

# **The Rules and Standing Orders Of the Oxford University Conservative Association**

Returning Officer:

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## **The Standard Form Constitution**

## Name and Objects

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

## Compliance

(2)

- (a) The Club shall be administered in accordance with the University’s Regulations for the Activities and Conduct of Student Members.
- (b) The activities of the Club will at all times be conducted in accordance with the University’s procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook on the University’s webpages).
- (c) If there is a national governing body for the Club’s activities with which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available (unless the Insurance Section of University Administration and Services agrees to or prescribes other arrangements); and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.
- (d) The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to and approved by the University’s Safety Officer.
- (e) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University Marshal and approved by the Proctors. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
- (f) The Club shall maintain a dedicated website and shall supply details of its web address to the Clubs Office for listing on the University’s clubs and societies webpage. The Club may apply to the University’s IT Services to use information technology (‘IT’) facilities in the name of the Club. Where relevant facilities are allocated by IT Services it is the responsibility of the Club:

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

## **Membership**

- (3) The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
- (4) Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.
- (5) If the Club's objects relate directly to a protected characteristic as defined in section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.
- (6) The Committee may also, at its discretion, admit to membership:-
  - (a) students registered to read for diplomas and certificates in the University;
  - (b) student members of Permanent Private Halls who are not student members of the University;
  - (c) members of Ruskin College and Ripon College, Cuddesdon;
  - (d) members of Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership; and
  - (e) other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.

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

## **Meetings of the Members**

- (8) There shall be an Annual General Meeting for all the members of the Club in Hilary Full Term, convened by the Secretary on not less than fourteen days' notice.
- (9) The Annual General Meeting will:
- (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
  - (b) Receive a report from the Committee on the Club's compliance with paragraph 2 above;
  - (c) Elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting; any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting; nominations for the other Committee Members may be taken from the floor of the meeting;
  - (d) Consider any motions of which due notice has been given, and any other relevant business.
- (10) An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
- (11) Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
- (12) The quorum for a General Meeting shall be ten members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).
- (13) Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes the President of the Club shall have a casting vote.



- (14) Minutes of all meetings shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.

## **Committee**

- (15) The affairs of the Club shall be administered by a Committee consisting of not more than eight persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
- (16) No member of the Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.
- (17) The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the meeting.
- (18) The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and four other persons. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 above or paragraphs 6(a) to (c) above, or (with the approval of the Proctors) a member of Congregation. Where eligibility stems from paragraphs 6(a) to (c) above, the President, the Secretary and the Treasurer must each, on election to office, sign an undertaking to abide by relevant provisions of the University Student Handbook and other relevant University policies, and to accept the authority of the Proctors on Club matters.
- (19) The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
- (20) Minutes of all meetings, including Committee meetings, shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.
- (21) The Secretary shall:
- (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors, the Clubs Office and the Proctors' Office on request;
  - (b) give notice of meetings of the members and the Committee;

- (c) draw up the agendas for and minutes of those meetings;
- (d) notify the Proctors (through the Clubs Office) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (e) take responsibility for the operation and updating of a suitable club web-page displaying (at a minimum) current club contacts and the constitution;
- (f) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above; and
- (g) inform the Proctors through the Clubs Office if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

(22) The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
- (i) forward to the Proctors (through the Clubs Office) at the end of week 9 of Trinity Term a copy of annual accounts for the financial year to which they relate (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files (subject to the condition that during the first year of registration, a club may be required by the Proctors to submit termly accounts); and
- (j) if the Club has a turnover in excess of £25,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a

reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within four months of the end of the Club's financial year and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

(23) The Senior Member shall:-

- (a) keep abreast of the actions and activities of the Club;
- (b) provide information relating to the Club to the Proctors on request;
- (c) seek to settle any preliminary disputes between the Committee and the members;
- (d) following paragraph 22(i) above, consider whether the accounts of the Club are in order and, if so, sign them;
- (e) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22 above; and
- (f) be available to represent and speak for the Club in the public forum, and before the University authorities.

(24) The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. The members of the Club shall appoint a member of Congregation as the Senior Member when electing other members of the Committee each year provided that a Senior Member who has previously held office as Senior Member for more than five consecutive years shall not be eligible for re-appointment. The Senior Member shall be a member of the Committee *ex officio*.

(25) If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.

(26) Each Office Holder must, and shall procure that other Office Holders shall, at the end of any term of Office, promptly hand to the relevant successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in the outgoing Office Holder's possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.

(27) Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.

- (28) The Committee shall have power to make regulations and bylaws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution.
- (29) No member of the Committee shall be removed from office except by the approving votes of two thirds of those present in person or by proxy at a General Meeting.

## **Indemnity**

- (30) So far as may be permitted by law, every member of the Committee and every officer of the Club (each a “relevant officer”) shall be entitled to be indemnified out of the Club’s assets against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer’s duties. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer in that capacity and in which judgement is given in the relevant officer’s favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on the relevant officer’s part), or in which the relevant officer is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.
- (31) So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 30.

## **Dissolution**

- (32) The Club may be dissolved at any time by the approving votes of two thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days’ notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
- (33) In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University.

## **Interpretation**

- (34) Any question about the interpretation of this Constitution shall be settled by the Proctors.

(35) This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

### **Schedule: Code of Conduct on Safety Matters**

# **The Rules and Standing Orders of the Oxford University Conservative Association**

## **Rule 1**

### **General**

#### **1(1) Name**

The name of the Association shall be the "Oxford University Conservative Association."

#### **1(2) The Constitution of the Association**

- (a) This Constitution of the Association shall consist of two parts:
  - (i) The pro-forma constitution as prescribed by the Rules Committee of the University of Oxford, or other relevant University authority, which shall be known as "The Standard Form Constitution" and whose provisions shall be known as "Standard Form Rules"; and
  - (ii) An annexe to the Standard Form Constitution, which shall be known as "The Rules and Standing Orders of the Oxford University Conservative Association", whose provisions shall be known as "Association Rules" and "Association Standing Orders".
- (b) The governance of the Association is in accordance with the Standard Form Constitution, except for matters in part (c).
- (c) The following are matters for which the governance of the Association is in accordance with the Rules and Standing Orders of the Oxford University Conservative Association and only the Rules and Standing Orders of the Oxford University Conservative Association have authority:
  - (i) Matters on which the Standard Form Constitution and the Rules and Standing Orders of the Oxford University Conservative Association conflict, directly or indirectly;
  - (ii) Matters addressed or provided for by the Rules and Standing Orders of the Oxford University Conservative Association; or
  - (iii) In any case, the management of the Association, the officeholders of the Association, the election and appointment of officeholders and disciplinary misconduct and electoral malpractice.
- (d) It shall be possible, through amendment, to alter the matters addressed or provided for by the Rules and Standing Orders of the Oxford University Conservative Association.
- (e) The procedure for the amendment and interpretation of Association Rules in Rule 2(11) applies to Standard Form Rules.
- (f) The governance of the Association cannot be rendered subject to any external body or document not mentioned in this Rule that does not have legal authority without the unanimous and prior consent of Council, with the exception of the Proctors' Memorandum.

#### **1(3) Objectives**

The Association shall have the following objectives:

- (i) To stimulate among Members of Oxford University a greater interest in, and understanding of, the Conservative Party and its principles;
- (ii) To extend the influence of Conservative ideology among Members of Oxford University;
- (iii) To advise the Conservative Party of the viewpoints of Members of the Association;
- (iv) To recruit Members of the University to serve as active and able workers for the Conservative Party;
- (v) To liaise and co-operate with Conservative Associations, in Oxfordshire in particular, and elsewhere;
- (vi) To administer such funds as are available in accordance with the objectives listed in sections (a) through (v) above, including through the provision of entertainments, discussions, meetings and publications, as well as other activities contemplated by these Rules or deemed appropriate by Officers or Council.
- (vii) To work towards the benefit of the local community in Oxford, by encouraging members of the Association to volunteer for charitable activity.

## **1(4) Membership**

### *(a) Eligibility*

- (i) Membership of the Association is open to any student Member of the University of Oxford as defined by Statute II of the University of Oxford Statutes and to any student whose name is on the University of Oxford Register of Visiting Students. All members admitted under this rule are 'University Members'.
- (ii) Other persons not being qualified for Membership under Rule 1(4)(a)(i) may also become Members, known as 'Non-University Members', provided:
  - (1) Non-University Members shall comprise no more than one-fifth of the total Membership of the Association;
  - (2) Such a person's Membership must be approved by a two-thirds majority of Council.
- (iii) Should the limit defined by Rule 1(4)(a)(ii)(1) be reached, the Returning Officer shall keep a waiting list ordered by date of application of those wishing to become Non-University Members and inform the next on the list when a vacancy arises.
- (iv) No person expelled from the Association may re-join.

### *(b) Admission to Membership*

- (i) Any eligible person under 1(4)(a) above may become a Member of the Association by the submission of a valid Membership form and Membership fee to the Returning Officer.
  - (1) The Returning Officer shall maintain a Membership Ledger, which shall be definitive of Membership of the Association and the date on which a Member's Membership commenced.



(ii) On passage of an application under 1(4)(a)(ii) by Council, the Returning Officer shall act as if the Returning Officer had on the date of the Meeting of Council received a validly submitted Membership form under 1(4)(b)(i).

(iii) Membership may be refused to an applicant Member if:

(1) The applicant Member fails to submit a valid or complete Membership form, or fee;

(2) The applicant Member fails to produce, if requested, evidence of eligibility under Rule 1(4)(a) above;

(3) Officers approves by a three-quarter majority a motion proposed by the Returning Officer to this effect.

(a) Such a motion should be based on a concrete and evidenced expectation that the admission of such as a Member would bring the Association into disrepute under Rule 5(1)(a)(i).

(b) Any Member may appeal this motion and vote to the Disciplinary Committee.

(c) If such a motion is defeated, or is successfully appealed, the Disciplinary Committee shall act as if it had received a complaint against the Returning Officer, and their Membership shall be said to have begun when the Returning Officer received the Membership form in the first instance.

(c) *Membership fee*

(i) Officers shall determine the Membership fee no later than the end of the first week of the term for which it is to apply.

(ii) Until Officers makes the determination required by subsection (i) above, the Membership fee of the previous term shall apply.

(iii) If Officers fails to make the determination required by subsection (i) above prior to the end of the first week of the term, the Membership fee of the previous term shall apply for the duration of the term.

(d) *Term of Membership*

(i) A University Member shall continue to enjoy the rights and privileges of Membership so long as the Member is qualified under Rule 1(4)(a)(i), unless the Member has been subject to any sanction limiting such enjoyment.

(ii) A University Member who is no longer *in statu pupillari* shall continue to be a University Member but shall not enjoy voting rights in any body of the Association nor any other rights which are reserved for Members who are *in statu pupillari*.

(iii) Any University Member whose course exceeds the minimum expected duration (measured in number of terms from matriculation, and laid down in the Examination Regulations of the University of Oxford); or who remains qualified under Rule 1(4)(a)(i) for longer than they reasonably expected and so indicated when joining the Association; or who rusticates or returns from rustication; or who becomes so qualified again after an intermittent period of indeterminate duration in which they did not qualify, must

promptly inform the Returning Officer of their continuation or change in status in order to continue to enjoy any of the rights, benefits, and privileges of the Association.

(iv) Any Non-University Member shall be a Member of the Association for three years. The Member may renew the Member's Membership an indefinite number of times provided:

(1) The Member is still qualified for Membership under Rule 1(4)(a)(ii)

(2) The Member pays the Membership fee.

(v) Non-University members shall be informed upon receiving their membership that it will expire in three years' time. To that end, it shall state such on the Membership Forms. At the end the three year period, the Returning Officer shall remove the Non-University Member's details from the Membership Ledger.

(vi) Should a Non-University Member become qualified to join as a Member under Rule 1(4)(a)(i) the Member shall be deemed to be a University Member on prior receipt by the Returning Officer of a notification in writing to this effect.

### **1(5) Resignation of Membership**

(a) Any Member may withdraw the Member's name from the list of Members by giving notice in writing to the Returning Officer.

(b) The Returning Officer shall notify Council of any resignations, in the Council meeting immediately after the Returning Officer receives the notice.

(c) A Member who has resigned from the Association in accordance with this Rule and who wishes to re-join may do so only if Council, by a two-thirds majority, agrees.

## Rule 2

### Management of the Association

#### 2(1) The Structure of the Association

The Association shall contain the following official bodies:

- (a) Officers
- (b) Council,
- (c) Committee,
- (d) The Disciplinary Committee, and
- (e) Anybody that the President, under Rule 3(3) (d), thinks fit.

#### 2(2) Officers

- (a) Officers shall be responsible for the general management of the Association and shall deal with:
  - (i) Financial matters,
  - (ii) The detailed running of the Association, and
  - (iii) Any other business Officers deems appropriate, except as covered elsewhere in these Rules.
- (b) Officers shall be composed, *ex officio*, of:
  - (i) The President,
  - (ii) The President-elect,
  - (iii) Ex-Presidents *in statu pupillari*,
  - (iv) The Treasurer,
  - (v) The Treasurer-elect,
  - (vi) The Secretary,
  - (vii) The Political Officer,
  - (viii) Ex-Treasurers *in statu pupillari*,
  - (ix) Ex-Secretaries *in statu pupillari*,
  - (x) Ex-Political Officers *in statu pupillari*,
  - (xi) The Junior Officers,
  - (xii) The Welfare Officer,

- (xiii) The Returning Officer
- (xiv) Ex-Returning Officers *in statu pupillari*,
- (xv) The Non-Executive Officers,
- (xvi) The Senior Member.

(c) *Voting*

- (i) All Members of Officers shall have voting rights, except for the Non-Executive Officers, the Welfare Officer, and the Returning Officer.
- (ii) Votes taken by Officers shall be deemed passed if a simple majority votes in favour, except as otherwise provided by these Rules.

(d) *Meetings*

- (i) Officers shall meet at least once a week in Full Term and shall be chaired by the President or the President's nominee.
- (ii) The President shall call all regular meetings of Officers, and the Communications Director must provide twenty-four hours' notice, in writing or by e-mail, of any such meetings to all Members of Officers.
- (iii) The Returning Officer may call emergency meetings of Officers, and the Returning Officer must provide twenty-four hours' notice, in writing or by e-mail, of any such meetings to all Members of Officers.
- (iv) Officers shall be in quorum if seven voting Members are present, including the President, President-elect, or Treasurer.
- (v) Meetings of Officers shall be in camera and shall remain in camera, except:
  - (1) The President may invite Members to observe or address Officers.
  - (2) Officers may, by a two-thirds majority, publish the Officers' minutes or part thereof.
- (vi) The President, President-elect, Treasurer, Treasurer-elect, Political Officer, Secretary, Junior Officers, Returning Officer, Welfare Officer and Non-Executive Officers are required to attend meetings of Officers.
  - (1) If, while in office, the President, President-elect, Treasurer, Treasurer-elect, Political Officer, Secretary, a Junior Officer, the Returning Officer, the Welfare Officer or a Non-Executive Officer is absent for three meetings of Officers in a term, they shall be deemed to have resigned.
  - (2) Absences may be deemed extraordinary by a two-thirds majority vote of Officers at the following meeting if the relevant Officer submits a request to the Returning Officer in writing prior to the meeting from which they are to be absent.
  - (3) The Secretary shall bring a sign-down sheet to every meeting of Officers, and shall keep a tally of absences. Any Member may ask the Secretary to be shown the tally and the Secretary must show the Member the tally.

- (vii) Applicable and relevant decisions voted upon in Officers shall be announced in the next Council meeting at the beginning of the report of the responsible Member of Officers.

## **2(3) Council**

- (a) Council shall be the governing body of the Association.
- (b) All Members of the Association shall have the right to attend Council.
- (c) *Voting*
  - (i) Members of the Association shall have voting rights in Council only if they are Present at the Council meeting at which the vote is taken, and
  - (ii) Votes taken by Council shall be deemed passed if a simple majority votes in favour, except as otherwise provided by these Rules.
  - (iii) Any Member present at Council may request before a vote takes place that the voting be conducted by secret ballot. If this request receives approval from either the President, the President-elect or the Returning Officer, the vote shall be conducted by secret ballot.
- (d) *Meetings*
  - (i) Council shall meet at least once a week in Full Term and shall be chaired by the President or the President's nominee.
  - (ii) The President shall call all regular meetings of Council, and the Secretary must provide twenty-four hours' notice, in writing or to the email list.
  - (iii) The Returning Officer may call emergency meetings of Council, and the Returning Officer must provide twenty-four hours' notice, in writing or to the Returning Officer's email list.
  - (iv) Council shall be in quorum if ten voting Members are present, including a quorate body of Officers as defined by Rule 2(2)(d)(iv).
- (e) Officers may vote, by simple majority, to convene during Council, thus causing Council to adjourn, provided that the notice given to Members of Officers under Rule 2(2)(d)(ii) or (iii) establishes that Officers will meet immediately after Council.
- (f) *Reports*
  - (i) All officeholders who are eligible to sit in Officers must email a written report of their business for the week's Council to the Secretary no later than 12 hours before that Council, or else 2 Activist Points will be deducted.
  - (ii) The Secretary shall arrange the reports of Officers into a schedule for the meeting of Council. The Secretary shall send the schedule to all Members of Officers' no later than two hours before the meeting, and the Secretary shall bring copies of the schedule to that meeting, or else 2 Activist Points will be deducted from the Secretary.

(iii) At Council, all Members of Officers and all Members of Committee may make reports, in addition to the Secretary's schedule, relating to their portfolios and other activities in which they have been engaged on behalf of the Association.

(iv) Immediately following the report of each Officer or Committee Member, any Member of the Association in attendance may question that Officer or Committee Member.

(g) *Statements by Other Members*

(i) If a Member of the Association who is not a Member of Officers or of Committee wishes to make a statement, the Member must notify the President of its contents, by e-mail, at least 6 hours prior to the start of the Council meeting at which the Member wishes to speak.

(ii) The President shall allow such a statement unless the President deems it to be frivolous or irrelevant to the business of the Association and so informs the Member prior to the start of the meeting.

(h) Any Member may object to a decision made by Officers and announced in Council. This objection may be made to the Returning Officer who will decide whether an instant case is made out and if so the Returning Officer will refer it to the Disciplinary Committee.

(i) If Officers or the Disciplinary Committee have decided not to make the minutes of their meeting public any Member may appeal to the President who shall decide whether or not it is in the Association's interests to make the minutes public.

(i) In a meeting of Council held in 2nd Week, the President shall propose a motion to make the Treasurer-Elect and President-Elect signatories on any accounts controlled by the Association. In a meeting of Council in 8th Week, the President shall propose a motion to remove the Treasurer as a signatory on any accounts held by the Association. Following each vote, all the necessary paperwork shall be completed by 11.59pm on Wednesday of 8th Week by the relevant parties and submitted to the bank. Should the President not do this, then the Returning Officer shall act as if the Returning Officer has received a complaint under Rule 5(2)(a)(i).

## **2(4) Committee**

(a) The Committee shall be composed of six elected Members, whose duties are set out under Rule 3(16).

