

# Trinity College Students' Union

## Constitution

Revised: 23 May 2022

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**1. Introduction**

*Name*

1.1. The name of the Union is the “Trinity College Students’ Union”.

*Legal form of the Union*

- 1.2. The Union is established by and in the College as an association of junior members of the College who are in residence and are pursuing a course of study or research in the University.

*See Ord. VI.A.1*

*Objects*

- 1.3. The Objects of the Union are to advance the education of Members by:
- (a) promoting their interests and welfare and representing their opinions as members of the College and of the University; and
  - (b) coordinating facilities and services for their recreational and leisure time activities and, in particular, their personal, physical, social, cultural and academic development; and
  - (c) encouraging and facilitating Members' participation in charitable activities and in the management of charitable activities.

*Powers*

- 1.4. Subject to this Constitution and to the Statutes and Ordinances of the College, the Union has all powers that may be exercised by or on behalf of an unincorporated association by law and are necessary or convenient for carrying out the Objects.
- 1.5. The Union must operate in a fair, democratic and non-discriminatory manner and be accountable for its finances.

*Education Act 1994,  
s 22(1)*

*Application of property and income*

- 1.6. The property and income of the Union:
- (a) must be applied solely towards the promotion of the Objects, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, except in good faith in the promotion of those Objects; and
  - (b) if allocated by the College, must be used in accordance with the terms on which it is allocated; and
  - (c) must not be paid or otherwise distributed, directly or indirectly, to any charitable organisation or for charitable purposes, unless the Union specifically raised that property or income for charitable purposes.

- 1.7. A Committee Member or Officer is entitled to be reimbursed from the property and income of the Union, or may pay out of such property and income, any reasonable expenses properly incurred by the Committee Member or Officer when acting on behalf of the Union.

*Senior Treasurer*

- 1.8. The Committee must invite the College Council to nominate a Fellow of the College to be the Senior Treasurer.

*Notice*

- 1.9. Unless otherwise provided, where this Constitution requires that notice of any matter be given, notice must be given to all Members in writing, which may be by email.
- 1.10. Failure to give notice in accordance with section 1.9 does not affect the validity of anything done, or purportedly done, in accordance with this Constitution, if best efforts were made, in good faith, to give effective notice.

*Interpretation*

- 1.11. Subject to this Constitution, the Executive may, by consensus, determine all questions concerning the interpretation of this Constitution and of the Standing Orders.
- 1.12. Where the Executive cannot reach consensus on the interpretation of this Constitution or of the Standing Orders, the Senior Treasurer may determine the question.

*Definitions*

- 1.13. In this Constitution and in the Standing Orders, unless the contrary intention appears:

***Annual Election*** means the election held in accordance with section 8.2.

***Annual General Meeting*** means the Open Meeting held in accordance with section 13.2.

***casual vacancy*** has the meaning set out in section 8.18.

***College Council*** means the Council of the College.

***College*** means Trinity College, Cambridge, Registered Charity Number 1137604.

***Committee*** means the Committee established in section 4.

***Committee Meeting*** means a meeting of the Committee, held in accordance with section 6.

**Committee Member** means a member of the Committee, as set out in section 4.2.

**Executive** means the President, the Vice-President, the Treasurer and the Junior Steward.

**Full Term** means Full Michaelmas Term, Full Lent Term or Full Easter Term, reckoned according to the Statutes and Ordinances of the University.

**Member** means an Ordinary Member or an Associate Member, in accordance with section 2.

**Objects** means the Objects set out in section 1.3.

**Open Meeting** means a meeting to which all Members of the Union are invited, held in accordance with section 12.

**present in person** includes a person participating in a meeting via a medium that permits the voice and image of the person to be perceived by all other participants, in real-time.

**referendum** means a referendum held in accordance with section 15.

**Senior Treasurer** means the person nominated in accordance with section 1.8.

**Standing Orders** means the motions adopted in accordance with section 14.1. **Union** means the Trinity College Students' Union.

**University** means The Chancellor, Masters and Scholars of the University of Cambridge, an exempt charity.

**Welfare Team** means the Mental Health & Wellbeing Representative, Access Representative, International Students' Representative, Racial & Ethnic Diversity Representative, Women & Non-Binary Students' Representative, LGBT+ Students' Representative and Disabled Students' Representative.

**2. Membership**

2.1. A person may be either:

- (a) an Ordinary Member, if the person is a resident junior member of the College who is a matriculated undergraduate registered student of the University; or
- (b) an Associate Member, if the person is:
  - (i) a matriculated undergraduate registered student of the University and a junior member of the College but not in residence, because the person is intermitting or studying abroad; or

*See Ord. VI.A.1, White Book, App. D and University Statutes A.X.2(b) and B.I.1*

- (ii) an undergraduate visiting or exchange student affiliated to the College; or
- (iii) a matriculated postgraduate registered student of the University and a junior member of the College in residence, and the person gives notice in writing to the Vice-President requesting Associate Membership.

