

# CONSTITUTION OF THE CAMBRIDGE UNIVERSITY CONSERVATIVE ASSOCIATION

*This Constitution is the version in force from 11 November 2007.*

## **1 – THE ASSOCIATION**

The Association shall be known as the Cambridge University Conservative Association. It is also known by its initials, CUCA. Throughout this document, references to ‘CUCA’ or ‘The Association’ refer to the Cambridge University Conservative Association.

### **1.1 Objects of the Association**

The objects of the Association shall be to promote knowledge, discussion and support of Conservative policy, practice, and philosophy both within the university and outside and to provide active assistance for the Conservative cause.

The Association will be affiliated to the Cambridge City Conservative Association; and by virtue of this affiliation, to the National Association of Conservative and Unionist Associations and the National Conservative Students provided that the constitutional objectives of these organisations do not become incompatible with those of this Association as defined in this document.

### **1.2 Note on Interpretation**

These rules constitute the governing contract of an unincorporated association of the members of the Association. As such, these rules are interpreted under the rules of interpretation appropriate to contracts.

When any intervals in time are mentioned in these rules they are to be interpreted as indicating the length of time that must elapse and not the number of whole calendar periods that must elapse, unless there is explicit indication to the contrary.

Any standing orders or other rules, orders or instructions derived from these rules or implemented under these rules are interpreted according to the same rules as would apply if they were part of the rules of the Association.

### **1.3 Alteration of the Constitution**

The Constitution of the Association, with the exception of this paragraph, may be amended by

a two-thirds majority vote of a General Meeting of the Association, so long as the nature of the constitutional amendment was set out in the notification of the General Meeting.

### **1.4 Dissolution of the Association**

A General Meeting of the Association may vote to wind up the Association by a two-thirds majority vote. Where the membership of the Association has declined so that the necessary quota are not possible, a simple two-thirds vote of the membership will suffice. The residual assets of the association on dissolution are to be utilised so as to support of the objects of the Association as far as is possible.

### **1.5 Status as a University Society**

The Association shall seek, so long as its purposes are not compromised by so doing, to be a society recognised by the Societies Syndicate of the University or appropriate successor bodies.

## **2 – MEMBERSHIP OF THE ASSOCIATION**

### **2.1 Liability of Members for the Association’s Debts**

Members of the Association, unless members of the Committee or having equivalent or greater control over the association’s activities or liabilities than members of the Committee, or unless subject to another arrangement, are limited in their liability to the debts of the Association to only the subscription they have paid.

The ability of the Association or its members to recover assets held improperly from the Association by a member is not restricted by this section.

The liability of all or any members for the Association’s debts is not to reduce or limit any other guarantee of the Association’s debts by members or non-members of the Association.

## 2.2 Ordinary Membership

Ordinary membership of the Association shall be open to individuals who are members of the University. Associate membership of the association shall be open to individuals who are members of its associated theological and teaching colleges, and students of other higher education institutions in Cambridge. It is also open to other individuals as the Committee decides. Membership is not open to persons who have been expelled from the association.

Names of new members must be lodged separately with the Registrar and the Junior Treasurer as soon as the proper subscription has been paid. Once this has been done they may only be expelled from the Association by the procedure described in these rules.

The Committee may decide to refuse membership to particular individuals if they believe that the individual is likely to bring the Association or the Conservative Party into public disrepute by their being a member of the Association. Appeal against such a decision may be made to the Senior Treasurer whose decision is final in such matters. Applicants so refused membership must be informed of this right to appeal.

Ordinary Members shall pay a subscription whose amount shall be determined by the Committee. Any changes to the level of subscription do not take effect until announced at a Termly General Meeting of the Association, or until a motion to that effect is passed by a General Meeting of the Association.

No one person may pay more than one person's subscription fee. Higher subscription payments may be made by individuals wishing to make a donation to the Association's activities.

As an exception to the rule in 1.2 annual subscriptions apply for a discrete and entire University academic year. The price of a life membership of the Association shall be twice the annual subscription fee. The payment of an annual subscription in two consecutive years shall be considered to comprise the fee for life membership.