## **2(5) Disciplinary Committee**

(a) The Disciplinary Committee shall:

(i) Appoint the Returning Officer, under Rule 4(2),

(ii) Consider allegations of disciplinary misconduct and electoral malpractice and, where appropriate, imposition of sanctions, under Part Five of these Rules, and

- (iii) Act as a court of appeal to any decision taken by any person or body of the Association.
- (b) The Disciplinary Committee shall be composed, *ex officio*, of:
- (i) The President,
  - (ii) The President-elect,
  - (iii) Ex-Presidents *in statu pupillari*,
  - (iv) The Returning Officer and,
  - (v) Ex-Returning Officers *in statu pupillari*.
  - (vi) The Senior Deputy Returning Officer
- (c) *Meetings*
- (i) The Returning Officer shall chair meetings of the Disciplinary Committee, in the Returning Officer's absence the most senior Ex-Returning Officer present shall chair the meeting, if no senior Ex-Returning Officer is present, the most senior Ex-President present shall chair the meeting.
  - (ii) The Disciplinary Committee shall be in quorum when five Members are present. Where quorum is not reached by those *ex officio* entitled to sit on the Disciplinary Committee the RO may either suspend the meeting and attempt to reach quorum at a later date or invite in the following order: Ex-Returning Officers in residence, Ex-Presidents in residence and Ex-Senior Officers *in statu pupillari* (in order of election - the one elected first taking first precedence), until quorum is reached.
  - (iii) The Returning Officer must give twenty-four hours' notice of any meeting of the Disciplinary Committee to all individuals listed in section (b) above.
  - (iv) The Disciplinary Committee shall meet in camera.
  - (v) The Senior Deputy Returning Officer shall be responsible for the task of minuting the meeting.
    - (1) If the Senior Deputy Returning Officer is not present, the chair may deputise this duty to another member of the Disciplinary Committee
  - (vi) The Disciplinary Committee may vote during a meeting to publish the minutes of that meeting.
  - (vii) The Disciplinary Committee must produce, and vote to adopt, a summary report at the end of each meeting. The substance of such a report shall be governed by Standing Order.
  - (viii) The Disciplinary Committee shall exclusively meet in Oxford unless unanimous consent is obtained from all those entitled to sit on it to meet in another location.
  - (ix) If, during the course of the meeting, evidence previously unknown to the Disciplinary Committee is discovered, any Member of the Disciplinary Committee present may call a motion to adjourn the Meeting for not more than seventy-two hours, for example by calling new witnesses who were previously unknown. This motion shall pass if a simple

majority of Members of the Disciplinary Committee vote in favour. New evidence must be presented to all parties involved in the case before the reconvening of the Disciplinary Committee.

- (x) At the start of a meeting of the Disciplinary Committee, the Members of the Disciplinary Committee shall disclose any conflicts of interest that might influence their judgement of the case. These shall be recorded in the minutes.

(d) *Voting in the Disciplinary Committee*

- (i) Where a vote is taken, all members of the Disciplinary Committee in attendance save the Senior Deputy Returning Officer shall be entitled to vote.
- (ii) Any vote taken on a motion or other decision in a Disciplinary Committee shall be deemed passed if a simple majority votes in favour.
- (iii) The President, if present at a meeting of the Disciplinary Committee, shall have the casting vote in accordance with 3(3)(h)(i).
- (iv) If the President is not present at a meeting of the Disciplinary Committee the casting vote shall belong to the Member who has been a Member of the Disciplinary Committee for the longest period of time.

(e) *The DC's Appellate Role*

- (i) The Disciplinary Committee shall usually only become involved in disputes arising under these Rules where these Rules have specifically empowered it to become involved or where a referral by a person entitled to refer matters to the Disciplinary Committee has occurred. The Disciplinary Committee is to act on issues of serious administrative failure of the Officers. In such cases, a meeting shall be called by the procedure set out under Rule 5(2)(a) (ii).
  - (ii) However, the Disciplinary Committee may meet in exceptional circumstances to resolve disputes which have yet to be referred to it - a decision to meet under these circumstances must be made by at least three people *ex officio* entitled to sit on the DC. The Returning Officer may, at the Returning Officer's discretion circulate a suggestion that a dispute be dealt with by the DC. If the Returning Officer obtains the agreement of two others *ex officio* entitled to sit on the DC, the Returning Officer shall call a full meeting to deal with the dispute.
- (f) Any Appellant, Complainant or Accused is entitled to a Representative at a Meeting of the Disciplinary Committee in which they are appealing, complaining, or being accused.
- (i) The Member may waive the right to a Representative, but it shall be assumed they have not unless they have informed the Returning Officer in writing to this effect.
  - (ii) The Representative shall be entitled to make submissions and to examine all evidence and statements presented to the Disciplinary Committee on behalf of their represented party, though the Representative shall not be entitled to know the identity of the Member who has made any statement.



- (iii) The Representative should have a sound working knowledge of the Rules and Standing Orders of the Association, in particular all Rules and Standing Orders relevant to the case at hand.
- (iv) The Representative shall, prior to the Meeting of the Disciplinary Committee, communicate with the Member who is being represented to discuss the case at hand.
- (v) The Representative shall, regardless of their personal opinion, argue the case of the Member they are representing to the best of their ability.
- (vi) The Representative shall only be entitled to attend any part of the meeting that is not in camera, as laid out in Rule 5(2)(b) and Rule 5(3)(c).

(vii) *Selection of Representatives*

- (1) The Member to be represented may select the Member's own Representative, or may choose to Represent themselves.
- (2) If the Member does not select a Representative, and does not want to Represent themselves, people from the following groups shall be approached by the Returning Officer without delay, in the order listed, to serve as a Representative until a person willing and able to serve is found.
  - (a) Deputy Returning Officers, in order of seniority.
  - (b) Ex-Senior Officers *in statu pupillari* (in order of election - the one elected first taking first precedence).
  - (c) The Welfare Officer.
  - (d) The Assistant Returning Officer.
  - (e) Members, *ex officio*, of the Disciplinary Committee other than the President or Returning Officer, in order of seniority. This member of the Disciplinary Committee shall not have voting rights during the Meeting in which they are a Representative.
- (3) In approaching potential Representatives, the Returning Officer shall inform them of the nature of the case and provide them with all relevant information. The Returning Officer shall give the Representative at least forty-eight hours' notice of the time and place of the meeting, except in the case of an allegation of electoral malpractice, in which case the Returning Officer shall give the Representative at least 24 hours' notice of the time and place of the meeting.
- (4) In the case of a meeting in which more than one Representative is required, a Representative for the Accused shall be selected first, a Representative for the Appellant shall be selected second, and a Representative for the Complainant shall be selected third.
  - (a) If there are multiple people in any of these three categories, selecting the Representative for the Member who is lower in the order of precedence shall be given priority.

(1) If no Representative can be found, the Returning Officer shall ask the Member(s) for whom a Representative cannot be found if they are willing to waive their right to a Representative. If any such Member refuses, the Meeting of the Disciplinary Committee shall be delayed until such a time as suitable representation can be provided. This Rule shall overrule other Rules stating the time limit in which a Meeting of the Disciplinary Committee must be called.

## **2(6) Termly General Meeting**

- (a) There shall be a Termly General Meeting in eighth week of each Full Term.
  - (i) The meeting shall be in lieu of the regular meeting Council for that week.
  - (ii) All officeholders shall be required to attend the meeting.
- (b) The meeting shall be dedicated to reports.
  - (i) The President or the President's nominee shall chair this part of the meeting.
  - (ii) All Senior Officers and Junior Officers, the Returning Officer and the Welfare Officer must submit a written report, and should make a verbal report, covering the information they are required to include under Rules 3(3)-3(14).
  - (iii) Any Member of the Association may question an Officer about the discharge of the Officer's duties within the Association immediately after the Officer has made the Officer's verbal report.
  - (iv) The Auditors will submit their Auditor's report in line with rule 2(7).

## **2(7) Finances**

- (a) The funds of the Association shall be placed in an account or accounts for which only the President, President-Elect, Treasurer, Treasurer-Elect and Ex-Presidents *in statu pupillari* may be signatories. All such accounts shall require a minimum of two signatories.
  - (i) No other account or accounts may be opened except with the specific permission of Officers.
  - (ii) The Treasurer shall be the primary user of the bank account, responsible for adding and removing users from online banking. After handover for the office of treasurer, the new Treasurer must complete the form to become primary user and send it to the bank. If the Treasurer has not completed and sent this form by the Council of 0th week, then the Returning Officer shall act as if the Returning Officer has received a complaint against the Treasurer under Rule 5(2)(a)(i). Not assuming the role of primary user shall be considered gross neglect of office.
    - (1) Once the Treasurer has become primary user, they should add the President-Elect and Treasurer-Elect to the online banking, and remove the Junior Ex-Treasurer and Junior Ex-President.

(b) *Expenditures*

- (i) Expenditures by the Association not covered by subsection (ii) below must be authorised in advance by either two-thirds agreement at a meeting of Officers or a simple majority at a meeting of Council. Expenditures incurred under this clause shall be termed an 'Ordinary Budget'.
- (ii) If expenditure is necessary before the next regular meeting of Officers and Council, the President may authorise it with the consent of either the President-elect or the Treasurer. Expenditures incurred under this clause shall be termed an 'Emergency Budget'. The President must announce the passing of an Emergency Budget at the meeting of Council and the meeting of Officers immediately following the passing of the Emergency Budget. Nothing in this Constitution shall prevent Members from questioning the President or any Senior Officer regarding the passing of an Emergency Budget, in a meeting of Council or a meeting of Officers. Nothing in this clause shall prevent Members from invoking the powers of the Returning Officer under Rule 2(7)(d). An Emergency Budget shall only ever be passed in unforeseen circumstances.
- (iii) The execution of all financial transactions, having been authorised according to the procedures outlined in rules (2)(7)(b)(i) and (2)(7)(b)(ii), shall be made with the consent of the President and the Treasurer. If, for reasons of expediency and only in the case of an Ordinary Budget, another signatory must be used both the President and the Treasurer must have consented to the use of another signatory for the execution of transactions.
- (iv) The Association shall not be liable for any expenditure that has not been authorised in accordance with subsections (i) or (ii) above. No payment may be made by the Association without the passing of either an Ordinary Budget or an Emergency Budget. If any payment is made by the Association without the passing of an Ordinary Budget or an Emergency Budget, the Returning Officer shall act as if a complaint had been made against the Treasurer under Rule 5(2)(a)(i).
- (v) The President and the Treasurer shall be permitted to hold a debit card linked to the Association's bank account for the purposes of paying for Association expenditure.
  - (1) Taking possession of such a card shall create as an additional duty of that officeholder's office a fiduciary obligation to its correct stewardship.
  - (2) To that end, holders of such a card shall take reasonable precautions to avoid misuse, loss, or theft of the card such that the holder(s) shall be assumed to be responsible for all charges made on it. Failure to do so shall constitute a substantial failure of the holder's office. If an unauthorised transaction is made with the card, the Returning Officer shall act as if a complaint has been brought against the card holder(s) under Rule 5(2)(a)(i).
  - (3) If the holder knows or suspects that a transaction has been made on the card in error, or if the card has been lost or stolen, they shall notify the Returning Officer without delay.

(c) *Censure of an Emergency Budget*

- (i) In the meeting of Council in which an Emergency Budget is announced, any Member present may move 'That Council censure the Emergency Budget'. Members present may then debate the motion.
- (ii) Following the debate, the motion shall be put by the Chair. The motion shall pass if two thirds of those Members voting vote in favour of the motion.
- (iii) If the motion in clause (iii) passes, the Returning Officer shall act as if a complaint had been made against the President and whoever else agreed to the passing of the Emergency Budget under Rule 5(1)(a)(ii).
- (iv) If any Member wishes to dispute a use of the Association's finances which was not authorised by Council, the Member may ask the Returning Officer to look into the expenditure and the Returning Officer may decide whether such expenditure should be brought to the attention of the Disciplinary Committee as irregular.

(d) Debts to the Association by Members

- (i) All Members must make prompt payment of any debts due to the Association upon being notified of these debts by the Treasurer under Rule 3(5)(c)(i), unless the President, Treasurer and Returning Officer unanimously consent to deferral or cancellation of the debt due to unforeseen circumstances.
- (ii) If, after the expiry of two weeks of Full Term from the date of notification, no payment has been received, the Treasurer shall give a formal written warning to the Member concerned that no payment has been received.
- (iii) If, after the expiry of one week of Full Term from the date of the formal written warning, no payment has been received, the Treasurer shall give a final written warning to the Member concerned that failure to pay the outstanding amount within seven days of Full Term will result in the Member being deemed to have resigned from the Association.
- (iv) If, after the expiry of seven days from the date of the final written warning, no payment has been received, the Member will be deemed to have resigned from the Association.
- (v) Members who have been deemed to have resigned will only be eligible to re-join once they have paid their debt to the Association in full and subject to the agreement of a two-thirds majority in Council.

(e) Auditors

- (i) The Auditors shall specially scrutinise the Treasurer's accounts, the bank statements and any other financial assets or reserves of the Association.
- (ii) They shall produce an Auditor's report to be circulated at the Termly General Meeting, and sent to the Senior Member.
- (iii) The Auditor's report will impartially ascertain the reliability of the term's accounts, with the aim of providing reasonable assurance that the accounts are free from material error. It will also evaluate the accounting practices of the term, examine any potential irregularities, and may provide recommendations for improvement.

- (iv) Should the Auditors refuse to sign off the accounts as an accurate representation of the term's financial affairs, then the Returning Officer shall act as if the Returning Officer has received a complaint against the Treasurer under Rule 5(2)(a)(i).

(f) *Profits and Donations*

- (i) In the Treasurer's Termly General Report, the Treasurer must state the profit the Association has made since the last Termly General Meeting, or else 5 activist points shall be deducted from the Treasurer. For the avoidance of doubt, this shall be calculated by subtracting the total expenditure shown in the accounts from the total income shown in the accounts for this time period.
- (1) Income and expenditure from events shall only be included in this calculation if both are known for that event and both appear in the accounts at the time the calculation is made.
- (2) The Treasurer shall also announce any loss made in the previous term.
- (ii) The Association must donate a proportion of this profit to the Oxford West and Abingdon Conservative Association, the Oxford East Conservative Association or both. At the Termly General Meeting, the President shall propose this proportion (under Rule 3(3)(j)(iii)) and payment shall be made promptly afterwards. If the Termly General Meeting fails to approve this proportion, the proportion from the previous term shall apply.
- (iii) If the Association has not made any profit as defined in part (i) (i.e. if expenditure has exceeded income since the last Termly General Meeting), no donations need be made under this Rule. If the profit is negative, this shall be treated as expenditure in the subsequent term under Rule 2(7)(f)(i).

## **2(8) The Senior Member**

- (a) The Senior Member of the Association shall be a Member of the Congregation of the University of Oxford and a supporter of the Conservative Party.
- (b) *Appointment*
- (i) The President shall be responsible for approaching a suitable candidate for the position, after consultation with Officers and the outgoing Senior Member.
- (ii) Council must approve the candidate by a two-thirds majority.
- (c) *Term of Office*
- (i) The Senior Member's term of office shall last three years.
- (ii) A person may serve an unlimited number of terms as Senior Member.
- (d) *Death or Resignation*
- (i) In the event of the death or resignation of the Senior Member during the Senior Member's term of office, the procedure under section (b) above shall be followed.

(ii) During the vacancy, the senior Ex-Returning Officer *in statu pupillari* shall carry out the duties, but not hold the office, required of the Senior Member.

(1) Should the senior Ex-Returning Officer *in statu pupillari* be unable or unwilling to perform these duties, the President shall approach other Ex-Returning Officers *in statu pupillari* and then Ex-Presidents *in statu pupillari* in order of seniority until the vacancy is filled.

(2) If the President is unable to find an Ex-Returning Officer *in statu pupillari* or Ex-President *in statu pupillari* who is willing and able to perform the duties of the Senior Member, the President shall carry out the duties, but not hold the office, of the Senior Member. This Rule is subject to obtaining written permission from the Proctors. Should this be refused, an alternative Member of Congregation must be appointed as a temporary Senior Member.

(iii) The Senior Member shall act as a last court of appeal in respect of any decision by an officeholder or body of this Association regardless of any other Rules within this constitution. The Senior Member's decision shall be final.

(iv) The Senior Member shall only act as a last court of appeal when the matter in question has already been considered by a meeting of the Disciplinary Committee.

(e) Procedure for appealing to the Senior Member

(i) A Member who wishes to appeal a decision of the Disciplinary Committee to the Senior Member shall give notice of their intention in writing to the President or to the Returning Officer within one week of the decision of the Disciplinary Committee being publicised.

(ii) The Appellant may write a statement to be considered by the Senior Member.

(iii) Within forty-eight hours of receiving notice the President or the Returning Officer shall notify the Senior Member in writing of the appeal and shall attach an up-to-date copy of the constitution, the report and minutes from the relevant meeting of the Disciplinary Committee and, if applicable, the statement written by the Appellant.

(1) The Appellant may view the correspondence between the President or the Returning Officer and the Senior Member, but the Appellant may not view the minutes of the Disciplinary Committee unless the Disciplinary Committee has voted to release the minutes under Rule 2(5)(c)(vi).

(iv) If neither the President nor the Returning Officer notifies the Senior Member within forty-eight hours as outlined in (iii) above the Appellant shall be entitled to contact the Senior Member directly, in which case the President and the Returning Officer must be included as recipients in all correspondence between the Appellant and the Senior Member.

(v) If the Senior Member wishes for further clarification on the matter the Senior Member may request that a statement be written by any Member of the Association. Both the President and the Returning Officer shall be included as recipients in all correspondence relating to the provision of such clarification.

- (vi) The Senior Member shall communicate the Senior Member's decision to the President and the Returning Officer within two weeks of being notified of the appeal.
  - (vii) All proceedings relating to the appeal shall remain in camera, with the exception that Members of the Disciplinary Committee may be notified of the appeal, until the
  - (viii) first meeting of Council following the Senior Member's ruling at which the President shall notify Council of the appeal and its result. In exceptional circumstances the President may choose not to release this information to Council.
- (f) No Member of the Association except for the President and the Returning Officer may liaise directly with the Senior Member unless provision is made for the Member to do so elsewhere in these Rules or the Member has been given permission to do so by both the President and the Returning Officer.
  - (g) The Senior Member will have the power to fine frivolous and/or malicious appellants up to a limit of four times the nomination fee for President-elect.

## **2(9) The Patron**

- (a) The Patron of the Association shall be a Member or former Member of the Conservative Parliamentary Party.
- (b) *Appointment*
  - (i) The President shall prepare a short-list of candidates, when the position of Patron becomes vacant, which the President will present to the Officers of the Association.
  - (ii) The Officers shall vote by simple majority whether or not there is a suitable candidate on the short-list; if there is then rule (b)(iii) below shall be followed; if not, rule (c) shall be followed.
  - (iii) Council shall vote by simple majority and the candidate with the most number of votes shall be approached by the President to fill the position.
- (c) If Officers fail to find any candidate on the President's short-list to be suitable to fulfil the role of Patron no Patron shall be appointed during the term of office of that President. A new short-list will be prepared by the new President once the new President attains office and shall be presented to Officers in the Council of 1st Week of the President's term appointment shall follow the procedure laid out in rule (b).
- (d) *Term of Office of the Patron*
  - (i) The Term of Office of the Patron shall be no less than 10 years unless the procedure for removal of the Patron is employed under rule (e).
  - (ii) The Patron may be appointed for life at the request of the President and with the approval of a two thirds majority of Council. A life appointee may only be removed under the procedure outlined by rule (e).
- (e) *Removal of a Sitting Patron*

- (i) The Returning Officer shall be responsible for monitoring the behaviour of the Patron and if the Returning Officer believes that the Patron, by their actions has brought the Association into disrepute either directly or by association the Returning Officer shall be responsible for drawing that matter to the attention of Officers by both email and written note - failure to do so will result in an action for disciplinary misconduct under Rule 5(2)(a)(i).
  - (ii) If a Member of the Association eligible to sit in Officers believes that a case may be made out against the Patron it is the Member's duty to bring an allegation under Rule 5(2)(a)(i).
  - (iii) If the Disciplinary Committee fails to find the case to be made out no further action will be taken.
  - (iv) If the Disciplinary Committee finds that the Patron has acted in such a way as to have brought the Association into disrepute either directly or by association then the President shall write to the Patron to inform them that the Association no longer wishes to associate with them. The procedure for the appointment of a new patron underlined in rule (b) shall be followed.
- (f) The President alone shall be responsible for liaison with the Patron.

