

Oxford Students Liberal Association

Governing Documents



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Returning Officer *cum* President Emeritus

Collegium Magnum Aulae Universitatis

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TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
CHANGES FROM THE LAST EDITION.....	4
SECTION 1.....	5
PREAMBLE.....	5
THE STRUCTURE OF THE GOVERNING DOCUMENTS.....	5
SECTION 2.....	6
THE STANDARD CONSTITUTION.....	6
CODE OF CONDUCT.....	14
SECTION 3.....	16
THE RULES.....	16
RULE 1: THE RULES AND STANDING ORDERS.....	16
RULE 2: FURTHER OBJECTIVES.....	16
RULE 3: MEMBERSHIP.....	16
RULE 4: POSITION HOLDERS.....	17
RULE 5: ELECTIONS.....	24
RULE 6: TABLE OF SENIORITY.....	30
RULE 7: EMERITUS COMMITTEE.....	33
RULE 8: MEETINGS.....	36
RULE 9: DEFINITIONS AND INTERPRETATIONS.....	42
RULE 10: VACANT.....	43
RULE 11: HONORARY MEMBERSHIP.....	43
RULE 12: AMENDMENTS.....	44
RULE 13: COMPLAINTS PROCEDURE.....	45
RULE 14: MOTIONS OF NO CONFIDENCE.....	50
RULE 15: HONORARY OFFICERS.....	50
RULE 16: PERMANENT SUCCESSION.....	51
SECTION 4.....	54
THE STANDING ORDERS.....	54
STANDING ORDER 1: FINANCIAL POLICY.....	54
STANDING ORDER 2: MINOR EDITS.....	55
STANDING ORDER 3: ACCESSIBLE ROOMS.....	56
STANDING ORDER 4: HANDOVER.....	56
STANDING ORDER 5: ENDORSEMENTS AND PATRONAGE.....	56
STANDING ORDER 6: LIQUOR AND LIBERALISM.....	56
STANDING ORDER 7: SENIORITY AMONG ELECTORAL OFFICIALS.....	57

STANDING ORDER 8: EQUIVALENT POSITIONS.....	57
STANDING ORDER 9: FREE ENTRY TO EVENTS.....	57
STANDING ORDER 10: FURTHER ELECTION PROCEDURES.....	58
STANDING ORDER 11: MEMBERS FACEBOOK PAGE.....	59
STANDING ORDER 12: MEMBERSHIP AND MAILING LISTS.....	60
STANDING ORDER 13: RETURNING OFFICER’S ARCHIVE.....	61
STANDING ORDER 14: PARTY MEMBERSHIP REIMBURSEMENT.....	61
STANDING ORDER 15: ASSOCIATION POLICY.....	61
SECTION 5.....	64
INTERPRETATIONS OF THE EMERITUS COMMITTEE.....	64
Emeritus Committee Interpretation 1: Electronic Communication of the Emeritus Committee.....	64
Emeritus Committee Interpretation 2: Defining Suspensions and Expulsions.....	64
Emeritus Committee Interpretation 3: Recognising predecessor Disciplinary Bodies.....	64
Emeritus Committee Interpretation 4: Procedure for recognising previous Suspensions and Expulsions.....	64
INTERPRETATIONS OF THE RETURNING OFFICER.....	66
Returning Officer’s Interpretation 1: Elections in the Vacation.....	66
Returning Officer’s Interpretation 2: Pending Registration with the Proctors.....	66
Returning Officer’s Interpretation 3: Emeritus Office Vacancies.....	66
Returning Officer’s Interpretation 4: Issuing of Rulings and Interpretations.....	66
Returning Officer’s Interpretation 5: Powers of the President.....	66
Returning Officer’s Interpretation 6: Interpretation by the Acting Returning Officer for the Purposes of Rule 13(a)(iii).....	67
Returning Officer’s Interpretation 7: the Person of Acting Returning Officer for the Purposes of Rule 13(a)(iii).....	67
Returning Officer’s Interpretation 8: Absent Chair for a Rule 13 session of the Emeritus Committee.....	67
Returning Officer’s Interpretation 9: Hustings for None of the Above.....	68

CHANGES FROM THE LAST EDITION

Last Edition: (Zagham Farhan, 23.03.2025)

Closed Council has passed three new Standing Orders:

Standing Order 13: Returning Officer's Archive

Standing Order 14: Party Membership Reimbursement

Standing Order 15: Association Policy

I have also issued one new Interpretation, of Rule 5(e)(iii) and Standing Order 10(b), listed as:

Returning Officer's Interpretation 9

Zagham Farhan ALCM,

Returning Officer *cum* President Emeritus,

Collegium Magnum Aulae Universitatis.