2.2. A person ceases to be a Member when the person:

- (a) ceases to qualify as an Ordinary Member or Associate Member in accordance with section 2.1; or
- (b) exercises, at any time, the right not to be a Member, by giving notice to the Vice-President indicating that the person does not wish to be a Member; or
- (c) is excluded from membership in accordance with section 3.

*Education Act 1994, s 22(2)(c)*

*Right not to be a Member*

2.3. A person who has exercised the right provided in section 2.2(b) may at any time become a Member by giving notice to the Vice-President revoking the person's previous indication.

2.4. A person who has exercised the right provided in section 2.2(b) may use all the facilities of the Union that are provided by the College, including the JCR.

*Education Act 1994, s 22(2)(c)*

*Rights and privileges of membership*

2.5. Associate Members have the right to:

- (a) participate in events organised by the Union; and
- (b) vote in elections and referenda.

2.6. Ordinary Members have, in addition to the rights of Associate Members, the right:

*Education Act 1994, s 22(2)(d)*

- (a) to nominate candidates for election to the Committee; and
- (b) to stand for election to the Committee.

*Subscription*

2.7. The Union must not charge a subscription or membership fee to any of its Members.

*Register of Members*

- 2.8. The Vice-President must maintain registers of Members and of Committee Members and Officers, recording their names and email addresses, and the dates on which they became and ceased to be Members, Committee Members or Officers.
- 2.9. The Vice-President must not disclose data recorded in a register to anyone except a Member or a person entitled by law to inspect the register or be provided with those data.

**3. Exclusion from membership**

- 3.1. If the Committee resolves that the conduct of a Member has been seriously detrimental to the interests of the Union or incompatible with the Objects:
  - (a) the Committee must convene an Open Meeting for the purpose of considering a motion to exclude the person from membership; and
  - (b) the Vice-President must give notice to the Member of:
    - (i) the motion and the basis for the motion; and
    - (ii) the date, time and venue of the Open Meeting.
- 3.2. The Open Meeting:
  - (a) must afford the person a reasonable opportunity to be heard; and
  - (b) must consider any representation made in writing to the Open Meeting; and
  - (c) may, by majority, pass a motion to exclude the person from membership.
- 3.3. If the Open Meeting passes a motion to exclude the person from membership, the Vice-President must give notice to the person of that motion and the person who is excluded from membership has the right to complain in accordance with section 16.

**4. Committee**

- 4.1. Subject to this Constitution and to the Standing Orders, and in accordance with motions passed at Open Meetings, the Committee is to manage the affairs of the Union, and has all the functions and powers necessary or convenient for that purpose.
- 4.2. The Committee consists of:
  - (a) the President; and
  - (b) the Vice-President; and

- (c) the Treasurer; and
- (d) the Junior Steward; and
- (e) the Environmental Representative; and
- (f) up to two Entertainments Representatives; and
- (g) the Mental Health & Wellbeing Representative; and
- (h) the Access Representative; and
- (i) the International Students' Representative; and
- (j) the Racial & Ethnic Diversity Representative; and
- (k) the Women & Non-Binary Students' Representative; and
- (l) the LGBT+ Students' Representative; and
- (m) the Disabled Students' Representative.

4.3. Subject to this Constitution, the Committee is properly constituted, notwithstanding that a casual vacancy arises in respect of one or more positions on the Committee.

#### *Delegation*

- 4.4. The Committee may delegate to a Committee Member, or to one or more subcommittees, the exercise of such functions and powers as are specified in the delegation, other than the power of delegation.
- 4.5. A subcommittee must consist of more Members than people who are not Members and includes, ex officio, the President or a Committee Member nominated by the President.
- 4.6. A delegation is subject to such directions, conditions and limitations as the Committee may set out in the delegation.
- 4.7. The Committee may:
  - (a) continue to exercise any function or power delegated; and
  - (b) at any time vary or revoke any delegation.

## **5. Officers**

- 5.1. The Officers consist of:
  - (a) the Webmaster; and
  - (b) the Social Media Officer; and
  - (c) the Merchandise Officer; and

- (d) the Societies & Facilities Officer; and
  - (e) any Temporary Officers appointed in accordance with section 5.2.
- 5.2. The Committee may, from time to time, resolve to appoint Temporary Officers, whose positions:
- (a) may be designated by such titles as the Committee resolves but must include the words “Temporary” and “Officer”; and
  - (b) lapse when they become vacant.
- 5.3. If the Committee resolves to appoint a Temporary Officer under section 5.2, sections 8.15, 8.16 and 8.17 apply by analogy on the basis that:
- (a) nominations open at 8 am on the day following the Committee Meeting at which the Committee resolved to appoint the Temporary Officer; and
  - (b) nominations close at 8 pm on the day five days after that Committee Meeting; and
  - (c) the appointment must be held at the first Committee Meeting after the close of nominations.

