

# The Rules, Standing Orders, and Special Schedules of the Oxford Union Society

NOTE TO RETURNING OFFICERS AND SECRETARIES	6
<b>CHAPTER ONE: Name and Objects</b>	<b>7</b>
Rule 1: Name	7
Rule 2: Objects	7
<b>CHAPTER TWO: Membership and Subscriptions</b>	<b>8</b>
Rule 3: Membership of the Society	8
Rule 4: Facility Fee	9
Rule 5: Membership Records and Cards	9
Rule 6: Fines and Debts to the Society	10
Rule 7: Cessation of Membership	10
Rule 8: Re-Election of Ex-Members	11
Rule 9: Kindred Societies	11
Rule 10: Honorary Members	11
Rule 11: Privileges, Status & Liability	12
<b>CHAPTER THREE: Officers</b>	<b>13</b>
Rule 12: Trustees	13
Rule 13: Officers - General	13
Rule 14: The President	13
Rule 15: The President-Elect	14
Rule 16: The Senior Librarian	14
Rule 17: The Librarian	14
Rule 18: The Senior Treasurer	14
Rule 19: The Treasurer	15
Rule 20: The Chairman of Consultative Committee	15
Rule 21: The Treasurer-Elect	16
Rule 22: The Secretary	16
<b>CHAPTER FOUR: Committees</b>	<b>18</b>
Rule 23: Committees - General	18
Rule 24: Standing Committee	20
Rule 25: Library Committees	21
Rule 26: Consultative Committee	22
Rule 27: Finance Committee	23
Rule 28: Debate Selection Committee	23
Rule 29: Charitable Endowments Committee	24
Rule 30: Special Committees and other committees	24
Rule 31: Secretary's Committee	27
<b>CHAPTER FIVE: Elections of Officers and Committees</b>	<b>28</b>
Rule 32: The Returning Officer & His Deputies	28
Rule 33: Electoral Malpractice	31
Rule 34: Election of Junior Officers & Committees	38
Rule 35: Conduct Of The Poll	40
Rule 36: Election Of The Chairman Of The Consultative Committee	46
Rule 37: Senior Officers & Senior Members Of the Library committee	46
Rule 38: Vacancies	47
<b>CHAPTER SIX: Meetings and Motions</b>	<b>50</b>
Rule 39: Meetings - General	50
Rule 40: Public Business Meetings	51

Rule 41: Private Business Meetings	51
Rule 42: Extraordinary Meetings	52
Rule 43: Motions - General	52
Rule 44: Amendments & Riders	53
Rule 45: Adjournment Motions	54
Rule 46: Public Business Motions	54
Rule 47: Private Business Motions	55
<b>CHAPTER SEVEN: The Society's Rooms</b>	<b>57</b>
Rule 48: Opening & Closing	57
Rule 49: Smoking	57
Rule 50: Prices, Fees & Hiring	58
Rule 51: Dogs	58
Rule 52: Guests, Visitors and Non-Members	58
Rule 53: Admission To Educational Facilities	60
Rule 54: The Press	60
<b>CHAPTER EIGHT: The Library</b>	<b>62</b>
Rule 55: General and Governance	62
Rule 56: Library Finance	62
Rule 57: Acquisitions and Disposals	63
Rule 58: Library Management	63
<b>CHAPTER NINE: Staff</b>	<b>64</b>
Rule 59: Supervision	64
Rule 60: Appointment, Dismissal & Salaries	64
Rule 61: Gratuities	64
<b>CHAPTER TEN: Finance</b>	<b>65</b>
Rule 62: Finance - General	65
Rule 64: Currently Unused	67
Rule 65: Currently Unused	67
Rule 66: Currently Unused	67
<b>CHAPTER ELEVEN: Rules, Standing Orders &amp; Regulations</b>	<b>68</b>
Rule 67: Rules	68
Rule 68: Standing Orders	70
Rule 69: Special Schedules	71
Rule 70: Structural Changes	71
Rule 71: Disciplinary Procedure	71
Rule 72: Independence	78
Rule 73: Table of Executive Seniority	78
<b>STANDING ORDERS</b>	<b>80</b>
<b>CHAPTER A: Finance</b>	<b>80</b>
A1: Officer Reports	80
A2: Termly Budgets	80
A3: Financial Monitoring	80
A4: Monies Owed	80
A5: Telephone Account	81
A6: Collection of Debts	81
A7: Interest On Accounts	81
A8: Pensions	81
A9: Cheques	82
A10: Cheque Signing Powers	82

A11: Payment of Costs	82
A12: Travel Costs	82
A13: Insurance	82
A14: Accommodation & Food	83
A15: Claims Procedure	83
A16: Expenses On Society Business	83
A17: Membership	84
A18: Membership Drive	85
A19: Schedule of Recognised Policy Documents	85
<b>CHAPTER B: Committees</b>	<b>86</b>
B1: Reporting	86
B2: Committee Proceedings	86
B3: Minutes	86
B4: Absence From Committee	86
B5: Standing Committee & Private Business Motions	87
B6: Standing Committee Agenda	87
B7: Emergency Debates	87
B8: Standing Committee - Time Of Ordinary Meetings	87
B9: Ex-Officers Not Serving On The Standing Committee	88
B10: Limitations Of Vacation Standing Committee	88
B11: Elections Taking Place on the Standing Committee	88
B12: Debate Selection Committee	88
<b>CHAPTER C: The President</b>	<b>90</b>
C1: Presidential Dinners	90
C2: Informal Receptions After Debates	90
C3: Binding of Reports	90
<b>CHAPTER D: Elections</b>	<b>91</b>
D1: Reports	91
D2: Nomination	91
D3: currently unused	92
D4: Publicity For The Poll	92
D5: The Count	92
D6: Counting Regulations	93
D7: Interpretation Of Ballot Papers	94
D8: Election Tribunal	94
D9: Fines For Non-Attendance At An Election Tribunal Or Disciplinary Committee	95
D10: Mechanism For The Election Of The Chairman Of Consultative Committee	95
D11: Table Of Seniority	96
D12: Seniority Among The Deputy Returning Officers	96
D13: Telling	96
D14: Election Expenditure	96
D15: currently unused	97
D16: Responsibilities during the Period when the Returning Officer is devolved powers under Rule 13(b)(ii)	97
<b>CHAPTER E: Miscellaneous</b>	<b>98</b>
E1: Office Security	98
E2: Kitchen Complaints	98
E3: Television and Video Facilities	98
E4: Hiring of rooms	98
E5: The Secretary to Consultative Committee(CCS)	99
E6: Distribution Of Leaflets	99
E7: The Archivist	99
E8: The Archives	99
E9: Food & Drink	100

E10: Staff	100
E11: Inspection Of Baggage	100
E12: Faxing & Photocopying	100
E13: Useful Numbers	101
E14: The Juke Box Play List	101
E15: Anti-Social Use of the Juke Box	101
E16: Copies of the Rules, Standing Orders and Special Schedules	101
E17: Access to Keys, Passwords and Documentation	101
<b>CHAPTER F: Subscription and Memberships</b>	<b>103</b>
F1: Subscription Rates - General	103
F2: Subscription Rates - Life Members	103
F3: Subscription Rates - Temporary Members	103
F4: Subscription Rates - Residential Members	103
F5: Institutions Admitted To The Benefits Of Rule 3 (A)(a)(ii)	104
F6: Institutions Admitted To The Benefits Of Rule 3 (A)(a)(iii)	104
F7: Institutions Admitted To The Benefits Of Rule 3(C)	104
F8: The Termcard	105
F9: Facility Fee	105
F10: Members records	105
F11: Upgrade from Long-term to Life Membership	105
F12: Reciprocal Members	106
<b>CHAPTER G: DISCIPLINARY OFFENCES AND FINES</b>	<b>107</b>
G1: Order in the Society's Rooms	107
G2: Member's Accounts	107
G3: Disciplinary Preparations	108
<b>APPENDICES</b>	<b>109</b>
<b>Library Regulations</b>	<b>109</b>
1) Opening and Closing	109
2) Borrowing	109
d) <i>Failure to Return Library Materials or to Pay Library Fines</i>	109
e) <i>Dies Non</i>	110
3) Confined Library Materials	110
4) Newspapers, Periodicals and Reference Books	110
5) Lost Items	111
6) Suggestion Books	111
7) Miscellaneous	111
<b>Forms of Debate</b>	<b>112</b>
<b>Disciplinary Committee</b>	<b>113</b>
<b>SCHEDULES</b>	<b>114</b>
Schedule of Staff Responsibilities	114
Schedule of Unacceptable Contractors	114
Schedule of Non-Creditworthy Organisations	114
Schedule of those not allowed Cheque Facilities	114
Schedule of Room Charges	114
Schedule of Unacceptable Room Hirers	115
Schedule of Reciprocal Societies	115
Schedule of Suggested Tribunal Procedure	116
Schedule of Reserved Television Broadcasts	117
Schedule of Reasonable Costs	117

<b>SCHEDULE OF FORMAL INTERPRETATIONS OF THE RULES &amp; STANDING ORDERS</b>	<b>118</b>
A: Interpretations of the Returning Officer	118
B: Interpretations of the President	125
C: Interpretations of Senior Disciplinary Committees	125
D: Interpretations of Disciplinary Appeals Committees	127
E: Interpretations of Election Tribunals	128
F: INTERPRETATIONS OF APPELATE BOARDS	130
<b>Oxford Union Society Trust Deed</b>	<b>132</b>
<b>OUS Supplemental Declaration of Trust</b>	<b>137</b>
<b>Oxford Literary Debating Union Trust - Trust Deed</b>	<b>138</b>

## NOTE TO RETURNING OFFICERS AND SECRETARIES

### **(A) Excerpt from 1964 Licensing Act**

*(Clause 48)*

“(1) where any alteration is made in the rules of a club registered in respect of any premises,

(2) If the notice required by this section is not given within 28 days of the alteration, the secretary shall be liable to a fine not exceeding ten pounds.

