



**THE CONSTITUTION OF THE
CAMBRIDGE UNIVERSITY
CONSERVATIVE ASSOCIATION**

TABLE OF CONTENTS

1 – OF THE ASSOCIATION Page 1

2 – OF MEMBERSHIPPage 2

3 – OF COMMITTEESPage 6

4 – OF OFFICESPage 9

5 – OF MEETINGS Page 13

6 – OF GENERAL MEETINGS Page 15

7 – OF ELECTIONS Page 16

8 – OF CONCLAVESPage 20

9 – OF APPOINTMENTS Page 22

10 – OF FINANCES Page 23

ADDITIONAL SCHEDULES Page 25

1 – OF THE ASSOCIATION

1.1 Name of the Association

The Association shall be known as the Cambridge University Conservative Association.

The Association shall also be known by its initials, CUCA. Throughout this document, “CUCA” and “The Association” refer to the Cambridge University Conservative Association.

1.2 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.

While the Association shall support the Conservative Party and conservative causes, it is not a part of the Conservative Party or the Young Conservatives.

1.3 Notes on Interpretation

These rules constitute the governing contract of an unincorporated association of the members of the Association. As such, these rules are to be 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.

A “Full Term” in this Constitution is to mean a Full Term of the University of Cambridge. A “Term in Office” is to mean the period for which a Committee Member has been elected, chosen or appointed. A “term” is to mean a term of the Association and Committee. Each term begins and ends at the close of a Termly General Meeting, and is associated with a particular Full Term, typically covering that Full Term, and its preceding holidays.

Any standing orders or other rules, orders or instructions derived from these rules or implemented under these rules are to be interpreted according to the same rules as would apply if they were part of the rules of the Association. The version of the Constitution at the moment whenever a constitutional amendment passes is to be considered the definitive version of the Constitution. The version on the website should be updated as soon as reasonably practicable.

It shall be the duty of the General Secretary to update the Constitution after every General Meeting, to ensure its position as an up-to-date, legitimate document.

1.4 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.

No amendment to this Constitution intended to remove the position of the Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer, can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge

1.5 Dissolution of the Association

The Association may be dissolved by a two-thirds majority vote of a General Meeting.

Residual assets of the Association on dissolution shall be used to support the objects of the Association as far as possible.

1.6 Status as a University Society

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

1.7 Distribution of profits

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

- (a) In accordance with **Section 1.5**
- (b) In the furtherance of the objects of the Association

2 – OF MEMBERSHIP

2.1 Liability of Members for the Association's Debts

Members of the Association, unless Executive Officers or having equivalent or greater control over the Association's activities or liabilities than Executive Officers, or unless subject to another arrangement, shall be 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 shall not be restricted by this section. The liability of all or any members for the Association's debts shall not reduce or limit any other guarantee of the Association's debts by members or non-members of the Association.

2.2 Ordinary Membership

Individuals registered as studying at, or intermitting from, a constituent college of the University of Cambridge shall be eligible to acquire Ordinary Membership of the Association, unless they have been denied eligibility to acquire Membership, as in Section 2.7. Individuals who fulfil the above criteria for eligibility to acquire Ordinary Membership shall be known as individuals in statu pupillari, abbreviated as ISP.

Ordinary Members who continue to fulfil the above criteria for eligibility to acquire Ordinary Membership shall be known as Ordinary Members in statu pupillari.

Ordinary Members who no longer fulfil the above criteria shall thereafter be known as Alumni Members, or Ordinary Members not in statu pupillari.

2.3 Associate Membership

Individuals studying at an associated theological or educational college of the University of Cambridge, or at another institution of tertiary education in Cambridge, shall be eligible to acquire Associate Membership, unless they have

been denied eligibility to acquire Membership, as in Section 2.7.

Additionally, eligibility to acquire Associate Membership may also be granted to any other individuals by a simple majority vote at a Committee Meeting. Such a vote may not take place or be scheduled on the meeting agenda until the individuals in question have indicated that they wish to acquire Associate Membership.

Associate Members in statu pupillari shall automatically become Ordinary Members without further cost.

2.4 Voting Members

Only Ordinary Members in statu pupillari who have previously attended an Association Event of any kind during the current term, or who have purchased a ticket to the Term's Chairman's Dinner, may vote in Elections and General Meetings of the Association. These shall be known as Voting Members.

A sole exception to this shall be the Senior Treasurer of the Association, who shall automatically be considered a Voting Member throughout their Term in Office and may vote in all Elections and General Meetings of the Association.

2.5 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 must only 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 by a simple majority vote at a Committee Meeting. The invitation shall be valid for a period of six months. The Honorary Officer shall take 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 a General Meeting.

The Senior Officer of the Association shall be the Senior Treasurer. The Senior Treasurer must be a member of the Regent House, or another resident Senior member of the University approved by the Junior Proctor of the University of Cambridge.

The Senior Treasurer shall be appointed by a simple majority vote of a General Meeting and shall hold office subject to reappointment in the Termly General Meeting of the subsequent Lent Term.

2.6 Acquisition of Membership

Membership may be acquired by paying the appropriate subscription fee and lodging their full names separately with the General Secretary and Treasurer. Additionally, the CRSid's and email addresses of new members should be registered with the General Secretary.

The subscription fee needed to acquire membership shall be set by the Committee, and may be altered by a simple majority vote at a Committee Meeting.

No individual may pay more than one individual's subscription fee. Individuals wishing to donate to the Association's activities may do so as an explicit donation.

