

# CAMBRIDGE SU LGBT+ STANDING ORDERS

## 1. SCOPE OF THE STANDING ORDERS;

- a. The purpose of these Standing Orders is to expand upon the Cambridge SU LGBT+ Campaign's (referred hereafter to as 'The Campaign') Constitution with more detailed explanation as to the running of the Campaign, including its democratic processes, roles and responsibilities.

## 2. MEMBERS ACCESS TO THE CAMPAIGN;

### a. Policing of eligibility

- i. The Campaign believes that policing someone's sexual orientation or gender identity is not conducive to the environment it intends to provide. The Campaign reserves the right to remove anyone from its spaces who purposefully challenges or polices someone's sexual orientation or gender identity. This may include, but is not limited to:
  1. Refusing to acknowledge someone's sexual and/or romantic orientation and/or gender identity;
  2. Refusing to use someone's pronouns;
  3. Implying that someone in a heterosexual or straight-passing relationship does not belong in the LGBT+ community (e.g. someone who is bi/pan/ace/trans etc.);
  4. Suggesting that someone does not belong in a particular space;
  5. Outing someone, or obliging someone to disclose their identity against their will.

### b. Accessibility

- i. The Campaign is committed to ensuring that all members feel welcome and accepted, pledging to make the community as accessible for disabled people as possible. This includes, but is not limited to:
  1. Holding events where possible in spaces that are accessible - step-free access, comfy seating, etc.;

2. Including detailed access statements on all events, available wherever the event is advertised;
  3. Assigning a designated point of contact for each event who can be contacted for further information;
  4. Holding a range of events catering to different needs;
  5. Considering access needs relating to food and drink - non-alcoholic, sugar-free, kosher/halal, etc., and keeping allergen information available;
  6. Attempting to make meetings accessible to those that cannot attend in person, through remote attendance or live minutes.
- ii. If a member of the Campaign deems that accessibility requirements have not been met they should raise this with either the Campaign Chair or the SU Campaigns and Societies coordinator.
  - iii. The Campaign shall adhere to the Disabled Students' Committee Accessibility Pledge, and re-sign the Pledge when it is renewed.

### **3. INTERSECTIONALITY;**

- a. To work with the Union and other Union recognised Campaigns to seek to reduce prejudice and discrimination based on forms of oppression, which intersect with LGBT+, including but not limited to ethnicity, religion, gender, disability and class.

### **4. EXECUTIVE COMMITTEE;**

#### **a. The campaign shall have the following functional roles with these duties:**

- i. The Presidents (UG/PG) Shall:
  1. Be the public face of the campaign;
  2. Represent the campaign at SU Council and SU Executive meetings and any other relevant meetings;
  3. Liaise with external relevant organisations (eg. Staff networks, National Campaigns).
- ii. The Chair shall:

1. Be the Chairperson at all campaign committee Meetings, Open Meetings and Hustings at which they are present, unless otherwise agreed,
  2. Be responsible for the organisation of both Campaign Committee meetings and Forum, including compiling the agenda for both Committee Meetings and Forum;
- iii. The Finance Officer shall:
  1. Be primarily responsible for the budgeting of the campaign and the handling of finance requests;
- iv. The Communications Officer shall:
  1. Shall be responsible for the minuting of all official campaign meetings, unless otherwise agreed;
  2. Shall be responsible for regular communication with Campaign members- including responsibility for the Campaign Mailing list;
- v. Two Campaigns Officers shall:
  1. Shall be responsible for the political and institutional campaigning activities of the Campaign;
  2. Shall be responsible for the creation, publicisation, and logistics of sub-campaigns;
  3. Shall be responsible for the continuation and work of the Why Gender Neutral? Sub-campaign;
  4. Shall be responsible for the continuation and work of the Care+ sub-campaign.
- vi. Two Welfare Officers shall:
  1. Provide welfare support to Members including one-on-one support, welfare events and welfare supplies;
  2. Ensure that unrepresented groups are not disadvantaged in the event that an Exec Rep position is vacant;
  3. Oversee the organisation of the LGBT+ family scheme.
- vii. The Events Officer shall:
  1. 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;

2. Ensure events that are organised are diverse and open to all;
  3. If they wish, create, and head an Events sub-committee to help them ensure the smooth running of social events.
- viii. The Computing Officer shall:
1. Maintain and update the campaign's website;
  2. Administrate the email lists used by the Campaign as well as any other technologies;
  3. Create the Campaign Term Cards (one per term) and assist in the creation of graphics for publicity purposes.
- ix. Two Magazine Editors shall:
1. Publish work for the Campaign's magazine, *Get Real*, on a regular basis.