## **2(10) The Honorary President**

- (a) Honorary President of the Association shall be a Member of the Conservative Parliamentary Party.
- (b) The same procedure as is used to appoint the Patron shall be used to appoint the Honorary President.
- (c) *Term of Office*
  - (i) The term of office of the Honorary President shall be 5 years.
  - (ii) A person may serve an unlimited number of terms as Honorary President.
- (d) The procedure outlined for the removal of the Patron shall be applicable for the removal of the Honorary President.
- (e) The President alone shall be responsible for the liaison with the Honorary President.

## **2(11) Rules of the Association**

- (a) The Rules of the Association shall bind all Members of the Association, and all Members by virtue of joining agree to abide by these Rules.
- (b) Amendments
  - (i) Any Member of the Association may bring forward an amendment to these Rules.



- (ii) Any Member wishing to bring forward an amendment to these Rules must give notice of the Member's intent to do so at the Council meeting immediately prior to the one at which the Member intends to propose the amendment, and the Member must provide a copy of the amendment in full to the President, the Secretary and the Returning Officer at least five days before the Council meeting at which the Member intends to propose the amendment.
- (iii) All amendments must be approved by the following groups: the Senior Member or the President; the President-elect or two Ex-Presidents *in statu pupillari* ; and the Returning Officer or two Ex-Returning Officers *in statu pupillari*.
  - (1) For the purpose of seeking approval for a proposed amendment to these Rules Members may contact the Senior Member directly.
- (iv) The Secretary shall circulate a copy of the proposed amendment to all Members of Officers no later than twelve hours before the Council meeting at which the amendment is to be proposed, and the Secretary shall have sufficient copies available at the meeting for other Members in attendance. If the Secretary fails in these duties two Activist Points shall be deducted from the Secretary.
- (v) Any Member of the Association may request a copy of the amendment from the President or Secretary during the five days prior to the Council meeting at which the amendment is to be proposed and the President or Secretary must allow the Member to see a copy of the amendment before this Council meeting.
- (vi) All Members of the Association eligible to vote, under Rule 2(3)(c), in the Council meeting at which the amendment is proposed may vote on it.
- (vii) For amendments to Parts 1-3 and 5-6 of these Rules, the amendment shall be adopted if a two-thirds majority of voting Members cast their votes in favour of it.
- (viii) For amendments to Part 4 of these Rules, the amendment shall be adopted if a three-quarters majority of voting Members cast their votes in favour of it.
- (ix) Changes to the Rules made under the provisions of Standing Order 21 or Standing Order 25 need not follow the procedures outlined in clauses (i)-(viii) above.
- (x) During the meeting of Council in which an amendment is brought, with the unanimous consent of the Returning Officer, President, President-elect and Proposer, the amendment may be altered.
  - (1) Such an alteration must pertain solely to the rule being amended.
  - (2) Such an alteration must not significantly change the nature of the amendment being considered.
  - (3) The abuse of this mechanism to significantly alter the rules without due notice to members will be considered disciplinary misconduct under 5(2).

(c) *Interpretation*

- (i) Interpretations of these rules shall be recorded in these Rules, after the Standing Orders and Appendices. Interpretations shall be binding unless revoked by a successor of the interpreter.
  - (ii) The President shall be responsible for interpreting all Rules not reserved to the Returning Officer under subsection (ii) below, as well as all Standing Orders not pertaining to elections or electoral malpractice.
  - (iii) The Returning Officer shall be responsible for interpreting Rules 4(3)-4(8), 5(1)(b) and 5(3), as well as all Standing Orders pertaining to elections or electoral malpractice.
  - (iv) Challenges to interpretations should initially be made to the Senior Ex-Returning Officer who shall rule on the interpretation's validity. Appeals of the Senior Ex-Returning Officer's ruling should be done under Rule 2(5)(a)(iii).
  - (v) Rules must be interpreted using an objective definition that reflects common definitions and clearly follows the intention behind the rule.
- (d) These Rules may not contradict the Proctor's Memorandum.
  - (e) The definitive copy of these Rules and Standing Orders shall be kept in writing and maintained by the Returning Officer.

## **2(12) Standing Orders**

- (a) The Association shall have such Standing Orders as are adopted by Council.
  - (i) A Standing Order shall be adopted if a two-thirds majority voting Members in the Council meeting at which it is proposed vote in favour of adopting it.
  - (ii) A Standing Order which has been adopted previously shall be removed if a two-thirds majority of voting Members in the Council meeting at which it is proposed vote in favour of removing it.
  - (iii) A Standing Order which has been adopted previously shall be amended if a two-thirds majority of voting Members in the Council meeting at which the amendment is proposed vote in favour of amending it.
  - (iv) Any Member wishing to bring forward a proposal for a new Standing Order or an amendment or removal of an existing Standing Order must provide a copy of their proposal in full to the President, the Secretary and the Returning Officer at least twenty-four hours before the Council meeting at which the Member intends to make the proposal.
  - (v) The Secretary shall circulate a copy of the proposal to all Members of Officers no later than twelve hours before the Council meeting at which the amendment is to be proposed, and the Secretary shall have sufficient copies available at the meeting for other Members in attendance. If the Secretary fails in these duties two Activist Points shall be deducted from the Secretary.

- (vi) Changes to Standing Orders made under the provisions of Standing Order 21 or Standing Order 25 need not follow the procedures outlined in clauses (i)-(v) above.
- (vii) Any matter may be regulated by Standing Order, but in case of a direct or indirect conflict between a Standing Order and a Rule, the Rule shall take precedence.
- (b) Standing Orders which do not conflict, directly or indirectly, with any Rule have the force of Rules.
- (c) The Standing Orders may not contradict the proctor's memorandum.

## Rule 3

### Officeholders of the Association

#### 3(1) General

(a) The Association shall have four categories of officeholders:

(i) Senior Officers, consisting of:

- (1) The President
- (2) The President-elect
- (3) The Treasurer
- (4) The Treasurer-elect
- (5) The Secretary
- (6) The Political Officer

(ii) Junior Officers, consisting of:

- (1) The Social Secretary
- (2) The Communications Director
- (3) The Publications Editor
- (4) The Whip

(iii) Appointed Officers, consisting of:

- (1) The Returning Officer
- (2) The Non-Executive Officers
- (3) The Welfare Officer

(iv) Committee Members

(b) *Term of Office*

- (i) Each officeholder, except for the Returning Officer, the Welfare Officer and the Non-Executive Officers, shall hold the officeholder's office from the Sunday of the ninth week of the full term immediately prior to the one for which the officeholder was elected or appointed to serve, through Saturday of the eighth week of the following term.
- (ii) Returning Officer's term of office shall be as prescribed by Rule 4(2)(a).
- (iii) The President-elect shall succeed the President at the end of the President's term of office.
- (iv) The Treasurer-elect shall succeed the Treasurer at the end of the Treasurer's term of office.

(c) No Member of the Association may hold more than one office under section (a) above at one time.

### **3(2) Precedence**

(a) The order of precedence amongst Members of the Association shall be as follows, the first being the most senior, the last being the least senior:

- (i) The President,
- (ii) The President -elect,
- (iii) Ex-Presidents *in statu pupillari*,
- (iv) The Treasurer,
- (v) The Treasurer-elect,
- (vi) The Secretary,
- (vii) The Political Officer,
- (viii) Ex-Treasurers *in statu pupillari*,
- (ix) Ex-Secretaries *in statu pupillari*,
- (x) Ex-Political Officers *in statu pupillari*,
- (xi) The Junior Officers, in order of election,
- (xii) The Returning Officer,
- (xiii) The Welfare Officer,
- (xiv) The Non-Executive Officers,
- (xv) Committee Members, in order of election,
- (xvi) The Assistant Returning Officer,
- (xvii) Ex-Whips *in statu pupillari*,
- (xviii) Ex-Social Secretaries *in statu pupillari*,
- (xix) Ex-Communications Directors *in statu pupillari*,
- (xx) Ex-Publications Editors *in statu pupillari*,
- (xxi) Ex-Returning Officers *in statu pupillari*,
- (xxii) Ex-Welfare Officers *in statu pupillari*,
- (xxiii) Ex-Committee Members *in statu pupillari*,
- (xxiv) Ex-Assistant Returning Officers *in statu pupillari*,
- (xxv) Ex-Non-Executive Officers *in statu pupillari*,

(xxvi) Deputy Returning Officers, in order of appointment that term,

(xxvii) Other Members.

- (b) Amongst ex-officeholders of the same rank, precedence shall be determined by date of election or appointment, the earliest being the most senior.
- (c) Any elected or appointed officeholder of the Association who has been convicted of electoral malpractice, or expelled or suspended from Membership in the Association, shall have no precedence.
- (d) Officeholders who resign or are removed from their position shall have neither the title nor precedence of ex-holder of that position.

(e) *Exceptions*

- (i) For the purposes of the Returning Officer's responsibilities as set out in Rule 3(13), the Returning Officer has first precedence.
- (ii) For the purposes of the Senior Member's responsibilities as set out in these Rules, the Senior Member has first precedence.

### **3(3) The President**

- (a) The President shall be the chief executive of the Association. The President shall be responsible for setting the policies of the Association and the course on which it shall progress for the President's term in office.
- (b) The President shall draw up and publish the Term Card to the Members of the Association by Saturday of the first week of the Full Term in which the President holds office, or else two Activist Points shall be deducted from the President. If no Term Card is produced by the Saturday of the third week of Full Term the Returning Officer shall act as if The Returning Officer has received a complaint against the President under Rule 5(2)(a)(i).
- (c) The President shall present a planner (containing dates of the President's planned events) to the Communications Director by the beginning of Full Term. The President must also provide the Communications Director with access to the website and all social media accounts.
- (d) *Liaison*
  - (i) The President shall be responsible for liaison with other Conservative organisations.
  - (ii) The President shall be responsible for all communications with the media.
    - (1) Should another member refer to OUCA in the media without the prior permission of the President, then the Returning Officer shall act as if the Returning Officer has received a complaint under Rule 5(2)(a)(i).
  - (iii) President shall be responsible for liaison with the Gadson Club and, in Trinity Term, shall co-operate with the Gadson Club to encourage members of the Association that are graduating to join the Gadson Club.

(e) *Sub-Committees*

- (iv) Sub-Committees may be formed by any office-holder, with the approval of the President, as circumstances require.
- (v) The Chair of any Sub-Committee must state the aims and responsibilities of the said committee in the Council/Officers (as appropriate) prior to its meeting, and arrange for minutes or a report of the said Sub-Committee be read in the Council/Officers following.
- (vi) The President, President-elect, Treasurer, Treasurer-elect and Secretary shall, ex-officio, be entitled to membership of any such Sub-Committee.
- (vii) A Chair for any Sub-Committee, where the President chooses not to take the chair, may be approved by a simple majority in Council.

(f) *Allocation of Portfolios to Junior Officers*

- (i) The President shall allocate portfolios, as specified by Rule 3(1)(a)(ii) to the four Junior Officers.

(g) *Activist Points*

- (i) The President shall be responsible for awarding Activist Points to Members for work carried out for the Association during their period of Membership.
- (ii) Such award shall be carried out fairly and in accordance with these Rules.

(h) *Voting*

- (i) The President shall have a casting as well as a deliberative vote in all bodies of the Association established under these Rules on which the President is eligible to sit.

(i) *Other responsibilities*

- (i) The President shall chair all meetings of the Association, except for hustings and meetings of the Disciplinary Committee - in exceptional circumstances the President may ask someone to chair the meetings for the President and this person shall be the President's nominee.
- (ii) The President shall make sure the signatories for all accounts held by the Association are up-to-date, in accordance with Rule (2)(3)(i).
- (iii) The President may assign Committee Members to serve as assistants to individual Senior Officers or Junior Officers.
- (iv) The President shall inspect the accounts, and Membership Ledger, and do so at least once before the Termly General Meeting. The President shall bring to the attention of Officers any irregularities the President finds, and should Officers determine, by a simple majority, that there is no satisfactory explanation for the irregularities, the Returning Officer has to act as though the Returning Officer has received a complaint under Rule (5)(2)(a)(i).
- (v) The President shall, in Michaelmas Term, oversee the running of the Association's stand at Freshers' Fair.

(1) The President shall be responsible for all other aspects of the Association's drive for new Members.

(vi) The President is required to earn a minimum of forty Activist Points by 11.59pm on Wednesday of 8th week in the President's term of office, or else the President shall be deemed to have resigned from the President's office.

(vii) The President shall be required to maintain an up to date summary of Part 5 of the constitution on the website as a separate document, making clear the procedure for members who wish to make complaints regarding disciplinary misconduct and electoral malpractice.

(viii) The President shall perform such other duties as are required under these Rules.

### **3(4) The President-Elect**

(a) The President-elect shall be responsible for preparing events for the Association for the President-elect's term of office and the President-elect shall act as the President's deputy.

(b) The President-elect is required to earn a minimum of thirty Activist Points by 11.59pm on Wednesday of 8th week in the President-elect's term of office, or else the President-elect shall be deemed to have resigned from the President-elect's office.

(c) The President-elect shall perform such other duties as are required under these Rules.

### **3(5) The Treasurer**

(a) The Treasurer shall be responsible for the Association's funds.

(b) *Accounts*

(i) The Treasurer shall ensure that accurate and up-to-date written Accounts of the income and expenditure of the Association are maintained.

(ii) The Treasurer shall present such Accounts at every Council meeting, and also at the Termly General Meeting, where they shall be countersigned by the President, or else two Activist Points shall be deducted each time the Treasurer fails to present the Accounts. The Auditors must also countersign those accounts presented at the Termly General Meeting.

(iii) If the Treasurer, or in the Treasurer's absence, a deputy, fails to present a full and up to date copy of the accounts at Council, the Returning Officer shall act as if the Returning Officer has received a complaint against the Treasurer under Rule 5(2)(a)(i). If the Treasurer fails to have produced any accounts by the Council meeting of the third week of Full Term The Treasurer shall be deemed to have resigned.

(iv) The Treasurer shall, on the final day of the Treasurer's term of office, and after having noted any income and expenditure for that day, forward a copy of that term's accounts to the Secretary.



- (v) Treasurer shall present a full set of bank statements, budgets and accounts for the Treasurer's time in office at the Termly General Meeting, or within twenty-four hours of it, or else two Activist Points shall be deducted from the Treasurer for every month in which statements are missing, and the Treasurer shall be fined an amount twice the nomination fee for the office of President-elect, as set out under the Standing Orders.
  - (vi) The Treasurer shall collect receipts for all expenditures made by the Association where feasible. When repaying amounts initially made on behalf of the Association, an additional confirmation of receipt of reimbursement must be made.
  - (vii) The Treasurer shall enforce the use of fee forms. In addition to this, all paper receipts, electronic receipts and bank statements should be kept by the Treasurer, in hard copy, and forwarded to the Secretary for archiving on the final day of the Secretary's term of office.
  - (viii) If the balance stated in the Accounts differs to the sum of the Association's cash reserves and the balance in any bank accounts of the Association, and the source of this discrepancy cannot be discovered, the Treasurer shall correct the Accounts to the latter value by the beginning of 1st Week of the Full Term in which the Treasurer holds office, recording in the Accounts both the discrepancy in the Treasurer's term, and the running total of discrepancies of the Treasurer's term and previous terms.
- (c) *Debts*
- (i) The Treasurer shall ensure that all monies due to the Association are promptly paid to it, and the Treasurer shall notify all Members of their debts to the Association in accordance with Rule 2(7) (d).
  - (ii) The Treasurer shall ensure that all monies owed by the Association are promptly paid by it.
- (d) The Treasurer shall present all budgets at meetings of Officers and of Council for events to occur before the next meeting of Council, or else one Activist Point shall be deducted from the Treasurer.
  - (e) It is recommended that the Treasurer act in an advisory capacity to the President, Social Secretary and any other Officer requiring a budget as to the financial viability of such a proposal.
  - (f) The Treasurer shall appoint two Members as Auditors for the term by 2nd Week, with the approval of a two thirds majority of Council. Auditing is not an office, but simply an additional duty.
  - (g) The Treasurer, or a nominated deputy, shall collect all entrance fees and ticket sales to Association events.
  - (h) The Treasurer is required to earn a minimum of forty Activist Points by 11.59pm on Wednesday of 8th week in the Treasurer's term of office, or else the Treasurer shall be deemed to have resigned from the Treasurer's office.
  - (i) The Treasurer must reimburse all receipts given to the Treasurer within 168 hours of receiving the receipt.

- (j) The Treasurer shall perform such other duties as are required under these Rules.

### **3(6) The Treasurer-elect**

- (a) The Treasurer-elect shall be responsible for raising revenue for the Association, and the Treasurer-elect shall seek sponsorship and donations to that end.
- (b) The Treasurer-elect shall consult with and be advised by the President-elect in the fulfilment of the Treasurer-elect's duties.
- (c) The Treasurer-Elect's report to the TGM shall include the total sum of money the Treasurer-elect raised for the Association since assuming office. If by the TGM the Treasurer-elect has failed to raise, and cannot present evidence of attempting to raise, reasonable money they shall be deemed to have resigned.
- (d) The Treasurer-elect is required to earn a minimum of thirty Activist Points by 11.59pm on Wednesday of 8th week in the Treasurer-elect's term of office, or else the Treasurer-elect shall be deemed to have resigned from the Treasurer-elect's office.
- (e) The Gadson Club is intended both for the donors to as well as alumni of the Association. When soliciting donations, the Treasurer-Elect should inform potential donors of the Club's activities that contributions to the Association will grant membership of the Club. Donations received through the Gadson Club shall count towards the Treasurer-elect's fundraising.
  - (i) The names of donors for each term shall appear in the subsequent term's Blueprint, if the donors so wish. The Treasurer-elect shall provide the Publications Editor with the names of those who wish to have their donations recognised.
  - (ii) Donations received through the Gadson Club shall count towards the Treasurer-elect's fundraising target.
- (f) The Treasurer-elect shall seek deals and discounts for members of the Association.
- (g) The Treasurer-elect shall perform such other duties as are required under these Rules.

### **3(7) The Secretary**

- (a) The Secretary shall be responsible for the general administration of the Association.
- (b) Notifications
  - (i) The Secretary shall be responsible for notifying all Members of bodies of the Association of meetings of those bodies, except where the Rules expressly place responsibility for notification with someone else. In addition the Secretary shall be responsible for notifying all Members of the Association of all meetings of Council and the Termly General Meeting if the Communications Director fails to do so under Rule 3(7)(b)(ii)
  - (ii) Notification of Council and the Termly General Meeting will be deemed supplied where the Communications Director has sent an email to the Mailing list.
- (c) Minutes

- (i) Secretary shall keep accurate minutes of Officers and Council meetings, as well as any other meetings of the Association as required by these Rules. At the beginning of the next Council meeting, the accuracy of the minutes of the last meeting shall be discussed. Once the President is satisfied that they are an accurate account of the previous Council, the President shall countersign them.
- (ii) The Secretary's report at the Termly General Meeting of the Secretary's term of office must include minutes from all Council meetings in that term, or else two Activist Points shall be deducted from the Secretary.
- (iii) The Secretary shall send the minutes of the TGM to the Senior Member.
- (iv) The Secretary, or in the Secretary's absence, a deputy, shall send a copy of the minutes of Council to the Members of Officers at least 12 hours before the next meeting of Council. If the Secretary fails to do this, the Returning Officer shall act as if the Returning Officer has received a complaint against the Secretary under Rule 5(2)(a)(i).
- (v) The Secretary shall circulate a draft copy of the minutes of the previous meeting of Council at the start of each meeting of Council to all Members present at the present meeting of Council. Any Member may raise objections regarding the accuracy of the Minutes.

