

Oxford Students Liberal Association

Governing Documents



Harriet Dolby

Returning Officer

Aula Dominae Margaretae

Long Vacation, 6th September 2025

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CHANGES FROM THE LAST EDITION

Last Edition: (Zagham Farhan, 03.06.2025)

I have also issued Returning Officer's Interpretations 16, 17 and 18.

Harriet Dolby,
Returning Officer,
Aula Dominae Margaretae.

SECTION 1

PREAMBLE

The Oxford University Liberal Club was first founded in 1913, and for over a century has been a key feature of Oxford political life. The Association stands today as an important force in student politics, keeping the flame of Liberalism burning bright in this greatest of universities. These rules serve to enable the noble mission on which we endeavour; to be a space that is welcoming for all, to celebrate free speech and to uphold an unwavering commitment to the cause of liberty.

The burden of our history and our values is great - but one that all Officers and members shall seek to rise to. And they shall succeed, for so long as they place liberty first and foremost in their actions.

THE STRUCTURE OF THE GOVERNING DOCUMENTS

The Association is governed primarily by the ‘Standard Constitution’ and ‘Code of Conduct’, which is the adapted version of the documents set forward by the University Proctors. These appear in Section 2. Section 1 (Preamble, The Structure of the Governing Documents) shall be known as the ‘Introduction’. The Standard Constitution is followed by the Association Rules (Section 3) and Standing Orders (Section 4), as established under *Paragraph 28* of the Standard Constitution. These are followed finally by Interpretations of the Emeritus Committee and Returning Officer (Section 5). Taken together, these documents shall be known as the ‘Governing Documents’ of the Association. Rule 13 shall constitute the Complaints Procedure, in accordance with the Proctors requirements.

The Proctors’ Documents have ultimate authority with the following clarifications:

(i) Where the Standard Constitution refers to ‘The Committee’, this is taken to mean only the President, Treasurer, Secretary, and Senior Member. These Officers are henceforth known as the Senior President, Senior Treasurer, Senior Secretary and Senior Member. All other Position Holders as defined in the Rules and Standing Orders are established in accordance with *Paragraph 28*.

SECTION 2

THE STANDARD CONSTITUTION

NAME AND OBJECTS

1. The Club is called the Oxford Students Liberal Association (hereafter referred to as “the Club”). The Club’s objects are the support, development, improvement and promotion of liberalism, the Liberal Democrats and cross-party political engagement in the University of Oxford insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE

2.

(a) The Club shall be administered in accordance with the University’s Regulations for the Activities and Conduct of Student Members.

(b) The activities of the Club will at all times be conducted in accordance with the University’s procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook on the University’s webpages), and the Club’s Code of Conduct

(c) If there is a national governing body for the Club’s activities with which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available (unless the Insurance Section of University Administration and Services agrees to or prescribes other arrangements); and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice. If there is no such national governing body, or if the national governing body does not make insurance available, the Club must obtain alternative insurance as agreed by the Insurance Section of University Administration and Services.

(d) The Club shall maintain and observe the Club’s Safety Policy, ensure compliance with the Policy by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Safety Policy and the procedure for risk assessment must be acceptable to and approved by the University’s Safety Office.

(e) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University’s Safety Office

or the University Marshal and approved by the Proctors. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of University's Safety Officer or the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

(f) The Club shall maintain a dedicated website and shall supply details of its web address to the Clubs Office for listing on the University's clubs and societies webpage. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:

(i) to designate a member of the Club entitled to a University e-mail account (as defined by IT Services rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to the successor in office all records relating to the use of the facilities allocated;

(ii) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation, to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University guidelines on web and social media publishing, and co-ordinating and regulating access to the web facilities used by the Club;

(iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;

(iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

MEMBERSHIP

3. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.

4. Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.

5. If the Club's objects relate directly to a protected characteristic as defined in section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.
6. The Committee may also, at its discretion, admit to membership:
- (a) students registered to read for diplomas and certificates in the University;
 - (b) student members of Permanent Private Halls who are not student members of the University;
 - (c) members of Ruskin College and Ripon College, Cuddesdon;
 - (d) members of Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership; and
 - (e) other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.
7. The Committee, having specific regard to the Senior Member's advice in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. If the person concerned is an Oxford University student (i.e. within paragraphs 6(a), (b) or (c) above), that person has a right to ask the Proctors to review the Committee's decision.

MEETINGS OF THE MEMBERS

8. There shall be an Annual General Meeting for all the members of the Club in Hilary Full Term, convened by the Secretary on not less than fourteen days' notice.
9. The Annual General Meeting will:
- (a) receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) receive a report from the Committee on the Club's compliance with paragraph 2 above;
 - (c) receive a report from the Committee on the number of complaints received, if applicable, the category of such complaints (e.g., harassment, funding disputes or service issues), and any Committee recommendations arising from them;
 - (d) elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting; any alternative nominations must be seconded and have the consent of the nominee, and

must be received in writing by the Secretary not less than seven days before the date of the Meeting; nominations for the other Committee Members may be taken from the floor of the meeting;

(e) consider any motions of which due notice has been given, and any other relevant business.

10. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.

11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.

12. The quorum for a General Meeting shall be ten members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).

13. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have a casting vote.

14. Minutes of all meetings shall be kept and formally adopted. Copies of the minutes and the Committee's reports shall be made available to members and, upon request, to the Proctors.

THE COMMITTEE

15. The affairs of the Club shall be administered by a Committee consisting of not more than eight persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall consider the diversity of the Club and the benefits of increased representation for minority groups in its operations, including in the structuring of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.

16. No member of the Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.

17. The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the meeting.

18. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and no other persons. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 above or paragraphs 6(a) to (c) above, or (with the approval of the Proctors) a member of Congregation. Where eligibility stems from paragraphs 6(a) to (c) above, the President, the Secretary and the Treasurer must each, on election to office, sign an undertaking to abide by relevant provisions of the University Student Handbook, as directed by the Proctors from time to time, and other relevant University policies, and to accept the authority of the Proctors on Club matters.

19. The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.

20. Minutes of all meetings, including Committee meetings, shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.

21. The Secretary shall:

- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- (b) give notice of meetings of the members and the Committee;
- (c) draw up the agendas for and minutes of those meetings;
- (d) notify the Proctors (through the Clubs Office) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (e) take responsibility for the operation and updating of the Club's website displaying (as a minimum) information about the Committee, the Club's Constitution, Code of Conduct, Complaint Procedure and any safety procedures approved by the University's Safety Office under paragraph 2(e);
- (f) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above; and

(g) inform the Proctors through the Clubs Office if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

22. The Treasurer shall:

(a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;

(b) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");

(c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);

(d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;

(e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;

(f) seek advice as necessary on tax matters from the University's Finance Division;

(g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;

(h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;

(i) forward to the Proctors (through the Clubs Office) at the end of week 9 of Trinity Term a copy of annual accounts for the financial year to which they relate (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files (subject to the condition that during the first year of registration, a club may be required by the Proctors to submit termly accounts); and

(j) if the Club has a turnover in excess of £25,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within four months of the end of the Club's financial year and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

23. The Senior Member shall:

- (a) keep abreast of the actions and activities of the Club;
- (b) provide information relating to the Club to the Proctors on request;
- (c) seek to settle any preliminary disputes between the Committee and the members;
- (d) support the Club's welfare officer in their role to seek to prevent incidents of harassment and support those involved in such incidents;
- (e) following paragraph 22(i) above, consider whether the accounts of the Club are in order and, if so, sign them;
- (f) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22 above; and
- (g) be available to represent and speak for the Club in the public forum, and before the University authorities.

24. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. The members of the Club shall appoint a member of Congregation as the Senior Member when electing other members of the Committee each year provided that a Senior Member who has previously held office as Senior Member for more than five consecutive years shall not be eligible for re-appointment. The Senior Member shall be a member of the Committee *ex officio*.

25. If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.

26. Each Office Holder must, and shall procure that other Office Holders shall, at the end of any term of Office, promptly hand to the relevant successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in the outgoing Office Holder's possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.

27. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.

28. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.

29. No member of the Committee shall be removed from office except by a majority vote of a disciplinary committee of three members of the Club who are not members of the Committee appointed by the Senior Member for that purpose and acting in consultation with the Senior Member (or the Proctors if the member of the Committee to be removed is the Senior Member or if the Senior Member is otherwise conflicted).

INDEMNITY

30. So far as may be permitted by law, every member of the Committee and every officer of the Club (each a “relevant officer”) shall be entitled to be indemnified out of the Club’s assets against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer’s duties. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer in that capacity and in which judgement is given in the relevant officer’s favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on the relevant officer’s part), or in which the relevant officer is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.

31. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 30.

DISSOLUTION

32. The Club may be dissolved at any time by the approving votes of two thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days’ notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.

33. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University.

CHANGES TO THE CONSTITUTION

34. In accordance with University regulations, if the Club wishes to remain a registered University Club, the Club must seek approval in writing from the Proctors for any changes to this Constitution that deviate from the University's Standard Non-Sports Club Constitution, as amended from time to time. Such approval will only be granted in exceptional circumstances.

35. Changes to this Constitution must be ratified at a General Meeting with the approval of two-thirds of present, eligible and voting members. As such the University recommends that the Proctors' approval is sought prior to seeking to change the Constitution at a General Meeting.

INTERPRETATION

36. Any question about the interpretation of this Constitution shall be settled by the Proctors.

37. This Constitution shall be binding on all members of the Club. No regulation, by-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

CODE OF CONDUCT

1. The Oxford Students Liberal Association (“the Club”) does not tolerate any form of harassment or victimisation and expects all of its members, employees, and visitors to treat each other with respect, courtesy and consideration.
2. All members of the Club are expected to read and agree to act in accordance with this Code of Conduct and the University of Oxford’s [Policy and Procedure on Harassment](#). Oxford students are also required to act in accordance with the Code of Conduct set out in [Statute XI](#). Membership may be removed or suspended for failing to do so, and opportunities for members to take part in activities within and on behalf of the Club may be restricted.
3. All members of the Club are expected to:
 - treat other members with dignity and respect
 - discourage any form of harassment by making it clear that such behaviour is unacceptable
 - support other members who feel that they have been subject to harassment
 - attend any mandatory Club training put in place by the Committee
4. “Harassment” includes in particular the following conduct, however carried out (including online):
 - verbal or physical bullying or threats
 - sexual harassment including unwanted physical conduct, sexually explicit remarks or sexual assault
 - racist behaviour or comments
 - homophobic or transphobic behaviour or comments
 - victimisation
 - religiously motivated abuse
5. The Club should designate one or more member of their Committee as ‘welfare officer(s)’ who will act as a source of advice and support for Club members in relation to welfare issues and during harassment complaints.
6. The Club’s designated Welfare Officer (whose details can be found on the website), can be contacted for informal advice, including in relation to how you make a formal complaint, at accessandwelfare@oxuniberals.com. Support and advice is also available from the Clubs Office.
7. The Club Complaints Procedure (Rule 13) provides steps for dealing with internal complaints. Clubs are required to have this in place and to follow these steps when they receive a complaint.
8. University of Oxford students can also seek support from:

- one of the [University's](#) harassment advisors;
- college harassment advisors (for members of Oxford colleges);
- their college deans or other officers with pastoral responsibilities, the Common Room welfare or equal opportunities officer or a student peer supporter;
- [Oxford SU's Student Advice Service](#)
- Student Welfare and Support Services including:
- the [University Counselling Service](#)
- the [University's Sexual Harassment and Violence Support Service](#)

9. More information is available on the [Oxford Students Harassment Pages](#), including a flow chart explaining the steps within the University's complaints procedures (e.g., for complaints against staff and students).

SECTION 3

THE RULES

RULE 1: THE RULES AND STANDING ORDERS

(a) General

(i) As established under *Paragraph 28* of the Standard Constitution, these Rules and Standing Orders provide the by-laws for the functioning of the Association with regards to matters not covered by the Standard Constitution, and in order to provide more detail.

(ii) The Rules and Standing Orders shall be binding on all members at all times, and on non-members when attending events of the Association.

(iii) Rules shall at all times take precedence over Standing Orders.

(iv) Closed Council by two-thirds majority vote, or a General Meeting, may establish Standing Orders.

(v) Standing Orders not related to elections may be waived for a named person or persons during term time (Week 0 and 9 inclusive) by a two-thirds majority of Closed Council for a specified immediate or future event, and not retrospectively. During the vacation, this power may be exercised by the unanimous action of the Senior President and one of the Senior Treasurer, Senior Secretary or Junior President, or by Closed Council.

(b) Interpretation

(i) The Governing Documents serve to enable the function of the Association, and are not ends in themselves. They shall be interpreted so as to ensure the smooth functioning of the Association in a just and fair manner. Reasonable discretion shall be applied by those entrusted with exercising the operation of the Governing Documents, especially where there are apparent statutory conflicts, such that the Governing Documents do not become an impediment to good governance.

(ii) The Returning Officer is responsible for interpreting the Governing Documents, though they can be overruled by the Emeritus Committee.

(iii) The Returning Officer, and the Emeritus Committee for the purposes of its duty only, may issue formal Interpretations, to be appended to the Governing Documents. These shall be binding. Interpretations of the Emeritus Committee shall have precedence over Interpretations of the Returning Officer.

(iv) Where the provisions of any parts of the Governing Documents that have been formally interpreted are amended, the Returning Officer shall be empowered to amend such an Interpretation so as only to bring it into line with the new text of the Governing Documents.