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, President-Elect, Secretary, Treasurer 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, the President-Elect 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, Ava Doherty, 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

- (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) Rules shall at all times take precedence over Standing Orders.
- (iii) The Standing Orders shall encompass at all times, at a minimum:
 - (A) Financial Policy
 - (B) Seniority among Electoral Officials
 - (C) Equivalent Positions, with regards to defunct roles.
- (iv) Rules 1-3, in order, shall take precedence over all other Rules and Standing Orders.

RULE 2: FURTHER OBJECTIVES

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

- (i) To stimulate among Members of Oxford University a greater interest in, and understanding of, the Liberal Democrat Party and its principles;
- (ii) to extend the influence of Liberal ideology among Members of Oxford University;
- (iii) to work towards the benefit of the local community in Oxford, by pursuing charitable activity.
- (iv) to encourage, promote and facilitate political education, participation and cross-party cooperation among Members of Oxford University.

RULE 3: 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) The Executive must decide the membership fee before the beginning of Week 0 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.

RULE 4: POSITION HOLDERS

- (a) The Position Holders are as follows:

The President

The Senior Member

The President-Elect

The Secretary

The Treasurer

The Returning Officer

The Officers Emeritus

The Social Secretary

The Director of Communications

The Publications Editor

The Access and Welfare Officer

The Political Officer

The Presidential Private Secretary

Two other Appointed Position Holders

- (b) The Executive

- (i) The President, President-Elect, Treasurer and Secretary shall constitute the Executive of the Association.
- (ii) Members of the Executive may not hold any other position in the Association, including holding the powers and responsibilities of other positions from time to time.
- (iii) Where the operation of any Rule or Standing Order would result in the removal of office for an Executive Position Holder, 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 member of the Executive 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.

- (iv) The 'Senior Officers' shall be the President, President-Elect, Secretary, Treasurer and Returning Officer.

(c) Responsibilities of Position Holders

In addition to any requirements set out in the Standard Constitution and elsewhere in these Governing Documents, Position Holders shall have the following duties

(i) The President:

(A) Overall management of the Association and the coordination of all Position Holders.

(B) The production of the termcard.

(ii) The President-Elect

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

(B) Prepare actively for their term as President.

(iii) The Treasurer:

(A) Manage the budget, and advise on what money is available.

(B) Take payments at events when required.

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

(iv) The Secretary:

(A) Be responsible for the administration of the Association, including but not limited to minuting meetings, circulating agendas and responding to administrative queries.

- (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.
- (D) The maintenance of the membership list.

(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) To ensure that candidates for The Executive have completed their canvassing requirements, and choose whether to exercise their power to waive canvassing requirements.
- (F) 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) Helping the Executive organise socials, in particular Liquor and Liberalism.
- (B) Collaborating with the Executive 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 Association 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 Presidential Private Secretary

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

(B) Assist the 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.

(d) Appointed Positions

- (i) At the 8th Week meeting of Closed Council, the President-Elect shall present the names of those they wish to make Appointed Position Holders for the following term.
- (ii) They should appoint one member as Access and Welfare Officer, one member as Political Officer, one member as Presidential Private Secretary and, if they so choose, two members to titles the President-Elect may designate as they wish.
- (iii) Closed Council shall, by simple majority, ratify the appointments. The office of Presidential Private Secretary shall not require ratification. Should any appointment not be ratified, the President-Elect (who may by such time have succeeded to the office of President) shall bring a further name to the next possible meeting of Closed Council.
- (iv) The President-Elect and President shall at all times ensure that applications are open for these positions to the membership for at least 72 hours.
- (v) Should the 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. The exception to this shall be the Presidential Private Secretary, who can be removed by the President alone or a two-thirds majority of Closed Council.
- (vii) Should there be vacancies for any reason, the President may propose a replacement to Closed Council, following the procedure in (iii)-(v) above.