(d) *Registration with the Proctors*

- (i) The Secretary shall be responsible for the registration of the Association with the Proctors and Club's Office.
- (ii) The Secretary shall ensure that the Association is re-registered with the Proctors by Saturday of the first week of Michaelmas, if the Secretary holds office in this term, or else two Activist Points shall be deducted from the Secretary.
- (iii) The Secretary shall ensure that a copy of all the Treasurers' accounts for the previous terms are delivered to the Proctors by Saturday of first week of Trinity, if the Secretary holds office in this term, or else two Activist Points shall be deducted from the Secretary.
- (iv) In accordance with the Proctor's Memorandum, the Secretary shall deliver to the Proctors a copy of the Association's Term Card, these Rules, and a list of current Officeholders no later than Saturday of the first week of the Full Term in which the Secretary holds office, or else two Activist Points shall be deducted from the Secretary.

(e) *Archives*

- (i) The Secretary shall, after the Termly General Meeting in the Secretary's term of office, but before the end of full term, have given to the Archives in the Bodleian all materials pertinent to that term's activities, including the written reports submitted at the Termly General Meeting, the Term Card, the minutes of all meetings, the Committee Photo, and any other relevant materials.

(f) *Activist Points*

- (i) The Secretary shall maintain an up-to-date list of all the Activist Points held by all Members of the Association.

- (1) The President and the Returning Officer shall have the right to inspect, but not to edit, this document at any time.
- (2) If possible this document should be stored in an online domain such that it can be accessed at any time by those Officers to whom access has been granted.
- (ii) The Secretary shall make such a list available to all members at each meeting. In the first meeting of Council following the publication of the Eligibility Report, and the lapse of the time in which appeal to such a document is allowed as defined in rule (4)(4)(h), the Secretary shall read aloud the points registered for all current Officers, Committee Members and those standing in the forthcoming election. Should the points registered be categorised by nature of activity, the Secretary shall read aloud the number of points registered in each category.
- (iii) The Secretary shall ensure that at Council, Port and Policy and Speaker meetings there will be a book or sheet of paper on which Members may indicate their attendance.
- (iv) If the Secretary fails to fulfil these duties, the Returning Officer shall act as if the Returning Officer has received a complaint against the Secretary under Rule 5(2)(a)(i).
- (h) The Secretary will be required to announce how long the Patron, Honorary President and Senior Member are through their term of office at the Termly General Meeting.
- (i) The Secretary is required to earn a minimum of thirty Activist Points by 11.59pm on Wednesday of 8th Week of the Secretary's term of office, or else the Secretary shall be deemed to have resigned from the Secretary's office.
- (j) The Secretary shall perform such other duties as are required under these Rules.

### **3(8) The Political Officer**

- (a) The Political Officer shall be responsible for raising the profile of the Association within Oxford and for co-ordinating the political activities of the Association.
- (b) *Relationship with the Oxford University Student Union*
- (i) The Political Officer shall direct any campaign by the Association in an Oxford University Student Union election.
- (ii) The Political Officer shall co-ordinate all of the Association's activities within the Oxford University Student Union.
- (c) *Political Activities*
- (i) The Political Officer shall co-ordinate all of the Association's activities with respect to any local or national election campaign in Oxford for which there is a Conservative interest.
- (ii) The Political Officer shall liaise with the Oxford West and Abingdon Conservative Association, the Oxford Conservative Association, Conservative Central Office, other appropriate bodies of the Conservative Party, and the Senior Member, and the Political Officer shall send each of them a Term Card and contact information for the President and

the Political Officer by Saturday of the first week of the Full Term in which the Political Officer holds office, as directed by the President, or else two Activist Points shall be deducted from the Political Officer.

- (iii) If there exists the Oxford University seat or seats in Parliament, the Political Officer shall serve as the General Agent of the Association.
- (d) The Political Officer is required to earn a minimum of thirty Activist Points by 11.59pm on Wednesday of 8th Week of the Political Officer's term of office, or else the Political Officer shall be deemed to have resigned from the Political Officer's office.
- (e) The Political Officer shall be responsible for directing the Association's charitable activities, with the exception of the selection of which charities OUCA donates money to, which will be decided by council.
- (f) The Political Officer shall perform such other duties as are required under these Rules.

### **3(9) The Social Secretary**

- (a) The Social Secretary shall be responsible for the Association's social events.
- (b) The Social Secretary shall organise and be responsible for the following events, in consultation with Council:
  - (i) A termly party,
  - (ii) The Termly Dinner,
  - (iii) A Fresher's Party in Michaelmas Term,
  - (iv) Any other social events the Social Secretary sees fit to hold.
- (c) Budgets for the Social Secretary's social events must be agreed in Council prior to all such events.
- (d) *Conduct of Social Events*
  - (i) The Social Secretary shall ensure that all social events are open to all Members of the Association, barring any restriction approved by Officers.
  - (ii) The Social Secretary may not offer to any individual free admission to a social event without the prior consent of Officers, or else the Returning Officer shall act as if the Returning Officer has received a complaint against the Social Secretary under Rule 5(2)(a)(i).
- (e) The Social Secretary is required to earn a minimum of sixteen Activist Points by 11.59pm on Wednesday of 8th Week of the Social Secretary's term of office, or else the Social Secretary shall be deemed to have resigned from the Social Secretary's office.
- (f) The Social Secretary shall perform such other duties as are required under these Rules.

### **3(10) The Communications Director**

- (a) The Communications Director shall be responsible for publicising the Association and its events in the University. The Communications Director shall liaise closely with the Secretary and shall send emails to fulfil the secretary's notice obligations.
- (b) *Posters, E-mails and Social Media*
- (i) The Communications Director shall send an e-mail to all Members of the Association at least once a week to inform them of forthcoming events and other Association business, or else two Activist Points shall be deducted from the Communications Director for each week in which the Communications Director fails to send an e-mail.
- (ii) The Communications Director shall, as far as possible, distribute publicity to all Members of the Association without distinction.
- (iii) The Communications Director shall be responsible for updating the Association's Facebook and Twitter profiles, as well as any other social media account which the Association, by virtue of a decision of Officers, deems proper to create.
- (iv) The Communications Director shall be provided with all relevant passwords and codes to access the website and social media accounts upon the Communications Director's assuming office.
- (c) *Website*
- (i) The Communications Director shall maintain an up-to-date website for the Association. Any changes to the website shall require the consent of the President.
- (d) *Directory*
- (i) The Communications Director shall, by the end of first week, produce a directory of the Association for the term, which must include, but is not limited to:
- (1) The names, colleges, email addresses and telephone numbers of all officeholders of the Association as defined in Rule 3(1).
  - (2) A list of the names and colleges of members of Officers and the Disciplinary Committee for the term.
- (ii) The Communications Director shall send the directory to all officeholders before the Council meeting held in 2nd Week.
- (iii) If the Communications Director fails to fulfil these duties, 5 Activist Points shall be deducted from the Communications Director.
- (e) The Communications Director shall take any other steps the Communications Director feels appropriate towards encouraging attendance at Association events, but the Communications Director shall not, unless specifically authorised by the President, liaise with the student press or any other journalistic media on behalf of the Association.
- (f) The Communications Director shall ensure that all Association communications that the Communications Director distributes, including the website, comply with the relevant

provisions of the Data Protection Act, the Proctors and Assessors' Memorandum, the University Codes and Decrees, and other applicable statutes.

- (g) In accordance with Rule (6)(1)(d)(i), the Communications Director shall email each new member of the Association to welcome them to the Association, to acknowledge receipt of their membership form and to inform them that they have been entered onto the Membership Ledger.
- (h) The Communications Director is required to earn a minimum of sixteen Activist Points by 11.59pm on Wednesday of 8th Week in the Communications Director's term of office, or else the Communications Director shall be deemed to have resigned from the Communications Director's office.
- (i) The Communications Director shall perform such other duties as are required under these Rules.

### **3(11) The Publications Editor**

- (a) The Publications Editor shall be responsible for all blog posts, newsletters, magazines and other publications produced by the Association.
- (b) The Publications Editor may, as time and resources permit, seek to produce other publications during the Publications Editor's term of office, in consultation with Council.
- (c) The Publications Editor shall make all publications available to the parties listed in electronic copy on the Association's website.
- (d) The budget for each publication the Publications Editor intends to produce during the Publications Editor's term of office must be approved by Officers by the second week of Full Term.
- (e) The Publications Editor shall seek paid advertising for any publication the Publications Editor intends to produce during Publications Editor's term of office.
- (f) The Publications Editor is required to earn a minimum of sixteen Activist Points by 11.59pm on Wednesday of 8th Week of the Publications Editor's term of office, or else the Publications Editor shall be deemed to have resigned the Publications Editor's office.
- (g) The Publications Editor shall perform such other duties as are required under these Rules.

### **3(12) The Whip**

- (a) The Whip shall, by the end of 2nd Week Council and in conjunction with the President, produce a rota indicating which Members of Committee not entitled to sit in Officers are required to work at which events over the course of the term and in what capacity.
- (b) The Whip shall be responsible for such tasks and duties as the President may assign the Whip from time to time. These duties may be of a one-off or recurring nature.
- (c) *Inventory*

- (i) The Whip shall maintain an up-to-date inventory of property belonging to the Association, including (but not limited to) all durables and alcohol.
- (ii) The inventory will record for all items
  - (1) The quantity, including depletion and disposal organised by date;
  - (2) The Officer to whom responsibility has been assigned
- (iii) The Whip shall make the inventory available at each meeting of Council.
- (iv) All officeholders are responsible for notifying the Whip in the event of depletion, disposal or significant movement of Association property that they are responsible for.
- (v) The Whip shall update the inventory following the close of the handover meeting and circulate it to the President and President-Elect.
- (vi) If the Whip fails to fulfil these duties, the Returning Officer shall act as if the Returning Officer has received a complaint against the Whip under Rule 5(2)(a)(i).
- (d) For Port and Policy, the Whip shall create a list of tasks that must be completed before leaving the premises on which the event was held. Such a checklist must include, but is not limited to, provisions that all of the Association's property has been accounted for and that all areas are left in a sanitary condition. Such a list must be signed by both the Whip and the President.
- (e) The Whip is required to earn sixteen Activist Points by 11.59pm on Wednesday of 8th Week of the Whip's term of office, or else the Whip shall be deemed to have resigned the Whip's office.
- (f) The Whip shall perform such other duties as are required under these Rules.

### **3(13) The Returning Officer**

- (a) The Returning Officer shall be responsible for the conduct of all elections held within the Association and for general oversight of the Rules and Standing Orders of the Association.
- (b) The Returning Officer shall serve as Chairman of the Disciplinary Committee, in accordance with Rule 2(5)(c)(i).
- (c) The Returning Officer may call emergency meetings of Officers or Council, in accordance with Rules 2(2)(d)(3) and 2(3)(d)(3).
- (d) Where the Returning Officer is required to refer matters to the Disciplinary Committee the Returning Officer's decision to refer should be based on the gravity of the matter in hand. Failure to refer may constitute a substantial failure of the officeholder if the Disciplinary Committee believes such failure to have been motivated by personal or political reasons.
- (e) The Returning Officer shall make an up-to-date copy of these Rules readily available to all Members of the Association. This duty shall be considered completed, should the Returning Officer ensure that an up-to-date copy of these Rules be maintained on the Association's website.



- (f) The Returning Officer shall rule, in accordance with Rule 4(4)(h), on whether each Member of the Association who has nominated for an office is eligible to stand for that office.
- (g) The Returning Officer shall rule, in accordance with Rule 4(5)(d), whether electoral publicity conforms to the requirements of these Rules.
- (h) The Returning Officer shall, in accordance with Rule 4(4)(g), provide adequate notice to the Treasurer and Secretary of their relevant duties, in the event of either nominating for any position.
- (i) The Returning Officer shall receive all Membership forms and fees in the first instance, and maintain a Membership Ledger in accordance with Rule 6(2).
  - (i) The Returning Officer shall, at every event for which payment is required for entry, provide membership forms for those attendees who wish to join the Association.
- (j) *Deputy Returning Officers*
  - (i) Before the appointment of their successor, the Returning Officer shall be responsible for proposing to Council suitable candidates to serve as Returning Officer's deputies in accordance with the following procedure.
    - (1) Through liaison with the Communications Director, the Returning Officer must advertise the position and responsibilities of Deputy Returning Officer to all Members by the end of the term in which they were appointed, and again by the Sunday preceding the start of the next Full Term.
    - (2) Candidates for Deputy Returning Officer must submit their nominations in writing to the Returning Officer no later than twenty-four hours before First Week Council.
    - (3) The Returning Officer shall compile a list of all eligible candidates, this list to be ordered by precedence in the Association as defined under Rule 3(2)(a), with the candidate of lowest precedence being placed first. In cases of equal precedence the candidate with the longer period of membership shall be placed higher in the list.
    - (4) At the meeting in First Week, Council must vote on candidates one by one in the order prescribed by the list. Candidates who receive a simple majority of votes shall take office as Deputy Returning Officer.
    - (5) The Serving Returning Officer and the Assistant Returning Officer shall be considered Deputy Returning officers for the purpose of this rule and rule 4(2)(a)(ii).
    - (6) The list of Deputy Returning Officers, in order of seniority, duly elected must be circulated to members following this meeting.
    - (7) In the first meeting of Council after their appointment, the Returning Officer must nominate a Senior Deputy Returning Officer, whom Council shall ratify by simple majority vote.
  - (ii) The Returning Officer may not propose any candidate for the post of Deputy Returning Officer who would not be eligible to serve as Returning Officer under Rule 4(2)(a)(ii)(1).
  - (iii) The Deputy Returning Officers shall hold office until the first Deputy Returning Officer is ratified by Council in the subsequent term.

(iv) The Deputy Returning Officers shall assist the Returning Officer with the conduct of the poll as provided for by Rule 4(5), and they shall also perform such other duties as are required under these Rules or as are requested by the Returning Officer in furtherance of the fulfilment of the Returning Officer's election-related duties.

(1) Any office holder, including Ex-Returning Officers, who wishes to serve in this capacity must be registered as a Deputy Returning Officer for that term.

(v) The Deputy Returning Officers shall make efforts to develop their knowledge of the Rules and Standing Orders of the Association.

(1) The Deputy Returning Officers shall function as a Rules Committee to whom the Returning Officer will make available all proposed rules changes prior to their being brought to Council.

(k) The Returning Officer shall perform such other duties as are required under these Rules.

(l) If an Ex-Returning Officer is elected to a Senior or Junior Office, then the Ex-Returning Officer shall be deemed to have resigned the office of Ex-Returning Officer.

(m) *Assistant Returning Officer*

(i) The Returning Officer may, at the Returning Officer's discretion, nominate a candidate to serve as Assistant Returning Officer.

(ii) No person shall be eligible to serve as Assistant Returning Officer who would not be eligible to serve as a Deputy Returning Officer under Rule 3(13)(j)(ii).

(iii) Any proposed Assistant Returning Officer must be ratified in Council by a two-thirds majority.

(iv) The Assistant Returning Officer shall, in the Returning Officer's absence or at the Returning Officer's request, exercise any or all the powers and duties of the Returning Officer, with the exceptions of:

(1) Convening the Disciplinary Committee under Rule 2(5)(c)(i); and

(2) Referring matters to the Disciplinary Committee.

(v) The Assistant Returning Officer shall have all the powers of a Deputy Returning Officer, including the right to participate in the conduct of a Count in accordance with Rule 4(5)(h)(iii).

### **3(14) The Welfare Officer**

(a) The Welfare Officer shall be the designated point of contact for those who have any problems or concerns at socials and other events. The Welfare Officer shall provide support and advice to those with concerns, including about formal complaints procedures, both within the Association and the University.

(b) The Welfare Officer shall act as an additional point of contact to the Returning Officer in the event of individuals wishing to bring a complaint against someone. The Welfare Officer shall support and enable those wishing to make a complaint to the Returning Officer. With the

consent of the individual raising the concern, the Welfare Officer can liaise with the Returning Officer about the issue raised.

- (c) The Welfare Officer shall provide support for those who have brought complaints under the disciplinary procedures.
- (d) The Welfare Officer shall provide support for those who have any welfare concerns.
- (e) The Welfare Officer is responsible for ensuring the safety of those attending Association events.
  - (i) If the Welfare Officer is unable to attend an event, the Welfare Officer must designate a deputy to fulfil this role. If the Welfare Officer fails to do this, the Returning Officer shall act as if the Returning Officer has received a complaint against the Welfare Officer under Rule 5(2)(a)(i).
  - (ii) The Welfare Officer shall not be expected to put themselves or their deputy in physical danger in order to fulfil this objective.
- (f) The Welfare Officer is responsible for ensuring that all officeholders receive appropriate safeguarding training within the first week of term.
- (g) Any issues discussed with the Welfare Officer will remain in strict confidence unless the individual raising the concern would like to pursue the matter further and share details with others.
  - (i) The exception to this is when matters raised create concerns about the safety of members or other guests at events. In this case, the Welfare Officer may consult with other officers and the University, and act to ensure the safety of members. The identity of the individual raising the concern must nonetheless remain anonymous.
- (h) The Welfare Officer shall serve from immediately after Welfare Officer's election at second week Council, until the Welfare Officer's successor is elected at next term's second week Council.
- (i) The Welfare Officer shall perform such other duties as are required under these Rules.

### **3(15) The Non-Executive Officers**

- (a) The Non-Executive Officers, if the President has chosen to appoint one, shall act as a general assistant to the President, undertaking such duties as the President believes expedient to further the objectives of the Association.
- (b) No other person eligible to sit but not vote in Officers shall be appointed, except for the Returning Officer and the Welfare Officer.

### **3(16) The Committee Members**

- (a) The Committee Members shall perform such duties as the President and Officers think expedient to further the objects of the Association.

- (b) The President may determine that a particular activity assigned to a Committee Member or Committee Members carry a penalty of a deduction of one or more Activist Points if it is not completed.
  - (i) Such a determination must be made in consultation with the Returning Officer.
  - (ii) Such a determination must be announced at the Council meeting prior to the delegation of the task.
  - (iii) Failure to complete an activity delegated to a Committee Member by the rota produced by the Whip shall result in the automatic deduction of two Activist Points.
  - (iv) Should a Member of Committee fail to complete three activities delegated to the Member of Committee by the rota produced by the Whip the Member of Committee shall be deemed to have resigned from office.
- (c) Committee Members are required to earn a minimum of fourteen Activist Points by 11.59pm on Wednesday of 8th Week in the Committee Member's term of office, and any Committee Member who has failed to do so shall be deemed to have resigned the Committee Member's office.
- (d) Committee Members shall perform such other duties as are required under these Rules.

### **3(17) Complaints**

- (a) Where a Member of the Association believes an officeholder is not fulfilling the roles and duties required under this constitution the President should be informed of the conduct and in liaison with the Returning Officer should deduct Activist Points.
- (b) This rule shall only be eligible to be employed after the Council meeting of second week of Full Term.
- (c) No more than four Activist Points may be deducted by operation of this rule.
- (d) Where four Activist Points have been deducted and the officeholder has still in the opinion of the Returning Officer and the President, failed to fulfil the officeholder's duties, a Disciplinary Committee must be called to decide whether the officeholder's conduct constitutes a substantial failing.

## **Rule 4**

### **Elections and Appointment of Officeholders**

#### **4(1) General**

- (a) The Appointed Officers, with the exception of the Welfare Officer, shall be appointed in accordance with the procedure laid out by Rule 4(2).
- (b) The President-elect, the Treasurer-elect, the Secretary, the Political Officer, the Junior Officers and the Committee Members shall be elected in accordance with the procedure laid out by Rules 4(3)-4(5).

