

# CUSU LGBT+ Constitution

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## **CHAPTER I: AIMS, OBJECTIVES AND MEMBERSHIP**

### **1. NAME**

Cambridge University Students' Union Lesbian, Gay, Bi and Trans Campaign, hereafter abbreviated to CUSU LGBT+, or referred to as the Campaign, shall be the campaign recognised by the Cambridge University Students' Union (hereafter abbreviated to CUSU) representing the people listed in section 3, hereafter called Members.

### **2. AIMS AND OBJECTIVES**

- a. The objectives of CUSU LGBT+ shall be:
  - i. To promote and protect the welfare of all its members;
  - ii. To represent its members at CUSU Council, and to any other outside body involved with CUSU LGBT+;
  - iii. To work to fight relevant discriminatory legislation and relevant prejudice and/or discrimination both in the local and wider communities;
  - iv. To campaign for relevant protective or equality-promoting legislation and raise awareness and acceptance of the groups it represents both in the local and wider communities;

- v. To organise events, both social or otherwise, to benefit its members and/or to further these aims;
  - vi. To work with college communities, the Cambridge University Staff LGBT network, and any other relevant group to help to achieve these aims.
- b. In everything CUSU LGBT+ does, there should be no discrimination, prejudice or bias on any grounds except bias that may be necessary for the support of a disadvantaged section of the community.
  - c. CUSU LGBT+ should always strive to be as democratic and representative as possible while still upholding these principles.
  - d. CUSU LGBT+ should ensure that any accessibility requirements of its Members, members of the Executive Committee or candidates in elections are met whenever feasibly possible.

### **3. MEMBERSHIP**

- a. A member of CUSU LGBT+ shall be defined as someone who both:
  - i. Is a current member of CUSU;
  - ii. Self-identifies as Lesbian, Gay, Bi, Trans, Queer, Intersex, Asexual, Aromantic, or any other related minority identity that falls under the wider umbrella of sexual, romantic and gender identities.
- b. Membership status shall not be affected by any other affiliation.
- c. Membership shall entitle members to partake in Elections, Open Meetings and Referenda and to stand for election to the Executive Committee (hereafter called the Exec).
- d. Any non-Member who wishes to assist with campaigns may do so provided their involvement is not intended to contravene any of the mission statements.
- e. All events organised by CUSU LGBT+ shall be open to all unless:
  - i. The welfare and/or privacy of the people involved would be improved by limiting who may attend;
  - ii. There is a limit to the number of people who can attend, in which case priority should be given to Members or in extreme cases limited solely to Members.
- f. CUSU LGBT+ shall retain the right to refuse entry to anyone/eject anyone from any of its events if the person concerned is believed to be causing, or likely to cause, serious offence or harm to anyone present at the event.
- g. The only Members whose rights as a Member shall be limited shall be the Chair and any person who acts as the Chairperson of a Meeting.
- h. These limitations shall only exist while that person is acting in the relevant role and only limit rights directly related to the role they are performing such as voting/speaking at Meetings.

## **CHAPTER II: CONSTITUTION, STANDING ORDERS AND POLICIES**

### **4. AMENDMENTS**

- a. Amendments to this constitution:
  - i. Shall require a Referendum to be conducted in accordance with Chapter III;
  - ii. All changes must:
    - 1. Be legal under the laws of the United Kingdom and relevant international law,

- 2. Be legal under the CUSU constitution and any other relevant CUSU dictates;
- 3. Not call for any action or inaction that is beyond the control, capabilities or reasonable scope of CUSU LGBT+;
- iii. Must be approved by CUSU Council and shall only take effect after such approval.
- b. Amendments to the Standing Orders:
  - i. Shall be submitted in the form of an Ordinary Motion during an Ordinary or Extraordinary Open Meeting, and it shall require the vote of a two-thirds majority of those present. Alternatively, amendments to the Standings Orders may be submitted to a referendum of type 20.b.i.;
  - ii. Shall not attempt to circumnavigate the constitution by any means ensuring the Standing Orders only covers areas not covered by the constitution.
- c. Amendments to the current CUSU LGBT+ Policies:
  - i. Shall be submitted in the form of an Ordinary Motion during an Ordinary or Extraordinary Open Meeting, and it shall require the vote of a simple majority of those present.
  - ii. Shall not attempt to circumnavigate the Constitution or the Standing Orders by any means, ensuring the current CUSU LGBT+ Policies only cover areas not covered by the Constitution nor the Standing Orders.

## **5. INTERPRETATION**

- a. Whenever a fraction of people is mentioned in a provision of this constitution or its appendices it shall be taken to mean the smallest whole number which shall exceed the fraction.
- b. In case of doubt, interpretation of this constitution (and its appendices) shall rest with the Exec, except that during Open Meetings the Chairperson shall be the sole interpreter of the constitution in respect to questions not yet decided by the Exec.
- c. "Year" shall be taken to mean the Cambridge academic year, starting on 1st October and ending on 30th September every year. When specified, "year" may also refer to the period between one officer's election and the next election due for their position.
- d. "Day" shall be taken to mean a day of full term.
- e. "Chair" shall refer to the Exec member elected by the members.
- f. "Chairperson" shall refer to the person chairing a meeting regardless of whether they are the Chair or not.
- g. "Proposer" shall be taken to mean any member submitting a motion.
- h. "Most senior Exec member" shall be taken to mean the first available and authorised member of the Executive Committee, to be chosen in descending order from the list of Executive Committee positions in clause 8 of the Standing Orders.

## **6. PREVIOUS CONSTITUTIONS**

- a. All previous constitutions, standing orders and policies not included in this document or its appendices are expressly revoked.

## **CHAPTER IIIA: OPEN MEETINGS AND POLICY**

## **7. GENERAL**

- a. There shall be two types of Open Meeting hereafter considered equal unless specified:
  - i. Ordinary Open Meetings,
  - ii. Extraordinary Open Meetings.
- b. Ordinary Open Meetings shall be held at least once a term (with the Annual General Meeting being treated as an Ordinary Open Meeting).
- c. The Annual General Meeting shall be held every year as an Ordinary Open Meeting in Michaelmas Term.
- d. Any Member may attend, vote and speak at any Open Meeting. Non-members (hereafter called Guests) may attend any Open Meeting but:
  - i. May not vote,
  - ii. May only speak after a successful procedural motion of type 11.a.vi.

