

*Oxford Students Liberal
Association*

Governing Documents



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Returning Officer

Ædes Christi

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CHANGES FROM THE LAST EDITION

Last Edition: (Thomas Crossley, 25/02/2026)

- Addition of interpretation concerning the recusal of members of Emeritus Committee from Electoral complaints.

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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

(a) Section 1 (Preamble, The Structure of the Governing Documents) shall be known as the 'Introduction'. The Association is governed primarily by the 'Standard Constitution' and 'Code of Conduct', which are the adapted version of the documents mandated by the University Proctors. These appear in Section 2.. 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 Appeals Committee, Emeritus Committee and Returning Officer (Section 5). Taken together, these documents shall be known as the 'Governing Documents' of the Association. Rule 7 shall constitute the Complaints Procedure, in accordance with the Proctors requirements.

(b) The Proctors' Documents have ultimate authority with the following clarifications:

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

SECTION 2

THE STANDARD CONSTITUTION

NAME AND OBJECTS

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

COMPLIANCE

2.

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

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

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

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

(e) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University's Safety Office or the University Marshal and approved by the Proctors. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of University's Safety Officer or the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

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

- (i) to designate a member of the Club entitled to a University e-mail account (as defined by IT Services rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to the successor in office all records relating to the use of the facilities allocated;
- (ii) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation, to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University guidelines on web and social media publishing, and co-ordinating and regulating access to the web facilities used by the Club;
- (iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
- (iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

MEMBERSHIP

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

4. Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of

the Club. A member shall continue to be eligible until given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.

5. If the Club's objects relate directly to a protected characteristic as defined in section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.

6. The Committee may also, at its discretion, admit to membership:

- (a) students registered to read for diplomas and certificates in the University;
- (b) student members of Permanent Private Halls who are not student members of the University;
- (c) members of Ruskin College and Ripon College, Cuddesdon;
- (d) members of Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership; and
- (e) other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.

7. The Committee, having specific regard to the Senior Member's advice in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. If the person concerned is an Oxford University student (i.e. within paragraphs 6(a), (b) or (c) above), that person has a right to ask the Proctors to review the Committee's decision.

MEETINGS OF THE MEMBERS

8. There shall be an Annual General Meeting for all the members of the Club in Hilary Full Term, convened by the Secretary on not less than fourteen days' notice.

9. The Annual General Meeting will:

- (a) receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
- (b) receive a report from the Committee on the Club's compliance with paragraph 2 above;
- (c) receive a report from the Committee on the number of complaints received, if applicable, the category of such complaints (e.g., harassment, funding disputes or service issues), and any Committee recommendations arising from them;

(d) elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting: nominations for the other Committee Members may be taken from the floor of the meeting;

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

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

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

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

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

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

THE COMMITTEE

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

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

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

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

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

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

21. The Secretary shall:

(a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;

(b) give notice of meetings of the members and the Committee;

(c) draw up the agendas for and minutes of those meetings;

(d) notify the Proctors (through the Clubs Office) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;

(e) take responsibility for the operation and updating of the Club's website displaying (as a minimum) information about the Committee, the Club's Constitution, Code of Conduct,

Complaint Procedure and any safety procedures approved by the University's Safety Office under paragraph 2(e);

(f) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above; and

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

22. The Treasurer shall:

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

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

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

(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 Position Holders 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 Officers (whose details can be found on the website), can be contacted for informal advice, including in relation to how you make a formal complaint, at accessandwelfare@oxuniliberals.com. Support and advice is also available from the Clubs Office.

7. The Club Complaints Procedure (Rule 7) provides steps for dealing with internal complaints.

Clubs are required to have this in place and to follow these steps when they receive a complaint.

8. University of Oxford students can also seek support from:

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

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

SECTION 3

THE RULES

RULE 1: THE RULES AND STANDING ORDERS

(a) General

- (i) As established under *Paragraph 28* of the Standard Constitution, these Rules and Standing Orders provide the by-laws for the functioning of the Association with regards to matters not covered by the Standard Constitution, and in order to provide more detail.
- (ii) The Rules and Standing Orders shall be binding on all members at all times, and on non-members when attending events of the Association.
- (iii) Rules shall at all times take precedence over Standing Orders.
- (iv) Closed Council by two-thirds majority vote, or a General Meeting, may establish Standing Orders.
- (v) Standing Orders not related to elections may be waived for a named person or persons during term time (Week 0 and 9 inclusive) by a two-thirds majority of Closed Council for a specified immediate or future event, and not retrospectively. During the vacation, this power may be exercised by the unanimous action of the Senior President and one of the Senior Treasurer, Senior Secretary or Junior President, or by Closed Council.
- (vi) The Preamble, Structure of the Governing Documents and Code of Conduct shall have the status of Rules.

(b) Interpretations and Rulings

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

statutory conflicts, such that the Governing Documents do not become an impediment to good governance.

(ii) Bodies with interpretative authority shall be, in order of seniority with the most senior first, the Appeals Committee, the Emeritus Committee, and the Returning Officer.

(iii) All bodies listed in (ii) shall be able to issue Interpretations and Rulings. Rulings shall relate to a specific scenario and shall only be binding in the instant case. Interpretations shall not relate to a specific scenario and shall be binding generally. Rulings shall only be for non-disciplinary matters.

(iv) Interpretations and Rulings shall be deemed issued upon being sent in writing to the Senior President and Junior Officers. Interpretations should be appended to the Governing Documents. In the case of the Returning Officer, this shall be done within 96 hours of a request being received, or 24 hours where the Senior President agrees with the requesting member that the matter is sufficiently urgent.

(v) The Returning Officer may, with the consent of the Senior President, amend or repeal Interpretations of more senior bodies, only where the Rule or Standing Order in question has been amended. Any body may repeal or amend the Interpretation of a body junior or equivalent to themselves.

(vi) Where an individual is an Acting Returning Officer for a specific purpose, as determined elsewhere in these Governing Documents, they shall have the powers listed in (iii) of the Returning Officer only for those specific purposes for which they are deemed to be the Acting Returning Officer.

(c) Challenges and Appeals

(i) Any member may, within 72 hours of any decision or action being taken by any Position Holder or Body (save the Emeritus or Appeals Committees), file a request for a Ruling with regards to that decision or action to the Returning Officer. Such a Ruling may quash the decision or action on the grounds that it misapplied, misinterpreted or otherwise breached the Governing Documents. Any member whose decision(s) or action(s) are being challenged shall have the right to make written representations to the Returning Officer.

(ii) Rulings or Interpretations of the Returning Officer may be appealed in accordance with Rule 7.

(iii) Rulings or Interpretations of the Emeritus Committee shall only be appealed to the Appeals Committee in extraordinary circumstances, and compliant with Rule 7.

(iv) This clause shall not apply to matters directly relating to the termly election.

RULE 2: FURTHER OBJECTIVES

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

(i) To stimulate among Members of Oxford the University of Oxford a greater interest in, and understanding of, the Liberal Democrat Party and its principles;

(ii) to extend the influence of Liberal ideology among Members of Oxford the University of Oxford;

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

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

RULE 3: MEMBERSHIP

(a) Ordinary Membership

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

(A) The Junior Treasurer shall decide the membership fee before the beginning of Week 1 of each term, determining the price life membership will be set until set by the next Junior Treasurer, and informing Closed Council via email and at its 1st Week Meeting. Closed Council may choose to change these prices by simple majority vote before the end of Week 1. The final price may only be discounted by up to 50% during that term.

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

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

(b) Honorary Membership

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

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

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

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

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

RULE 4: POSITION HOLDERS

(a) Classes of Officer

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

(ii) The 'Portfolio Officers' shall be the Women's Officer, Social Secretary, Director of Communications and Publications Editor.

(iii) The 'Appointed Officers' shall be, the Political Officer, the Membership Officer and up to three other unspecified Officers.

(iv) Junior or Senior Officers may not hold any other position in the Association, save that the Junior President-Elect may hold an additional Junior Office. Senior Officers may not hold the powers and responsibilities of other positions from time to time.

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

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

(b) Responsibilities of Position Holders

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

(i) The Junior President

(A) Co-ordinating the work of non-Committee Position Holders, with the oversight of the Senior President. As part of this duty, they may reasonably apportion duties and responsibilities not otherwise reserved to other Position Holders as needed for the functioning of the Association.

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

(ii) The Junior President-Elect

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

(iii) The Junior Treasurer

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

(B) Take payments at events when required.

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

(iv) The Junior Secretary

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

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

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

(v) The Returning Officer

(A) Maintain and publish the authoritative version of the Governing Documents and make formal Interpretations and rulings where required.

(B) Run any elections that take place except otherwise provided, and take overall responsibility for their smooth process and the returning of the results.

(C) Remain generally independent on any matters relating to the Governing Documents, and not seek to advantage any individual member. They shall also advise members on the content and interpretations of the Governing Documents.

(D) 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 possible . If there is a further instance of no resolution, or no rectification is possible the Returning Officer shall move a Disciplinary Complaint in accordance with Rule 7.

(E) Should the Returning Officer be conflicted, unable or otherwise unwilling, they may voluntarily delegate their authority on any given matter to the Vice Returning Officer, with the consent of a Senior Officer.

(F) The Returning Officer shall brief any new Women's Officer or Welfare Officer as soon as possible on the Associations's Complaints Process, so as to enable them to fulfil their duties.

(vi) The Social Secretary

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

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

(C) To publicise events.

(vii) The Director of Communications

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

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

viii) The Women's Officer

(A) To be the designated point of contact for women with any concerns about access and barriers to engagement with the Association and its events.

(B) To advocate for women's access and engagement in the Association.

(C) To advise women as necessary how to utilise the Association's Complaints process.

(ix) 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.

(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 Membership Officer

(A) Maintain alumni relations, and reach out to collect the contact details of graduating members of the Association

(B) Assist the Senior Secretary with the maintenance and administration of the register of members, and the addition of new members as they join.

(C) Serve as deputy to the Junior Treasurer when so requested.

(xii) The Communications Officer(s)

(A) Assist the Director of Communications with their duties.

(c) Appointed Officers

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

(ii) They should appoint, one member as Political Officer, one member as Membership Officer and, if they so choose, up to two members as Communications Officers and up to three members to titles the Junior President-Elect may designate as they wish.

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

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

(v) Should the Junior President-Elect or Junior President wish to appoint a member or members to Positions with undesignated titles, they must present Closed Council with the proposed responsibilities of those roles, in the style of Rule 4(b).

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

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

(d) The Re-Founding Committee

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

(e) Automatic Resignations

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

(A) The Chair of any weekly meeting failing to call three meetings of that body during one academic term.

(B) Failing to present a written or oral report in accordance with the Rules and Standing Orders, without good reason, to the 6th Week Termly General Meeting, including the Annual General Meeting.

