans, the Deputy Treasurer and Publications Director, Brasenose College.

Sebastian Evans, the Events Officer, The Queen's College.

## **2. Objectives**

### **A. The Association shall have the following objectives:**

- I. To stimulate among Members of Oxford University a greater interest in, and understanding of, the Liberal Democrat Party and its principles;
- II. to extend the influence of Liberal ideology among Members of Oxford University;
- III. to work towards the benefit of the local community in Oxford, by encouraging members of the Association to volunteer for charitable activity;
- IV. to encourage, promote and facilitate political education, participation and cross party cooperation among Members of Oxford University;

## **3. Membership of the Association**

- I. Ordinary Membership shall be open to matriculated members of Oxford University, students of Oxford Brookes University and any other members the Executive may wish to accept (though these members must be ratified by a simple majority vote of Closed Council).
- II. Membership will need to be financially renewed annually, though is open for life to anyone listed above, provided they maintain payment.
- III. Membership entitles members to vote in elections, stand for committee positions and propose Standing Order amendments.

## **4. Office Holders**

### **A. The Committee Positions are as follows:**

The President

The Vice President (Secretary)

The Treasurer

The Access and Welfare Officer

The Social Secretary

The Director of Communications

The Appointed Officials (as outlined in *Standing Order 4D*)

The Senior Member

The Returning Officer

### **B. The Executive**

- I. The President, Vice President and the Treasurer shall constitute the Executive of the Association.

- II. Members of the Executive may not hold any other position in the Association.
- III. There may be additional requirements to stand for election to an Executive position, as outlined in *Standing Order 5*.

### C. Responsibilities of Committee Members

- I. The President shall have the following responsibilities:
  - a) Overall management of the Association and the coordination of the Committee and Executive.
  - b) The production of the termcard.
  - c) Attend Executive meetings.
- II. The Vice President (Secretary) shall have the following responsibilities:
  - a) Be responsible for the administration of the Association, including the distribution of meetings, copies of the Standing Orders etc.
  - b) Communicate with organisations such as the SU and the University when necessary.
  - c) Deputise for the President when requested, and assist the President in the preparation of the term card.
  - d) Attend Executive meetings.
- III. The Treasurer shall have the following responsibilities:
  - a) Manage the budget, and advise other committee members on what money is available.
  - b) Help maintain the membership lists and drive memberships.
  - c) Take payment on the door at events when required.
  - d) Attend Executive meetings.
- IV. The Director of Communications shall have the following responsibilities:
  - a) Running Social Media: advertising events and raising awareness about the Association.
  - b) Occasionally sending emails (this will mostly remain with the VP).
  - c) Assisting with the creation and distribution of any Association paper material we produce.
- V. The Social Secretary shall have the following responsibilities:
  - a) Helping the Executive organise socials, in particular Liquor and Liberalism.
  - b) Collaborating with the Executive to ensure we have a space to host events.
  - c) To help publicise events.
- VI. The Access and Welfare Officer shall have the following responsibilities:
  - a) Advocate for underrepresented groups in the Association.
  - b) Help to make events as accessible as possible.
  - c) Be available for the welfare requirements of members, and aid them to bring complaints when necessary.
- VII. The Returning Officer shall have the following responsibilities:
  - a) Ensure that candidates correctly nominate for election.
  - b) Maintain the Standing Orders and provide impartial advice to members on its contents.
  - c) Run any elections that take place (with the exception of elections run by the Emeritus Committee), and take overall responsibility for their smooth process and the results.

- d) Remain generally independent on any Standing Order matters, and not seek to advantage any individual member.
- e) To ensure that candidates for The Executive have completed their canvassing requirements, and choose whether to exercise their power to waive canvassing requirements.

#### D. Appointed Positions

- I. The President shall have the authority to appoint up to four Members to Committee, with whatever remit they see fit, so long as it does not strongly overlap with the remit of another committee member (though deputies may be appointed to any position) outlined in these Standing Orders.
- II. They can be removed from office at any time by the President.
- III. On the resignation or removal from office of the President, these Officers must be ratified by the incoming President in order to continue in their roles. The incoming President is entitled to not keep them on.