## **8. TIMING**

- a. The time and date of the Open Meetings shall be decided by the Chair and advertised by the Communications Officer on the seventh day before the meeting with an invitation for the submission of motions.
- b. All Open Meetings shall be held in Full Term in a public, accessible, room at a reasonable time.
- c. An Extraordinary Open Meeting shall be held at a time and date specified in the petition which calls it subject to clause 8.b. This petition must be submitted to the Communications Officer at least a week before the time it is to be held. The same petition must include the motions to be discussed at the Extraordinary Open Meeting and be signed by either the President and one-half of the Exec or by 25 members. No business other than that detailed in the petition shall be discussed at the Extraordinary Open Meeting.

## **9. QUORUM**

- a. The quorum for an Open Meeting shall consist of 10 members not including the Chairperson. An Open Meeting may only start if a quorum is present.
- b. At each vote, the Chairperson should verify the meeting is still quorate. If the Meeting is declared inquorate the meeting shall be deemed to have ended and all remaining items of business shall be held over and discussed at the next Open Meeting.

## **10. MOTIONS**

- a. There shall be three types of motion:
  - i. Ordinary motions;
  - ii. Extraordinary motions;
  - iii. Procedural motions.
- b. Motion types (i) and (ii), of the above types of motion, may take the form of either:
  - i. A motion regarding CUSU LGBT+ Policies;
  - ii. A discussion;
  - iii. A motion mandating the Exec or a member of the Exec to perform a task.
- c. Each Ordinary motion shall have to have been submitted by email to the Communications Officer before midnight on the day before the Ordinary Open Meeting at which it is to be discussed. The email must contain the name of and be sent from the @cam email address of

the Proposer. A maximum of 3 Ordinary motions may be submitted by a single Proposer in each individual Ordinary Open Meeting.

- d. An Extraordinary motion may be submitted to an Ordinary Open Meeting at any time before the end of the Ordinary Open Meeting. A Simple Majority vote shall be required to accept the motion for discussion. A maximum of 1 Extraordinary motion may be submitted by a single Proposer in each individual Ordinary Open Meeting.

## **11. PROCEDURAL MOTIONS**

- a. There shall be the following procedural motions available to any Member (with the exception of the Chairperson) during an Open Meeting. These procedural motions shall take priority over all Ordinary and Extraordinary motions:
  - i. Objection to the presence of a Guest or Guests;
  - ii. That the question now be put;
  - iii. That the question not be put or is deferred to an Exec Member or the Exec or is decided by Referendum;
  - iv. That the motion be taken in parts;
  - v. Challenge to a ruling by the Chairperson or change of Chairperson;
  - vi. Approval for a Guest to speak;
  - vii. That an individual be allowed to speak for longer than 3 minutes.
- b. Procedural Motions shall be voted on after one speech in favour and up to one speech against. A Simple Majority shall be required for the Procedural Motion to be carried.
- c. In the case of a procedural motion of type (v) being put, the Chairperson shall be permitted to make the speech against the motion. In the event that a motion requesting a change of Chairperson passes, the Chairperson must immediately step down and be replaced in accordance with clause 13.b.
- d. In the case of a procedural motion of type (iii) passing, discussion of the motion shall stop immediately.
- e. In the case of a procedural motion of type (ii) passing, the Chairperson should ensure the motion is balanced and allow a summation before halting discussion.
- f. In the case of a procedural motion of type (vii), a new time limit shall be specified by the Proposer.

## **12. AGENDA**

- a. A partial agenda shall be published via the relevant email lists by the Communications Officer no later than 48 hours before the Open Meeting is due to take place. The agenda may still be modified until midnight on the day before the Open Meeting is to be held. The agenda shall be made available to all during the Open Meeting.

## **13. THE CHAIRPERSON**

- a. The Chair shall always be the Chairperson at the start of all Open Meetings at which they are present.
- b. In the event the Chair cannot be present at a meeting or in the event that a Chairperson vacates the chair by a procedural motion (or otherwise), the next most senior Exec member shall be the Chairperson with the exception that the Communications Officer should never take the Chair.

- c. The Chairperson shall be empowered to limit the length of speeches, but to no less than three minutes for a Motion other than a Procedural Motion, where the limit may be set at no less than thirty seconds.
- d. The Chairperson shall neither be taking part in the debate regarding a motion nor address the Open Meeting, except in their official capacity, with the exception of speaking against a procedural motion as described in clause 11.c.

#### **14. SPEECHES**

- a. At the start of each motion the Proposer shall state the motion and explain it as they see fit.
- b. The Chairperson shall then ask for speeches against and for the motion, in alternation, keeping the debate balanced.
- c. It shall be possible to ask a question 'to' the Motion (at the invitation of the Chairperson) which shall comprise of a neutral question of clarification.
- d. The Chairperson may reject any question to the Motion which they feel cannot be answered neutrally.
- e. It shall be possible to make a Point of Information (at the invitation of the Chairperson), which shall be a neutral provision of fact or clarification relevant to the motion being discussed.
- f. The Proposer shall be entitled to make a summation before voting takes place after a final speech against the motion (unless no such speech is requested). If the Proposer does not wish to speak themselves, they may delegate their right to make a summation to another Member.
- g. The summation should not provide any new information or arguments but should serve to summarise the key points.

#### **15. AMENDMENTS TO MOTIONS**

- a. Any member may propose an amendment to a Motion (through the Communications Officer if they cannot be present at the meeting).
- b. An amendment may be submitted at any time before the summation of the debate.
- c. Amendments shall be submitted in writing to the Chairperson.
- d. If the Chairperson and Proposer agree that the amendment is within the spirit of the original Motion, the amendment shall be accepted as a 'friendly' amendment and be immediately enforced.
- e. If the amendment is considered to change the Motion significantly and/or it is not accepted as a friendly amendment, it shall be treated as an Extraordinary motion to amend the original motion.
- f. The Extraordinary motion shall be debated immediately and the balance of the original motion shall be restored (or maintained) after the amendment debate.

