

# CONSTITUTION OF THE CAMBRIDGE UNIVERSITY CONSERVATIVE ASSOCIATION

*This Constitution is the version in force from 9th November 2012.*

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## 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 Conservative Convention 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 is 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.

### 1.6 Distribution of profits

The Association is precluded from the distribution of any profits, except:

- (a) In accordance with section 1.4
- (b) In the furtherance of the aims and objectives of the Association

## **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 Secretary 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 they do so in writing to a member of the Executive of the Association, or 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 – OF THE COMMITTEE

## 3.1 The Committee

The Committee of the Association shall consist of its Officers and Senior Officers. The Officers are the Chairman, Chairman-Elect, Junior Treasurer, Campaigns Officer, Speakers Officer, Secretary, Communications Officer, Social Events Officer, Speakers Officer-Elect, Communications Officer-Elect and (a) for the Easter Vacation and Easter Term, the Junior Treasurer-Designate and Campaigns Officer-Designate or (b) at all other times, two Non-Portfolio Officers. The order of precedence of the Officers is, in descending order, as they are listed above

The Elected Members are appointed according to the rules laid out in **Chapter 5**.

The Junior Treasurer, Campaigns Officer and Non-Portfolio Officers shall be appointed according to the rules laid out in Sections 6, 7 and 8 below respectively.

The Committee may allow the admittance of Observers to their meetings. Any former Chairman *in statu pupillari* shall automatically be invited to meetings of the Committee as an Observer.

## 3.2 Decisions of Committee

Each voting member of the Committee has a single vote. The voting members of the Committee are the Officers. Unless otherwise stated within this constitution, decisions of the Committee 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. In case of an equally

divided vote, the casting vote lies with the person chairing the meeting.

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

## 3.3 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.

Each member of the Committee, excepting the Senior Treasurer if they do not so wish, shall present a report of their activities over the term to the Termly General Meeting.

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 Committee.

Should any member of the Committee fail to attend two meetings, the Secretary must inform them at least 72 hours in advance of the next meeting, and should they fail to attend the third consecutive meeting without a *bona fide* reason, they will be deemed to have resigned from their post. When a member of the Committee is unable to fulfil their duties, they are taken over by the Officer-Elect or Designate if there be one, and the next most senior member of the Committee if not until a replacement can be found in accordance with the rules set out for their election or appointment.

The Committee has the power to create subcommittees 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.

### **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 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 they are 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 their term in office. The Chairman is responsible for the running of the Association in between the meetings of the Committee, and with due regard to the decisions of the General Meeting and the objects of the Association.

The Chairman is also responsible for ensuring the Campaigns Officer organises a term of sufficient campaigns, policy discussions and social action, and for ensuring the Junior Treasurer provides the Committee with adequate and accurate guidance as to the financial means of the Association and keeps full and clear accounts.

In particular, the Chairman is responsible for organising a successful series of ordinary meetings during their period of office.

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

The Chairman-Elect shall take over the role of the Chairman when necessary. They are also responsible for the preparation of the programme of the Association for the term of their Chairmanship.

### **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. The Junior Treasurer shall

keep adequate and up-to-date records of the accounts of the Association. The Junior Treasurer shall show them to any member who shall so request in writing during Full Term, within 48 hours of such a request. Failure to do so shall result in the Junior Treasurer being deemed to have offered to the Committee their resignation from office.

The Junior Treasurer shall submit a full and up-to-date set of accounts to the Committee once every month. Failure to do so shall result in the Junior Treasurer being deemed to have offered to the Committee their resignation from office. The Junior Treasurer shall present a full and up-to-date set of accounts at the Termly General Meeting in Easter term at the end of their period of office, and shall submit these accounts to the Junior Proctor, and shall send copies to the Senior Treasurer within three days of the meeting.

The Junior Treasurer shall also be responsible for ensuring their successor is adequately aware of and familiar with the role and its requirements.

#### **3.7.1 Responsibility for Expenditure, Deficits and Savings**

No expenditure may be incurred by the Association without the prior and explicit approval of the Junior Treasurer. 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.