2.7 Denial of Eligibility

Individuals may be denied eligibility to acquire Ordinary or Associate Membership by a simple majority vote at a Committee Meeting if they are likely to bring the Association into disrepute by being a member.

Individuals denied eligibility to acquire Ordinary or Associate Membership may be returned eligibility by a simple majority vote at a Committee Meeting.

2.8 Resignation of Membership

Members may resign their membership by doing so in writing to the Chairman of the Association.

Former members re-acquiring Membership must pay a new subscription fee, but their membership shall otherwise be treated as a continuation of the previous one, particularly for questions of electoral eligibility.

2.9 Revocation of Membership

Members may have their membership of the Association revoked by a supermajority vote at a Committee Meeting. Executive Officers may not have their membership revoked without first being removed from Office.

Former members must be notified of the revocation of their membership within 48 hours of its revocation. Failure to do this shall not, however, invalidate the revocation.

Revocation of membership shall automatically deny an individual eligibility to acquire membership.

2.10 Bans

Individuals may be banned from an specific Association Event by a simple majority Standing Vote of the Executive Committee. Such a ban may be rescinded by a simple majority Standing Vote of the Executive Committee. Individuals so banned may be notified of their ban at the discretion of the Chairman.

Individuals may be indefinitely banned from all Association Events by a supermajority vote at a Committee Meeting. Executive Officers may not be banned from any Association Events without first being removed from Office.

Banned Individuals must be notified of their ban within 48 hours of its enactment, unless a supermajority vote at a Committee Meeting determines that doing so may directly or indirectly cause harm to the individual in question. Failure to do this shall not, however, invalidate or rescind the ban.

Bans shall not automatically revoke membership or deny eligibility to acquire membership, though such motions may be passed concurrently at a Committee Meeting.

3 – OF COMMITTEES

3.1 Executive Committee

The Executive Committee of the Association shall consist of the Chairman, Vice Chairman, Treasurer, General Secretary, Speakers Officer, Speaker's Officer-Elect, Campaigns Officer, Communications Officer, Social Events Officer, Editor-in-Chief, Publicity Officer, and Librarian. These shall be referred to as Executive Officers.

3.2 General Committee

The General Committee of the Association shall consist of all Executive Officers and Appointed Committee Members. These shall all be referred to as Committee Members.

The phrase "Committee" without further specification, shall refer to the Executive Committee, General Committee, and any subcommittees as a whole, including all their members, but only the decision-making powers of the Executive Committee.

Committee Business, including but not limited to quorate Committee Meetings, discussions on any marked Committee forum (e.g., Facebook group), private meetings by Committee Members, the composition of Committee, and any internal Committee correspondence shall be regarded as confidential unless otherwise agreed explicitly by the Executive Committee. Individuals are taken to accept this non-disclosure agreement upon taking up Committee Membership. Violation of this agreement shall be considered misconduct and valid grounds for censure or dismissal as appropriate.

3.3 Subcommittees

Subcommittees of the Association may be convened and dissolved at the discretion of the Chairman, or by a Simple Majority Standing Vote of the Executive Committee. Each subcommittee shall be chaired by a Presiding Officer, a Committee Member chosen by the Chairman, who shall be

responsible for the orderly function of their subcommittee. Additional members may be added to a subcommittee at the discretion of the Chairman and the Presiding Officer of the subcommittee in question. The Chairman reserves the right to oversee all subcommittees and attend their meetings.

Presiding Officers shall have the authority to make reasonable and necessary decisions pertaining to their subcommittees. Unless otherwise specified in this Constitution, subcommittees have no powers beyond the combined powers of their members.

3.4 Treasury Subcommittee

The Treasury Subcommittee shall always exist, and its Presiding Officer shall be the Treasurer. It shall be composed of the Treasurer and two members chosen by the Treasurer with approval by a simple majority vote at a Committee Meeting. Additional Members may not be added to this subcommittee, and the two members must be re-appointed each term at the earliest possibility.

Its purpose shall be to assist the Association and the Treasurer with responsibilities related to, though not limited to, sponsorship, and enforcing the rules set out in **Section 10**.

3.5 Welfare Subcommittee

The Welfare Subcommittee shall always exist, and its Presiding Officer shall be the Chairman of the Association. It shall be composed of the Chairman and two members chosen by the Chairman with approval by a simple majority vote at a Committee Meeting. Additional Members may not be added to this subcommittee, and the two members must be re-appointed each term at the earliest possibility. The subcommittee shall, wherever possible with their consent, consist of at least one member of each gender.

Its purpose shall be to receive, assess and report to the Executive Committee welfare

concerns or complaints pertaining to Members of the Association or Individuals at Association Events. The subcommittee shall do this with complete personal and political impartiality, and with reference to the guidance provided in the **CUCA Welfare Subcommittee Advisory Procedure** document.

3.6 Committee Succession

An outgoing Committee shall hand over power to an incoming Committee at the close of their term's Termly General Meeting. At that time:

The Vice-Chairman shall automatically succeed the outgoing Chairman. The Speakers Officer-Elect shall automatically succeed the outgoing Speakers Officer.

Other Executive Officers, as elected or chosen in accordance with **Section 7** or **Section 8** respectively as appropriate, shall take up Office.

Appointed Committee Positions and the Whip role shall fall vacant at the close of the TGM.

3.7 Resignation of Committee Members

Committee Members may resign their Role or Office by submitting their resignation in writing to the Chairman of the Association. A resignation may not be withdrawn once submitted.

A sole exception shall be the Chairman, who should also inform the Senior Treasurer and the Executive Committee of their resignation. Failure to properly inform the Executive Committee shall not, however, invalidate their resignation.