#### **16. POLICY**

- a. CUSU LGBT+ Policy shall be used to formalise medium term plans for the Campaign.
- b. Policy shall be created by a successful motion at an Open Meeting.
- c. Policy may be revoked by a successful motion at an Open meetings or by referendum.
- d. Policy shall last as long as it has not been revoked.

- e. Policies may be amended by a successful Ordinary motion at an Open Meeting if the Chairperson deems the amendment to be in keeping with the original spirit of the policy.
- f. Proposed amendments which the Chairperson do not deem to be so shall require to be voted on by a referendum of type 20.b.iii. If the Proposer of the amendment wishes for their amendment to be voted on during a referendum, they have to submit an Extraordinary Motion during the Open Meeting. If the Extraordinary Motion is adopted by a simple majority, a Referendum of type 20.b.iii. on the adoption of the proposed amendment shall be taking place.
- g. Policies must further at least one of the aims/objectives as defined in article 2 and must not counteract or prevent the achievement of any aim or objective.
- h. Policies additionally must not attempt to circumnavigate this constitution or its standing orders by:
  - i. Attempting to restrict or widen the definition of membership;
  - ii. Attempting to redefined, either explicitly or otherwise, any of the defined terms in this constitution;
  - iii. Attempting to restrict the accessibility or inclusivity of anything the Campaign does;
  - iv. Attempting to prevent the Campaign, a committee of the Campaign or an individual officer of the Campaign from acting in a way required by this constitution or its Standing Orders either directly or otherwise;
  - v. Attempting to reduce the fairness of an election by any means;
  - vi. Any other means not listed here.
- i. Policies should aim to be relevant for the entire duration of their enactment.
- j. The Chair shall be responsible for keeping a list of current policies.

## **17. VOTING**

- a. Every Member present at an Open Meeting shall be entitled to one vote at each discrete instance where a vote is required except for the Chairperson who shall have no vote.
- b. Votes by proxy will be accepted on any unamended motion (including motions amended solely by friendly amendments). To be accepted such a vote must:
  - i. Specify the motion to which it pertains;
  - ii. State whether the vote is for or against the motion;
  - iii. Be from the @cam email address of the voter (who must be a Member);
  - iv. Be emailed to the Communications Officer at least two hours before the Open Meeting is due to start.

## **18. MAJORITY REQUIRED BY MOTIONS**

- a. Unless otherwise specified in this constitution, a motion at an Open Meeting shall require a simple majority for it to be carried.
- b. A simple majority shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining (but requiring a minimum of 8 votes in favour).
- c. A Two-Thirds Majority shall be taken to mean that those voting in favour outnumber those voting against by two to one, regardless of those abstaining (but requiring a minimum of 10 votes in favour).

## **19. MINUTES AND NOTICE OF MOTIONS PASSED**

- a. The Communications Officer shall keep the minutes of each Open Meeting at which they are present.
- b. In the event the Communications Officer cannot be present at a meeting, minutes shall be kept by an Exec member chosen by the Chairperson.
- c. Minutes must be distributed as soon as possible after an Open Meeting.
- d. No action may be taken until 48 hours have passed since the relevant decision has been announced either in the minutes or as a separate announcement.

## **CHAPTER IIIB: REFERENDA**

### **20. GENERAL**

- a. Referenda shall be the supreme decision-making forum of the Campaign. Any decision derived from a resolution of a referendum may only be amended or revoked by the resolution of a subsequent referendum.
- b. There shall be four types of referenda:
  - i. Ordinary Referenda;
  - ii. Referenda to overturn decisions made by Open Meetings;
  - iii. Referenda called by Open Meetings;
  - iv. Referenda to amend this Constitution.

### **21. CALLING A REFERENDUM**

- a. Referenda of type (i) shall be called by a resolution of the Exec or by a petition to the Exec signed by 25 or more Members.
- b. Referenda of type (ii) shall be called by a petition to the Exec signed by Members equal in number to those who voted in favour of the motion within 48 hours of the announcement of the decision.
- c. Referenda of type (iii) shall be called by a resolution of an Open Meeting motion.
- d. Referenda of the above type (iv) shall be called only by a resolution of the Exec.
- e. If a referendum of types (i), (ii) or (iii) is called then a vote should occur in no more than seven days.
- f. If a group of members requests a debate be held regarding the subject of the Referendum the Chair shall organise one.

### **22. QUORUM**

- a. If a Referendum is not quorate the outcomes shall be declared void.
- b. The Quorum for Referenda of the above types (i), (ii) or (iii) a simple majority shall be sufficient for a resolution of the referendum with the exception of a referendum called in accordance with clause 36.f.
- c. In the case of a referendum of the above type (iv) the assent of at least 33 Members being at least a two thirds majority shall be required to attain a resolution of the referendum.

## **CHAPTER IV: POLLS**



### **23. SCOPE**

- a. This chapter shall be applied to all Elections and Referenda held by CUSU LGBT+.

### **24. RETURNING OFFICER**

- a. The Chair (or President, or next most senior Exec member, if a conflict of interest is declared) shall be the Returning Officer for all Elections and Referenda other than the exceptions given in clause 24.b.
- b. In the event that an incumbent Chair wishes to run for a position in an Election, the Returning Officer shall be the most senior Exec member not wishing to run in that Election.
- c. If the Returning Officer is personally involved in running for a position, or publicly taking position on a motion at any point during an Election or Referendum, then that Election or Referendum shall be deemed null and void.
- d. The Returning Officer shall oversee the Polls for Elections and Referenda.

### **25. RESULTS**

- a. The Returning Officer shall announce the results once they have been verified.
- b. The result of an Election or Referendum shall not be valid till the Returning Officer has announced them.

### **26. POLLING**

- a. Polls shall be conducted by secret ballot during a period of at least 42 hours, starting on one day at 6AM and ending on another day at 12AM. The poll shall not take place for more than 90 hours. The Returning Officer shall be the only person (other than the system's own administrators) permitted to access any online system used during the poll and responsible for the supervision (either directly, or through an appointed assistant) of any paper ballot held.