## **6. Committee Meetings**

- 6.1. The Committee must meet at least four times in each Full Term and once during the period between Full Easter Term and Full Michaelmas Term.
- 6.2. A Committee meeting may be convened:
- (a) by the President; or
  - (b) by any four or more Committee Members, at least one of whom must be a member of the Executive.
- 6.3. The Vice-President must give 24 hours’ notice to all Committee Members of the date, time, venue and agenda of a Committee Meeting.

### *Quorum and procedure*

- 6.4. At a Committee Meeting:
- (a) eight Committee Members present in person, at least two of whom must be members of the Executive, constitute a quorum; and
  - (b) the President or, in the absence of the President, the Vice-President or other Committee Member nominated by the President must chair the meeting; and
  - (c) subject to section 6.5, each Committee Member present in person is entitled to vote; and

- (d) a resolution is made by consensus or, if a vote is required, by a simple majority of votes cast by Committee Members entitled to vote, with a casting vote made, if necessary, by the person chairing the meeting; and
- (e) votes must be cast by a show of hands unless a Committee Member requests a secret ballot; and
- (f) subject to this Constitution, the meeting must be conducted as the person chairing the meeting directs.

*Conflict of Interest*

- 6.5. A Committee Member who has a direct or indirect conflict of interest, other than an interest that only exists by virtue of the fact that the Committee Member is a member of a class of people for whose benefit the Union is established, in a transaction made by, or in the contemplation of the Committee, must:
- (a) as soon as the Committee Member becomes aware of that interest, disclose the nature and extent of the interest to the Committee; and
  - (b) not take part in the deliberations or decision of the Committee with respect to that transaction.
- 6.6. The person taking the minutes of the Committee Meeting must record every disclosure made under section 6.5 in the minutes.

*Minutes of Committee Meetings*

- 6.7. The Junior Steward or, if the Junior Steward is absent or is chairing the meeting, another Committee Member appointed by the person chairing the meeting must take full and accurate minutes of Committee Meetings.
- 6.8. The Committee Member who took the minutes must circulate them to all Committee Members and Officers promptly.
- 6.9. The Webmaster must make the minutes available to Members on the Union's website.

*Irregularities*

- 6.10. Subject to section 6.11, an act or resolution of the Committee or any subcommittee is valid notwithstanding the participation of a person:
- (a) who was disqualified from being a Committee Member; or
  - (b) whose position was vacant in accordance with this Constitution; or
  - (c) who was, by reason of a conflict of interest or otherwise, not entitled to vote.

6.11. Section 6.10:

- (a) only applies if, without the participation of the person, and without counting the person for the purposes of constituting a quorum, the act or resolution would still have been made by the requisite majority at a quorate meeting; and
- (b) does not permit a Committee Member to retain any benefit, if:
  - (i) but for section 6.10, the resolution conferring the benefit on the Committee Member would have been void; or
  - (ii) the Committee Member has not complied with section 6.5.

**7. Terms of office**

7.1. Committee Members and Officers hold office:

- (a) in the case of a Committee Member or Officer elected at the Annual Election, from the day after the first Annual General Meeting following that Annual Election; and
- (b) in all other cases, from the date of the Committee Member or Officers' election or co-option.

7.2. Committee Members and Officers hold office until:

- (a) the day of the next Annual General Meeting; or
- (b) the Committee Member resigns by giving notice to the Vice-President or, in the case of the Vice-President, to the President; or
- (c) the Committee Member ceases to be an Ordinary Member; or
- (d) the Committee Member is disqualified by law from acting as a charity trustee; or
- (e) the Committee Member is removed in accordance with sections 11.5 and 11.6.

7.3. In order to ensure a timely and efficient transfer of responsibility, a person elected as a Committee Member or Officer must, from the time of the person's election until commencement of the person's term of office in accordance with section 7.1, cooperate with the Committee Member or Officer to whose position the person has been elected.

**8. Elections and Co-options**

8.1. The Senior Treasurer may take such reasonable steps as are necessary or convenient for the College Council to be satisfied that an election or co-option is fairly and properly conducted in accordance with this Constitution and the Standing Orders.

*Education Act 1994,  
s 22(2)(e)*

8.2. The positions of Committee Members and Officers (other than Temporary Officers), except in the case of casual vacancies, must be filled at an Annual Election according to the following timetable:

- (a) nominations must be open for at least seven days; and
- (b) hustings must be held no earlier than 72 hours and no later than 24 hours before the ballots; and
- (c) ballots are held on the eighth Friday of Michaelmas Full Term.

8.3. The Standing Orders may make provision for the procedures associated with elections and co-options.

*Eligibility and campaigning*

8.4. No person may hold more than one of the positions set out in sections 4.2 and 5.1 concurrently.

8.5. Only a person who:

- (a) receives a grant under the Cambridge Bursary Scheme (or successor) operated by the University is eligible for election as the Access Representative; and
- (b) is not a British citizen is eligible for election as the International Students' Representative; and
- (c) self-identifies as belonging to a racial and/or ethnic minority group is eligible for election as the Racial & Ethnic Diversity Representative; and
- (d) self-identifies as a woman or as non-binary is eligible for election as the Women & Non-Binary Students' Representative; and
- (e) self-identifies as being LGBT+ is eligible for election as the LGBT+ Students' Representative; and
- (f) has a disability, as defined in section 6 of the Equality Act 2010, is eligible for election as the Disabled Students' Representative.