No deficit may be incurred without explicit approval from the Committee. A deficit is incurred when the Association's expenditure exceeds its revenue across any period of two consecutive calendar months without approval from the committee. For this purpose, monies owed to the Association may not be included in revenue, while debts incurred by the Association must be included as expenditure, although the purchasing of assets need not be included as expenditure. If the Association goes into deficit without the explicit approval of the Committee then a vote of confidence in the Junior Treasurer must be held at the next committee meeting, requiring a simple majority vote of the Committee. In the event of a loss of confidence, the Junior Treasurer shall be dismissed and a new one appointed according to the standard rules for their appointment and hold office until the Termly General Meeting in Easter Term.

The Junior Treasurer can set aside savings separate from the current account of the Association with the prior and explicit approval of the Committee. Once

these savings have been set aside they can only be accessed when revenue in the Association's current account has been exhausted.

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

The Campaigns Officer shall have a responsibility and duty to organise campaigns, meetings, policy discussion meetings, social action meetings and events which promote any cause of the Conservative and Unionist Party. Additionally they 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. They shall keep accurate and fair records of attendance at Campaigns Meetings.

The Campaigns Officer shall also be responsible for ensuring that their successor is adequately aware of and familiar with the role and its requirements.

### **3.9 The Powers and Duties of the Communications Officer**

The Communications Officer shall be responsible for the promotion of the Association's public profile, events programme and the recruitment of members.. The Communications Officer shall maximise all available online and offline media to this effect, be responsible for the distribution of printed publicity, and co-ordinate press engagement as and when necessary.

### **3.10 The Powers and Duties of the Speakers Officer**

The Speakers Officer shall be responsible for inviting and securing individuals external to the Association to visit in order to address the Association and its membership. They shall do so with reference to the wishes of the Chairman. The Speakers Officer shall also be responsible for the execution and logistics of these events, including but not limited to securing a room for the event, taking care of the speaker's hospitality, sourcing and providing any equipment required, and co-ordinating Committee presence.

### **3.11 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 meetings to the other people eligible to attend. The Secretary shall also keep accurate and fair records of the membership of the Association and attendance at meetings of the Association.

### **3.12 The Powers and Duties of the Social Events Officer**

The Social Events Officer shall be responsible for organising a programme of social events for the term they are in office. They shall do so with reference to the Chairman. This includes where appropriate, although is not limited to, securing venues, providing refreshments, booking entertainment and co-ordinating Committee presence.

### **3.13 The Powers and Duties of the Speakers Officer-Elect**

The Speakers Officer-Elect shall, during their Elect term, organise their programme of speaker events for the term in which they are to be Speakers Officer. They shall also assist the Speakers Officer in a manner deemed necessary and appropriate.

### **3.14 The Powers and Duties of the Communications Officer-Elect**

The Communications Officer-Elect shall be responsible for securing strong relationships with publicity and press bodies in anticipation of their responsibilities within their term as Communications Officer. They shall also assist the Communications Officer in a manner deemed necessary and appropriate.

### **3.15 The Powers and Duties of the Junior Treasurer-Designate**

The Junior Treasurer-Designate shall, for their period as Designate Officer, ensure that they assist the Junior Treasurer in a manner deemed necessary and appropriate. The Junior Treasurer-Designate is also responsible for familiarising themselves with the role of Junior Treasurer and its requirements.

### **3.16 The Powers and Duties of the Campaigns Officer-Designate**

The Campaigns Officer-Designate shall, for their period as Designate Officer, ensure they assist the Campaigns Officer in a manner deemed necessary and appropriate. The Campaigns Officer-Designate is also responsible for familiarising themselves with the role of Campaigns Officer and its requirements.



## 4 – OF MEETINGS

The Association has Ordinary Meetings, Committee Meetings, Sub-Committee Meetings, Nomination Meetings, Campaigns 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 Secretary or their nominee shall attend Ordinary Meetings of the Association and make available the Secretary's record of attendance for signing. If an individual so requests the Secretary or their nominee will also provide a separate written confirmation of their attendance.

### 4.2 Committee Meetings

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

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 Campaigns Meetings

A Campaigns Meeting of the Association is deemed to have been held when political campaigning activity takes place in accordance with the aims expressed in Section 1.1, under the direction of the Campaigns Officer. Campaigning within one

calendar day shall count as no more than one Campaigns Meeting.