#### E. Temporary Succession

- I. If any elected office holder vacates their position for whatever reason, their position shall be fulfilled by the person below them in the Table of Seniority until such time as a replacement can be elected. They shall become the *Acting Insert Vacant Position* (e.g. if the President resigns, the Vice President becomes 'The Acting President and Vice President (Secretary)').
- II. If the person who is next in line doesn't wish to take the role, it shall be offered to the next person in line. If they also don't wish to serve, then the role will fall to the President - who may choose to delegate the Acting Role to any other member of the Committee or to an Officer Emeritus.
- III. Acting Officers shall have the powers, duties and responsibilities of the Office, but not the long term privileges such as membership of the Emeritus Committee, the ability to appoint a lifetime member or the relevant Seniority.

#### F. Officers Emeritus

- I. Upon leaving office, the most recent President, Vice President, Treasurer and Returning Officer shall assume the titles of President Emeritus, Vice President Emeritus, Treasurer Emeritus and Returning Officer Emeritus respectively.
- II. They shall hold this title until such a time as there is someone else who has more recently left their respective office.
- III. Officers Emeritus shall have no specific power save for anything related to their role on the Emeritus Committee.

## G. The Senior Member

- I. The Senior Member is to be appointed every two years via a vote of the Emeritus Committee.
- II. Upon their completion or vacation of office, a meeting of the Emeritus Committee shall be called within two weeks.
- III. The President should put forward one nominee, who the Emeritus Committee may choose to ratify or reject via a simple majority vote.
- IV. The Senior Member should be a current member of the University of Oxford at the time of their election.
- V. The Senior Member is to be a full member of the Association, not required to pay. They shall be eligible to vote, but not to hold any other Committee position.

## 5. Elections

### A. The Date and Management of Elections

- I. A 'Bi-Annual Election' shall be held in the Termly General Meetings in Michaelmas and Trinity.
- II. Bi Annual Elections shall be for the offices of President, Vice President (Secretary), Treasurer, Access and Welfare Officer, Social Secretary and Director of Communications.
- III. Therefore, those elected in the Trinity General Meeting shall hold office until the end of Michaelmas Term and those elected in the Michaelmas General Meeting shall hold office until the end of Trinity Term.
- IV. The Returning Officer shall be responsible for the management of the elections and the nominations process.

### B. Eligibility

- I. Candidates for the Executive must have completed at least 1 canvassing session in the 12 months preceding the Close of Nominations, before being allowed to stand, or 2 if it is a General or Local election year. They must send evidence of campaigning to the Returning Officer. The Returning Officer may choose to waive this requirement for all candidates or none - but cannot do so only for specific candidates.
- II. All candidates must be full members of the Association.
- III. Honorary Members may not stand for election to any Office of the Association.
- IV. Candidates are also ineligible if they have held ANY office in either the Oxford University Labour Club, Oxford University Conservative Association or the Oxford Student Greens, within 10 calendar weeks (i.e 70 days) of the closing of nominations.
- V. Completed nomination forms must be submitted to the Returning Officer by at least 1800 hrs on Thursday of 5th Week, with a full list of candidates standing to be published by Saturday of 5th Week.



- VI. The Senior Member and Returning Officer may not run in the Bi-Annual Elections, or by elections for positions normally elected in Bi-Annual Elections.
- VII. Candidates may not have won an election for the position they are standing for more than once previously.

### C. By-Elections

- I. In the event of a resignation or removal from office of an elected position, a by-election should be held in the next meeting of the Open Council.
- II. Nominations should be open for at least 48 hours, and should close within 24 hours of the election.
- III. If this means the election cannot take place at the next meeting of Open Council, an Extraordinary Meeting shall be called instead, or the Returning Officer may choose to have the election at the next Ordinary Meeting.
- IV. Members elected via by- election shall hold office until such time that the original term of office comes to an end, or they resign or are removed.
- V. Committee members may announce the date of their resignation in advance, so as to allow time for an election to take place before they withdraw from office.
- VI. The winner of any by-election should take office immediately after the count, unless an agreement is reached with the outgoing Committee member to have a set handover period (both parties must be in full agreement). In such a case, the date of power transfer must be submitted to the Returning Officer in writing within one hour of the results announcement.