(e) Temporary Succession

- (i) Temporary Succession shall have no bearing on Permanent Succession as outlined in *Rule 16*.
- (ii) Should the Office of Returning Officer become vacant, there shall be an Acting Returning Officer, who shall be the most senior consenting Electoral Official in accordance with the Standing Order.
- (iii) Should an Emeritus Office become vacant, any powers and duties shall fall to the Returning Officer, excluding the right to vote on the Emeritus Committee, until such time as it is filled or the list of eligible individuals is exhausted, and it is left vacant in accordance with Rule 16.
- (iv) Should the office of Senior Member become vacant, the powers and duties shall be exercised by the Returning Officer, President, and Chair of the Emeritus Committee acting together, until it is filled.
- (v) Should a Senior Office become vacant, the most senior consenting Junior Officer or Appointed Official shall become the Acting Senior Officer until such time as the office is filled. The exception to this shall be the President, where the President Emeritus, or if they are not willing or able, the Returning Officer, shall become the Acting President.
- (vi) Should a Junior Office become vacant, the powers and duties shall devolve on the President or a consenting individual of their choosing until such time as the office is filled.
- (vii) Should an Appointed Position become vacant, any powers and duties shall devolve on the President or a consenting individual of their choosing until such time as the role is filled.

(f) Officers Emeritus

- (i) Upon leaving office, the most recent President, Vice President, Treasurer and Returning Officer shall assume the titles of President Emeritus, Vice President Emeritus, Treasurer Emeritus and Returning Officer Emeritus respectively.
- (ii) They shall hold this title until such a time as there is someone else who has more recently left their respective office.
- (iii) Officers Emeritus shall have no specific power, save for anything related to their role on the Emeritus Committee or as otherwise specified in these Governing Documents.

(iv) Notwithstanding any other provision in this clause, an individual must be *in statu pupillari* in order to be an Officer Emeritus.

(v) No member may hold two Emeritus Offices at once. Should they be eligible to hold two Emeritus Offices, they may choose which one to keep and which one to resign.

(g) The Senior Member

(i) The Senior Member is to be appointed at the Hilary General Meeting.

(ii) The Senior Member must meet any eligibility requirements as set out in the Standard Constitution.

(iii) The Senior Member has duties as outlined in the Standard Constitution.

(iv) The President shall put forward one nominee, to be ratified by the General Meeting.

(h) The Refounding Committee

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

(i) Automatic Resignations

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

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

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

(v) Failure of the 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.

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

- (vii) Failure to attend three events at which your presence has been requested by the President or which the duties of the Position Holder's role would require their attendance, without good reason or without the permission of the President.
- (viii) 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.
- (j) 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 Secretary, Treasurer, Social Secretary, Director of Communications, Publications Editor and all Appointed Position Holders shall serve for one academic term, including the preceding vacation.
 - (iii) The President-Elect shall serve one academic term as President-Elect, and on the conclusion of that term shall succeed to the office of President, which they shall occupy for one academic term.
 - (iv) The Returning Officer shall serve for up to two terms from the date of their election.
 - (v) The Senior Member shall serve for one calendar year, from the Annual General Meeting until the next Annual General Meeting.

RULE 5: ELECTIONS

- (a) Date and management
 - (i) There shall be an election at the General Meeting each term for the President-Elect, Secretary, Treasurer, Social Secretary, Director of Communications and Publications Editor.
 - (ii) These positions, with the addition of the President, shall therefore be known as the 'Generally Elected Officers'.
 - (iii) The Returning Officer shall be responsible for all elements of the elections process.

(b) Electoral Officials

- (i) There shall be a team of electoral officials, comprising the Returning Officer, Returning Officer Emeritus 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 who are not the Returning Officer Emeritus 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) Should the Returning Officer Emeritus not wish to be an Electoral Official at any time, this shall be a resignation from the position of Returning Officer Emeritus.
- (viii) Deputy Returning Officers shall have the status of Position Holders for the purposes of Rule 6, Rule 7 and Rule 13 only.