### 4.7 Policy Discussion Meeting

A Policy Discussion Meeting of the Association is deemed to have been held when organised and serious discussion of policy or political strategy takes place in accordance with the aims expressed in Section 1.1, with the authorisation of the Committee and chaired by either the Chairman, Chairman-Elect or Campaigns Officer.

### 4.8 Social Action Meeting

A Social Action Meeting of the Association is deemed to have been held when social action activity takes place in accordance with the aims expressed in Section 1.1, under the direction of the Campaigns Officer.

### 4.9 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 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.

#### 4.10 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 their position and their 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 offices other than those of Chairman, Junior Treasurer, Campaigns Officer, Speakers Officer, Communications Office, and Non-Portfolio Officers. Two Returning Officers for the election shall be appointed by the Committee 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. The Returning Officers will conduct the election in keeping with the rules laid out in the separate document, **Election Rules and Regulations**.

Changes to this document may be made by a Committee vote. A two-thirds majority of a quorate meeting must vote in favour of the proposed change.

### 5.2

The Vice-Chairman, Junior Treasurer and Campaigns Officer must remain neutral in elections held while they are in Office, excluding their final term in which they may run for another position. This is to preserve a good working relationship amongst the committee.

Also all Officers whose Office has an elect position must remain neutral in the election of the new Officer for the position they themselves hold. They may endorse candidates for other offices that are not their own.

Any Officer bound by these neutrality rules may encourage members to run for election but may neither lobby or campaign on the behalf of, nor back, a candidate or potential candidate. The Returning Officers shall be responsible for assessing alleged infringements of this rule and may punish Officers in accordance with the **Election Rules and Regulations** document.

### 5.3

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 p.m. fourteen days before the TGM and 10 p.m. seven days before the TGM.

### 5.4

Nomination papers shall take the form of a proposal by an ordinary member of the Association of a candidate for a single of the Committee Office, 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.

### 5.5

No member shall be eligible to stand for election to Committee unless they meet the following requirements.

(a) He/she must during his period of service be a member of and resident in, an approved institution within the University of Cambridge.

(b) He/she must not be in debt to the Association and notified as such by the Junior Treasurer at least 48 hours before the close of nominations.

(c) He/she must be a member of the Conservative and Unionist Party, and no other UK political party.

(d) He/she must not have been removed from any office of the Association.

(e) He/she must not have stood in that Office before.

(f) He/she must have, if currently serving as Secretary, lodged with the Returning Officers copies of all correspondence entered into on behalf of the Association during that term of office.

(g) He/she must have that term attended at least two Campaigns Meetings of the Association, as well as one social campaign and one policy discussion provided that before the Close of Nominations there had been at least two or more such sessions.

### 5.6

The Returning Officers shall be afforded every assistance by 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 5.4 -5 above. The arbitration of the Returning Officers but must be in keeping with the rules set out in **Election Rules and Regulations**. This is final unless the Senior Treasurer is appealed to under paragraph 5.12

### 5.7

Voting shall be by confidential ballot of ordinary members of the Association, open for a period of at least three hours and closing not more than 30 minutes before the TGM. Voting shall open for a period after Hustings and a second round will occur in the hours preceding 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 close of the TGM following their election.

### 5.8

Candidates in an election under this Article must abide by the rules of the Election as set out under **“Election Rules and Regulations”** Document. They are entitled to a Hustings and to campaign within the guidelines of the **“Election Rules and Regulations”** Document.

### 5.9

The Returning Officers shall:

- (a) conduct the election in accordance with the guidelines set out in **“Election Rules and Regulations”** Document. The Returning Officers must use this framework to conduct the elections. This Document may be subject to change with a committee vote of over two thirds.
- (b) organise a Hustings and two periods of voting, one following the Hustings and another preceding the TGM.
- (c) issue ballot papers while the poll is open, against the signature of the Ordinary Member voting, his/her name in capital letters, a declaration of his College, and proof of his identity, if any, as they shall reasonably demand;
- (d) declare invalid any ballot paper issued in error to someone who appears not to be an Ordinary Member of the Association;
- (e) declare any section of a ballot paper invalid if, in their opinion, the voter's intention is not clear;

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

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

(h) 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.