### D. The Running of Elections

- I. Elections are to be conducted via paper ballot Single Transferable Vote of all members present at the meeting.
- II. Each ballot paper shall have each position listed with candidates in alphabetical order by surname.
- III. 'None of the Above' shall appear as the last candidate on each ballot, and shall be treated as if they are any other candidate for the purposes of the count and election. If 'None of the Above' wins the election, it shall be re-run following by-election procedure as outlined in *Standing Order 5C*.
- IV. Voters shall rank each candidate they wish to express a preference for with numbers only.
- V. Upon the completion of the voting period, those involved in the count should retire to a separate room to conduct the count.
- VI. If any candidate meets the quota of 50% of valid votes cast + 1 on first preferences alone, they shall automatically be elected.
- VII. If nobody meets the quota on first preferences, the candidate with the least amount of first preferences shall be eliminated, and their preferences redistributed (with the quota changing each time to acknowledge any changes in the total number of votes cast due to a lack of further preferences). This

process shall continue until a candidate has met the required quota, and they shall be declared duly elected.

- VIII. Members may nominate another person to vote on their behalf in elections on the basis of accessibility, with the permission of the Returning Officer gained in advance of the election. The member must get in contact with the Returning Officer themselves, and name their proxy.

#### E. In the event of no candidates nominating

- I. If no candidates nominate for a position, the Returning Officer may extend nominations for that role by up to 24 hours- and should encourage members to nominate.
- II. If after 24 hours, there are still no nominations, the President may appoint a member to that position, and they shall have the same term of office and all the rights, responsibilities, duties and privileges as if they were elected by the membership.
- III. This appointment must be ratified by a simple majority vote of the Closed Council.
- IV. If no one is willing to take on the role via appointment, the President should fulfil the obligations of that role, or delegate it to another member of the Committee. If the role is delegated, the member taking on the role is entitled to the appropriate privileges and seniority.

#### F. The Count and Slates

- I. The Returning Officer may appoint up to five temporary Deputies to aid with the counting of the ballots. If any outgoing members of the Executive or Officers Emeritus are not seeking election in that meeting, they may also assist with the count.
- II. Deputy Returning Officers may not be candidates in the election.
- III. Results shall be made public to all members by the Returning Officer within one hour of the count being completed. They must also be announced in person at the room designated for the count.
- IV. Slates are allowed, and each slate (and independent candidates) may provide a Count Representative to scrutinise the count- but this must be a member who is not running in that election or someone participating in the count. Slates should be declared to the Returning Officer at time of nomination.
- V. At no time shall candidates in the election be in the count room.

#### G. Handover

- I. Election winners shall immediately take on the title of their Position-Elect (e.g. Treasurer-Elect) from the announcement of the results.
- II. At the beginning of Sunday 9th Week, they shall assume their full title and all the roles and responsibilities that come with it.

## **6. Forms of Address and Table of Seniority**

### **A. Addressing Association Members**

Wherever possible in the business of the Association, members should refer to Officers and Other Members by their position title and college; e.g. The President, University College.

### **B. Table of Seniority**

#### **I. This table delineates the Order of Seniority within the Association:**

The President,

The Vice President (Secretary),

The Treasurer,

The President Emeritus,

Other ex-Presidents, with the most recently elected the most senior and so on,

The Access and Welfare Officer,

The Social Secretary,

The Director of Communications,

Any other Officers,

Ex Vice Presidents, with the most recently elected the most senior and so on,

Ex Treasurers, with the most recently elected the most senior and so on,

Ex Senior Members, with the most recently elected the most senior and so on,

Ex Returning Officers, with the most recently appointed the most senior and so on,

Any other ex Officers, with the most recently elected/appointed the most senior and so on,

Ordinary Members.

- II. The Returning Officer and Senior Member exist outside the Table of Seniority. This means that they may not be considered for succession, and their authority is reserved for certain matters as defined elsewhere in these Standing Orders.

## **7. Emeritus Committee**

### **A. The Formation**

- I. The Emeritus Committee shall be the body comprised of all ex-Presidents, Vice-Presidents, Treasurers and Returning Officers (as well as the current President, Senior Member and Returning Officer) willing and able to continually participate in the business of the Association.