(3) Notwithstanding anything in section 104 of the Magistrates’ Court Act 1952, proceedings under this section for failing to give notice of an alteration of rules may be brought at any time within the twelve months following the date on which the alteration is made.”

*Clerk to the Local Authority,*

C/o City Secretary & Solicitor’s Department, the secretary of the club shall give written notice of the alteration to the chief officer of police and to the clerk of the local authority.

Oxford City Council,  
St Aldate’s Chambers,  
St Aldate’s,  
Oxford.  
Tel: 01865-249811

*Chief Police Officer,*

C/o Licensing Department,  
Oxford Police Station,  
St Aldate’s,  
Oxford.  
Tel: 01865-266000

**(B)** For changes of licensing hours, changes of the Club Secretary, or changes to the rules concerning licensing, the Local Magistrates must also be informed.

*Clerk to the Licensing Justices,*

Licensing Department,  
Berkshire & Oxfordshire Magistrates Court,  
The Court House,  
PO Box 37,  
Speedwell Street,  
Oxford,  
OX1 1RZ.  
Tel: 01865-815086  
Fax: 01865-243730

**(C)** After significant changes to the rules, full copies of the new publication of the rules should be sent to the copyright libraries (as per the 1911 Copyright Act, Chapter 46, Section 15).

*5 copies should be sent to:*

A.T.Smail, Agent for the Copyright Libraries  
100 Euston Street  
London  
NW1 2HQ

[Who will pass them on to the Oxford, Cambridge, Edinburgh, Wales, and Dublin copyright libraries)

*1 copy should be sent to:*

Legal Deposit Office  
The British Library  
Boston Spa  
Wetherby  
West Yorkshire  
LS23 7BY

## CHAPTER ONE: Name and Objects

### Rule 1: Name

The Society shall be called “The Oxford Union Society”.

### Rule 2: Objects

(a) The object of the Society shall be the advancement of education amongst the members of the University of Oxford by organizing debates and addresses by distinguished persons and the provision of a library and reading and writing rooms.

(b) The Society shall also provide bar and catering facilities for its Members, facilities for the showing of films, a billiard-room, and such other recreational facilities as the Standing Committee shall from time to time decide, always provided that the provision and maintenance of these facilities do not interfere with the educational objects of the Society.

(c) The Trustees of the Oxford Literary and Debating Union shall have the power of interpretation of this Rule, notwithstanding the provisions of Rule 67(e).

## CHAPTER TWO: Membership and Subscriptions

### Rule 3: Membership of the Society

#### A: Life Members

##### (a) *Members of the University and affiliates*

- (i) Any member of the University of Oxford or the spouse of any such person shall be eligible for election as a Life Member.
- (ii) Any member of any Institution, whose members receive University tuition or are permitted to supplicate for University degrees or diplomas and has been recognized by Standing Order for the purpose of this Rule, or the spouse of any such person, shall be eligible for election as a Life Member.
- (iii) Any member of any other educational institution in Oxford whose members Standing Committee considers it desirable to permit to be Life Members and which has been recognized as such by Standing Order for the purpose of this Rule, or the spouse of any such person, shall be eligible for election as a Life Member.
- (iv) Any person qualified to be a Life Member of the Society shall be deemed to be elected if, having paid such Membership fee or completed a Bankers Order promising to pay such Membership fee as shall be laid down by Standing Order, his name shall have been entered in a book kept in the General Office for that purpose, and three clear days shall since have elapsed.
- (v) Any person eligible for election as a Life Member may choose instead to apply for Long term Membership for no less than the full duration of their course, as detailed in the appropriate Standing Orders.
- (vi) Long-term Members shall be considered as Temporary Members under the Rules of the Society. Long-term membership shall expire at the end of the term in which the Long-term Member's course terminates.
- (vii) Any Long-term Member eligible for election to Life Membership may, at any stage, choose to apply for Life Membership at the appropriate rate, except that the amount previously paid for Long-term Membership will be deducted from that rate.

##### (b) *Members of Kindred Societies*

A Member of a Kindred Society entitled to Membership of the Society in virtue of Standing Order F12 shall become a Life Member of the Society three clear days after entering his name in person in a register to be kept for this purpose in the General Office.

#### B: Residential Members

- (a) Any person resident in or near Oxford whose admission would, in the opinion of the Standing Committee, benefit the Society shall be eligible for election as a Residential Member.
- (b) Any person who wishes to be elected a Residential Member shall apply in writing to the Secretary who shall arrange for the candidate to be interviewed by a member of the Standing Committee. The names of those applicants whom after interview the Standing Committee deem to be duly qualified for election shall be posted on the notice board. Any candidate shall be considered elected three clear days thereafter, if the President has not received a notice of objection and the candidate has paid such Membership fees as shall have been laid down by Standing Order. If any Member gives notice of objection, the proposal shall be reconsidered by the Standing Committee and its decision shall then be final.
- (c) No more than 100 Residential Members may be elected per year.

#### C: Temporary Members

- (a) Any member of any institution in Oxford recognized by Standing Order for this purpose shall be entitled to Temporary Membership of the Society.
- (b) Any person wishing to be elected a Temporary Member shall be deemed elected if, having paid such Membership fee as shall be laid down by Standing Order, his name shall have been entered in a book kept in the General Office for that purpose and three clear days shall have elapsed.



## **D: Unacceptable Conduct**

The Standing Committee shall have the right to refuse any membership application by any person eligible to become a Member who as a non-member has engaged in unacceptable behaviour (including, but not limited to, such conduct as would be an offence under Rule 70 or Standing Order E1) on the Society's premises. If the said person has become a Member of the Society in the intervening period, the Standing Committee may, within two weeks of that Member's joining, refund any monies paid by the Member and terminate his membership. In such cases, the Society shall have no other nor any further liability. For the purposes of these Rules, such persons shall be deemed to be ex-Members, and may only be re-elected as per Rule 8.

### **Rule 4: Facility Fee**

- (a)
- (i) Standing Committee shall set by Standing Order an annual facility fee which shall be paid by all Residential Members and Life Members who are resident in Oxford, unless specifically exempt by a motion to which two thirds of those present and voting at an ordinary meeting of the Committee give their consent.
  - (ii) Failure to pay the facility fee unless specifically exempt under (a)(i) above or (b) below shall result in a Member's entitlement to the privileges under Rule 11 being suspended until the facility fee is paid.
- (b)
- (i) Life Members no longer resident in or near Oxford shall not be required to pay an annual facility fee to maintain full privileges under Rule 11.
  - (ii) Any Life Member who is exempt by (b)(i) from paying such fees but who have chosen to do so shall be sent, each term, on request, a copy of the Society's Term Card and from time to time any notices of meetings, motions or benefits of Membership as the Standing Committee shall decide.
- (c) Any person wishing to be elected a Life or Residential Member of the Society shall be given notice of the relevant clauses of this Rule and Standing Orders.

### **Rule 5: Membership Records and Cards**

#### *(a) Access to Membership Records*

No person other than the Society's staff, the Chairman of Consultative Committee, the Returning Officer and members of an Election Tribunal or Appellate Board in the course of their official duties shall be permitted to examine or copy the Subscription and Membership records except with the Standing Committee's consent.

#### *(b) Membership Cards*

- (i) As soon as possible after joining, every Member shall produce a passport photograph of himself to be inserted in the Society's membership card.
- (ii) All Members shall carry the Society's membership card on their person whilst on the Society's premises.
- (iii) Staff, the Returning Officer, and members of the Standing Committee shall be entitled, on request, to see the membership card of any person on the premises, and to eject any person not showing a valid membership card or unable to otherwise prove their membership of the Society or unable otherwise to prove good reason for their being on the premises.
- (iv) Membership cards shall remain the property of the Society. By accepting the membership card, Members agree to abide by the Rules of the Society.
- (v) Any Member who loses their membership card shall report the loss to the General Office. The fee for replacement cards shall be set by the Standing Committee.
- (vi) This clause shall not apply to confiscated cards.
- (vii) The rules for membership cards shall also apply to termly admission cards issued under Rule 53.
- (viii) If a Member is not legally old enough to purchase intoxicating liquor or tobacco, his membership card shall be so marked by the Bursar. Once the Member is legally old enough to purchase such products, the mark shall be removed by the Bursar.

(c) *Data Protection*

(i) The Society shall be registered to meet the requirements of the Data Protection Act.

(ii) Any Member may, on request and for free, receive a printout of any personal information that the Union computer database holds about that Member. Non-Members requesting what information the Union computer database holds about them may be charged not more than £10 at the discretion of the Bursar.

(iii) Members shall inform the Society in writing if they do not wish to receive information about the Society's events and other matters that the Society deems may be of interest to Members.

**Rule 6: Fines and Debts to the Society**

(a) *Power to inflict fines:*

(i) Where no special penalty is prescribed, the President or the Chair may inflict a fine of not more than £50 for any violation of these Rules, Standing Orders or Special Schedules or for any breach of order at a Meeting.

(b) *Escalation:*

(i) Any debt or fine shall be paid within one week of despatch of written notice.

(ii) Any debt or fine not paid within this period shall be increased by 10% and the defaulting member's name shall be posted on the Notice board.

(iii) If the debt or fine is not settled within a further week the responsible Officer as per 6(c) shall strike the defaulting Member's name from the list of the Society's Members, shall give the said person notice that he is no longer a Member, shall post a notice to this effect on the notice board, and shall announce the fact to the Society at its next Public Business Meeting.

(c) *Responsible Officer:*

(i) The Junior Librarian shall be responsible for the publication, notification and collection in the case of fines imposed under Library regulations.

(ii) The returning Officer shall be responsible for the publication, notification and collection in the case of all other fines.

(iii) The Junior Treasurer shall be responsible for the publication, notification and collection in the case of all other debts to the Society.

(d) *Appeals against fines:*

(i) A member who desires to appeal against a fine shall pay it provisionally and within three days of so paying shall submit a written appeal to the Returning Officer, who will pass it to the Senior Officers. However, provisional payment shall only be required if the total sum of fines incurred by that member be less than £100.

(ii) The Senior Officers shall consider the written appeal, and make a written ruling within 21 days: they shall have the power to uphold, reduce or overturn the fine.