### 5.10

Where there is more than one candidate for an Office, the election to that office shall be by First Past the Post. In the event of a tie, the candidates tied shall engage in a lot in a form to be determined by the Returning Officers.

### 5.11

(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 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.

### 5.12

(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 replication of the 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 him/herself be guilty of such a breach if he fails to inform the Returning Officers in writing as soon as possible of his/her 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 Retaining 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, as they defined in the **“Election Rules and Regulations”** Document, particularly Section 8, to restore the fair conduct of the election, including, but only with the concurrence of a committee vote of over 50%, 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/her 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, following having held the position of Junior Treasurer-Designate for the period from the TGM of one Lent Term to that of the following Easter Term, from the TGM of one Easter Term to that of the following Easter Term.

### 6.2

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

### 6.3

A candidate for appointment to Junior Treasurer-Designate must meet the following requirements.

(a) They must during their period of service be a member of and resident in, an approved institution within the University of Cambridge.

(b) They must not be in debt to the Association and notified as such by the Junior Treasurer at least 48 hours before the close of nominations.

(c) They must be a member of the Conservative and Unionist Party, and no other UK political party.

(d) They must not have previously served in the Officer before or as Chairman.

### 6.4

The vacancy shall be advertised prominently in at least one edition of the Associations newsletters, and shall be announced 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 had decided that nominations will close.

### 6.6

Members of the Committee 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. Committee members should be allowed to ask the candidates questions.

### 6.8

The Chairman shall appoint one member of the Committee to be Returning Officer. They shall issue each elected member, themselves included, with a ballot paper, count the votes and declare the result of the meeting. They 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, following having held the position of Campaigns Officer-Designate for the period from the TGM of one Lent Term to that of the following Easter Term, from the TGM of one Easter Term to that of the following Easter Term.

The appointment and tenure of the Campaigns Officer who will serve as successor to the Campaigns Officer whose term ran from Michaelmas 2011 TGM to Michaelmas 2012 shall follow the timings laid out in

**Schedule V.**

### **7.2**

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

### **7.3**

The procedure for the appointment of the Campaigns Officer-Designate shall be the same as for the appointment of the Junior Treasurer-Designate detailed in subsections **6.3 – 6.8.**

## **8 – OF THE APPOINTMENT OF THE NON-PORTFOLIO OFFICERS**

### **8.1**

The two positions of Non-Portfolio Officers shall be held both from the TGM of one Michaelmas Term to that of the following Lent Term, and from the TGM of one Easter Term to that of the following Michaelmas Term.

### **8.2**

At a Committee meeting in the second week of the Michaelmas and Easter Terms the Committee shall resolve to take steps to advertise that the position of the Appointed Committee Members will become available at the next TGM and shall decide the date and time nominations close.

### **8.3**

Only persons who have been members of the Association for less than one year and have not previously held a position on Committee may be appointed as a Non-Portfolio Officer.

### **8.4**

The procedure for the appointment of the Appointed Committee Members shall be the same as for the appointment of the Junior Treasurer-Designate detailed in subsections **6.3 – 6.8.**

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

## **ADDITIONAL SCHEDULES**

### **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 their work. The members of the Committee, and its secretary, are proposed by the Campaigns Officer, subject to ratification by the Committee.

(2) 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 Committee of the Association.

(3) The Treasury Committee shall assist the Association and the Junior Treasurer with responsibilities related to, though not limited to, sponsorship, and review the Association's accounts every two months in order to enforce the rules set out in paragraph 3.7.1. It shall consist of three committee members and be chaired by the Junior Treasurer. All three members are appointed by the Junior Treasurer, subject to ratification by the Committee.

### **Schedule IV – Appointment of the Campaigns Officer in 2012**

The Campaigns Officer who will serve as successor to the Campaigns Officer whose term ran from Michaelmas 2011 TGM to Michaelmas 2012 will be appointed as follows. They will not serve a term as Campaigns Officer-Designate. They will serve as Campaigns Officer for the period from Michaelmas 2012 TGM to Easter 2013 TGM: a period of two terms. The process of their selection shall be the same as that of the Junior Treasurer-Designate as detailed in subsections 6.3 – 6.8.

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