



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

1 — THE ASSOCIATION

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

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

1.2 Notes 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. 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 is the duty of the General Secretary to update it after every TGM to ensure its position as an up-to-date, legitimate document.

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.

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

1.4 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 Executive Officers or having equivalent or greater control over the Association's activities or liabilities than Executive Officers, 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.

Names of new members must be lodged separately with the General Secretary and the 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 into disrepute by their being a member of the Association. This requires a supermajority vote at a Committee Meeting. 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 General Meeting of the Association to that effect passes a motion.

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

2.3 Associate Membership

Associate membership of the Association shall be open to individuals who are members of associated theological and teaching colleges of the University of Cambridge, and students of other higher education institutions in Cambridge, as well as any individuals granted eligibility 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 take up associate membership.

The Executive Committee may decide to limit the rights of Associate members described in these rules as they see fit by a supermajority vote at a Committee Meeting. This decision will remain in force for the duration of that term.

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 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 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 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 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. Such members may only, with the sole exception of the Senior Treasurer of the Association, vote if they have attended a Committee Meeting or Association Event of any kind during that Committee session, excluding the particular General Meeting itself. 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 the Chairman of the Association. Once a member has resigned, they will have to pay a new subscription if they wish to re-join and any payments prior to their resignation are not to count towards their life membership fee.

2.7 Revocation of Membership

An Ordinary or Associate member of the Association may be banned from attending an individual Association Event

on grounds of misconduct by a Standing Vote of the Executive Committee.

An Ordinary or Associate member of the Association may be banned from attending multiple or all Association Events on grounds of misconduct by a simple majority vote at a Committee Meeting.

An Ordinary or Associate member of the Association may have their membership of the Association revoked on grounds of misconduct by a simple majority vote at a Committee Meeting. Executive Officers cannot have their membership revoked without first being censured or otherwise removed from their Office.

Membership may not be granted to individuals whose membership has previously been revoked, unless they are granted the ability to re-join by a vote of supermajority of the Executive Committee.

3 — OF THE COMMITTEE

3.1 The Executive Committee

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

3.2 The General Committee

The General Committee of the Association shall consist of all Executive Officers, as well as the Whip (if not already a member of the Executive or General Committees), the Alumni Officers and Appointed Committee Members. These shall all be referred to as Committee Members.

The term "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, is to 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 is considered misconduct and valid grounds for censure or dismissal as appropriate.

3.3 The Subcommittees

Subcommittees of the association may be created at the discretion of the Chairman, with pre-existing subcommittees detailed below. Each subcommittee shall be

chaired by a Presiding Officer, a Committee Member chosen by the Chairman, who is 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.

The Presiding Officer has the authority to make reasonable and necessary decisions pertaining to the subcommittee, and to call subcommittee meetings. Unless otherwise specified in this Constitution, subcommittees have no powers beyond the combined powers of their members.

The pre-existing subcommittees are:

3.3.a The Administrative Subcommittee

The Administrative Subcommittee, of which the Presiding Officer is the General Secretary. It is initially composed of the General Secretary, the Communications Officer, the Publicity Officer and the Librarian.

Its purpose is to assist the General Secretary with the co-ordination and regulation of the Association's data and archives, as well as both internal and external communication and publicity.

3.3.b The Logistical Subcommittee

The Logistical Subcommittee, of which the Presiding Officer is the Speakers Officer. It is initially composed of the Speakers Officer, the Speakers Officer-Elect, Social Events Officer, the Campaigns Officer and the Whip.

Its purpose is to assist the Speakers Officer and the Social Events officer with planning, organising and preparing venues and other logistics for events.

3.3.c The Political Action Subcommittee

The Political Action Subcommittee, of which the Presiding Officer is the Campaigns Officer. It is initially composed of the Campaigns Officer, the Communications Officer, and the Publicity Officer.

Its purpose is to assist the Campaigns Officer in his duties, particularly the organisation of campaigns for local and general elections, as well as encouraging the participation of CUCA members in student elections across the university, such as the SU and Cambridge Union. This subcommittee is also responsible for the distribution of any physical advertising done by the association in the form of term cards, leaflets or fresher's guides.