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

(D) Failure to fulfil the provisions of the procedures in Rule 7.

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

(F) 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.

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

(ii) Automatic resignations may be specified elsewhere in the Governing Documents.

(iii) Automatic resignations shall take place immediately upon any failure listed in (i) or elsewhere in the Governing Documents occurring, save that:

(A) Automatic resignations in relation to meetings shall be dated from the close of the final meeting in which 'good reason' could have been voted on, ordinarily the next meeting of Closed Council, unless specified elsewhere.

(iv) No member who has resigned any Position shall be eligible to be re-appointed, re-elected or otherwise assume that Position, or any more senior Position according to Rule 6, again in that academic term.

(f) Terms of Office

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

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

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

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

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

(vi) All Position Holders may announce the date of their resignation up to two weeks in advance, so as to allow time for vacancy procedures to be enacted before they leave office, ensuring orderly succession.

(g) Prohibited Organisations

(i) No member who is a member of any of the following organisations, due to them being deemed not to share the fundamental values of the Association, shall be eligible to hold any position listed in Rule 4:

(A) Conservative and Unionist Party

(B) Reform UK

(C) Labour Party

(ii) The prohibition in (i) shall only take effect from the beginning of Hilary Term 2026. No person who has previously legitimately held a Position shall be denied the rights and seniority of an Ex-Holder of that Position due to this Rule.

(iii) The Senior President or a two-thirds majority of Closed Council present and voting may waive this prohibition for a specific person or person(s), in advance of the closing of nominations for their election, in advance of their appointment, or to allow them to complete their term. This shall only apply to a specific Position at a specific time. This shall be sent in writing to the Returning Officer and Junior President.

(h) Other Circumstances

(i) In circumstances where the Junior President is simultaneously serving as Junior President-Elect, they shall be empowered to delegate any and all of the powers and duties of the Junior President-Elect to another Position Holder. This may be revoked at any time.

(ii) The Senior President shall designate one consenting Position Holder each term as the Welfare Officer, no later than the beginning of Week 0. The Welfare Officer shall ordinarily have relevant experience or training.

(iii) At each event, the Junior President shall ensure that there is at least one member available for sober welfare support, who shall ordinarily be the Welfare Officer.

RULE 5: ELECTIONS

(a) Date and management

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

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

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

(b) Electoral Officials

(i) There shall be a team of electoral officials, comprising the Returning Officer, Deputy Returning Officers and Returning Officer's Assistants. Deputy Returning Officers shall only cease to hold office when they are replaced, they resign or are removed. No person who is a Voting Member of Closed Council shall be an Electoral Official.

(ii) The Returning Officer shall open nominations for Deputy Returning Officer in Week 0, allowing at least 72 hours for all members to apply. The Returning Officer shall, in addition to sharing the opening of nominations with the wider membership, contact the current Deputy Returning Officers and all Ex-Returning Officers *in statu pupillari* directly advising them when nominations are open.

(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 Ex-Returning Officers shall take precedence over other members and shall be ordered with the member who held the office of Returning Officer most recently first and so on.

(iv) Closed Council may, by a two-thirds majority, strike a name from the list. Closed Council may, by three-quarters majority, re-order names on the shortlist save Ex-Returning Officers. Then, any Ex-Returning Officers and the three highest remaining names who are not Ex-Returning Officers, shall become Deputy Returning Officers. The Deputy Returning Officer highest on the final approved shortlist who is not an Ex-Returning Officer shall be known as the Vice Returning Officer.

(v) Should there at any time be fewer than three Deputy Returning Officers who are not Ex-Returning Officers or the Returning Officer wishes to add another Ex-Returning Officer, the Returning Officer may augment the list by presenting a new name(s) to either be struck or not struck at any meeting of Closed Council.

(vi) Anyone who is an Electoral Official at the time of or after the Opening of Nominations in any termly election or by-election shall not be eligible to nominate as a candidate in that election.

(vii) Deputy Returning Officers shall have the status of Position Holders for the purposes of Rule 6, Rule 7 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 Labour Club, Oxford University Conservative Association or the Oxford Student Greens, within 10 calendar weeks (i.e 70 days) of the closing of nominations.

(iii) The Senior Officers, save in Hilary Term, and Electoral Officials are ineligible to stand for any Junior or Portfolio Office. Any person who has served as Access and Welfare Officer in the academic term of the election shall be ineligible to stand for any Junior or Portfolio Office.

(iv) Candidates for Junior Officer must also meet the following requirements:

(A) Have completed at least one campaigning session of at least two hours since the last election for the position in question. They must submit evidence of campaigning to the Returning Officer before the Close of Nominations. The Returning Officer may choose to waive this requirement for all candidates to a specific office or none - but cannot do so only for specific candidates.

(B) If standing for Junior President, they must be a student of the University of Oxford, and will be a student until they leave office, should they be successful. If standing for Junior Treasurer or Junior Secretary, they must be a student of the University of Oxford or Oxford Brookes University, and will be a student until they leave Office, if they be successful.

(C) They must be a member of the Liberal Democrats, or a member of a party in an international alliance which the Liberal Democrats or Young Liberals recognise as affiliated with themselves.

(v) The Senior President, or a two-thirds majority of Closed Council present and voting with the consent of either the Senior Treasurer or the Senior Secretary, may waive the requirements for any candidate in (ii) or (iv)(B)-(C), for a specific election, if they believe it to be in the interests of the Association. They shall do so in writing to the Returning Officer before the closing of nominations.

(vi) Candidates for Women's Officer must identify as a woman.

(d) Nominations

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

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

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

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

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

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

(e) Running of the Election

(i) Elections are to be conducted via paper-ballot Alternative Vote of members present at the meeting who were members at least 36 hours in advance of the scheduled start time of the General Meeting. Elections in the Vacation may be conducted using online forms.

(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) 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 or area to conduct the count.

(ii) Any members of the Committee and Junior Officers who are not candidates shall have the right to observe the Count. No person other than the Electoral Officials, Observers and Count Representatives shall be permitted to be present for the Count – unless with the consent of the Returning Officer.

(iii) Each slate, and independent candidates, may provide a Count Representative to scrutinise the Count - who shall not be running in that term's election or otherwise participating in the Count.

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.

(iv) 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 to be signed for the purposes of disciplinary proceedings regarding an election result.

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

(vi) Results shall be announced in person at the conclusion of the Count, and the time at which this is completed shall be recorded. Results shall be uploaded to the website within one week of this time; any member requesting the results in written form before this shall be provided them as soon as possible by the Returning Officer.

(g) By-elections

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

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

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

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

(v) Position Holders may announce the date of their resignation in advance, so as to allow time for an election to take place before they withdraw from office.

(vi) The winner of any by-election shall take office either upon the date of actual resignation for the Position Holder they are replacing, or upon the announcement of the results, whichever is later.

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

(h) Officers Designate

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

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

(i) Electoral Malpractice

(i) The following shall be instances of electoral malpractice (and thus disciplinary offences):

(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) In good faith or otherwise, substantially affect the result of the election either via negligence, or misinterpretation or misapplication of the Governing Documents.

(J) Aiding, abetting or conspiring to perform any form of electoral malpractice.

(K) Committing any other disciplinary offence in direct connection with the elections.

(ii) No penalty or consequence shall be imposed on any person upon whom a Complaint is upheld under Rule 5(i)(i)(I). Such Complaints shall as far as possible not be referred to as ‘malpractice.’

(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 the Senior President.

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

RULE 6: TABLE OF SENIORITY

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

The Senior President,

[The Senior Member],

The Senior Treasurer,

The Senior Secretary,

The Junior President,

[Honorary Officers],

The Junior President-Elect,

The Junior Treasurer,

The Junior Secretary,

[The Returning Officer],

Ex-Presidents *in statu pupillari*,

Ex-Treasurers *in statu pupillari*,

Ex-Secretaries *in statu pupillari*,

Ex-Returning Officers *in statu pupillari*,

The Women's Officer,
The Social Secretary,
The Director of Communications,
The Publications Editor,
The Vice Returning Officer
The Political Officer,
The Membership Officer,
Other Appointed Position Holders,
[Other Deputy Returning Officers],
[Other Ex-Officers], *in order of Ex-Officers as above*,
Ex-Women's Officers *in statu pupillari*,
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-Membership Officers *in statu pupillari*,
Ex-Other Appointed Position Holders *in statu pupillari*,
Ex-Deputy Returning Officers *in statu pupillari*,
[Other Ex-Position Holders], *in order as above*,
Ordinary Members *in statu pupillari*,
Other Ordinary Members,
[Honorary Members].

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

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

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

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

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

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

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

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

(ix) Being an Ex-Holder of an 'Acting' Position shall not entitle a member to seniority under Rule 6.

RULE 7: EMERITUS COMMITTEE AND COMPLAINTS Procedure

(a) Purposes of the Emeritus Committee

- (i) To form the Association's Disciplinary Committee, and to adjudicate on issues of Electoral Malpractice.
- (ii) Exercise interpretive jurisdiction over the Governing Documents, subject to restrictions and procedure.
- (iii) To elect the Returning Officer, at least every two terms.
- (iv) Other purposes specified in the Governing Documents.

(b) Composition of the Emeritus Committee

- (i) In 8th Week of each term, the Returning Officer shall write to those eligible under (ii) below, including those who will become eligible upon succession at the end of 8th Week, asking them if they wish to be on the Emeritus Committee shortlist, and informing them of the deadline to consent. The deadline shall be at the discretion of the Returning Officer, save that it shall be no later than the end of Saturday of 9th Week. The Senior Officers shall be added automatically with no need to be contacted or to consent.
- (ii) The following shall be eligible to be added to the shortlist, so long as they are in *statu pupillari* for the duration of the term; Ex-Senior Officers, Ex-Junior Officers and Ex-Returning Officers. For the avoidance of doubt, this shall include the equivalent Ex-Officers of the Oxford University Liberal Democrats.
- (iii) The Returning Officer may invite members to consent who do not fulfil the *ex officio* criteria in (ii) above, with the consent of at least two Senior Officers, if they are of the reasonable belief that the final shortlist will number less than twelve. Should the shortlist be less than twelve after the Senior Member exercises their striking power, the Returning Officer may present new names at any time, subject to approval of the Senior Member, in accordance with this sub-clause. No member appointed under this sub-clause shall be eligible to vote in elections of the Emeritus Committee or to recommend Senior Officers.
- (iv) Members who do not consent to the Returning Officer by the deadline shall be deemed to have opted out. Opting out shall result in the removal of any seniority that affords them the right to sit on the Emeritus Committee until the passage of the next shortlist. Members may also opt-out at any time

during the term. Members may permanently opt-out of being on the shortlist, and thus the Returning Officer shall not contact them again to be on the Emeritus Committee, but this shall be deemed to be a resignation from all seniority that affords them the right to sit.