## 2.3 Associate Membership

The Committee may admit Associate members of the Association, either as individuals or

according to the membership of other Conservative groups. Individual Associate members shall be liable for the same subscription fee as is due from Ordinary members of the Association.

Groups invited to become Associate members will not be so described by the association until they have indicated that they wish to take up the membership.

The Committee may decide to limit the rights of Associate members described in these rules as they see fit.

The list of individuals and groups who are to be Associate members of the Association from the introduction of this constitution is contained in **Schedule I**.

## 2.4 Honorary and Senior Officers

The Association shall have Honorary Officers comprising a President, any number of Patrons and up to 20 Vice-Presidents. These offices may be held by people of distinction who are supporters of the Conservative cause. Patrons should have contributed significantly to the operation of the association or be expected to do so in the future.

An invitation to become an Honorary Officer of the Association may be extended only by a two-thirds majority vote of a General Meeting. The invitation is valid for a period of six months. The Honorary Officer takes office if they respond positively to the invitation within six months. Invitations once extended may not be withdrawn. An Honorary Officer may be removed by a two-thirds majority vote of General Meeting.

The Senior Officer of the Association is the Senior Treasurer. The Senior Treasurer must be a resident Senior member of the University. The Senior Treasurer shall be appointed by a simple majority of a General Meeting and shall hold office subject to reappointment in the Termly General Meeting of the subsequent Lent Term.

## 2.5 Voting Members

Only paid up Ordinary Members of the Association who are *in statu pupillari* at the University of Cambridge with the sole exception of the Senior Treasurer of the Association are entitled to vote in elections and General Meetings of the Association.

These members are known as Voting Members.

## **2.6 Resignation of Membership**

Members will be deemed to have resigned only when: (i) they do so, in writing, to a member of the Executive of the Association; (ii) a second annual subscription for that member is not paid.

Once a member has resigned they will have to pay a new subscription if they wish to rejoin and any payments prior to their resignation are not to count towards their life membership fee.

## **3 – THE EXECUTIVE AND COMMITTEE**

### **3.1 Of Executive and Committee**

The Executive of the Association shall consist of the Officers and Senior Officers. The Officers are the Chairman, Vice-Chairman, Junior Treasurer, Campaigns Officer, Secretary and Registrar. The order of precedence of the Officers is, in descending order, as they are listed above.

The Committee of the Association shall consist of the Officers, Senior Officers, Elected Members and Co-opted Members. There are eight posts for Elected Members. The Elected Members are appointed according to the rules laid out in **Chapter 5**.

There may be up to three Co-opted Members at any one time. Appointment of Co-opted Members is a decision of the Committee.

Casual vacancies are filled by the decision of the Committee, except for Junior Treasurer and Campaigns Officer, who should be re-appointed according to the standard rules for their appointment.

The Executive or Committee may allow the admittance of Observers to their meetings.

### **3.2 Decisions of Executive and Committee**

Each voting member of the Executive or Committee has a single vote. The voting members of the Executive are the Officers. The voting members of the Committee are the voting members of the Executive and the Elected Members of the Committee. Unless otherwise stated within this constitution,

decisions of the Committee or Executive are decided by a simple majority vote on a single item, at a properly convened meeting of the group concerned. Decisions are taken by a show of hands unless otherwise indicated by this constitution or so wished by a decision of the Committee or Executive. In case of an equally divided vote, the casting vote lies with the person chairing the meeting.

The quorum for the Executive shall be the presence of at least half of its voting members. The quorum for the Committee shall be the presence of at least half of its voting members and at least two members of the Executive.

### **3.3 The Powers and Duties of the Executive**

The Executive takes decisions concerning the day to day running of the Association in between meetings of the Committee.

Each member of the Executive (excepting the Senior Treasurer if he does not so wish) shall present a report of their activities over the term to the Termly General Meeting.

When a member of the Executive is unable to fulfil their duties, they are taken over by the next most senior member of the Executive.