(iii) Fines levied under Rule 33, 35 or 71 shall not be subject to appeal under this Rule.

(iv) If the Senior Officers do not make a ruling within 21 days, the Returning Officer shall be empowered to make a ruling on their behalf. If he does not make a ruling within 24 hours past the 21-day deadline, the fine shall be automatically overturned.

**Rule 7: Cessation of Membership**

(a) *Resignation*

A Member may withdraw his name from the list of the Members of the Society by notifying the Returning Officer in writing, who shall ensure that the Member's name is removed from the list of Members, in consultation with the staff. Unless such notice be received before the Second Public Business Meeting in term it shall not exempt the Member giving it from payment of any outstanding subscription due, save in the case of Subscribing Members who pay by month when no refund of monies already paid shall be made.

(b) *Suspension and Expulsion*

(i) *In the event of criminal charges:* If a Member should be charged with a criminal offence of violence, indecency or dishonesty or charged in respect of any other act or omission that is liable to bring the Society into disrepute, the Standing Committee shall have the power at a meeting at which at least one Senior Officer shall be present to suspend him at its discretion until the outcome of the full trial of the charges brought. There shall be no appeal against such suspension. If the Member should be found guilty of the charge or charges, the Standing Committee shall have the power at a meeting at which at least one Senior Officer is present to expel the member summarily. In the absence of a Senior Officer, a Trustee of the Society may act in his place.

(ii) *In the event of Electoral Malpractice*: Suspension under Rule 33(c)(ii)(2), (3) or (4) shall be for at least one term; under Rule 33(c)(iv) at the Tribunal's discretion. In no case shall there be any right of appeal, save as under Rule 33(d). A Disciplinary Committee may expel a Member according to the provisions of Rule 71. An Election Tribunal may expel a Member according to the provisions of Rule 33. In the instance of Rule 71(a)(iii), an Election Tribunal may forward a complaint to a Disciplinary Committee; the Tribunal may recommend a verdict and punishment if it wishes; the Disciplinary Committee shall decide whether to uphold the complaint and what punishment to inflict. Complaints forwarded by an Election Tribunal shall be considered via the Extraordinary Disciplinary process, and not via an Ordinary Disciplinary Committee. Forwarding a complaint in this manner shall not be deemed to breach Rule 71(a)(v).

(iii) *In the event of a complaint of misconduct*: If a complaint of misconduct pursuant to Rule 71 against any Member be upheld under the Ordinary or the Extraordinary Disciplinary Procedure, the Standing Committee may suspend, and the Disciplinary Committee may suspend or expel, the Member concerned in accordance with that Rule.

(iv) *Suspended Membership*:

(1) A suspended Member shall not be entitled to the privileges of Membership under Rule 11 for the duration of his period of suspension.

(2) For the purposes of Rule 33 and the Standing Orders relating to the Election Tribunal only, a Suspended Member shall be deemed to be a Member of the Society.

(c) *Notification*

In the event of a Member being suspended or expelled by the Standing Committee, the Returning Officer shall post a notice to that effect on the Notice board at the conclusion of the proceedings. The Disciplinary Committee shall give notice of its decisions on the Notice board in accordance with Rule 71(d)(viii). The Disciplinary Appeals Committee shall post a notice on the Notice board at the conclusion of its proceedings if it has overturned the decision of the Disciplinary Committee in respect of the suspension or expulsion of a Member.

(d) *Address*

Where required by the Rules, the despatch of a striking off notice by letter shall be to the Member's last known address as per Rule 67(j).

(e) *Financial Liability*

Cessation of Membership for any reason shall not, unless with the consent of the Standing Committee, terminate any financial liability incurred before the date of resignation or expulsion.

(f) *Membership Card*

When a Member is expelled, the Returning Officer shall ensure the Society regains any property of the Society which the expelled Member possesses, including but not exclusively, the Member's Membership Card.

## **Rule 8: Re-Election of Ex-Members**

Applications for re-election from Ex-Members shall be considered by the Standing Committee, provided that no Ex-Member shall be considered for re-election unless he has paid all monies due to the Society. Any Member expelled under Rule 7(c) on the recommendation of an Election Tribunal as under Rule 33(c)(iv) shall not be considered for re-election, unless the decision of the Election Tribunal is quashed on Appeal.

## **Rule 9: Kindred Societies**

(a) The Standing Committee shall have the power to make reciprocal arrangements with any other University Union or Debating Society and to alter them when necessary.

## **Rule 10: Honorary Members**

The Standing Committee may recommend for election as an Honorary Member any person on the ground of eminent distinction or notable service to the Society, and if any three of the Trustees shall express in writing their assent to such recommendations, the person recommended shall be deemed to be duly elected. Honorary Members shall not be required to pay any subscriptions.

**Rule 11: Privileges, Status & Liability**

(a) All Members shall be entitled to use the Society's rooms, to take part in all Meetings of the Society, elections of Officers, ballots, and polls, and to enjoy all such facilities as the Society may provide; but only Life Members may be candidates in the Society's elections. Long-term and temporary members may speak, but not vote, in Private Business.

(b) Any event organized by the Society may be subject to change or cancellation, and the Society shall accept no liability for any loss or inconvenience caused thereby. The Society shall accept no liability for property lost or stolen on the Society's premises.

## CHAPTER THREE: Officers

### Rule 12: Trustees

The duties of the Trustees shall be as laid down in the Trust Deed. When there are fewer than four Trustees, the Standing Committee shall nominate as many Members as there are vacancies by way of a Private Business Motion at a Public Business Meeting, which shall accept or reject them. In the event of rejection the Standing Committee shall submit further names.

### Rule 13: Officers - General

#### (a) *Officers of the Society*

The Junior Officers of the Society shall be the President, the President-Elect, the Librarian, the Treasurer, the Treasurer-Elect, and the Secretary. The Senior Officers shall be the Senior Librarian and the Senior Treasurer.

#### (b) *Term of Office*

(i) *General*: The Junior Officers shall hold office for one term, and the Senior Officers for nine terms. They shall enter office at the beginning of the vacation after their election, except as under Rules 33 and 38. Officers (other than the President) shall hold office until the entry of their successors, except as provided in (iii) below.

(ii) *Presidential Term*: At the end of the term, the President shall vacate his office, and the President-Elect shall succeed, unless there be no President-Elect by reason of Rule 38(b)(v), in which case the incoming Librarian shall succeed. Notwithstanding the above provisions, if at the end of term the time limits specified in Rule 33(d)(x) with regard to the elections of that term have not expired, until the said time limits expire, the succession to the Presidency shall be deferred, and in the meantime, all Presidential powers and duties, but not the office itself, shall devolve upon the Returning Officer subject to Standing Order D16.

(iii) *Treasurer*: If there be no Treasurer-Elect by reason of Rule 38(b)(v), the Treasurer shall vacate his office on the entry to office of the incoming Secretary, who shall then succeed him in the office of Treasurer and vacate the office of Secretary.

#### (c) *Absence*

If a Junior Officer be absent, except as under Rule 39(a)(i) or Rule 36(f) his duties shall be performed by his immediate junior (Trustees, ex-Trustees, Senior Officers and ex-Officers excepted) as under the table of seniority, such acting officer to retain his previous rank and seniority. If a Senior Officer be absent, the Standing Committee shall appoint a member of the Society who is a member of any Convocation to act for him during his absence.

(d) All Junior Officers shall be required to work in the Society's buildings during the vacation to prepare for the forthcoming term for the amount of time specified by the President-elect under Rule 34(b)(vi)(1), and do such other duties as required under the Rules.

(e) The President may release individual committee members from a proportion of their days in exception and unforeseen circumstances, subject to written permission being given in advance.

(f) Any Officer wishing to raise money for the Society must do so in consultation with the Treasurer. Any Officer wishing to invite a speaker to the Society must do so in consultation with the President and Librarian.

### Rule 14: The President

(a) The President shall be responsible for the general administration of the Society, subject to any direction of Standing Committee or the House.

(b) *Presiding Officer*: The President shall take the Chair at all Meetings of the Society and of the Standing and Finance Committees.

(c) The President shall decide the motions for debate, allocate the paper-speeches, and be responsible for inviting guest speakers for his term of office. He shall post on the Society's notice board and send to all colleges and Junior Common Rooms a notice announcing every Public Business Meeting.

(d) The President shall be responsible debating competitions and tours.

(e) The President must write a letter of thanks to any guest speakers or sponsors from his term of office before 0<sup>th</sup> week of the following term.

### **Rule 15: The President-Elect**

(a) The President-Elect shall provisionally arrange the Meetings of the Society for the following term.

### **Rule 16: The Senior Librarian**

(a) The Senior Librarian shall have general charge of the Society's Libraries.

(b) He shall cause the accounts of the Library to be entered in a ledger, which shall be open to the inspection of Members.

(c) He shall prepare termly accounts, which shall be presented for audit annually together with the Senior Treasurer's.

### **Rule 17: The Librarian**

(a) *General Duties:* The Librarian shall assist the Senior Librarian in the administration of the Libraries and take general charge of them in his absence. He shall be the Chairman of the Library Committee.

(b) *Accounts:* At the Ordinary Private Business Meeting in each term the Librarian shall read the Senior Librarian's account for the preceding term and at the Ordinary Private Business Meeting of each Michaelmas Term submit the Senior Librarian's audited accounts for the preceding year for the approval of the Society.

(c) *Suggestion-Books:* The Librarian shall provide Suggestion-Books to be kept in the Library, in which Members may propose books for purchase or make any suggestion for the consideration of the Library Committee.

(d) *Lost books:* At the beginning of each term, the Librarian shall cause to be prepared and exhibited on the Library notice-board a written list of books lost during the preceding term.

(e) *Suggestion-Books:* the Librarian shall provide a book in which Members may enter any suggestion or complaint they desire to make. Every entry shall be signed by the writer in person.

(f) *Speaker meetings:* It shall be the duty of the Librarian to invite distinguished guests to give individual addresses to the Society subject to consultation with the President and the provisions of Rule 42(a)(i)(3). The Librarian shall have overall charge of the logistical arrangements of the addresses.