3.3.d The Treasury Subcommittee

The Treasury Subcommittee, of which the Presiding Officer is the Treasurer. It is 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. Its purpose is to assist the Association and the Treasurer with responsibilities related to, though not limited to, sponsorship, and reviews of the Association's accounts every two months in order to enforce the rules set out in **Section 9**.

3.3.e The Editorial Board

The Editorial Board, of which the Presiding Officer is the Editor-in-Chief. It is initially composed of the Editor-in-Chief and the General Secretary. Members of this subcommittee shall be called Editors.

Its purpose is to assist the Editor-in-Chief with the management of their publication, encourage members of the Association to write for the publication, and to suggest edits to Articles prior to approval by the Editor-in-Chief.

3.4 Installation of Committee Members

The Chairman is automatically succeeded by the Vice-Chairman when their term ends.

The Speakers Officer is automatically succeeded by the Speakers Officer-Elect when their term ends.

Alumni Officers remain in their office until dismissed in accordance with **Section 8**

The Whip is appointed or dismissed in accordance with **Section 4.16**.

All other Officers are elected, selected or appointed, in accordance with **Section 6, 7, or 8** as specified in those sections

The old committee hands over power to the new one at the conclusion of the Termly General Meeting of that term, and all Appointed Committee Member offices automatically become vacant at that time.

3.5 Executive Officers unable to fulfil their duties

When an Executive Officer is unable to fulfil their duties, some or all of their duties may be transferred or distributed ad-hoc to other Committee Members by a simple majority vote at a Committee Meeting. These duties may be returned, re-transferred or re-distributed by a simple majority vote at a Committee Meeting.

Committee Members given additional duties ad-hoc do not acquire the original Executive Officer's voting rights or powers.

3.6 Resignation of Committee Members

When an officer is deemed to have resigned from their office, the office is deemed vacant and procedures in **Section 3.7** are initiated. In all of these cases, resignation from the General Committee does not resign Ordinary Membership. There are several ways in which an officer may be deemed to have resigned.

a. Firstly, the officer in question may submit their resignation in writing to the Chairman of the Association.

b. In the case of the Chairman's resignation, they must also inform the

Senior Treasurer and Executive Committee of their resignation, but the validity of their resignation is not conditional upon this.

c. An officer may be deemed to have offered their resignation to the Executive Committee in cases specified by this constitution. This type of resignation must be accepted by a simple majority vote at the nearest quorate Committee Meeting. The resignation may also be automatically rejected by not holding such a vote.

d. An officer may be automatically deemed to have resigned in cases specified by this constitution.

3.7 Vacant Executive Offices

If the office of Chairman is at any time vacant, and that of Vice-Chairman is not, the current Vice-Chairman shall automatically resign their position and become Chairman, leaving the office of Vice-Chairman vacant, and the procedures in this section shall be initiated for that office.

If any other Executive Office is vacant, or both the roles of Chairman and Vice-Chairman are simultaneously vacant, The Executive Committee may choose one of the following three options, by a simple majority vote at a Committee Meeting:

a. The office may be left vacant, with its powers and duties transferred or distributed ad-hoc to other Committee Members. This is not a valid option for the case of a vacant office of Chairman or Vice-Chairman.

b. A new officer may be appointed to the position.

c. A by-election or by-selection process for the office may be called, as appropriate for the office in question. These shall run according to the normal rules of elections and selections, as specified in **Sections 6 and 7**, but with a date to be chosen by the Executive Committee.

A new 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 Academic Term in which their predecessor was to be Chairman. The new Chairman may, however, decline the right to their own term at the nearest quorate Committee Meeting.

A new Vice-Chairman appointed or elected under the above procedures shall serve until the end of their Chairman's term, when they will inherit that office

Other officers appointed, selected or elected under the above procedures shall only serve until the intended end of their predecessor's term.

Nobody may hold more than one office at any time. They must resign their current office before taking up another one.

3.8 The Censure of Committee Members

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, a Committee Member may be censured by a supermajority vote at a Committee Meeting.

If a Committee Member is successfully censured, they will be removed from office immediately, their office shall be deemed vacant and processes specified in **Section 3.7** will be initiated. The member in question may appeal their censure to the Senior Treasurer.