**b. The Campaign shall have the following representative roles to be fulfilled by someone who identifies with both the campaign and the role:**

- i. The Bisexual and Pansexual Students' Representative shall:
  1. Represent, support, and organise events for Members who self-identify as being, or are questioning that they might be, attracted to multiple genders;
  2. Assist with any sub-campaigns specifically related to their role;
  3. Liaise with any other relevant campaigns.
- ii. The Graduate and Mature Students' Representative shall:
  1. Represent, support and organise events for Members who are graduates or who are or consider themselves to be mature students;
  2. Assist with any sub-campaigns specifically related to their role;
  3. Liaise with any other relevant campaigns.
- iii. Two Trans and Non-Binary Students' Representatives shall:
  1. Represent, support, and organise events for Members who are, or are questioning that they might be, transgender, non-binary, or otherwise not identifying as cisgender

2. Manage the Trans Students of Cambridge Facebook page and group, and the @trans\_at\_cam Instagram page, alongside trans reps from other campaigns
  3. Following from the above, liaise and work with the other SU Campaigns
  4. Assist with sub-campaigns relevant to the role
  5. Liaise with Encompass Cambridge and other local groups to increase community with non-University residents of Cambridge
- iv. The Women's Representative shall:
1. Represent, support and organise events for Members for whom 'woman' is part of or closely related to their identity, or are questioning that it might be;
  2. Assist with any sub-campaigns specifically related to their role;
  3. Liaise with the SU Women's Officer, the Women's Campaign, and any other relevant campaigns.
- v. Two Black and Minority Ethnicities (BME) Representatives shall:
1. Represent, support and organise events for Members who belong to a Black or Minority Ethnic group;
  2. Assist with any sub-campaigns specifically related to their role;
  3. Liaise with the SU BME Officer, the BME campaign, FUSE, and any other relevant campaigns.
- vi. The Asexuality and Aromanticism Representative shall:
1. Represent, support and organise events for Members who self-identify as, or are questioning that they might be, asexual or aromantic, or who self-identify with one of the labels falling under the broad categories of asexuality and aromanticism;
  2. Assist with any sub-campaigns specifically related to their role;
  3. Liaise with any other relevant campaigns.
- vii. The Disabled Students' Representative shall:
1. Represent, support, and organise events for Members who self-identify as, or are questioning

- that they might be, disabled;
    - 2. Assist with any sub-campaigns specifically related to their role;
    - 3. Liaise with the SU Disabled Students' Officer, the Disabled Students' Campaign, and any other relevant campaigns.
  - viii. The Class Act Officer shall:
    - 1. Represent, support, and organise events for Members who fall under the term Class Act as defined by the Class Act Campaign.
    - 2. Assist with any sub-campaigns specifically related to their role;
    - 3. Liaise with the Class Act Campaign and any other relevant campaigns.
  - ix. The International Officer shall:
    - 1. Represent, support, and organise events for Members who self-identify as an international student;
    - 2. Assist with any sub-campaigns specifically related to their role;
    - 3. Liaise with the International Students' Campaign, and any other relevant campaigns.
- c. All executive members of the campaign share the following duties;**
  - i. Attending committee meetings,
  - ii. Upholding the constitution and standing orders of the campaign,
  - iii. Regularly checking relevant correspondence from the SU, other Campaigns, and internal campaign communications from the rest of the committee;
  - iv. Attending the relevant training sessions hosted by the SU;
  - v. Forwarding any complaints raised by Campaign members about other students to the SU CEO.
- d. Accountability;**
  - i. The primary mechanism for holding officers of the campaign accountable is through campaign open meetings;

- ii. Campaign officers should update on their work and progress at campaign open meetings and be open to taking questions;
- iii. Censure and Votes of no Confidence are outlined in the Campaign Constitution (C.4-5).