(g) The Junior Librarian must write a letter of thanks to any guest speakers or sponsors from his term of office before 0<sup>th</sup> week of the following term.

### **Rule 18: The Senior Treasurer**

(a) *General:* The Senior Treasurer shall superintend the financial affairs of the Society, and shall have the general management of the rooms.

(b) *Accounts and audit:* The Senior Treasurer shall enter the receipts and expenditure of the Society in a ledger, which shall be open to the inspection of Members. He shall ensure that the accounts be audited during the Long Vacation by a firm of professional auditors. The audited accounts shall be drawn up so as to adequately distinguish outgoings mentioned in Rule 2(a) and other outgoings and revenue. The Society's financial year shall commence on 1st July and end on 30th June. The report of the audit shall be printed and any Member shall be entitled to a copy of it.

(c) *Distribution of Audited Accounts:* At the end of every financial year, the President must publish the approved audited accounts for the year that has passed, in or enclosed with the next term card.

(d) *OLDUT Accounts:* The Senior Treasurer shall obtain a copy of the official public OLDUT audited accounts each year, if necessary from the Charity Commission. These accounts shall be available for inspection by any member of the Society.

(e) *Yearly Budgets:* By the start of each financial year, the Society shall draw up a detailed budget for the forthcoming financial year. Any member shall be entitled to a copy of the budget.

### **Rule 19: The Treasurer**

- (a) *General Duties:* The Treasurer shall be responsible for the upkeep of the Society's rooms and amenities.
- (b) *Suggestion-Books:* The Treasurer shall provide a book in which Members may enter any suggestion or complaint they may desire to make. Every entry shall be signed by the writer in person.
- (c) The Treasurer shall be responsible for all aspects of the Society's finances.
- (d) The Treasurer shall be responsible for raising money for the Society as outlined in the annual budget.
- (e) As such the Treasurer shall be responsible for arranging:
  - (i) Sponsorship of the Society's debates
  - (ii) Sale of the advertisements in the Society's Termcard and fresher booklets.
- (f) The Junior Treasurer must write a letter of thanks to any guest speakers or sponsors from his term of office before 0<sup>th</sup> week of the following term.

### **Rule 20: The Chairman of Consultative Committee**

- (a) The Chairman of the Consultative Committee shall be elected by the Standing Committee and the Consultative Committee in accordance with the provisions of Rule 36. He shall be a member of the Standing Committee, but shall not be entitled to vote at its meetings.
- (b) The Chairman of the Consultative Committee shall at all times be responsible to the Standing Committee and Consultative Committee and shall organize the Consultative Committee in accordance with its purposes under Rule 26 and the requests of the Standing Committee and Consultative Committee.
- (c) The Chairman of the Consultative Committee shall not be eligible to stand for election to any Office or elected position on the Standing or the Secretary's Committee during the same full term in which he holds, or has held, office.
- (d) *Duties*
  - (i) He shall arrange the distribution of the term card at the start of the Term. He shall organize the distribution and postage of term cards to non-resident Life members as per Rule 4(b)(ii), ensuring that these term cards are mailed out to not more than five working days later than resident Life members' term cards.
  - (ii) He shall produce publicity for events, to be distributed via Consultative Committee and College Secretaries. He shall maintain a list of College Secretaries.
  - (iii) He shall be responsible for the Union's e-mail mailing list, sending at least one e-mail during each week of full term, with details of forthcoming Union events. The Returning Officer shall approve any information sent by e-mail concerning the elections.
  - (iv) He shall be the member of Standing Committee with responsibility for the Society's website, and shall appoint a Webmaster with the agreement of the President.
  - (v) He shall be the member of Standing Committee with responsibility for the Society's Archives, and shall appoint an Archivist with the agreement of the President.
  - (vi) He shall be the member of Standing Committee with responsibility for ensuring that the Society's rooms are set up prior to meetings or events. He shall ensure that any rooms so used are returned to their normal state after the event is concluded.
  - (vii) He shall chair Consultative Committee, and bring any matters of concern amongst members of Consultative Committee to the attention of Standing Committee. He shall post the title of any Emergency Debate Motion on the Notice board by noon on the day following the meeting of Standing Committee at which it was approved.
  - (viii) He shall produce the Order Paper for debates on the President's instructions, select Tellers for Debates, and post the results of any Emergency Debate and the debate held in Public Business on the Society's notice board by noon on the day after the Debate.
  - (ix) He shall assist in the Membership Drive, and shall work in the Society's buildings for a proportion of the summer vacation to this

end.

(x) The CCC shall ensure that the website contains the following on its open pages:

- (1) A list of all members of all committees
- (2) An up-to-date program of the events of the term
- (3) The public minutes for each meeting of each Committee meeting in the last year.
- (4) Results of each Public Business debate
- (5) Motions passed by any Private Business Meeting
- (6) Motions passed by the Standing Committee
- (7) The Emergency Debate motion for the current week.
- (8) An up-to-date copy of the Society's rules.

(xi) The Chairman of the Consultative Committee shall ensure that Public Business Meetings, Private Business Meetings, Informal Debates and Speaker Meetings are recorded on audio or video tape and further ensure that these recordings are properly preserved.

#### **Rule 21: The Treasurer-Elect**

(a) The Treasurer-Elect will not be eligible to stand for any committee or Office until he shall have succeeded to the Office of Treasurer, or the time at which he would have so succeeded, were it not for his resignation.

(b)

(i) The Treasurer-Elect shall be allocated work by the President or the Standing Committee which shall be at least equal to the work required of an Elected Member of Standing Committee.

(ii) The Treasurer-Elect shall work in the Society's Buildings for the vacation for at least the same duration as required for an Elected Member of Standing Committee and:

- (1) In Michaelmas shall organise the Membership drive
- (2) In Hilary and Trinity shall assist the Treasurer with his duties under Rule 19(d).

#### **Rule 22: The Secretary**

(a) *Minutes*

(i) *Business Minute Book*: The Secretary shall keep and supervise a Minute Book which shall be available to Members for inspection, which shall contain:

- (1) The proceedings of Public Business in Public Business Meetings (including, but not exclusively, the debate motion, speakers in the main debate, speakers in the after debate, the result)
- (2) The proceedings of Private Business in Public Business Meetings (including, but not exclusively, questions to officers, the motions speakers and results of any adjournment motions or private business motions)
- (3) The proceedings of Private Business in Private Business Meeting (including, but not exclusively, the motions, speakers, procedural motions and results)
- (4) The proceedings of any Emergency Debates (including, but not exclusively, the motions, speakers and results).
- (5) The proceedings of any Informal Debates (including, but not exclusively, the motions, speakers and results).

Such information must be entered within seven days of the Meeting in question or before the next Public Business Meeting, whichever shall be the less. The minutes for sub-sections (1) to (3) shall be read to and submitted for approval at the next Public Business Meeting. No correction shall be made, except by the Secretary, and only then with the assent of Standing Committee or the House.

(ii) *Standing Committee Minute Book*: The Secretary shall keep minutes of Standing Committee. He shall maintain a Standing Committee Minute Book that shall contain the full Private Minutes of Standing Committee. Such minutes shall be affixed to the minute book; they shall not be kept in a loose-leaf file.

(b) *Notice-board*: The Secretary shall be responsible for ensuring that all notices required to be displayed on the notice-board under these Rules are in fact so displayed.

(c) The Secretary shall be responsible for chairing Secretary's Committee.



(d) The Secretary shall be responsible for organising the Term's social events.

(e) The Secretary shall fulfil the duties of the Secretary to a committee as under Standing Order B3 with regard to the minutes of Standing Committee and as under Standing Order B6(a) with regard to the agenda.

(f) The Secretary shall within 24 hours of the Standing Committee minutes being passed, e-mail them to the Chairman of the Consultative Committee so they can be published as per Rule 20(x)(3). And within 24 hours of any meeting of Standing Committee, e-mail the motions passed to the Chairman of the Consultative Committee so they can be published as per Rule 20(x)(6).

## CHAPTER FOUR: Committees

### Rule 23: Committees - General

#### (a) *Committees of the Society*

Committees of the Society shall be the Standing Committee, the Secretary's Committee, the Finance Committee, the Library Committee, the Consultative Committee, the Selection Committee, the Wines and Spirits Committee, the Charitable Endowments Committee, the Heritage Advisory Committee and such other Committees as may be appointed from time to time under Rule 30.

#### (b) *Term of Office*

Always except as under Rules 33 and 35; members of the Standing Committee and the Secretary's Committee shall enter office on the first day of the vacation next following the election and shall hold office until the end of the following term.

#### (c) *Ordinary Meetings*

##### (i) *Notice of Ordinary Meetings*

(1) *In full term:* Notice of an Ordinary Meeting of any Committee, except the Consultative Committee, shall be given by e-mail to every member of that Committee at least three days in advance of that meeting and placed on the Society's notice-board at least three days in advance of the meeting.

(2) *In the vacation:* Notice of any Ordinary Meeting of any Committee, except the Consultative Committee, shall be given by e-mail to every member of that Committee at least five days in advance of that meeting and placed on the Society's notice-board at least five days in advance of the meeting.

##### (ii) *Absence from Ordinary Meetings*

(1) Any member of any Committee, with the exception of the Consultative Committee (save as under (4) below), not being a Trustee, ex-Officer, Senior Officer or Senior Member of the Library Committee shall be fined a maximum of £10 for absence without good reason from an Ordinary Meeting of that Committee.

(2) Any member of any Committee excluding the Charitable Endowments Committee and the Consultative Committee (save as under (3) below) having missed three ordinary meetings of that Committee in the same term, shall be deemed to have submitted his resignation from that Committee.

(3) In the case of all members of the Standing Committee (with the exception of *ex-officio*) and members of the Secretary's Committee, any member being absent without good reason from three ordinary meetings of their respective Committees in the same term or three meetings of the Consultative Committee, in the same term, shall be deemed to have resigned from their respective Committees and if he be a Junior Officer, from his office. In the event of any Junior Officer or member of Standing Committee being absent from three meetings of any Committee of which he is a member by virtue of holding his office, he shall be deemed to have resigned from his office.