(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 University Labour Club, Oxford University Conservative Association or the Oxford Student Greens, within 10 calendar weeks (i.e 70 days) of the closing of nominations.
- (iii) The Senior Member, President-Elect and Electoral Officials are ineligible to stand for any Generally Elected Position.
- (iv) Candidates for the Executive 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) They must be a student of the University of Oxford, and will be a student until they leave office, should 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 President-Elect Designate 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 Single Transferable Vote of all members present at the meeting.
 - (ii) Each ballot paper shall have each position listed with candidates in alphabetical order by surname. 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 Member and any members of the Executive 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 Generally Elected Office, a by-election shall be held at the next meeting of Open Council.
- (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) If this means that the election cannot take place at the next meeting of Open Council or it is the vacation, an Extraordinary Meeting shall be called instead, or the Returning Officer may choose to delay the election to the next Ordinary Meeting.
- (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.
- (h) Officers Designate
 - (i) Election winners shall immediately assume title of Position-Designate (e.g. Secretary-Designate or 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 President,
[The Senior Member],
[Honorary Officers],
The President-Elect,
The Treasurer,
The Secretary,
[The Returning Officer],
The President Emeritus,
Other Ex-Presidents *in statu pupillari*,
[Ex Senior Members],
[Ex-Honorary Officers],
Ex-Vice Presidents *in statu pupillari*,
The Treasurer Emeritus,
Other Ex-Treasurers *in statu pupillari*,
The Secretary Emeritus,
Other Ex-Secretaries *in statu pupillari*,
[The Returning Officer Emeritus],
Other 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 Presidential Private Secretary,
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-Presidential Private Secretaries *in statu pupillari*,
 Ex-Other Appointed Position Holders *in statu pupillari*,
 Ex-Deputy Returning Officers *in statu pupillari*,
 [Other Ex-Senior Officers],
 [Other Ex-Position Holders],
 [Lifetime Honorary Members],
 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) Officers Emeritus are also considered to be simply the relevant Ex-Senior Officer where necessary, unless otherwise specified.
- (vii) 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.
- (viii) 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.
- (ix) 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 meet all the criteria in this sub-clause:
 - (A) Those with the seniority of ex-Senior Officers. For the purposes of this sub-clause this shall include Ex-Presidents, Ex-Vice Presidents, Ex-Treasurers, Ex-Returning Officers,

including the relevant Officers Emeritus. This shall include Ex-Senior 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) Should an Officer Emeritus not provide their consent to serve, this shall be deemed to be a resignation from the position of an Officer Emeritus.
- (vi) 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 President and 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.
- (vii) 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-Senior Officer.
- (viii) Should a sitting Generally Elected Officer, or the Returning Officer, be eligible to vote on the Emeritus Committee by virtue of also being an Ex-Senior Officer, they may only exercise this right for non-disciplinary matters and for matters for which they are not conflicted by virtue of being a Generally Elected Officer or Returning Officer. This shall not prevent them being invited to sit in order to fulfil quorum requirements, in accordance with Rule 7(c).
- (ix) 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.
- (x) Opting out of the shortlist shall result in the individual forfeiting their relevant seniority until such a time as the next shortlist is passed.

(b) Chair

- (i) The Chair shall ordinarily be the President Emeritus, so long as they are eligible under (a) above.
- (ii) Should the President Emeritus be unwilling or unable, the Chair shall then be the Returning Officer Emeritus.
- (iii) If the President Emeritus or Returning Officer Emeritus are not willing or able, the role of Chair shall default to the member of the Emeritus Committee highest on the Table of Seniority until such time as the Emeritus Committee can meet to elect a new Chair. The elected individual shall serve as Chair until such time as there is a new President Emeritus.
- (iv) 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.
- (v) 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 (F)) 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) Ex-Deputy Returning Officers who are not current Position Holders,
 - (C) Ex-Junior Officers who are not current Position Holders,
 - (D) The sitting President,
 - (E) The President-Elect,
 - (F) The sitting Secretary,
 - (G) The sitting Treasurer,
 - (H) 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. Any member may challenge the decision or action of any Position Holder or body under this sub-clause.
- (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.

RULE 8: MEETINGS

- (a) General
 - (i) The Association shall have a number of bodies that will meet at various times. Minutes of meetings that are open to all Association members shall be made available to those who request them within 24 hours.
 - (ii) The President shall have the right to Chair all meetings of the Association unless otherwise provided for in these Rules. Should the 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, the President Emeritus and Ex-Presidents *in statu pupillari* shall rank after the President-Elect.
 - (iii) The Secretary shall minute all meetings of the Association unless otherwise provided for in these Rules. Should the 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, the Secretary Emeritus, Ex-Secretaries and Ex-Vice Presidents shall rank above the Returning Officer.
 - (iv) 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.