### **3.4 The Powers and Duties of the Senior Treasurer**

The Senior Treasurer shall: (i) supervise the running of the Association; (ii) supervise the recording of the accounts; (iii) have ultimate control over the Association accounts; (iv) determine election disciplines; and (v) exercise disciplinary authority over members of the Executive and Committee. In connection with these duties, the power of the Senior Treasurer shall include: (i) disqualification from candidature for, or election to, or from the holding of, any office, position, or other place within the Association; (ii) suspension from, or deprivation of, membership of the Association; and (iii) nullifying any decision made by any other person or body, except a two-thirds majority of a General Meeting, within the Association which has, or purports to have, the effect of disqualification or suspension or deprivation as aforesaid; provided always that the Senior Treasurer shall not suspend from, or deprive, of membership of the Association any person whom he is satisfied acted in good faith. Any

member affected by any ruling given by the Senior Treasurer may appeal to a General Meeting, a quorate two-thirds majority vote of which shall overturn that ruling.

### **3.5 The Powers and Duties of the Chairman**

The Chairman is responsible for the activities of the Association for the period of his office. The Chairman is responsible for the running of the Association in between the meetings of the Executive or Committee, and with due regard to the decisions of the General Meeting and the objects of the Association.

In particular the Chairman is responsible for the organisation of the programme for the period of his office.

### **3.6 The Powers and Duties of the Vice-Chairman**

The Vice-Chairman shall take over the role of the Chairman when necessary. He is also responsible for the preparation of the programme of the Association for the term following his period of office.

### **3.7 The Powers and Duties of the Junior Treasurer**

The Junior Treasurer shall, under the supervision of the Senior Treasurer, be responsible for the financial affairs of the Association. He shall keep adequate and up-to-date records of the accounts of the Association and shall show them to any member who shall so request in writing during Full Term, within 48 hours of such a request.

The Junior Treasurer shall at each Termly General Meeting during his period of office present a full and up-to-date set of accounts. Failure to do so shall result in the Junior Treasurer being deemed to have resigned from his office. Copies of these accounts shall be sent to the Senior Treasurer within three days of their presentation to a Termly General Meeting.

No expenditure may be incurred by the Association without the prior approval of the Committee. No expenditure above a limit, fixed by a General Meeting of the Association and initially set at the level given in **Schedule II** below, may be incurred without the specific approval of the Committee. Expenditure incurred outside the scope of these rules is not the responsibility of the Association. The individual

who incurred the expenditure is wholly responsible for it.

### **3.8 The Powers and Duties of the Campaigns Officer**

The Campaigns Officer shall have a responsibility and duty to organise campaigns and events which promote any cause of the Conservative and Unionist Party. Additionally he shall have responsibility for the running of campaigns for the election of Conservative candidates within the University, where the Committee wishes to do so, and for organising practical assistance for the local Association or other Conservative Associations in the fighting of elections to elect Conservative candidates.

### **3.9 The Powers and Duties of the Secretary**

The Secretary shall properly record the results of the meetings of the Association in the Association's minute book, and provide adequate notification of the date, time and place of Committee or Executive meetings to the other people eligible to attend. The Secretary will also prepare a provisional programme of the Association for the second term following his period of office.

### **3.10 The Powers and Duties of the Registrar**

The Registrar shall keep accurate and fair records of the membership of the Association and attendance at meetings of the association. The Registrar shall also be responsible for arranging for the distribution of the literature and notice to the members of the Association.

### **3.11 The Powers and Duties of the Committee**

The Committee takes decisions concerning the day-to-day running of the Association, taking due regard of any decisions taken by the General Meetings of the Association and the objects of the Association.

Portfolios, for the proper administration of the Association, may be assigned to members of the Committee. The assignments are to be approved by a decision of the Executive, but the Chairman has sole power of initiative with respect to the allocation of portfolios. Members of the Committee who are assigned portfolios are to report to the Termly General Meeting as to their activities during the term.

The Committee is responsible for the ratification of candidates whom the Campaigns Officer has

proposed as standing for elections outside the association with the support of the Association. The Association cannot support particular candidates for its own internal elections.

Not more than 14 Full Term days may elapse between meetings of the Committee. A Committee may be summoned by the Chairman or by the request of majority of the members of the Executive, or any eight members of the Committee.