Committee Members may also be deemed to have resigned in cases specified by this constitution.

In all cases, resignation from the General Committee shall not automatically resign Membership of the Association.

3.8 Offer of Resignation

Committee Members may also offer their resignation to the Executive Committee. An offer of resignation may not be withdrawn once offered. Note that this is a different mechanism from the one in **Section 3.6**.

An offer of resignation may be accepted by a simple majority vote at the nearest quorate Committee Meeting, otherwise it shall be automatically rejected, regardless of whether it was actually scheduled on the agenda or discussed.

Committee Members may also be deemed to have offered their resignation to the Executive Committee in cases specified by this constitution.

3.9 Vacant Executive Offices

If the Office of Chairman should at any time be vacant, and the Office of Vice-Chairman should not, the current Vice-Chairman shall automatically resign their office and become Chairman.

Should any other Executive Office be vacant, or should the Offices of Chairman and Vice-Chairman simultaneously be vacant, the Executive Committee may appoint an individual to the Office by a simple majority vote at a Committee Meeting.

Alternatively, a by-election or by-selection, as appropriate for the office in question, may be called by a simple majority vote at a Committee Meeting. These shall run according to the normal rules of elections and conclaves, as specified in **Section 7** and **Section 8** respectively, but with a date chosen by the Executive Committee.

If neither of the above procedures is enacted, the Office in question shall remain vacant. This must not occur for the Offices of Chairman, Vice-Chairman, Treasurer and General Secretary. Duties of vacant offices must be assigned to other Committee Members so that they remain fulfilled.

No Committee Member may hold more than one Office at any time. They must

resign their current office before taking up another one.

A Chairman who acquired their Office under the above procedures shall have the right to serve both the remainder of their predecessor's term, as well as their own term, unless they acquired the office prior to the start of the Full Term associated with the intended term in office of their predecessor.

The Chairman may, however, renounce their right to their own term at the nearest quorate Committee Meeting.

Other Officers appointed, selected or elected under the above procedures shall only serve until the intended end of their predecessor's term in office. In the case of the Vice-Chairman or Speakers Officer-elect, they shall then take up the office of Chairman or Speakers Officer respectively.

3.10 Censure of Executive Officers

Executive Officers may be censured by a supermajority vote at a Committee Meeting in instances including but not limited to: neglect of responsibilities, inability to perform responsibilities, bringing of the Association into disrepute, misconduct or any other serious constitutional infraction. Censure may be appealed to the Senior Treasurer.

Censure shall result in immediate removal from office but shall not automatically revoke Membership of the Association or enact any bans.

3.11 Dismissal of Committee Members

Committee Members, who are not Executive Officers, may be dismissed from the General Committee by a simple majority vote at a Committee Meeting. Dismissal shall not automatically revoke Membership of the Association or enact any bans.

4 – OF OFFICES

4.1 Powers and Duties of the Senior Treasurer

The Senior Treasurer shall:

- (i) supervise the running of the Association.
- (ii) supervise the recording and auditing of the accounts; have ultimate control over the Association accounts; determine election disciplines; and (v) exercise disciplinary authority over Committee Members.

In connection with these duties, the power of the Senior Treasurer shall include:

- (a) disqualification from candidature for, or election to, or from the holding of, any office, position, or other place within the Association.
- (b) suspension from, or deprivation of, membership of the Association; and
- (c) 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. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Association unless they have personally authorised such a debt in writing.

4.2 Powers and Duties of the Chairman

The Chairman shall be responsible for the activities of the Association for the period of their term in office. They shall be responsible for the running of the

Association between Committee Meetings, with due regard to the motions passed at General Meetings and the Objects of the Association. The Chairman shall also be responsible for all press engagement on behalf of the Association.

The Chairman shall also be responsible for ensuring that the Campaigns Officer organises a term of sufficient campaigns, policy discussions and social action, and for ensuring that the 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 Association Events during their Term in Office.

4.3 Powers and Duties of the Vice-Chairman

The Vice-Chairman shall be responsible for the preparation of the programme of the Association for their term in office as Chairman.

The Chairman may delegate relevant powers or duties to the Vice-Chairman in their own absence.

4.4 Powers and Duties of the Treasurer

The Treasurer shall, under the supervision of the Senior Treasurer, be responsible for the financial affairs of the Association. The Treasurer shall keep adequate and up-to-date records of the accounts of the Association. Failure to do so, as judged by the Executive Committee, shall result in the Treasurer being deemed to have offered their resignation to the Executive Committee.

The 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 Treasurer being deemed to have offered their resignation to the Executive Committee. The 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 Term in 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 Treasurer shall also be responsible for ensuring their successor is adequately aware of and familiar with the role and its requirements.

4.5 Powers and Duties of the General Secretary

The General Secretary shall be responsible for the internal administration of the Association and Committee. They shall ensure that other Executive Officers have appropriate platforms to use and perform their work, and that the Association's files, archives and records, printed or digital, are well organised, up-to-date, and secure.

The General Secretary shall be responsible for providing notification of the date, time, and location of Committee Meetings and General Meetings to those eligible to attend. They shall write, archive and appropriately distribute the agenda and minutes of Committee Meetings.

The General Secretary shall be responsible for taking minutes of the General Meetings and for making sure that the Constitution of the Association is updated and well-formatted at the end of every General Meeting, if required, and that the version of the Constitution on the CUCA website is up to date.