## 4(2) Appointments

### (a) *Appointment of the Returning Officer*

- (i) Nominations for the position of Returning Officer shall be opened at the beginning of the Council meeting of the First Week of each Full Term and shall be closed at the end of the Council meeting of the Second Week of that Term.
  - (1) Nominations must be given to the President.
  - (2) Nominations shall remain in camera.
- (ii) Any Members of the Association may nominate for the position of Returning Officer, except:
  - (1) Members who have been convicted of electoral malpractice.
  - (2) Members who have already served four terms as Returning Officer. These terms need not be consecutive.
  - (3) Members who are in their first term of membership of the association.
  - (4) Members who have not attended at least one election count for the Oxford University Conservative Association.
  - (5) Members who have not been selected as a Deputy Returning Officer under 3(13)(J), unless they are an Ex-Returning Officer.
- (iii) No later than ninety-six hours after the close of nominations as set by subsection (i), the President shall call a meeting of the Disciplinary Committee to appoint a Returning Officer, at which the President shall be in attendance.
  - (1) The Disciplinary Committee shall use the criteria of independence, experience and suitability as a means of selecting the Returning Officer.
  - (2) Candidates for the position of Returning Officer who have the right to sit on the Disciplinary Committee shall not be present at this meeting or vote on their own or any other person's appointment.
  - (3) A nomination for Returning Officer shall only be valid if it complies with the eligibility requirements set out in Rules 4(4)(a)(i), (ii), (iv) and (v).
- (iv) If a clear majority of votes, excluding casting or deliberative votes, cannot be found in favour of a single candidate, or if the majority of members decide that no candidate is suitable to serve as Returning Officer, nominations shall be re-opened until the end of the Council meeting of the third week of that term.
  - (1) The procedure outlined in subsections (i)-(iii) above shall then be followed again.
  - (2) Until the new Returning Officer is appointed, the serving Returning Officer shall continue to hold the Returning Officer's office.
- (v) After the new Returning Officer is appointed the now junior Ex-Returning Officer shall notify the new Returning Officer and arrange a hand over. Hand Over should include the handing over of all association property relevant to the running of the election, copies of

the records of the meetings of the Disciplinary Committee and all the material handed to the junior Ex-Returning Officer by the junior Ex-Returning Officer's predecessor. If Hand Over has not been done within two weeks of the new Returning Officer being appointed then the new Returning Officer shall act as if the new Returning Officer has received a complaint against the Returning Officer's predecessor, the junior Ex-Returning Officer, under Rule 5(2)(a)(ii).

(b) *Appointment of the Non-Executive Officers*

- (i) If the President chooses to appoint a Non-Executive Officer, the President may appoint any Member of the Association whom the President feels fit for the position.
- (ii) Such an appointment must be ratified by Council by a simple majority.
- (iii) The President must notify Officers of the name of the appointee at least twenty-four hours before the appointee's name is to be put before Council for ratification.
- (iv) The appointee will be considered to be as an Acting Non-Executive Officer before Council votes on the appointee's appointment if the President obtains the consent of the President-elect.
- (v) The President is in no way obliged to appoint a Non-Executive Officer.

### **4(3) Nominations**

- (a) Nominations for the elected positions, as listed in Rule 4(1)(b), shall be opened at noon on Monday of the Fifth Week of Full Term, and they shall be closed forty-eight hours later.
- (b) All nominations must consist of a completed nomination form, along with payment of the nomination fee.
  - (i) The Returning Officer shall make available blank nomination forms no later than the time of the opening of nominations.
  - (ii) Nominations must be given to the Returning Officer in person or put in the Returning Officer's pigeon-hole.
  - (iii) The Returning Officer must be present in the bar of the Oxford Union Society for one hour before the close of nominations.
  - (iv) The nomination fee shall be as laid down by Standing Order, subject to the following restrictions:
    - (1) The nomination fee for the position of President-elect shall be higher than the fee for any other position.
    - (2) The nomination fee for the position of Treasurer-elect shall be lower than the fee for President-elect but higher than the fee for any other position.
    - (3) The nomination fees for the positions of Secretary and Political Officer shall be equal to each other and shall be lower than the fees for President-elect and Treasurer-elect but higher than the fee for any other position.

(4) The nomination fee for the position of Junior Officer shall be lower than the fee for any of the Senior Officer positions but higher than the fee for Committee Member.

(5) The nomination fee for Committee Member shall be lower than the fee for any other position.

(c) *Insufficient Number of Nominations for a Position*

- (i) If no Member nominates for the position of President-elect, Treasurer-elect, Secretary or Political Officer, the close of nominations for that position (and only that position) shall be postponed until twelve hours after one Member has nominated for the position.
- (ii) If fewer than four Members nominate for the position of Junior Officer, the close of nominations for the position of Junior Officer shall be postponed until twelve hours after a total of four Members have nominated for the position, including those who nominated before nominations were set to close originally.
- (iii) If fewer than six Members nominate for the position of Committee Member, the close of nominations for the position of Committee Member shall be postponed until twelve hours after a total of six Members have nominated for the position, including those who nominated before nominations were set to close originally.

#### **4(4) Eligibility**

- (a) In order to stand for election to any of the elected positions of the Association listed in Rule 4(1)(b) an individual must:
  - (i) Be a University Member of the Association *in statu pupillari*.
  - (ii) Be a Member of the Conservative Party and produce evidence of such Membership, or submit to the Returning Officer a valid cheque and Membership form to join the Conservative Party, prior to the close of nominations.
  - (iii) Not have resigned from the position of President-elect or Treasurer-elect during the term in which the Member wishes to nominate.
  - (iv) Not have any outstanding debts to the Association.
  - (v) Remain, by virtue of the minimum expected duration (measured in number of terms from matriculation, and laid down in the Examination Regulations of the University of Oxford) of their course or by other means for which evidence is produced, *in statu pupillari* for the duration of the term of office for which they are nominating.
  - (vi) Not be the Returning Officer or the Assistant Returning Officer or a Deputy Returning Officer, or have held the position of Returning Officer in the two weeks prior to the opening of nominations.

(b) *Activist Points Requirements*

- (i) Candidates for elected positions of the Association listed in Rule 4(1)(b) must gain by 11.59pm on Wednesday of 8th Week at least the required number of Activist Points, as determined by the President pursuant to Rule 6(2)(c).
- (ii) The Returning Officer shall determine no later than noon of Thursday of 8th Week if any candidate has failed to meet this requirement and announce any such determination.
- (iii) Any elected candidate who fails to meet this requirement shall have their election declared invalid and the results of the election shall be as though the nomination of any candidate who failed to meet the requirement had been declared invalid prior to the election.
- (iv) If the invalidity of one or more candidates' nominations would have led to there being an insufficient number of nominations for a position, the office shall remain unfilled until the end of term, after which time it shall be treated as vacant. The vacancy procedure under Rule 4(7) shall then be used to fill the position.
  - (1) Individuals who it is known will be appointed to Officer positions under Rule 4(4)(b)(iv) shall be treated as "candidates elected to Officer" for the purposes of Rule 4(8)(e)(ii).
- (c) In order to stand for election to the position of President-elect, an individual must be entitled to sit and vote in Officers, under Rule 2(2)(b) and (c)(i).
- (d) In order to stand for election to the position of Treasurer-Elect, an individual must be a current or previous officeholder of the Association, as defined by rule 3(1)(a), and must not have resigned or been removed from all positions which grant them eligibility under this rule.
- (e) In order to stand for election to any of the Senior Officer or Junior Officer positions, an individual must not be in the individual's first term of Membership in the Association.
- (f) There shall be no limit to the number of terms a Member may be elected to any position, save for the position of President-elect, to which a Member may be elected only once.
- (g) Council shall regulate, by Standing Order, which organisations, associations, sects, and political or quasi-political beliefs make Members unsuitable to serve as an officeholder.
  - (i) Such a Standing Order shall be an absolute bar to standing for election to, being appointed to, or serving as any of the Senior Officer, Junior Officer, Appointed Officer or Committee Member positions.
  - (ii) Such a Standing Order must be passed at least one week before the close of nominations for the election in which it is to apply initially, and any amendment must be passed at least one week before the close of nominations for the election in which the amendment is to apply.
  - (iii) Any Member who writes to the Returning Officer, using a form of notification established by Standing Order if one has been established, denying any form of Association with a proscribed organisation will not be barred from standing for election to, being appointed to, or serving in any position. If the Returning Officer should discover that a candidate in



an election has acted contrary to such a notification of denial, the Returning Officer shall act as if the Returning Officer had received a complaint of electoral malpractice against the Member under Rule 5(3)(a) below.

- (h) If the current Secretary and Treasurer are running for election to any position, they must turn in a fully up to date copy of their records and Association possessions to the Returning Officer no later than 48 hours before the opening of poll, or their nomination shall be declared invalid.
  - (i) The Returning Officer shall give the Secretary and Treasurer at least 168 hours' notice of this rule before the opening of poll. This shall serve as due notice, but not a demand, for the possessions of the Association held by the Secretary and Treasurer. Should the Returning Officer fail to do so, the Returning Officer shall act as though the Returning Officer has received a complaint made against the Returning Officer under Rule 5(2)(a)(i).
  - (ii) The Returning Officer shall act as the keeper of the cashbox (along with any other items given over which are originals) until the handover meeting, when the Returning Officer shall give them to the successor. The Returning Officer must also ensure the handover of un-cashed cheques and all association cash to the successor, as well as scrutinising the Treasurer's reasonable communication of accounts related correspondence to the successor.
  - (iii) The Secretary and Treasurer are still expected to keep up to date records in this time and present them for transfer at the handover meeting.
  - (iv) Should the Returning Officer not provide due notice to either the Secretary or Treasurer, then the Officer who has failed to receive due notice may not be disciplined under this rule.
- (i) The Returning Officer shall determine, no later than twenty-four hours after the close of nominations as defined by Rule 4(3)(a), whether each candidate is eligible to stand for the office for which the candidate has nominated, and shall announce the Returning Officer's decision to each candidate.
  - (i) Any Member of the Association may appeal a decision of the Returning Officer under this section (h) to the Disciplinary Committee.
    - (1) Such an appeal must be made in writing to the Returning Officer.
    - (2) Such an appeal must be made no later than twenty-four hours after the Returning Officer has announced the Returning Officer's ruling on the eligibility of the candidate concerned.
  - (ii) If the Returning Officer receives an appeal under section (i) above, the Returning Officer must call a meeting of the Disciplinary Committee within seventy-two hours of receiving the appeal.
    - (1) The Disciplinary Committee may call witnesses as it sees fit in evaluating the appeal, but any part of the meeting at which witnesses are present shall not be in camera.

- (2) The decision of the Disciplinary Committee as to whether the candidate concerned is eligible to stand for the office for which the candidate has nominated shall be final.
- (j) If the Returning Officer understands circumstances regarding eligibility to have changed between the production of the eligibility report and the opening of polls, the Returning Officer may deem a candidate ineligible to run. This decision may be appealed to a meeting of the Disciplinary Committee.

#### **4(5) Elections**

- (a) Elections shall take place for the positions of President-elect, Treasurer-elect, Secretary, Political Officer, Junior Officer (four positions), and Committee Member (six positions).
- (b) Hustings
- (i) The Returning Officer or, in the Returning Officer's absence, the Assistant Returning Officer, shall chair the election hustings during the ordinary meeting of Council in Seventh Week, which must take place prior to the term's elections.
- (ii) This part of the meeting shall last no longer than two hours.
- (iii) Candidates standing for election to Senior Officer or Junior Officer positions may hust.
- (1) Candidates for the office of President-elect may speak for no more than five minutes.
- (2) Candidates for the other Senior Officer positions may speak for no more than three minutes.
- (3) Candidates for Junior Officer may speak for no more than two minutes.
- (iv) Candidates for positions on Committee may hust, speaking for no more than two minutes, if time allows.
- (v) After all candidates for a position have spoken, Members of the Association may ask questions of them.
- (1) Questions must apply to all candidates for the position.
- (2) Each candidate's answer may last no more than one minute.
- (3) The Returning Officer may, having given a one-question warning, limit the number of questions asked of candidates to ensure that this part of the meeting not last longer than two hours, as required by subsection (ii) above.
- (vi) The Returning Officer shall announce the candidates for each position in reverse ballot order.
- (vii) The Returning Officer may, after having given reasonable warnings, require any Member who is persistently disrupting the hustings, to leave the meeting.
- (c) Time and Location

- (i) The President shall determine, with the consent of the Returning Officer, the date of the election and announce it in Council no later than at the first meeting of Council following the finalised determination of eligibility under Rule 4(4)(i). By the same deadline, the Returning Officer shall determine the polling time, which shall be a minimum of six hours between noon and 8:00 pm on the day of the election.
- (ii) The date of the election may be no later than Friday of 7th Week.
- (iii) Unless the candidates provide unanimous written consent to the contrary, the elections shall take place in central Oxford, in a room off of one or more of:
  - (1) Broad Street,
  - (2) High Street,
  - (3) Cornmarket Street,
  - (4) Turl Street,
  - (5) St. Michael's Street,
  - (6) New Inn Hall Street,
  - (7) Catte Street, and
  - (8) St Aldate's.
- (iv) Unless the candidates provide unanimous written consent to the contrary, the elections shall not take place in the college of which a candidate is a Member.
- (v) The President shall be responsible for reserving the polling room, and the Returning Officer and the Returning Officer's deputies shall be responsible for overseeing the polling room on the day of the election.
- (vi) The President shall choose a venue that is as easily accessible as possible - preferring restaurants, public houses and meeting rooms to private houses and college rooms. The polling room should be capable of being sealed from access by the general public, so that the count may be in camera.

(d) *Publicity*

- (i) The Returning Officer shall circulate a Notice of Poll to all Members of the Association within forty-eight hours after the final determination of eligibility under 4(4)(h), if the date and time of the election are announced in Council prior to the final determination of eligibility under 4(4)(h). If the date and time of the election are announced in Council after the final determination of eligibility under 4(4)(h), the Returning Officer shall circulate a Notice of Poll to all Members of the Association within twenty-four hours of the meeting of Council at which the date and time of the election are announced.
- (ii) No candidate may enter the polling room except to cast the candidate's own vote.

(e) *Publicity for the Candidates*

- (i) No posters of a political nature may be displayed in the polling room during the hours of polling, except for official manifestoes as regulated by these Rules.
  - (ii) Publicity for Candidates shall be deemed to include any widely disseminated communications appertaining to the election. An indicative, yet not comprehensive, list of such communications would include leaflets, posters, manifestoes and social media statuses. Private social media conversations, and incidental changing of profile pictures on social media, shall not be deemed necessary of scrutiny or subject to Rule 4(5)(d).
    - (1) Where a candidate wishes to submit publicity this shall include a 'manifesto'
    - (2) All information included on any other publicity, be it social media status or poster, must be included in this manifesto.
    - (3) Council shall regulate, by standing order, the nature of manifestos.
  - (iii) Candidates are not allowed to distribute physical copies of election materials to members, or paid advertisement in any form.
  - (iv) No publicity produced by a candidate may mention other members without their permission, nor use any official Association or Party stationery or logo.
  - (v) All publicity shall be deemed factually correct and not libellous to any member of the Association.
  - (vi) All publicity must clearly name the Member(s) of the Association by whom it is produced.
  - (vii) At least one week before the opening of polls, candidates must submit any intended electoral publicity to the Returning Officer.
  - (viii) By one week before the opening of polls, or when all candidates who intend to have submitted electoral publicity, the Returning Officer must distribute all intended electoral publicity to:
    - (1) all candidates running for election
    - (2) all members of the Disciplinary Committee, and
    - (3) the Assistant Returning Officer and Senior Deputy Returning Officer.
  - (ix) These recipients have a 24-hour period to read the intended electoral publicity and raise any concerns with the Returning Officer. As soon as possible, and not later than 48 hours before the opening of polls, the Returning Officer must determine whether the submitted material is suitable for publication.
  - (x) Once publicity has been approved, the Returning Officer shall, not later than 48 hours before the poll, send the approved manifestos to the Association mailing list as held by the Communications Director.
  - (xi) Members may only publish electoral publicity after having received written approval from the Returning Officer
- (f) In order to vote in the election, an individual must:

- (i) Be a University Member of the Association *in statu pupillari* and have joined prior to the opening of nominations for that term as shown in the Membership Ledger and defined by these rules.
- (ii) Present a current and valid University Card to the Returning Officer or the Returning Officer's deputies.
- (iii) Any vote cast by someone in derogation of this section shall be deemed invalid. The Returning Officer shall take steps to ensure any such votes are removed from the ballot; otherwise the election shall be invalidated.

(g) *Method of Election*

- (i) The method of election for each of the Senior Officer positions shall be First Past the Post.
  - (1) Each voter shall cast no more than one vote for each position or may vote to "Re-open Nominations" for each position.
  - (2) The candidate for each Senior Officer position who receives the most votes shall be deemed elected.
  - (3) If "Re-open Nominations" receives the most votes for a position none of the candidates for the position shall be deemed elected and the Returning Officer shall organise a Special Election under the procedure outlined in Rule 4(5)(j).
- (ii) The method of election for the Junior Officer positions shall be Limited Voting.
  - (1) Each voter shall cast no more than two votes, but may not vote for any candidate more than once.
  - (2) The four candidates who receive the most votes shall be deemed elected.
- (iii) The method of election for the Committee Member positions shall be Limited Voting.
  - (1) Each voter shall cast no more than three votes, but may not vote for any candidate more than once.
  - (2) The six candidates who receive the most votes shall be deemed elected.
- (iv) The vote shall be by secret ballot.
  - (1) Before a single vote is cast, the candidates or their representatives have the right to see that the ballot box is empty and to watch the Returning Officer seal the ballot box immediately thereafter.
  - (2) The Returning Officer must notify all candidates of the time at which the Returning Officer will present the ballot box for inspection and then seal it under sub-subsection (1) above, such time being no more than one hour prior to the opening of the polls.

(h) *The Count*

- (i) Immediately after the closing of the polls, the candidates or their representatives may inspect the ballot box to ensure that the seal has not been broken, and if such an opportunity for inspection is not given, the elections shall be invalidated.

- (ii) The count shall begin immediately after opportunity has been given for the inspection described by subsection (i) above.
- (iii) The Returning Officer, the Assistant Returning Officer and the Deputy Returning Officers shall be responsible for the conduct of the count, and no other person may participate in its conduct.
- (iv) Each candidate has the right, and is encouraged to send a representative to observe the count.
  - (1) Candidates, the President, the Returning Officer, the Assistant Returning Officer and the Deputy Returning Officers may not serve as such representatives.
  - (2) Once a representative has entered the counting room, the representative may not leave or communicate in any way with those outside the counting room without express permission of the Returning Officer until the results have been announced.
- (v) The President, and all other members of the Disciplinary Committee not conducting the count under Rule 4(5)(g)(iii) or serving as a count representative under Rule 4(5)(g)(iv), may observe the count.

(i) *Results*

- (i) The Returning Officer shall produce a document outlining the results of the election, as well as, if necessary, re-opening nominations for positions for which a Special Election is necessary under Rule (4)(5)(g)(3), and pass this to the Communications Director, who shall circulate it to all Members within 24 hours of the close of the polls.
  - (1) If a Special Election is necessary under Rule 4(5)(g)(3), the Returning Officer shall decide its date, time and place, and the Communications Director Shall announce these to members, within 48 hours of the close of the polls
- (ii) The information in this document shall include the number of votes attained by each candidate and and for "Re-open Nominations", and a list of people present at the count.

(j) *Conduct of a Special Election*

- (i) The date of the Special Election may be no later than Friday of 8th Week, and the polling time shall be a minimum of six hours between noon and 8:00 pm on the day of the election, and will otherwise follow Rules 4(5)(c)(iii)-(vi). Those eligible to vote in the Special Election shall be the same as under Rule 4(5)(f).
- (ii) Nominations for the Special Election shall open under Rule 4(5)(i)(i) and close 72 hours before the opening of polls for the Special Election and will follow Rules 4(3)(b)-(c). A candidate who nominated for a position in the regular election shall have the amount paid for that nomination subtracted from their nomination fee for the Special Election, but will not receive any refund.
- (iii) The Returning Officer shall determine whether each candidate is eligible to stand for the office for which the candidate has nominated under Rule 4(4) and will announce this to each candidate 48 hours before the opening of polls for the Special Election. At the same time, the Returning Officer shall circulate a Notice of Poll to all Members of the

Association. There shall be no Hustings or Electoral Publicity as outlined under Rules 4(5)(b) and (e) but Rule 4(5)(d)(ii) will be followed, and any publicity, except that excepted from scrutiny under Rule 4(5)(e)(ii), will be forbidden.