Should any member of the Committee fail to attend two meetings, the Secretary must inform him at least 72 hours in advance of the next meeting, and should he fail to attend the third consecutive meeting without a *bona fide* reason, he will be deemed to have resigned from his post.

The Committee has the power to create sub-committees having the Chairman of the Association as the Chairman, to decide upon their composition and to create rules for their operation and membership. A sub-committee need not contain solely those who are members of the Committee. A sub-committee may only take action in those areas, and in those ways in which it is assigned competence by the Committee and under no circumstances may incur expenses which have not been approved by the Committee. The members of a sub-committee are personally liable for any expenses incurred without proper authority.

The sub-committees of the Association that exist initially when this Constitution comes into force are listed in **Schedule III** below.

#### **4 – OF MEETINGS**

The Association has Ordinary Meetings, Executive Meetings, Committee Meetings, Sub-Committee Meetings, Nomination Meetings, and General Meetings.

The Chairman of the Meeting shall be the most senior Officer in order of precedence, unless the Chairman is the subject of a motion of censure, in which case the next most senior Officer, not a party to or subject of the motion, shall be in the chair.

Any meeting of the Association not called under the particular provisions given below will be an Ordinary Meeting of the Association.

#### **4.1 Ordinary Meetings**

Ordinary Meetings of the Association have no powers of administration or decision. The Registrar or his nominee shall attend Ordinary Meetings of the Association and make available the Registrar's record of attendance for signing. If an individual so requests the Registrar or his nominee will also provide a separate written confirmation of their attendance.

#### **4.2 Executive Meetings**

Meetings of the Executive may be held whenever a quorum is present. Its powers and duties are described above.

#### **4.3 Committee Meetings**

Meetings of the Committee must be notified to the members of the Committee at least 24 hours in advance. The powers and duties of the Committee are defined above, as are the conditions under which a meeting may be called.

#### **4.4 Sub-Committee Meetings**

Sub-Committee Meetings are held and administered subject to the wishes of the Chairman of the sub-committee and the rules laid down for its operation.

#### **4.5 Nomination Meetings**

A Meeting must be held before each termly election for the nomination of candidates and the completion of other formalities. The Nomination Meeting is called by the Chairman of the Association on behalf of the Returning Officers of the election. It must be at least seven days before the Termly General Meeting.

#### **4.6 General Meetings**

A General Meeting is the superior body of the Association, and may make decisions regarding the administration of the Association that is the duty of Committee and Executive, and the individual members thereof to take into account in the running of the Association, subject to the constitutional constraints placed upon them.

There shall be a General Meeting towards the end of each Full Term, after the election of a new Committee. Unless the Committee

decides otherwise it is held on the last Sunday of each Full Term. When a different date is decided upon members must be notified at least three days in advance of the meeting.

Special General Meetings may be called, and the members must be notified of it, by the Chairman, a decision of the Committee, or a request by no fewer than 30 members of the Association, or by no less than half the members of the Association. The period of notice shall be at least three days. Motions for a General Meeting must pertain to the administration of the Association and be notified to the Secretary no less than three days before the meeting. Motions to amend the Constitution must be received by the Secretary no less than seven days before the meeting and must be notified to the membership along with the notice of the meeting.

The quorum of a General Meeting is 18 members or half the Association, if less. No substantive motion may be passed unless 18 members or half the Association, if less, vote in favour. Unless otherwise specified, motions shall be passed by a simple majority. Amendments to the constitution require a two-thirds majority. The Chairman shall have the right to accept amendments to motions at any point during the General Meeting until the vote is called.

#### **4.7 Expulsion and Censure**

A vote of Expulsion against a member or Censure against a Committee member may be called by a requisition signed by at least 30 members. It shall be discussed at a General Meeting and a three-quarters majority vote with at least 44 members, or three-quarters of the Association if less, voting in favour will pass the motion. No motion will apply to more than one individual. The member who is the subject of the motion must be allowed a final reply speech before the vote is taken. If the motion of censure is carried, the Committee member is removed from his position and his place is made vacant. A member against whom a motion of expulsion is made ceases to be a member of the Association.