## **5. Decision making processes**

### **a. By the executive committee of the campaign;**

- i. The executive committee of the campaign may need to take decisions or stances when it is not possible to take them to forum;
- ii. Generally the executive committee will operate a consensus system of decision making, when a consensus cannot be reached the committee shall vote on a decision with a simple majority needed to approve a decision.
- iii. Such decisions may be voted on at a committee meeting or via circulation if a committee meeting is not possible;
- iv. The decisions or stances come to by committee must not contradict pre-existing campaign policy;
- v. If the committee wishes to take a stance or action against SU policy that has been passed at SU Council, it can do so if policy to that effect is or has previously been passed at an open meeting, as outlined in the definition of Campaign political autonomy in the SU By-Law 5, 2.4.5;
- vi. If the committee makes a decision or takes a stance without an open meeting they must update on this at the following forum.

### **b. By open meeting**

- i. The mechanisms of passing policy at an open meeting are outlined in point 6.d.v.

### **c. Voting at SU Council and SU Executive;**

- i. The Campaign shall be represented at SU Council and SU Executive by one Undergraduate and one Postgraduate from the Campaign committee, one of whom should be the Campaign Chair/President;
- ii. The executive committee of the campaign should be consulted prior to council on the substance of the council papers. Following this, the campaign representatives on council should relay the feedback of the committee at the relevant council meeting;

- iii. It is the responsibility of the Campaign's representatives on the SU Executive to consult with the campaign committee on items to be raised at SU Executive and provide updates to the committee on actions taken by SU Executive and matters discussed.

## **6. OPEN MEETINGS**

### **a. Purpose of Open Meeting**

- i. An Open Meeting is open to all members of the campaign;
- ii. Consider proposed Policy of the Campaign and set the policy of the Campaign or refer Policy to referendum;
- iii. Continuously review and develop policy of the campaign;
- iv. Hold committee members accountable;
- v. Mandate actions from committee members.

### **b. Timings of open meeting**

- i. Campaign open meetings will be held twice per term during term-time;
- ii. Extraordinary Campaign open meetings are able to be held outside of term time if the campaign committee determines it to be necessary;
- iii. All open meetings should be held with at least seven days' notice in advance accompanied by a call for motions.

### **c. Conduct at open meeting**

- i. Remarks, behaviour or language that is aggressive, disrespectful, threatening, intimidating, or designed to cause harm or disruption is unacceptable and will not be tolerated.
- ii. If anyone in attendance feels that someone is engaging or has engaged in any activity laid out in 6.c.i they may bring it to the attention of the Chair. The Chair may demand the ceasing of such behaviour or the withdrawal of any remark they deem to contravene 6.c.i The Chair may close the meeting if this demand is refused; or the activity continues.

### **d. Open Meeting Agendas**

- i. Should be published and circulated four days before the meeting.
- ii. Items on the agenda paper for Open Meeting appear in the following order:

1. Approval of minutes from the previous meeting
2. Matters arising
3. Committee Updates (Including, where relevant, update from the Sabbatical Officer);
4. Motions;
5. Discussion Items;
6. By-Elections;
7. Any other business ;

#### **e. Motions**

- i. Motion submission;
  1. Motions must be submitted to the chair at least 48 hours in advance of the forum;
  2. All motions must be submitted to the Chair in writing;
  3. Any Motion that is deemed by the Chair to contain racist, sexist, homophobic, transphobic, disablist or other bigoted content may be refused acceptance. In the case that this happens, the Chair is required to inform the Campaigns and Societies Coordinator of the SU of the occurrence;
- ii. Format of a motion: Motions should be written in three parts:
  1. Facts about the Motion's substance (under "The Campaign Notes");
  2. The stance that should be taken (under "The Campaign Believes"); and,
  3. The concrete actions and mandates which will come from assent to the Motion (under "The Campaign Resolves").
  4. Motions should not be more than 500 words in length, if more detail is required the proposer may include an appendix with their submission.
  5. Submitted motions that call for concrete, verifiable Committee action to be taken should specify the team, officer, or body to be charged with carrying out the action. If a motion is passed which does not designate an agent, the Campaign President(s) or Chair shall be responsible for assigning the motion's tasks or campaign area.
- iii. Amendments