(4) In the case of the Consultative Committee, no member except the Junior Officers, elected members of the Standing Committee, members of the Secretary's Committee and the Chairman of the Consultative Committee, shall be fined a maximum of £20 for absence without good reason.

(5) This section (ii) shall not apply to any ordinary meeting of any Committee that takes place outside full term.

#### (d) *Emergency Meetings*

(i) An Emergency Meeting of any Committee, except the Consultative or Debate Selection, shall be called by delivering a Requisition to the President, such a requisition may be made by the Chairman of the Committee, or any three of its members, or, in the case of the Standing Committee, the Returning Officer.

(ii) The minimum limit for the time elapsing between the delivery of the Requisition and the time set for the said meeting shall be twenty-four hours and the maximum shall be forty-eight hours when part of that time falls in Full Term, and otherwise the minimum shall be four days and the maximum shall be seven days. Subject to these provisions, the meeting shall take place on a day and at a time specified on the Requisition, unless the Chairman decides otherwise when it shall take place on a day and at a time determined by him.

(iii) It shall be out of order to raise any matter not specified on the Requisition.

(e) *Secretary*

Except as otherwise provided in these Rules, the Committee shall itself appoint its Secretary, whose duties shall be defined under Standing Order B3.

(f) *Chairman*

Except as otherwise provided in these Rules, the Chairman of any Committee shall be appointed by that Committee and shall have both a deliberative and a casting vote.

(g) *Observers*

(i) All Union Committees shall be open to ordinary Members as observers, except as otherwise provided in this Rule.

(ii) Speaking rights may be granted to these observers by permission of the meeting.

(iii) All Committees, excluding Consultative Committee, may only exclude observers, whilst they are directly discussing the following:

- (1) Disciplinary matters concerning Members of the Society.
- (2) The actual negotiation of sensitive financial contracts with an external organization, but not other financial matters.
- (3) Disciplinary matters concerning staff or the financial provisions of staff contracts.
- (4) The discussion of which Members to select to represent the Union at external debates.

This sub-section may not be changed except by a Private Business Motion at a Public Business Meeting.

(iv) All Committees, excluding Consultative Committee, may only be held *in camera*, whilst they are directly discussing the following:

- (1) Disciplinary matters concerning Members of the Society.
- (2) The actual negotiation of sensitive financial contracts with an external organization, but not other financial matters.
- (3) Matters directly relating to Union Staff, but not other aspects of management of the facilities.
- (4) The discussion of which Members to select to represent the Union at external debates.

In this event, observers for that meeting or part of the meeting shall be bound to follow the relevant *in camera* regulations. This sub-section may not be changed except by a Private Business Motion at a Public Business Meeting.

(v) It shall be deemed an abuse of Office, a disciplinary offence as per Rule 71, for any Chairman of a Committee to allow the removal of observers or to enter *in camera* during a Committee meeting or any part of a Committee meeting where Rule 23(g)(iii) or Rule 23(g)(iv) respectively do not apply.

(h) *Termly Files*

All candidates in the main election who hold any Office or position of trust in the Society shall hand in any files, computer disks and documents related to their work in the Society to the Returning Officer before Thursday 7th Week. All other members of Standing Committee, Secretary's Committee and any appointed official shall hand in their files to the Returning Officer by Friday 8th Week. Such files shall be stored in the File Room. All files and documents relating to their duties, including computer files, shall be property of the Society.

(i) *Status*

No body in the Society shall call itself a Committee, or claim any executive powers of a Committee, unless duly constituted as a Committee under Rule 23 or Rule 30. No working party or group of elected or other officials may claim any authority over any issue if that executive authority is currently held by a duly constituted Committee under the Rules.

(j) *Minutes*: The Secretary of each Committee shall ensure that a Committee Minute Book is kept detailing the full Private Minutes. Such minutes shall be affixed to the minute book; they shall not be kept in a loose-leaf file.

(k) *Openness of Minutes*:

- (1) In camera minutes shall cease to have in camera status after the passing of sixty months from the date of the meeting; Members may view such minutes on request.
- (2) The proceedings of any Committee of the Society shall not be confidential unless Rule 23 states otherwise. Decisions or discussions which are not in camera shall be noted in the public minutes.

- (3) If a Committee goes in camera, or excludes observers, the public minutes shall state what time the meeting did so and stopped doing so and shall state the reason for going in camera or for excluding observers.

## **Rule 24: Standing Committee**

### **(a) Composition**

- (i) The Standing Committee shall consist of the Junior Officers, Ex-Officers as specified in (ii) below, the Chairman of the Consultative Committee, and five Elected Members.
- (ii) Ex-Presidents during the first six terms, ex-Presidents-Elect, ex-Librarians, ex-Treasurers, ex-Treasurers-Elect and ex-Secretaries during the first three terms, succeeding that in which they last held Junior Office shall be eligible for membership of the Committee.
- (iii) Except in the term in which he vacates Office, no ex-officer shall serve on the Committee by virtue of (ii) above unless he signify his consent in writing ten days before the first Public Business Meeting in term.
- (iv) The Chairman of the Consultative Committee shall not be entitled to vote at meetings of the Standing Committee. The Returning Officer shall not be entitled to vote at meetings of the standing Committee unless otherwise qualified.
- (v) The Bursar, the Returning Officer and the Chairman of the Debates Selections Committee shall attend meetings of the Standing Committee in an advisory capacity, without vote. During in camera proceedings relating to disciplinary matters, the Chairman of the Debates Selection Committee shall not be present.
- (vi) The Senior Officers shall not be members of the Committee, but shall attend in an advisory capacity, without vote. The Trustees shall not be members of the Committee, but may attend in an advisory capacity, without vote.

### **(b) Meetings and quorum**

The President shall summon an ordinary meeting of the Standing Committee at least once a week in term. Three shall be a *quorum*, of whom the President, the Librarian, or the Treasurer shall be one.

### **(c) Legal position**

The Standing Committee shall be the Committee of Management mentioned in the Society's Trust Deed, and shall have the general conduct of the Society's affairs subject to the Rules. The Licensee (or Licensees) of the Bar shall be appointed by the Standing Committee, and shall be an appropriate member of Staff and/or an appropriate member of the Standing Committee.

### **(d) Vacation Powers**

During the vacation the powers of the Standing Committee subject to such conditions as the Standing Committee in Full Term before the Tuesday of Seventh Week may lay down, may be exercised by a Vacation Standing Committee consisting of the President, Senior Treasurer and Treasurer, or any of them. Any decision taken by these Officers that would ordinarily be decisions of the Standing Committee shall require the ratification of that Committee at its first ordinary meeting held in the following term.

### **(e) Duties of Elected Standing Committee**

(i) *During the vacation:* The five elected members of the Standing Committee shall be given a portfolio of work by the President to assist the Junior Officers in their preparations for the Term. They shall be required to work in the Society's buildings for the amount of time specified by the President-elect under Rule 34(b)(vi)(1). Should the President designate a member of Standing Committee to be a Junior Officer's assistant, his portfolio shall be to help that Junior Officer carry out his duties as outlined in Chapter Three of these Rules. Any elected member of Standing Committee wishing to invite a speaker to the Society may only do so with approval from the President and Librarian. Any elected member of Standing Committee wishing to raise money for the Society may only approach or negotiate with a sponsor with approval from the Treasurer. Breach of this rule shall be a disciplinary offence under Rule 71, if such a breach could potentially damage the interests of the Society.

(ii) *During Term:* They shall assist at social events as determined by the Secretary.

(iii) A member of Standing Committee shall be appointed by the President as delegate to each of the Library Committee, the Debate Selection Committee and the Heritage Advisory Committee. The following shall apply to the delegate:

- (1) He shall bring proposals of financial importance excluding those already covered by existing budgetary arrangements from the Committee to be ratified at the next meeting of Standing Committee.

- (2) He shall inform Standing Committee of all new policy decisions.
- (3) He shall also be responsible for maintaining a record of all expenditure and financial expenditure arising from the Committee, including any budgetary expenditure.
- (4) He shall have no vote on the Committee to which he is delegate.

(f) *Binding Contracts*

- (i) Only members of the Standing Committee, the Bursar or the Senior Officers may sign contracts on behalf of the Society.
- (ii) No member of the Standing Committee may sign a contract on behalf of the Society without the permission of the Junior Officer under whose remit that contract falls, or by permission of a motion of the Standing Committee. For the purposes of this rule the remit of a Junior Officer shall be their duties as defined under Chapter Three of these rules. Breach of this rule shall be a disciplinary offence under Rule 71.
- (iii) Any member of the Standing Committee who signs a contract on behalf of the Society must give a copy to the Bursar and place a second copy of the contract into the 'contract's file' in the General Office.

**Rule 25: Library Committees**

(a) *Role*

The library Committee shall, under the general supervision of the Senior Librarian, and in conjunction with the day-to-day management of the Library by the Librarian-in-Charge, and the advice of the Library Strategy Committee, act in accordance with Rule 55 (d).

(b) *Membership*

- (i) The Library Committee shall be presided over by the Librarian.
- (ii) It shall consist of:
  1. The Senior Librarian, Librarian and the Librarian-in-Charge.
  2. Not more than six Senior Members. These shall be nominated at the seventh Public Business Meeting in each term. A Senior Member of the Library Committee wishing to resign shall do so by writing to the Librarian. If such a member die or resign, the Library Committee may appoint his successor, if any, for the remainder of his term of office.
  3. Twelve junior members who shall be appointed as and when necessary by the Librarian with the approval of Standing Committee, on the basis of their course of study, to provide a balanced representation of interests in the selection and disposal of books and the general development of the Library. Candidates for membership as a junior member should apply in writing via the Librarian-in-Charge, who shall inform the Librarian and place their names on the agenda for the next meeting of the Committee; the Librarian shall present the name of any candidate they wish to appoint to Standing Committee for approval at its next scheduled meeting.
- (iii) The President or his delegate may attend meetings Library Committee at their own request and have speaking rights but not voting rights.