### **5 – OF ELECTIONS**

#### **5.1**

Elections shall be held before every TGM for

elected membership of the Committee, and for Executive Offices other than those of Junior Treasurer and Campaigns Officer. Two Returning Officers for the election shall be appointed by the Chairman from among those members of the Association not standing for election, subject to such appointments being accepted by a two-thirds majority of a Committee meeting.

#### **5.2**

Candidates in the above elections shall be nominated in writing by an Ordinary Member of the Association, such nominations requiring, to be valid, to be received by the Chairman or either of the Returning Officers between 10 pm fourteen days before the TGM and 10 pm seven days before the TGM.

#### **5.3**

Nomination papers shall take the form of a proposal by an ordinary member of the Association of a candidate for a single Executive Office and/or elected membership of the Committee, and a declaration by the candidate that he consents to such nomination, and is eligible for election to the position he seeks. A candidate may only stand for election to one executive position in any one election. Nominations may be withdrawn in writing, by the candidate, by notice to the Chairman or either of the Returning Officers, received before the close of the nomination period, but such a candidate shall not then be eligible to stand for any position in that election.

#### **5.4**

No member shall be eligible to stand for election unless during the term he has attended not fewer than four meetings of the Association, in the Michaelmas or Lent Terms, or three meetings in the Easter Term, provided that before the Close of Nominations there had been at least that number of meetings; which meetings shall have in each case been designated a Meeting by the Committee as Ordinary Meetings of the Association. A candidate shall be deemed not to have attended such a meeting if his name is not recorded in the attendance book kept for this purpose under the present Constitution.

#### **5.5**

At the close of nominations, the two Returning

Officers shall declare any member for whom an appropriate and valid nomination paper has been received a candidate for election to Committee who:

(a) has not been elected to the Committee more than twice; and

(b) will during his period of service be a member of and resident in, an approved institution within the University of Cambridge; and

(c) is not in debt to the Association and notified by the Junior Treasurer at least 48 hours before the close of nominations; and

(d) is a member of the Conservative and Unionist Party, and no other political party.

## **5.6**

At the close of nominations, the two Returning Officers shall declare any member for whom an appropriate and valid nomination paper has been received a candidate for election to a single Executive Office who:

(a) satisfies the terms of subparagraphs (a), (b), (c), and (d) of paragraph 5.5 above; and

(b) has either served as an elected member of Committee or has served as an Executive officer for the full term of that office in the present term and/or in one or more of the two preceding terms; and

(c) has not stood for election to the Executive Office in question on more than one occasion in the past; and

(d). has not stood in that Executive Office before; and

(e) has, if currently serving as Secretary or Vice-Chairman, lodged with the Returning Officers copies of all correspondence entered into on behalf of the Association during that term of office; and

(f) has that term attended at least two campaign sessions organised by the Campaigns Officer, provided that before the Close of Nominations there had been at least two such sessions.

## **5.7**

The Returning Officers shall be afforded every assistance by Executive Officers of the Association and candidates in the election, in making any inquiries they may deem necessary into the existence of facts relevant to the matters set out in paragraphs 5.5 and 5.6 above.

## **5.8**

Voting shall be by confidential ballot of ordinary members of the Association, open for a continuous period of at least three hours and closing not more than 30 minutes before the TGM. No ballot papers shall be collected by proxy or by post. The Chairman shall send to each member of the Association resident in Cambridge notification of the date, place and time of the election, and the names of the candidates, though no mention of their Colleges shall be made. No member of the Association recruited after the opening of nominations for an election may vote in that election. Successful candidates shall hold the position to which they have been elected from the time of declaration of the results by the Returning Officers.

## **5.9**

Candidates in an election under this Article may supply the Returning Officers, along with their nomination paper, with a manifesto in a form, and subject to limits as to content, which shall be set out in the Standing Orders of the Committee, and the Returning Officers shall be entitled to refuse to display any manifestos which they hold to break the prescribed conditions, or otherwise to prejudice the fair conduct of the poll unless and until amendments that they deem necessary be made by the candidate in question.