### **27. CAMPAIGNING**

- a. The Returning Officer shall specify the locations in which no campaigning shall be allowed.
- b. Within these locations no posters or other material advertising candidates shall be allowed except for the manifestos submitted by the candidates as part of their nominations.
- c. A candidate may not enter these locations with the intention of campaigning.
- d. The Returning Officer may at their discretion specify other reasonable rules regarding campaigning.

### **28. VOTING**

- a. Each Member shall have one and only one vote.
- b. All votes shall be cast electronically via the CUSU Online Election System or in person at a paper ballot.

### **29. MALPRACTICE**

- a. Any complaints about malpractice during an Election or Referendum shall be submitted to the Returning Officer (or, in the case of malpractice involving the Returning Officer, the most

senior Exec member not involved) as soon as possible but no later than 24 hours after the close of the poll at which point the result will stand if no complaint has been received.

- b. All claims of malpractice must be reported to the Exec and will be upheld if a two-thirds majority of the Exec vote in favour of the claim.
- c. If a claim is upheld according to clause 29.b the election shall be declared void and be re-held within 7 days.

## **CHAPTER V: GRIEVANCES**

### **30. RIGHT TO COMPLAIN**

- a. All members who are dissatisfied in their dealings with CUSU LGBT+ have the right to tender a complaint.

### **31. PROCEDURE FOR COMPLAINTS**

- a. In the first instance, all complaints, other than those in which the Chair is personally involved, shall be made to the Chair. At the request of the complainant, the Chair shall either investigate the complaint themselves or carry such an appeal to a person independent of CUSU LGBT+ as appropriate.
- b. Any appeals against the decision of the Chair or against an action of the Chair should be made to the most senior Exec member not involved in the complaint.
- c. In the event that no Exec member is suitable, the complaint may be made to the CUSU President who shall be given the discretion to deal with the complaint as they see fit, provided the autonomy of the Campaign is maintained.
- d. Where necessary, CUSU shall have the power to provide effective remedy where it considers it appropriate, while maintaining the autonomy of the Campaign.

## **CHAPTER VI: THE EXECUTIVE COMMITTEE**

### **32. OFFICERS**

- a. Each Exec member shall be bound by the duties declared the Standing Orders and also by mandate of an Open Meeting.
- b. The composition of the Executive Committee can be found in the Standing Orders.

### **33. ROLES IN THE STANDING ORDERS**

- a. Roles are to be created, amended and suppressed in the Standing Orders. Any change to the roles in the Standing Orders shall take place through an amendment to the Standing Orders, according to the procedure specified by clause 4.b.i.

### **34. ELECTIONS**

- a. The electoral timetable for each of the Executive Committee Positions is specified in the Standing Orders.
- b. Nominations:

- i. All Members shall be Eligible Members with the exception of the Returning Officer in the Election.
  - ii. Candidates submitting nominations for the role of Chair during the Lent Elections may not be in their final year of study;
  - iii. A Valid Nomination must:
    - 1. Be from an eligible Member or eligible Members;
    - 2. Indicate the candidate's agreement to be bound by this Constitution (and its appendices);
    - 3. Be sent from the @cam address of the candidate.
  - iv. The Nomination may be accompanied by a plain text manifesto of up to 300 words;
  - v. Nominations shall be opened, for all elections, on the seventh day before they are closed;
  - vi. The Returning Officer shall rule about valid nominations and shall announce those received by the Close of Nominations which shall be at midnight on the third day before the Poll;
  - vii. Only the candidate shall be allowed to withdraw their nomination, by sending an email from their @cam address, at any times before the Opening of the Poll;
  - viii. No candidate may run for more than one position within each Poll;
  - ix. If no valid nominations are received for any position, nominations shall be reopened and remain open until the seventh day after the first valid nomination is received and a by-election shall be held in the usual fashion;
  - x. All candidates for rep roles must self-identify within the group the role represents.
- c. Polls for elections:
- i. Polls for elections shall be opened no more than 72 hours after the Close of Nominations.
  - ii. Polls for the election of the Chair and the President shall require a quorum of 40 members. If the quorum is not met, Nominations shall be reopened with the same procedure as outlined in clause 34.b.
  - iii. Polls for the election of other roles listed in this constitution shall require a quorum of 30 members. If the quorum is not met, Nominations shall be reopened with the same procedure as outlined in clause 34.b.
- d. Re-open nominations:
- i. Any election which takes place shall include the option of Re-Open Nominations.
- e. Hustings:
- i. Hustings for each role shall be held at a time no more than 48 hours before the poll to elect said role is due to occur.
  - ii. At the discretion of the Chair, the Hustings may be held during an Open Meeting or during the Annual General Meeting.
  - iii. All Hustings shall be held in a public, accessible, room at reasonable time.
  - iv. At Hustings, candidates shall be given no less than 3 minutes to speak and then shall be given no less than 30 seconds (per question) to answer any questions from Members and/or Guests. The candidates may, at their own discretion, speak less than 3 minutes or answer any questions in less than 30 seconds.
  - v. Questions may not be directed solely to one candidate and all candidates must be given the opportunity to respond to all questions;

- vi. The Chair shall chair all Hustings. If the Chair cannot be present at a Hustings or if they are running for a role being contested at that Hustings, the next most senior Exec member not running for a role being contested at that Hustings shall chair that Hustings.

### **35. TERM OF OFFICE**

- a. Each Exec member whose role has been opened during the Michaelmas Elections shall serve on the Exec following the last day of the Full Michaelmas Term during which, or after which they have been elected until the last day of the next Full Michaelmas Term, or until they resign or are deemed to have resigned under article 36.
- b. Each Exec member whose role has been opened during the Lent Elections shall serve on the Exec following the last day of the Full Lent Term during which, or after which they have been elected until the last day of the next Full Lent Term, or until they resign or are deemed to have resigned under article 36.
- c. In the case of by-elections, the term of office shall begin as soon as the by-election result is announced by the Returning Officer and finish according to clause 35.a. or clause 35.b.