- (v) The Emeritus Committee shall be called in accordance with *Rule 7*.
- (vi) The governance and function of a meeting shall be at the discretion of the Chair so long as it does not contravene these Rules, unless overruled by a simple majority of those present and voting.
- (vii) The Senior Member shall have the right to attend any meeting or body of the Association, and to be present for *in camera* business.
- (viii) Closed Council shall maintain a template agenda and minutes that shall be available to the Secretary.
- (ix) There shall be a body known as Open Council. This shall be comprised of all members who wish to attend.
- (x) There shall also be a body known as Closed Council. This shall be the Committee of Management of the Association.
- (xi) There shall also be Termly General Meetings, which shall be comprised of all members who wish to attend.
- (b) Open Council
 - (i) Meetings of Open Council should be held weekly during full academic term.
 - (ii) The time, date and location of the meeting should be decided by the President and emailed to the membership by the Secretary with at least 48 hours notice. This email shall also include the way in which members can join the Open Council mailing list. Minutes should also be made available to members after the meeting.
 - (iii) Extraordinary Meetings of Open Council may also take place at the behest of any two members of Closed Council, a Session of the Emeritus Committee, or by four total members (members or non members of Closed Council) of the Association, with 24 hours notice. These shall be called in writing to the Secretary, stating the reason for the meeting, who shall inform the Open Council Mailing List.

- (iv) There shall be an Open Council mailing list maintained by the Secretary, consisting of all Position Holders obligated to attend, and any other members who request to join. This list shall also be available to the President, Returning Officer and President Emeritus.
- (v) Agenda items shall be submitted to the Secretary at least 24 hours before the time of the meeting, and the Secretary shall circulate the agenda to the Open Council mailing list at least 12 hours before the start of the meeting. Minutes of the previous meeting should also be circulated at least 12 hours before the start of the meeting by the Secretary. All Position Holders shall be called on in order of seniority to state their business, and questions should be invited by the Chair to each Position Holder.
- (vi) Meetings of Open Council can be attended by any member of the Association. The following business may be conducted in Open Council:
 - (A) Questions to Position Holders.
 - (B) Proposition of Standing Order amendments.
 - (C) Motions of No Confidence.
 - (D) Requests for events and speakers from the membership.
 - (E) Elections for positions that are not to be elected in a General Meeting, and by-elections.
 - (F) To challenge any action of any Position Holder or Ordinary Member which may have violated the Rules.
 - (G) Business as elsewhere defined in these Rules.
- (vii) Any Position Holder of the Association (with the exemption of The Senior Member, Officers Emeritus and the Returning Officer) is expected to attend all meetings of Open Council for which they are eligible. Failure to attend three Ordinary Meetings of Open Council without a passed absence in one academic term shall result in automatic resignation from office, and the removal of all seniority and privileges.
- (viii) Open 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.
- (c) Closed Council
 - (i) Closed Council should ordinarily take place immediately before or after Open Council.

- (ii) Meetings of Closed Council should be held weekly during full academic term.
- (iii) The time, date and location of the meeting should be decided by the President and emailed to the members of Closed Council with 48 hours notice.
- (iv) Agenda items shall be submitted to the Secretary at least 24 hours before the time of the meeting, and the Secretary shall circulate the agenda to all members of Closed Council, at least 12 hours before the start of the meeting. Minutes of the previous meeting should also be circulated at least 12 hours before the start of the meeting by the Secretary. 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.
- (v) 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.
- (vi) Extraordinary Meetings of Closed Council may also take place at the behest of any Senior Officer, a Session of the Emeritus Committee, or by two members of Closed Council acting together. These shall be called in writing to all members of Closed Council.
- (vii) The following shall be voting members of Closed Council:

The President
 The President-Elect
 The Treasurer
 The Secretary
 The President Emeritus
 The Treasurer Emeritus
 The Secretary Emeritus
 The Social Secretary
 The Director of Communications
 The Publications Editor

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

The Returning Officer
 The Returning Officer Emeritus

Ex-Senior Officers *in statu pupillari*, who register to the President and Secretary before Sunday of 1st Week of each term.

Officers Designate, should there be any.

(viii) Closed Council may deal with the following matters:

(A) Actual or potential disciplinary matters.

(B) The ratification of certain appointments.

(C) Actual or potential legal matters.

(D) Disciplinary matters against non-members.

(E) Matters regarding the safety of members.

(F) Other matters relating to management of the Association, not elsewhere reserved in these Rules.

(ix) All voting members of Closed Council are expected to attend all meetings of Closed Council, excluding the Officers Emeritus. 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.

(x) 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.

(xi) 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.

(xii) In camera minutes shall be maintained in an online drive by the Secretary, and available on request within 24 hours to any member of Closed Council.

(d) Termly General Meetings

(i) There shall be a Termly General Meeting of the Association in 6th Week of each academic term. The date is to be decided in Michaelmas and Trinity by the incumbent President by

at least Wednesday of 5th Week. In Hilary, the Secretary should provide 14 days notice of the date of the Meeting.