8.6. The Returning Officer may encourage Members not identifying with the group that the Committee Member or Officer is representing to abstain from voting for that Committee Member or Officer in any election.

*Elections*

8.7. 8.7 Subject to this Constitution and to the Standing Orders, an election must be conducted in the manner directed by the Returning Officer.

- 8.8. The Returning Officer must be:
- (a) the Vice-President, unless the Vice-President will be a candidate or is otherwise unable to serve as Returning Officer; and
  - (b) in all other cases, a person appointed by the Committee, who need not be a Member but must not be a candidate.
- 8.9. The Returning Officer must give:
- (a) notice inviting nominations, as soon as practicable after nominations open; and
  - (b) 120 hours' notice of an election; and
  - (c) 72 hours' notice of hustings for an election.
- 8.10. If, at the close of nominations, there are no nominations for a position, the Returning Officer must give notice indicating that no nominations have been received for that position and that nominations will be accepted for a further 24 hours from the time of the notice.
- 8.11. If, at the hustings, there are no nominations for a position, the Returning Officer must not conduct an election for that position, and the position falls or remains vacant in accordance with this Constitution.
- 8.12. At an election:
- (a) a secret ballot must be held, using a single transferable vote system; and
  - (b) the ballot must be conducted over a single day, with voting open for a period of at least 12 hours; and
  - (c) the ballot must include, within the single transferable vote system, the option to re-open nominations; and
  - (d) where the result is tied:
    - (i) between candidates, the candidates must draw lots to determine the winner; and
    - (ii) between a candidate and the option to re-open nominations, the position is not filled, and section 8.13 applies.
- 8.13. If, at an election, a simple majority of votes is cast in favour of reopening nominations for the position, or the result is tied between a candidate and the option to re-open nominations:
- (a) the Returning Officer must report to the Committee accordingly; and
  - (b) a further election for the position must be conducted, on the basis that:

*Education Act 1994,  
s 22(2)(d)*

- (i) nominations open at 12 pm on the day following the first election; and
- (ii) nominations close at 8 pm on the day four days after the first election; and
- (iii) the election must be held on the Thursday of the next week of FullTerm after the close of nominations.

8.14. If, at a further election, a simple majority of votes is cast in favour of reopening nominations for the position:

- (a) the Returning Officer must report to the Committee accordingly; and
- (b) the position falls or remains vacant in accordance with this Constitution.

*Co-options*

8.15. The Vice-President must give notice inviting nominations, as soon as practicable after nominations open.

8.16. If, at the Committee Meeting at which a co-option is held, there are no nominations for the position, the Vice-President must not conduct a co-option for that position, and the position falls or remains vacant in accordance with this Constitution.

8.17. At a co-option:

- (a) the Vice-President must offer Committee Members the option to vote in favour of re-opening nominations; and
- (b) votes must be cast by Committee Members on a show of hands unless a Committee Member requests a secret ballot, such that:
  - (i) a person is co-opted if a simple majority of votes is cast in favour of that person; and
  - (ii) subject to paragraph (c), if no person is co-opted on the first show of hands, a second and subsequent vote must be taken, with the nominee who received the fewest votes on the previous show of hands excluded; and
- (c) if a simple majority of votes is cast in favour of re-opening nominations:
  - (i) the Vice-President must report to the Committee accordingly; and
  - (ii) the position falls or remains vacant in accordance with this Constitution.

*Casual vacancies*

- 8.18. A casual vacancy arises in respect of the position of a Committee Member when:
- (a) the Committee Member elected or co-opted to the position ceases to hold office earlier than the day of the next Annual General Meeting; and
  - (b) the position was not filled at the most recent Annual Election (including any further election associated with the Annual Election).

8.19. At the first Committee Meeting after a casual vacancy arises, the duties relating to the position must, for the period until the position is filled, be imposed on such other Committee Member or Committee Members as the Committee may resolve.

8.20. Where a casual vacancy arises:

- (a) in respect of the position of a member of the Executive, the position must be filled at an election to be held on a date appointed by the Committee; and
- (b) in respect of the positions of other Committee Members or Officers, the Committee may fill the position by resolving to co-opt an eligible Member.