Censure from the Committee shall not mandate expulsion from ordinary membership of the Association. Such proceedings may be conducted in concurrence as per the procedure described in these rules.

3.9 Dismissal from Committee

Any member of the General Committee appointed by the process specified in **Section 8** may be dismissed at any time by a simple majority vote at a Committee Meeting.

4 — OF OFFICES

4.1 The 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 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 of the decisions of the General Meeting and the Objects of the Association. The Chairman is also responsible for all press engagement on behalf 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 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 period of office.

4.3 The Powers and Duties of the Vice-Chairman

The Vice-Chairman shall take over the role of the Chairman for the term following their election, or at their discretion if they chose to in the event of the resignation or removal of the Chairman from office.

They are also responsible for the preparation of the programme of the Association for the term of their Chairmanship.

The Chairman may delegate relevant powers or duties to the Vice-Chairman in the former's absence.

4.4 The 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 shall result in the Treasurer being deemed to have offered to the Committee their resignation from office, in accordance with the judgement of 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 to the Committee their resignation from office. 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 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 Treasurer shall also be responsible for ensuring their successor is adequately aware of and familiar with the role and its requirements.

4.5 The Powers and Duties of the General Secretary

The General Secretary has overall responsibility over the Association's administrative aspect. They shall ensure that all public materials of the association, such as emails, social media, publications and the website, are of a high standard before they are distributed. They shall also manage the Association's internal systems, ensuring that other Executive Officers have appropriate platforms to use and perform their work.

The General Secretary shall provide adequate notification of the date, time, and place of all Committee Meetings and General meetings to all those eligible to attend. They may take minutes at Committee Meetings if needed, and must ensure that they are always of a high standard and distributed correctly.

The General Secretary is 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 The Powers and Duties of the Speakers and Externals Officer

The Speakers and Externals Officer-Elect shall automatically take the role of Speakers and External officer upon the conclusion of their term. The Speakers and Externals 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 deference to the wishes of the Chairman.

The Speakers and Externals 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 coordinating Committee presence. The Speakers and Externals Officer shall also be responsible for communications with think- tanks, political groups, and other bodies.

4.7 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 related events, which promote any cause of the Conservative and Unionist Party or the cause of conservatism within the wider university.

Additionally, they shall have responsibility 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 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.

4.8 The Powers and Duties of the Speakers and Externals Officer-Elect

The Speakers and Externals Officer-Elect is an executive Officer. They shall be responsible for organising and preparing speakers events for the subsequent term, in which they shall ascend to the role of Speakers and Externals Officer. They shall report to the Vice Chairman on the progress of the speakers events for the subsequent term.

4.9 The 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, as well as communicating necessary information both about the procedures of the Association and its upcoming events to members.

The Communications Officer shall maximise all available online and offline media to this effect, be responsible for the distribution of material via email, social media and the website.

All online and offline media shall be approved by the General Secretary and the Chairman prior to circulation. In cases of irreconcilable disagreement, the Chairman has priority.

4.10 The Powers and Duties of Editor-in-Chief

The Editor-in-Chief shall be responsible for the Association's flagship publication, that is The Torch or its successors. They shall manage the structure and design of the publication, whether online or in print. The Editor-in-Chief shall also encourage members of the Association to submit articles, and is responsible for the approval, editing and publication of those articles, but articles may only be published with the approval of the Chairman. The Editor-in-Chief shall, at the end of their term, publish a print edition of the torch.

4.11 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 coordinating Committee presence.

4.12 The Powers and Duties of the Publicity Officer

The Publicity Officer shall be responsible for the creation of any graphical materials for the Association, such as posters, banners, logos, icons and social media posts. They are also responsible for the base design of emails and the website.

All online and offline media shall be approved by the General Secretary and the Chairman prior to circulation. In cases of irreconcilable disagreement, the Chairman has priority.

4.13 The Powers and Duties of the Librarian

The Librarian shall be responsible for recording and appropriately distributing the minutes of Committee Meetings.

The Librarian is responsible for producing a record of all Association events, including names of speakers. They should also include a record of the Port and Policy events held, the motions debated, and the paper speakers on each motion. The Librarian should record any additional significant events that occur within the society, and work to research the association's history at the direction of the Chairman.