4.6 Powers and Duties of the Speakers Officer

The Speakers Officer shall be responsible for inviting and securing individuals and speakers to address the Association and its membership. They shall do so with deference 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 welfare, sourcing and providing any equipment required, and coordinating Committee presence. The Speakers Officer shall also be responsible

for communications with think tanks, political groups, and other bodies.

4.7 Powers and Duties of the Speakers Officer-Elect

The Speakers Officer-Elect shall be responsible for organising and preparing speakers' events for the subsequent term, in which they take up the Office of Speakers Officer. They shall do so with deference to the wishes of the Vice-Chairman.

The Office of Speakers Officer-Elect is an Executive Office.

4.8 Powers and Duties of the Campaigns Officer

The Campaigns Officer shall be responsible for organising campaigns, meetings, policy discussion meetings, social action meetings and related events, which promote any cause of the Conservative and Unionist Party or the cause of conservatism within the wider University and country.

Additionally, they shall be responsible for the running of campaigns for the election of Conservative candidates within and outside the University. The Campaigns Officer shall keep accurate and fair records of attendance at campaigning events.

4.9 Powers and Duties of the Communications Officer

The Communications Officer shall be responsible for the promotion of the Association's public profile and events programme. They shall do so with deference to the wishes of the Chairman.

The Communications Officer shall be responsible for operating the Association's media including but not limited to: the Website, Emails, Facebook and Instagram. They shall also be responsible for ensuring that the Association's advertising graphics and posters, as well other visual materials, are of a high standard.

4.10 Powers and Duties of the Social Events Officer

The Social Events Officer shall be responsible for organising a programme of social events during their Term in Office. They shall do so with deference to the wishes of the Chairman.

The Social Events Officer shall also be responsible for the execution and logistics of these events, including but not limited to securing a room for the event, sourcing and providing any equipment, refreshments or entertainment required, and coordinating Committee presence.

4.11 Powers and Duties of the Editor-in-Chief

The Editor-in-Chief shall be responsible for the Association's flagship publication, The Torch. They shall manage and maintain the format and design of the publication, whether printed or online.

The Editor-in-Chief shall encourage members of the Association to submit articles to the Torch, and shall be responsible for the approval, editing and publication of articles. They shall do so with deference to the wishes of the Chairman. The Editor-in-Chief shall compile and publish a print edition of the Torch at the end of their Term in Office.

4.12 Duties of Appointed Committee Members

Appointed Committee Members shall assist the Executive Committee in their management of the association.

4.13 Powers and Duties of the Whip

The Whip shall be responsible for assisting the Chairman with the maintenance of efficient conduct and discipline. They shall also help with the administration of the allocation of tasks and duties to Committee Members at Association Events. They shall do so with deference to the wishes of the Chairman.

The Whip shall also assist the Chairman with tasks concerning the responsibilities of attendees, members, and Officers in relation to their conduct, adherence to their duties, as well as the standards and

values of the Association, as the Chairman may require, and within the procedures set out under the Constitution.

The role of Whip is not an Office, and so may be held simultaneously with any Office. The role of Whip may be granted to any Ordinary Member in statu pupillari at the discretion of the Chairman. The role of Whip may also be withdrawn at any time at the discretion of the Chairman. The role shall be automatically withdrawn at the close of a Termly General Meeting.

4.17 Additional Powers, Duties and Titles

Committee Members may be assigned additional duties at the discretion of the Chairman or by a simple majority Standing Vote of the Executive Committee. Committee Members may be absolved of such additional duties at the discretion of the Chairman or by a simple majority Standing Vote of the Executive Committee. Executive Officers may not be absolved of their constitutional duties.

Committee Members may be granted mandates or titles by a simple majority vote at a Committee Meeting. Such mandates and titles may be revoked by a simple majority vote at a Committee Meeting.

A Mandate represents a specific and temporary delegation of powers from the Executive Committee to a Committee Member. Mandates must be linked to a particular duty and may contain additional conditions or constraints. Committee powers that require a supermajority vote at a Committee Meeting may not be granted as part of any Mandate.

Committee Members utilising their mandate improperly shall be deemed to have offered their resignation to the Executive Committee.

5 – OF MEETINGS

5.1 Standing Votes

A Standing Vote is an ad-hoc vote on minor matters of immediate concern to the association, including the calling of Committee Meetings, the confirmation of event plans or approval of expenditures up to the Standing Expenditure Limit. Motions passed by a Standing Vote may be appealed at the nearest quorate Committee Meeting.

The Executive Committee may perform a standing vote in person or online at any time, so long as all votes are mutually visible.

Such a vote shall pass by a simple majority of all Executive Officers voting in support, unless otherwise specified by this Constitution.

5.2 Convocation of Committee Meetings

A Committee Meeting may be convoked by the Chairman, the Senior Treasurer, or a simple majority Standing Vote of the Executive Committee. The time, accessible location and agenda of a Committee Meeting must be scheduled and announced to the Executive Committee at least 24 hours in advance for the meeting to be deemed quorate, and for attendance to be expected.

An Emergency Committee Meeting may be convoked at any time by a two-thirds majority Standing Vote of the Executive Committee. The time, accessible location, and agenda of a Committee Meeting must be scheduled and announced to the Executive Committee as soon as possible. The attendance of Committee Members shall not be expected at such Emergency Committee Meetings, but all other quorum requirements and procedures shall remain unaffected.

5.3 Invitation to Committee Meetings

Executive Officers shall always be invited to attend Committee Meetings. Other Committee Members, as well as former

Chairmen of the Association in statu pupillari, are automatically invited to attend, unless otherwise decided by a simple majority Standing Vote of the Executive Committee.