- (ii) The Hilary Termly General Meeting shall constitute the Annual General Meeting in accordance with the Standard Constitution.
 - (iii) At all General Meetings, The 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.
 - (iv) The Quorum for a Termly General meeting shall be ten.
 - (v) Honorary Officers can only be created by a Termly General Meeting.
 - (vi) Any business that can be brought in Open Council may also be brought in a Termly General Meeting.
 - (vii) Attendance at 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 Open Council.
 - (viii) Extraordinary Termly General Meetings may also take place at the behest of three members of Closed Council or seven total members (members or non-members of Closed Council) of the Association, with 120 hours' notice to the Secretary and all members of Closed Council.
 - (A) Members will then have 24 hours to submit agenda items. The Secretary must share the agenda to the membership with at least 48 hours notice.
 - (B) 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.
- (e) Quorum
- (i) If a meeting doesn't reach quorum, as defined elsewhere in these Governing Documents, any business conducted within it is declared invalid.

- (ii) Unless otherwise defined, quorum shall be three for any meeting.
- (iii) Objections to the quorate nature of the meeting must be raised in the meeting, at which point a count will take place. Retrospective challenges to quorum are not allowed.
- (iv) The exception to (III) above being that any business conducted in any meeting with just one member present shall be deemed invalid, with no necessity for a challenge to the quorum.

RULE 9: DEFINITIONS AND INTERPRETATIONS

- (i) The Returning Officer is responsible for interpreting the Governing Documents, though they can be overruled in exceptional circumstances by a simple majority vote of the Emeritus Committee.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) Meetings may also be fully online where necessary, for example over the vacation.

- (viii) ‘*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).
- (ix) ‘*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.
- (x) In the case of automatic or regular resignation from an Emeritus Office, the individual shall return to seniority as an Ex-Senior Officer, and shall forfeit any rights and privileges arising from being an Officer Emeritus.
- (xi) Where the provisions of any part of these Governing Documents specified in an interpretation of the Emeritus Committee or the Returning Officer is amended at any point after the issuing of the Interpretation, the Returning Officer shall be empowered to amend or repeal that Interpretation only so as to bring it into line with the current text of the Governing Documents. Any such action may be appealed to the Emeritus Committee.
- (xii) 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 Secretary to be included in such circulations and other matters, and from that point forwards Position Holders shall be obliged to include them.

RULE 10: VACANT

RULE 11: HONORARY MEMBERSHIP

- (i) Any member of the Association may offer honorary membership to any person they deem fit, which must be confirmed by a simple majority vote at the next meeting of Open Council.
- (ii) Total annual Honorary Membership of the Association may not exceed seven people.
- (iii) Honorary Members must be ratified at each Hilary Termly Meeting by a simple majority vote - if unratified the individual shall cease to be an honorary member.

- (iv) Each President may appoint one person to lifetime membership of the Association, who can only be removed by a simple majority vote of the Emeritus Committee. This member will not require annual ratification.
- (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 Secretary.

RULE 12: AMENDMENTS

- (i) Any member may propose an amendment to the Rules or Standing Orders in a General Meeting. This shall require a $\frac{2}{3}$ 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 $\frac{2}{3}$ 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 Secretary 96 hours in advance of the relevant meeting, and the 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 Secretary 72 hours in advance of the relevant meeting, and the 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 in exceptional circumstances.
- (vii) 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.

- (viii) The Returning Officer is responsible for keeping the Governing Documents and the History of Amendments folder up to date.
- (ix) These documents must be provided to any member within 24 hours of asking.
- (x) 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.
- (xi) For the duration of Trinity Term 2025 and the Easter Vacation 2025 only, Closed Council may by way of a two-thirds majority present and voting, make any such amendments to the Governing Documents as is necessary to ensure registration with the University Proctors.

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 Meeting of Open Council to host a Vote 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 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 Executive 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.

- (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.

RULE 14: MOTIONS OF NO CONFIDENCE

- (i) Any member may bring a vote of no confidence to a meeting of Open Council, against any Position Holder excluding the Senior Member.
- (ii) These must be submitted at least 24 hours in advance of the meeting in which they will be moved.
- (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 2/3 majority in order to remove the Committee member, which then triggers succession and by-election proceedings as outlined in *Standing Order 5*.
- (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.
- (i) 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.

RULE 15: HONORARY OFFICERS

- (i) Termly General Meetings shall have the power to create Honorary Officers of the Association, subject to 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 $\frac{2}{3}$ majority vote of the Emeritus Committee and a subsequent $\frac{2}{3}$ majority vote at a meeting of the Open Council. The Senior Member must first be consulted before any motion is brought to remove an Honorary Officer.
- (v) The names and titles of Honorary Officers must be available to all members.