- (iv) If there are no nominations for a position or if all candidates for a position are found to be ineligible, the Special Election for the position shall be cancelled and the office shall remain unfilled until the end of term, after which time it shall be treated as vacant. The vacancy procedure under Rule 4(7) shall then be used to fill the position.
- (v) The Activist Points requirements shall be those outlined under Rule 6(2)(c)(iii) and must be gained by 11.59pm on Wednesday of 8th Week, as under Rule 4(4)(b).
- (vi) The method of election shall follow Rule 4(5)(g), but there shall be no option to vote to “Re-open Nominations”, and the count shall follow the procedure under Rule 4(5)(h).
- (vii) The Returning Officer shall produce a document outlining the results of the Special Election, including the number of votes attained by each candidate and a list of people present at the count, and pass this to the Communications Director, who shall circulate it to all Members within 24 hours of the close of the polls for the Special Election.

#### **4(6) Welfare Officer**

- (a) Council shall elect a member of the Association to be the Welfare Officer.
- (b) Any Member wishing to nominate for the position of Welfare Officer must give the Member’s nomination form and fee to the Returning Officer. The Returning Officer shall keep all nominations in camera until the election of the Welfare Officer.
  - (i) Nominations for the position of Welfare Officer shall be opened at the beginning of Council of the First Week of each Full Term and shall be closed 24 hours prior to the beginning of Council of the Second Week of each Full Term.
- (c) Members nominating must be in at least their third term of membership of the Association in order to be eligible for this role.
- (d) The election shall take place at the Council meeting in the second week of full term.
  - (i) The election shall be conducted by the Returning Officer or, in the Returning Officer’s absence, by the Assistant Returning Officer.
  - (ii) The election shall be conducted under the method of First Past the Post, using secret ballots.
  - (iii) Only members of the Association who meet the following requirements shall be eligible to vote in the election:
    - (1) The Member must be eligible to vote in the Council meeting in which the election is being held.
    - (2) The Member must have, in the term preceding the term in which the election is being held, gained a minimum number of activist points, to be determined by the

President and agreed upon by the Returning Officer and the President-elect, and announced in Council no later than the end of 1st week of the term in which the election is being held.

- (3) This number should be roughly equivalent to the points awarded for four half-days of campaigning, though the total is not restricted to the Campaigning category
- (e) All eligibility and nomination fee requirements under Rules 4(3)-4(4) shall apply to the Welfare Officer.

#### **4(7) Vacancies**

- (a) Any officeholder may resign the officeholder's office by notifying the President in writing.
- (b) In the event of a vacancy for the office of President:
  - (i) The President-elect shall become Acting President and shall exercise all the powers and fulfil all the responsibilities of the President, and the President-elect shall continue to hold the office of President-elect, for the remainder of the term.
  - (ii) If the President-elect is unwilling or unable to serve as Acting President, the President-elect shall offer the position to voting Members of Officers, in order of precedence but excluding Ex-Presidents, until it is filled.
- (c) In the event of a vacancy for the office of Treasurer:
  - (i) The Treasurer-elect shall become Acting Treasurer and shall exercise all the powers and fulfil all the responsibilities of the Treasurer, and the Treasurer-elect shall continue to hold the office of Treasurer-elect, for the remainder of the term.
  - (ii) If the Treasurer-elect is unwilling or unable to serve as Acting Treasurer, the Treasurer-elect shall offer the position to Officers junior to Treasurer-elect, in order of precedence, until it is filled, if none accept, it will then be offered to Committee, in order of precedence.
- (d) In the event of a vacancy for the office of President-elect:
  - (i) If the vacancy occurs prior to the close of nominations as set by Rule 4(3)(a), the vacancy shall remain unfilled, and any Member of the Association who is eligible to stand for the office of President-elect in that term's elections may stand directly for the office of President.
  - (ii) If the vacancy occurs between the close of nominations as set by Rule 4(3)(a), and the returning of a new President-elect, the Returning Officer shall assume the duties, but not the office, of President-elect until the new President-elect is returned, at which time the new President-elect shall take office as President-elect immediately.
  - (iii) If the vacancy occurs after a new President-elect has been returned, the new President-elect shall take office as President-elect immediately.
  - (iv) In the circumstances contemplated by subsections (ii)-(iii) above, if the new President-elect is not willing take office immediately as President-elect, the President-elect shall



offer the position to voting Members of Officers, in order of precedence but excluding Ex-Presidents, until it is filled.

- (e) In the event of a vacancy for the office of the Treasurer-elect, the Secretary, the Political Officer or a Junior Officer, the President shall offer the position to Officers holding a position junior to that vacant, in order of precedence, until it is filled, if none accept, it will then be offered to Committee, in order of precedence.
  - (i) If a vacancy arises for a Junior Officer position, the President-elect (or the President if it is after Sunday of 9th Week in the term in which the relevant Junior Officers were elected) may, at the President-elect's discretion, reallocate the Junior Officer portfolios if they have already been allocated. This shall not affect who takes office as a Junior Officer, which shall be solely determined by Rule 4(7)(e).
- (f) In the event of the vacancy for the office of a Committee Member:
  - (i) The vacancy shall be filled by the Committee Member immediately junior in precedence to the vacant position, and this shall apply repeatedly until all vacancies except that of the most junior Committee Member are filled.
  - (ii) A vacancy in the position of the most junior Committee Member shall be filled by whomever the President thinks fit and the Officers ratify by a simple majority.
- (g) In the event of the death or resignation of the Non-Executive Officers, the President may appoint a new one in accordance with the procedure provided by Rule 4(2)(b).
- (h) In the event of the death or resignation of the Returning Officer the most Senior Ex-Returning Officer, willing to serve, shall act as Returning Officer until a Disciplinary Committee meets to appoint a new Returning Officer, called by the President. Should the vacancy occur outside term time, a new Returning Officer shall be appointed in accordance with Rule 4(2)(a) in the ordinary manner, in the forthcoming term. Should the vacancy occur during term time then the meeting shall occur within 36 hours and no sooner than 12 hours of the vacancy occurring. In such cases, the Disciplinary Committee shall appoint a person defined as qualified under Rule 4(2)(a)(iii)(1), and who is willing to serve.
- (i) In the event of a vacancy for the Welfare Officer a by-election will be held at the next meeting of Council, using the procedure outlined in Rule 4(6) mutatis mutandis.
- (j) Until a new Welfare Officer is elected, the President shall be Acting Welfare Officer, with the ability to deputise to other officers.

#### **4(8) The Handover Meeting**

- (a) All sitting Officers must hand over to the newly elected Officer to that Officer's position between the end of the Count and the end of term.
  - (i) 'newly elected Officer' here includes the President-elect and Treasurer-elect.
- (b) The Handover shall consist of:
  - (i) Information about any continuing issues or projects

- (ii) Handing over all possessions and records of the Association that they possess,
  - (iii) including the Activist Point register, Termly General Report for the Officer's term in office, the Treasurer's accounts and the money box.
  - (iv) Any advice the current Officer deems useful to the newly elected Officer.
- (c) If the current Officer fails to make a genuine and serious effort to hand over to the successor, this shall be regarded as substantial failure of office under Rule 5(1)(a)(ii).

#### **4(9) Elections in Extraordinary Circumstances**

- (a) In cases of national emergencies or other exceptional circumstances that would severely or completely impair the operation of Rule 4 with regards to elections, two-thirds of council voting, may empower the President and Returning Officer to run as much of the election as they see fit remotely and/or electronically. They shall determine at their sole discretion any amended deadlines and schedules for the election, provided that they give notice of any change at least 12 hours in advance. The President and Returning Officer shall be further empowered to waive any requirements or alter any processes under Rules 4, excluding 4(4), as required to ensure the fair and effective running of the Election

## Rule 5

### Disciplinary Misconduct and Electoral Practice

#### 5(1) General

(a) Disciplinary misconduct shall include:

- (i) Any behaviour or actions which may serve to bring the Association into disrepute or to undermine any of its objectives as listed in Rule 1(3).
- (ii) Substantial failure by an officeholder to fulfil the duties of the officeholder's office.
- (iii) Any behaviour or actions at any meeting of the Association which constitute a breach of the University's Integrated Equality and Diversity Policy, as prescribed from time to time by the University Council, or of any other University policy on racial, ethnic, religious or sexual equality applicable to the conduct of University societies or of individual staff or students of the University. This clause shall apply to the behaviour or actions of any Member of the Association, regardless of whether the Member is a Member of the University.
- (iv) Any behaviour which is abusive toward an officeholder that occurs while they are carrying out their duties and/or attempting to enforce the Standing Orders or Rule of the Association. Such abuse may be of a verbal or physical nature, and includes but is not limited to verbal threats and intimidation.
- (v) Bringing a frivolous or malicious allegation under Rule 5(2)(a).

(b) Electoral Malpractice may include, but shall not be limited to:

- (i) Committing any criminal or University offence, or any college offence within the jurisdiction of the relevant college, in connection with the elections.
- (ii) Breaking any Rule of the Association judged to be appertaining to either the conduct or result of elections.
- (iii) Influencing or attempting to influence a voter by means of bribery, intimidation or treating.
- (iv) Disrupting the conduct of the elections or the count.
- (v) Deliberately including any factual error in a candidate's electoral publicity or hustings address.
- (vi) Paying for another Member of the University to join the Association.
- (vii) Misusing one's position as an officeholder in the Association to hinder or promote any candidate.
- (viii) Stealing, intercepting or defacing any mail or publicity relating to the election.
- (ix) Aiding, abetting or conspiring to perform any form of electoral malpractice.

(x) Bringing a frivolous or malicious allegation under Rule 5(3)(a).

## 5(2) Disciplinary Misconduct

(a) An allegation of disciplinary misconduct may be raised in any of the following ways:

(i) Any Member of the Association may submit to the Returning Officer, in writing or by e-mail, an allegation against a Member of the Association for committing disciplinary misconduct.

(1) The allegation must describe the behaviour or actions giving rise to the allegation with some specificity.

(2) If the Returning Officer feels that there is a *prima facie* case to be answered, the matter shall become a disciplinary matter, and the Returning Officer shall convene the Disciplinary Committee within one week.

(ii) The Disciplinary Committee may meet to address suspected instances of serious misconduct which have yet to be referred to it. A decision to meet under these circumstances must be made by at least three people *ex officio* entitled to sit on the Disciplinary Committee. The Returning Officer may, at the Returning Officer's discretion, circulate a suggestion that such a matter be dealt with by the Disciplinary Committee. If the Returning Officer obtains the agreement of two others *ex officio* entitled to sit on the Disciplinary Committee, the Returning Officer shall call a full meeting within 72 hours of the necessary consensus being reached to deal with the *prima facie* case of misconduct.

(iii) Any Member of the Association entitled to vote in Council may make a motion of no confidence in any officeholder of the Association.

(1) The Member must submit the motion to the President and Returning Officer no later than 96 hours before the opening of Council at which the motion is to be brought.

(2) The Returning Officer must inform the officeholder against whom the motion is brought no later than 48 hours before the opening of Council.

(3) If the Returning Officer fails to do this, the vote is postponed to the following Council and the Returning Officer shall act as if the Returning Officer has received a complaint against the Returning Officer.

(4) Any Member entitled to vote in Council may vote on the motion, provided that in the previous term, they obtained the Points equivalent of 2 full days of campaigning.

(a) Members of Officers are exempt from this requirement.

(5) The vote will take place by secret ballot. If the motion is passed by a three-quarters majority, the matter shall become a disciplinary matter, and the Returning Officer shall convene the Disciplinary Committee within one week. The Disciplinary Committee's ruling will take into account Council's vote.

(b) When considering a disciplinary matter, the Disciplinary Committee shall meet in accordance with the Rules set out under Rule 2(5), as well as with the following Rules:

(i) The Member of the Association against whom the allegation or motion of no confidence was made shall be entitled to appear before the Disciplinary Committee to make a statement and answer questions, or to submit a written statement to it, and also to make the Disciplinary Committee aware of witnesses within 24 hours of being informed of the allegation, who shall also be invited by the Returning Officer to appear before the Disciplinary Committee or to submit a written statement.

- (1) The Returning Officer must give this Member and all witnesses at least forty-eight hours' notice of the time and place of the meeting, as well as information about the nature of the allegation against the Member.
- (2) The Returning Officer must also give this Member all details of the case against the Member that the Returning Officer has, including all evidence, statements, and the identity of the complainant, but not including the identities of any witnesses.
- (3) The Returning Officer must inform this Member of all rights they are entitled to as described by these Rules.
- (4) If this Member or any witnesses choose to appear before the Disciplinary Committee, the portion of the meeting during which the Member or witnesses are present shall not be in camera.

(ii) The Member of the Association who made the allegation or motion of no confidence shall be entitled to appear before the Disciplinary Committee to make a statement and answer questions, or to submit a written statement to it, and also to make the Disciplinary Committee aware of witnesses within 24 hours of making the allegation, who shall also be invited by the Returning Officer to appear before the Disciplinary Committee or to submit a written statement.

- (1) The Returning Officer must give this Member and all witnesses at least forty-eight hours' notice of the time and place of the meeting.
- (2) The Returning Officer must inform this Member of all rights they are entitled to as described by these Rules.
- (3) If this Member or any witnesses choose to appear before the Disciplinary Committee, the portion of the meeting during which the Member or witnesses are present shall not be in camera.

(c) After receiving any statements given under section (b) above, the Disciplinary Committee shall decide, on a balance of probabilities, whether the behaviour or actions at issue constitute disciplinary misconduct.

(i) The Disciplinary Committee shall also decide, on a balance of probabilities, whether the behaviour or actions of the complainant with respect to the allegation at hand constitute disciplinary misconduct under Rule 5(1)(a)(v) and, if they do, also carry out the below (d) as if the complainant were the member against whom the allegation or motion of no confidence was made in addition to this member.

(d) If the Disciplinary Committee decides that disciplinary misconduct has occurred, it may decide, based on the gravity of the offence, the gravity of the effect on the Association and the

past record of the Member within the Association, to impose no more than two of the following sanctions (listed in order of severity) on the Member for each of the Member's actions or instances of behaviour which the Disciplinary Committee has decided constitute disciplinary misconduct:

- (i) A motion of censure in the Member's conduct
- (ii) The removal of Activist Points from the Member.
- (iii) The removal of the Member from the Member's office.
- (iv) A ruling that the Member may not stand for any elected position.
- (v) A fine of no more than four times the nomination fee for the office of President-elect.
- (vi) Suspension from the Association for not longer than sixteen weeks of Full Term.
- (vii) Expulsion from the Association.

(e) The Returning Officer shall, without delay, transmit the decision of the Disciplinary Committee, and any sanction it imposes, in writing to:

- (i) The Member against whom the allegation or motion of no confidence was made,
- (ii) The Member who made the allegation or motion of no confidence,
- (iii) The President, who shall read it out at the next meeting of Council.

(f) *Conflicts of Interest*

- (i) If the allegation or motion of no confidence is made against a Member who would otherwise be eligible to sit on the Disciplinary Committee, the Member shall not be eligible to sit on the Disciplinary Committee for its deliberations and decision on the disciplinary matter.
- (ii) If the Member who made the allegation or motion of no confidence would otherwise be eligible to sit on the Disciplinary Committee, the Member shall not be eligible to sit on the Disciplinary Committee for its deliberations and decisions on the disciplinary matter.
- (iii) If the allegation or motion of no confidence is made against the Returning Officer, the President shall fulfil all the responsibilities of the Returning Officer under this Rule 5(2), but the senior Ex-Returning Officer present shall chair the Disciplinary Committee meeting as set out under Rule 2(5).

(g) Appeal shall be to the Senior Member through those entitled to liaise with the Senior Member.

(h) *Interim Suspension*

- (i) In exceptional circumstances, where an allegation of disciplinary misconduct under Rule 5(1)(a)(i), Rule 5(1)(a)(iii) or Rule 5(1)(a)(iv) is brought against a Member of the Association, and the Returning Officer considers that the alleged misconduct is sufficiently grave as to pose a serious and urgent threat to the interests, objectives and reputation of the Association, the Returning Officer may, with the written agreement of the President,

- (1) suspend that Member temporarily from enjoying the rights and privileges of Membership of the Association; and

- (2) ban that Member temporarily from attending any meeting of the Association.
- (ii) When an interim suspension or ban is imposed on any Member under this clause, the Returning Officer shall inform the Member concerned in writing within 12 hours.
- (iii) In (i) and (ii) above:
- (1) where the relevant allegation of disciplinary misconduct is made against the President, the responsibilities of the President under (i) and (ii) above shall be performed by the President-elect; and
  - (2) where the relevant allegation of disciplinary misconduct is made against the Returning Officer, the responsibilities of the Returning Officer under (i) and (ii) above shall be performed by the most senior Ex-Returning Officer *in statu pupillari*, or, if there is no Ex-Returning Officer *in statu pupillari*, by the Assistant Returning Officer
- (iv) Any interim suspension or ban imposed under this clause shall end when the relevant allegation of disciplinary misconduct against the Member in question is heard by the Disciplinary Committee, or after seven days from the imposition of the interim suspension or ban, whichever is the sooner.
- (v) *Powers of a suspended Officeholder*
- (1) If an interim suspension under this clause is imposed on a Senior or Junior Officer, the President shall exercise the powers, but shall not hold the office, of the suspended Senior or Junior Officer for the duration of the interim suspension.
  - (2) If an interim suspension under this clause is imposed on the President, the President- elect shall exercise the powers, but shall not hold the office, of the President for the duration of the interim suspension. If there is no President-elect, this responsibility shall devolve on the Treasurer.
  - (3) If an interim suspension under this clause is imposed on the Returning Officer, the Assistant Returning Officer shall exercise the powers, but shall not hold the office, of the Returning Officer for the duration of the interim suspension. If there is no Assistant Returning Officer, this responsibility shall devolve on the Senior Deputy Returning Officer.
  - (4) Any officeholder on whom an interim suspension is imposed shall, at the expiration of the interim suspension, continue to hold office, unless the officeholder has been removed from office by the Disciplinary Committee.
  - (5) Nothing in (1), (2) or (3) above shall be construed as allowing any Member to exercise more than one vote in any Committee of the Association.
- (vi) When an interim suspension or ban is imposed on a Member under this clause, the Member may bring an allegation before the Disciplinary Committee that the interim suspension or ban was unreasonable and motivated by malice. Such an allegation shall be considered by the Disciplinary Committee in conjunction with the allegation of disciplinary misconduct in relation to which the interim suspension or ban was imposed.

- (vii) When a Member alleges under (vi) above that an interim suspension or ban was unreasonable and motivated by malice, the President and Returning Officer shall recuse themselves from sitting on the Disciplinary Committee to consider the allegation in relation to which the interim suspension or ban was imposed. If this renders it impossible to convene a quorate session of the Disciplinary Committee, the Chairman shall follow the procedure set out in Rule 2(5)(c)(ii) to attain quorum.
- (viii) Any interim suspension or ban imposed under this clause which is found by the Disciplinary Committee to have been both unreasonable and motivated by malice shall constitute a substantial failure of office, within the meaning of Rule 5(2)(a)(ii), on the part of the President and the Returning Officer.