*Education Act 1994,  
s 22(2)(d)*

**9. Affairs and Financial dealings of the Union**

*Accounting and finance*

9.1. The Treasurer, in consultation with the responsible Committee Members and Officers, must:

- (a) produce a budget for the Union's activities for the next calendar year after the most recent Annual Election, to be approved by the Committee and by the College Council; and
- (b) ensure that all expenses incurred by Committee Members and Officers on the Union's accounts are authorised; and
- (c) maintain records that correctly record and explain the financial transactions and financial position of the Union and that enable true and fair accounts of the Union to be prepared and audited from time to time; and
- (d) prepare accounts recording the financial activities and position of the Union for the most recent calendar year, including a list of the external organisations to which the Union is affiliated and of the external organisations to which the Union has made donations and details of subscriptions and donations paid to those organisations, and submit those accounts to the College Council and make them available to any person entitled to be a Member who requests to inspect them.

*Education Act 1994,  
s 22(2)(g)*

*Education Act 1994,  
s 22(2)(g)–(h),(j),(k)  
CM 17.99*

- 9.2. The President, the Treasurer and the Senior Treasurer must be authorised to access and operate the Union's accounts, and, subject to section 9.3, any two of them may sign cheques or otherwise authorise payment of funds of the Union.
- 9.3. The Union must not, without prior approval by motion passed at an Open Meeting, authorise payment for proposals that cost £10,000 or more.

#### *Affiliation*

- 9.4. The Union must not, without prior approval by motion passed at an Open Meeting, determine:
- Education Act 1994,  
ss 22(2)(j)–(l)*
- (a) to affiliate to an external organisation; or
  - (b) to disaffiliate from an external organisation.
- 9.5. If the Union determines to affiliate to an external organisation, the Vice- President must give notice to the College Council and to any person entitled to be a Member who requests to inspect it, setting out:
- (a) the motion passed at the Open Meeting; and
  - (b) the name of the external organisation; and
  - (c) details of the subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the external organisation.
- 9.6. If a requisition, signed by at least five percent of the number of Members is made to the Vice-President to the effect that the question of the Union's continued affiliation to a particular external organisation be decided upon by secret ballot, the Committee must resolve to call a referendum for the purpose of considering a motion to decide that question.
- Education Act 1994,  
s 22(2)(l)(ii)*

#### **10. Duties of Committee Members and Officers**

- 10.1. Committee Members and Officers must discharge their duties in good faith, in the promotion of the Objects, and with due care, skill and diligence.
- 10.2. Committee Members and Officers must assist at, and be actively involved in, the Union's activities.
- 10.3. Unless they have good reason to be absent, notice of which must normally be given to the Vice-President in advance of the meeting:
- (a) Committee Members and Officers must attend all Open Meetings; and
  - (b) Committee Members must attend all Committee Meetings.
- 10.4. Any Officer must attend a Committee Meeting if the Vice-President so requests, by notice to the Officer.

- 10.5. Committee Members and Officers (other than Temporary Officers) must, no later than the eighth Friday of Michaelmas Full Term, prepare a set of detailed handover materials relating to their office to assist their successors.
- 10.6. Committee Members and Officers must make themselves available to Members to discuss matters within their areas of responsibility.
- 10.7. Committee Members must represent the Union on any representative or decision-making body of the College, the University or any other organisation to which the Union is affiliated of which the Committee Member is, ex officio or by nomination of the Committee, a member.
- 10.8. Subject to this Constitution, the Standing Orders may make provision for the duties of Committee Members and Officers.

*The President*

- 10.9. In addition to the other duties imposed by this Constitution and by the Standing Orders, the President must manage the day-to-day affairs of the Union and must, in particular:
  - (a) ensure that the Union complies at all times with this Constitution; and
  - (b) at Open Meetings, speak on any resolution proposed by the Committee or nominate another Committee Member to do so; and
  - (c) direct, coordinate and supervise the discharge by other Committee Members and Officers of their duties in accordance with this Constitution.

*The Vice-President*

- 10.10. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Vice-President must assist the President in managing the day-to-day affairs of the Union and must, in particular:
  - (a) maintain a current copy of this Constitution and make it available to any Member who requests to inspect it; and
  - (b) maintain the registers referred to in section 2.8; and
  - (c) direct, coordinate and supervise the discharge by the Webmaster and the Social Media Officer of their duties in accordance with this Constitution.

*The Treasurer*

- 10.11. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Treasurer must:
  - (a) liaise with and supervise the responsible Committee Members and Officers concerning the financial aspects of the Union's activities; and

- (b) arrange and be responsible for the Freshers' Week Budget; and
- (c) in consultation with the responsible Committee Members and Officers, manage the payment or reimbursement of authorised expenditure; and
- (d) direct, coordinate and supervise the discharge by the Merchandise Officer of their duties in accordance with this Constitution.

*The Junior Steward*

10.12. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Junior Steward must:

- (a) maintain the minutes of Committee Meetings and Open Meetings and the other non-financial records of the Union; and
- (b) liaise with, and represent the interests and concerns of the Union and Members to the Catering Department of the College; and
- (c) represent the views and interest of the Union and Members concerning the facilities of the College; and
- (d) assist other Committee Members and Officers in relation to Union activities involving catering; and
- (e) direct, coordinate and supervise the discharge by the Societies & Facilities Officer of their duties in accordance with this Constitution.