### **36. RESIGNATION**

- a. Any member of the Exec may resign by giving notice via an email from their @cam address to the Chair.
- b. If the Chair wishes to resign they must give notice in the same manner to the President.
- c. Following a resignation as given in clauses 35.a or 35.b a 48 hour cooling-off period will be observed during which the resignation may be withdrawn in the same manner in which it was given.
- d. Any member of the Exec shall be deemed to have resigned with immediate effect if they cease to be a Member of CUSU.
- e. Any member of the Exec will have been deemed to have resigned with the right to appeal to an Open meeting if:
  - i. They have failed to attend two consecutive Exec Meetings or three such meetings in one term and their apologies for these meetings were either nonexistent or unacceptable to the majority of the Exec.
  - ii. They have failed to attend three Open Meetings since they were elected (or re-elected) and their apologies for these meetings were either nonexistent or unacceptable to the majority of the Exec.
- f. Any member of the Exec will be deemed to have resigned if they have had their position successfully challenged by a two-thirds majority in a Referendum called for by a petition of not less than 30 members or 40 members in the case of the Chair or the President.

### **37. BY-ELECTIONS**

- a. In the event of any Exec office becoming vacant due to article 36 (or any other reason) or a position being newly created, a by-election for that post shall be held within fourteen days of the resignation taking effect at a time and on a day decided by the Chair or the next most senior Exec member still in office.
- b. In the event a position becomes vacant; the Exec may resolve to allow the position to remain unfilled until the annual elections. The Exec should delegate the responsibilities of the role

to another member of the Exec or co-opt someone onto the Exec (as a non-voting member) to assume the role.

- c. All by-elections shall be conducted in the same manner as Michaelmas and Lent elections except for the date and number of officers to be elected.
- d. Any Member elected in a by-election shall serve on the Exec throughout the remainder of the Year following their election until the last day of the next Full Michaelmas Term or the next Full Lent Term, depending respectively on whether their role is normally elected during the Michaelmas Elections or the Lent Elections.
- e. In the case of a vacancy or resignation, an Exec member elected during a by-election may be allowed to stay in their role for longer than the regular terms of office would imply. For this to be approved, the term extension has to be proposed by the Exec member in question at an Exec meeting, and it has to be approved by a simple majority of those present.
  - i. In the case of an Exec member elected in a by-election during the Lent Term or the Easter Term of a given year, and whose role should be up for election in the coming Michaelmas Elections, their term may thus be extended up to the coming Lent Elections, at which point their role will be up for election once again.
  - ii. In the case of an Exec member elected in a by-election during the Michaelmas Term of a given year, and whose role should be up for election in the coming Lent Elections, their term may thus be extended up to the coming Michaelmas Elections, at which point their role will be up for election once again.

### **38. EXEC MEETINGS**

- a. The purpose of Exec Meetings shall be:
  - i. To organise the implementation of Policies and activities mandated in this constitution and its Standing Orders or through an Open Meeting;
  - ii. For each member of the Exec to report on their activities related to their role so that every member of the Exec shall know what every other member of the Exec shall be doing in order to avoid possible breakdown in communication or duplication of effort;
  - iii. For members of the Exec to relay the views of Members.
- b. The Chair shall be responsible for calling regular Exec meetings but Exec meetings may also be called at any time by the President or by one half of the currently elected Exec members.
- c. Exec meetings shall endeavour to reach decisions by consensus but in the case of dispute the matter shall be decided by a simple majority. Each Exec member shall have one vote with the exception of the Chairperson who shall have no vote except in the event of a tie, in which case the Chairperson shall have the deciding vote.
- d. In the case of amendments to this constitution, decisions shall require a two-thirds majority of the current members of the Exec to:
  - i. Agree to the amendment;
  - ii. Be satisfied that:
    - 1. The amendment conforms to Sub-clause 4.a.ii;
    - 2. The amendment does not contradict any part of this constitution it does not seek to amend.
- e. The Quorum for Exec Meeting shall be 6.

- f. Members that are not on the Exec may be allowed to assist and talk at an Exec Meeting at the invitation of an Exec member, in order to discuss an event or a sub-campaign they are participating in. This applies to members of the Events sub-committee, or of a sub-campaign sub-committee. These members shall not have the right to vote on any Exec Meeting decision, nor shall they perturb the good conduct of the meeting. The Chairperson is allowed the discretionary power of refusing the attendance of any such member to an Exec Meeting.
- g. The Chair shall be the Chairperson at the start of all Exec Meetings at which they are present. In the event the Chair cannot be present at an Exec meeting the next most senior Exec member present shall take the chair with the exception that the Communications Officer shall never take the chair.
- h. The Communications Officer shall keep the minutes of all Exec meetings at which they are present. In the event the Communications Officer cannot be present at an Exec meeting the minutes shall be kept by an Exec member chosen by the Chairperson.
- i. In the event an Exec member cannot be present at a meeting they may submit an indication of opinion on any item or items on the agenda to the Chairperson of the meeting. In the event of a vote being taken on an item, a reasonable interpretation by the Chairperson may be used as a vote in proxy.
- j. Decisions of Exec Meetings shall be a Resolution of the Exec only when the meeting was quorate.

#### **49. EXEC PROPOSALS FOR OPEN MEETINGS**

- a. An Open Meeting item may be taken as Proposed by the Exec if it is a Resolution of the Exec which has the support of two thirds of the Exec.

## **CHAPTER VII: CONTRACTS**

#### **40. OFFICERS EMPOWERED TO ENTER INTO CONTRACTS**

- a. The President (or appointed deputy) shall be the only Exec member empowered to enter into a contract on behalf of CUSU LGBT+.
- b. All contracts must be countersigned as according to CUSU Policy.

#### **41. DECISION**

- a. CUSU LGBT+ shall not enter into any contract that has not been accepted by a two-thirds majority of the Exec or one that would contradict any of the mission statements or any part of this constitution or its appendices.

# STANDING ORDERS

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## CHAPTER I: POLLS

1. Polls shall be held using the CUSU Online Election System, a paper ballot or a combination of both.
2. The Exec shall decide the exact format of the election ensuring article 27 of the constitution is adhered to.
3. Paper voting shall always be provided where the online system reveals a list of people who have voted.
4. Where paper voting is used it must be possible to vote by paper ballot during at least 3 hours of the Poll being open.
5. In the event the online system reveals a list of people who have voted, voters must be made aware of this fact before voting online.
6. Where paper voting is used, ballot papers must be securely kept by the Returning Officer, for scrutiny by any Member who was on the electoral role for that Poll.
7. Assistants appointed by the Returning Officer to supervise a paper ballot must not be a candidate in the election or anyone directly involved in campaigning in the Poll.