(v) The Returning Officer may, with the consent of the Junior President and the Chair of the Emeritus Committee, repeal an Interpretation of the Emeritus Committee. This shall ordinarily only be exercised where the Interpretation is rendered incorrect by changes to the Rules and Standing Orders.

RULE 2: FURTHER OBJECTIVES

(a) The Association shall have these objectives further to those set out in the Standard Constitution:

(i) To stimulate among Members of Oxford the University of Oxford 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 the University of Oxford;

(iii) to work towards the benefit of the local community in Oxford, and others in need, by pursuing charitable activity.

(iv) to encourage, promote and facilitate political education, participation and cross-party cooperation among Members of Oxford the University of Oxford.

RULE 3: MEMBERSHIP

(a) Ordinary Membership

(i) Ordinary Membership shall be open to those people listed in the Standard Constitution.

(A) Both life and academic year membership shall be available.

(B) Closed Council must decide the membership fee before the beginning of Week 1 of each term, determining the price membership will be set at for both life and one year for the duration of that academic term. This may only be discounted by up to 50% during that term.

(C) Membership entitles members to vote in elections, stand for election, propose amendments to the Governing Documents and all other rights, privileges and duties conferred by these documents.

(ii) Any form that allows eligible individuals to become members shall require them to give their consent to abide by the Governing Documents, in order to become members.

(b) Honorary Membership

(i) Closed Council may, by two-thirds majority vote, confer Honorary Membership on any person it so chooses, regardless of their status or eligibility under (a) above.

(ii) The Junior Secretary shall, at each Annual General Meeting, move to ratify any member appointed under (i) above. Should such a Motion fail, the person's Honorary Membership shall be deemed revoked. Such ratification must be performed annually.

(iii) Closed Council may not admit a person to Honorary Membership who a General Meeting has seen fit not to ratify within the last calendar year.

(iv) Each Senior and Junior President may appoint one person to lifetime honorary membership of the Association, regardless of that person's status or eligibility under (a) above. Such a person can only be removed by the Emeritus Committee. Such members shall not require ratification.

(v) Honorary Members, both lifetime and annual, do not need to be included on mailing lists and other mechanisms of notice, unless they so request to the Junior Secretary.

RULE 4: POSITION HOLDERS

(a) Classes of Officer

(i) The 'Junior Officers' shall be the Junior President, Junior President-Elect, Junior Treasurer and Junior Secretary.

(ii) The ‘Portfolio Officers’ shall be the Social Secretary, Director of Communications and Publications Editor.

(iii) The ‘Appointed Officers’ shall be the Access and Welfare Officer, the Political Officer, the Alumni Officer and two other unspecified Officers.

(iv) Junior or Senior Officers may not hold any other position in the Association. Senior Officers may not hold the powers and responsibilities of other positions from time to time.

(v) Where the operation of any Rule or Standing Order would result in the removal of office of a Senior Officer, that removal shall not take place. Instead, a Session of the Emeritus Committee must be called as swiftly as possible, and the matter shall be considered as a disciplinary matter – in accordance with the Standard Constitution. A Senior Officer may only be removed by a body that would constitute an appropriate Disciplinary Committee, though such bodies shall be strongly advised by the function of other Rules and Standing Orders.

(vi) Other parts of these Governing Documents may also create Position Holders, or grant members the status of Position Holders for specific purposes.

(b) Responsibilities of Position Holders

The responsibilities of the Senior Officers are set out in the Standard Constitution. Where there may be any conflict between the duties of a Senior Officer and another Position, the Standard Constitution shall take precedence.

(i) The Junior President:

(A) Co-ordinating the work of non-Committee Position Holders, with the oversight of the Senior President.

(B) The logistical and administrative production of the termcard, with the oversight of the Senior President.

(ii) The Junior President-Elect

(A) Deputise for the Junior President when requested, and assist the Junior President in the preparation of the term card.

(iii) The Junior Treasurer:

(A) Assist the Senior Treasurer with the management of the Association budget.

(B) Take payments at events when required.

(C) Organise charitable fundraising during the term, and at least one session of voluntary activity.

(iv) The Junior Secretary:

(A) Where it is not a duty of the Senior Secretary, minute meetings.

(B) Communicate with organisations such as the Student Union and the University when necessary.

(C) Be responsible for the maintenance of the list of Ex-Officers, Student Union page and Wikipedia page.

(v) The Returning Officer

(A) Aid candidates with correctly nominating for election.

(B) Maintain the Governing Documents, provide impartial advice to members on its contents and make formal Interpretations where required.

(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 matters relating to the Governing Documents, and not seek to advantage any individual member.

(E) Where they are informed or gain the knowledge that a Position Holder may be in breach of their duties, or of the Governing Documents of the Association, they should raise this to the Position Holder. If there is a further instance of no resolution, the Returning Officer shall move a Disciplinary Complaint in accordance with Rule 13.

(vi) The Social Secretary

(A) Organising socials, in particular Liquor and Liberalism.

(B) Collaborating with the Junior Officers to ensure room bookings.

(C) To publicise events.

(vii) The Director of Communications

(A) Running the Association social media, advertising events and raising awareness about the Association.

(B) Assisting with the creation and distribution of any paper material the Association produces.

(viii) The Publications Editor

(A) Ensuring at least seven articles per term are published, digitally or physically, by members of the Association in either our own publication, or in another Liberal publication, as approved by Closed Council.

(ix) The Access and Welfare Officer

(A) Advocate for underrepresented groups in the Association.

(B) Work towards the total accessibility of events to the membership.

(C) Be available to be the designated sober Welfare Officer (with no alcohol to be consumed) for an event where necessary, or inform the Position Holder in charge of the event in advance so that they may nominate a deputy.

(D) Be available for the welfare requirements of members, and aid them to bring complaints when necessary.

(x) The Political Officer

(A) Organise at least two sessions of campaigning for the Liberal Democrats per term.

(B) Maintain connection with the local party and the Young Liberals.

(xi) The Alumni Officer

(A) Maintain alumni relations, and reach out to alumni.

(B) Assist the Junior President with administrative tasks not in the scope of responsibilities of other Position Holders.

(C) In Trinity Term, to collect the contact details of graduating members of the Association.

(c) Appointed Officers

(i) At the 8th Week meeting of Closed Council, the Junior President-Elect shall present the names of those they wish to make Appointed Officers for the following term.

(ii) They should appoint one member as Access and Welfare Officer, one member as Political Officer, one member as Alumni Officer and, if they so choose, two members to titles the Junior President-Elect may designate as they wish.

(iii) Closed Council shall, by simple majority, ratify the appointments. Should any appointment not be ratified, the Junior President-Elect (who may by such time have succeeded to the office of Junior President) shall bring a further name to the next possible meeting of Closed Council.

(iv) The Junior President-Elect and Junior President shall at all times ensure that applications are open for these positions to the membership for at least 72 hours.

(v) Should the Junior President wish to appoint one or two members to the roles with undesignated titles, they must present Closed Council with the proposed responsibilities of those roles, in the style of Rule 4(c).

(vi) Two thirds of Closed Council present and voting may remove an Appointed Official at any time, provided 24 hours' notice is given of such a motion.

(vii) Should there be vacancies for any reason, the Junior President may propose a replacement to Closed Council, following the procedure in (iii)-(v) above.

(d) The Re-Founding Committee

(i) The members of the Re-Founding Committee of Hilary and Trinity Term 2024 shall hold the relevant Seniority as if they were elected to their respective offices.

(e) Automatic Resignations

The following shall result in the relevant Position Holder being deemed to have resigned from their Position:

(i) The Chair of any meeting failing to call three meetings of that body during one academic term, save for the Emeritus Committee or General Meetings.

(ii) Failing to present a written or oral report, without good reason, to the Termly General Meeting.

(iii) Failure of the Junior Treasurer, without good reason, to present the financial report to the Termly General Meeting or to appoint a delegate to do so on their behalf.

(iv) Failure to fulfil the provisions of the Complaints Procedure in Rule 13.

(v) Failure to attend three events at which one's presence has been requested by the Junior President or which the duties of the Position Holder's role would require their attendance, without good reason or without the permission of the Junior President.

(vi) Failure to comply with a direction of the Emeritus Committee by the deadline set, where the deadline is at least 12 hours, unless so waived by a vote with a 75% majority of members present and voting in a Session of the Emeritus Committee.

(vii) Failure of the Publications Editor to release at least three publications by the conclusion of Week 4 of each academic term.

(f) Terms of Office

(i) 'Academic term' for the purposes of this clause includes the preceding vacation (e.g. Michaelmas Term and the Summer Vacation), and the term concludes at the end of Saturday of 8th Week.

(ii) The Senior Officers shall serve for one year.

(iii) The Junior Secretary, Junior Treasurer, Social Secretary, Director of Communications, Publications Editor and all Appointed Position Holders shall serve for one academic term.

(iv) The Junior President-Elect shall serve one academic term as Junior President-Elect, and on the conclusion of that term shall succeed to the office of Junior President, which they shall occupy for one academic term.

(v) The Returning Officer shall serve for up to two terms from the date of their election.

RULE 5: ELECTIONS

(a) Date and management

(i) There shall be an election at the General Meeting each term for the Junior President-Elect, Junior Secretary, Junior Treasurer, Social Secretary, Director of Communications and Publications Editor.

(ii) The Returning Officer shall be responsible for all elements of the termly elections process.

(iii) There shall be an election once a year at the Annual General Meeting for the Committee. Rule 5 does not apply to that election, save for provisions regarding electoral malpractice.

(b) Electoral Officials

- (i) There shall be a team of electoral officials, comprising the Returning Officer and Deputy Returning Officers. Deputy Returning Officers shall only cease to hold office when they are replaced, they resign or are removed.
- (ii) The Returning Officer shall open nominations for Deputy Returning Officer in Week 0, allowing at least 72 hours for all members to apply.
- (iii) At the Ordinary Meeting of 1st Week Closed Council, the Returning Officer shall present the full list of applicants for Deputy Returning Officer who met the deadline. The list should be in an order at the discretion of the Returning Officer, save that any Ex-Returning Officers shall take precedence over other member.
- (iv) Closed Council may, by a two-thirds majority present and voting, strike a name from the list. Once all names have either been struck or not struck, any Ex-Returning Officers and the three highest remaining names who are not Ex-Returning Officers, shall become Deputy Returning Officers.
- (v) Should there at any time be less than three Deputy Returning Officers who are not Ex-Returning Officers or the Returning Officer wishes to add another Ex-Returning Officer, the Returning Officer may augment the list by presenting a new name(s) to either be struck or not struck at any meeting of Closed Council.
- (vi) Anyone who is an Electoral Official at the time of or after the Opening of Nominations in any termly election or by-election shall not be eligible to nominate as a candidate in that election.
- (vii) Deputy Returning Officers shall have the status of Position Holders for the purposes of Rule 6, Rule 7 and Rule 13 only.
- (viii) The Returning Officer shall be empowered to appoint as many Returning Officer's Assistants as they so require, who shall serve from their appointment until 24 hours after the announcement of the results. They shall have the status of Position Holders for the purposes of Rule 6, Rule 7 and Rule 13 only. Any member of Closed Council may move to remove a Returning Officer's Assistant at any time, which shall require a simple majority of Closed Council. The Returning Officer may remove any Returning Officer's Assistant at any time.

(c) Eligibility

- (i) All candidates must be non-honorary members of the Association.
- (ii) Candidates are ineligible if they have held any elected office in either the Oxford Labour Club, Oxford University Conservative Association or the Oxford Student Greens, within 10 calendar weeks (i.e 70 days) of the closing of nominations.
- (iii) The Senior Officers, Junior President-Elect and Electoral Officials are ineligible to stand for any Junior or Portfolio Office. From Hilary Term 2026 onwards, any person who has served as Access and Welfare Officer in the academic term of the election shall be ineligible to stand for any Junior or Portfolio Office.
- (iv) Candidates for Junior Officer must also meet the following requirements:
 - (A) Have completed at least one campaigning session of at least two hours since the last election for the position in question. They must submit evidence of campaigning to the Returning Officer before the Close of Nominations. The Returning Officer may choose to waive this requirement for all candidates to a specific office or none - but cannot do so only for specific candidates.
 - (B) If standing for Junior President, they must be a student of the University of Oxford, and will be a student until they leave office, should they be successful. If standing for Junior Treasurer or Junior Secretary, they must be a student of the University of Oxford or Oxford Brookes University, and will be a student until they leave Office, if they be successful.
 - (C) They must be a member of the Liberal Democrats, or a member of a party in an international alliance which the Liberal Democrats or Young Liberals recognise as affiliated with themselves.

(d) Nominations

- (i) The Returning Officer shall create a digital nomination form. This form shall be where members submit evidence of campaigning and party membership, though this may also be done separately by email or in person.

(ii) Nominations shall open by the end of Monday of 5th Week and shall close at 1800hrs on Thursday of 5th Week.

(iii) The Returning Officer shall publish the full list of candidates by the end of Friday of 5th Week.

(iv) Slates must be declared to the Returning Officer on nomination forms, with candidates listing all the other members of their slate. Slates may include a maximum of one candidate for each available position.

(v) If no candidates nominate for a position by the deadline, the Returning Officer may extend nominations for that role by up to 24 hours, and should encourage members to nominate. If there are no further nominations within this period, the elections shall continue as normal without an election for the position with no candidates.

(vi) After the election, the Junior President-Elect may appoint a member to fulfil any role that received no nominations in the election, via the procedure for Appointed Officials in Rule 4, and requiring a two-thirds majority for ratification at the 8th Week Meeting of Closed Council.

(e) Running of the Election

(i) Elections are to be conducted via paper-ballot Alternative Vote of all members present at the meeting.