- II. It shall encompass anyone who has served as President, Vice-President, Treasurer or Returning Officer (known as *Senior Officers*) of the Oxford University Liberal Democrats since its inception in that name in 1990, who wishes to serve, as well as anyone who has served as President, Vice-President, Treasurer or Returning Officer of the Oxford University Liberal Association.
- III. Exceptions may be made for Senior Officers, or equivalent roles, of other fairly constituted organisations that can be considered predecessors of the Association- at the discretion of a simple majority vote of Closed Council.
- IV. It is the responsibility of The President to maintain the Emeritus Committee list, and it should always endeavour to be at least seven. Each Senior Officer of the Oxford University Liberal Association is automatically added as a member when they leave office.
- V. The Chair of the Committee shall be the President Emeritus. If they are unwilling or unable to do the role, they may delegate the position to any other member of the Emeritus Committee until such time as there is a new President Emeritus.
- VI. If the President Emeritus is unwilling or unable, and does not delegate the role to any other member, the role of Chair shall default to the Returning Officer until such time as the Emeritus Committee can meet to elect a new Chair. The elected individual shall serve as Chair until such time as there is a new President Emeritus.
- VII. Refusal to attend two consecutive Sessions whilst *in statu pupillari* (*doing an Undergraduate Degree*), not including Sessions in terms where the individual has public exams, shall result in the removal of all Seniority associated with being an ex holder of the relevant position, for the duration of that particular individual's degree. This may be overridden by a simple majority vote of the Emeritus Committee, where the individual has exceptional reasoning.

## B. Sessions

- I. Each time the Emeritus Committee meets, it is known as a Session. Sessions should generally be called to deal with one specific item. Sessions may encompass multiple meetings.
- II. All members on the Emeritus Committee list shall be invited to join each Session, and then a sublist should be created for those willing to serve in a particular Session.
- III. If the role of Chair is filled, but the Chair is unable to make a certain Session, members of that Session should elect an Acting Chair.
- IV. Quorum for the Emeritus Committee shall be three. If three cannot be reached, then the current Vice President (Secretary) and Treasurer may fill the remaining spaces.
- V. In the event of tied votes, the Chair shall have a second, deciding vote.
- VI. If a member of the Emeritus Committee is the accuser or accused in a matter of a disciplinary or electoral complaint, they are automatically barred from sitting in that Session.
- VII. If any member of the Emeritus Committee feels that they are heavily personally involved in the matter at hand, but not the accuser or accused, they are expected to recuse themselves. If they refuse, other members of the Session may recuse them via a two-thirds majority vote.

- VIII. Sessions and meetings may be called by any member of the Emeritus Committee with 72 hours notice, and the time and date of the meeting must be made available to as many members of the Emeritus Committee as can be reasonably expected.

### C. The Responsibilities

The Emeritus Committee shall have the following responsibilities:

- I. Election of the Returning Officer (at least every 12 calendar months).
- II. Election of the Senior Member.
- III. Dealing with Disciplinary Matters.
- IV. Dealing with allegations of Electoral Malpractice.

## **8. Meetings**

### A. The Types of Meeting

- I. The Association shall have a number of bodies that will meet at various times. Minutes of meetings that are open to all Association members shall be made available to those who request them within 24 hours.
- II. No member of Committee or Ordinary Member is ever to exercise two separate votes, regardless of whether they hold multiple positions, in an Acting capacity or otherwise- save for when ties must be broken as outlined elsewhere in these Standing Orders.
- III. Emeritus Committee shall be called in accordance with *Standing Order 7* and *Standing Order 14*.
- IV. There shall be a body known as Council. This is to be the primary governing body of the Association, and is open to all members.
- V. There shall also be Termly General Meetings.
- VI. Extraordinary meetings of Council may also take place at the behest of any member of Closed Council or by three total members (members or non members of Closed Council) of the Association, with 24 hours notice.
- VII. Extraordinary General Meetings may also take place at the behest of two members of Closed Council or five total members (members or non members of Closed Council) of the Association, with 48 hours notice.