## CHAPTER II: COMPOSITION OF THE EXECUTIVE COMMITTEE

8. The Exec shall comprise:
  - a. The Chair;
  - b. The President;
  - c. The Communications Officer;
  - d. The Finance Officer;
  - e. The Welfare Officer;
  - f. The Campaigns Officer;
  - g. The Events Officer;
  - h. The Computing Officer;
  - i. Two Magazine Editors;
  - j. The Bi Rep;
  - k. The Graduate Rep;
  - l. Two Trans and Non-Binary Reps;
  - m. The Women's Rep;
  - n. The Black and Minority Ethnic (BME) Rep;
  - o. The Asexuality and Aromanticism Rep;
  - p. The Disabilities Rep.
9. The role of Library Officer shall be assumed by one member of the Executive, to be decided by majority vote at the first Exec meeting following each Election period;

10. For any role listed in clause 8 of the Standing Orders, except for the roles of President, Chair and Magazine Editors, candidates shall be allowed to run either on their own or as a pair with another candidate. Regardless of whether a single candidate or a pair of candidates is elected to a role, that role shall be seen as a single entity and have a unique vote during Exec meetings.

### **CHAPTER III: DUTIES OF THE EXECUTIVE COMMITTEE**

#### 11. The Chair shall:

- a. Be the Chairperson at all Exec Meetings, Open Meetings and Hustings at which they are present;
- b. Prepare the agenda for Exec Meetings and Open Meetings;
- c. Be the Returning Officer for all Elections in which they do not wish to partake;
- d. Ensure this constitution and its appendices are upheld;
- e. Attend CUSU Council, CUSU Co-Ordination Meetings and any other relevant meetings;
- f. Deal with the logistics of the Campaign including, but not limited to, complaints, enquiries about the Exec and liaising with CUSU on the logistics on the Campaign;
- g. Oversee the Finance Officer's handling of the Campaign's finances and sponsorships along with the President.

#### 12. The President shall:

- a. Be the public face of the Campaign;
- b. Ensure the Campaign as a whole and any parts thereof are progressing to the goals laid out in the mission statements;
- c. Co-ordinate the sub-campaigns of CUSU LGBT+ and strive to achieve the goals within them;
- d. Represent CUSU LGBT+ at CUSU Council, CUSU Co-Ordination Meetings and at any other relevant meetings;
- e. Liaise with CUSU, the Staff LGBT Network, NUS LGBT and any other relevant body to help achieve the aims and objectives of the Campaign;
- f. Oversee the Finance Officer's handling of the Campaign's finances and sponsorships along with the Chair;
- g. Be responsible for ensuring that the Campaign's mailing lists are being used appropriately by their respective reps;
- h. Act as representative to the Campaign's sponsors and procure new sponsorship when necessary;
- i. Work and organise regular meetings with the College Reps to provide a strong, supportive active network;
- j. Act as a link between College Reps and the Campaign.

#### 13. The Finance Officer shall:

- a. Handle the day to day finances of the Campaign, working with CUSU, the President and the Chair where necessary to achieve this;



- b. Allocate a specific budget to the sub-campaigns, as well as the events organised by the Officers and the Reps;
- c. Organise and plan sponsorship and any other finance initiatives for the Campaign in collaboration with the President and the Chair.

14. The Communications Officer shall:

- a. Keep minutes for all Exec Meetings and Open Meetings at which they are present.
- b. Send out weekly emails detailing upcoming events;
- c. Be in charge of the [cusu-lgbt-listings@lists.cam.ac.uk](mailto:cusu-lgbt-listings@lists.cam.ac.uk) mailing list;
- d. Ensure Members are kept informed about the activities of the Exec;
- e. Handle incoming communications either directly or by forwarding to the relevant Exec member;
- f. Ensure the Campaign as a whole is well publicised and assist the Campaigns officer(s) with the publicity of sub-campaigns.

15. The Welfare Officer shall:

- a. Provide welfare support to members including one-on-one support, welfare events and welfare supplies;
- b. Assist the President with Reps training;
- c. Maintain links with CUSU Welfare Officers to enable collaboration on welfare support;
- d. Facilitate the training of College Reps and Exec Reps, and provide necessary resources to support them;
- e. Ensure that unrepresented groups are not disadvantaged in the event that an Exec Rep position is vacant.

16. The Campaigns Officer shall:

- a. Organise the logistics of the sub-campaigns;
- b. Be responsible for the publicity of the sub-campaigns;
- c. If they wish, create and head sub-campaigns sub-committees to help them plan and organise sub-campaigns.

17. The Events Officer shall:

- a. Be Responsible for organising and managing social events for the members, such as the annual Rainbow Ball, the LGBT+ club nights, the annual Garden Party, bar crawls, drinks and other activities;
- b. Promote the success of any events endorsed by the Campaign;
- c. Ensure events that are organised are diverse and open to all;
- d. If they wish, create and head an Events sub-committee to help them ensure the smooth running of social events.

18. The Computing Officer shall:

- a. Maintain and update the Campaign's website;
- b. Administrate the email lists used by the Campaign as well as any other technologies used.