### **5(3) Electoral Malpractice**

- (a) Any Member of the Association may make an allegation of electoral malpractice against another Member.
  - (i) Such an allegation must be given, in writing or by e-mail, to the Returning Officer no later than forty eight hours after the closing of the polls of the election in which the malpractice is alleged to have occurred.
  - (ii) The allegation must describe the behaviour or actions giving rise to the allegation with some specificity.
- (b) Upon receiving an allegation of electoral malpractice, the Returning Officer must convene the Disciplinary Committee within five days.
- (c) When considering an allegation of electoral malpractice, the Disciplinary Committee shall meet in accordance with the Rules set out under Rule 2(5), as well as with the following Rules:
  - (i) The Member against whom the allegation of electoral malpractice was made shall be entitled to appear before the Disciplinary Committee to make a statement and answer questions, or to submit a written statement to it, and also to make the Disciplinary Committee aware of witnesses within 24 hours of being informed of the allegation, who shall also be invited by the Returning Officer to appear before the Disciplinary Committee or to submit a written statement.
    - (1) The Returning Officer must give this Member and all witnesses at least twenty-four hours' notice of the time and place of the meeting, as well as information about the nature of the allegation against the Member.
    - (2) The Returning Officer must also give this Member all details of the case against the Member that the Returning Officer has, including all evidence, statements, and the identity of the complainant, but not including the identities of any witnesses.
    - (3) The Returning Officer must inform this Member of all rights they are entitled to as described by these Rules.



- (4) If this Member or any witnesses choose to appear before the Disciplinary Committee, the portion of the meeting during which the Member or witnesses are present shall not be in camera.
- (ii) The Member who made the allegation of electoral malpractice shall be entitled to appear before the Disciplinary Committee to make a statement and answer questions, or to submit a written statement to it, and also to make the Disciplinary Committee aware of witnesses within 24 hours of making the allegation, who shall also be invited by the Returning Officer to appear before the Disciplinary Committee or to submit a written statement.
- (1) The Returning Officer must give this Member and all witnesses at least twenty-four hours' notice of the time and place of the meeting.
- (2) The Returning Officer must also inform this Member of all rights they are entitled to as described by these Rules.
- (3) If this Member or any witnesses choose to appear before the Disciplinary Committee, the portion of the meeting during which the Member or witnesses are present shall not be in camera.
- (a) After receiving any statements given under section (c) above, the Disciplinary Committee shall decide, by the standard of beyond a reasonable doubt, whether the behaviour or actions at issue constitute electoral malpractice.
- (e) If the Disciplinary Committee decides that electoral malpractice has occurred, it may impose any of the sanctions available under Rule 5(2)(d) for disciplinary misconduct on the Member convicted of electoral malpractice.
- (f) If the Disciplinary Committee decides that electoral malpractice has occurred and that it is substantially likely to have influenced the outcome of the election, it may order the election to be re-held.
- (i) The election may only be re-held as to the positions that are substantially likely to have been influenced by the malpractice.
- (ii) A new election under this section must be held during Full Term, and all Members of the Association must be notified at least forty-eight hours in advance.
- (g) *Conflicts of Interest*
- (i) If the allegation of electoral malpractice is made against a Member who would otherwise be eligible to sit on the Disciplinary Committee, the Member shall not be eligible to sit on the Disciplinary Committee for its deliberations and decision on the matter.
- (ii) If the Member who made the allegation of electoral malpractice would otherwise be eligible to sit on the Disciplinary Committee, the Member shall not be eligible sit on the Disciplinary Committee for its deliberations and decision on this matter unless the Member is the Returning Officer.
- (iii) If the allegation of electoral malpractice is made against the Returning Officer, the Assistant Returning Officer shall fulfil all the responsibilities of the Returning Officer under this Rule

5(3), but the senior Ex-Returning Officer present shall chair the Disciplinary Committee meeting as set out under Rule 2(5).

(iv) If the allegation of electoral malpractice is made against both the Returning Officer and the Assistant Returning Officer, then the most senior Deputy Returning Officer against whom no allegation of electoral malpractice has been made shall fulfil all the responsibilities of the Returning Officer under this Rule 5(3), but the senior Ex-Returning Officer present shall chair the Disciplinary Committee meeting as set out under Rule 2(5).

(h) *Appeal*

(i) Appeal against convictions of electoral malpractice may be made in the first instance to the Senior Member.

## Rule 6

### Miscellaneous Provisions

#### 6(1) Membership Ledger

- (a) The Returning Officer shall maintain a Membership Ledger in accordance with this Rule.
- (b) Membership Ledger Format
  - (i) The Membership Ledger shall consist of four parts:
    - (1) A list of University Members *in statu pupillari* ;
    - (2) A list of University Members not *in statu pupillari*;
    - (3) A list of non-University Members;
    - (4) A list of Members who have resigned or have been suspended or expelled.
  - (ii) For part (1), the Membership Ledger shall record the name, college, year of expected graduation, college email address and date the member joined of each relevant member.
  - (iii) For part (2), the Membership Ledger shall record the name, college, year of graduation and date the member joined of each relevant member. It may record personal email addresses of each relevant member if provided.
  - (iv) For part (3), the Membership Ledger shall record the name, email address, date the member joined and the date membership must be renewed under Rule 1(3)(d)(iii) of each relevant member.
  - (v) For part (4), the Membership Ledger shall include all of the information that was recorded prior to the Member's resignation, suspension or expulsion, including the part of the Ledger the Member was recorded in and the date of the resignation, suspension or expulsion. For suspended members, the length of the suspension must also be included.
  - (vi) The date the member joined shall be the date upon which the Returning Officer received the Membership form.
- (c) *Membership Ledger Maintenance*
  - (i) The Returning Officer shall receive all Membership forms and fees in the first instance and sign and date them upon receipt. If any other Member of the Association is given a Membership form and fee by an applicant Member, the Member must pass these to the Returning Officer as soon as possible. Membership fees received directly by the Treasurer at Association events are exempt from this and should instead be retained by the Treasurer in Association funds.
  - (ii) Upon receipt of a valid Membership form, the Returning Officer shall record in the Membership Ledger the applicable information outlined in part (b). The Returning Officer must pass Membership fees to the Treasurer as soon as possible.

- (iii) For events charging an entrance fee for members, the Returning Officer shall be present with a copy of the Membership Ledger.

(d) *Membership Ledger Scrutiny*

- (i) The Communications Director shall email each new Member who has submitted a Membership form and fee to inform them of receipt and that they have been entered onto the Membership Ledger.
- (ii) It is the responsibility of an applicant Member to contact the President and Returning Officer if the applicant Member does not receive the email outlined in part (i).
- (iii) The Returning Officer shall make available and read aloud at each Council meeting a list of all entrants onto the Membership Ledger since the last Council meeting. If the number of new entrants onto the Membership Ledger since the last Council meeting exceeds thirty, the Returning Officer may move a motion in Council to waive reading aloud said new entrants.
- (iv) At any time between the opening of nominations and the opening of polls, the President may request to inspect the Membership Ledger, but may not receive an original copy.
- (v) The only parties to hold copies of the Membership Ledger shall be the Returning Officer and the Senior Ex-Returning Officer. On the final day of the Returning Officer's term of Office, the Returning Officer shall forward an up-to-date copy of the Membership Ledger to both the incoming Returning Officer, the Senior Ex-Returning Officer and the Senior Member. Upon having received written notice that copies of the Membership Ledger have been received by the incoming Returning Officer and Senior Ex-Returning Officer, the outgoing Returning Officer shall destroy all copies the Returning Officer possesses of said document. The President may choose to inspect the Membership Ledger, but may not receive a copy.

(e) *Membership Ledger Correction*

- (i) If it is discovered that the Returning Officer has not entered or not correctly entered a valid applicant Member onto the Membership Ledger, this shall be rectified immediately by the Returning Officer.
- (ii) Rectifications should ensure that the information in each entry onto the Membership Ledger reflects the information on the relevant Member's Membership form. The date of joining shall be rectified to reflect the date upon which the Returning Officer should have received the form but for any errors by officeholders of the Association.

(f) *Sanction*

- (i) If the Returning Officer or Communications Director fails to perform any of these duties, the President shall act as if the President has received a complaint against the Officer(s) under Rule 5(2)(a)(i).

## 6(2) Activist Points

### (a) Purpose

- (i) Activist Points shall be awarded to encourage active work by Members of the Association and to ensure that only dedicated Members of the Association may qualify to hold offices within it, but they are not intended to be an insurmountable barrier to qualification.

### (b) Award

- (i) The President may award Activist Points for any substantial work the President considers beneficial to furthering the objects of the Association, including but not limited to:
  - (1) Attending Council meetings.
  - (2) Attending Speaker meetings.
  - (3) Attending Port and Policy meetings.
  - (4) Attending Socials organised by the Association.
  - (5) Voluntary work for the Oxford West and Abingdon Conservative Association, the Oxford East Conservative Association, the Conservative and Unionist Party nationally or Young Conservatives, Activist Points awarded for which shall be known as "Campaigning Activist Points".
  - (6) Participating in certain charitable activities as specified by the President, Activist Points awarded for which shall be known as "Social Action Activist Points".
  - (7) Writing articles for Blueprint or for the blog on the Association's website, Activist Points awarded for which shall be known as "Publication Activist Points".
- (ii) The President must notify Council as to how many Activist Points may be earned pursuing a particular activity before that activity takes place.
  - (1) If this information is stated in the President's Term Card, and this Term Card is made available to all Members prior to the start of Full Term, the President need not announce this information in Council.
  - (2) If the President makes such a notification to Council and a Member objects to this awarding of Activist Points during the same Council meeting, the proposed awarding of Activist Points must be ratified by Council by a simple majority.
- (iii) If the Secretary complies with the Secretary's duty, under Rule 3(7)(h)(iii) above, to make available a book or sheet of paper to record Activist Points at certain events for which a Member may earn one or more Activist Points through attendance, the President may not award any Activist Points to a Member who failed to indicate the Member's attendance at the time of the event.
- (iv) The acquisition of Activist Points by any Member for a particular activity, with the exception of attending Port and Policy meetings and Council meetings, must be announced in Council either by the Officer who is responsible for recording Members' participation in

that particular activity or by the President. Otherwise, Activist Points shall not be deemed to have been awarded.

- (1) The Officer responsible for recording the acquisition of Activist Points for attending Council meetings, Speaker meetings and Port and Policy meetings shall be the Secretary.
  - (2) The Officer responsible for recording the acquisition of Campaigning Activist Points and Social Action Activist Points shall be the Political Officer.
  - (3) The Officer responsible for recording the acquisition of Publication Activist Points shall be the Publications Editor.
  - (4) The Officer responsible for recording the acquisition of Activist Points for attending Socials shall be the Social Secretary.
- (c) The President shall determine the number of Activist Points Members must earn to stand for each elected position and a Special Election under Rule 4(5)(j).
- (i) The President shall publish this determination in the President's Term Card and announce this determination at a Council meeting no later than the second week of Full Term.
  - (ii) The President may determine that a certain number of Activist Points must be accrued within a certain category as listed under Rule 6(2)(b)(i).
  - (iii) If, after the Council meeting of second week of full term, the President wishes to alter the candidacy requirements for any category of Activist Points, the President must, with the consent of the Returning Officer, propose such alteration in a meeting of Officers, where it must be approved by two thirds majority, with the following exceptions:
    - (1) If an event organised by the Association has been cancelled, the President may, with the consent of the Returning Officer, reduce the relevant category by a number of points up to or equal to the number that were to be awarded for that event.
    - (2) Activist points requirements may still be altered under the provision of Standing Order 24.

*(d) Deductions of Activist Points*

- (i) The President may deduct Activist Points from an officeholder who has failed to perform work required of the officeholder in the officeholder's official capacity, or from any Member who failed to perform work that was reasonably expected of the Member.
  - (1) The Returning Officer must consent to any such deduction.
  - (2) It shall be possible, on account of deductions, for Members to have a negative number of Activist Points.
  - (3) Any Member who is entitled to sit in Officers under Rule 2(2)(b) and (c)(i) or an elected Member of Committee who has fewer than 0 Activist Points during Full Term at the end of two consecutive ordinary Council meetings shall be deemed to have resigned. The Disciplinary Committee may waive this Rule due to illness or exceptional circumstances.

- (e) Recording of Activist Points shall be conducted as outlined under the Secretary's duties in Rule 3(7)(f) above.
- (f) The Returning Officer shall adjudicate any dispute over the number of Activist Points a Member has earned, and appeal of the Returning Officer's decisions may be made under the procedure for appealing a ruling on the eligibility of a candidate to stand for office under Rule 4(4)(h) above.

### **6(3) The Gadson Club**

- (a) The Gadson Club shall be the official alumni club of the Association.
- (b) The President shall be responsible for liaising with the Gadson Club, in accordance with Rule 3(3) (d)(iii).
- (c) The Gadson Club and the Association shall hold a joint event in Trinity Term, to encourage members of the Association that are graduating to join the Gadson Club. The Gadson Club shall be responsible for funding the expenses of the event.

### **6(4) Interpretation**

The following definitions will be used in interpreting the Rules and Standing Orders unless the context requires otherwise:

- (a) "He" shall be interpreted as meaning he/she.
- (b) "His" shall be interpreted as meaning his/her(s).
- (c) "In writing" shall be interpreted as meaning either written on paper or transmitted via technology in a written form such as can be stored permanently by the recipient.
- (d) "The Association" shall be interpreted as the Oxford University Conservative Association.
- (e) "*in statu pupillari*" shall be interpreted as any student Member of the University of Oxford, as defined by Statute II of the University of Oxford Statutes, holding a current and valid University Card of Undergraduate or Post-graduate status; or as any student whose name is on the University of Oxford Register of Visiting Students, holding a current and valid University Card of Visiting Student status.
- (f) "Candidate" shall be interpreted for the purposes of Rule 4(5) to signify an individual who has cast a valid nomination to contest election to a position for which more than one valid nomination has been received, and not withdrawn before the publication of the Notice of Poll.
- (g) For the purposes of Rule 3(2)(d) If the officer who is resigning has already held the position from which they are resigning, and they did not resign during the previous term of office, they shall still hold the title, precedence, and privileges of an ex-holder of that position.
- (h) For the purposes of Rules 5(2)(d)(vi-vii) a decision made by the Disciplinary Committee to suspend or expel a member shall be interpreted to include a ban on that member attending any Association event for the duration of the member's suspension or expulsion.

# The Standing Orders of the Oxford University Conservative Association

## 1 The Conduct of the Count – The Cole Amendment

- (a) The count may only be attended by the RO, ARO and DROs, along with Candidates' Representatives.
- (b) Any person present at the count may be evicted with good reason and with the agreement of the Returning Officer and Assistant Returning Officer.
- (i) Good reason shall include but not be limited to: disruption, distraction or causing difficulties to the good conduct of the count.
  - (ii) The Returning Officer shall record the time at which any individual is evicted from the count.
- (c) Interpretation of Ballot Papers:
- (i) Any positive mark may be considered a vote in favour of the candidate; Including:
    - (1) Ticks and Crosses,
    - (2) Numbers (the rank of which shall not be considered),
    - (3) Miscellaneous Symbols, within reason.
  - (ii) A ballot paper may, but is not required to, contain votes for any and/or all offices.
  - (iii) A ballot paper may not be considered valid if:
    - (1) If more votes appear for that office that the voter is entitled to cast for a specific Office (though votes for other offices may be accepted)
    - (2) Markings which cross multiple candidates.
- (d) Breaches of the secrecy or integrity of the count may incur a fine of up to twice the nomination fee for President-Elect at the discretion of the Returning Officer - This may be appealed to a DC.

## 2 Manifestos

All candidates for Senior Officer are expected, and all candidates for Junior Officer and Committee positions entitled, to submit a manifesto which does not exceed one side of A4 in the case of candidates for the post of President-elect, and one side of A5 in the case of the candidates for the other positions. Manifestoes submitted to the Returning Officer will be displayed in the polling room while the vote is taking place. They shall remain available for consultation by any Member during the elected candidate's term of office.



### 3 Photographs

All candidates for elected office are entitled to submit one non-frivolous, passport sized photograph of themselves for display in the polling room while voting is taking place.

### 4 Candidates' Representatives

All candidates for elected office are entitled to send a representative to attend the election count. The names of all representatives must be given to the Returning Officer before the poll begins; representatives who have not been registered in this manner have no right to attend the count.

### 5 Fees

The fees for nomination shall be as follows:

- (a) £5 for Committee Member,
- (b) £7 for Junior Officer and Welfare Officer,
- (c) £10 for Secretary and Political Officer,
- (d) £15 for Treasurer-elect, and (e) £20 for President-elect.

The membership fee shall be £10

### 6 Proscribed Organisations

Membership of the following organisations is considered incompatible with holding any Office in the Association:

- (a) The Labour Party
- (b) The Liberal Democrats
- (c) The National Front
- (d) The British National Party
- (e) The Socialist Worker Party
- (f) Sinn Feinn
- (g) The Scottish National Party
- (h) Plaid Cymru
- (i) The United Kingdom Independence Party
- (j) The Green Party of England and Wales, the Green Party in Northern Ireland or the Scottish Green Party
- (k) Anyone who is holding an elected position in the Oxford University Tory Reform Group and who joined the Association after 1st September 2005.
- (l) The Monster Raving Loony Party
- (m) The Wessex Regionalist Party
- (n) The Bullingdon Club
- (o) Change UK
- (p) Yorkshire Party
- (q) English Democrats
- (r) Women's Equality Party

(s) Socialist Party of Great Britain

### **7 B J Holland Amendment**

In the event of any Member entering a valid nomination for two or more elected offices of the Association in the same elections, the Member will be deemed to have entered a valid nomination for only the most senior of these offices as dictated by the order of precedence. In such circumstances the nomination fee for the junior office shall not be refundable. This Standing Order shall not overrule Standing Order 9.

### **8 Candidature Withdrawal**

Any Member who has entered a valid nomination for any position within the Association may at any time between the opening of nominations and the opening of poll, elect to withdraw the Member's candidature by giving clear notice in writing of the Member's intention to the Returning Officer. In such circumstances the nomination fee will not be refunded.

### **9 Down Nomination**

Any Member who has nominated for any Senior Officer or Junior Officer position, except for that of President-elect, may also nominate for Committee Member. Should the Member be elected to the Senior Officer or Junior Officer position in question, the Member's candidature for Committee Member will be deemed to have been automatically withdrawn. In such circumstances the nomination fee for Committee Member will not be refunded.

### **10 Invalid Cheques**

In the event of any Member failing to honour any valid nomination cheque, the Member shall have one week to pay this fee to the Association. Any Member who fails to do so shall be expelled from the Association. Appeal may be made to the Senior Member. Nothing in this rule shall be interpreted as preventing Members from attempting to nominate using a clearly invalid cheque.

### **11 Resolution of Ties in Elections**

In the event that two or more candidates tie on the number of votes received, the candidate with the greatest number of Activist Points before the opening of poll shall be declared the winner, or in the case of Junior Officers and Committee, be given the higher precedence.

### **12 Membership Forms**

Pursuant to Rule 1(4)(b)(i), the following shall apply:

- (a) A Membership form is deemed to be valid if all compulsory fields are correctly completed to the satisfaction of the Returning Officer; it is signed and dated by the applicant and it is submitted

with the Membership fee applicable at the time the form was dated, unless the Membership fee has increased since.

- (b) The compulsory fields on the Membership form shall be: First Name, Surname, College, Year of Graduation, University of Oxford email address (or personal email address if joining under Rule 1(4)(a)(ii)), Signature, and Date of Signature.
- (c) There shall be the following statements on the Membership form:
- (1) A statement recognising that submission of the form constitutes a formal application for Membership of the Association and subjects the Signing Party to the Rules and Standing Orders of the Association.
  - (2) A statement that the data provided by the applicant Member will be held by no one other than the Returning Officer, the Senior Ex-Returning Officer and the Senior Member.
  - (3) There shall be a statement indicating that by opting in to the mailing list, the prospective member consents to receiving email communications from the Communications Director about the activities of the Association.
  - (4) There shall be a statement that, should the applicant Member desire to become a Member of the Conservative Party, then the Association shall pay the Member's membership fee of the Party for one year, provided that the Member is under twenty-three years of age and is accordingly entitled to pay a discounted membership fee. This statement shall be accompanied by details of how to sign up for Conservative Party Membership, and secure reimbursement from the Association.
- (d) The Returning Officer shall ensure that a form that fulfils these requirements is publicly available online and at all Association events, and that the name of the Returning Officer and the Returning Officer's College are clearly indicated on the form and online.
- (e) When an applicant Member submits a Membership form to a relevant officeholder at an Association event and that officeholder passes the Membership form to the Returning Officer at a later date, the Returning Officer shall be deemed to have received the form on the date of the event.