Other observers may be invited to any part of a Committee Meeting at the discretion of the Chairman or by a simple majority Standing Vote of the Executive Committee. The Executive Committee must be notified in advance of any observers invited by the Chairman.

5.4 Quorum of Committee Meetings

A Committee Meeting shall be deemed to be quorate when at least half of the Executive Committee are present. The Chairman must be present if the office is not vacant. Other requirements may be specified elsewhere in this Constitution.

A Committee Meeting shall cease to be quorate at any time if any of these conditions is no longer fulfilled.

5.5 Attendance of Committee Meetings

Committee Members, who are Student Members of the Association, invited to a properly announced Committee Meeting are expected to attend, with exceptions applying to Emergency Meetings as specified above.

A Committee Member shall also be deemed to have failed to attend a meeting if the meeting failed to, or ceased to, be quorate partially or entirely as a result of their departure during its proceeding.

If any Committee Member fails to attend two Committee Meetings where their attendance was expected, they must be notified at least 72 hours in advance of the next meeting that they are expected to attend, and if they fail to attend that third meeting without a bona fide reason, they shall be deemed to have resigned their office.

5.6 Procedure of Committee Meetings

Committee Meetings shall be chaired by the Chairman of the Association, unless the Chairman is the subject of a motion of censure, in which case the next most senior Executive Officer, not a party to or subject of the motion, shall chair the meeting.

The Agenda of a Committee Meeting shall be written by the Librarian, according to the instructions of the Chairman or the Committee Member who called the meeting.

Once the Agenda of a Committee Meeting has been covered, the floor shall be opened to Any Other Business, as proposed by any attending Committee Member.

A Committee meeting may be adjourned at any time by consensus, or by a simple majority vote of Executive Officers present.

5.7 Voting at Committee Meetings

Each Executive Officer present at the Committee Meeting shall have a single vote. Voting rights are non-transferrable. Voting shall be performed by a show of hands unless otherwise indicated by this constitution, or so agreed by consensus.

Secret Ballots shall be used if requested by the Chairman, or by any two Executive Officers.

Executive Officers may vote “for”, “against”, or “abstain”. Executive Officers present may also abstain by not voting.

Except in cases specified by this constitution, motions may be passed by a simple majority vote. For this to pass, the number of “for” votes must be greater than that of the “against” votes, and at least a third of Executive Officers present must have voted “for”. In the case of an equally divided vote, the casting vote shall lie with the person chairing the meeting.

In cases specified by this constitution, some motions may require a supermajority vote. For this to pass, the number of “for” votes must be at least twice the number of

“against” votes, and at least half of Executive Officers present must have voted “for”.

5.8 Documentation Committee Meetings

Minutes of Committee Meetings shall be taken by the Librarian, edited for Constitutional correctness, and shared with Executive Officers. Minutes may be shared with the General Committee by a simple majority Standing Vote of the Executive Committee. Minutes shall include a summary of discussions, as well as a full record of all motions passed.

Motions passed at Committee Meetings shall be recorded by the General Secretary in a document of Motions Passed by the Committee and shared with Executive Officers. This document shall include all motions passed at Committee Meetings since its creation.

5.9 Association Events

An Association Event is any event or meeting organised partially or fully by the Association, including General Meetings, Committee Meetings, and joint events with other Cambridge Societies or conservative Associations.

6 — OF GENERAL MEETINGS

6.1 General Meetings

A General Meeting is the superior body of the Association and may pass motions that the Chairman and Committee must follow in their management of the Association, so long as they do not contravene this Constitution.

6.2 Convocation of General Meetings

A Termly General Meeting shall be held towards the end of each Full Term, after the election of a new Executive Committee. Unless otherwise decided by a simple majority vote at a Committee Meeting, it shall be held on the last Saturday of each Full Term.

Special General Meetings may be called by the Chairman, a simple majority vote at a Committee Meeting, or a request by at least 30 Ordinary Members in statu pupillari, or half of all Ordinary Members in statu pupillari, if less.

The deadline for the submission of motions and proposed constitutional amendments for a General Meeting must be communicated to Members of the Association no less than four days before the start of the General Meeting.

A General Meeting must be officially announced to Members of the Association no less than two days before the start of the General Meeting,

6.3 Quorum to General Meetings

All Ordinary Members of the Association in statu pupillari may attend a General Meeting. The quorum of a General Meeting shall be 10 Voting Members or half of all Voting Members, if less.

6.5 Agenda of General Meetings

The Agenda for a General Meeting shall be compiled by the General Secretary. It shall contain all motions and constitutional amendments submitted to the General Secretary no less than three days before the start of the General Meeting. The Chairman

and Vice-Chairman should also be notified of submitted motions and constitutional amendments. However, failure to notify them shall not invalidate the submission.

6.6 Procedure of General Meetings

The Chairman shall receive emendations to motions or constitutional amendments from any attending Voting Member at any point during the General Meeting, before a vote for that motion or constitutional amendment is called. No emendations may be submitted to a motion to appoint a Senior Treasurer.

Emendations may only be accepted at the discretion of the Chairman, unless they are overruled by a two-thirds majority vote of the General Meeting. Emendations may not be accepted by any such vote.

6.7 Voting at General Meetings

Only Voting Members of the Association may vote at General Meetings.

Unless otherwise specified, motions may be passed by a simple majority vote. Constitutional amendments may be passed by a two thirds majority vote.

No substantive motion or constitutional amendment may be passed unless 10 Voting Members or half of all Voting Members in the Association, if less, vote in favour.