(ii) Each ballot paper shall have each position listed with candidates in alphabetical order by surname. It shall also list their slate and their highest seniority under Rule 6. Members with more than one claim to seniority may request on their nomination form to have a different seniority than their highest claim listed on the ballot, if they wish.

(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, a by-election shall be called.

(iv) Voters shall rank each candidate they wish to express a preference for with numbers only.

(v) If any candidate meets the quota of 50% of valid votes cast + 1 on first preferences alone, they shall automatically be elected.

(vi) If no candidate meets the quota on first preferences, the candidate with the least amount of first preferences shall be eliminated, and their preferences redistributed. This process shall continue, with redistribution of preferences, until a candidate has met the required quota or there be no other candidates remaining, and the winner shall be declared duly elected.

(vii) 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 commencement of voting in the election. The member must get in contact with the Returning Officer themselves, and name their proxy.

(f) The Count

(i) Upon the completion of the voting period, those involved in the count should retire to a separate room to conduct the count.

(ii) The Returning Officer shall be responsible for the counting of the ballots, with the assistance of the Electoral Officials.

(iii) The Senior Officers, and any Junior Officers who are not candidates, shall have the right to observe the count.

(iv) 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 on the conclusion of the count.

(v) 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.

(vi) Count Representatives shall have the duty to ensure a true result is returned, to aid in this duty they shall have the power to object to the Returning Officer's or of their Deputies' interpretation of a ballot, the Returning Officer shall retain final interpretative power over ballots cast, although a Count Representative may ask objected ballots be signed for the purposes of disciplinary proceedings regarding an election result. Electoral Officials may not be Count Representatives, and any member of

the Emeritus Committee who serves as a Count Representative shall be deemed conflicted for the purposes of any Emeritus Committee business relating to that election.

(vii) No person other the Electoral Officials, Observers and Count Representatives shall be permitted to be present for the count – unless with the consent of the Returning Officer.

(g) By-elections

(i) In the event of a vacation of a Junior Office, a by-election shall be held at a General Meeting.

(ii) Nominations should be open for at least 48 hours but no more than 96 hours, and should close within 24 hours of the election.

(iii) The Returning Officer shall be empowered to waive the time limits in (ii) above, with the consent of the Senior President, if it would make more sense for the governance of the Association to hold the election at an upcoming General Meeting or to call an Extraordinary Meeting for a specific date.

(iv) Members elected via by-election shall hold office until such time as the original term of office comes to an end, or they resign or are removed.

(v) Position Holders 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 shall take office either upon the date of actual resignation for the Position Holder they are replacing, or upon the announcement of the results, whichever is later.

(vii) Should no candidates nominate in a by-election for a Junior Office, the Senior President shall propose a member for appointment to that Office, via the normal procedure for Appointed Position Holders in Rule 4, requiring a two-thirds majority of Closed Council to ratify.

(h) Officers Designate

(i) Election winners shall immediately assume the title of Position-Designate (e.g. Junior Secretary-Designate or Junior President-Elect Designate) from the announcement of the results.

(ii) At the beginning of Sunday of 9th Week they shall assume the full Office.

(i) Electoral Malpractice

(i) The following shall be instances of electoral malpractice:

- (A) Committing any criminal or University offence, or any College offence within the jurisdiction of the relevant College, in connection with the elections.
- (B) Breaking any Rule of the Association judged to be appertaining to either the conduct or result of elections.
- (C) Influencing or attempting to influence a voter by means of bribery, intimidation or treating.
- (D) Disrupting the conduct of the elections or the count.
- (E) Deliberately including any factual error in a candidate's electoral publicity or hustings address.
- (F) Paying for someone else to join the Association.
- (G) Misusing one's position as a Position Holder in the Association to hinder or promote any candidate.
- (H) Stealing, intercepting or defacing any mail or publicity relating to the election.
- (I) Aiding, abetting or conspiring to perform any form of electoral malpractice.

(ii) Allegations of electoral malpractice must be submitted within 24 hours of the announcement of the results.

(iii) Where the offence would not be an offence under Rule 13 or a Rule 13 offence is committed in relation to the election, the Emeritus Committee shall form to fulfil the function of an Election Tribunal within 48 hours of the announcement of the results.

(iv) The Emeritus Committee shall have the same powers as outlined in Rule 13 and in Rule 5(i)(iii) above and shall follow the same procedure as in Rule 13. They may vary the procedure as necessary in order to ensure that they deliver their determination within 7 calendar days of the announcement of the results. They shall also have the following further powers:

- (A) To annul the result of the election either partially or in totality and therefore order a repoll.
- (B) To disqualify candidates who have committed electoral malpractice.
- (C) To suspend succession to Positions, where absolutely necessary.

(j) Miscellaneous

(i) Should it be necessary, further provisions for the running of the election may be provided for in Standing Order(s). Notwithstanding any other provision in these Rules, such Standing Order(s) may only be amended by Closed Council with the consent of the Returning Officer or Chair of the Emeritus Committee.

(ii) Such Standing Orders may not be amended after the Opening of Nominations in any election, until the announcement of results in that election.

RULE 6: TABLE OF SENIORITY

(i) This table delineates the Order of Seniority within the Association:

The Senior President,

[The Senior Member],

The Senior Treasurer,

The Senior Secretary,

The Junior President,

[Honorary Officers],

The Junior President-Elect,

The Junior Treasurer,

The Junior Secretary,

[The Returning Officer],

[Ex-Senior Members],

Ex-Presidents *in statu pupillari*,

Ex-Vice Presidents *in statu pupillari*,

Ex-Treasurers *in statu pupillari*,

Ex-Secretaries *in statu pupillari*,

Ex-Returning Officers *in statu pupillari*,
The Social Secretary,
The Director of Communications,
The Publications Editor,
The Access and Welfare Officer,
The Political Officer,
The Alumni Officer,
Other Appointed Position Holders,
[Deputy Returning Officers],
Ex-Social Secretaries *in statu pupillari*,
Ex-Directors of Communications *in statu pupillari*,
Ex-Publications Editors *in statu pupillari*,
Ex-Access and Welfare Officers *in statu pupillari*,
Ex-Political Officers *in statu pupillari*,
Ex-Alumni Officers *in statu pupillari*,
Ex-Other Appointed Position Holders *in statu pupillari*,
Ex-Deputy Returning Officers *in statu pupillari*,
[Other Ex-Senior Officers],
[Other Ex-Junior Officers],
[Other Ex-Position Holders],
[Lifetime Honorary Members],
Ordinary Members *in statu pupillari*,
Other Ordinary Members,

[Annual Honorary Members].

(ii) Members must hold a Position for at least 28 days in order to hold the relevant Seniority, except in cases where they leave the office for serious illness or death. Should their term be shorter than 28 days by virtue of them filling a vacancy, then they shall only be required to finish their term and not be in office for 28 days in order to hold Seniority.

(iii) A member who has more than one claim with regards the above table, shall be considered to have multiple seniorities. Seniorities shall take precedence in order of the table where necessary. Honorary Officers *in statu pupillari* shall not hold seniority as an Honorary Officer until they cease to be *in statu pupillari*.

(iv) In circumstances where more than one person holds a certain title (i.e. where there are a number of ex holders of a position), the person who was elected/appointed most recently shall be considered the most senior and so on, with the person elected/appointed the longest ago considered the least senior.

(v) There shall be the following exceptions to (iv) above:

(A) Should an Appointed Position Holder have a second claim to seniority which is senior to a second claim held by another Appointed Position Holder, the member with the more senior second claim shall be deemed to be more senior than the member with a more junior or no second claim. Second claim based seniority shall override tie-breaks on the basis of being elected/appointed more recently for Appointed Position Holders.

(vi) Where a Position no longer exists, the Returning Officer shall determine in the immediate case which current position it is equivalent to. Closed Council shall maintain a Standing Order of equivalent Positions which shall be binding on the Returning Officer.

(vii) Positions listed in closed brackets shall not have seniority for the purposes of elections or succession, only for matters such as agenda order and chairing meetings.

(viii) Wherever possible in the business of the Association, members should refer to Officers, Ex-Officers and other members by their position title and college; e.g. The President, *University College*.

RULE 7: EMERITUS COMMITTEE

(a) Composition

(i) The Returning Officer shall present a shortlist to the Senior Member in 1st Week of each term of those eligible to serve on the Emeritus Committee shortlist for that term. The Senior Member shall either consent to a name being on the shortlist, or strike it from the list.

(ii) The Returning Officer shall then present the shortlist, as approved by the Senior Member, to the 2nd Week meeting of Open Council.

(iii) Should there be no shortlist for whatever reason, the previous shortlist shall be deemed to be in effect until such a time as there is a new shortlist. At no time shall there be no Emeritus Committee.

(iv) The following people shall be on the shortlist, provided they are in one of the classes listed in (A) and meet all other criteria below:

(A) Any of the following: sitting Senior Officers, Ex-Senior Officers, Ex-Junior Officers and Ex-Returning Officers. This shall include the relevant Ex-Officers of the Oxford University Liberal Democrats.

(B) They must be *in statu pupillari* and students of the University of Oxford.

(C) They provide their consent to serve to the Returning Officer, prior to the beginning of 1st Week of the term.

(v) The Senior Member and Returning Officer shall be non-voting members *ex officio*, and thus entitled to observe any and all deliberations and proceedings. The Junior President and Junior President-Elect shall also have this right, unless the Emeritus Committee votes by a two-thirds majority votes to revoke it for the purposes of any specific part of its business.

(vi) Any member of the Emeritus Committee may resign their right to sit at any point, and this shall be deemed to be a resignation from the seniority of an Ex-Officer.

(vii) Should a sitting Junior or Portfolio Officer, or the Returning Officer, be eligible to vote on the Emeritus Committee by virtue of also being an Ex-Officer, they may only exercise this right for non-disciplinary matters. This shall not prevent them being invited to sit in order to fulfil quorum requirements, in accordance with Rule 7(c).

(viii) A two-thirds majority of the Emeritus Committee present and voting may remove another member of the Emeritus Committee for the duration of that term, provided they have the opportunity to present a defence. Any such decision under this sub-clause may be appealed to the Closed Council which with a majority of at least 75% may overturn any decision of the Emeritus Committee under this sub-clause.

(ix) Opting out of the shortlist shall result in the individual forfeiting their relevant seniority until such a time as the next shortlist is passed.

(x) No member of the Committee may sit on a Disciplinary Case involving another member of the Committee

(b) Chair

(i) The Chair of the Emeritus Committee shall be the member of the Emeritus Committee highest on the Table of Seniority, who is not a Senior Officer. Should this person not be willing or able, then the Senior President (or another Senior Officer, with the consent of the Senior President) shall serve as Acting Chair until such time as the Emeritus Committee can meet to elect a new Chair. The Chair shall serve until such a time as a new person becomes the member of the Emeritus Committee highest on the Table of Seniority, who is not a Senior Officer.

(ii) Should the role of Chair be filled, but the Chair is not able to attend a particular Session, members of that Session should elect an Acting Chair.

(iii) Under no circumstances shall the Returning Officer occupy the office of Chair of the Emeritus Committee.

(c) Quorum

(i) Quorum for any session of the Emeritus Committee shall be three, in accordance with the Standard Constitution.

(ii) Should it not be possible to reach three, the Returning Officer shall invite the following people (in order of seniority, except for 'consenting members of good character') to sit on the Emeritus Committee in order, provided that they be *in statu pupillari*, students of the University of Oxford and that the Senior Member consents to their appointment:

- (A) Deputy Returning Officers,
- (B) Sitting Junior Officers,
- (C) Any consenting member of good character.

(d) Responsibilities

(i) Election of the Returning Officer, at least every two terms.

(ii) Final interpretive power of these Rules and Standing Orders.

(A) Any member may, within 72 hours of any decision or action being taken by any Position Holder or Body, file an Appeal against that decision or action in writing to the Returning Officer. Such an Appeal may only be upheld by the Emeritus Committee on the grounds that the decision or action misapplied, misinterpreted or otherwise breached the Governing Documents. Any member whose decision(s) or action(s) are being Appealed shall have the right to represent themselves before the Emeritus Committee, and shall be given reasonable notice.

(B) Interpretations of the Returning Officer may be Appealed to the Emeritus Committee on the grounds that they are unreasonable, incorrect, made in bad faith, injurious to the Association, or incomplete. The Emeritus Committee may quash an Interpretation if so Appealed, and may choose to substitute their own Interpretation. The Returning Officer shall be the Respondent to this Appeal.

(iii) To form the Association's Disciplinary Committee.

(iv) To issue such Recommendations and Directions it sees fit to any Body or Position Holder(s) of the Association only so that it may perform its function, to ensure the good governance of the Association and/or to clarify any matter pertaining to the governance of the Association.

(v) To adjudicate on issues of Electoral Malpractice.

(e) Procedure

- (i) This procedure shall apply unless otherwise specified elsewhere, for example for disciplinary matters in accordance with Rule 13.
- (ii) Should there be need to summon the Emeritus Committee, the Chair shall write to all members of that term's shortlist with the reasons why the Emeritus Committee is being summoned, and to schedule a time for its meeting. It shall meet between 24-96 hours after the summons.
- (iii) Should the Chair be unable to perform their duties in (ii) above, due to being conflicted or otherwise indisposed, their duties in (ii) shall be fulfilled by the most senior consenting person listed on the Standing Order detailing Seniority among Electoral Officials. The first order of business for the Emeritus Committee upon constituting shall be to elect an Acting Chair, should this still be necessary.
- (iv) Should the Chair or another individual as listed in (iii) above fail to issue a summons in a reasonable time from the matter arising or coming to their attention, ordinarily 24 hours, any member of the Emeritus Committee shall be empowered to perform the functions of (iii).
- (v) Each time the Emeritus Committee meets, it shall be known as a Session. The Returning Officer shall be responsible for maintaining records of each Session. A Session may encompass multiple Meetings. No Session shall remain open for more than two calendar weeks.
- (vi) Parties to any Session may, acting unanimously, waive any and all time limits so as to allow swifter resolution of a matter.
- (vii) Where there is any ambiguity over any element of this procedure, the procedures set out in Rule 13 should be followed *mutatis mutandis*. The Emeritus Committee shall at all times seek to operate in a fair and swift manner.