### B. Council

- I. There shall be a subdivision of this body into Open Council and Closed Council. Meetings of Council should be held weekly during full academic term and the time and date should be emailed to the membership by the Vice President (Secretary). Minutes should also be made available to members after the meeting.

- II. Meetings of the Open Council can be attended by any member of the Association. The following business may be conducted in Open Council:
  - a) Questions to the Committee and in particular the Executive.
  - b) Proposition of Standing Order amendments (see *Standing Order 13*).
  - c) Motions of No Confidence (see *Standing Order 15*).
  - d) Requests for events and speakers from the general membership.
  - e) Elections for positions that are not to be elected in a full termly meeting, and by-elections.
  - f) For ordinary members to challenge any action of any Committee Member or Ordinary Member which they feel has violated the Standing Orders.
  - g) Any other businesses not reserved for Closed Council.
- III. Meetings of Closed Council may take place immediately before or after meetings of Open Council. Meetings should be conducted behind closed doors, with only members of Closed Council and those granted access in attendance.
- IV. The following shall be voting members of Closed Council:
  - The President
  - The Vice President
  - The Treasurer
  - The President Emeritus
  - The Access and Welfare Officer
  - The Returning Officer
  - The Senior Member
- V. Closed Council is the only body (excluding The Emeritus Committee) that may deal with the following matters:
  - a) Disciplinary procedures and complaints.
  - b) Sensitive financial matters.
  - c) Any business members of Closed Council wish not to bring to Open Council.
  - d) The ratification of certain appointments.
- VI. Any other Association member may be granted the right to enter Closed Council meetings and additionally to speak via a simple majority vote of those voting members present. The person granted entry may not vote.
- VII. Any office holder of the Association (with the exemption of Honorary Officers, The Senior Member, Officers Emeritus and the Returning Officer) are expected to attend all meetings of Council for which they are eligible . Failure to attend 3 Ordinary Meetings of Council in one academic term shall result in auto-resignation from office, and the removal of all seniority and privileges. Council may choose to pass absences (and thus they won't count as failure to attend) in exceptional circumstances via a  $\frac{2}{3}$  majority vote at the meeting in question or the following meeting.

### C. Termly General Meeting

- I. There shall be a Termly General Meeting of the Association in 6th Week of each academic term (date to be decided by the incumbent President by at least Wednesday of 5th Week).
- II. The Treasurer shall present a financial report.
- III. Each member of the Committee shall be required to present a report on their work during the term so far.
- IV. In Michaelmas and Trinity Terms, elections shall take place in accordance with *Standing Order 5*. In Hilary Term the list of honorary members shall be ratified.
- V. Honorary Officers can only be created by a Termly General Meeting.
- VI. Any business that can be brought in Open Council may also be brought in a Termly General Meeting.

#### **D. Quorum**

- I. If a meeting doesn't reach quorum, as defined in various places in these Standing Orders, any business conducted within it is declared invalid.
- II. Unless otherwise defined, quorum shall be three for any meeting.
- III. Objections to the quorate nature of the meeting must be raised in the meeting, at which point a count will take place. Retrospective challenges to quorum are not allowed.
- IV. The exception to (III) above being that any business conducted in any meeting with just one member present shall be deemed invalid, with no necessity for a challenge to the quorum.

### **9. Definitions/Interpretation**

- I. The Returning Officer is responsible for interpreting the Standing Orders, though they can be overruled in exceptional circumstances by a simple majority vote of the Emeritus Conclave.
- II. A simple majority vote, as referenced in these Standing Orders, is defined as more people voting for than against, or vice-versa of those who are present and eligible to vote, who choose to vote. Abstentions and spoilt ballots should be counted separately, and don't count as votes for or against. Ties may be split by the highest present person as according to the Table of Seniority, unless specified differently elsewhere in these Standing Orders.
- III. A two-thirds vote, as referenced in these Standing Orders, is defined as 66.67% of those who are present and eligible to vote, who choose to vote. Abstentions and spoilt ballots should be counted separately, and don't count as votes for or against.
- IV. Where the words 'in writing' or similar are used in these Standing Orders, this is taken to mean via letter or email unless explicitly stated otherwise.
- V. Whenever a member requests, they shall be able to join a meeting via an online method (in so far as is technologically possible). They shall be considered as if they are fully present at the meeting, and afforded all the relevant rights as such. No member shall be punished or denied right in the event of the failure of technology to allow them to join a meeting. This clause does not apply to voting in elections.
- VI. Meetings may also be fully online where necessary, for example over the vacation.