### **13 Finances**

The orderly management of the Association's finances is imperative.

- (a) Those wishing to declare expenses must complete an expenses form, attach the receipt(s) that they wish to declare expenses for, and submit it to the Treasurer. Only after this procedure has been carried out will Officers be able to pass the expense. Should the Treasurer not provide an expenses form that is accessible to all members, the Treasurer should be deducted two activist points. However, should the claimant not seek out a form, the Treasurer is under no obligation to reimburse such expenses.
- (b) The Treasurer's weekly accounts shall include all expenses that have been passed up to and including the previous week's Council.

## **14 Order in Meetings of the Association**

- (a) The President, the most senior Officer in attendance at an event as defined by the order of precedence, or their nominee shall have power to refuse entry into any meeting of the Association or to enforce the removal from any meeting of the Association, of any person, if the President or Officer or nominee is reasonably satisfied that such measures are necessary, or if the person cannot satisfactorily establish that the person is a Member.
- (b) Without prejudice to the generality of the foregoing, the President, the most senior Officer in attendance at an event as defined by the order of precedence, or their nominee shall have the power to expel any person from any meeting of the Association whose conduct is contrary to good order, offensive, demeaning or otherwise unacceptable. Should the Member refuse to leave, they will be fined twice the nomination fee for President-elect by the Returning Officer. The Disciplinary Committee may be convened by the Returning Officer to consider the expulsion and / or fine. This shall be in accordance with the relevant Proctorial guidelines regarding free speech.

## **15 Payment at Events**

- (a) All attendees at events must pay the appropriate entrance fee, to be set in advance. At parties and Port Policy meetings only, any individual working at the event in their capacity as a relevant officeholder of the Association, who is not drinking, is exempt from paying.
- (b) The only people who shall dine for free at any event or meeting are any guest speakers. All other free diners must have authorisation for such expenses as defined by Rule 2(7)(b).

## **16 Recording of Association Events**

Photographic, video or audio recording of any Association event may only take place with the permission of the President. This notwithstanding, the copyright of any recorded material of an Association event, sanctioned by the President or otherwise, shall remain with the Association. The President may give away the Association's copyright to a nominated person or company by making an announcement to that effect at the Council before the event.

## **17 Accounts**

- (a) For the purposes of these Rules and Standing Orders, 'raising money' shall be deemed to include donations, sponsorship, advertising and anything else which the President deems appropriate, and hereafter will be referred to as 'donations'.
- (b) Accounts should be fully itemised where possible, but individual payers and payees must be listed when concerning:
  - (i) Membership
  - (ii) Termly dinners
  - (iii) Speaker meals

## (iv) Donations

- (c) Anyone who wishes to claim expenses from the Association must submit a claim form to the Treasurer within 4 Full-Term weeks of the expense being made else the claim is invalid. This may be appealed to the Disciplinary Committee which may require the acceptance of a claim form submitted after the 4-week period in what it deems to be exceptional circumstances.
- (d) Accounts must detail the method of payment from each individual.
- (e) Donations will be deemed to have been raised when the appropriate monies have been paid into the bank account, a signed contract between the two parties has been produced, or signed receipt from the Treasurer has been produced.

## 18 The Report of the Disciplinary Committee

This report should contain: the purpose and conclusions of the meeting, a summary of all the main arguments presented to, and made by, the committee, a description of any evidence which the committee deems suitable, and an explanation of how the Committee reached its conclusion. The content of the report shall remain in camera until the first council following the meeting, where the report shall be publicised. Under exceptional circumstances, the Disciplinary Committee may choose not to release the report to Council.

## 19 Standing Order Governing Rule 1(3)(d)(i)

All University Members who are no longer *in statu pupillari* are entitled to enjoy the following benefits and privileges of their ongoing Membership subject to the normal provisions laid out in the Rules and Standing Orders:

- (a) To receive information about the Association's activities on request to the Secretary.
- (b) To attend all the events of the Association.
- (c) To pay Member's fees for events unless otherwise provided for.

## 20 Activist Points and Eligibility Example Cases

The following example cases are intended to illustrate how Rule 4(4)(b) operates:

- (a) Case 1: Uncontested single election
  - (i) Facts: Candidate A is the only nominee for the position of Political Officer and is elected unopposed. Candidate A fails to meet the Activist Points requirements.
  - (ii) Outcome: Candidate A's election is declared invalid. The election results shall be as if Candidate A's nomination had been declared invalid prior to the election and, as only Candidate A nominated, this would have led to there being an insufficient number of nominations for the position of Political Officer. Therefore, the position of Political Officer remains unfilled until the end of term, after which it is filled using the vacancy procedures in Rule 4(6). This means the position is offered to those occupying positions after the end of

term which are junior to the Political Officer in the order of precedence, until one accepts, who shall be the Political Officer.

(b) Case 2: Contested single election

- (i) Facts: Candidates A and B nominate for the office of Treasurer-elect. Candidate A is elected. Candidate A fails to meet the Activist Points requirements.
- (ii) Outcome: Candidate A's election is declared invalid. The election results shall be as if Candidate A's nomination had been declared invalid prior to the election, meaning that Candidate B would have been the only nominee in the election. Candidate B is therefore declared elected.

(c) Case 3: Uncontested multiple election

- (i) Facts: Candidates A, B, C, D, E and F nominate for the position of Committee. The candidates are elected in the order Candidate A, B, C, D, E, F. Candidate C fails to meet the Activist Point requirements.
- (ii) Outcome: Candidate C's election is declared invalid. The election results shall be as if Candidate C's nomination had been declared invalid prior to the election which, as only six people nominated for the six Committee positions, would have led to there being an insufficient number of nominations for the Committee positions. Therefore, the third Committee position shall remain unfilled until the end of term, after which it is filled using the vacancy procedures in Rule 4(6). This means the vacancy is filled by Candidate D, whose vacancy is filled by Candidate E, whose vacancy is filled by Candidate F. The vacancy this leaves for the sixth Committee position shall be filled by whom the President deems fit and is ratified by Officers.

(d) Case 4: Contested multiple election

- (i) Facts: Candidates A, B, C, D, E and F nominate for the office of Junior Officer. Candidates A, B, C and D are elected in that order and Candidates E and F come fifth and sixth respectively. Candidate B fails to meet the Activist Points requirements.
- (ii) Outcome: Candidate B's election is declared invalid. The election results shall be as if Candidate B's nomination had been declared invalid prior to the election. This means Candidate B's name is removed from the list of candidates in order of number of votes received, meaning Candidates A, C, D and E received the four highest number of votes and are declared elected Junior Officers in that order of election.

## 21 Grammatical Errors

- (a) The Returning Officer, with the consent of the President, may make alterations to the Constitution to correct errors of grammar, spelling and numbering as well as any other basic errors, providing that such alterations do not alter the meaning of a Rule or Standing Order.
- (b) The Returning Officer must announce the Returning Officer's intention to make any change under this Standing Order at the Council meeting immediately beforehand, at which any member may raise an objection to the change. If such an objection is raised, the change shall be voted upon and requires approval by a two-thirds majority for the Returning Officer to be able to make the change.
- (c) Changes under this Standing Order are not treated as amendments to the Rules or the adoption of a new Standing Order under Rules 2(11) and 2(12).

## 22 Definitions

The following definitions shall be observed in interpreting the Rules and Standing Orders of the Association, unless the context otherwise requires:

- (a) "Day": Continuous period of 24 hours;
- (b) "Month": Calendar Month;
- (c) "Term": As defined by the University of Oxford;
- (d) "Full Term": Sunday of First Week to Saturday of Eighth Week inclusive;
- (e) "Term's Standing": Period of Membership calculated in Terms including that in which the Member was admitted to Membership;
- (f) "Year": Academic Year running from Sunday of First Week in Michaelmas to Saturday of Eighth Week in Trinity;
- (g) "Vacation": Outside Full Term;
- (h) "Member": Member of the Association;
- (i) "Election": The whole Election on one day, plus any period before or after as specified or implied by the Rules;
- (j) "Bank statement": Document outlining balances and transactions over a certain period which is given on headed notepaper from the Bank;
- (k) "Budget": Document outlining projected revenues and costs for any particular event;
- (l) "Accounts": Document detailing the Association's transactions and balances over a certain period with the appropriate details as defined by these Rules;
- (m) "Raise ": any income through donations, sponsorship, advertising. Any other income as determined by the President may be said to have been 'raised';
- (n) "Up-to-date": No more than one week old;
- (o) "Promptly": No longer than one week;
- (p) "Determine": When an officeholder or body of the Association is required under these rules to make a determination, "determine" shall be defined as determining for the full term. This determination shall not be arbitrarily revoked or revised without the consent of the Returning Officer and the President.
- (q) "The Complainant" is a member who makes an allegation of disciplinary misconduct or brings a motion of no confidence against another member.
- (r) "The Accused" is a member of the Association who has been accused of disciplinary misconduct or brings a motion of no confidence against another member.
- (s) "Ex-Officeholder": A member who has completed their term in the respective office.

- (t) “Former officeholder”: A member who did not complete their term in the respective office due to resignation or removal

## 23 Compliance

The activities of the Club will at all times be conducted in accordance with the following University policies and Codes of Practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

## 24 The Aslet-Birtle Amendment

When a candidate for a position is unable to achieve the required activist points to take up said position for medical reasons, and those medical reasons will not impact on their capacity to carry out their duties of this role as defined under Rule 3, the President and Returning Officer may agree to waive up to 30

## 25 The ETTY-Walford Amendment

- (a) The Returning Officer may make alterations to Rules and Standing Orders to ensure that they do not appear to be specific to only one gender.
- (i) The only form of change which the Returning Officer may make under this Standing Order is to replace a pronoun, such as ‘he’, ‘his’, or ‘him’, with the person to whom that pronoun refers.
- (b) Changes under this Standing Order are not treated as amendments to the Rules or the adoption of a new Standing Order under Rules 2(11) and 2(12).

## 26 Port and Policy

- (a) All attendees must conduct themselves with decorum at any Port and Policy events that may be held, and shall adhere to the following rules while at events:
- (i) Any attendee who is severely intoxicated may not be served further alcohol, and shall accept a determination that they are intoxicated by the officeholder serving them.
- (ii) No attendee may take a drink outside.
- (iii) No attendee should be disruptive to the local residents at any point before, during, or when leaving Port and Policy.
- (iv) No attendee may be abusive in any manner to any other attendee.
- (v) No attendee may pour their own drinks.
- (vi) No attendee may take visual or audio recordings
- (vii) No attendee shall hinder the smooth running of Port and Policy.
- (b) Any two of the President, President-elect and Returning Officer may decide that the actions of an attendee constitute substantial misconduct, and they may decree that the attendee be banned from future Port and Policy events until such a time as at least two of the President, President-elect and Returning Officer see fit. Such a decision may be appealed to the



Disciplinary Committee. The Returning Officer shall keep a list of such persons and bring it to all Port and Policy events.

- (c) If a person banned under this process is a member, such a ban shall not automatically affect any other component of that person's membership, including but not limited to their right to attend meetings of Council, Social events, and to vote in elections.
- (d) Any rules listed in (1) shall be clearly available to all attendees, in prominent positions such as the entry desk and the serving area.

## **27 Records of Meetings of the Disciplinary Committee**

All reports and minutes from meetings of the Disciplinary Committee shall be stored in an online domain such that those with rights of access may view the documents at any time. Rights of access shall be granted to the President, the Returning Officer and the Senior Ex-Returning Officer. The Returning Officer shall be responsible for keeping these records up to date.

## **28 Abstentions in Council**

For all votes in Council, Members who abstain do not count towards the total number of voting Members. When a simple majority is required to pass a vote, only a simple majority of non-abstaining voters is needed. The same applies for when a majority is required to pass a vote, only a simple majority of non-abstaining voters is needed. The same applies for when a majority of 2/3 or is needed to pass a vote.

## **29 Terms of Office for Non-Executive Officers**

All Non-Executive Officers shall cease to hold their positions at midnight on Saturday of eighth week in the term in which they were appointed. This Standing Order shall not prevent an Ex-Non-Executive Officer from being reappointed to their former position through the procedure outlined in Rule 4(2)(b).

## **30 Additional Voter Registration Provisions**

In a virtual election, the registration form will have, alongside other details mandated by 4(5)(f), an optional field, comprising of a checkbox, by which registrants may declare their term of joining. Unsuccessful registrants will be contacted individually by the Returning Officer to inform them that their registration has been rejected and facilitate any appeal. Any Candidate found to have encouraged a voter to falsify any part of their registration will be guilty of gross electoral malpractice, and the Disciplinary Committee will act as if it has received a complaint under 5(3).

## **Appendix: Regulations and Notes on Guidance for Student Clubs, Societies and Other Organisations (The Proctors' and Assessor's Regulations)**

1. Student Members of the University who form a club or society, or an organisation for whatever purpose (including one for the publication of a journal, newspaper, or magazine), and who wish to use the name and/ or Arms of the University in its title (or in the title of a journal, newspaper, or magazine), shall:
  - (1) register with the Proctors;
  - (2) obtain the consent of the Vice-Chancellor; and
  - (3) sign the University's standard form of trademark licence.
2. The Vice-Chancellor will not consider applications for the use of the name and/ or Arms of the University until the club, society, or organisation has been registered with the Proctors for two consecutive terms, and consent may be withdrawn as he or she thinks fit. Any consent granted by the Vice-Chancellor shall be withheld or withdrawn if the registration of the club, society, or organisation concerned lapses or is withdrawn or withheld by the Proctors.
3. A club, society, or organisation which does not wish to use the name of the University in its title may also register with the Proctors if it conforms with regulations 1.8-1.10 below.
4. The Proctors may not unreasonably withhold or withdraw registration.
5. Failure to comply with these regulations may result in the club, society, or organisation being deregistered and/ or fined an amount not exceeding £500 by the Proctors.
  - (1) These regulations shall also apply to any club, society, or organisation not currently registered with the Proctors but which has been so registered during any of the preceding three terms.
6. No Member of the governing Committee of a club, society, or organisation shall in organising an event or function, or otherwise, encourage or incite a breach of Statute XI or any regulation made under it.
7. (1) Each club, society, or organisation which registers with the Proctors shall be designated, as the Proctors see fit, to be:
  - (a) a non-sports club, society, or organisation ("non-sports club"); or
  - (b) a club, society, or organisation for sport ("sports club"); or
  - (c) an organisation for the publication of a journal, newspaper, or magazine, whether in hard copy or electronic format ("publication").
 (2) Each such non-sports club and publication shall register with the Proctors through the Clerk to the Proctors, and each such sports club shall register with the Proctors through the Head of the Sports Department.
 (3) In this regulation, "non-sports club", "sports club", and "publication" mean the Members of the club, society, or organisation concerned.
8. Each club, society or organisation which registers with the Proctors shall be entitled to apply to Oxford University Computing Services (/OUCS) to use Information Technology ('IT') facilities (e.g. e - mail and web publication) in the name of the club, society or organisation. Where relevant facilities are allocated by OUCS it shall be the responsibility of the club, society or organisation concerned to:
  - (1) designate a person entitled to a university e-mail account (as defined by OUCS Rules) to act as its IT Officer, whose duties shall include liaising with OUCS about the use of facilities

- allocated and passing on to his or her successor in office all records (in whatever format held) relating to the use of the facilities allocated;
- (2) designate one of its Members (who shall be either a student Member or, exceptionally, a Member of Congregation; and who may be, but need not necessarily be, the same as its IT Officer) to act as its principal Web-master, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers and co-ordinating and regulating access to the web facilities used by the club, society or organisation;
  - (3) comply with regulations relating to the use of IT facilities provided by OUCS and with the guidelines published from time to time by OUCS for the use of IT facilities by student clubs, societies and organisations (including those guidelines relating to the operation of electronic mailing lists);
  - (4) ensure that all designated persons responsible for the IT resources of the club, society or organisation are competent to deal with the requirements of this section, and where necessary undertake training under the guidance of OUCS.
9. (1) Each non-sports club which registers with the Proctors shall:
- (a) establish a constitution and deposit a copy of it with the Proctors;
  - (b) act in accordance with the constitution established under (a) above;
  - (c) advise the Proctors promptly of any changes in the constitution established under (a) above;
  - (d) notify to the Proctors not later than the end of the second week of every Full Term the programme of meetings and speakers which has been arranged for that term (e.g. by sending them a copy of its term-card);
  - (e) appoint a president (or similar principal Officer) who shall be a student Member or a Member of one of the other institutions listed in (1) below attending the institution for the purpose of undertaking a course of study (subject in the latter case to the Member's signing, on election to office, an undertaking to abide by the provisions of these regulations and to accept the authority of the Proctors on club matters);
  - (f) appoint a secretary who shall be a student Member or a Member of one of the other institutions listed in (1) below attending the institution for the purpose of undertaking a course of study (subject in the latter case to a Member's signing, on election to office, an undertaking to abide by the provisions of these regulations and to accept the authority of the Proctors on club matters) and who shall keep a proper record of its activities;
  - (g) appoint a treasurer who shall be a student Member or a Member of one of the other institutions listed in (1) below attending the institution for the purpose of undertaking a course of study (subject in the latter case to the Member's signing, on election to office, an undertaking to abide by the provisions of these regulations and to accept the authority of the Proctors on club matters) and who shall keep a proper record of its financial transactions which shall be available for inspection at the request of the Senior Member appointed under
  - (h) below or the Proctors; and shall forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term signed by the Senior Member for retention on the Proctors' files;
  - (i) not appoint several individuals jointly to hold any of the offices specified in (e), (f), and (g) nor allow any individual to hold more than one of these offices at a time;
  - (j) appoint a Member of Congregation as Senior Member who shall, by virtue of holding that office, be a Member of the non-sports club's Committee;

- (k) notify to the Proctors by the end of the second week of each Full Term the names of the Members of its Committee;
  - (l) notify the Proctors immediately of any changes in holders of the offices specified in (e), (f), and (g);
  - (m) admit to Membership only Members of the University, those whose names are on the Register of Visiting Students, and, at the discretion of its Committee, Members of Ruskin College, of Plater College, of Ripon College, Cuddesdon, and of the Oxford Institute of Legal Practice, and Members of the Westminster Institute of Oxford Brookes University who are registered to read for degrees or other qualifications validated by the University of Oxford;
  - (n) admit to Membership, if it so wishes, other persons not being Members of the University, or one of the institutions listed in (1) above, on condition that non- university Members shall not constitute more than one-fifth of the total Membership;
  - (o) if having a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities confidently expecting to have such a turnover in the current year, submit its accounts for audit by auditors approved in advance by the Proctors; accounts shall be ready for audit within four months of the end of its financial year and the costs of the audit shall be borne by the non-sports club; if requested by the auditors the non-sports club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the non-sports club;
  - (p) maintain a register of Members as specified by the club's constitution who shall elect or appoint the Officers (including those specified in (e), (f), and (g)) and who shall have ultimate responsibility for the activities of the non-sports club; this register must be made available for inspection by the Proctors on request;
  - (q) notify the Proctors if the non-sports club ceases to operate or is to be disbanded, and at the same time submit a final statement of accounts.
- (2) Each Officer of a non-sports club must, on relinquishing his or her appointment, promptly hand to his or her successor in office (or to another Member of the club nominated by its Committee) all official documents and records belonging to the club, together with (on request from the club's Committee) any other property of the club which may be in his or her possession, and must complete any requirements to transfer authority relating to control of the club's bank account, building society account, or other financial affairs.
- (3) In exceptional circumstances, at the request of a non-sports club, the Proctors shall have discretion to dispense from any of the requirements in (e)-G) and (l)-(n) of paragraph (1) above, subject to such terms and conditions as they may from time to time see fit to impose.