RULE 8: MEETINGS

(a) General

- (i) The Senior President shall chair all General Meetings. Meetings of Council shall be chaired by the Junior President, unless otherwise provided for in these Rules or Standing Orders.
- (ii) The Senior Secretary shall minute all General Meetings. The Junior Secretary shall minute all meetings of Council unless otherwise provided for in these Rules and Standing Orders.

(iii) No 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 Governing Documents.

(iv) The governance and function of a meeting shall be at the discretion of the Chair, unless overruled by a simple majority of those present and voting. Decisions of the Chair, or motions to overturn them, may not contravene these Governing Documents.

(v) Any body that is not a General Meeting may move *in camera* by two-thirds majority vote. Only members of that body, or those permitted to be *in camera* by that body may be present for such discussions. No *in camera* matter shall be discussed with any other person, save the Senior Member or Returning Officer. The Senior Member shall have the right to attend any meeting or body of the Association, and to be present for *in camera* business.

(vi) Any motion in any body save the Emeritus Committee shall require a mover and a seconder who are both members of that body. If no member of that body objects, the motion shall pass *nemine contradicente*. If a member objects, a vote shall be held. The secretary shall record the votes of each member of the body, save if the number of members of that body present exceeds 15.

(vii) Non-voting members of a body shall be allowed to move, second and object to motions. They shall have full speaking rights at all times.

(viii) There shall be a body known as Closed Council. This shall be the Committee of Management of the Association.

(ix) There shall also be General Meetings, which shall be comprised of all members who wish to attend.

(b) Closed Council

(i) Meetings of Closed Council should be held weekly during full academic term. The time, date and location of the meeting should be decided by the Junior President and emailed to the members of Closed Council with 48 hours notice.

(ii) All members of Closed Council shall be called on in order of seniority to state their business, and questions should be invited by the Chair to each Position Holder. After all such business, there shall be

a section of the Meeting known as ‘Open Council’, where all members of the Association shall have speaking rights and the right to pose questions to Officers. Open Council may not last more than 30 minutes, unless extended in 15 minutes increments by vote(s) of Closed Council.

(iii) Extraordinary Meetings of Closed Council may also take place at the behest of any two members of Closed Council acting together, or a Session of the Emeritus Committee. These shall be called in writing to all members of Closed Council with at least 24 hours notice.

(iv) The following shall be voting members of Closed Council:

- (A) The Senior Officers,
- (B) The Junior Officers,
- (C) The Portfolio Officers,
- (D) Up to three other Voting Members, as follows:

(I) These shall be the immediate Ex-Junior President, Ex-Junior Treasurer and Ex-Junior Secretary.

(II) These members shall be considered Position Holders for the purposes of Rule 8, Rule 13 and Rule 14 only.

(III) Should these members be a Voting Member through another Position, resign, be removed or otherwise be unwilling or unable; Closed Council may co-opt a member *in statu pupillari* to serve in their place by a 75% majority vote. This member shall have the status, seniority and privileges of an Ex-Junior Officer, for the Office for which they are replacing an immediate Ex-Junior Officer, unless Closed Council votes by simple majority not to grant this seniority.

(IV) A member appointed under (III) shall be another Ex-Senior or Junior Officer of the Association, or another member with relevant experience.

(v) The following shall be non-voting members of Closed Council:

- (A) The Returning Officer,
- (B) The President of the Oxford Brookes Liberal Association, subject to the following:

(I) Should the President of the Oxford Brookes Liberal Association be a voting member of Closed Council via any other Position, they shall not also be a non-voting member. If this is the case, they may appoint another member of the Oxford Brookes Liberal Association, who is not a member of Closed Council, to serve in their place as a non-voting member of Closed Council.

(C) Ex-Officers and Ex-Returning Officers *in statu pupillari*, subject to the following:

(I) They are not a Voting Member of Closed Council.

(II) They have vacated Office in a previous term, and register to the Junior President and Junior Secretary in writing before Sunday of 1st Week of that term

(III) They have vacated Office in that term, and register to the Junior President and Junior Secretary within 72 hours of vacating Office.

(vi) Closed Council may deal with any and all matters of governance, not otherwise reserved in these Governing Documents.

(vii) All voting members of Closed Council are expected to attend all meetings of Closed Council, excluding the Senior Officers. Failure to attend three times without a passed absence in one academic term shall result in automatic resignation from office, and the removal of all seniority and privileges.

(viii) Closed Council may choose to pass absences (and thus they won't count as failure to attend) in exceptional circumstances via a two-thirds majority vote at the meeting in question or the following meeting.

(ix) Closed Council may move *in camera* to discuss any matters that it so wishes, by a two-thirds majority of those present and voting. Any motions passed must be stated *ex camera* before the end of the meeting, with names and details redacted if necessary. Where a member of Closed Council signifies intent to discuss a matter they wish to be *in camera* in a meeting, it shall be *in camera* until such a time as the vote fails on whether or not to move *in camera* for that matter.

(x) *Ex camera* minutes shall be publicly available to all members, and further available on request within 24 hours to the Junior Secretary, *In camera* minutes shall be maintained in an online drive by the Junior Secretary, and available on request within 24 hours to any member of Closed Council.

(c) Termly General Meetings

(i) There shall be a Special General Meeting of the Association in 3rd Week of each term. This shall primarily be for the purpose of amendments to the Governing Documents and by-elections. The Senior President shall give five days' notice of the Meeting to the membership, in consultation with the Returning Officer. It shall ordinarily be before the largest event scheduled for 3rd Week. This Meeting shall have the status and powers of a Termly General Meeting.

(A) The Senior President shall invite members to submit agenda items to the Senior Secretary for up to 48 hours after the initial notification to the membership. The Senior Secretary shall circulate the agenda to the membership at least 48 hours in advance of the Meeting. Should there be no agenda items submitted, the Meeting shall not take place.

(B) Members may submit items in advance of the Meeting being called, from the beginning of Week 0.

(ii) The Termly General Meeting shall be in 6th Week of each academic term. The date is to be decided and publicised in Michaelmas and Trinity by the incumbent Senior President by at least Wednesday of 5th Week. In Hilary, the Senior Secretary should provide 14 days notice of the date of the Meeting.

(A) The Senior Officer giving notice of the Meeting shall invite agenda items to be submitted to the Senior Secretary until 96 hours before the date of the Meeting, in Michaelmas and Trinity. In Hilary, the Senior Secretary shall invite agenda items to be submitted to themselves for up to seven days after the notice of the Meeting is given to the membership. The agenda shall be circulated to the membership within 24 hours of the deadline for submissions.

(B) Members may submit items for the agenda at any time after the scheduled date of the Special General Meeting, including before the Termly General Meeting is called.

(iii) The Hilary Termly General Meeting shall constitute the Annual General Meeting, in accordance with the Standard Constitution.

(iv) At all General Meetings, The Senior Treasurer, assisted by the Junior Treasurer, shall present a financial report and each Position Holder shall be required to present a report on their work during the term so far.

(v) The Quorum for a Termly General Meeting shall be ten.

(vi) Attendance at Termly General Meetings, excluding Extraordinary Termly General Meetings, shall be mandatory for all Position Holders, excluding the Senior Member. Failure to attend without good reason shall be deemed to be an automatic resignation. Absences may be passed by a two-thirds majority present and voting at the meeting in question or at the next meeting of Closed Council, where all members present shall be allowed to vote.

(vii) Extraordinary Termly General Meetings may also take place at the behest of a Senior Officer, Junior President, or seven total members, with 120 hours' notice to the Senior Secretary.

(A) Within 24 hours of receiving the petition for an Extraordinary Meeting, the Senior Secretary shall give notice to the membership, inviting agenda items until 72 hours prior to the Meeting.

(B) The Senior Secretary shall publish the Agenda at least 48 hours prior to the Meeting.

(C) Extraordinary Termly General Meetings will not constitute Extraordinary General Meetings as outlined in *Paragraph 8* of the Standard Constitution- to call one of these such meetings, it must be specified that it is an Extraordinary Annual General Meeting that is being requested.

(d) Quorum

(i) If a meeting doesn't reach quorum, as defined elsewhere in these Governing Documents, any business conducted within it is deemed 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.

RULE 9: DEFINITIONS AND INTERPRETATIONS

- (i) A simple majority vote, as referenced in these Rules and 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.
- (ii) A two-thirds vote, as referenced in these Rules and 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.
- (iii) Ties may be split by the highest present person as according to the Table of Seniority, unless specified differently elsewhere in these Rules and Standing Orders.
- (iv) Where the words '*in writing*' or similar are used in these Rules and Standing Orders, this is taken to mean via letter or email unless explicitly stated otherwise.
- (v) Whenever a member requests and with the consent of a two-thirds majority of those physically present and voting, 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. This clause does not apply to voting in elections.
- (vi) Meetings may also be fully online where necessary, for example over the vacation.
- (vii) '*In statu pupillari*' is defined as being in possession of a valid University of Oxford or Oxford Brookes University student card, and being a current undergraduate or postgraduate student (or in possession of evidence of one's status as a suspended student).
- (viii) '*Good Reason*' for the purposes of passing absences is defined as illness or disability related issues, academic commitments, pressing personal matters and other reasons as determined by a two thirds majority vote of the body in question.
- (ix) Where these Governing Documents refer to the 'membership', including for the purpose of circulation, this shall be taken to mean the membership *in statu pupillari*, unless explicitly provided for otherwise. Members not *in statu pupillari* may request to the Junior Secretary to be included in such circulations and other matters, and from that point forwards Position Holders shall be obliged to include them.

(x) 'Ex-Officer' shall be taken to mean Ex-Senior Officers and Ex-Junior Officers.

RULE 10: SUCCESSION

(a) General

(i) The Returning Officer shall be responsible for administering succession procedures.

(ii) Unless otherwise specified, individuals who fill vacancies shall hold their new role until such time as the original term of office would have concluded.

(iii) Until such time as succession procedures under this Rule have concluded and unless otherwise specified, the powers and duties of any Office shall fall to the Junior President, who may delegate them to any person they see fit in an Acting Capacity. The powers and duties of a Senior Officer, in the event a Senior Office is vacant, shall fall to the Returning Officer. The powers and duties of the Junior President, in the event that is vacant, shall fall to the Senior President.

(b) Senior Officers

(i) Should the office of Senior President become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer.

(ii) Should the office of Senior Treasurer become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer.

(iii) Should the office of Senior Secretary become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer.

(iv) Should the office of Senior Member become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer. This shall be ratified by a two-thirds majority vote of Closed Council. .

(c) Junior Officers

(i) Should the Office of Junior President become vacant, it shall automatically be succeeded by the Junior President-Elect, who shall become the Junior President until such time as the Junior President-Elect's term as Junior President would have concluded. Notwithstanding any other provision in these Rules and Standing Orders, there shall always be a Junior President and if absolutely necessary, the Returning Officer shall employ variations of procedures set out in these Rules to fulfil that office.

(ii) Should the Office of Junior President-Elect become vacant, the Committee (as set out in the Standard Constitution) shall co-opt the individual who wins a by-election called as soon as practicable by the Returning Officer. Should the winner of this by-election be a Junior Officer, Closed Council shall by simple majority co-opt a Portfolio Officer to assume that Junior Office.

(iii) Should the Office of Junior Treasurer become vacant not by the operation of (ii) or (iii), Closed Council shall co-opt the individual who wins a by-election called as soon as practicable by the Returning Officer. Should the winner of this by-election be the Junior Secretary, Closed Council shall co-opt a Portfolio Officer to become Secretary, and the vacant Portfolio Office shall be filled by appointment as in (d) below.

(iv) Should the Office of Secretary become vacant not by the operation of (ii) above, the Committee (as set out in the Standard Constitution) shall co-opt the individual who wins a by-election called as soon as practicable by the Returning Officer.

(v) Should no Portfolio Officers be willing to fulfil the provisions of (ii)-(iv), the Committee may co-opt any member they choose, preferencing first Appointed Position Holders.

(d) Portfolio Officers

(i) Should a Portfolio Office - being the Social Secretary, Director of Communications or Publications Editor - become vacant, the vacancy shall be filled by following the normal procedure for an Appointed Position Holder, requiring a two-thirds majority of Closed Council to ratify the appointment.

(e) Other Position Holders

(i) Should the office of Returning Officer become vacant, the Emeritus Committee shall meet as soon as possible to elect a new Returning Officer. The new Returning Officer may serve a full term of up to two terms.

RULE 11: HONORARY OFFICERS

(i) General Meetings shall have the power to create Honorary Officers of the Association by way of a 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 ten Honorary Officers at any one time. If there are already ten, the Association may not create anymore.

(iv) Honorary Officers may only be removed before their term expires by a majority vote of the Committee and a subsequent 2/3 majority vote at a meeting of Closed Council.

(v) The names and titles of Honorary Officers must be available to all members.

RULE 12: AMENDMENTS

(i) Any member may propose an amendment to the Rules or Standing Orders in a General Meeting. This shall require a 2/3 majority of members present and voting to pass.