Alongside this, the Librarian is also responsible for assisting the General Secretary with administrative duties. This excludes any taking of attendance or the recording of association membership, as well as any other data which is used by the General Secretary and Returning

Officers to construct the term's Electoral Roll, and the Librarian is strictly forbidden from accessing or utilising this data.

4.14 Powers and Duties of the Alumni Officers

There shall be up to three Alumni Officers. The role of the Alumni Officer is to provide a point of contact between the Association and Life Members who have graduated. Working in close conjunction with the Chairman, the Alumni Officers will cultivate positive relations.

The Alumni Officers are responsible for maintaining the records of graduating members, including but not limited to a personal email address, and general contact information. The Alumni Officers are responsible for ensuring suitable CUCA events, specifically the termly Chairman's Dinner, are promoted amongst the graduate Life Members.

They are also, acting within the rule which require all communications to be approved by the Chairman, to respond to any queries from the alumni community. The Alumni Officers are accountable to the Executive Committee. Furthermore, they must not undertake any project or event on behalf of the Association without the approval of the Chairman. At least one Alumni Officer must be a graduate of the University of Cambridge.

4.15 Duties of Appointed Committee Members

Appointed Committee Members shall assist the Executive Committee in their management of the association. Appointed Committee Members may be assigned to subcommittees, or be given particular responsibilities, both at the discretion of the Chairman.

4.16 The Powers and Duties of the Whip Role

The Whip shall be responsible for assisting the Chairman with the maintenance of efficient conduct, operation, and discipline. The Whip shall

help to administer the allocation of tasks and duties of Officers at Association events, and shall prepare a rota and checklist of tasks to be completed prior to vacating a venue which has been used for Association events, including Port & Policy. The Whip shall also assist the Chairman with those tasks relating to the responsibilities of attendees, members, and Officers in relation to their conduct, adherence to their duties and the standards & values of the Association within the procedures set out under the Constitution, as the Chairman may require.

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 member of the Association 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 is automatically withdrawn at the close of a Termly General Meeting.

5 — OF MEETINGS

5.1 Standing Votes

A Standing Vote is an ad-hoc vote on minor matters of immediate concern to the association: the calling of Committee Meetings, the confirmation of event plans or approval of expenditures up to 200 GBP. 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 passes by a simple majority vote of current Executive Officers.

5.2 Committee Meetings

A Committee Meeting may be called by the Chairman, a Standing Vote of the Executive Committee, or the Senior Treasurer of the Association. 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 their attendance to be expected.

All Executive Officers are automatically invited to, and are expected to attend, every Committee Meeting. Other Committee Members, as well as former Chairmen of the Association, are invited to attend by default, unless otherwise decided by a Standing Vote of the Executive Committee. If invited and appropriately notified as above, Alumni officers in statu pupillari and Appointed Committee Members are also expected to attend. Other observers may be invited by a standing vote of the Executive Committee, but may not take part in or observe voting.

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 be in the chair.

The Agenda of a Committee Meeting shall be written by the Librarian, or the General Secretary if needed, according to the

instructions of the person chairing the meeting. Once the Agenda of a Committee Meeting has been covered, the floor is opened to Any Other Business, to be proposed by any attending Committee Member.

5.3 Quorum and Attendance

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

Minutes of Committee Meetings should be taken by the Librarian, or the General Secretary if needed, and shared with Executive Officers only. These minutes should include a summary of discussions, as well as a full record of all motions passed.

A Committee Meeting shall only be deemed quorate when both of the following conditions are fulfilled, additional requirements may be specified elsewhere in this constitution:

- (a) At least half of the Executive Committee are present
- (b) The Chairman is present, or the office of Chairman is vacant

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

Should any Committee Member fail to attend two Committee Meetings where their attendance was expected, the General Secretary must inform them at least 72 hours in advance of the next meeting that they are expected to attend, and should they fail to attend that third meeting without a bona fide reason, they will be deemed to have resigned from their post and the process designated under **Section 3.7** will be initiated.

A Committee Member will also be deemed to have failed to attend a meeting if they did not stay for at least 10 minutes, or if the meeting ceased to be quorate because of their departure during its

proceeding. A meeting does not need to have been quorate at any point in order for a Committee Member to be deemed to have failed to attend it, it only must have been called, scheduled and announced correctly.