6.7 Documentation of General Meetings

The General Secretary shall implement all constitutional changes as soon as reasonably practicable and shall then present the current version of the Constitution to the General Committee.

Any Committee Member found to have deliberately implemented constitutional changes improperly shall be deemed to have resigned their Office, and the Executive Committee shall implement constitutional changes collaboratively.

7 – OF ELECTIONS

7.1 Elections

Elections shall be held before every TGM for contested Executive Offices other than those of Chairman, Speakers Officer, or those specified as being selected in **Section 8**.

The two Returning Officers for the Election shall be the Chairman and Vice-Chairman of the Association.

7.2 Nominations

Nominations for elections shall be open for a period of 3 days. The date and time that Nominations close shall be determined by a simple majority vote at a Committee Meeting. Members must be notified of the opening of nominations before they open.

Nominations may be submitted to either of the Returning Officers during the period that Nominations are open. Nomination papers shall take the form of a proposal by any Ordinary Member of the Association in statu pupillari of an eligible candidate for a Committee Office, followed by a declaration by the candidate that they consent to such a nomination and are eligible for election to the Office they seek.

A candidate may only be nominated for one Office in any one election, including Offices chosen by Conclave. Nominations may be withdrawn by the candidate, in writing to either of the Returning Officers, but that individual shall not then be eligible to stand for any office in that election.

7.3 Eligibility

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

- (a) They must be a Member of the Association.
- (b) They must be reasonably expected to be an Ordinary Member of the Association in statu pupillari during all Full Terms associated with their term in office.

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

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

- (e) They must not currently be holding the office of Chairman of the Association.

- (f) If currently holding the office of General Secretary, they must have provided the Returning Officers with an attendance register and electoral roll of Voting Members, as specified in **Section 4.5**.

- (g) They must have, by the time of the submission of their nomination, attended at least four Association Events in the current term, excluding Committee Meetings, or 50% of events held that term – whichever is lower.

7.4 Additional requirements

No member shall be eligible to stand for election for the office of Vice-Chairman unless they meet the following requirements:

- (a) They must have previously been elected or chosen as an Executive Officer and served the entire period for which they were elected. An exemption to this rule may be granted by a simple majority vote at a Committee Meeting.

- (b) They must have never held the office of Chairman.

- (c) They must have, by the time of the submission of their nomination, attended at least six Association Events in the current term, excluding Committee Meetings, or 80% of events held that term, also excluding Committee Meetings – whichever is lower.

- (d) They must have previously spoken at least once at a Port and Policy event as a paper speaker within the current term. Prospective candidates must be afforded

an opportunity to do so by the Chairman in order to fulfil this requirement.

7.5 Election Procedure

Any unopposed candidate shall be elected immediately.

Any contested election shall be resolved by electronic ballot using CUSU software, open from 7am to 7pm, at a date prior to the TGM on a weekday excluding Friday. The Returning Officers must disable the Re-Open Nominations (RON) option.

The CUSU software internet link to vote must be shared with members via the Association's email mailing list, CUCA's social media platforms, or the CUCA website.

In the event of a tie, the candidates tied shall engage in a lot. The Returning Officers shall determine the form and shall oversee its operation.

Successful candidates shall take up office at the close of the TGM following their election.

7.6 Electoral Roll

The Electoral Roll shall be drawn from the membership list of the Association. Only Voting Members, as defined in **Section 2.4**, are eligible to vote in elections. No member who joined the Association after the opening of nominations for an election may vote in that election.

Returning Officers shall enable members to individually verify determine whether or not they are included on the Electoral Roll 24 hours before voting opens. Any discrepancies must, if appropriate, be corrected. The Electoral Role on the close of polls is final.

Returning Officers shall be afforded every assistance by Committee Members 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 this section.

7.7 Hustings

Hustings shall be held in-person or online for contested Offices. The location or platform used shall be selected by the Returning Officers. Members must be notified of the time and location of Hustings at least 3 days in advance. Hustings may not be announced before the close of Nominations, and must be held before the opening of polls.

Each Candidate may attend a Hustings, in order to inform the members of the Association of their plans and answer questions about these plans.

If a candidate is unable to attend Hustings, they may present the Returning Officers a speech to be read to the assembled members. The speech must be written to a reasonable length for the time limit assigned to their prospective Office.

One Returning Officer shall chair the Hustings, the second shall act as timekeeper.

For the Office of Vice-Chairman, each Candidate may make a floor speech of up to three minutes summing up their vision for the Association and their term. The timekeeper shall alert the candidate when they have been speaking for two and a half minutes. This shall be followed by a reasonable number of questions. The candidate should aim to keep their responses to approximately thirty seconds.

For other Offices, each candidate may make a floor speech of up to two minutes outlining their plans for their respective Office over that term. The timekeeper shall alert the candidate when they have been speaking for one and a half minutes. This shall be followed by a reasonable number of questions and the candidate should aim to keep their responses to approximately thirty seconds.

7.8 Campaigning Regulation

Each Candidate shall be entitled to one Facebook Event, to which the Returning Officers shall be added to as Administrators in order to monitor

content. The Candidate shall be free to invite as many people to the event as they wish.

Endorsements may be received for the individual candidate but must not reference their opposition. Endorsements must not refer in writing by name, or by the position for which they are standing on the Committee, to any other opposing candidate. Any reasonable media, in keeping with the rules may be posted in these events, including pictures, videos etc.