(ii) Any member may propose an amendment to the Standing Orders in Closed Council. This shall require a 2/3 majority of members of Closed Council present and voting to pass.

(iii) Any member wishing to amend the Rules or Standing Orders in a General Meeting should submit a document to the Returning Officer detailing each element that they wish to amend. This document must also be submitted to the Junior Secretary 96 hours in advance of the relevant meeting, and the Junior Secretary shall be in dereliction of duty if they fail to circulate it at least 48 hours before the relevant meeting.

(iv) Any member wishing to amend the Standing Orders in Closed Council should submit a document to the Returning Officer detailing each Standing Order element that they wish to edit. This document must also be submitted to the Junior Secretary 72 hours in advance of the relevant meeting,

and the Junior Secretary shall be in dereliction of duty if they fail to circulate it to members of Closed Council at least 24 hours before the relevant meeting.

(v) All amendments shall come into force from the conclusion of the meeting in which they are passed.

(vi) The Returning Officer shall be responsible for ensuring all amendments are compliant with the procedure above, and shall be obligated to suppress any amendment that violates said procedure. The Returning Officer shall also ensure that any amendments are in line with the provisions of the Proctors Documents. They may be overruled by a simple majority of the Emeritus Committee.

(vii) Should a General Meeting determine to amend, delete or create a Standing Order, Closed Council may not amend, delete or re-instate such a Standing Order until the beginning of the next term. The General Meeting passing such a change may explicitly dis-apply this provision.

(viii) If an amendment is passed, the Returning Officer should make the necessary edits to the Governing Documents as well as adding the amendment to a separate digital and paper folder that is available to the membership, clearly stating each piece of wording that has been edited, for historical accuracy.

(ix) The Returning Officer is responsible for keeping the Governing Documents and the History of Amendments folder up to date.

(x) These documents must be provided to any member within 24 hours of asking.

(xi) The Returning Officer shall also be empowered to make minor edits for clarity without need for a motion, the procedure for which shall be defined in a Standing Order.

RULE 13: COMPLAINTS PROCEDURE

(a) General

(i) This procedure applies where a person believes that a Club member or members have failed to act in accordance with the Club's Code of Conduct, the University of Oxford's Policy and Procedure on Harassment, or have acted in breach of their obligations under the Club Constitution, during or in connection with Club activities.

(ii) At all times, the management of complaints against members shall be conducted in accordance with the principles of natural justice. Nobody who has a conflict of interest should be involved in decision-making under this procedure. If there is a doubt as to whether a conflict exists, advice should be sought from the Senior Member.

(iii) Should the Returning Officer be otherwise conflicted, or at the direction of the Chair of the Emeritus Committee, an Acting Returning Officer shall be appointed by the Chair. This shall be the individual most senior according to the Standing Order that lists Seniority among Electoral Officials, who is not otherwise conflicted and not sitting on the Panel. The Acting Returning Officer shall have the powers and duties of the Returning Officer, but not the office, for the purpose of Rule 13 alone. They shall have no jurisdiction with regards to the rest of the Governing Documents.

(iv) Should the Defendant be a non-member, the complaint shall be handled by Closed Council. The procedure for managing such a complaint shall be at the discretion of Closed Council, giving due regard to precedent and the principles in this Rule. Therefore the rest of this Rule does not apply to complaints against a non-member.

(v) ‘Chair’ in Rule 13 refers to the Chair of the Emeritus Committee.

(vi) If the identity of the Complainant(s) or Subject(s) is such that it is impossible for a quorate Emeritus Committee to consider the Complaint, the Complaint should be referred for consideration to the Senior Member, or, if the Senior Member is the Subject or otherwise conflicted, to the Proctors (casework@proctors.ox.ac.uk).

(vii) Time limits in this procedure should usually be met by all parties. Time limits may only be extended by the relevant decision-maker(s), with the consent of the Senior Member, where it is necessary to do so in order to ensure a fair outcome (for example, where more time is needed because of a party’s illness, the timing of examinations or during the holidays).

(b) Raising a Complaint

(i) If the complaint relates to conduct which could constitute a serious criminal offence the Club should seek advice from the Proctors’ Office (casework@proctors.ox.ac.uk).

(ii) All members shall have the right to raise a complaint against any other member. In these circumstances, the complaint shall be handled by the Emeritus Committee, as defined in Rule 7.

(iii) The Access and Welfare Officer and Chair of the Emeritus Committee shall be available to provide informal mediation before a formal complaint is raised, should both parties consent, and the matter does not relate to dereliction of duty.

(iv) A formal complaint shall be raised in writing to the Returning Officer, as soon as possible after the incident(s) concerned. They may also be submitted to the Chair of the Disciplinary Committee or the President. Complaints must be submitted within 28 days of the matter complained about.

(v) Complaints shall include:

- (A) The name(s) of the Defendant(s) or 'Person(s) Unknown' where this is not known,
- (B) A detailed description of the event(s) complained about,
- (C) All documentary evidence the Complainant intends to rely upon,
- (D) The names of any witnesses the Complainant intends to call, or written statements.
- (E) The outcome that is sought.

(vi) The Returning Officer shall assist with ensuring that complaints are validly submitted, and should a complaint be submitted invalidly within 28 days of the matter, there shall be a further 7 days available for the Returning Officer to aid in ensuring the complaint is re-submitted validly.

(c) Response

(i) Within three working days of receiving the complaint, the Chair of the Emeritus Committee shall open a Session of the Emeritus Committee, and write with recognition of the complaint to the Complainant.

(ii) They shall also inform the Defendant(s) of the complaint, notifying them of potential dates for a hearing, and advising them to begin preparing a defence in earnest. The Defendant shall submit a written response ('initial response') within three working days of being notified.

(iii) The Chair shall also inform the Senior Member.

(iv) The Emeritus Committee shall at all times be empowered to make further inquiries where necessary, and to bring further complaints against the Defendant, Complainant or other individuals where this becomes necessary in the course of proceedings.

(v) So long as they are not otherwise conflicted, the Returning Officer, Chair of the Emeritus Committee and Senior Member may by unanimous agreement, suspend the Subject's Club membership and/or access to Club activities and/or facilities for up to 28 days pending proceedings under this procedure. This shall ordinarily be to prevent the risk of harm or distress to Club members, and this power shall be exercised with significant restraint. Notwithstanding any other Rule or Standing Order, this shall not preclude the individual from standing for election *in absentia*.

(d) Hearing

(i) A case may be heard 'on the papers', thus not requiring a hearing, with the consent of all parties to the case and the Chair.

(ii) Noting the availability of the Complainant, Defendant(s) and members of the Emeritus Committee, they shall then schedule a hearing not less than two working days, but no more than seven working days after the initial notification of the Defendant.

(iii) Both the Complainant and the Defendant shall have the right to appoint a Representative to act instead of, or with them, to the Emeritus Committee. This shall not preclude the Emeritus Committee from demanding the presence of the Complainant or Defendant at the hearing.

(iv) A hearing shall encompass, at a minimum, the following:

- (A) Objections to the composition of the panel, should there be any.
- (B) Opening statements from both the Complainant and Defendant.
- (C) Questions from the Emeritus Committee.
- (D) Witness testimony and cross-questioning of consenting witnesses, should there be any.
- (E) Closing statements.

(v) Should there be objections to any member of the panel, these shall be considered by the other members of the panel. If a member of the Emeritus Committee is the Complainant or Defendant in a matter of a disciplinary or electoral complaint, they are automatically barred from sitting in that Session. If any member of the Emeritus Committee feels that they are heavily personally involved in the matter at hand, but not the Complainant or Defendant, they are expected to recuse themselves. If they refuse, other members of the Session may recuse them via a two-thirds majority vote, where the individual being voted on shall not be considered to be present and voting.

(vi) Hearings shall be recorded and minuted. Minuting should ordinarily be done by the senior Ex-Vice President sitting in that Session or by the Returning Officer.

(vii) Should witnesses called not wish to testify in person, they may submit an appropriate written statement.

(e) Decisions

(i) Complaints shall be upheld on the balance of probabilities, and by a simple majority vote of the Emeritus Committee.

(ii) Where a Complaint is upheld, it shall be in the determination of the Emeritus Committee to impose a penalty on the Defendant.

(iii) The following penalties may be applied:

(A) Immediate dismissal from any current Position,

(B) Revocation of any degrees of the member's seniority,

(C) Prevention from exercising the powers and privileges of a specific Ex-Position Holder,

(D) Call an Extraordinary General Meeting to host a Motion of No Confidence in any elected Position Holder, 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.

(E) A permanent or time-limited ban from standing for any Club Committee or non-Committee Position.

(F) Revocation of some, but not all, of the rights of membership,

(G) Suspension for up to two academic terms and the attached vacations,

(H) Expulsion.

(iv) The Emeritus Committee shall produce a report, ordinarily authored by the Chair. This shall detail the rationale behind upholding or dismissing the complaint; the penalty or penalties applied should there be any; any Interpretations, Recommendations and Directions.

(f) Other

(i) An Oxford University student (including students in the categories set out in Paragraphs 4, 6(a) to (c) of the Standard Constitution) whose membership of the Club is removed under this procedure has

a right to ask the Proctors to review the Committee's decision, under Paragraph 7 of the Constitution. The Proctors' review will consider whether the appropriate procedure has been followed and whether there has been any procedural irregularity or error. Such a review request should be made within 10 working days of notification of the decision.

(ii) The Committee will keep a record of all Complaints received and prepare an annual report that, in anonymised form, will set out:

- (A) the category of such Complaints (e.g. harassment, funding disputes or service issues);
- (B) an overview of how Complaints were resolved; and
- (C) any Committee recommendations arising from them (for example, what further steps, including training, the Club may wish to consider to deal with incidents of harassment).

(iii) Non-anonymised records should be held securely and destroyed when they are no longer needed, in accordance with data protection legislation.

(g) Offences

The following shall be disciplinary offences, at any meeting or event of the Association, or purposes connected to the Association. Disciplinary offences may be listed elsewhere in the Governing Documents, so long as it is clear that they are to be treated as such.

- (i) Filing a baseless or malicious accusation.
- (ii) Conspiring to commit any offences under this Rule.
- (iii) Dereliction of a duty or duties defined in the Governing Documents.
- (iv) Violation of the Code of Conduct or University Harassment policy.
- (v) Improper conduct or actions that could damage the reputation of the Association or hinder its stated objectives.
- (vi) Abuse their Position in the Association for personal gain, or the gain of others.
- (vii) Any behaviour that is verbally or physically abusive towards a Position Holder while they are executing their duties or enforcing the Association's rules. This includes threats, intimidation, and other forms of abuse.
- (viii) Violating 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.
- (ix) Removing a signatory on the bank account without appropriate process under the relevant Rules and/or Standing Orders.

- (x) Breaching *in camera* provisions.
- (xi) Purporting to hold seniority, or powers, that the member does not hold.
- (xii) Failing to uphold the determinations of a Disciplinary Body.
- (xiii) Knowingly misleading the membership, or any meeting, or other body of the Association.
- (xiv) Acting *ultra vires* to one's powers and privileges as set out in these Governing Documents.
- (xv) Conspiring to commit, or attempting to commit, any offence.

RULE 14: MOTIONS OF NO CONFIDENCE

- (i) Any member may bring a vote of no confidence to a General Meeting, against any Position Holder excluding the Senior Member.
- (ii) These must be submitted via the normal Agenda provisions for General Meetings, or with a requisition for an Emergency General Meeting if it is being called for the purpose of a Motion of No Confidence.
- (iii) All members shall have the right to ask questions and make speeches in favour and against and ask questions, though total proceedings should last no longer than thirty minutes. If the Position Holder in question or the mover of the motion is Chairing the meeting, they will yield the Chair.
- (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.
- (v) After an unsuccessful Motion of No Confidence, no further Motion of No Confidence may be moved in that Position Holder for at least 10 calendar days.
- (vi) Procedures under this Rule shall at no times prevent any member from moving an indicative vote that they have no confidence in a Position Holder, which shall have no binding effect.

SECTION 4

THE STANDING ORDERS

STANDING ORDER 1: FINANCIAL POLICY

(a) Signatories and Management

- (i) The Association bank account is with Metro Bank. Changing this account shall require the alteration of this Standing Order.
- (ii) The signatories to the bank account shall ordinarily be the Junior President, Junior Treasurer and Senior Treasurer. A motion to this effect, shall be passed at the meeting of Closed Council immediately following the election, and shall be moved by the Returning Officer.
- (iii) All financial transactions shall be originated by the Junior President, Junior Treasurer or Senior Treasurer. Any transaction exceeding £100 shall require the authorisation of a simple majority vote of Closed Council.
- (iv) A simple majority of Closed Council present and voting may also authorise any expenditure it sees fit up to £250, without origination from the Junior President or either Treasurer.
- (v) Any transaction exceeding £250 shall require the unanimous consent of the Junior President, Senior Treasurer and Junior Treasurer. It may be vetoed by a two-thirds majority vote of Closed Council.
- (vi) The Senior Treasurer, assisted by the Junior Treasurer, shall be responsible for maintaining a budget spreadsheet, and keeping a record of all Association spending.
- (vii) The Junior Treasurer shall be obligated to present the budget and spending to Closed Council if so requested by any member with at least 24 hours notice.
- (viii) The Junior Treasurer, in consultation with the Senior Treasurer, shall be responsible for maintaining the Association's cash box, and a record of how much cash the Association is in possession of.

(ix) Removal of an individual as a signatory, except in accordance with (b) below shall require the approval of a majority of the Senior Officers. Removing an individual without such approval shall be a Disciplinary Offence.