5.4 Motions and Voting

Each Executive Officer present at the Committee Meeting shall have a single vote. Voting rights are non-transferrable. Decisions are taken by a show of hands unless otherwise indicated by this constitution, or so wished by a simple majority vote of Executive Officers present. Executive Officers may vote “for”, “against”, or abstain.

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 “no” votes. In the case of an equally divided vote, the casting vote lies with the person chairing the meeting, but only after the floor has been reopened to discussion of the motion at hand.

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 “no” votes, and at least 40% of Executive Officers, present or absent, must have voted “for”.

5.5 Subcommittee Meetings

Subcommittee meetings may be called by the Presiding Officer of the Subcommittee, and shall consist of all members of that Subcommittee, as well as the Chairman of the Association and any individuals invited by the Presiding Officer of the subcommittee.

The time, location and agenda of a Subcommittee Meeting should be scheduled and announced by the Presiding Officer to invitees at least 24 hours in advance. Subcommittee Meetings have no authority beyond those of their individual attendees, so the

meeting has no need for quorum, formal voting, or minutes.

5.6 General Meetings

A General Meeting is the superior body of the Association and may make decisions regarding the administration of the Association that is the duty of the General or Executive 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 Executive Committee.

Unless otherwise decided by a simple majority vote at a Committee Meeting, it is held on the last Saturday 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 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, and the members must be notified of it appropriately.

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 three days before the meeting. The quorum of a General Meeting is 10 voting members or half the Association eligible to vote, if less. No substantive motion nor amendment may be passed unless 10 voting members or half the Association eligible to vote, 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.

5.7 Association Events

Any meeting of the association organised partially or fully by the General Committee, including joint events with other Cambridge Societies, Conservative Associations, with the exception of Subcommittee Meetings.

6 — OF ELECTIONS

6.1 Elections

Elections shall be held before every TGM for contested offices other than those of Chairman, Speakers and Externals Officer, or those specified as being selected or appointed in **Sections 7 or 8** respectively. The two Returning Officers for the election are to comprise the Chairman and Vice-Chairman of the Association

6.2 Nominations

An Ordinary Member of the Association shall nominate candidates standing for election, in writing.

Nominations must be received by the Chairman or either of the Returning Officers within 72 hours of nominations opening.

Nomination papers shall take the form of a proposal by an ordinary or Committee member of the Association of a candidate for a Committee Office, and a declaration by the candidate that they consent to such nomination and is eligible for election to the position they seek.

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 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.

6.3 Eligibility requirements

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

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

(b) He must not be in debt to the Association and notified as such by the

Treasurer at least 48 hours before the close of nominations.

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

(d) The Returning Officers will 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.

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

(f) The returning officers shall bar either the General Secretary, or the Librarian, or both, from running in an election when the tasks described in **Section 4.5 or Section 4.13**, respectively, have been gravely deficient in their execution. This shall only be applicable in the most severe circumstances.

(g) They must have, by the end of the full term in which they are standing for election, attended at least four events held by the association in that term or 50% of events held that term – whichever is lower.

(h) He must be a full member of the Association.

(i) For the role of Vice-Chairman, they must have attended at least six events held by the Association in that term, or 80% of events held that term – whichever is lower.

(j) For the role of Vice-Chairman, they must have previously spoken at least once at a Port and Policy as a paper speaker within the current academic year and should this not have occurred prior to the term of the election, must be afforded an opportunity to do so by the Chairman in order to fulfil this requirement.

(k) For the role of Vice-Chairman, someone must have been duly elected as an Executive Officer and served the entire period for which they were elected or, if

not satisfying these conditions, obtain the permission of Committee. In all cases they must not have previously held the position of Chairman/Vice-Chairman.

(l) 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 this section.

6.4 Election Procedure

(a) Any unopposed candidate is elected immediately.

(b) 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.

(c) Any contested position is 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.

(d) The Electoral Roll is drawn from the membership list of the Association. Only members in statu pupillari, who have attended at least one event held by the Association that term or who have purchased a ticket for that term's Chairman's Dinner are eligible to vote in that term's elections.

(e) The Returning Officers will enable members to individually verify determine whether or not they are included on the Electoral Roll 24 hours before voting opens. appropriate, corrected. After 00:00 on the day of the election the Electoral Role is final.