No candidate or other member of the Association shall attempt to cause, or cause, any voter 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 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) Aiding, abetting, counselling, or procuring any conduct which, if committed by a member, could amount to a breach of the preceding subparagraphs.

(e) Any other conduct deemed unconscionable by the Returning Officers subject to appeal by the candidate under **Section 4.1**.

7.9 Duties of the Returning Officers

The Returning Officers shall conduct the election in keeping with the rules laid out in the Constitution, organise Hustings and declare the results before the opening of the TGM.

The Returning Officers shall notify members of the date and time of the election, and the names of the candidates.

The Returning Officers shall, as soon as reasonably practicable after the election, deposit with the Senior Treasurer an account of the result and noteworthy incidents of the election.

The Returning Officers, as well as the Chairman and Vice-Chairman, if different, must remain neutral in elections held while they are in Office. They may encourage members to run for election but may neither lobby nor campaign on the behalf of, nor back, a candidate or potential candidate.

The Returning Officers, where their discretion is defined, shall take all actions by joint agreement. Any action which cannot be definitely agreed on shall not be taken. The Returning Officers must communicate to the parties directly concerned when they are unable to reach a decision after 24 hours. They make still reach a decision thereafter. In the outcome of a poll or similar matter, the parties concerned shall include not merely the candidates but the Association at large.

The Returning Officers are reminded it is their strict duty to work together responsibly and that an inability to reach joint decisions has been extremely rare in the history of the Association.

7.10 Electoral Misconduct

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 themselves be guilty of such a breach if they fail to inform the Returning Officers in writing as soon as possible of their knowledge and fail to give any reason acceptable to the Returning Officers as to why they did not do so.

The Returning Officers must be impartial. This principle should be taken into account during the course of any electoral inquiry by any party, as it is henceforth an explicitly required characteristic of the Returning Officers' behaviour.

If any allegation of a breach of the provisions of the foregoing paragraphs is reported to the Returning Officers before the close of poll, they shall take such steps as are reasonably practicable to ascertain the facts and shall determine whether or not a breach has occurred. The Returning Officers shall be afforded every assistance in their inquiries.

7.11 Electoral Penalties

Where electoral malpractice has taken place, the Returning Officers may issue the following penalties:

(a) A Warning for a first minor offence (e.g., inappropriate media on a Facebook Event page).

(b) A 10% Penalty, for a second minor offence or a first significant offence: the Candidates final vote shall be reduced by 10% (e.g., distribution of manifestos at meetings of the Association).

(c) A 20% Penalty, for protracted lesser offences or a serious offence: the Candidates final vote shall be reduced by 20% (e.g., use of deliberately misleading statements – presented as facts – on Facebook Event pages; or clear instances of negative campaigning, naming opposing candidates.)

(d) In the most extreme circumstances, the matter may be referred to the Executive Committee. Once this has been done in writing, the candidate may be disqualified by a supermajority vote at a Committee Meeting. (E.g., defacement of opposing candidates' Facebook pages).

8 – OF CONCLAVES

8.1 Conclaves

The Office of Editor-in-Chief shall fall vacant at the Michaelmas TGM.

The Office of General Secretary shall fall vacant at the Lent TGM.

The Office of Treasurer shall fall vacant at the Easter TGM.

A Conclave shall be held before the each TGM for the office which shall fall vacant at that TGM.

The two Returning Officers for the Conclave shall be the Chairman and Vice-Chairman of the Association. Unlike in Elections, there is no requirement for the Chairman and Vice-Chairman to remain neutral. The Chairman and Vice-Chairman may express opinions and preferences about candidates for Offices chosen by Conclave, so long as this does not interfere with the fair conduct of the Conclave.

8.2 Nominations

Nominations for Offices chosen by Conclave shall be held jointly with nominations for elections, following the regulations in **Section 7.2**. They shall be announced as the same nominations process and shall follow the same timing and procedures.

No candidate may be nominated for more than one Office in any one Conclave, including Elected Offices.

8.3 Eligibility

No member shall be eligible to stand for Office in a Conclave unless they meet the requirements (a) to (e) in **Section 7.3**

8.4 Interviews

At a Committee Meeting held after the close of nominations, the Conclave itself shall be held, and candidates shall be individually interviewed. Candidates must be given at least three days' notice of the Conclave.

The length, nature and content of the interview shall be at the discretion of the Executive Committee. All Committee Members present may ask the candidates questions, with the exception that no candidate may ask a competing candidate any questions.

8.5 Voting

Voting at conclaves shall be performed by anonymous secret ballot. Returning Officers shall issue each Executive Officer present, including themselves, with a ballot paper. Executive Officers shall then write a single name on their paper and hand it, folded, to a Returning Officer. The Returning Officers shall count the votes and declare the results of voting.

A Candidate shall be successfully chosen when they win a simple majority of non-abstaining votes. If no candidate achieves this amount, the Candidate with the least votes shall be eliminated and another round of voting shall be performed. This shall continue the Conclave has successfully chosen a Candidate.

Executive Officers may abstain by submitting a blank ballot, or by clearly writing "Abstain". All ballots deemed to be abstaining, spoiled or ambiguous must be shown to the Executive Committee by the Returning Officers.

The Returning Officers shall deposit the ballots, classified by rounds of voting, including repetitions, with the Senior Treasurer, who shall destroy them 72 hours after the election, unless a Requisition alleging breach of the electoral rules of the Association is brought.

8.6 Campaigning Regulations

No candidate or other member of the Association shall attempt to cause, or cause, any Executive Officer to vote or abstain from voting for any candidate, nor attempt to influence or influence the outcome of any Conclave, by:

(a) Offering any prospect of material gain to any person.