(v) Upon the expiration of the opt-in deadline, the Returning Officer shall present the shortlist to the Senior Member for approval. The Senior Member may strike any member from the shortlist. They shall inform the Returning Officer if they have chosen to do so, or not. The Returning Officer shall inform any member if they have been struck by the Senior Member, and then send the final shortlist to Closed Council and the Vice Returning Officer; at this point the new shortlist shall be deemed to be in effect.

(vi) The Returning Officer, Junior President and Junior President-Elect shall be observer members of the Emeritus Committee *ex officio*, and thus entitled to observe any and all deliberations and proceedings. They may have this right revoked by a two-thirds majority vote of the Emeritus Committee, or the Senior Member, for the purposes of any defined part of the Emeritus Committee's business. Observer members may vote only in Emeritus Committee elections, and this right may not be revoked.

(vii) In circumstances where any of the sitting Junior or Portfolio Officers, or the Returning Officer, are eligible to be on the shortlist, they shall only exercise the rights of a voting member with regards to non-disciplinary matters. This shall not prevent them being invited to sit in order to fulfil quorum requirements as detailed below.

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

(c) General

(i) Complaints may be brought 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 and Appeals 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 Senior President believe themselves to be conflicted, or be unwilling or unable, to exercise their powers and duties in this Rule, they shall delegate them to a willing and available Senior Officer who is not conflicted. If this is not possible, then another unconflicted individual shall be selected, who shall ordinarily be an Ex-Returning Officer. The Clerk shall exercise the powers and duties until a replacement member is selected. Only the Senior Member may declare the Senior President conflicted if they do not declare themselves to be voluntarily.

(iv) 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). The exception to this shall be that the Clerk may, with the consent of the Senior President, suspend proceedings in a matter for no more than seven days should there be a high likelihood of the Emeritus Committee needing to constitute to hear another matter in the immediate future, and hearing them at once would be more practicable.

(v) If a Complaint relates to conduct which could constitute a serious criminal offence the Club should seek advice from the Proctors' Office. All time limits are suspended until such advice is received.

(vi) Each Session shall have a Clerk, who shall ordinarily be the Returning Officer. Where the Returning Officer is a party, believes themselves to be conflicted, or is deemed to be conflicted by the Senior President or the Emeritus Committee, a Clerk shall be appointed who shall ordinarily be the consenting individual most senior according to the Standing Order that lists Seniority among Electoral Officials, who is not a party, conflicted or determining the matter.

(vii) The Clerk shall have the powers and duties of the Returning Officer, but not the office, for the purpose of Rule 7 and that Session only. They shall have no jurisdiction with regards to the rest of the Governing Documents, any conflicts over jurisdiction shall be reasonably resolved by the Senior President.

(viii) The Clerk shall determine the validity of any Complaint or Appeal brought under this Rule. Any Senior Officer may, within 48 hours of invalidity being determined by the Clerk, grant permission for a Complaint or Appeal to be heard by the Emeritus or Appeals Committee, who shall determine a fair way of proceeding with regards to validity.

(xi) Procedures for corporate Bodies of the Association, or for specific Position Holders not in a personal capacity, to bring Complaints or Appeals may be laid down via Standing Order, and this and other Rules shall be read, where necessary, so as to facilitate this.

(d) Submitting a Complaint, including Electoral Complaints

(i) All members, or non-members engaged in activities directly connected to the Association, may bring a Complaint against any member, or any non-member engaged in activities directly connected to the Association. Complaints against members, and electoral Complaints against non-members, shall be determined by the Emeritus Committee. Non-electoral Complaints against non-members shall be determined by the Returning Officer at their absolute discretion, giving due regard to precedent and principles in this Rule.

(ii) The Returning Officer shall maintain an online form, available on the Association website, that allows members to bring Complaints. Complaints may also be filed via email to the Returning Officer, the Vice Returning Officer, the Senior President or the Junior President. All Complaints must contain the following to be valid:

- (A) The name(s) of the Subject(s) or 'Person(s) Unknown' where this is not known,
- (B) A description of the behaviour that the person is complaining about.
- (C) The offence(s) alleged under the Governing Documents.
- (D) A summary of the evidence
- (E) The outcome that is sought.

(iii) Evidence not included in the summary in (D) above shall only be admitted with the consent of the Emeritus Committee, should there be compelling reason for its inclusion and reasonable grounds for not including it in the summary.

(iv) All non-Electoral Complaints must be filed within 6 months of the matter being complained about. The Returning Officer or Clerk shall assist with ensuring that complaints are validly submitted, and should a complaint be submitted invalidly within 6 months of the matter, there shall be a further 7 days available for the Returning Officer or Clerk to aid in ensuring the complaint is re-submitted validly.

(v) Electoral Complaints must be submitted within 24 hours of the verbal announcement of the results of the election. The Emeritus Committee shall grant the benefit of the doubt of up to one hour. The additional 7 days outlined in (iii) above shall not apply to Electoral Complaints. Where absolutely

necessary, the Emeritus Committee may suspend succession to any Position affected by a Complaint until the conclusion of their proceedings.

(e) Other Matters

(i) Appeals under Rule 1(c):

(A) Any Ruling or Interpretation of the Returning Officer may be appealed to the Emeritus Committee on the grounds that it is unnecessary, incorrect, unreasonable or made in bad faith, incomplete so as to harm the Association or members, or otherwise breached the Governing Documents. The Returning Officer shall be the Respondent to this Appeal. An Appeal must be sent via email to one of the Returning Officer, Vice Returning Officer, Senior President or the Junior President within 72 hours of the issuing of the Ruling or Interpretation.

(B) The Emeritus Committee may choose to temporarily pause or reverse the determinations of the Returning Officer until the conclusion of their proceedings, if they feel that the harm caused by not so doing would be irreversible and detrimental to a party or the Association.

(ii) Election of the Returning Officer:

(A) The Election of the Returning Officer shall be governed via Standing Order. A Session may, but does not have to be, summoned (with timelines set down by the Standing Order) for that purpose, and any and all timelines and procedures may be varied for that Session by that Standing Order.

(iii) The Emeritus Committee may be summoned for other matters as strictly defined elsewhere in the Governing Documents.

(f) Summoning the Emeritus Committee

(i) The Clerk shall determine the time at which need has arisen to summon the Emeritus Committee. Once need has arisen to summon the Emeritus Committee, the Clerk shall summon via email all members of the Emeritus Committee shortlist within 24 hours, providing a summary of the matter(s) to be determined and including the date and time that they intend to summon the Emeritus Committee for. They shall also inform the Subject or Respondent of the fact of the Complaint or Appeal against them.

(ii) All voting members of the shortlist consenting within 48 hours of the summoning shall be deemed to be part of a Session. A Session may hear more than one matter at once. The Emeritus Committee shall only be quorate when at least three voting members have consented to be part of the Session. Additional voting members who consent after the deadline may be added later at the discretion of the Clerk. Observer members need not consent in order to observe. The Clerk shall note the time at which the Session is deemed constituted, which shall be the latest of the 48 hours summons period expiring and the Emeritus Committee being quorate.

(iii) Should three voting members of the shortlist not consent, the Clerk shall invite the members listed below (in order of seniority, except for ‘consenting members of good character’), excluding themselves, to sit on the Emeritus Committee in order, provided that they be *in statu pupillari*, and that the Senior Member consents to their appointment:

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

(iv) No Senior Officer shall be part of the Emeritus Committee to hear a Complaint where another Senior Officer is a party to that Complaint.

(v) The Emeritus Committee shall ordinarily be chaired by the Senior President. The Chair shall break all ties unless otherwise specified by the Governing Documents.

(vi) Where the Clerk believes it to be necessary, and with the consent of one of the Senior President or the Senior Member, a matter may be heard before one member of the Emeritus Committee, subject to restriction elsewhere in the Governing Documents. They shall be known as the Delegate of the Emeritus Committee and shall exercise any and all of the functions of the Emeritus Committee and its Chair. The procedure for selecting the Delegate shall be governed by Standing Order. The procedure in the Rules for summoning the Emeritus Committee may be varied as necessary when a matter is to be heard before the Delegate. This sub-clause shall not apply to elections of the Emeritus Committee.

(g) Proceedings

(i) The Clerk shall provide the names of the members of the Session to all parties at the earliest opportunity. Should there be any objections, these shall be filed in writing to the Clerk within 24 hours. A member of the Emeritus Committee who is objected to may choose to recuse themselves, or shall be recused by a two-thirds majority vote of the other members of that Session. Members may recuse themselves only for certain matters within one Session.

(ii) The Clerk shall arrange for the Emeritus Committee to meet. The Clerk may vary the original time stated in the summoning if deemed necessary by the members of the Emeritus Committee for that Session. A matter may be heard ‘on the papers’, not requiring a hearing, with the consent of all parties to the matter and the Emeritus Committee.

(iii) Should a hearing be necessary, the Clerk shall schedule a hearing as soon as possible, with at least 24 hours notice to all parties. They should make best efforts to select a convenient time for all.

(iv) All parties shall have the right to appoint a Representative to act for, instead of, or with them, to the Emeritus Committee. This shall not preclude the Emeritus Committee from demanding the presence of a party at a hearing.

(v) The Emeritus Committee may compel the attendance of a witness at a hearing who is a Position Holder or otherwise holds a title under these Rules. For the avoidance of doubt, ‘Ordinary Member’ is not a title. Any consenting witness, or member who the Emeritus Committee determines shall be a witness, must submit a written statement.

(vi) Subject to the Governing Documents, the Emeritus Committee may adopt any fair way of proceeding it sees fit, including the issuing of binding procedural Directions.

(vii) The Emeritus Committee may adopt an investigative approach where it sees fit, and shall be empowered to bring and decide further Complaints against members as becomes appropriate during the course of their proceedings.

(ix) Upon reaching their decisions, the Emeritus Committee shall produce a Report. Upon reporting, a Session shall be deemed concluded. No Session shall be open for more than two calendar weeks. All Reports shall contain the following, where applicable:

- (A) The reasoning behind upholding or dismissing the Complaint(s) or Appeal(s),
- (B) Any penalties or remedies applied,
- (C) Any Interpretations issued,
- (D) The details of parties’ rights to Appeal, and any relevant deadlines.

(x) All timelines in this clause and clause (f), including the time of summoning and Reporting deadlines, shall be halved for Electoral Complaints. Therefore, a Report must be returned within seven days of the deadline for the submission of Electoral Complaints for that election.

(xi) All proceedings shall be audio recorded and minuted, and this shall be the responsibility of the Clerk.