(f) No member who joined the Association after the opening of nominations for an election may vote in that election.

(g) In the event of a tie, the candidates tied shall engage in a lot. The Returning Officers shall determine the form.

(h) Successful candidates shall hold the position to which they have been elected from the close of the TGM following their election.

6.5 Hustings

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

(b) 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.

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

(d) 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 will be followed by a reasonable number of questions. The candidate should aim to keep their responses to approximately thirty seconds.

(e) For the Position of Campaigns Officer, Speakers Officer, Communications Officer, Publicity Officer, Librarian and Social Events Officer, 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 will be followed by a reasonable number of questions and the candidate should aim to keep their responses to approximately thirty seconds.

(f) Hustings shall be advertised with at least 72 hours' notice.

(g) Hustings shall be held in-person at the beginning of the final Port and Policy of Term before the election. If this is not possible, Hustings will be held online via a videoconferencing software chosen by the Returning Officers.

6.6 Campaigning Regulation

(a) Each Candidate is entitled to one Facebook Event, to which the Returning Officers will be added to as Administrators in order to monitor content. The Candidate is free to invite as many people to the event as they wish.

(b) 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.

(c) 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:

i) Offering any prospect of material gain to any person.

ii) Making any expenditure whatsoever except for the replication of the membership list and the production and circulation of written electoral communications.

iii) Referring in writing by name, or by the position for which they are standing on the Committee, to any other opposing candidate.

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

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

6.7 Duties of the Returning Officers

(a) Conduct the election in keeping with the rules laid out in the Constitution.

(b) Organise a Hustings. Hustings must be held after the close of nominations but no later than 48 hours before TGM.

(c) Declare the results before the opening of the TGM

(d) Deposit with the Senior Treasurer, as soon as reasonably practicable after the election, an account of the result and noteworthy incidents of the election.

6.8 Duties of the Chairman and Vice-Chairman

(a) The Chairman shall send to each member of the Association in statu pupillari notification of the date and time of the election, and the names of the candidates, though no mention of their Colleges shall be made.

(b) The Chairman and Vice-Chairman must remain neutral in elections held while they are in Office. This is to preserve a good working relationship amongst the Committee.

(c) 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.

6.9 Electoral Misconduct

(a) 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 they fail to inform the Returning Officers in writing as soon as possible of his knowledge and fail to give any reason acceptable to the

Returning Officers as to why 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.

(b) 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.

(c) 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. If there is a breach being declared, the Returning Officers shall have the power to take steps outlined below 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.

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

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

(ii) 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; or factual inaccuracies on Facebook Event page).

(iii) 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.)

(iv) In the most extreme circumstances, a matter may be referred to the committee with a vote of over 50% resulting in a candidate being disqualified. (E.g., defacement of opposing candidates' Facebook pages).

7 — OF SELECTIONS

7.1 Annual Terms

The position of Treasurer shall be held for the period from the Easter TGM to the following Easter TGM, i.e., an entire Academic Year.

The position of General Secretary shall be held for the period from the Lent TGM to the following Lent TGM.

The position of Editor-in-Chief shall be held for the period from the Michaelmas TGM to the following Michaelmas TGM.

Selections are to be held before the TGM when the office in question shall fall vacant. The two Returning Officers for the election are to comprise the Chairman and Vice-Chairman of the Association, respectively.

7.2 Calling a Selection

At a Committee Meeting in the second week of the Term when the office shall fall vacant, the Executive Committee shall resolve to take steps to advertise that the relevant office in **Section 7.1** will fall vacant at the next TGM and shall decide the date and time that nominations for these positions close. This plan must be approved by a simple majority vote at a Committee Meeting.

Nominations for all vacant positions must close simultaneously, and only one Conclave shall be held to select candidates for all vacant Offices.

7.3 Eligibility requirements

A candidate for selection as Treasurer, General Secretary or Editor-in-Chief must meet the requirements in **Sections 6.3.a, 6.3.b, 6.3.c, 6.3.g and 6.3.h**, with provisions in **Section 6.3.i** applying. Additionally, they must not have previously served in the office in question, and no candidate may be nominated for multiple offices simultaneously, if selections are being carried out for multiple offices simultaneously due to vacancies.