## **5.10**

The Returning Officers shall:

(a) issue ballot papers while the poll is open, against the signature of the Ordinary Member voting, his name in capital letters, a declaration of his College, and proof of his identity, if any, as they shall reasonably demand;

(b) declare invalid any ballot paper issued in error to someone who appears not to be an Ordinary Member of the Association;

(c) declare any section of a ballot paper invalid if, in their opinion, the voter's intention is not clear;

(d) count the votes in accordance with the following paragraphs of this Article;

(e) declare the results before the opening of the TGM; and

(f) deposit with the Senior Treasurer, as soon as reasonably practicable after the election, the ballot papers and an account of the result and noteworthy incidents of the election. The

Senior Treasurer will destroy the ballot papers 72 hours after the election unless a Requisition alleging breach of the electoral rules of the Association be brought.

#### **5.11**

(a) Where there are only two candidates for an Executive Office, in the event of a tie in the number of votes received by each candidate, the election shall be resolved by a lot in a form approved by the Returning Officers.

(b) Where there are more than two candidates for an Executive Office, the election to that office shall be by Single Transferable Vote, the votes for the candidate lowest in the poll being first transferred, and so on until an absolute majority is achieved. In the event of a tie, the candidates tied shall engage in a lot in a form to be determined by the Returning Officers, and the votes of the losing candidate shall be transferred, unless the lot leaves only one candidate.

#### **5.12**

(a) The elected members of the Committee shall be chosen by a single vote. Electors may cast up to eight votes for the elected membership of the Committee by numbering up to 12 candidates in order of preference. This number 12 shall be reduced by one for each Executive Office not contested by any candidates who are also candidates for the committee. The eight highest preference candidates, not including candidates elected to Executive Office, shall receive one vote in respect of that voter's ballot paper. The first eight in the poll shall be elected.

(b) In the event of a tie for the elected membership of the Committee, the election shall be resolved by a lot as above.

#### **5.13**

(a) Candidates shall have the right to be present at the count for that part of the ballot which directly concerns them.

(b) In addition, all candidates for the most senior Executive post being contested shall have the right to appoint, in writing, delivered to the Returning Officers before the opening of poll, one superintendent of the ballot each, being a member of the Association not standing for election. The superintendent may observe all aspects of the poll and make representations to the Returning Officers thereanent, but may not watch electors casting their votes, nor

communicate with them in any way objected to by the Returning Officers, and must remain at the polling place during the poll.

#### **5.14**

(1) No candidate or other member of the Association shall attempt to cause, or cause, any elector to vote or abstain from voting for any candidate, nor attempt to influence or influence the outcome of any election, by:

(a) offering any prospect of material gain to any person;

(b) making any expenditure whatsoever except for the production of manifestos (according to **5.9**), the replication of membership list, and the production and circulation of written electoral communications;

(c) referring in writing by name, or by the position for which they are standing on the Committee, to any other opposing candidate;

(d) canvassing within the vicinity of the poll as defined by the Returning Officers, notified to all candidates at least 24 hours before the opening of poll, prominently displayed and subject to appeal under **3.4**;

(e) aiding, abetting, counselling or procuring any conduct which, if committed by a member, could amount to a breach of the preceding subparagraphs; and/or

(f) any other conduct deemed unconscionable by the Returning Officers subject to appeal by the candidate under **3.4**.

Any member of the Association who is a candidate in an election and who becomes aware of any conduct which, if committed by a member, could amount to a breach of this section, shall himself be guilty of such a breach if he fails to inform the Returning Officers in writing as soon as possible of his knowledge and fail to give any reason acceptable to the Returning Officers as to why he did not do so.

(2) If any allegation of a breach of the provisions of the foregoing subparagraph is reported to the Returning Officers before the close of poll they shall take such steps as are reasonably practicable to ascertain the fact, and shall determine whether or not a breach has occurred. The Returning Officers shall be afforded every assistance in their inquiries. If there is a breach being declared, the Returning Officers shall have the power to take such steps, if any, as they deem necessary to restore the fair conduct of the election, including, but only with the

concurrence of the Senior Treasurer, the disqualification of any candidate from the election, and any necessary adjustments to the result of the poll. Any allegation of a breach of the provisions of the foregoing subparagraphs reported to the Returning Officers after the close of poll shall be reported by them to the Senior Treasurer for his disposal under the powers granted him by the terms of the present Constitution.