RULE 16: PERMANENT 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) Should no one wish to take on a role by appointment, the President shall designate the powers and duties of that Position to any Position Holder they see fit, so long as they not be a member of the Executive.
- (iv) No Generally Elected Officer may stand in a by-election for a Position junior to one they currently hold, according to the Table of Seniority.

(b) The Executive

- (i) Should the Office of President become vacant, it shall automatically be succeeded by the President-Elect, who shall become the President until such time as the President-Elect's term as President would have concluded. Notwithstanding any other provision in these Rules and Standing Orders, there shall always be a 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 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 Senior

Officer, the Committee shall co-opt a Junior Officer to fill that Senior Office, and the vacant Junior Office shall be filled by appointment as in (d) below.

- (iii) Should the Office of Treasurer become vacant not by the operation of (ii) or (iii), 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 Senior Officer, the Committee shall co-opt a Junior Officer to fill that Senior Office, and the vacant Junior 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. Should the winner of this by-election be a Senior Officer, the Committee shall co-opt a Junior Officer to fill that Senior Office, and the vacant Junior Office shall be filled by appointment as in (d) below.
- (v) Should no Junior Officers be willing to fulfil the provisions of (ii)-(iv), the Committee may co-opt any member they choose, preferencing first Appointed Position Holders.

(c) 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.
- (ii) Should the office of Senior Member become vacant, the Committee shall co-opt a new Senior Member, with the ratification of a meeting of Open Council.
- (iii) Should an Emeritus Office become vacant:

(A) It shall pass to the previous holder of the relevant Office *in statu pupillari*. If they are unwilling or unavailable, then it shall pass to other Ex-Holders of the relevant Office *in statu pupillari*. If no one is available or willing, then the office shall be deemed vacant.

(B) Should an Emeritus Office be vacant, Closed Council may by a 75% majority present and voting, and with the consent of the Chair of the Emeritus Committee, co-opt an individual with relevant experience to hold the Emeritus Office until such a time as the sitting Senior Officer leaves the relevant Office. They shall have all the rights and privileges as if they were an Ex-Senior Officer, including with regards to Closed

Council and the Emeritus Committee. Upon leaving the Emeritus Office, the co-opted individual shall hold seniority as if they were the relevant Ex-Senior Officer.

(C) Should an Emeritus Office remain vacant, any powers and duties shall fall to the Returning Officer, excluding the right to vote on the Emeritus Committee.

(d) Junior Officers

(i) Should a Junior 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.

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 President, Treasurer and President Emeritus. A motion to this effect, shall be passed at the meeting of Open Council immediately following the election, and shall be moved by the Returning Officer.
- (iii) The Treasurer shall have primary control of the bank account. The President Emeritus is a signatory for scrutiny purposes, and ordinarily should not be conducting day-to-day transactions.
- (iv) If there is no President Emeritus or the President Emeritus is unwilling - or in the opinion of the Emeritus Committee - unable, to be a signatory, then the Emeritus Committee shall be empowered to appoint another one of its members to be a signatory, preferencing first the Treasurer Emeritus.
- (v) All financial transactions shall be originated by the President or Treasurer. Any transaction exceeding 10% of the Association's total funds shall require the authorisation of a simple majority vote of Closed Council.
- (vi) A simple majority of Closed Council present and voting may also authorise any expenditure it sees fit up to 25% of the Association's total funds, without origination from the President or Treasurer.
- (vii) Any transaction exceeding 25% of the Association's total funds shall require the unanimous consent of the President, President-Elect, Treasurer. It may be vetoed by a simple majority vote of Closed Council.
- (viii) The Treasurer shall be responsible for maintaining a budget spreadsheet, and keeping a record of all Association spending.
- (ix) The 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.
- (x) The Treasurer shall be responsible for maintaining the Association's cash box, and a record of how much cash the Association is in possession of.

- (xi) Removal of an individual as a signatory, except in accordance with (b) below shall require the approval of the Emeritus Committee. Removing an individual without such approval shall be a Disciplinary Offence.
- (b) Handover and Debit Cards
 - (i) At the end of Michaelmas and Trinity Terms, it shall be the responsibility of the outgoing President and Treasurer to ensure that the new Treasurer and President are added as signatories to the bank account, and that the outgoing Treasurer and President Emeritus are removed. The Treasurer shall be required to submit evidence of this to the Returning Officer.
 - (ii) The Treasurer should also hand the cash box to the Treasurer-Elect after the final event of term.
 - (iii) During the handover period, the Treasurer-Elect and President-Elect shall be subject to the wishes of the sitting President and 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 President, President Emeritus, President-Elect, Treasurer and Treasurer-Elect shall be allowed to hold an Association Debit Card. 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.
 - (v) 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).