19. The Magazine Editors shall:
  - a. Produce an edition of the Campaign's magazine on a regular basis.
20. The Library Officer shall:
  - a. Be in charge of managing the Harry Harris CUSU LGBT+ Library.
21. The Bi Rep shall:
  - a. Represent, support, and organise events for Members who self identify as being attracted to multiple genders;
  - b. Be in charge of the [cusu-lgbt-bi@lists.cam.ac.uk](mailto:cusu-lgbt-bi@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.
22. The Graduate Rep shall:
  - a. Represent, support and organise events for members who are graduates or who are (or self-identify as) mature students;
  - b. Be in charge of the [cusu-lgbt-grad@lists.cam.ac.uk](mailto:cusu-lgbt-grad@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.
23. The Trans and Non-Binary Reps shall:
  - a. Represent, support and organise events for: Members and other students whose gender identity is, is sometimes, or has ever been, or is perceived to be different from that assigned at birth; Members who are Intersex and Members who consider themselves to fall under the wider Trans/Gender Variant umbrella;
  - b. Be in charge of the [cusu-lgbt-trans@lists.cam.ac.uk](mailto:cusu-lgbt-trans@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.
24. The Women's Rep shall:
  - a. Represent, support and organise events for Members for whom 'woman' is part of or closely related to their identity;
  - b. Be in charge of the [cusu-lgbt-women@lists.cam.ac.uk](mailto:cusu-lgbt-women@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.
25. The Black and Minority Ethnic (BME) Rep shall:
  - a. Represent, support and organise events for members who belong to a Black or Minority Ethnic group;
  - b. Be in charge of the [cusu-lgbt-bme@lists.cam.ac.uk](mailto:cusu-lgbt-bme@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.
26. The Asexuality and Aromanticism Rep shall:
  - a. Represent, support and organise events for Members who self-identify as asexual or aromantic, or who self-identifies with one of the labels falling under the broad categories of asexuality and aromanticism;
  - b. Be in charge of the [cusu-lgbt-ace@lists.cam.ac.uk](mailto:cusu-lgbt-ace@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.

27. The Disabilities Rep shall:
- a. Represent, support and organise events for Members who self-identify as disabled;
  - b. Be in charge of the [cusu-lgbt-disabilities@lists.cam.ac.uk](mailto:cusu-lgbt-disabilities@lists.cam.ac.uk) mailing list;
  - c. Assist with any sub-campaigns specifically related to their role.

## **CHAPTER IV: ELECTORAL SCHEDULE**

28. The annual poll for the elections of the roles of President, Events Officer, Welfare Officer, one of the two Trans and Non-Binary Reps, BME Rep, Disabilities Rep, Bi Rep and one of the two Magazine Editors shall be held on a day within the last 21 days of the annual Full Michaelmas Term. These elections shall be known as the Michaelmas Elections.
29. The annual poll for the elections of the roles of Chair, Communications Officer, Campaigns Officer, Computing Officer, Finance Officer, one of the two Trans and Non-Binary Reps, Women's Rep, Graduate Rep, Asexuality and Aromanticism Rep, one of the two Magazine Editors and any other roles listed in the Standing Orders shall be held on a day within the last 21 days of the annual Full Lent Term. These elections shall be known as the Lent Elections.
30. The incumbent Chair shall decide and announce the dates of the two aforementioned annual polls.

## **CHAPTER V: TEMPORARY INABILITY TO PERFORM A ROLE'S DUTIES**

31. In a situation where a member of the executive committee is unable to perform the duties of their role for a significant amount of time (e.g. because of intermission), the executive committee may vote to temporarily revoke the role of that person. Such a vote would have to be submitted by a member of the executive committee during an executive committee meeting, and would need to reach the threshold of a two-thirds majority of the total amount of executive committee members in order to be enforced. Another vote by a simple majority of the members of executive committee shall then take place in order to give the duties of the revoked role to another member of the executive committee, who would then gain the title of "[role] by interim".
32. If a member of the executive committee is to see their role revoked according to the method laid out in clause 31 of the Standing Orders, they would nevertheless remain on the executive committee as a "General Member". They may still participate in executive committee votes and meetings, and help with the organisation of the Campaign's activities.
33. A member of the executive committee whose role has been revoked according to the procedure laid out in clause 31 of the Standing Orders may ask to recover their role. To do so, they must submit a vote to the executive committee, in which a two-thirds majority would be needed for the vote to be adopted. The executive committee member who had been taking the responsibilities of that role by interim shall see their title return to their original one.

34. In the voting procedures laid out in clauses 31 and 33 of the Standing Orders, the method of voting - by secret ballot or a show of hands - shall be left to the decision of the chair, or the most senior person on committee if the chair is unable to chair the meeting.

# Current CUSU LGBT+ Policies

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## **AGENDA FOR OPEN MEETINGS - to be renewed, AGM 2018**

- a. The Agenda for ordinary Open Meetings shall be as follows:
  - i. Corrections (if any) to the minutes of the last Open Meeting;
  - ii. Matters (if any) arising from the minutes of the last Open meeting;
  - iii. Announcements (if any) by the Exec;
  - iv. Questions (if any) to the Exec;
  - v. Objections (if any) to the order of items on the agenda;
  - vi. Ordinary Motions (if any);
  - vii. Extraordinary Motions (if any);
  - viii. AOB (if any).
- b. The Agenda for Extraordinary Open meetings shall be as follows:
  - i. Announcements (if any) by the Exec;
  - ii. Questions (if any) to the Exec;
  - iii. Objections to the order of items on the agenda;
  - iv. Extraordinary Motions (as listed in the petition calling for the Meeting).

## **PARENTING SCHEME - to be renewed, AGM 2018**

- a. There shall be a 'parenting' scheme run by CUSU LGBT+ starting in the Michaelmas term of each year.
- b. The scheme shall exist to support freshers coming up to Cambridge.
- c. The scheme shall also be made available to those students who are not freshers, but who were not previously involved in LGBT+ activities.
- d. The President and Welfare Officer shall be responsible for coordinating the scheme (although this responsibility may be delegated to another Exec member - either wholly or in part).
- e. The coordination shall include (but not be limited to):
  - i. Encouraging people to sign up (both 'children' and 'parents').
  - ii. Pairing 'children' with 'parents'.
  - iii. Organising events for 'families'.
  - iv. Publicising the scheme.
  - v. Conducting a review of the scheme and forming a handover document for the following year.