## **6 – OF THE APPOINTMENT OF THE JUNIOR TREASURER**

### **6.1**

The position of Junior Treasurer shall be held from the TGM of one Lent Term to that of the following Lent Term.

### **6.2**

At a Committee Meeting in the second week of the Lent Term the Committee and Executive shall resolve to take steps to advertise that the position of Junior Treasurer will fall vacant at the next TGM and shall decide the date and time that nominations close.

### **6.3**

Any member of the Association may stand for election to the Junior Treasurership provided:

- (a) he has not previously been elected Chairman or Junior Treasurer;
- (b) he will during his period of office be resident in Cambridge and shall be a full-time student; and
- (c) he has not been elected to Executive Office more than once.

### **6.4**

The vacancy shall be advertised prominently in at least one edition of the Association's newsletters, and shall be announced at at least two ordinary meetings of the Association together with the date and time nominations close.

### **6.5**

Nominations shall be in writing and in accordance with 5.3 and shall be received by the Chairman for seven days before the date that the Committee and Executive had decided that nominations will close.

### **6.6**

Members of the Committee and Executive who are candidates shall take no part in the proceeding outlined in subsections 6.7 and 6.9 below. For the purposes of these subsections the term "Committee" shall be taken to mean those members of the Committee who are not candidates.

### **6.7**

At a Committee meeting held not less than seven days after the close of nominations, candidates for the office of Junior Treasurer shall be individually called and interviewed. Candidates should be given at least three days' notice of the interview. The length, nature and content of the interview shall be at the discretion of the Committee and Executive. Committee and Executive members should be allowed to ask the candidates questions.

### **6.8**

The Chairman shall appoint one member of the Committee or Executive to be Returning Officer. He shall issue each elected member, himself included, with a ballot paper, count the votes and declare the result of the meeting. He shall then deposit the papers with the Senior Treasurer, who will destroy them 72 hours after the election unless a Requisition alleging breach of the electoral rules of the Association be brought.

## **7 – OF THE APPOINTMENT OF THE CAMPAIGNS OFFICER**

### **7.1**

The position of the Campaigns Officer shall be held from the TGM of one Michaelmas Term to 10 pm fourteen days before that of the following Michaelmas Term.

### **7.2**

At a Committee meeting in the second week of the Michaelmas Term the Committee and Executive shall resolve to take steps to advertise that the position of the Campaigns Officer will fall vacant at the next TGM and shall decide the date and time nominations close.

### 7.3

The procedure for the appointment of the Campaigns Officer shall be the same as for the appointment of the Junior Treasurer detailed in subsections 6.3 – 6.9.

**ENDS** \_\_\_\_\_

### **Schedule I – Initial Associate Members of the Association**

Cambridge City Young Conservatives  
Anglia Polytechnic University Conservative Students

### **Schedule II – Initial Expenditure Limits**

Initially the expenditure limit above which explicit approval from the Committee must be sought is £50.

### **Schedule III – Initially Existing Sub-Committees**

(1) The Political Action Committee, which is responsible for assisting the Campaigns Officer in his work. The members of the Committee, and its secretary, are proposed by the Campaigns Officer, subject to ratification by the Committee.

(2) The College Secretaries Committee, which is responsible for assisting the Registrar in distributing materials and notices to the membership. The Committee has a secretary and other members who are assigned particular colleges as their responsibility. A member of the Committee may be responsible for more than one college and a college may have more than one member of the Committee responsible for it.

(3) The Political Advisors Committee shall assist the Association and Campaigns Officer with their campaigning roles. It shall consist of one member in each year in each college if at all possible. Its aims and objectives will be to undertake specific targeted political campaigning across the University whenever the need arises. Those people who are to become members of this committee and its organising secretary are proposed by the Campaigns Officer, and are appointed to that committee on the ratification of the Executive Committee of the Association.

**ENDS** \_\_\_\_\_