1. Amendments to Motions shall be submitted to the Chair in advance of the meeting;
  2. Amendments can be accepted as “friendly” (i.e. acceptable) by a Motion’s proposers at any time (and therefore taken immediately into the text of the main Motion). At the Chair’s discretion, proposed friendly amendments may instead be debated in the usual way, should they be deemed to significantly change the substance of the motion;
  3. Amendments may not themselves be amended during debate, except by the request of the proposing speaker.
- iv. Voting
1. Voting on a policy will take place at an open meeting
  2. Members may request to the chair a vote by secret ballot if they feel it is necessary;
  3. In the case of members of the campaign not being present at forum voting on policy they should contact a member of the committee with their vote once voting has opened.
- v. Passing a motion
1. A motion, unless it is a change to the standing orders or constitution will pass if it is approved by a simple majority of a quorate forum.

## **f. Discussion Items**

- i. Discussion items should be submitted to the Chair in advance of the Open Meeting;
- ii. Discussion items are to gather thoughts, not to produce policy. They should not mandate the Campaign to take an action, but may prompt Committee Members to take actions through setting Action Points.

## **g. Participation**

- i. Publication of open meeting minutes;
  1. Open meetings should be live minuted. Following the close of the meeting, those in attendance have 24 hours to submit amendments to the Chair and/or the Communications Officer, after which time the minutes will be confirmed.

2. Open meeting minutes should not name all those in attendance, and non-committee members should be referred to as "Attendee"
- ii. If an individual will be absent at the open meeting but wishes to contribute they may submit their contributions in advance of the meeting to the Chair.

#### **h. Policy**

- i. All policy passed at an open meeting shall be classified as active for two academic years after passing, it is the responsibility of the campaign Chair to ensure accurate records are maintained of passed policy;
- ii. It is the duty of the Campaign Chair to inform the committee when policy is due to lapse;
- iii. If a policy is passed at an open meeting which directly contradicts existing SU policy it is the duty of the campaign Chair/President to inform the Campaigns and Societies Coordinator and the SU Executive committee.

## **7. ELECTIONS**

#### **a. Cross campus**

- i. All committee roles shall have a term of one year, and shall be put up for election through a cross campus ballot as outlined in the Campaign's Constitution (Article E),
- ii. These elections are subject to the rules, regulations and processes outlined in the Standing Orders of the Students' Union,
- iii. In order to vote and run in the elections individuals will have to self-define into the campaign,
- iv. Candidates intending to run for election who know that, for whatever reason, they cannot complete their term should discuss this with the current Chair before applying and must include this information in their manifesto;
- v. The proper advertisement of the elections is the duty of the Campaign, with, where required, assistance of the SU.

## **b. By-elections**

- i. If a role is not filled within the normal elections period, either due to no nominations or a re-open nominations vote, the campaign may host a by-election;
- ii. A by-election should be run in the same way as a normal cross-campus Campaign election (as outlined in 6.a.) through the SU website. This should be done on a schedule approved by the SU Democracy Committee, or delegated staff. It is the responsibility of the Chair to inform the SU which roles need to be elected;
- iii. If a by-election is held in the traditional manner through the SU website but fails to fill the role, or if due to time constraints or other circumstances it is not possible to run the election in this way, the Campaign may fill the role through co-option at a quorate open meeting;
- iv. If the Campaign fills the role in this way it must be advertised to all members prior to the open meeting;
- v. If a candidate is elected through co-option it is the responsibility of the Chair of the Campaign, or another nominated party, to inform the Campaigns and Societies Coordinator of the SU at the earliest possible date.