(c) *Terms of Office*

- (i) Officers and the Librarian-in-Charge shall serve for the duration of their terms of office.
- (ii) Senior Members shall serve for three years and be eligible for re-appointment.
- (iii) Junior Members ratified by Standing Committee shall serve for twelve months following their appointment and may be re-appointed.

(d) *Meetings and Quorum*

- (i) Library Committee shall meet not less than once every two weeks in Term and, normally, weekly.
- (ii) There shall be a quorum of four of whom the Senior Librarian, Librarian or Librarian-in-Charge shall be one.
- (iii) Notice of each ordinary meeting shall be given to each member of the Committee not less than three days in advance.

(e) *Emergency Meetings*

- (i) An emergency meeting may be called by the Senior Librarian or the Librarian, so informing the President and the other members.
- (ii) At least twenty-four hours' notice must be given.
- (iii) Matters not specified when the meeting is called shall be out of order.

(f) *Vacations*

In vacations, the Senior Librarian or Librarian-in-Charge, acting in consultation with the President, may act for the Library Committee,

provided that such actions are reported to the Library Committee at the first opportunity and, where appropriate, ratified by it.

(g) *Duties of Members*

A junior member ratified by Standing Committee may be deputed by the Librarian to serve the Library in any reasonable way, which duties he shall perform diligently.

(h) *Agenda*

Library Committee's agenda shall be modelled on those for Standing Committee (at 1.8 above), modified as the committee may decide from time to time.

(i) *Minutes*

Library Committee's minutes shall be modelled on those of Standing Committee (at 1.9 above), modified as the committee may decide from time to time.

(j) *Library Strategy Committee*

(i) A Library Strategy Committee shall normally meet once a term under the chairmanship of the Senior Librarian and shall be entrusted with providing advice to the Society and to Library Committee on long-term strategic development, fundraising, and professional library matters, including liaison with appropriate donors and fundraising bodies. The Senior Librarian will be responsible for reporting to Library Committee the views of the Library Strategy Committee.

(ii) Its membership shall consist of:

1. The President, Senior Librarian, Librarian-in-Charge and Librarian.
2. two members, who need not be members of the Society, with professional library experience to be nominated; one by the director of the University's library services and Bodley's librarian, and the other by the Chairman of the Board of Curators of the University's Libraries, both of whom are to be confirmed by Standing Committee.
3. any ex-Librarian within two terms of his own period of office, who so signifies to the Librarian in writing by the beginning of full term and is nominated by Library Committee.
4. three additional members of Library Committee, nominated by Library Committee no later than its second meeting in Michaelmas Term.

Vacancies may be filled as they arise at any meeting of the Library Committee.

(iii) Terms of Office:

1. Officers and the Librarian-in-Charge shall serve for the duration of their terms of office.
2. Nominated members shall serve for three years and shall be eligible for re-nomination.
3. Library Committee members shall remain members as long as they remain members of Library Committee for the duration of the academic year, with the possibility of re-nomination.

## **Rule 26: Consultative Committee**

(a) *Membership*

The Committee shall consist of all members of the society.

(b) *Purpose*

(i) The Committee shall consider any suggestions made with a view to promoting the interests of the Society and the better administration of the Society's affairs. Any recommendation shall be laid before the Standing Committee at the next ordinary meeting. Questions may be put to the Chairman of Consultative Committee, any junior member of Standing Committee, the members of any other Committee of the Society (apart from Consultative Committee), the Returning Officer or his Deputies, or to any official appointed by the President. No question may be asked concerning the matters mentioned in Rule 39(e)(iii).

(ii) The Committee shall suggest the topic of any Emergency Debate that week, always and specifically.

(c) *College Secretaries*

(i) College Secretaries shall be members for each College, appointed for that term by the Chairman of Consultative Committee and the President, both being in agreement.

(ii) The College Secretaries shall be appointed for the purposes of representing their colleges in Consultative Committee, and distributing publicity for the Society's events and Membership Drive.

(d) The Secretary to Consultative Committee

- (i) He shall be appointed by the Chairman of Consultative Committee and the President, both being in agreement.
- (ii) He shall be the Secretary to Consultative Committee, as defined under the Rules.
- (iii) He shall act as the assistant to the Chairman of Consultative Committee, and do such duties as the Chairman of Consultative Committee may require, assisting him in the discharge of his duties as provided under the Rules.

(e) *Meeting*

The Committee shall meet at least once a week in full term. The Committee shall be called by the Chairman of the Consultative Committee who shall give at least forty-eight hours notice of the date and time of the meeting on the Society's notice-board and by e-mail to every member of every committee of the Society.

**Rule 27: Finance Committee**

(a) *Composition*

- (i) The Chairman of the Finance Committee shall be the President.
- (ii) The Committee shall consist of all the Senior and Junior Officers of the Society and any Ex-Officers Standing Committee may appoint.
- (iii) The Bursar shall attend meetings of the Finance Committee in an advisory capacity without vote.
- (iv) Three members elected by Consultative Committee:
  - (1) They shall be members of at least three terms' standing and may not be members of Secretary's or Standing Committee. They shall serve for one year from their election. The members shall be elected separately in 2nd Week of Michaelmas, Hilary and Trinity Terms respectively.
  - (2) The Returning Officer shall inform Members of the Society of the provisions of this sub-section and of the fact of the election by noon on Friday of First Week. Members must submit their applications to the Returning Officer by noon on Monday of Second Week.
  - (3) Any vacancies arising in the membership of the Committee from time to time shall be filled using the procedure as for their original selection, *mutatis mutandis*, at the soonest possible ordinary meeting of the relevant Committee, the Member filling the vacancy to serve until the expiration of the term of membership (if any) of the Member causing the vacancy, as the case may be.

(b) *Meeting*

There shall be an Ordinary Meeting of the Committee once a week in Full Term.

(c) *Purposes and powers*

The Finance Committee shall concern itself with all areas of the Society's finances, and shall oversee termly and annual budgets. It shall also undertake such investigations and prepare such reports for the consideration of the Standing Committee as it shall see fit and as Standing Committee shall require. It shall have no power to authorize expenditure by itself.

**Rule 28: Debate Selection Committee**

(a) *Purposes and Powers*

The Selection Committee shall meet to select Members to represent the Society in external debating competitions. No Member shall serve for more than three terms without permission of the Standing Committee. It shall have no power to authorize expenditure by itself.

(b) *Composition*

The Committee shall consist of an elected member of Standing Committee, appointed by the President, who shall act as Secretary to the committee, and not less than four and no more than eight members who have previously represented the Society in external debating competitions or who have been in the final of an internal debating competition. The Committee shall elect its own chairman.

(c) *Meetings*

The Committee shall meet at least three days before the closing date for entry to external competitions to discuss applications from Members. The Chairman shall post a notice on the notice board inviting applications at least one week before each meeting.

**Rule 29: Charitable Endowments Committee**

(a) *Purpose and Powers*

(i) The Charitable Endowments Committee shall seek endowments for the Oxford Literary and Debating Union or other charitable bodies in pursuance of the object of Rule 2(a). No expenditure from the Society's funds shall be undertaken for this purpose except where authorized by a Motion in Private Business.

(ii) The Committee shall ensure that all monies paid to the Society for the furtherance of the object stated in Rule 2(a) are used for such purposes, and in accordance for such conditions as accompany their payment to the Society. It shall immediately report to the Trustees of the Oxford Literary and Debating Union any breach of such conditions, or of Rule 67(b)(vii).

(iii) In exercising its duty under (ii) above the Committee shall consider any complaint or representation made to it by any Member of the Society or of the University, and shall have access to all documents relevant to the payment or application of such monies.

(b) *Composition*

(i) The Committee shall consist of the President, Trustees, Senior Librarian, Senior Treasurer, Secretary of the Oxford Literary and Debating Union Trust and not less than four additional Members appointed under (ii) below.

(ii) Appointed members of the Committee shall be appointed and may be dismissed by the Trustees of the Oxford Literary and Debating Union, to whom they shall be responsible for the proper exercise of their functions under (a) above. Notwithstanding any other provision of the Rules, no Member who is or has been an appointed member of the Committee shall after the date of his appointment as such, be eligible to stand for Election to any Office of the Society, for the Standing, or for the Secretary's Committee.

(c) *Meetings & Quorum*

The Chairman shall summon a meeting of the Committee at least once in each quarter, or upon the request of any two of its members. Three shall be a *quorum*, of whom at least one shall be a Senior Member of the University or Trustee of the Society.

**Rule 30: Special Committees and other committees**

(a) *Special Committees*

(i) *Composition and Term of Office*

The Standing Committee may, and if required by the Society shall, elect, and the House by way of Private Business Motion may appoint, a Special Committee to conduct or to report upon any matter affecting the interests of the Society. The lists of members elected shall be read at the next Public Business Meeting following their election. Members of Special committees shall enter office at the time of their election or appointment and shall hold office until they resign or are discharged. The election shall be by a system of transferable voting.

(ii) *Report*

The report of a Special Committee shall be presented to the Standing Committee and shall be available for inspection by any member.

(b) *Heritage Advisory Committee*

(i) *Purpose*

The Heritage Advisory Committee shall oversee items of historical value to the Society. It shall have no power to authorize expenditure by itself.

(ii) *Composition*



(1) The Committee shall be appointed by Standing Committee, on the basis of demonstrated experience and capability in work on behalf of the Society.

(2) The Committee shall be comprised of 7 appointed members; Standing Committee may, at its discretion, appoint up to 2 extra Members, to a total of 9. Members of the Committee shall serve for 12 months from the Term in which they are appointed. They may apply for reappointment for subsequent periods of membership.

(3) The Treasurer, Treasurer-Elect, and CCC shall attend Heritage Advisory Committee as non-voting members. In addition, the Senior Officers, President, President-Elect, Librarian, Secretary, The Chairman of Consultative Committee, The Archivist, The Bursar, the House Manager and the Hon. Secretary to OLDUT may attend meetings in an advisory capacity as observers with speaking rights, but without voting rights.