## **GUIDELINES FOR CORPORATE SPONSORSHIP CONTRACTS – to be renewed, Open Meeting of Michaelmas 2019**

- a. CUSU LGBT+ shall accept sponsorships from private companies on the basis of a sponsorship fee, excluding companies whose economic activity includes, at least in part:
  - a. The production, sale or distribution of military equipment;
  - b. The production, sale or distribution of fossil fuels;

- c. The production, sale or distribution of tobacco;
- d. Political lobbying;
- b. CUSU LGBT+ shall not accept sponsorships from companies that have not developed an initiative to specifically address issues of LGBT+ inclusivity in the workplace.
- c. CUSU LGBT+ shall use the following “sponsorship packages” as the starting point of any discussion regarding potential corporate sponsorships:
  - a. The “Bronze” sponsorship level shall include the following services:
    - i. On the part of the sponsor company, a sponsorship fee of £500 to be addressed and given specifically to the CUSU LGBT+ Liberation Campaign;
    - ii. On the part of CUSU LGBT+:
      - 1. The right for the sponsor to declare its sponsorship of CUSU LGBT+, and to use the CUSU LGBT+ name in that context;
      - 2. The display of the sponsor’s logo and a link to the sponsor’s website on the front page of the website of CUSU LGBT+;
      - 3. The promotion of events organised by the sponsor, when these are addressed specifically towards LGBT+ people;
        - a. In this context, “LGBT+ people” are taken to refer specifically to self-defining LGBT+ individuals, and nothing more;
        - b. In this context, “promotion” is to be understood as the promotion of the sponsor’s event(s) through:
          - i. the CUSU LGBT+ weekly email;
          - ii. promotion messages on the CUSU LGBT+ Facebook group;
      - 4. The placement of the sponsor’s logo on all the flyers and posters of CUSU LGBT+;
      - 5. The inclusion of the sponsor’s name and logo at the end of every weekly email sent out to the CUSU LGBT+ mailing list by the CUSU LGBT+ Communications Officer;
      - 6. The organisation of joint events, when desired by both parties;
      - 7. Potential additional requests, to be discussed on a case-by-case basis with each sponsor individually;
  - b. The “Silver” sponsorship level shall include the following services:
    - i. On the part of the sponsor company, a sponsorship fee of £750 to be addressed and given specifically to the CUSU LGBT+ Liberation Campaign;
    - ii. On the part of CUSU LGBT+:
      - 1. The right for the sponsor to declare its sponsorship of CUSU LGBT+, and to use the CUSU LGBT+ name in that context;
      - 2. The display of the sponsor’s logo and a link to the sponsor’s website on the front page of the website of CUSU LGBT+;
      - 3. The promotion of events organised by the sponsor, when these are addressed specifically towards LGBT+ people, and the promotion of other non-LGBT+ centric events organised by the sponsor, only when these are included in a single list of events, in which there is at least one specific event addressed towards LGBT+ people;
        - a. In this context, “LGBT+ people” are taken to refer specifically to self-defining LGBT+ individuals, and nothing more;

- b. In this context, “promotion” is to be understood as the promotion of the sponsor’s event(s) through:
        - i. the CUSU LGBT+ weekly email;
        - ii. an individual email to be sent out to the CUSU LGBT+ mailing list, promoting exclusively the sponsor’s event(s);
        - iii. promotion messages on the CUSU LGBT+ Facebook group;
        - iv. a promotion message on the CUSU LGBT+ Facebook page;
    - 4. The placement of the sponsor’s logo on all the flyers and posters of CUSU LGBT+;
    - 5. The inclusion of the sponsor’s name and logo at the end of every weekly email sent out to the CUSU LGBT+ mailing list by the CUSU LGBT+ Communications Officer;
    - 6. The placement of a text up to 1,000 words to be written by the sponsor, along with its name and logo, on a special “Sponsors” page on the CUSU LGBT+ website;
    - 7. The publication of a single message announcing the relevant company as a sponsor of CUSU LGBT+, on the CUSU LGBT+ Facebook page, up to 1,000 words;
    - 8. The organisation of joint events, when desired by both parties;
    - 9. Potential additional requests, to be discussed on a case-by-case basis with each sponsor individually;
  - c. The “Gold” sponsorship level shall include the following services:
    - i. On the part of the sponsor company, a sponsorship fee of £1,000 to be addressed and given specifically to the CUSU LGBT+ Liberation Campaign;
    - ii. On the part of CUSU LGBT+:
      - 1. The right for the sponsor to declare its sponsorship of CUSU LGBT+, and to use the CUSU LGBT+ name in that context;
      - 2. The display of the sponsor’s logo and a link to the sponsor’s website on the front page of the website of CUSU LGBT+;
      - 3. The promotion of events organised by the sponsor, when these are addressed specifically towards LGBT+ people, and the promotion of other non-LGBT+ centric events organised by the sponsor, only when these are included in a single list of events, in which there is at least one specific event addressed towards LGBT+ people;
        - a. In this context, “LGBT+ people” are taken to refer specifically to self-defining LGBT+ individuals, and nothing more;
        - b. In this context, “promotion” is to be understood as the promotion of the sponsor’s event(s) through:
          - i. the CUSU LGBT+ weekly email;
          - ii. an individual email to be sent out to the CUSU LGBT+ mailing list, promoting exclusively the sponsor’s event(s);
          - iii. promotion messages on the CUSU LGBT+ Facebook group;

- iv. a promotion message on the CUSU LGBT+ Facebook page;
  4. The placement of the sponsor's logo on all the flyers and posters of CUSU LGBT+;
  5. The inclusion of the sponsor's name and logo at the end of every weekly email sent out to the CUSU LGBT+ mailing list by the CUSU LGBT+ Communications Officer;
  6. The placement of a text up to 1,000 words to be written by the sponsor, along with its name and logo, on a special "Sponsors" page on the CUSU LGBT+ website;
  7. The publication of a single message announcing the relevant company as a sponsor of CUSU LGBT+, on the CUSU LGBT+ Facebook page, up to 1,000 words;
  8. The active distribution of flyers on the sponsor's behalf at all meetings and events, including the Freshers' Fair at the start of the academic year;
  9. Giving prominent mentions to the sponsor at CUSU LGBT+ meetings and events;
  10. An active help in putting up and organising events with the sponsor, up to a maximum of four events throughout the Cambridge academic year;
  11. The organisation of joint events, when desired by both parties;
  12. Potential additional requests, to be discussed on a case-by-case basis with each sponsor individually;
- d. These guidelines shall serve as the first step of any discussion regarding signing a new sponsorship contract, or renewing a previous sponsorship contract, once the currently enforced sponsorship contracts have expired.