(h) Decisions

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

(ii) Where a Complaint is upheld, the Emeritus Committee may impose any of the following penalties:

- (A) Immediate dismissal from any current Position,
- (B) Revocation of any degrees of the member's seniority,
- (C) Prevention from exercising the powers and privileges of a specific Ex-Position Holder,
- (D) Call an Extraordinary General Meeting to host a Motion of No Confidence in any elected Position Holder, where the threshold for removal will only be 50% + 1 of those present and voting. In the event of a tie, they shall stay in office.
- (E) A permanent or time-limited ban from standing for any Club Committee or non-Committee Position.
- (F) Revocation of some, but not all, of the rights of membership,
- (G) Suspension for up to two terms and the attached vacations;
 - (I) Suspension shall include the denial of all rights and privileges of membership, save the right to file disciplinary complaints as a member. Suspended members may only attend events with the explicit permission of the Senior President and Junior President. Suspended members shall retain their rights to Appeal.
- (H) Expulsion.
 - (I) Expulsion shall include the denial of all rights and privileges of membership. No expelled member may attend an event of the Association. Expelled members shall retain their rights to Appeal.

(iii) The Emeritus Committee may quash an Interpretation or Ruling and may choose to substitute their own. They may also issue their own Interpretations where believed to be necessary.

(iv) Where an Electoral Complaint is upheld, the Emeritus Committee shall have the power to:

- (A) Annul the result of the election either partially or in totality. They shall therefore order a repoll, which may be subject to fair restrictions at their determination.
- (B) Disqualify candidates who have committed electoral malpractice.

(i) The Appeals Committee

(i) Parties to any Session of the Emeritus Committee may Appeal any decision on any or all of the following grounds:

- (A) There has been a breach of procedure, such that the process has been rendered meaningfully unfair.
- (B) Time limits have not been met, so as to meaningfully deprive a party of their rights.
- (C) The Emeritus Committee erred on their interpretation of the Governing Documents, which meaningfully affected the outcome of the case.
- (D) The Emeritus Committee demonstrated actual bias in their proceedings or findings such that their proceedings or findings were meaningfully unfair.

(ii) ‘Meaningfully’ in the above sub-clause shall be understood as where the outcome is of seriousness or importance or that any failure may have caused substantial harm not reparable by means other than Appeal. The goal of permitting Appeals under this clause is not to ensure that the Emeritus Committee was exactly correct on each point of determination, or to correct minor grievances, but to uphold the fair, just and trustworthy nature of proceedings, and to correct major failings.

(iii) Any Appeal must be submitted as a single document (attached to an email) within 7 days of the conclusion of the disciplinary process. Where the Emeritus Committee does not meet its required timelines, an Appeal may be submitted at any time until 7 days after they report. Appeals should be submitted in writing to the Returning Officer or the Senior President. No Appeal may be more than 1500 words. Appeals shall include a suggested remedy or remedies.

(iv) Appeals under this clause may only be heard where jurisdiction for Appeal is not in the hands of the University Proctors. The Senior Member and Appeals Committee shall take care to ensure that they do not exercise a function which is the prerogative of the University Proctors.

(v) Should the Senior Member be unavailable or unwilling, they may delegate any and all of their functions under this clause to another unconflicted individual, who need not be a member. The Clerk shall advise the Senior Member of their powers and duties with regards to Appeals.

(vi) The Senior Member shall conduct a *prime facie* review of any Appeal. They shall only consider material presented in the Appeal document, save if they request further evidence. Should the Senior Member determine that there is a reasonable possibility that the Appeal may satisfy any of the criteria in (i) above, they shall grant Leave to Appeal. Should the Senior Member reject the Appeal at this stage, they shall give their reasons in writing and there shall be no further Appeal. This determination must be made within seven days of the filing of the Appeal; if it is not, the Appeal is allowed automatically.

(vii) Should Leave to Appeal be granted, the Senior Member shall then appoint an Appeals Committee. The Appeals Committee shall be made up of any three unconflicted individuals (who need not necessarily be members), which shall ordinarily include the Senior Member. No person who served on the Emeritus Committee for the same case shall be eligible to serve on the Appeals Committee. The Appeals Committee shall make all decisions by simple majority. The Senior Member is encouraged, but not obligated, to appoint themselves, one recent graduate and one current student. The Clerk shall assist the Senior Member in finding members of the Appeals Committee.

(viii) Should Leave to Appeal be granted, the Senior Member may choose to temporarily pause or reverse the determinations of the Emeritus Committee until the conclusion of the Appeals process, if they feel that the harm caused by not so doing would be irreversible and detrimental to a party or the Association.

(ix) The Returning Officer shall serve as Clerk to the Appeals Committee, unless they are conflicted or unable. Should this be the case, the Senior Member shall appoint a Clerk, who shall ordinarily be someone who appears on the Standing Order detailing seniority among Electoral Officials.

(x) The Clerk shall inform other parties to the case of the Appeal. The Appeals Committee shall decide on a fair way of proceeding. This may take any form, including an oral or ‘on the papers’ hearing, provided that all parties are given a fair and reasonable chance to present their case.

(xi) The Appeals Committee will then return a Report. They shall make an explicit finding of ‘Upheld’ or ‘Not Upheld’ for each ground of Appeal. They shall be explicit in overturning any decision of the Emeritus Committee, if they choose to do so. Should they overturn a decision, they shall replace it with one of their own. Unless otherwise specified, the Appeals Committee may exercise any of the powers of the Emeritus Committee enumerated in the Rules and Standing Orders. The Appeals Committee shall ensure that there is no ambiguity about their findings or the consequences thereof.

(xii) The Appeals Committee shall conclude and report within 10 calendar days of the decision of the Senior Member to allow the Appeal. The Senior Member may extend this for up to a further 10 days, with the consent of another Senior Officer.

(xiii) The Senior Member may, at the request of a Senior Officer, suspend proceedings in a matter for no more than ten days should there be a high likelihood of the Appeals Committee needing to constitute to hear another matter in the immediate future, and hearing them at once would be more practicable.

(j) Offences

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

- (i) Filing a baseless, frivolous, or malicious accusation.
- (ii) Conspiring, or attempting, 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, or to any member in connection with the Association. This includes threats, intimidation, and other forms of abuse.
- (viii) Violating the University's Integrated Equality and Diversity Policy or any other University policies concerning racial, ethnic, religious, or sexual equality applicable to University societies, staff, or students. This applies to all Association members, regardless of their affiliation with the University.
- (ix) Removing a signatory on the bank account without appropriate process under the relevant Rules and/or Standing Orders.
- (x) Breaching *in camera* provisions.
- (xi) Purporting to hold seniority, or powers, that the member does not hold.
- (xii) Failing to uphold the determinations of a Disciplinary Body.
- (xiii) Knowingly misleading the membership, or any meeting, or other body, of the Association.

- (xiv) Acting *ultra vires* to one's powers and privileges as set out in these Governing Documents.
- (xv) Conspiring to commit, or attempting to commit, any offence.
- (xvi) Filing a baseless, frivolous or vexatious Appeal, or request for a Ruling or Interpretation.
Baseless, frivolous or vexatious Appeals to the Appeals Committee shall be treated as extremely severe.
- (xvii) Acting unreasonably before the Emeritus Committee or Appeals Committee, including failure to comply with procedural Directions.
- (xviii) As a (purported) Position Holder, communicate with the media regarding business of the Association without the prior consent of the Senior or Junior President.

(k) Other

- (i) The Clerk for the purposes of determining validity, or the Emeritus Committee at any time, may request further information, including prospective evidence, from all parties.
- (ii) The Returning Officer shall maintain a guide to Complaints, that shall be available on the website. This shall be a clear and non-technical guide on how to bring a Complaint and how Complaints are managed, and any other information the Returning Officer deems appropriate.
- (iii) The Returning Officer shall keep records of the Emeritus Committee, including minutes and recordings of all meetings and hearings, and Reports. Non-anonymised records should be held securely and destroyed when they are no longer needed, in accordance with data protection legislation.
- (iv) 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.
- (v) With the assistance of the Returning Officer, the Committee will keep a record of all Complaints received and prepare an annual report that, in anonymised form, will set out:
 - (A) the category of such Complaints (e.g. harassment, funding disputes or service issues);
 - (B) an overview of how Complaints were resolved; and
 - (C) any Committee recommendations arising from them (for example, what further steps, including training, the Club may wish to consider to deal with incidents of harassment).

(vi) The Senior President 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*.

(vii) In Hilary Term 2026 only, the Returning Officer is obligated and duly empowered to replace all instances of 'Chair of the Emeritus Committee' and its linguistic equivalents in these Governing Documents, outside of this sub-clause, in light of the abolition of the Office of Chair of the Emeritus Committee. They shall ordinarily be replaced with 'Senior President', though another Position Holder may be inserted if the Returning Officer believes them to be more appropriate, with the consent of the current Senior President. The Returning Officer shall also replace all instances, outside of this sub-clause, of 'Rule 13' with 'Rule 7', or delete, as appropriate.

RULE 8: MEETINGS

(a) General

(i) The Senior President shall chair all General Meetings. Meetings of Closed Council shall be chaired by the Junior President, unless otherwise provided for in these Rules or Standing Orders. The Chair of any Meeting shall be responsible for ensuring that fair debate is heard, where there are members disagreeing, on all matters requiring votes.

(ii) The Senior Secretary shall minute all General Meetings. The Junior Secretary shall minute all meetings of Closed Council unless otherwise provided for in these Rules and Standing Orders.

(iii) No member is ever to exercise two separate votes, regardless of whether they hold multiple positions, in an Acting capacity or otherwise- save for when ties must be broken as outlined elsewhere in these Governing Documents.

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

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

Returning Officer. The Senior Member shall have the right to attend any meeting or body of the Association, and to be present for *in camera* business.

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

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

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

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

(x) 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. Meetings may also be fully online where necessary, for example over the vacation.

(xi) ‘Body’ in this Rule only applies to bodies listed in this Rule, and not bodies created by other Rules or Standing Orders, unless stated otherwise elsewhere in these Governing Documents.

(b) Closed Council

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

(ii) All members of Closed Council shall be called on in order of seniority to state their business, save that Senior Officers shall come after Junior Officers and questions should be invited by the Chair to each Position Holder. After all such business, there shall be a section of the Meeting known as ‘Open Council’, where all members of the Association shall have speaking rights and the right to pose questions to Officers. Open Council may not last more than 30 minutes, unless extended in 15 minutes increments by vote(s) of Closed Council.

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

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

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

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

(II) These members shall be considered Position Holders for the purposes of Rule 8, Rule 7 and Rule 14 only.

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

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

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

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

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

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

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

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

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

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

(vii) All voting members of Closed Council are expected to attend all meetings of Closed Council, excluding the Senior Officers. Failure to attend twice without a passed absence in one academic term shall result in automatic resignation from office, and the removal of all seniority and privileges. Not being present at the location of a meeting within five minutes of the scheduled start time shall be deemed to be an absence.