(4) The members of the Committee, shall elect a Secretary, who shall be responsible for keeping the minutes, posting the minutes and notice of Committee decisions on the notice board, and giving an electronic copy of the minutes to the editor of the Union's website.

(5) Candidates for membership shall apply in writing to the Chairman, who shall place their names on the agenda for the next meeting of the Committee. The Chairman and the delegate from Standing Committee shall then present the name of the candidate(s), together with any relevant comments by the Committee, to Standing Committee for approval at its next scheduled meeting. In the event of vacancies occurring the Chairman or Secretary shall, within two days following the Meeting of the Committee at which the vacancy was reported, post a notice on the Union notice board advertising the vacant place(s).

### *(iii) Duties*

(1) The Committee shall oversee the discharge of the Chairman of Consultative Committee's duties with regard to the Archives, and, in conjunction with the Chairman of Consultative Committee and Archivist, make plans for the long-term future of the Archives.

(2) The Committee shall recommend to Standing Committee how funds from the 'repairs and maintenance' section of the Society's budget should be directed.

(3) The Committee shall oversee the restoration and display of the Society's collection of photographs, pictures and drawings.

(4) The Committee shall have the right to scrutinize on behalf of the Society all plans involving any structural changes to the Buildings or the fabric of the Buildings, and make such recommendations to Standing Committee and the Oxford Literary and Debating Union Trust as it sees fit concerning any such alterations.

(5) The Committee shall oversee the fixtures and fittings of the Buildings, in conjunction with the Society's staff.

(6) The Committee shall determine the times of its meetings. There shall be a minimum of four meeting per term, during Full Term.

### *(c) Wines and Spirits Committee*

#### *(i) Purpose*

(1) The Committee shall be the Wines and Spirits Committee of the Society for the purposes of the licensing laws.

(2) The Committee shall manage the purchase on behalf of the Society and the supply by the Society of intoxicating liquor in accordance with the provisions of the Licensing Act 1964 and any amendments, other relevant statutes or regulations as may be enacted or laid down from time to time by competent statutory or regulatory bodies;

(3) The Committee shall determine the hours at which the bar is to be opened, in accordance with the licensing regulations (unless otherwise determined by these Rules, or the Standing Committee under Rule 48(b));

(4) The Committee shall determine the pricing of all items sold in the Society's Main Bar and further the general pricing strategy for the Society's Main Bar;

(5) The Committee shall determine what stock is bought, what is sold, and which suppliers are used for the Society's Main Bar;

(6) The Committee shall oversee the services, furniture, fixtures and facilities in the Society's Main Bar, always provided that its decisions shall not conflict with any decisions of the Heritage Advisory Committee for the purposes of that Committee's duties under Rule 30 (b)(iii) above;

(7) The Committee shall advise on the purchase of fine wines and spirits for the Society's dinners and other functions.

(ii) *Voting Members*

Voting Members of the Committee shall be:

- (1) The licensee(s) of the Main Bar, as appointed by Standing Committee from time to time under Rule 24(c);
- (2) Three Members of the Society appointed by a motion passed by simple majority at an ordinary meeting of the Standing Committee.
- (3) Four Members of the Society elected (using a system of transferable voting) by an ordinary meeting of Consultative Committee, under the supervision of the Returning Officer. The Members elected under this sub-section (3) may not be elected members of Standing or Secretary's Committee, nor Junior Officers, and shall be of at least three term's standing in the Society.

Voting Members as defined under (2) and (3) above shall ordinarily be appointed or elected (as the case may be) termly, in the First Week of every Full Term. The Returning Officer shall inform Members of the Society of the provisions of this Rule 30 (c) and of the fact of the election by noon on Friday of Noughth Week. Members must submit their applications to the Returning Officer by noon on Monday of First Week. Any vacancies arising in the membership of the Committee from time to time shall be filled using the procedure as for their original selection, *mutatis mutandis*, at the soonest possible ordinary meeting of the relevant Committee, the Member filling the vacancy to serve until the expiration of the term of membership (if any) of the Member causing the vacancy, as the case may be.

(iii) *Non-Voting Members*

The following shall be Members of the Committee without vote:

- (1) The Bursar;
- (2) The Steward.

(iv) *Meetings*

- (1) The Committee shall meet at least once during Vacation and at least once during Full Term, and further at such other times, as it shall determine from time to time.
- (2) The Committee shall elect its own Chair.

(d) *Cellars Management Committee*

(i) The Cellars Management Committee shall supervise the running of the Cellars, in compliance with the lease and management agreement between the Union and Purple Turtle, with the aim of ensuring that the Cellars offer a good service for Union members as a central student venue for drinking, dancing and entertainment, and provides a safe and trouble-free environment.

(ii) *Voting Members*

Voting members of the Committee shall be:

- (1) two representatives chosen by the Purple Turtle;
- (2) the President and the President-Elect.

(iii) *Non-Voting Members*

Non-Voting members of the Committee shall be:

- (1) up to three representatives chosen by the Purple Turtle;
- (2) the Secretary, the Chairman of Consultative Committee and the Bursar.

(iv) *Meetings*

The Committee shall determine the times of its meetings. It shall meeting at least six times a year. Unless otherwise agreed by the Committee, it shall meet on each Monday which is three weeks before the start of each term, and again in 9th Week of each term. An emergency meeting of the Committee shall require five days notice.

(v) *Chairman and Secretary*

The Committee shall appoint a Chairman and Secretary. The Secretary shall keep written minutes of each meeting. The time and date of each meeting must be published on the Society's notice board at least five days in advance. Minutes of the meeting shall be published on the Society's notice board.

(vi) *Decisions*

In the event of a motion being voted on in the Committee, and the motion is tied, then the motion will fall.

**Rule 31: Secretary's Committee**

(a) The Secretary's Committee shall consist of the Secretary and nine Members elected termly. The Committee shall meet at least once a week in Full Term.

(b) The Committee shall be responsible for helping the Secretary promote and run the Society's events under the auspices of the Standing Committee. The nine elected members of the Committee shall also be responsible for assisting the Chairman of the Consultative Committee with his duties under Rule 20(d)(i), (ii) and (vi). In the event of any elected member of the Committee refusing or failing (without good reason) to provide the Secretary or the Chairman of the Consultative Committee with requested assistance in relation to their duties, then the member may be fined by either of the said officials, a sum not exceeding £10. This fine may be repealed by a motion passed by a simple majority in the next meeting of Consultative Committee.

(c) No Member of the Society shall be elected to this Committee for more than two terms.

(d) The nine elected members of the Secretary's Committee shall be required to work in the Society's buildings during the vacation for the amount of time specified by the President-elect under Rule 34(b)(vi)(1), to assist the members of the Standing Committee in preparing for the Term.

(e) The Secretary, or a resolution of the Secretary's Committee, may call Ordinary meetings of the Secretary's Committee.

## CHAPTER FIVE: Elections of Officers and Committees

### Rule 32: The Returning Officer & His Deputies

#### (a) *Appointment of Deputy Returning Officers (DROs)*

(i) *Advertisement and Applications.* The President shall advertise on the Society's noticeboards for Members to apply for the posts of Deputy Returning Officers for the term's Main Elections; such advertisement shall be posted one week before the deadline for application. The President shall further advertise these posts at the meeting of Consultative Committee immediately preceding the deadline for application. Applications should include details of relevant experience, and must be submitted to the President before 3p.m. on the day of the Ordinary Meeting of Standing Committee in Second Week.

(ii) *Shortlist.* Before the Ordinary Meeting of Standing Committee in Second Week, the President, the Returning Officer and the Chairman of Consultative Committee shall compile a list, prioritised on the basis of their experience and capability, of fourteen Members from those who applied under (i) above. This list shall be presented to the Ordinary Meeting of Standing Committee in Second Week. Regarding this list:

- (1) Not more than ten may be applicants who have served as DROs of the Society in any previous term, unless (4) below applies;
- (2) At least two shall be applicants who have never before served as DROs of the Society, and are not within the ten specified in (1) above. In choosing these two, no consideration of their having held other positions within the society shall be made; the sole discriminating criterion shall be capability. In the event that more than two applicants satisfy this criterion, a system of random selection shall be employed.
- (3) At least two shall be applicants who have served as DROs of the Society only once previously, and are not within the ten specified in (1) above. In choosing these two, no consideration of their having held other positions in the Society shall be made; the sole discriminating criterion shall be capability. In the event of more than two applicants satisfying this criterion, random selection shall be employed.
- (4) If fewer than two applications of sufficient capability to satisfy (2) are made, applicants who have previously been DROs of the Society may be added to the list in reverse seniority, one for each vacancy, until a total of fourteen is attained.
- (5) If fewer than two applications of sufficient capability to satisfy (3) are made, applicants who have previously been DROs of the Society for more than one term may be added to the list in reverse seniority, one for each vacancy, until a total of fourteen is attained.
- (6) For the purposes of Rule 32 "experience" shall be determined according to Standing Order D12 and "capability" shall be determined on the basis of that Member being able to carry out any of the Duties of a DRO during the Election Period.
- (7) No Member shall be a DRO if he is a member of the Standing Committee, nor unless he consent to serve and he has not been convicted of Electoral Malpractice or any Disciplinary Offence under Rule 71, except where such conviction has been quashed on appeal. This clause may not be altered except by passage of a Private Business Motion at a Public Business Meeting.

(iii) *Initial Appointments.* At the Ordinary Meeting of Standing Committee in Second Week:

- (1) The shortlist and the full list of original applicants shall be presented. Standing Committee shall have the power to replace names on the shortlist, using names from the full list of original applicants, solely according to the criteria in (ii) above.
- (2) Should there be fewer than fourteen names remaining on the shortlist after such amendments, Standing Committee may augment the shortlist with Members who did not apply under (ii) above, provided that all criteria under (ii) above remain satisfied. The total number on the shortlist may never exceed fourteen.
- (3) The Standing Committee shall then ratify the shortlist by passage of a motion, at which point Members on the shortlist shall become DROs.
- (4) The Secretary shall post on the Society's noticeboards a list of DROs appointed, within fifteen minutes of the closure of the Meeting at which they were appointed. The time of the posting of the notice shall be included, as shall details of the objections procedure under (v) below.