## **10. The Handover Meeting**

Outgoing members of the Executive are expected to meet with their successors before they take office in order to pass on any knowledge or assets that may be essential to the running of the Association. If this is not possible, then they should at least produce a handover document. Other Committee members should endeavour to do the same.

## **11. Endorsements and Patronage**

- I. The Association may vote to endorse another organisation or to donate funds to another organisation. This can only be approved by a simple majority vote of the Closed Council.
- II. The Association supports the Liberal Democrats and no other political party in the UK.

## **12. Honorary and Lifetime Membership**

- I. Any member of the Association may offer honorary membership to any person they deem fit, which must be confirmed by a simple majority vote at the next meeting of Open Council. Total annual Honorary Membership of the Association may not exceed seven people. Honorary Members must be ratified at each Hilary Termly Meeting by a simple majority vote - if unratified the individual shall cease to be an honorary member.
- II. Each President may appoint one person to lifetime membership of the Association, who can only be removed by a simple majority vote of the Emeritus Committee. This member will not require annual ratification.
- III. Every current member of the Emeritus Committee is automatically a full member of the Association until the end of their life or if they are auto-resigned from the Emeritus Committee in accordance with *Standing Order 7*, whichever comes first.

## **13. Standing Order Amendments**

- I. Any member may propose a Standing Order amendment in a meeting of the Open Council or in a Termly General Meeting. Each amendment requires another Association member to second.
- II. They should submit a document to the Returning Officer detailing each Standing Order element that they wish to edit. Members shall be given the opportunity to debate the amendment, where at least two speeches should be given in both proposition and opposition (though it can be moved immediately to a vote via a simple majority decision of those present, or if no one wants to speak).
- III. Amendments require a  $\frac{2}{3}$  majority vote of members present in order to pass.
- IV. If an amendment is passed, the Returning Officer should make the necessary edits to the Standing Orders as well as adding the amendment to a separate document that is available to the membership, clearly stating each piece of wording that has been edited, for historical accuracy. For example if someone were to edit this clause, the following should appear as an Appendix:



*'The 1st Amendment to these Standing Orders took place on the 1st April 2024, in which the paragraph*

*If an amendment is passed, the Returning Officer should make the necessary edits to the Standing Orders as well as adding the Amendment itself as an Appendix, clearly stating each piece of wording that has been edited, for historical accuracy. For example if someone were to edit this clause, the following should appear as an Appendix:*

*Was replaced with the paragraph:*

*If an amendment is passed, the Returning Officer should make the necessary edits to the Standing Orders as well as adding the Amendment itself as a separate document, clearly stating each piece of wording that has been edited, for historical accuracy. For example if someone were to edit this clause, the following should appear as an separate document:'*

The Returning Officer and Vice President (Secretary) are responsible for keeping the Standing Orders and the History of Standing Order Amendments document up to date. These must be provided to any member within 24 hours of asking.

## **14. Disciplinary Procedure and Offences**

### **A. Electoral Offences**

- I. Allegations of electoral malpractice must be made within 48 hours of the announcement of the result.
- II. Committing any criminal or University offence, or any college offence within the jurisdiction of the relevant college, in connection with the elections.
- III. Breaking any Rule of the Association judged to be appertaining to either the conduct or result of elections.
- IV. Influencing or attempting to influence a voter by means of bribery, intimidation or treating.
- V. Disrupting the conduct of the elections or the count.
- VI. Deliberately including any factual error in a candidate's electoral publicity or hustings address.
- VII. Paying for another Member of the University to join the Association.
- VIII. Misusing one's position as an officeholder in the Association to hinder or promote any candidate.
- IX. Stealing, intercepting or defacing any mail or publicity relating to the election.
- X. Aiding, abetting or conspiring to perform any form of electoral malpractice.
- XI. Bringing a frivolous or malicious allegation.

### **B. General Offences**

- I. Conduct or actions that could damage the reputation of the Association or hinder its stated objectives.