(b) Handover and Debit Cards

(i) At the end of each term, it shall be the responsibility of the outgoing Junior President, Junior Treasurer and the Senior Treasurer to ensure that the new Junior Treasurer and Junior President (and in Hilary only, the new Senior Treasurer) are added as signatories to the bank account, and that the outgoing Junior Treasurer and Junior President are removed. The Junior Treasurer shall be required to submit evidence of this to the Returning Officer.

(ii) The Junior Treasurer should also hand the cash box to the Junior Treasurer-Designate after the final event of term.

(iii) During the handover period, the Junior Treasurer-Designate shall be subject to the wishes of the sitting Junior President and Junior Treasurer, and shall be compelled when asked to execute transactions on behalf of the sitting Officers, unless said transactions violate other parts of these Rules.

(iv) At all times, only the Senior President, Senior Treasurer, Junior President, Junior President-Elect, Junior Treasurer and Junior Treasurer-Designate shall be allowed to hold an Association Debit Card, unless otherwise authorised by the Emeritus Committee.

(v) Upon vacation of any of those Offices, except for when the individual is succeeding to another one of those offices, they shall destroy their Association Debit Card and present evidence of having done so to the Returning Officer. They may only continue to hold said Debit Card if approved by Closed Council for no more than two weeks, subject to renewal a maximum of twice.

(vi) If the Returning Officer does not receive timely evidence that a Debit Card has been destroyed or that the signatories and possession of the cash box have been changed, in accordance with (III) above, they should act in accordance with Rule 4(c)(v)(F).

(c) Debts to the Association

(i) The Junior Treasurer, with the supervision of the Senior Treasurer, shall be responsible for the administration of monies owed to the Association.

(ii) All monies must be paid back within 28 days of either of the following:

(A) The member owing monies was informed of their need to pay the Association by any Position Holder, such that in the Junior Treasurer's reasonable opinion that member knew, or reasonably should have known, about their requirement to pay.

(B) The Junior Treasurer writes to the member to explain the requirement to pay, either after or instead of the member being informed under (A) above.

(iii) Any member with debts still outstanding after 28 days shall be suspended from membership; this shall include the loss of the right to attend meetings and vote in elections. They shall also be prevented from attending any event of the Association, save with the permission of the Senior Treasurer sent in writing to the Junior President and Returning Officer. Should they be a Position Holder, this will be deemed to be a resignation from that Position.

(iv) The Junior Treasurer shall write to the member in question 24-26 days after the member being informed under (ii) above, to inform them of their impending suspension. They shall also inform them of their right to apply for this suspension to be waived, as below. The member may write to the Junior Treasurer to ask for such a waiver at any time before their membership is suspended. Should they apply for this, their suspension shall be suspended until such a time as a decision is made on the waiver.

(v) Suspensions may be waived in writing by the Senior Treasurer and Junior Treasurer acting unanimously where they believe that the members financial circumstances so require. This shall only be for 28 days, such all debts must be repaid within 56 days of the member being informed under (ii) above.

(vi) Should a debt remain outstanding after either 28 or 56 days (depending on the granting of a waiver), that member shall be expelled from the Association. They shall be informed of this in writing by the Junior Treasurer, who shall also inform the Senior Secretary and Junior Secretary. Readmission to membership shall be conditional on repayment of their debt and a simple majority vote of Closed Council.

(vii) The management of debts owed by non-members shall be at the exclusive reasonable discretion of the Junior Treasurer, though they should be informed by the contents of the procedure for members.

STANDING ORDER 2: MINOR EDITS

- (i) The Returning Officer may make minor edits to the Rules, Standing Orders and Interpretations only so as to correct issues with spelling, grammar, clause demarcation and other such linguistic matters, or to clarify disputes over whether parts of the Governing Document refer to specific Senior or Junior Officers.
- (ii) These edits shall be in no danger of affecting the intention, effect or procedure of the section of the Rules, Standing Orders or Interpretations in question.
- (iii) The nature of such edits shall be included with the agenda for the next meeting of Closed Council, and explained at that meeting by the Returning Officer or their agent. A minor edit shall automatically be reversed if this is not done.
- (iv) If any member believes an edit to be incompatible with the provisions of (i)-(ii) above, then they may appeal it within seven days to a Session of the Emeritus Committee. If an edit is appealed, it shall be suspended in its entirety until the conclusion of the Session of the Emeritus Committee.

STANDING ORDER 3: ACCESSIBLE ROOMS

- (i) All events of the Association shall be hosted in spaces that are fully accessible to those with disabilities.
- (ii) It shall be a reasonable duty on the Junior President to ensure that (i) above is followed at all times.
- (iii) There shall be a reasonable duty on the Junior President to ensure that events run in conjunction with other societies and other organisations, shall be hosted in spaces that are fully accessible to those with disabilities.

STANDING ORDER 4: HANDOVER

- (i) All Position Holders are expected to meet with their successors before the transfer of power, and to produce a handover document.
- (ii) They should transfer all Association assets and documents in their possession.
- (iii) Failure to do any of this within one week of power being transferred shall compel the Returning Officer to act in accordance with Rule 4(c)(v)(F).

STANDING ORDER 5: ENDORSEMENTS AND PATRONAGE

- (i) The Association may vote to endorse another organisation or to donate funds to another organisation or person. 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 Great Britain.
- (iii) The Association may issue official statements, statements of policy and other such comments on political matters as may be necessary from time to time. Such statements or comments must be approved by a simple majority of Closed Council. Such statements or comments shall not be deemed to represent the individual views of those voting for or against, or of the membership more widely.
- (iv) The Association may, by a simple majority of Closed Council, endorse candidates in external elections, so long as this does not contravene the Rules of that election. This shall not prevent members of the Association from supporting other candidates.

STANDING ORDER 6: LIQUOR AND LIBERALISM

- (i) There shall be an event called Liquor and Liberalism, where members and non-members may engage in debate, and drinks shall be served.
- (ii) The Junior President shall call at least four events of this nature each term.
- (iii) Members shall at all times behave themselves with decency and decorum, and shall not abuse or sexualise any other person at any time.
- (iv) At the beginning of each event, the Junior President, Access and Welfare Officer or a nominated deputy shall give a brief notice to the membership reminding them of expected behaviour and the available sober welfare support.
- (v) The Junior Treasurer or their agent shall, at a meeting of Closed Council preceding Liquor and Liberalism, move to approve a budget for each event. Any deviation from this budget due to urgent circumstances maybe done before or during the event and shall require the approval in a recorded format of a Senior Officer. Such a deviation shall be explained to the next meeting of Closed Council.
- (vi) The Junior President shall nominate one member, ordinarily another Position Holder, to serve as Assistant Treasurer at each event, who shall assist the Junior Treasurer in taking payments at the door.

STANDING ORDER 7: SENIORITY AMONG ELECTORAL OFFICIALS

(i) The Seniority among Electoral Officials shall be as follows:

The Returning Officer,
Deputy Returning Officers *in order of the shortlist*.

(ii) Where necessary, for the purposes of an Acting Returning Officer, the following shall also have seniority below that of Deputy Returning Officer, in order of recency of leaving Office where there is more than one Ex-Holder of the same Office:

Ex-Returning Officers *in statu pupillari*,
Ex-Deputy Returning Officers *in statu pupillari*,
Ex-Junior Presidents *in statu pupillari*,
Ex-Junior Secretaries *in statu pupillari*.

STANDING ORDER 8: EQUIVALENT POSITIONS

(i) Ex-Spirits Officers shall be deemed to be Ex-Social Secretaries.

(ii) Ex-Chairs of College Branch Societies shall be deemed to be Other Ex-Appointed Position Holders.

STANDING ORDER 9: FREE ENTRY TO EVENTS

(i) Honorary Officers and the Senior Member shall be entitled to free attendance including all costs, at any event of the Association.

(ii) Ex-Presidents and Ex-Vice Presidents who are not Honorary Officers, or the Senior Member, shall be entitled to free attendance including all costs, at any event of the Association up to a total of £15 per event.

STANDING ORDER 10: FURTHER ELECTION PROCEDURES

(a) Manifestos

(i) Candidates for Junior Office shall be required to produce a manifesto of no more than 500 words.

- (ii) Manifestos must be submitted with nomination forms. Failure to submit a manifesto shall render a nomination invalid. Any member may request, upon the closing of nominations, the manifestos of any candidate. The Returning Officer shall provide them with such manifestos within 24 hours of the request, up until the publication of the candidates list.
- (iii) Manifestos must be simple black text on a white page. The Returning Officer shall be responsible for ensuring all manifestos are standardised to the same font and size etc.
- (iv) Where a candidate is a current or former Position Holder, at least 25% of their manifesto shall be dedicated to achievements within the Association. This shall count as experience for the purposes of (v) below.
- (v) In total, at least 50% of any candidate's manifesto shall detail any experience that demonstrates capability for the role that they are standing for.
- (vi) Any pledges made in a manifesto must be feasible. This shall be at the determination of the Returning Officer.
- (vii) The Returning Officer may request that candidates produce evidence for any of their experience claims, or to determine the feasibility of their pledges. The burden shall be on candidates to fulfil this request.
- (viii) The Returning Officer may strike any claim or pledge that does not meet the provisions of this Standing Order. Any such decision may be appealed to the Emeritus Committee, only on the grounds that it was unreasonable and substantially affected the election.
- (ix) Any member may object in writing to the Returning Officer to any provision in a manifesto, on the grounds that it is false, misleading, unreasonable, unfeasible or otherwise improper. It shall be in the determination of the Returning Officer whether to uphold such an objection. Candidates shall be allowed to provide representations to the Returning Officer regarding objections. Objections shall be dealt with anonymously.
- (x) Candidates may list endorsements from Position Holders or Ex-Position Holders of the Association on their manifesto. This shall not count towards experience and capability.
- (b) Hustings

(i) Candidates for Junior Office shall be required to hust during the meeting in which the election is taking place. The Returning Officer shall chair hustings, or in their absence another Electoral Official.

(ii) Hustings speeches shall be no more than three minutes in length.

(iii) Members shall have the opportunity to ask at least two questions to candidates. Questions must be addressed to all candidates.

(iv) The Returning Officer may permit candidates for Portfolio Offices to hust, should time allow. Speeches may be shorter, at the discretion of the Returning Officer.

(c) Ties

(i) Where two candidates are tied in any round of counting, ties shall first be broken by virtue of the Table of Seniority, with the candidate with the lower seniority being eliminated. None of the Above shall always be considered to have lower seniority than any human candidate.

(ii) Should there be no difference in seniority, for example where both candidates are Ordinary Members, those voting members of Closed Council present shall be instructed by the Returning Officer to vote between the two candidates. The loser of this vote shall be eliminated.

(iii) Should this vote also be a tie, the individual who would have been the Chair, had the tie-break vote been an Ordinary Meeting of Closed Council, shall have a casting vote.

STANDING ORDER 11: MEMBERS' FACEBOOK PAGE

(i) There shall be a private Facebook page that is only accessible to members of the Association. It shall fulfil the function of a digital noticeboard.

(ii) The admins of this page shall ordinarily be the Junior President, Returning Officer and Director of Communications. Adding any other individual shall require the consent of Closed Council. At all times it shall be the responsibility of the Director of Communications to ensure that there are at least two admins.

(iii) The link to join the Facebook page shall be public on the Association's website and Instagram page, and circulated to the mailing list at least once per term.

(iv) The Junior President shall be responsible for ensuring that applications for Positions are advertised on the page.

(v) The Junior Secretary shall be responsible for publishing Council agendas and minutes on the Facebook page.

(vi) The Director of Communications shall be responsible for ensuring that all events of the Association are advertised on the page.

(vii) The Returning Officer shall be responsible for ensuring that all matters relating to elections, and Electoral Officials, are advertised on the page.

(viii) Members shall be encouraged to engage in good chat on the page.

STANDING ORDER 12: MEMBERSHIP AND MAILING LISTS

(i) The Senior Secretary, with the assistance of the Junior Secretary, shall be responsible for ensuring that the Association's email lists are in good order.

(ii) At a minimum, there shall be:

(A) The general mailing list, including non-members.

(B) The *in statu pupillari* membership mailing list.

(C) A list of emails for graduated members of the Association.

(iii) Only the Senior Officers, Junior President, Junior Secretary and Returning Officer shall have access to these lists, and shall use them for the purposes of their duty only. The Alumni Officer shall have access to the list of graduated members.

(iv) The Alumni Officer shall be granted access to all lists in Trinity Term only, so as to fulfil their duty to ascertain those members who are graduating.

(v) Should any member entitled to the lists under (iii) above feel that any other Position Holder requires access to any mailing list, this shall require the consent of Closed Council. A time limit shall be specified on any such motion.

STANDING ORDER 13: RETURNING OFFICER'S ARCHIVE

(i) The Returning Officer shall be responsible for maintaining an archive of matters related to their work, which shall be stored on the official Returning Officer gmail account.

(ii) This shall contain at a minimum, from the re-founding:

- (A) Election Results
- (B) Emeritus Committee Reports and Minutes
- (C) All editions of the Governing Documents and their predecessors
- (D) The History of Amendments Folder
- (E) All minutes of Open and Closed Council, or other equivalent bodies.

(iii) Members may request to see parts of the archive. The Returning Officer shall make a copy of only the relevant parts to send to such a member. The Returning Officer shall take care not to share any *in camera* material.

(iv) Making unsanctioned copies of the archive shall be considered a Disciplinary Offence.

STANDING ORDER 14: ELECTIONS TO COMMITTEE

(i) The elections to Committee shall be conducted in accordance with the provisions of the Standard Constitution.