*The Environmental Representative*

10.13. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Environmental Representative must:

- (a) represent the interests and concerns of the Union and Members in environmental, sustainability and ethical matters; and
- (b) plan, organise and promote the Union's recycling, conservation, climate crisis mitigation and resource-management activities.

*The Entertainments Representatives*

10.14. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Entertainments Representatives must work together to:

- (a) plan, organise and promote the Union's social activities; and
- (b) supervise the planning and running of Freshers' Week; and
- (c) assist with the publication of the Freshers' Handbook; and
- (d) coordinate and maintain the Union's social links with other colleges and organisations within and external to the University.

*The Welfare Team*

10.15. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Welfare Team must work together to:

- (a) promote equality of opportunity for undergraduate students of the College; and
- (b) provide welfare support to undergraduate students of the College; and
- (c) make available information concerning health and welfare services available to undergraduate students of the College; and
- (d) plan, organise and promote the Union's welfare activities.

*The Mental Health & Wellbeing Representative*

10.16. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Mental Health and Wellbeing Representative must:

- (a) represent the views and interests of undergraduate students of the College in all welfare matters; and
- (b) coordinate and maintain the Union's family system.

*The Access Representative*

10.17. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Access Representative must:

- (a) represent the views and interests of undergraduate students of the College in access matters; and
- (b) assist in the integration of undergraduate students from a widening participation background; and
- (c) coordinate and maintain the Union's academic contact system.

*The International Students' Representative*

10.18. In addition to the other duties imposed by this Constitution and by the Standing Orders, the International Students' Representative must:

- (a) represent the views and interests, and assist in the integration, of undergraduate overseas, visiting and exchange students at the College; and
- (b) plan and coordinate publicity for International Freshers' Week; and
- (c) assist with the publication of the International Freshers' Handbook.

*The Racial & Ethnic Diversity Representative*

10.19. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Racial & Ethnic Diversity Representative must represent the views and interests, and assist in the integration, of undergraduate students from a racial and/or ethnic minority at the College.

*The Women & Non-Binary Students' Representative*

10.20. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Women & Non-Binary Students' Representative must:

- (a) represent the views and interests of undergraduate students of the College in gender and sexual health matters; and
- (b) coordinate the provision of sanitary and sexual health products.

*The LGBT+ Students' Representative*

10.21. In addition to the other duties imposed by this Constitution and by the Standing Orders, the LGBT+ Students' Representative must represent the views and interests, and assist in the integration, of undergraduate LGBT+ students at the College.

*The Disabled Students' Representative*

10.22. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Disabled Students' Representative must represent the views and interests of undergraduate students of the College in matters concerning illnesses, disabilities and conditions of a mental or physical nature.

*The Webmaster*

10.23. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Webmaster must:

- (a) maintain the Union's website, mailing list and notice boards; and
- (b) liaise with and supervise the responsible Committee Members and Officers concerning promotion of the Union's activities, and coordinate the Union's annual publications.

*The Social Media Officer*

10.24. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Social Media Officer must:

- (a) maintain the Union's social media accounts; and
- (b) coordinate and maintain photography for the Union and its activities; and

- (c) coordinate publicity for the Union's activities especially through termcards.

*The Merchandise Officer*

10.25. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Merchandise Officer must:

- (a) assist with the publication of the Yearbook; and
- (b) coordinate and maintain the provision of Union merchandise and external discounts.

*The Societies & Facilities Officer*

10.26. In addition to the other duties imposed by this Constitution and by the Standing Orders, the Societies & Facilities Officer must:

*Education Act 1994,  
s 22(2)(i)*

- (a) represent the Union on the Amalgamated Clubs Committee of the College, which has the function of developing, publishing and administering a fair procedure for allocating resources to clubs and societies; and
- (b) maintain the Junior Common Rooms and manage the bookings of rooms administered by the Union; and
- (c) assist with the publication of the Societies Prospectus.

*The Temporary Officers*

10.27. In addition to the duties imposed by this Constitution and by the Standing Orders, Temporary Officers must discharge such duties as the Committee may resolve.

**11. Censure and Removal from Office**

11.1. For the purposes of this section, if the Vice-President is the Committee Member whose censure or removal is in issue, a reference to the "Vice-President" is taken to be a reference to the President, as required.

11.2. If the Committee resolves that a Committee Member or Officer has failed to discharge their duties or that the Committee Member or Officer's conduct has been detrimental to the interests of the Union:

- (a) the Committee must convene a Committee Meeting for the purpose of considering a resolution to censure the Committee Member or Officer; and
- (b) the Vice-President must give notice to the Committee Member or Officer of:

- (i) the resolution and the basis for the resolution; and
- (ii) the date, time and venue of the Committee Meeting.