7.4 Announcement

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.

7.5 Nominations

Nominations shall be in writing and in accordance with **Section 6.3** and shall be received by the Returning Officers for seven days before the date that nominations close.

7.6 Interviews

At a Committee Meeting held not less than seven days after the close of nominations, candidates shall be individually 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 Executive Committee.

All Committee members present may ask the candidates questions, with the exception that no candidate may ask a candidate for the same office questions.

7.7 Selection Voting

After the conclusion of Interviews, the 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 is selected when they win a simple majority of non-abstaining votes. If no candidate has achieved this amount, the Candidate with the least votes shall be eliminated and another round of voting shall be performed. This shall continue until a Candidate is selected

Executive Officers may abstain by submitting a blank ballot, but any spoiled

or ambiguous ballots shall cause that round of voting to be repeated up to 10 times, after which spoiled or ambiguous ballots shall be treated as abstentions in that round of voting. All ballots deemed spoiled or ambiguous must be shown to the Executive Committee.

If more than one position is being selected, this process shall be performed for each Office being selected.

The Returning Officers shall then deposit the ballots, classified by rounds of voting, including repetitions, 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 is brought.

8 — OF APPOINTMENTS

8.1 Automatic Vacancy

The positions of Appointed Committee Members, shall automatically become vacant at the close of a TGM. Alumni Officers remain in their positions until dismissed as specified in **Section 3.9**.

8.2 Applications

Applications for vacant Appointed Committee Memberships or Alumni Officerships may be opened at anytime by a simple majority vote at a Committee Meeting, with a date for nominations to close scheduled. Applications are submitted to the Chairman.

8.3 Eligibility

Candidates for appointment as an Appointed Committee Member or Alumni Officer must meet the requirements in **Sections 6.3.b and 6.3.c**, with provisions in **Section 6.3.l** applying. Additionally, candidates for Alumni Officer must fulfil the requirements in **Section 4.14**.

8.4 Interviews

The Chairman may choose to interview some of the candidates. Candidates may be asked to specify any preferred duties or specialisations they wish to undertake, particularly memberships of any particular subcommittees. The applications of interviewed candidates shall be presented at an appropriate Committee Meeting, together with interview feedback, by the Chairman.

8.5 Appointment

Candidates may be appointed to positions by a simple majority vote at a Committee Meeting.

9 — OF FINANCES

9.1 Expenditure Limit

The Discretionary Expenditure Limit referred to in this section is set to £80

The Standing Expenditure Limit referred to in this section is set to £200

9.2 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 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.

9.3 Operational Debt

The Association may, by approval of the Treasurer, undertake Operational debt whereby the Association is obligated to reimburse Committee Members who spend personal finance for the approved benefit of the Association. For debts of above the Discretionary Expenditure Limit specified in **Section 9.1**, 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 will be deemed to have resigned his office and Chairman to have offered their resignation to the Executive Committee.

This rule will 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.

9.4. 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 will 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 9.6**

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.

9.5 Fraudulent Expenditure

The intentional payment of vexatious, fraudulent, or criminally-intended funds will 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 will constitute the same for any officer responsible.

9.6 Improper Expenditure

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.

9.7 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.

9.8 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.

9.9 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 will be deemed to have offered their resignations to the Executive Committee, as in **Section 3.6.c** The interest accrued from the savings account may be allocated at the discretion of the Treasurer.

ADDITIONAL SCHEDULES

Schedule I — Current holders of altered Offices

The Secretary elected in Michaelmas 2023 for Lent 2024 shall become the General Secretary, with their term ending at the Lent 2024 TGM. At the end of this term, they shall be considered to have served their full term for the purpose of **Section 6.3.k**, but may run for the Office again for the purpose of **Section 7.3**

The Communications and Publicity Officer elected in Michaelmas 2023 for Lent 2024 shall become the Communications Officer for Lent 2024, with their term ending at the Lent 2024 TGM. Both of these officers will have full powers and duties as if they had been selected and elected respectively. This Schedule shall be automatically removed from the constitution at the close of the Easter 2024 TGM.

Schedule II — Previous Constitutional Actions

The Special General Meeting of 14th January 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