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. 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.
- (ii) The Returning Officer must seek the consent of the President in order to bring such edits into force.

- (iii) The nature of such edits shall be included with the agenda for the next meeting of Open Council, and explained at that meeting by the Returning Officer or their agent.
- (iv) If any member believes an edit to be incompatible with the provisions of (I) 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 President to ensure that (I) above is followed at all times.
- (iii) There shall be a reasonable duty on the 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. This can only be approved by a simple majority vote of the Closed Council, which must be then ratified by a simple majority vote of the Open Council.
- (ii) The Association supports the Liberal Democrats and no other political party in Great Britain.

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 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 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.

STANDING ORDER 7: SENIORITY AMONG ELECTORAL OFFICIALS

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

The Returning Officer,
 The Returning Officer Emeritus,
 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:

Ex-Returning Officers *in statu pupillari*,
 Ex-Deputy Returning Officers *in statu pupillari*,
 The President Emeritus,
 Ex-Presidents *in statu pupillari*,
 The Secretary Emeritus,
 Ex-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 who are not Honorary Officers or the Senior Member shall be entitled to free attendance including all costs, at any event of the Association where the cost is less than £15.

STANDING ORDER 10: FURTHER ELECTION PROCEDURES

(a) Manifestos

- (i) Candidates for Senior 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 Senior 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 Junior Office 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 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 President shall be responsible for ensuring that applications for Positions are advertised on the page.
- (v) The 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 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 President, Secretary and Returning Officer shall have access to these lists, and shall use them for the purposes of their duty only.
- (iv) The Presidential Private Secretary shall be granted access to the lists in Trinity Term only, so as to fulfil their duty to ascertain those members who are graduating.
- (v) Should the President, Secretary or Returning Officer 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

- (a) 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.
- (b) This shall contain at a minimum, from the re-founding:
 - (i) Election Results
 - (ii) Emeritus Committee Reports and Minutes
 - (iii) All editions of the Governing Documents and their predecessors
 - (iv) The History of Amendments Folder
 - (v) All minutes of Open and Closed Council, or other equivalent bodies.
- (c) 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.
- (d) Making unsanctioned copies of the archive shall be considered a Disciplinary Offence.

STANDING ORDER 14: PARTY MEMBERSHIP REIMBURSEMENT

- (a) The 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.
- (b) This right shall be advertised on the website, on the Association's communications platforms at least once termly and where possible in email newsletters.
- (c) In Michaelmas Term, this shall also be advertised on the Freshers Fair stall, at the discretion of the President.
- (d) In Trinity Term 2025 only, it shall be announced at the commencement or ending of any event of the Association by the President, or another Position Holder that they delegate to.

STANDING ORDER 15: ASSOCIATION POLICY

- (a) 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 (c) below, in the Policy Meeting, which shall normally be chaired by the Political Officer.

- (b) 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 (d) below, this shall occur no less than 2 days and no more than 9 days after such a request or decision is made.
- (c) 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.
- (d) 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 President and Political Officer prior to the start of the meeting. Procedure regarding amendments shall be at the discretion of the Chair.
- (e) Policy proposals must relate to matters of local, domestic or international politics.
- (f) The 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.
- (g) 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.
- (h) 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.
- (i) 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.

- (j) The meeting shall be no more than two hours, 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.

SECTION 5

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, *Zagham 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 Zaghham 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.

Zaghham Farhan, *University College* - 20/03/2025 (amended)

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

A formal Interpretation shall be deemed issued upon being sent in writing to the 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 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.

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

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

This Interpretation also repealed the previous Interpretation 3 of Julian Wang, *University College*.

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: Absent Chair for a Rule 13 session of the Emeritus Committee

Where the Chair of the Emeritus Committee, duly filled, has indicated that there will be a need for a Rule 7(b)(iv) election of an Acting Chair in the case of a Rule 13 session, the Returning Officer shall write to all members of the sublist who have not indicated they are conflicted or absent and summon these members for the sole purpose of electing an Acting Chair, at which point the

session shall adjourn until the duties in Rule 13(c)(i) are fulfilled, unless there is any outstanding business deemed appropriate by the Chair not relating to any further operation of 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 9: 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.