11.3. At the Committee Meeting, the Committee:

- (a) must afford the Committee Member or Officer a reasonable opportunity to be heard; and
- (b) must consider any representation made in writing to the Committee; and
- (c) may, by a resolution passed by a two-thirds majority of the Committee Members entitled to vote, excluding the Committee Member concerned, censure the Committee Member or Officer.

11.4. If the Committee resolves to censure the Committee Member or Officer, the Vice-President must give notice to the Committee Member or Officer of that resolution.

11.5. If the Committee resolves that a Committee Member or Officer has seriously and consistently failed to discharge their duties or that the Committee Member or Officer's conduct has been seriously detrimental to the interests of the Union:

- (a) the Committee must convene an Open Meeting for the purpose of considering a motion to remove the Committee Member or Officer from office; and
- (b) the Vice-President must give notice to the Committee Member or Officer of:
  - (i) the motion and the basis for the motion; and
  - (ii) the date, time and venue of the Open Meeting.

11.6. The Open Meeting:

- (a) must afford the Committee Member or Officer a reasonable opportunity to be heard; and
- (b) must consider any representation made in writing to the Open Meeting; and
- (c) may, by a two-thirds majority of Members entitled to vote, excluding the Committee Member concerned, pass a motion to remove the Committee Member or Officer from office.

11.7. If the Open Meeting passes a motion to remove the Committee Member or Officer from office, the Vice-President must give notice to the Committee Member or Officer of that resolution.

## 12. Open Meetings

- 12.1. The Union may, by motion passed at an Open Meeting, transact all business and exercise all powers that may be transacted or exercised by or on behalf of an unincorporated association in general meeting.
- 12.2. An Open Meeting may not be held outside of Full Term without the prior approval of the Senior Treasurer upon the request of the President or, if there is no President, of another member of the Executive.
- 12.3. An Open Meeting may be convened:
- (a) by resolution made by the Committee; or
  - (b) if the Committee is unable to act, by the Senior Treasurer; or
  - (c) by a petition addressed to the Vice-President signed by at least 20 Members.
- 12.4. The Vice-President must give 168 hours' notice of the date, time and venue of an Open Meeting.

### *Motions for discussion*

- 12.5. Any Member may submit a motion for discussion at an Open Meeting by giving 48 hours' notice to the Vice-President of that motion.
- 12.6. A motion must have a proposer and a seconder, at least one of whom must be an Ordinary Member.

### *Quorum and procedure*

- 12.7. At an Open Meeting:
- (a) 25 Members present in person, at least three of whom must be Committee Members and at least one of whom must be a member of the Executive, constitute a quorum; and
  - (b) the senior member of the Executive present, in the order listed in section 4.2, must preside; and
  - (c) each Member present in person is entitled to vote; and
  - (d) a motion is passed by a simple majority of votes cast by Members entitled to vote, with a casting vote made, if necessary, by the person chairing the meeting; and
  - (e) votes must be cast on a show of hands unless a Member requests a secret ballot; and
  - (f) subject to this Constitution and to the Standing Orders, the meeting must be conducted as the person chairing the meeting directs.

12.8. The Standing Orders may make provision for the procedures associated with Open Meetings.

*Minutes of Open Meetings*

12.9. The Junior Steward or, if the Junior Steward is absent, another Member appointed by the person chairing the meeting must take full and accurate minutes of an Open Meeting.

12.10. The person who took the minutes must circulate them to the Members who were present at the meeting promptly.

12.11. The Webmaster must make the minutes available to Members on the Union's website.

**13. Annual General Meeting**

13.1. The Committee must convene an Annual General Meeting, to be held no later than the first Sunday of Lent Full Term.

13.2. The Annual General Meeting is an Open Meeting at which, before all other business:

- (a) the outgoing President, on behalf of the Committee, must submit a report of the Union's main activities and achievements over the preceding year; and
- (b) the outgoing Treasurer, on behalf of the Committee, must submit the accounts referred to in section 9.1(d) and propose a motion to approve the Union's continued affiliation to any external organisations listed in the accounts.

*Education Act 1994,  
s 22(2)(1)(i)*

**14. Standing Orders**

14.1. The Union may, by motion passed in an Open Meeting, adopt Standing Orders in relation to those matters with respect to which this Constitution indicates that the Standing Orders may make provision.

14.2. The Committee must review the Standing Orders at least annually and no later than the Annual General Meeting.

14.3. Unless the contrary intention appears, amendments to the Standing Orders take effect as soon as the relevant motion is passed.

14.4. The Junior Steward must give notice of all amendments to the Standing Orders.

14.5. The Webmaster must make a copy of the Standing Orders available to Members on the Union's website.

## 15. Referenda

15.1. A referendum may be called:

- (a) by a resolution made by the Committee; or
- (b) by a motion passed by an Open Meeting; or
- (c) by a requisition made in accordance with section 9.6.

15.2. The Vice-President must give 168 hours' notice of the date and time of the referendum, and the question to be determined.