- II. Significant failure by an officeholder to perform the responsibilities associated with their position.
- III. Actions during any Association meeting that violate the University's Integrated Equality and Diversity Policy or any other University policies concerning racial, ethnic, religious, or sexual equality applicable to University societies, staff, or students. This applies to all Association members, regardless of their affiliation with the University.
- IV. Any behaviour that is verbally or physically abusive towards an officeholder while they are executing their duties or enforcing the Association's rules. This includes threats, intimidation, and other forms of abuse.
- V. Filing a baseless or malicious accusation.

### C. Disciplinary Procedure

- I. Any member may raise an appeal to the Emeritus Committee by writing in the first instance to either the President, Returning Officer, the Access and Welfare Officer or the President Emeritus. This should detail the nature of the allegation, and all persons involved.
- II. Those Officers must then call a meeting of the Emeritus Committee as outlined in *Standing Order 7*. Meetings of the Emeritus Committee dealing with such matters shall be known as Extraordinary Sessions.
- III. Members named in the allegation should be given a chance to defend themselves or provide evidence either in writing or in person. Members may call another individual to act as their representative in the Emeritus Committee.
- IV. The Sitting Members of the Emeritus Committee should have the opportunity to ask questions and the Chair should set the agenda and general structure of the Session.
- V. At the conclusion of the Session, sitting members of the Emeritus Committee shall have 48 hours to deliberate and decide before reaching a verdict on the matter at hand. Failing unanimous agreement, decisions can be reached by simple majority, with the Chair breaking ties.
- VI. The verdict shall be published no more than 72 hours after the conclusion of the session via email, or if specifically requested, in writing. It should contain a detailed summary of proceedings, the way each member voted, and any actions to be taken thereafter.
- VII. Extraordinary Sessions of Emeritus Committee shall have the power to do the following:
  - a) Suspend membership by up to two academic terms.
  - b) Expel members from the Association.
  - c) Impose fines on members of no more than £30, which if not paid will result in suspension for two academic terms.
  - d) Choose to re-run an election, only following allegations of electoral malpractice.
  - e) Call an extraordinary meeting of Open Council to host a Vote of No Confidence in any officer, where the threshold for removal will only be 50% + 1 of those present and voting. In the event of a tie, they shall stay in office.

- VIII. Emeritus Committee may not suspend a sitting Officer, they may only expel them in extreme circumstances. Emeritus Committee must reconvene after a Motion of No Confidence is passed, if they wish to suspend a then Ex-Officer.

### **15. Motions of No Confidence**

- I. Any member may bring a vote of no confidence to a meeting of Open Council against any Committee member, including the Returning Officer, except the Senior Member.
- II. They should present the allegations, and the accused Committee member shall have the opportunity to defend themselves in writing or in person.
- III. All members shall have the right to ask questions, though total proceedings should last no longer than thirty minutes. If the accused or the one accusing is Chairing the meeting, they should recuse themselves for the next person in line in the Table of Seniority who is present and not involved.
- IV. Members shall then vote by paper secret ballot either 'Confidence' or 'No Confidence'. This requires a  $\frac{2}{3}$  majority in order to remove the Committee member, which then triggers succession and by-election proceedings as outlined in *Standing Order 4* and *Standing Order 5*.
- V. If the motion fails, Motions of No Confidence may not be then brought against that Committee Member for another four calendar weeks, unless it is for a different reason.
- VI. The Senior Member may only be removed by a simple majority vote of the Emeritus Committee.
- VII. Presidents removed by a motion of no confidence may serve on the Emeritus Committee, but may not be the President Emeritus.

### **16. Honorary Officers**

- I. Termly General Meetings shall have the power to create Honorary Officers of the Association, subject to a  $\frac{2}{3}$  majority vote.
- II. Motions to create Honorary Officers must specify how long they will serve for, this may be anywhere from one academic term to life.
- III. There shall be no more than three Honorary Officers at any one time. If there are already three, the Association may not create anymore.
- IV. Honorary Officers may only be removed before their term expires by a  $\frac{2}{3}$  majority vote of the Emeritus Committee.
- V. The names and titles of Honorary Officers must be available to all members.