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

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

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

(c) Termly General Meetings

(i) There shall be a Special General Meeting of the Association in 3rd Week of each term. This shall primarily be for the purpose of amendments to the Governing Documents and by-elections and the

consideration of Policy Motions. The Senior President shall give five days' notice of the Meeting to the membership, in consultation with the Returning Officer. It shall ordinarily be before the largest event scheduled for 3rd Week. This Meeting shall have the status and powers of a Termly General Meeting.

(A) The Senior President shall invite members to submit agenda items to the Senior Secretary until a deadline of 72 hours in advance of the Meeting. The Senior Secretary shall circulate the agenda to the membership at least 48 hours in advance of the Meeting. Should there be no agenda items submitted, the Meeting shall not take place.

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

(C) Any member may submit a Policy Motion before the deadline for submission of agenda items. Policy Motions must relate to matters of local, domestic or international politics. Any policy accepted by a simple majority of those present and voting shall be deemed to be Association Policy. 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 on Policy Motions. Any member who declares themselves to be a member of the Liberal Democrats or an appropriate international sister party shall have their vote counted twice, only for votes on Policy Motions.

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

(A) The Senior Officer giving notice of the Meeting shall invite agenda items to be submitted to the Senior Secretary until a deadline of 72 hours in advance of the Meeting, in Michaelmas and Trinity. In Hilary, the Senior Secretary shall invite agenda items to be submitted to themselves for up to seven days after the notice of the Meeting is given to the membership. The Senior Secretary shall circulate the agenda to the membership at least 48 hours in advance of the Meeting.

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

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

(iv) At all General Meetings, The Senior Treasurer, assisted by the Junior Treasurer, shall present a financial report. At the 6th Week Termly General Meeting, each Position Holder, save the Committee and Returning Officer, shall be required to present a report on their work during the term so far. Any Junior Officer may request that any Senior Officer or the Returning Officer give a Report via email to them no later than 24 hours after the Meeting is called, and that Senior Officer or the Returning Officer shall then be bound by the reporting provisions for that Meeting.

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

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

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

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

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

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

(d) Quorum

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

(ii) Unless otherwise defined, quorum shall be three for any meeting.

(iii) Objections to the quorate nature of the meeting must be raised in the meeting, at which point a count will take place. Retrospective challenges to quorum are not allowed.

(iv) The exception to (iii) above being that any business conducted in any meeting with just one member present shall be deemed invalid, with no necessity for a challenge to the quorum.

RULE 9: DEFINITIONS

(i) A simple majority vote, as referenced in these Rules and Standing Orders, is defined as more people voting for than against, or vice-versa of those who are present and eligible to vote, who choose to vote. Abstentions and spoilt ballots should be counted separately, and don't count as votes for or against.

(ii) A two-thirds vote, as referenced in these Rules and Standing Orders, is defined as 66.67% of those who are present and eligible to vote, who choose to vote. Abstentions and spoilt ballots should be counted separately, and don't count as votes for or against.

(iii) Ties may be split by the highest present person as according to the Table of Seniority, unless specified differently elsewhere in these Rules and Standing Orders.

(iv) Where the words '*in writing*' or similar are used in these Rules and Standing Orders, this is taken to mean via letter or email unless explicitly stated otherwise.

(v) '*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).

(vi) '*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.

(vii) Where these Governing Documents refer to the 'membership', including for the purpose of circulation, this shall be taken to mean the membership *in statu pupillari*, unless explicitly provided for otherwise. Members not *in statu pupillari* may request to the Junior Secretary to be included in such circulations and other matters, and from that point forwards Position Holders shall be obliged to include them.

(viii) '*Ex-Officer*' shall be taken to mean Ex-Senior Officers, Ex-Junior Officers, Ex-Returning Officers and Ex-Senior Members.

RULE 10: SUCCESSION

(a) General

- (i) The Returning Officer shall be responsible for administering succession procedures.
- (ii) Unless otherwise specified, individuals who fill vacancies shall hold their new role until such time as the original term of office would have concluded.
- (iii) Until such time as succession procedures under this Rule have concluded and unless otherwise specified, the powers and duties of any vacant position shall fall to the Junior President, who may delegate them to any person they see fit in an Acting Capacity.
- (iv) The powers and duties of a Senior Officer, in the event a Senior Office is vacant, shall fall to the Returning Officer. The powers and duties of the Junior President or the Senior Member, in the event either position is vacant, shall fall to the Senior President. The powers and duties of the Returning Officer, in the event that Position is vacant, shall fall to the most senior member according to the Standing Order detailing seniority amongst Electoral Officials.

(b) Senior Officers

- (i) Should the office of Senior President become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer.
- (ii) Should the office of Senior Treasurer become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer.
- (iii) Should the office of Senior Secretary become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer.
- (iv) Should the office of Senior Member become vacant, the Committee shall co-opt an individual recommended to them by a Session of the Emeritus Committee summoned as soon as is practicable by the Returning Officer. This shall be ratified by a two-thirds majority vote of Closed Council.
- (v) Recommendations for Senior Office shall be considered to be elections of the Emeritus Committee for the purposes of any other Rules or Standing Orders.

(c) Junior Officers

- (i) Should the Office of Junior President become vacant, it shall automatically be succeeded by the Junior President-Elect, who shall become the Junior President until such time as the Junior President-Elect's term as Junior President would have concluded. They shall continue to serve as Junior President-Elect simultaneously. Notwithstanding any other provision in these Rules and Standing Orders, there shall always be a Junior President and if absolutely necessary, the Returning Officer shall employ variations of procedures set out in these Rules to fill that office.
- (ii) The Junior President-Elect shall only succeed under (i) exactly 24 hours after being notified by the Returning Officer in writing of the vacancy. They may waive this right before the 24 hours concludes. In this event, the Returning Officer shall offer in writing the position of Junior President to members in order of Seniority, only of those junior to the Junior President-Elect and excluding the member who vacated the office of Junior President. They shall write to members in batches of 7 every 24 hours until there is an acceptance. The most senior person accepting the offer shall be deemed the Junior President at the conclusion of the 24 hour period after they were written to.
- (iii) Should the Office of Junior President-Elect become vacant, the Committee shall co-opt the individual who wins a by-election called as soon as practicable by the Returning Officer. Should the winner of this by-election be a Junior Officer, Closed Council shall by simple majority co-opt a Portfolio Officer to assume that Junior Office.
- (iv) Should the Office of Junior Treasurer become vacant not by the operation of (ii) or (iii) above, the Committee shall co-opt the individual who wins a by-election called as soon as practicable by the Returning Officer. Should the winner of this by-election be the Junior Secretary, Closed Council shall co-opt a Portfolio Officer to become Junior Secretary, and the vacant Portfolio Office shall be filled by appointment as in (d) below.
- (v) Should the Office of Junior Secretary become vacant not by the operation of (ii) above, the Committee shall co-opt the individual who wins a by-election called as soon as practicable by the Returning Officer.
- (vi) Should no Portfolio Officers be willing to fulfil the provisions of (ii)-(iv), the Committee may co-opt any member they choose, preferencing first Appointed Position Holders.

(d) Portfolio Officers

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

(e) Other Position Holders

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

RULE 11: HONORARY OFFICERS

(i) General Meetings shall have the power to create Honorary Officers of the Association by way of a 2/3 majority vote.

(ii) Motions to create Honorary Officers must specify how long they will serve for, this may be anywhere from one academic term to life.

(iii) There shall be no more than ten Honorary Officers at any one time. If there are already ten, the Association may not create anymore.

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

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

RULE 12: AMENDMENTS

(a) General

(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) Members of Closed Council 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) Amendments to the Preamble, Structure of the Governing Documents and Code of Conduct shall require the consent of a majority of the Committee.

(iv) Any member wishing to amend the Rules or Standing Orders at a meeting should send the amendment to the Returning Officer, and the Senior Secretary (in the case of a General Meeting) or the Junior Secretary (in the case of Closed Council), in time for the Agenda submission deadline for that meeting. All amendments shall include towards, or at the top of, the first page a list of Rules and Standing Orders affected.

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

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

(b) Validity

(i) The Returning Officer shall be responsible for ensuring all amendments are compliant with the procedure in this Rule and the Governing Documents, and shall be obligated to invalidate 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. Invalidating an amendment shall be done via a Ruling, which may be appealed.

(ii) The conclusion of the meeting in which an amendment (purportedly) passes shall be deemed to be the time of the request for a Ruling. Should no Ruling of invalidation be issued before the conclusion of the time period available as under Rule 1, a 'Ruling not to invalidate' shall be deemed issued for the purpose of any appeal to the Emeritus Committee. The Returning Officer may only invalidate the entirety of an amendment, not specific parts.

(iii) Where necessary, the Returning Officer may, with the consent of the Senior President, suspend the enactment of an Amendment to the Rules or Standing Orders if there is a genuine question as to whether it is compliant with the Standard Constitution that they feel they cannot answer themselves. They shall refer the matters to the Proctors for interpretation as swiftly as possible. Such suspension may be lifted by the Returning Officer at any time, with the consent of the Senior President.

(c) Maintenance of the Governing Documents

- (i) 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.
- (ii) The Returning Officer is responsible for keeping the Governing Documents and the History of Amendments folder up to date. These documents must be provided to any member within 24 hours of asking.
- (iii) 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.

(d) Alterations to proposed amendments

- (i) Members may propose to alter the text of the amendment being proposed in a Meeting from that which is circulated with the Agenda. This may be done with the consent of the proposer, and a Senior Officer or the Junior President or the Returning Officer.
- (ii) Use of the alterations provision to significantly or exclusively amend the Governing Documents without due notice shall be a Disciplinary Offence and shall ordinarily be grounds for invalidity of the amendment.
- (iii) The terms of the alteration shall be circulated in writing to the relevant Secretary and the Returning Officer, or stated explicitly for the recording and minutes. If only stated orally, it shall be sent in writing within two hours of the close of the Meeting.
- (iv) Documents with live editing provisions may be employed for the purposes of ‘circulating in writing’ in the sub-clause above, so long as the edit history may be accessed and recorded by the Returning Officer upon request.

RULE 13: MOTIONS OF NO CONFIDENCE

- (i) Any member may bring a vote of no confidence to a General Meeting, against any Position Holder excluding the Senior Member.

(ii) These must be submitted via the normal Agenda provisions for General Meetings, or with a requisition for an Emergency General Meeting if it is being called for the purpose of a Motion of No Confidence.

(iii) All members shall have the right to ask questions and make speeches in favour and against and ask questions, though total proceedings should last no longer than thirty minutes. If the Position Holder in question or the mover of the motion is Chairing the meeting, they will yield the Chair.