### *Procedure*

15.3. At a referendum:

- (a) each Member is entitled to vote; and
- (b) a motion is passed by a simple majority of votes cast by Members eligible to vote, provided that at least 40 Members cast a vote; and
- (c) a secret ballot must be held; and
- (d) the ballot must be conducted over a single day, with voting open for a period of at least four hours.

15.4. Subject to this Constitution and to the Standing Orders, a referendum must be conducted in the manner directed by the Vice-President, or other Committee Member nominated by the Vice-President.

15.5. The Standing Orders may make provision for the procedures associated with referenda.

## 16. Complaints

16.1. Any person may complain to the President, or if the President is the subject of the complaint, to the Vice-President, because the person:

*Education Act 1994,  
s 22(2)(m)-(n)*

- (a) is dissatisfied with the governance or operation of the Union; or
- (b) is dissatisfied, in any way, in the person's dealing with the Union; or
- (c) claims to be unfairly disadvantaged by the person's exercise of the right not to be a Member.

16.2. Any complaint under section 16.1 must be dealt with promptly and fairly and, where a complaint is upheld, the Union must provide an effective remedy.

- 16.3. If a complaint under section 16.1 cannot be resolved informally to the satisfaction of the person making the complaint, the President, or if the President is the subject of the complaint, the Vice-President, must refer the complaint to the Senior Treasurer, who may determine the complaint and require the Union to provide an effective remedy.
- 16.4. If the person making the complaint, or the Committee, is dissatisfied with the determination:
- (a) the Senior Treasurer must request that the College Council appoint an independent person to investigate and report on the complaint; and
  - (b) the person appointed in accordance with paragraph (a) may determine the complaint and require the Union to provide an effective remedy.

## **17. Constitution**

- 17.1. The Constitution must be submitted for review by the College Council at least every five years. *Education Act 1994, s 22(2)(b)*
- 17.2. This Constitution may only be amended by a motion: *Education Act 1994, s 22(2)(b)*
- (a) passed at a referendum; and
  - (b) approved by the College Council.
- 17.3. The Vice-President must give notice of all amendments to this Constitution.
- 17.4. The Webmaster must make a copy of this Constitution available to Members on the Society's website.

## **18. Dissolution**

- 18.1. The Union may be dissolved by:
- (a) a motion passed at a referendum and approved by the College Council; or
  - (b) by a resolution unanimously agreed by all Members.
- 18.2. If the Union is dissolved:
- (a) the members of the Executive remain in office for the purposes of winding up the affairs of the Union, collecting in all its property and income, and satisfying its debts and liabilities; and
  - (b) if, after complying with paragraph (a), there remains any property whatsoever, that property must be transferred to the College.

**19. Transitional arrangements**

- 19.1. This Constitution comes into force the day after the later of:
  - (a) its approval by the College Council under section 10.4; and
  - (b) its passing by a referendum motion under section 9.4, of the Constitution in force on 1 February 2022.
- 19.2. This section:
  - (a) has effect notwithstanding any other provision of this Constitution; and
  - (b) expires on, and is repealed with effect from, the 2022 Annual Election.
- 19.3. A person who was a member of the Union on 1 February 2022 does not cease to be a member solely because that person is not qualified to be an Ordinary Member when this Constitution comes into force but is instead taken to be an Ordinary Member.
- 19.4. A person elected to a position in Column A at the election conducted in February 2022 is taken to have been elected to the corresponding position in Column B:

Column A	Column B
President	President
Vice President	Vice-President
Treasurer	Treasurer
Entertainments Officer	Entertainments Representative
Computing and Publicity Officer	Webmaster
Access Officer	Access Representative
Junior Steward	Junior Steward
Environmental and Domestic Officer	Environmental Representative
Overseas Welfare Officer	International Students' Representative
LGBT+ Officer	LGBT+ Students' Representative
Women's Officer	Women & Non-Binary Students' Representative
Mental Health and Disabled Students' Welfare Officer	Disabled Students' Representative
Black and Minority Ethnic Officer	Racial & Ethnic Diversity Representative

19.5. If, at the election conducted in February 2022:

- (a) persons are elected Male Welfare Officer and Female Welfare Officer, each of those persons is taken to be a Mental Health & Wellbeing Representative, and section 4.2(g) takes effect as if it provided “up to two Mental Health & Wellbeing Representatives”, save that, if one of those persons ceases to hold office while this section has effect, paragraph (b) applies; and
- (b) a person is elected either Male Welfare Officer or Female Welfare Officer and no person is elected to the other of those positions, that person is taken to have been elected Mental Health & Wellbeing Representative.

19.6. At the date this Constitution comes into force, there are taken to be casual vacancies in the positions of Social Media Officer, Merchandise Officer and Societies & Facilities Officer and, for the purposes of section 8.19, their duties are taken to have been imposed, respectively, on the Webmaster, Treasurer and Junior Steward.

19.7. Any duty of the Treasurer that is expressed by reference to the calendar year takes effect instead by reference to the period from the election in February 2022 until 31 December 2022.