(ii) At a meeting of the Committee in 3rd Week of Hilary Term, the members of the Committee shall approve their nominations for the following year's Committee. These nominations shall be sent in writing to the Junior Secretary and Returning Officer. The Senior Secretary shall ensure that those nominations are included in the notice of the Annual General Meeting, along with an explanation of how other members can nominate themselves.

(iii) Members may express interest in being on the next year's Committee by writing to the Committee at any time from the start of Hilary Term. The Committee shall be empowered to nominate any member, even those who have not expressed interest.

(iv) Members not nominated by the Committee may nominate for the Committee by emailing the Returning Officer, Junior Secretary and Senior Secretary at least seven days prior to the Annual General Meeting or by the deadline for nominations to the termly election, whichever is earliest. The

Returning Officer shall ensure that a full list of candidates for Committee is published with the normal list of candidates for the termly election.

(v) The Returning Officer shall ordinarily administer the election, at the same time as the ordinary termly election. Any Electoral Official may choose to offer themselves as a candidate for Senior Office. In this circumstance the elections should be managed by the most senior Electoral Official who is not a candidate. They shall be deemed to be the Acting Returning Officer, for the purposes of the Committee elections alone. The Returning Officer shall be obligated to forward on any necessary communication to the Acting Returning Officer within 24 hours – failure to do so shall be a disciplinary offence.

(vi) Should any Electoral Official be a candidate for Committee, there shall be two separate ballot papers.

(vii) The Committee shall take office from the Trinity Term following the Hilary General Meeting in which they are elected until the conclusion of the following Hilary. They shall be deemed to have resigned from any other Association Positions they may hold upon their ascension to a Senior Office.

(viii) Elections to the Committee shall be subject to the electoral tribunal process outlined in Rule 5.

STANDING ORDER 15: PARTY MEMBERSHIP REIMBURSEMENT

(i) The Junior Treasurer shall be required to create a system of reimbursement for the first year of membership for members who also wish to become members of the Liberal Democrats, this system shall ensure that these individuals have joined at the lowest cost rate available to them at the time.

(ii) This right shall be advertised on the website, on the Association's communications platforms at least once termly and where possible in email newsletters.

(iii) In Michaelmas Term, this shall also be advertised on the Freshers Fair stall, at the discretion of the Junior President.

STANDING ORDER 16: ASSOCIATION POLICY

(i) Once a term, the Political Officer shall call a Policy Meeting. All members of the Association shall be entitled to attend and vote, save for those listed in (iii) below, in the Policy Meeting, which shall normally be chaired by the Political Officer.

(ii) Any three members may request to the Political Officer, or the Political Officer, at their own discretion, may call an Emergency Policy Meeting to debate a specific matter arising of particular relevance to any matter within the remit of (v) below, this shall occur no less than 2 days and no more than 9 days after such a request or decision is made.

(iii) No member who is a member of a political party that is not the Liberal Democrats, or an appropriate international sister party shall be allowed to vote in the Policy Meeting. Members who are also members of the Liberal Democrats or an appropriate international sister party shall have their vote counted twice for all votes taken in the Policy Meeting only.

(iv) Members must be given at least 72 hours notice of the Policy Meeting. It shall ideally be advertised in the termcard. Members may submit policy proposals up to 24 hours before the start of the meeting. Amendments to any motion may be introduced during the debate by any speaker, providing that the text was sent to the Junior President and Political Officer prior to the start of the meeting. Procedure regarding amendments shall be at the discretion of the Chair.

(v) Policy proposals must relate to matters of local, domestic or international politics.

(vi) The Junior President shall be allowed to determine the order of policy proposals for debate and shall ensure the texts of all motions are published in any appropriate forum, at least 12 hours before the start of the meeting.

(vii) Members shall be allowed to debate policy proposals for a maximum of half an hour per proposal. At the end of the debate, the Political Officer shall call a vote. Any policy achieving a simple majority of those present shall be deemed to be Association policy. Amendments will also require a simple majority vote of those present.

(viii) The Political Officer shall be responsible for creating a digital policy book listing all extant policies with the addition of any adopted at the meeting. This shall be freely available to all members.

(ix) Policies may be repealed by a policy proposal at a subsequent Policy Meeting. Should a new proposal that is passed be substantially different from a previously passed proposal, at the determination of the Political Officer, then implicit repeal shall be deemed to have taken place. All policies shall automatically expire on Saturday of 8th week of the 6th full term after their passage, unless otherwise specified or renewed by a new motion, although no motion shall be on the policy book for longer than 6 full terms without being brought for renewal.

(x) The meeting shall be no more than ninety minutes, save if members choose to extend it by half an hour by a simple majority vote of those present and eligible to vote. This may only be done twice and such a request may be overruled by the Chair, if there are reasonable constraints on the Chair or the Venue which do not allow for extension.

STANDING ORDER 17: FURTHER MEETING PROCEDURE

(i) Should either President not be present, or be unwilling to Chair - then the next most senior consenting person on the Table of Seniority who is not the Senior Member, who is a member of the relevant body, shall take the Chair. For the purposes of this clause, Ex-Presidents *in statu pupillari* shall rank after the Junior President-Elect.

(ii) Should either Secretary not be present, then the next most senior consenting person on the Table of Seniority, who is a member of the relevant body, shall minute. For the purposes of this clause, Ex-Vice Presidents and Ex-Secretaries shall rank above the Returning Officer.

(iii) For Closed Council, Agenda items shall be submitted to the Junior Secretary at least 24 hours before the time of the meeting, and the Junior Secretary shall circulate the agenda to all members of Closed Council, at least 12 hours before the start of the meeting.

(iv) At all Ordinary Meetings of Closed Council, minutes of the previous Ordinary Meeting and any Extraordinary Meetings that have taken place since the last Ordinary Meeting, should also be circulated with the Agenda.

(v) For Closed Council, no matter not specified on the Agenda, save any matter legitimately arising under 'Business Arising from the Minutes', shall be voted on or any substantive decision taken if two Members of Closed Council, being present at the time the matter arises, object before any motion is moved on that matter. This shall not apply to business that the Rules or Standing Orders reserve for any specific meeting. For General Meetings, no matter not on the agenda may be voted on or or any substantive decision taken.

(vi) Closed Council shall be able to conduct urgent votes as necessary via a method of instant messaging. Such a vote must be open for at least two hours, and permission shall first be sought from a Senior Officer, unless the person moving the vote is a Senior Officer. Any such vote shall require a two-thirds majority of those voting to carry, and a quorum of at least half of voting members to have

cast their vote. The details of any such vote shall be recorded by the mover at the next Ordinary Meeting of Closed Council.

(vii) The minutes of General Meetings shall be proposed for ratification by either Secretary at the next General Meeting or at a meeting of Closed Council, where all members present shall be allowed to vote.

(viii) Where ‘consent’, ‘approval’ or other such methods are required by these Governing Documents, granting or refusal must be noted by the person so requesting at the next minuted meeting of the most appropriate body. This shall be Closed Council, unless there is a good reason for it to be another body.

STANDING ORDER 18: ELECTION OF THE RETURNING OFFICER

(i) The Chair of the Emeritus Committee shall write to the membership within 72 hours, through either Secretary, if necessary, to open nominations for Returning Officer, upon receiving the resignation or notice of resignation from the incumbent Returning Officer.

(ii) Should the Chair of the Emeritus Committee be a candidate for Returning Officer, an Acting Chair shall be elected, who themselves is not a candidate. If necessary until the election of an Acting Chair, the most senior Senior Officer, who is not a candidate, may fulfil the functions of the Acting Chair.

(iii) Should the Returning Officer’s term expire without their resignation, they shall be deemed to have resigned two academic terms after their assumption of the Office. This resignation shall trigger the provisions of (a) above.

(iv) The Chair shall invite from the membership written statements, not exceeding 350 words, detailing experience and capability for the role, as well as desire for taking it up. They shall share these with the members of the Emeritus Committee as soon as possible after closing the nominations.

(v) A meeting shall be held no more than 96 hours after the writing to the membership in (a) above, the Chair shall give at least 12 hours notice of this meeting. This meeting shall constitute a Session of the Emeritus Committee.

(vi) All voting members of the Emeritus Committee not able to meet in person shall be able to vote via email to the Chair, submitted at least 1 hour before the meeting is scheduled to begin.

(vii) Members of the Emeritus Committee may deliberate *in camera* in relation to the received written statements. They shall then elect the Returning Officer via the Alternative Vote, where None of the Above is an option. Should None of the Above be the winner, the process shall be repeated.

(viii) Any and all ties may be broken by the Chair.

(ix) The new Returning Officer shall assume Office immediately after the vote result is announced, should the Office be vacant. Otherwise, they shall assume Office upon the exit from Office of their predecessor.

STANDING ORDER 19: COLLEGE REPRESENTATIVES

(a) General

(i) The Junior President may appoint College Representatives (College Reps), who shall be members *in statu pupillari* of the College they are engaged to represent.

(ii) Should there be no College Rep from any one College, a member may nominate themselves for the position. They must receive two written notes of support from other members of their College. The nomination, with notes of support, shall be submitted to the Junior Treasurer.

(iii) At the next meeting of Closed Council 24 hours after the Junior Treasurer receives the nominations, they shall propose the appointment to Closed Council, who shall approve or reject by simple majority.

(iv) There shall ordinarily be no more than two reps from any one College. Closed Council may increase this number for any College by a two-thirds majority vote.

(b) Removal

(i) Closed Council may, by a two-thirds majority in a secret ballot, remove a College Rep.

(ii) Any three members from the same College may move a motion of no-confidence in their College Rep. To do so they must give 48 hours notice to the Junior Secretary and Junior Treasurer.

(iii) At the next meeting of Closed Council, there shall be a secret ballot held where all members from that College shall be allowed to vote. Should 50% or more vote 'No Confidence' that College Rep shall be removed, provided at least three members vote in that ballot.

(c) Duties

(i) The College Reps must support the society in their college by setting up College Branches where possible.

(ii) College Reps should, where possible, advertise all events of the society to all at their College. In particular, they should advertise Liquor and Liberalism to all attending their college. College Reps shall automatically be resigned from their position upon failure to attend three Liquor and Liberalism events in one term. Any absence can only be passed by a unanimous vote of Closed Council.

STANDING ORDER 20: SENIOR COMMITTEE AUDIT

(i) The Committee, including the Senior Member, shall meet at least once a term. One of their meetings shall be designated as the Audit meeting. The Audit meeting shall take place before the Termly General Meeting, and ideally in 5th Week.

(ii) The Senior President shall write to all those listed in (iii) below to inform them of the Audit meeting, and their deadlines for submission.

(iii) The following shall be required to submit documents and information as listed in advance of the Audit meeting, within 48 hours of being informed:

(A) The Junior President shall be required to submit a report of their work in the term so far, and a summary of the work of the Portfolio Officers and Appointed Position Holders. The Committee may ask for specifics within that summary.

(B) The Junior President-Elect shall be required to update the Committee on the progression of preparations for the next term.

(C) The Junior Treasurer shall be required to submit the full financials of the Association, with explanations for any losses.

(D) Any person who has served as Junior Secretary since the last Audit meeting shall be required to submit any and all minutes for review.

(E) The Chair of the Emeritus Committee shall be required to submit to the Committee a summary of any Emeritus Committee cases since the last Audit meeting, including their findings.

(iv) The Committee shall review all the information provided to them, with a view to ensuring the good and efficient governance of the Association.

(v) The Committee shall produce a Report, ordinarily authored by the Senior President. This Report shall contain its opinions of the current state of governance of the Association, and any recommendations it has for improvements.

(vi) The Senior Officers shall be empowered by simple majority vote, to bring a disciplinary complaint or complaints, or to instruct the Returning Officer to bring a disciplinary complaint or complaints, where they feel a dereliction of duty has occurred. The Senior Member shall ordinarily not participate in discussion of such a matter.

(vii) The Audit meeting shall ordinarily sit excluding observers, save that the Committee may invite in any member to observe by simple majority. The Committee shall otherwise follow normal meeting procedure.

(viii) Failure to comply with the provisions of this Standing Order shall be a disciplinary offence.

STANDING ORDER 21: NAMING OF EMERITUS COMMITTEE CASES

(i) In general, a case of misconduct is brought against a specific named member. A case brought corporately or an Appeal is brought against a Position/Body, not a named member. The Emeritus Committee, or the Returning Officer with the consent of the Chair of the Emeritus Committee, shall be empowered to amend the names of cases so as to ensure compliance with this Standing Order.