(b) Making any expenditure whatsoever, except for the production and circulation of written electoral communications to Committee Members.

(c) Making any attempt to produce public pressure by non-Committee Members in support of any Candidate. Note that this is different from the regulation in **Section 7.8.c**.

(d) Aiding, abetting, counselling, or procuring any conduct which, if committed by a member, could amount to a breach of the preceding subparagraphs.

(e) Any other conduct deemed unconscionable by the Returning Officers subject to appeal by the candidate under **Section 4.1**.

-

9 – OF APPOINTMENTS

9.1 Appointments

Eligible individuals may be appointed to Appointed Committee Memberships, vacant Executive Officers, or other Offices specified elsewhere in this constitution, by a simple majority vote at a Committee Meeting.

No individual may be appointed to any Office without their consent.

9.2 Applications

To encourage greater transparency, an application process may be opened by a simple majority vote at a Committee Meeting, with a date for nominations to close scheduled. Applications shall be submitted to the Chairman.

The Chairman may choose to interview any of the candidates. Candidates may be asked to specify any preferred duties or specialisations they wish to undertake. Applications shall then be presented, together with interview feedback, at an appropriate Committee Meeting by the Chairman.

9.3 Eligibility

No member may be appointed to any office unless they meet the requirements (a) to (e) in **Section 7.3**.

10 – OF FINANCES

10.1 Expenditure Limit

The Discretionary Expenditure Limit shall be £80

The Standing Expenditure Limit shall be £200

10.2 Expenditure Approval

No expenditure below the Discretionary Expenditure Limit may be incurred by the Association without the explicit approval of an Executive Officer.

No expenditure above the Discretionary Expenditure Limit but below the Standing Expenditure Limit may be incurred by the Association without the prior approval of a simple majority Standing Vote of the Executive Committee.

No expenditure above the Standing Expenditure Limit may be incurred by the Association without the prior approval of a simple majority vote at a Committee Meeting.

In all of the above cases, the Treasurer must be explicitly notified beforehand.

10.3 Operational Debt

The Association may, by approval of the Treasurer, undertake Operational debt whereby the Association shall be obligated to reimburse Committee Members who spend personal finance for the approved benefit of the Association. For debts above the Discretionary Expenditure Limit specified in **Section 10.1**, the usual rules for approval of expenditure also apply to the authorisation of Operational Debt. Reimbursement must occur within 7 days of payment.

If it does not occur, the person or body wishing to be reimbursed may send a notification in writing to the Treasurer and the Chairman via their university email addresses. If a further 7 days without reimbursement should elapse after the Treasurer and Chairman receive this notification, the Treasurer shall be deemed

to have resigned their office and Chairman to have offered their resignation to the Executive Committee.

This rule shall not apply to any reimbursement which the Treasury Subcommittee has deemed manifestly unfounded or excessive, however such a decision about a reimbursement may be overruled by a two-thirds majority vote at a Committee Meeting.

This rule also only functions provided that no reimbursement which is vexatious, fraudulent, or with a criminal purpose shall fall within its scope.

10.4. Multiple Expenditure

Any mechanism by which expenditure may be incurred or operation debt authorised up to a limit, including discretionary spending or Standing Votes, shall not be used repetitively to cover a larger expense. Only where the expenditure being authorised is highly distinct shall multiple uses of limited spending be allowed under this Constitution.

Should any ambiguity over distinctness exist, the making of such repetitive expenses shall be very strictly prohibited, and be deemed improper expenditure, per **Section 10.6**

For the avoidance of doubt, the functions of properly convened committees and subcommittees in relation to finance are not mechanisms bound by limit, except as otherwise specified in this Constitution, so long as the appropriate voting conditions are met.

10.5 Fraudulent Expenditure

The intentional payment of vexatious, fraudulent, or criminally-intended funds shall constitute the immediate resignation of the Treasurer and leave the ex-Treasurer owing the same sum to the Association as a debt. The ex-Treasurer may not hold any Committee post in future in this case. The forgiving of this debt for a vexatious, fraudulent, or criminal purpose shall constitute the same for any officer responsible.

10.6 Improper Expenditure

Expenditure incurred outside the scope of these rules shall not be the responsibility of the Association. The individual who incurred the expenditure is wholly responsible for it.

10.7 Successive debt

If a debt is proposed which is not to be repaid fully within that term, it is to be considered Successive debt. Successive debt requires approval by a two-thirds majority vote at a Committee Meeting.

10.8 Deficit

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 a simple majority vote at a Committee Meeting, the Treasurer may be censured by a two-thirds majority vote at the nearest quorate Committee Meeting.

10.9 Association Savings

The Treasurer is required to allocate no less than £1000 to a savings account separate from the current account of the Association. These savings are not to be used for general expenditure and may only be accessed upon the exhaustion of current account funds, with the assent of a two-thirds majority vote at a Committee Meeting and the written consent of the Senior Treasurer.

If the savings account is accessed without the required permissions the Treasurer and Chairman shall be deemed to have offered their resignations to the Executive Committee. The interest accrued from the

savings account may be allocated at the discretion of the Treasurer.

ADDITIONAL SCHEDULES

Schedule I – Previous Constitutional Actions

The Special General Meeting of 13th June 2024 affirms, with the effect of a constitutional amendment, that all previous constitutional actions shall be regarded as legitimate and effective, so as to ensure the continued use and amendment of the Association's procedures and structures under the constitution without hindrance by any unknown deficiencies in procedure from years past.