(iv) Members shall then vote by paper secret ballot either ‘Confidence’ or ‘No Confidence’. This requires a $\frac{2}{3}$ majority in order to remove the Committee member, which then triggers succession and by-election proceedings.

(v) After an unsuccessful Motion of No Confidence, no further Motion of No Confidence may be moved in that Position Holder for at least 10 calendar days.

(vi) Procedures under this Rule shall at no times prevent any member from moving an indicative vote that they have no confidence in a Position Holder, which shall have no binding effect.

SECTION 4

THE STANDING ORDERS

STANDING ORDER 1: FINANCIAL POLICY

(a) Signatories and Management

(i) The Association bank account is with Metro Bank. Changing this account shall require the alteration of this Standing Order.

(ii) The signatories to the bank account shall ordinarily be the Junior President, Junior Treasurer and Senior Treasurer. A motion to this effect, shall be passed at the meeting of Closed Council immediately following the election, and shall be moved by the Returning Officer.

- (iii) All financial transactions shall be originated by the Junior President, Junior Treasurer or Senior Treasurer. Any transaction exceeding £100 shall require the authorisation of a simple majority vote of Closed Council.
- (iv) A simple majority of Closed Council present and voting may also authorise any expenditure it sees fit up to £250, without origination from the Junior President or either Treasurer.
- (v) Any transaction exceeding £250 shall require the unanimous consent of the Junior President, Senior Treasurer and Junior Treasurer. It may be vetoed by a two-thirds majority vote of Closed Council.
- (vi) The Senior Treasurer, assisted by the Junior Treasurer, shall be responsible for maintaining a budget spreadsheet, and keeping a record of all Association spending.
- (vii) The Junior Treasurer shall be obligated to present the budget and spending to Closed Council if so requested by any member with at least 24 hours notice.
- (viii) The Junior Treasurer, in consultation with the Senior Treasurer, shall be responsible for maintaining the Association's cash box, and a record of how much cash the Association is in possession of.
- (ix) Removal of an individual as a signatory, except in accordance with (b) below shall require the approval of a majority of the Senior Officers. Removing an individual without such approval shall be a Disciplinary Offence.

(b) Handover and Debit Cards

- (i) At the end of each term, it shall be the responsibility of the outgoing Junior President, Junior Treasurer and the Senior Treasurer to ensure that the new Junior Treasurer and Junior President (and in Hilary only, the new Senior Treasurer) are added as signatories to the bank account, and that the outgoing Junior Treasurer and Junior President are removed. The Junior Treasurer shall be required to submit evidence of this to the Returning Officer.
- (ii) The Junior Treasurer should also hand the cash box to the Junior Treasurer-Designate after the final event of term.

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

(iv) At all times, only the Senior President, Senior Treasurer, Junior President, Junior President-Elect, Junior Treasurer and Junior Treasurer-Designate shall be allowed to hold an Association Debit Card, unless otherwise authorised by a majority vote of Closed Council.

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

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

(c) Debts to the Association

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

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

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

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

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

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

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

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

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

(d) Charges

(i) The Senior President or Junior President may issue charges for the following reasons:

(A) An action of a member or non-member has caused financial harm to the Association.

(ii) Charges shall be issued via email, and copied to the Returning Officer and Senior Treasurer. In this email the Junior President shall give reasons for the issuing of the charge, inform a member of their rights of appeal under Rule 1(c), and explain to them how to pay - ordinarily via bank transfer.

(iii) Timelines in this Standing Order shall be suspended upon the individual filing an Appeal. All charges shall be paid within seven days of their issuing, else the member shall be deemed to be expelled.

(iv) Charges shall only be issued for the purpose of making the Association financially whole, but this shall not prejudice the right of the Association or Position Holders to pursue action in the courts and by other means where necessary, especially where a charge is not paid.

(v) Charges shall not be considered debts for the purposes of Standing Order 1(c).

STANDING ORDER 2: MINOR EDITS

(i) The Returning Officer may make minor edits to the Rules, Standing Orders and Interpretations only so as to correct issues with spelling, grammar, clause demarcation and other such linguistic matters, or to clarify disputes over whether parts of the Governing Document refer to specific Senior or Junior Officers.

(ii) These edits shall be in no danger of affecting the intention, effect or procedure of the section of the Rules, Standing Orders or Interpretations in question.

(iii) The nature of such edits shall be included with the agenda for the next meeting of Closed Council, and explained at that meeting by the Returning Officer or their agent. A minor edit shall automatically be reversed if this is not done.

(iv) If any member believes an edit to be incompatible with the provisions of (i)-(ii) above, then they may appeal it within seven days to a Session of the Emeritus Committee. If an edit is appealed, it shall be suspended in its entirety until the conclusion of the Session of the Emeritus Committee.

STANDING ORDER 3: ACCESSIBLE ROOMS

(i) All events of the Association shall be hosted in spaces that are fully accessible to those with disabilities.

(ii) It shall be a reasonable duty on the Junior President to ensure that (i) above is followed at all times.

(iii) There shall be a reasonable duty on the Junior President to ensure that events run in conjunction with other societies and other organisations, shall be hosted in spaces that are fully accessible to those with disabilities.

STANDING ORDER 4: HANDOVER

(i) All Position Holders are expected to meet with their successors before the transfer of power, and to produce a handover document.

(ii) They should transfer all Association assets and documents in their possession.

(iii) Failure to do any of this within one week of power being transferred shall compel the Returning Officer to act in accordance with Rule 4(c)(v)(F).

STANDING ORDER 5: ENDORSEMENTS AND PATRONAGE

(a) General

(i) The Association may vote to endorse another organisation or to donate funds to another organisation or person. This can only be approved by a simple majority vote of the Closed Council..

(ii) The Association supports the Liberal Democrats and no other political party in Great Britain.

(iii) The Association may issue official statements, statements of policy and other such comments on political matters as may be necessary from time to time. Such statements or comments must be approved by a simple majority of Closed Council. Such statements or comments shall not be deemed to represent the individual views of those voting for or against, or of the membership more widely.

(iv) The Association may, by a simple majority of Closed Council, endorse candidates in external elections, so long as this does not contravene the Rules of that election. This shall not prevent members of the Association from supporting other candidates.

(b) Affiliated Organisations

(i) In addition to endorsing organisations as under (a)(i) above, the Association may also have specific arrangements with party and external organisations. These are at present:

(A) Liberals for CANZUK, including any future names it may adopt.

(ii) Any member of the Association who is also 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, shall automatically be considered to be a member of Liberals for CANZUK, provided the following conditions are met:

- (A) This is clearly stated on the Association membership form, or otherwise explicitly communicated.
- (B) There is an option to opt-out provided.

STANDING ORDER 6: LIQUOR AND LIBERALISM

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

STANDING ORDER 7: SENIORITY AMONG ELECTORAL OFFICIALS

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

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

Returning Officer's Assistants *with the person appointed longest ago first and so on,*

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

Ex-Returning Officers who are not Deputy Returning Officers, *in statu pupillari or were in the last twelve months,*

Ex-Deputy Returning Officers *in statu pupillari,*

Ex-Junior Presidents *in statu pupillari or were in the last twelve months,*

Ex-Junior Secretaries *in statu pupillari.*

STANDING ORDER 8: EQUIVALENT POSITIONS

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

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

(iii) Ex-Vice Presidents shall be deemed to be Ex-Secretaries.

STANDING ORDER 9: FREE ENTRY TO EVENTS

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

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

STANDING ORDER 10: FURTHER ELECTION PROCEDURES

(a) Manifestos

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

(ii) Manifestos must be submitted with nomination forms. Failure to submit a manifesto shall render a nomination invalid. Any member may request, upon the closing of nominations, the manifestos of any candidate. The Returning Officer shall provide them with such manifestos within 24 hours of the request, up until the publication of the candidates list.

(iii) Manifestos shall be submitted as simple black text on a white page. The Returning Officer shall be responsible for ensuring all manifestos in the official manifesto booklet are standardised to the same font, size and format. All information included on any other publicity, including online, must be included in the manifesto, or be a reasonable paraphrase as such. The Returning Officer may order the removal of any publicity that does not meet the conditions of this sub-clause.

(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 a breach of the Governing Documents. It shall be at the fair determination of the Returning Officer whether to uphold such an objection. Candidates shall be allowed to provide representations to the Returning Officer regarding objections.

(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.

(xi) The Returning Officer shall publish an official manifesto booklet with all manifestos, once they have undergone all processes in this Standing Order. The Returning Officer shall circulate this via email to the membership via email if convenient, and shall ensure that at least three copies are available to members at the point of casting their vote.

(b) Hustings

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

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

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

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

(c) Ties

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

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

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

(d) Social Media

(i) All posts made as a result of this clause must first be approved by the Returning Officer or their delegate. No post in regards to the election from Association accounts shall be produced or posted by a candidate, and shall only be produced or posted by the Returning Officer or their delegate. All posts shall be fair and balanced and not seek to advantage any specific candidate.

(ii) An Instagram post shall be released as soon as possible after the Opening of Nominations drawing attention to the nomination form and the deadline for nominations.

(iii) In the event of there being more than one validly nominated human candidate for Junior President-Elect, an Instagram post shall be released at least 48 hours in advance of the election, introducing the candidates. This post shall also include the date and time of the election.

(iv) The Returning Officer, at their discretion, may request the production of other posts in relation to the election, including 'Meet the Candidates' posts for other positions.

(e) Returning Officer's Assistants

(i) The Returning Officer shall be empowered to appoint as many consenting Returning Officer's Assistants as they so require, via email to the Junior President, who shall serve from their appointment until 24 hours after the announcement of the results in the termly election. They shall have the status of Position Holders for the purposes of Rule 7 only.

(ii) The Junior President or Returning Officer may remove any Returning Officer's Assistant at any time. Should the Junior President be a candidate, their power in this sub-clause shall reside with a simple majority of Closed Council.

(f) Welfare Officer in Hilary Term 2026

(i) The Junior President may appoint an Access and Welfare Officer, subject to the ratification of a simple majority of Closed Council. The Access and Welfare Officer shall have such duties as determined by the Junior President.

(ii) This clause (f) shall automatically repeal at the beginning of the Easter Vacation 2026..

STANDING ORDER 11: FURTHER EMERITUS COMMITTEE PROCEDURE

(a) Delegate of the Emeritus Committee

(i) Where a Delegate of the Emeritus Committee is to be appointed, they shall be the consenting member of the Emeritus Committee, not otherwise barred, highest on the following list:

(A) Ex-Returning Officers, with the member elected longest ago first and so on,

- (B) A law graduate, or law student not in their first year,
- (C) The member who has served the longest on the Emeritus Committee, with ties being broken by Rule 6 Seniority.