(ii) For an ordinary Disciplinary Complaint brought by one member against another member, the case should simply be known as Member v Member, for example:

Lloyd-George v Gladstone

(iii) For an interpretative Appeal brought against the Returning Officer, the case should be known as Member v Returning Officer (Name of Returning Officer), for example:

Gladstone v Returning Officer (Mill)

(iv) For an obligatory Disciplinary Complaint brought by the Returning Officer as part of their duties, the case should be known as Returning Officer (Name) v Member:

Returning Officer (Mill) v Lloyd-George

(v) For an Appeal brought under the element of the Rules that allows judicial review style challenges, the case should be known as Member v the Body/Position Holder (name) whose action/decision is being appealed.:

Lloyd-George v Junior President (Asquith)

Lloyd-George v Closed Council

Lloyd-George v Senior Officers

(vi) For a case brought corporately by the Senior Officers in accordance with the audit Standing Order, the case shall be known as Senior Officers v Member, for example:

Senior Officers v Gladstone

(vii) Cases shall be referenced with the name of the case, the term in square brackets, EC and then the number of the Session of the Emeritus Committee in which the case was heard. It should also be added whether a case is cited in *in camera* form (IC) or public form (P). The inclusion of EC is so as to differentiate with Rulings of the Returning Officer (RO). Rulings of the Returning Officer should be given a succinct name that summarises the matter at hand, or named after the member requesting the Ruling (with their consent), and prefaced with *In re:*. For example:

Returning Officer (Mill) v Lloyd-George [TT99] EC-21-IC

Returning Officer (Mill) v Lloyd-George [TT99] EC-21-P

In re: Powers of the Junior President [TT99] RO

In re: Lloyd George [TT99] RO

(viii) Should a Ruling of the Returning Officer be Appealed, the initial Ruling shall be re-named so as to ensure consistency. If we assume that the Ruling below is by Mill as Returning Officer, and is appealed by Lloyd-George to the 21st Session of the EC, it should be renamed:

In re: Powers of the Junior President [TT99] RO

STANDING ORDER 22: BESTOWING OF TITLES

- (i) The Senior President may bestow a title or titles upon any member they choose. These shall have no power, status or seniority; nor shall they be considered to be Honorary Officers. Such titles must come with specific responsibilities, to be monitored by the bestower.
- (ii) Such titles shall primarily be used for internal Association events. They may be revoked at any time by the Senior President.
- (iii) The Senior Treasurer, Senior Secretary or Junior President may also exercise the power to bestow titles, with the consent of the Senior President.
- (iv) In Michaelmas Term 2025, the Junior President shall be empowered to appoint one member as Treasurer Emeritus. This member shall be a Position Holder for the purposes of Rule 13 and Rule 14.

SECTION 5

INTERPRETATIONS OF THE EMERITUS COMMITTEE

INTERPRETATIONS OF THE EMERITUS COMMITTEE

Emeritus Committee Interpretation 1: Electronic Communication of the Emeritus Committee

Regarding the Emeritus Committee's operation through electronic communication:

Electronic communication outside of, but after the first, meeting of a Session of the Emeritus Committee shall be a valid way, at the discretion of the Chair and Emeritus Committee, to action any decision making power of the Emeritus Committee, insofar as all members of that session are contacted and part of the communication, insofar as this does not contravene any other part of the Governing Documents.

Session I of the Emeritus Committee, 11/01/2025.

Amended by the Returning Officer, Zaghām Farhan - 20/03/2025.

Emeritus Committee Interpretation 2: Defining Suspensions and Expulsions

Regarding the power of Suspension and Expulsion with regard to Rule 13(e)(iii):

Suspension and Expulsion shall include the denial of all rights and privileges of membership, including attendance at events of, or organised by, the Association.

Session I of the Emeritus Committee, 11/01/2025.

Amended by the Returning Officer, *Zagham Farhan* - 20/03/2025.

Emeritus Committee Interpretation 3: Recognising predecessor Disciplinary Bodies

Regarding recognition of appropriately constituted Disciplinary Bodies of predecessor societies with regards Rule 13(c)(i):

“Session of the Emeritus Committee” with regards Rule 13(c)(i) shall be considered to include any appropriately constituted Disciplinary Body of a predecessor society recognised as such by the Emeritus Committee.

Session I of the Emeritus Committee, 11/01/2025.

Amended by the Returning Officer, *Zagham Farhan* - 20/03/2025.

Emeritus Committee Interpretation 4: Procedure for recognising previous Suspensions and Expulsions

Regarding the procedure for consideration of Suspensions and Expulsions from predecessor societies with regard to Rule 7(d)(ii):

Where a member of the Emeritus Committee becomes aware of evidence that a suspension that would be currently in effect or an expulsion from an appropriately constituted disciplinary body of a predecessor society exists, they shall call a session of the Emeritus Committee under Rule 7(d)(ii), which shall ordinarily be restricted to members of the Emeritus Committee and deal solely with the matter of the existence of a suspension or expulsion in a predecessor society.

The role of this session shall be to ascertain only if such a measure was taken by an appropriate body of a predecessor society, it shall have no role as an appellate body nor hear any detail of the case beyond what is necessary to ascertain such a fact.

The Emeritus Committee shall recognise any such measure of a predecessor society if the Emeritus Committee is provided with either documentary evidence of such a measure which proves it was taken beyond reasonable doubt, or testimony from either a person who sat on the Disciplinary Body which

conferred the measure, or a person who enacted the measure as duly conferred, which satisfies them beyond reasonable doubt that the measure existed.

An appropriate member of the Emeritus Committee should make all reasonable attempts, to the satisfaction of the meeting of the Emeritus Committee, to inform the member concerned that evidence has been received of a relevant measure against them once the Emeritus Committee is satisfied of the evidence under this process. They should be invited to make a representation to the Emeritus Committee if they believe that no such measure was conferred, or there was a serious procedural issue that the Emeritus Committee should be aware of. The Emeritus Committee should consider this as it arises, although their initial satisfaction shall not be overturned unless the representation provides any reason to doubt the evidence in the hearing. If such doubt arises, the hearing shall continue and the Emeritus Committee shall exercise any investigative power it is so empowered to use to ascertain the existence of the measure.

Session I of the Emeritus Committee, 11/01/2025.

Amended by the Returning Officer, *Zagham Farhan* - 20/03/2025.

INTERPRETATIONS OF THE RETURNING OFFICER

Returning Officer's Interpretation 1: Elections in the Vacation

Elections in the vacation may be conducted using online forms as opposed to paper ballots, in accordance with Rule 9(vii).

Julian Wang, *University College* - 09/09/2024.

Amended by Zagham Farhan, *University College* - 20/03/2025.

Returning Officer's Interpretation 2: Pending Registration with the Proctors

In circumstances where the Association is not currently fully registered with the Proctors, the provisions of the Proctors Documents and any explicit references to the Proctors shall not apply, and the Standing Orders shall take precedence over other parts of the Rules.

Julian Wang, *University College* - 11/01/2025.

Returning Officer's Interpretation 3: Emeritus Office Vacancies

With regards to Rule 16(c)(iii)(A) 'previous holder of that Office' shall mean the person who most recently held the relevant Senior Office, regardless of previous resignations or removals from the specific Emeritus Office. The exception to this shall be if the individual concerned caused the instant case vacancy by way of resigning or being removed, ignoring previous vacancies that may have caused the instant case vacancy by way of a chain effect.

Zagham Farhan, *University College* - 20/03/2025

Returning Officer's Interpretation 4: Issuing of Rulings and Interpretations

A formal Interpretation shall be deemed issued upon being sent in writing to the Junior President, and appended to the most up-to-date digital version of the Rules, maintained by the Returning Officer. A Ruling arising from the Returning Officer's interpretative power shall be deemed issued upon being sent in writing to the Junior President. In both circumstances, the Returning Officer or their agent shall be obligated to explain the substantive nature of their action to the next meeting of Open Council, and shall be required to produce the exact text to any member so requesting within 24 hours.

Zagham Farhan, *University College* - 16/03/2025

Amended by Harriet Dolby, *Lady Margaret Hall* - 31/08/25.

Returning Officer's Interpretation 5: Powers of the President

The meaning of 'overall management of the Association' in Rule 4(c)(i)(A) is that the Junior President may exercise any prerogative power afforded to them by the Governing Documents and any other power not explicitly reserved by another body. For the absence of any doubt, this includes the right to remove members or bar them from entering events.

Noting the provisions of Rule 7:

The Junior President may be overruled by a body with greater power, where the power is not one explicitly reserved for the Junior President. Closed Council is the sovereign authority of the Association and as such may overrule the Junior President by way of a motion.

Zagham Farhan, *University College* – 21/03/2025

Returning Officer's Interpretation 6: Interpretation by the Acting Returning Officer for the Purposes of Rule 13(a)(iii)

Where an individual assumes the powers and duties but not the office of Acting Returning Officer, "for the Purposes of Rule 13 alone" shall be deemed to confer power of interpretation on matters arising out of the operation of Rule 13 only where Interpretation is required to fulfill any duty under Rule 13.

Oliver Jones-Lyons (Acting Returning Officer for the purposes of Rule 13 alone *cum* Ex-Returning Officer), *Christ Church* - 23/03/2025.

Returning Officer's Interpretation 7: the Person of Acting Returning Officer for the Purposes of Rule 13(a)(iii)

In the case of the inability of the Chair to serve and until such a time as an acting Chair may be elected, the individual who assumes the powers and duties of Acting Returning Officer for the purposes of Rule 13 alone shall be the most senior individual not conflicted and not currently sitting according to Seniority amongst Electoral Officials from the time of submission.

If some material change of matters of fact occurs which means that the Individual who currently has the powers and duties of Acting Returning Officer for the purposes of Rule 13 alone under Rule 13(a)(iii) is not the most senior individual not conflicted and not sitting on the panel, then they shall immediately demit those powers and duties and the person most senior shall assume them.

Oliver Jones-Lyons (Acting Returning Officer for the purposes of Rule 13 alone *cum* Ex-Returning Officer), *Christ Church* - 23/03/2025.

Returning Officer's Interpretation 8: Hustings for None of the Above

Given that None of the Above is to be 'treated as if they are any other candidate for the purposes of the count and election', and that the hustings process outlined in Standing Order 10(b) is a part of the election, None of the Above is 'required' to hust during the meeting. None of the Above is of course unable to do so by virtue of not being human, and therefore another member shall hust on their behalf. This member shall be selected by the Returning Officer and may not be another candidate. They shall ordinarily be an Electoral Official.

Zagham Farhan, *University College* - 03/05/2025.

Returning Officer's Interpretation 9: Elections and General Meetings

In circumstances where the Termly General Meeting is not validly called, this shall not preclude the running of the termly election in 6th Week, so long as adequate notice of the election has been given. The Senior President and Senior Secretary shall work as swiftly as possible to ensure the valid calling of a General Meeting.

Zagham Farhan, *University College* - 03/06/2025.

Amended by Harriet Dolby, *Lady Margaret Hall* - 31/08/25

Returning Officer's Interpretation 11: Acting Returning Officer under Standing Order 14(b)

Where an individual is deemed to be the Acting Returning Officer as under Standing Order 14(b), this shall be deemed to confer power of interpretation on matters required to perform these duties and arising out of the operation of Rule 5 and Standing Order 14, for the purposes of their duty as Acting Returning Officer only.

Adam Turner (Acting Returning Officer for the purposes of Standing Order 14 alone *cum* Deputy Returning Officer), *St Cross College* - 19/06/2025.

Returning Officer's Interpretation 12: In the event of no nominations for a Senior Office

Where no nomination has been received for an election to Senior Office, the Returning Officer shall have the discretion to receive nominations at the relevant General Meeting. The Members should have the greatest opportunity to choose their elected leadership, and thus the Returning Officer must exercise this discretion in balance with the obligations of candidates for election to the Members, insofar as submitting a timely nomination is required.

Adam Turner (Acting Returning Officer for the purposes of Standing Order 14 alone *cum* Deputy Returning Officer), *St Cross College* - 19/06/2025.

Returning Officer's Interpretation 13: Conduct of an Election to Senior Office

The Returning Officer shall ordinarily run Elections to Senior Office in line with the procedure outlined in Rule 5, but shall make any necessary amendments to the conduct of the Poll and Count so as to facilitate an orderly Election.

Adam Turner (Acting Returning Officer for the purposes of Standing Order 14 alone *cum* Deputy Returning Officer), *St Cross College* - 19/06/2025.

Returning Officer's Interpretation 14: Assistants to the Returning Officer

The Returning Officer shall have the power to appoint any individual as their Assistant for the purposes of an Election or Elections, save for any person who has validly nominated as a Candidate or who is serving as a Candidate's Representative. Such an Appointment shall continue until revoked by a Session of Emeritus Committee, resignation, or the Election of a new Returning Officer.

Adam Turner (Acting Returning Officer for the purposes of Standing Order 14 alone *cum* Deputy Returning Officer), *St Cross College* - 19/06/2025.

Returning Officer's Interpretation 15: Time of Succession to Senior Office

Where an Election to Senior Office is held outwith the Hilary Term General Meeting, the successful candidates shall succeed to Office on the first day of the following academic term.

Adam Turner (Acting Returning Officer for the purposes of Standing Order 14 alone *cum* Deputy Returning Officer), *St Cross College* - 19/06/2025.

Returning Officer's Interpretation 16: Junior Office Requirements

Individuals appointed to Junior office by Closed Council, as articulated in Rule 5 (d)(vi), must meet the requirements outlined under Rule 5(c)(iv). Whilst the Returning Officer may choose to waive the campaigning requirement for these individuals appointed to a specific office or none (Rule 5(c)(iv)(a), this does not apply to Rule 5(c)(iv)(b and c). Thus, individuals appointed to Junior Office by Closed Council must be a student of the University of Oxford, and will be a student until they leave office, as proven by a valid dated student Bodleian Card. Moreover, these individuals appointed must be a member of the Liberal Democrats, or a recognised international sister party, as must be evidenced through proof of current membership of such an organisation, such as an email confirmation when one signed up to the party.

Harriet Dolby, *Lady Margaret Hall*- 10/07/25

Returning Officer's Interpretation 17: Acting Returning Officers

Holding the Position of Acting Returning Officer shall in no circumstance entitle individuals to Seniority under Rule 6.

Harriet Dolby, *Lady Margaret Hall* - 31/08/25

Returning Officer's Interpretation 18: Ex-Junior Officeholders

With regards to the Rule 8(b)(iv)(D)(I), 'immediate' shall be understood to mean the most recent holder of the relevant Junior Office.

Harriet Dolby, *Lady Margaret Hall*- 6/09/25