(ii) Unless otherwise specified, ties in one category shall be broken by cumulative length of service on the Emeritus Committee in terms, not days. Inclusion on a term's Emeritus Committee shortlist, or being added to the list later in term, shall be deemed to be one term's service.

(b) Referral of a prospective Complaint

(i) Any member may refer in writing to either the Junior President or Junior President-Elect, information regarding behaviour that may form the basis of a Complaint. The Junior President(-Elect) shall inform the Returning Officer, or if they are conflicted, the Vice Returning Officer, if they receive any such Referral. The Junior President(-Elect) shall be reasonably empowered to make further inquiries into the matter, in consultation with the (Vice) Returning Officer; deliberately frustrating such inquiries shall be a disciplinary offence.

(ii) Should the Junior President(-Elect) believe that the Complaint has a realistic prospect of success, is not frivolous, vexatious or malicious, and that its pursuit is in the interests of the Association, they shall bring a Complaint to the Emeritus Committee in accordance with Rule 7 and inform the referring member. Should they decline the Referral, the Junior President(-Elect) shall give their reasons in writing to the referring member.

(iii) A decision on whether to bring a Complaint or not shall be made within seven calendar days of the initial Referral. Should the Referral be declined, the member is not precluded from making a Complaint under Rule 7 in a personal capacity.

(iv) All Position Holders shall be required to act impartially, in the interests of the Association and in order to prevent breaches of the Governing Documents, in the actioning of their duties under this Standing Order. Complaints made under this Standing Order may be known as 'Complaints in the Members' Interest.'

(v) The Junior President(-Elect) shall be empowered to appoint a Representative to assist them in fulfilling their functions under this Standing Order.

(c) Naming of Rulings and Cases

(i) The Emeritus Committee, or the Returning Officer with the consent of the Senior President, shall be empowered to amend the names of Rulings and cases so as to ensure compliance with this Standing Order.

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

Lloyd-George v Gladstone

(iii) For an Disciplinary Complaint brought by the Returning Officer as part of their duties, or brought by the Junior President or Junior President-Elect on the basis of a Referral, the case should be known as Position Holder (Name) v Member:

Returning Officer (Mill) v Lloyd-George

Junior President (Asquith) v Lloyd-George

(iv) For an Appeal brought under the element of the Rules that allows challenges to decisions of Position Holders, or for Appeals to Rulings of the Returning Officer, the case should be known as Member v the Body/Position Holder (name) whose action/decision is being appealed. Should the Appellant be a Body it shall be Body v Body/Position Holder (name).

Lloyd-George v Junior President (Asquith)

Senior Officers v Closed Council

Lloyd-George v Senior Officers

Lloyd-George v Returning Officer (Mill)

(v) For a Complaint brought corporately by any Body in accordance with the Standing Orders, the case shall be known as Body v Member:

Senior Officers v Lloyd-George

(vi) Cases shall be referenced with the name of the case, the term in square brackets, the Body reference, and then the number of the Session of the Emeritus Committee in which the case was heard. It should also be added whether a case is cited in *in camera* form (IC) or public form (P). Body references shall be RO (Returning Officer), DEC (Delegate of the Emeritus Committee) EC (Emeritus Committee) and AC (Appeals Committee). Rulings of the Returning Officer should be given a

succinct name that summarises the matter at hand, or named after the member requesting the Ruling (with their consent), and prefaced with *In re*. For example:

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

In re: Lloyd George [TT99] RO

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

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

Lloyd-George (Appellant) v Returning Officer (Mill) [TT29] AC-P

STANDING ORDER 12: MEMBERSHIP AND MAILING LISTS

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

(ii) At a minimum, there shall be:

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

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

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

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

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

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

STANDING ORDER 13: RETURNING OFFICER'S ARCHIVE

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

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

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

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

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

STANDING ORDER 14: ELECTIONS TO COMMITTEE

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

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

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

(iv) Members not nominated by the Committee may nominate for the Committee by emailing the Returning Officer and Senior Secretary at least seven days prior to the Annual General Meeting or by the deadline for nominations to the termly election, whichever is earliest. Such nominations also require a seconder, who must be copied into the email. The Returning Officer shall ensure that a full list of candidates for Committee is published with the normal list of candidates for the termly election.

(v) The Returning Officer shall ordinarily administer the election, at the same time as the ordinary termly election. Any Electoral Official may choose to offer themselves as a candidate for Senior Office. Should any Electoral Official be a candidate for Committee, there shall be two separate ballot papers.

(vi) In the circumstance that the Returning Officer is a candidate, the Committee elections should be managed by the most senior Electoral Official who is not a candidate. They shall be deemed to be the Acting Returning Officer, for the purposes of the Committee elections alone. The Returning Officer shall be obligated to forward on any necessary communication to the Acting Returning Officer within 24 hours – failure to do so shall be a disciplinary offence.

(vii) The elections to Committee shall be by the method of the Alternative Vote, where None of the Above shall not be an option.

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

(ix) Elections to the Committee shall be subject to the electoral malpractice rules and procedures set out in Rules 5 and 7.

(x) The Committee may delay nomination of a candidate for a Senior Office if the member they wish to nominate is seeking election as a Sabbatical Officer in the Oxford Student Union. The Committee must ensure that their nomination for that Office is delivered in time for the publication of the final list of candidates by the Returning Officer.

(xi) In the event that there is only one nominated candidate for a Committee position, that member shall be deemed to be elected at the point of the closing of nominations. They shall no longer be considered a candidate for the purposes of any other Rules and Standing Orders, save for Complaints or Appeals relation to the election, as appropriate.

STANDING ORDER 15: PARTY MEMBERSHIP REIMBURSEMENT

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

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

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

STANDING ORDER 16: PAST SOCIETY PENALTIES

(i) When any member becomes aware of evidence that a penalty imposed by a Disciplinary Body of the Oxford University Liberal Democrats, or another previous iteration of the Association, would still be in effect, and thus has, or may have, impact on the Association, they shall refer this matter to the Returning Officer in writing.

(ii) The Returning Officer shall review the evidence available to them, and make a first instance determination as to whether they believe:

- (A) That the Body that imposed the (purported) penalty constitutes a valid Disciplinary Body,
- (B) That the (purported) penalty was imposed,
- (C) That the (purported) penalty is still in effect and thus has, or may have, impact on the Association.

(iii) The Returning Officer shall inform the referring member and the member who had the penalty imposed against them ('the Subject') of the outcome of their determination, and any effect it has on their interaction with the Association.

(iv) The Subject and the referring member shall then be entitled to Appeal this decision under the usual procedure in Rule 1(c), and shall be advised of this fact by the Returning Officer. An incorrect determination by the Returning Officer under (ii) above shall be deemed to have misapplied and misinterpreted the Governing Documents. The Subject, referring member and Returning Officer shall be entitled to be Respondents to this Appeal.

(v) The entirety of proceedings under this Standing Order shall be in camera, unless the Emeritus Committee unanimously determines otherwise.

(vi) The proceedings under this Standing Order shall only exist to make findings of fact in relation to the (purported) previous disciplinary processes. The Emeritus Committee shall not function as an Appellate Body to the original penalty, nor hear any detail of the case beyond what is necessary to ascertain such a fact.

STANDING ORDER 17: FURTHER MEETING PROCEDURE

(a) General

- (i) Should either President not be present, or be unwilling to Chair - then the next most senior consenting person on the Table of Seniority who is not the Senior Member, who is a member of the relevant body, shall take the Chair. For the purposes of this clause, Ex-Presidents *in statu pupillari* shall rank after the Junior President-Elect.
- (ii) Should either Secretary not be present, then the next most senior consenting person on the Table of Seniority, who is a member of the relevant body, shall minute. For the purposes of this clause, Ex-Secretaries shall rank above the Returning Officer.
- (iii) For Closed Council, Agenda items shall be submitted to the Junior Secretary at least 24 hours before the time of the meeting, and the Junior Secretary shall circulate the agenda to all members of Closed Council, at least 12 hours before the start of the meeting.
- (iv) At all Ordinary Meetings of Closed Council, minutes of the previous Ordinary Meeting and any Extraordinary Meetings that have taken place since the last Ordinary Meeting, should also be circulated with the Agenda.
- (v) For Closed Council, no matter not specified on the Agenda, save any matter legitimately arising under 'Business Arising from the Minutes', shall be voted on or any substantive decision taken if two Members of Closed Council, being present at the time the matter arises, object before any motion is moved on that matter. This shall not apply to business that the Rules or Standing Orders reserve for any specific meeting. For General Meetings, no matter not on the agenda may be voted on or any substantive decision taken.
- (vi) Closed Council shall be able to conduct urgent votes as necessary via a method of instant messaging. Such a vote must be open for at least two hours, and permission shall first be sought from a Senior Officer, unless the person moving the vote is a Senior Officer. Any such vote shall require a two-thirds majority of those voting to carry, and a quorum of at least half of voting members to have cast their vote. The details of any such vote shall be recorded by the mover at the next Ordinary Meeting of Closed Council.

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

(viii) Where a Position Holder sends apologies to the Junior Secretary stating a reason for absence at least 30 minutes before the scheduled start of a meeting, the Junior Secretary or their delegate shall be obligated to move a motion to pass their absence stating the reasons given.

(b) Termly General Meetings- General

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

(ii) For the Report to the Termly General Meeting, a summary of a minimum of 50 words of substantive content shall be submitted by each Position Holder in time to be included with the agenda. Each Position Holder shall be required to present their full Report orally for no more than three minuets, unless they have submitted a full report of at least 200 words in time to be included with the Agenda. The members present may ask up to two questions of each Position Holder. Position Holders who have only submitted in writing shall be questioned after those presenting orally.

(iii) Any member so choosing may speak in objection to a Report for no more than three minutes. They may give advance notice of their intention to speak to be included on the agenda.

(iv) For every Report, regardless of whether there is an objection, there shall be a vote on whether to accept the Report by simple majority, before moving on to the next Position Holder. The Chair may choose to hold all votes at once at the conclusion of the Reports.

(v) In circumstances where Reports have been presented at the Week 3 General and Policy Meeting, the Senior President may waive any reporting requirements at the Week 6 Termly General Meeting for as many Position Holders as they see fit.

(c) Policy Motions

(i) The Junior President-Elect and Political Officer shall be required to submit one Policy Motion to the Policy and General Meeting. Where there are more than four total motions, the Senior President shall, having taken advice from the Political Officer, select four motions to be debated. All Policy Motions that are to be debated shall be included on the Agenda.

(ii) Policies may be repealed by a Policy Motion at a subsequent General 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 at the end of Saturday of 8th week of the 5th full term after their passage, unless otherwise specified or renewed by a new motion.

(iii) Members may submit amendments to any Policy Motion at any time until the beginning of the Meeting. Amendments are to be incorporated into a Motion by simple majority vote.

(iv) 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.

(d) Minutes

(i) No minutes shall be ratified that do not meet the following criteria in relation to the relevant meeting:

- (A) A list of those who registered attendance, including full names and positions,
- (B) The date and time of opening, and the time of closing,
- (C) Provide an accurate summary of the discussions had and key contributions,
- (D) Record the passage or rejection of any motions, including movers, seconders and objectors,
- (E) Record which business is *in camera* and *ex camera*, and ensure *in camera* business is not shared in public minutes.

(ii) Minutes that are yet to be ratified shall be watermarked as 'Draft' minutes when circulated for consideration. Upon ratification, the secretary shall note the meeting at which the minutes were ratified on the draft minutes, remove the watermark and circulate the final, ratified minutes.

(iii) All meetings shall be audio recorded by the secretary to that meeting, and these recordings shall be uploaded onto a shared drive within one hour of the conclusion of the meeting. This Drive shall be accessible by, at a minimum, the Senior and Junior Secretary, the Senior and Junior President, and the Returning Officer.

(iv) Three failures by any one individual to produce minutes in any one academic term shall result in their automatic resignation as Junior Secretary, Senior Secretary or any other Position

which affords a member duties under this Standing Order. The Returning Officer shall be responsible for determining, via a Ruling, when three failures have occurred.

STANDING ORDER 18: ELECTION OF THE RETURNING OFFICER

- (i) The Junior President shall write to the membership within 72 hours, through either Secretary, if necessary, to open nominations for Returning Officer, upon receiving the resignation or notice of resignation from the incumbent Returning Officer.
- (ii) Should the Returning Officer's term expire without their resignation, they shall be deemed to have resigned two academic terms after their assumption of the Office. This resignation shall trigger the provisions of (i) above.
- (iii) The Junior President shall invite from the membership written statements, with a stated deadline, not exceeding 350 words, detailing experience and capability for the role, as well as desire for taking it up. They shall share these with the members of the Emeritus Committee as soon as possible after the closing of nominations.
- (iv) The Junior President shall summon the Emeritus Committee at the earliest opportunity, with at least 12 hours notice, upon receiving all nominations and statements. At their determination, this may constitute a Session of the Emeritus Committee.
- (v) All voting members of the Emeritus Committee not able to meet in person shall be able to vote via email to the Junior President, submitted at least 1 hour before the meeting is scheduled to begin. Should the Junior President be a candidate, they shall inform members of the Emeritus Committee to send any email votes to a different member of the Emeritus Committee, ordinarily the Senior President.
- (vi) Members of the Emeritus Committee may deliberate *in camera* in relation to the received written statements. They shall then elect the Returning Officer via the Alternative Vote, where None of the Above is an option. Should None of the Above be the winner, the process shall be repeated. Any and all ties may be broken by the Junior President.
- (vii) The new Returning Officer shall assume Office immediately after the vote result is announced, should the Office be vacant. Otherwise, they shall assume Office upon the exit from Office of their predecessor.

STANDING ORDER 19: COLLEGE REPS

(a) General

(i) There shall be College Representatives (College Reps), whose duties shall be to attend and promote Association events. The Junior President-Elect shall be responsible for actively recruiting College Reps.

(ii) The Junior President or Junior President-Elect shall recommend appointments to Closed Council, who shall ratify them by simple majority. A simple majority of Closed Council may remove a College Rep at any time. Closed Council may by simple majority provide discounted prices for events or other incentives for College Reps.

(iii) College Reps shall be Position Holders for the purposes of Rule 7.

(b) Group Chat

(i) The Junior President-Elect shall maintain an instant messaging chat with all College Reps, for the purposes of circulating information and imposing duties. Any Junior Officer so requesting shall be added to this chat.

STANDING ORDER 20: SENIOR COMMITTEE AUDIT

(i) The Committee shall be summoned at least once a term. One of their meetings shall be designated as the Audit meeting; the Senior Member shall not be obliged to attend, and may offer participation in writing. The Audit meeting shall take place before the Termly General Meeting, and ideally in 5th Week.

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

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

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

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

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

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

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

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

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

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

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

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

STANDING ORDER 21: MEMBERSHIP DETERMINATIONS

(i) In circumstances where an individual does not appear on the register of members, but the Returning Officer has reason to believe that they should, they may amend the register. They shall inform the Senior Secretary of this action as soon as practicable.

(ii) The Returning Officer shall inform the next Meeting of Closed Council of their action taken under this Standing Order. The Senior Secretary may choose to reverse their decision at any time.

(iii) Should the Returning Officer, exercise this power in the course of the termly or Senior Officer elections, they shall state before the announcement of the result that they have done so but need not name the specific individuals. The Returning Officer shall as soon as practicable, but not later than 4 hours after the announcement of the results, provide a list of individuals added via this Standing

Order, and the reasons why, to any candidate so requesting within one hour of the announcement of the results.

(iv) Any person admitted to annual membership prior to the Hilary Term 2026 Annual General Meeting shall have the terms of that annual membership respected. This sub-clause shall automatically repeal at the conclusion of Week 8 Trinity Term 2026.

STANDING ORDER 22: THE BEN-MENACHEM COMMISSION

(i) From the passage of this Standing Order until the conclusion of Hilary Term 2026 (at which point this Standing Order shall automatically repeal), a Commission shall exist for the purposes of reviewing the Rules and Standing Orders with a view to shortening them.

(ii) The Commission shall be chaired by Yonatan Ben-Menachem (*Brasenose*) and, with the consent of the Senior President, the Chair may add up to 5 additional members.

(iii) The Commission shall report with its recommendations no later than the end of 7th Week of Hilary Term 2026. No recommendation shall relate to the format of the Governing Documents. No recommendation shall relate to the formatting or typesetting of the Governing Documents.

(iv) The Chair shall, with the consent of the Senior President, have the power to subpoena, solely for the purpose of its business, the following evidence from any Position Holder:

(A) Witness Testimony.

(v) Failure to comply with the terms of this Standing Order, including a subpoena, shall be a Disciplinary Offence.

SECTION 5

INTERPRETATIONS OF THE APPEALS COMMITTEE

None

INTERPRETATIONS OF THE EMERITUS COMMITTEE

Emeritus Committee Interpretation 1: Validation of Party Membership

With regards to Rule 5(c)(iv)(C): Where a prospective electoral candidate must prove that they are a member of the Liberal Democrats or appropriate international sister party, the Returning Officer must be satisfied that the evidence provided to them is legitimate, and is evidence for the membership of the prospective candidate themselves, as proven by the presence of their name, or their membership number and additional proof that that number is the prospective candidate's own membership number. They must also be satisfied that the membership is in date.

Issued 19th June 2025, *Morgan v Returning Officer (Farhan) EC-4-P*

INTERPRETATIONS OF THE RETURNING OFFICER

Returning Officer's Interpretation 1: 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 2: Hustings for None of the Above

Given that None of the Above is to be 'treated as if they are any other candidate for the purposes of the count and election', and that the hustings process outlined in Standing Order

10(b) is a part of the election, None of the Above is ‘required’ to hust during the meeting. None of the Above is of course unable to do so by virtue of not being human, and therefore another member shall hust on their behalf. This member shall be selected by the Returning Officer and may not be another candidate. They shall ordinarily be an Electoral Official.

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

Returning Officer’s Interpretation 3: In the event of no nominations for a Senior Office

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

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

Returning Officer’s Interpretation 4: Conduct of an Election to Senior Office

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

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

Returning Officer’s Interpretation 5: Time of Succession to Senior Office

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

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

Returning Officer’s Interpretation 6: Junior Office Requirements

Individuals appointed to Junior office by Closed Council, as articulated in Rule 5 (d)(vi), must meet the requirements outlined under Rule 5(c)(iv). Whilst the Returning Officer may choose to waive the campaigning requirement for these individuals appointed to a specific office or none (Rule 5(c)(iv)(a), this does not apply to Rule 5(c)(iv)(b and c). Thus, individuals

appointed to Junior Office by Closed Council must be a student of the University of Oxford, and will be a student until they leave office, as proven by a valid dated student Bodleian Card. Moreover, these individuals appointed must be a member of the Liberal Democrats, or a recognised international sister party, as must be evidenced through proof of current membership of such an organisation, such as an email confirmation when one signed up to the party.

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

Returning Officer's Interpretation 7: Ex-Junior Officeholders

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

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

Returning Officer's Interpretation 8: Resignation of Members of Closed Council Appointed under Rule 8(b)(iv)(D)

Failure to complete the duties of a Voting Member of Closed Council appointed under Rule 8(b)(iv)(D), which would ordinarily result in resignation, will result solely in resignation from the office of “Voting Member of Closed Council” and not from the seniority of their ex-position(s).

Thomas Crossley, *Christ Church* -13/02/26

Returning Officer's Interpretation 9: Campaigning Requirements for Junior Office under Rule 5(c)(iv)(A)

The campaigning requirements under rule 5(c)(iv)(A) may be met by campaigning for the Liberal Democrats or any party in an international alliance which the Liberal Democrats recognise as affiliated with themselves.

Thomas Crossley, *Christ Church* - 18/02/26

Returning Officer's Interpretation 10: Manifestos for candidates not running for Junior Office

Candidates not running for Junior Office will be allowed to submit manifestos. These Manifestos are still subject to standing order 10(a).

Thomas Crossley, *Christ Church* - 18/02/26

Returning Officer's Interpretation 11: Proof of ISP status for voters in Senior Officer Elections

In order to vote in a Senior Officer Election a voter must be able to prove that they are *in statu pupillari* with either a current, valid and physical University Card or adequate written evidence of being a suspended member of the University such as an official college letter.

Thomas Crossley, *Christ Church* - 24/02/26

Returning Officer's Interpretation 12: Conflicts of Interest in Electoral Complaints

a) Where Rule 7(c)(ii) states that “Nobody who has a conflict of interest should be involved in decision-making under this procedure”, the clerk shall deem those clearly conflicted to be conflicted and recused for the purposes of Rule 7. This shall automatically include the following, in the case of an Electoral Complaint

- (i) Candidates in the election.
- (b) Count reps in the election.
- (c) (Only where the clerk reasonably believes such a case could overturn the result of the election) Any member who has publicly endorsed a candidate in the election.

b) Where Rule 7(c)(ii) states that “Nobody who has a conflict of interest should be involved in decision-making under this procedure”, “involvement in decision-making” shall include any powers, duties or rights as members of the Emeritus Committee, including being summoned via email in Rule 7(f)(i). Such members shall be informed of the existence of a non-specific electoral complaint, such that they may object to their being deemed to be conflicted.

Joseph Kay (clerk to the 6th session of Emeritus Committee), *Worcester College* - 27/02/26