(iv) *Further Appointments.* In the event of the number of DROs falling below eight, the Returning Officer shall nominate further DROs to the Standing Committee for appointment to bring the number to at least eight. In this eventuality the Standing Committee may reject nominations solely on grounds of capability, in which case the Returning Officer may suggest alternatives. Capable nominations shall be appointed as per (iii)(3)-(4) above.

(v) *Objections to Appointments*

- (1) The Standing Committee may record in its motion of appointment under (iii)(3) above a corporate objection to any of those appointed.
- (2) Any individual Member may object to any DRO appointment.
- (3) Objections under (1)-(2) above must concern the DRO's suitability, not his experience or capability.
- (4) Individual Members wishing to object must do so in writing to the President within 48 hours of the posting of the notice of appointment under (iii)(4) above; objections shall only be considered if signed by the Member making the objection.
- (5) The President shall notify those DROs against whom objections have been made of the substance of all such objections, without revealing the identity of the objector, within 96 hours of the posting of the notice of appointment.
- (6) Within 144 hours of the posting of the notice of his appointment, the DRO objected to shall have the right to submit to the President a written response to such objections for consideration under (7) below. This response shall be confidential and only made available to those reviewing the appointment under (vi) below.

(vi) *Scrutiny of Appointments*

- (1) Within 192 hours of the posting of the notice of appointment, a scrutiny committee of three Members shall meet *in camera* to consider objections and rebuttals made under (v) above.
- (2) Ordinarily this committee shall be composed of the President, the Returning Officer, and the Chairman of the Consultative Committee, except that convictions of Electoral Malpractice or any Disciplinary Offence under Rule 71 not quashed on appeal shall render these individuals ineligible to sit, and they shall be replaced as under (3) below. If the Returning Officer receives an objection to his reappointment as a DRO, he shall be ineligible to be present when the objection against him is considered, and a replacement for the Returning Officer must be made to consider that objection only.
- (3) In the event of replacements to the President, the Returning Officer or the CCC being required, vacancies shall be filled by ex-Returning Officers still enrolled at institutions specified under Rule 3. Invitations to fill such vacancies shall be made, beginning with the most senior such ex-Returning Officer, by the President. If an ex-Returning Officer receives an objection to his reappointment as a DRO in the term in question, he shall not act as a replacement; nor shall he if he has a conviction for offences under Rule 33 or Rule 71 which has not been quashed on appeal.
- (4) If, after the list of eligible ex-Returning Officers has been exhausted, three eligible people cannot be found to constitute the scrutiny committee, the Senior Officers shall be empowered to appoint as many Members of good character as may be required to bring the total to three.
- (5) The scrutiny committee shall decide whether to uphold any objection by majority vote. If an objection is upheld, the appointment of the Member in question shall be revoked. Any Member whose appointment has been revoked on the grounds of an objection having been upheld shall not be eligible to become a Returning Officer's Assistant in that term. The decision of the scrutiny committee shall be final, but this shall not protect the committee from disciplinary action if these rules are breached.

(b) *Election of Returning Officer.* The Returning Officer shall summon a conclave of the new DROs before Wednesday of Third Week to elect a new Returning Officer, to serve until a successor be elected or appointed under this clause or under (d) below. He shall give two days' notice of the meeting on the noticeboards. The election shall take place according to a system of preferential voting. Only the current Returning Officer or one of the new DROs may be elected. The Returning Officer may not be the CCC. No Member may become Returning Officer unless he shall have attended at least one previous Count for the Poll for the Election of Officers and Committees of the Society. Voting rights shall be held by the ten DROs appointed under Rule 32 (a) (ii) (1) and the two DROs appointed under Rule 32 (a) (ii) (3), but not the two appointed under Rule 32 (a) (ii) (2).

(c) *Resignation or Removal of DROs.*

- (1) If a DRO be elected or appointed Returning Officer, or resign, he shall immediately cease to be a DRO.
- (2) If a DRO becomes subject to an allegation under Rule 33 or Rule 71, or he brings such an allegation, he shall immediately cease to be a DRO until the conclusion of the judicial process, at which point he shall resume being a DRO if he has not been convicted.
- (3) The Returning Officer may convene the scrutiny committee under (a)(vi) above to meet, subsequent to its initial meeting, to consider revoking the appointment of any DRO. In this eventuality the DRO in question shall be informed of the objection to him and given a reasonable time (determined by the scrutiny committee) to respond before the committee meets. The committee shall then proceed according to (a)(vi)(2)-(5) above.

(d) *Resignation or Removal of Returning Officer.*

- (1) If the Returning Officer should resign, or if he should become, in the opinion of two-thirds of the Standing Committee present and voting, unwilling or unable to perform his duties, he shall immediately cease to be Returning Officer, and become a DRO.
- (2) If an allegation under Rule 33 or Rule 71 be brought against the Returning Officer, or if he himself brings such an allegation, he shall immediately cease to be Returning Officer, and shall not become a DRO. At the conclusion of the judicial process, if he has not been convicted, he shall resume being a DRO.
- (3) In the event of (1) or (2) above, the DROs shall elect a successor as soon as possible, subject to (b) above, and the most senior of them shall become Acting Returning Officer *ad interim*. Two days' notice of the meeting of conclave may be waived if all the DROs agree. If it be impracticable for at least four DROs to elect a new Returning Officer within four days, the Senior Librarian, or, failing that, the Senior Treasurer, shall appoint the Returning Officer.

(e) *Duties of the Returning Officer*

(i) The Returning Officer shall conduct the Elections of Officers and Committees of the Society as provided in Rules 32-38 and Chapter D of the Standing Orders. The Deputy Returning Officers shall assist the Returning Officer in the conduct of the Elections. The Returning Officers and his Deputies shall attempt to ensure that no breach of Rule 33 occurs.

(ii) The Returning Officer shall maintain the six interleaved copies of the Rules, Standing Orders and Special Schedules referred to in Rule 67(f). He shall be responsible for entering therein such amendments and cancellations in Rules, Standing Orders, Special Schedules and Appendices to the Rules as may be made. Within 28 days of any alteration or cancellation to these, he shall give written notice to the Secretary to the Trustees of the Oxford Literary and Debating Union Trust and, if the Rule change is relevant, written notice to the Chief Executive of Oxford City Council and/or the Chief Constable of the Thames Valley Police. He shall also send a fully amended edition of the new rules to the Bodleian Library (Room 132) and to the other copyright Libraries. He shall also maintain a rules archive in the Society's Archive Room.

(iii) The Returning Officer shall enter the results of the Society's main elections in the Business Minute Book.

(iv) *Disciplinary Duties*

(1) The Returning Officer shall oversee the disciplinary and membership processes of the Society, as laid down in Rule 3(d), Rules 5-8, Rule 53, Rules 63-66, Rule 71 and Standing Order Chapter G.

(2) If the Returning Officer is not willing or able to conduct his disciplinary duties, or if he is subject to a complaint himself, his powers and duties (but not the office itself) for the purpose of the disciplinary matter shall be devolved upon the next most senior Deputy Returning Officer who is willing and able to perform these duties and not a voting member of the Standing Committee nor the subject of a complaint himself. In the event of no DRO being available, the Senior Officers shall appoint a member, who not shall not be a voting member of Standing Committee, to act in the Returning Officer's place.

(3) In the absence of any Senior Officer holding the position of Senior Officer, for the purposes of the rules concerning fines and disciplinary offences, the Returning Officer shall be empowered to act in their place.

(f) The Returning Officer shall be familiar with the Rules and Standing Orders of the Society, and shall advise the Standing Committee upon their content and interpretation, although such advice shall have no binding effect under Rule 67(e)(i).

(g) *Interpretation of the Rules*

The Returning Officer may on request at any time issue to any Member in writing an interpretation of any of these Rules and Standing Orders over which he is accorded power of interpretation by Rule 67(e)(i). A copy of such an interpretation shall be posted upon the Society's Notice-board as soon as practicable and entered into the six official copies of the Rules, and shall have binding effect as provided by Rule 67(e)(i).

(h) *Tribunal Short List*

The Returning Officer shall draw up a list of names of at least fifteen and not more than twenty-five Members to serve as the Short List for membership of any Election Tribunal called under Rule 33. He shall propose this list for the approval of Standing Committee at its Ordinary Meeting in Fourth Week. The Standing Committee may accept the list either as proposed or without any particular name or names. Should Standing Committee not accept any name on the original list, it shall require the Returning Officer to propose a further name in its place. Only Ex-Officers, former members of the Standing Committee and Ex-Returning Officers, of at least eighteen terms' standing in the Society, who have not been convicted of Electoral Malpractice, shall be eligible to serve on the Election Tribunal Short List. The Returning Officer shall as soon as may be write to the Members whose names are on the Short List asking whether they are likely to be available for service on an Election Tribunal should one be called.

(j) The Returning Officer shall supervise the receiving of nominations for the Society's Elections. He shall be present on the Society's premises for the last two hours during which nominations are open.

(k) The Returning Officer may appoint Members who have not been convicted of Electoral Malpractice as Returning Officer's Assistants to aid him in the performance of his duties. He shall post on the Society's Notice board not later than 4.00p.m. on the day of the Poll the names of any members he intends to appoint as such. If two or more candidates object in writing before the start of the Count to the appointment of any Returning Officer's Assistant, that appointment shall immediately be revoked.

(l) The Returning Officer shall inform the Oxford Licensing Authority of any change in the Licensee or Licensees of the Society's Bars.

(m) For the purposes of deadlines for notifying the Senior Officers of a matter, in relation to their duties under Rule 33 or Rule 71, receipt by the Returning Officer of a communication shall be deemed sufficient for meeting that deadline; the Returning Officer shall then ensure that the communication is passed onto the Senior Officers as soon as possible.

### **Rule 33: Electoral Malpractice**

#### *(a) Definition of Malpractice*

(i) A person shall have committed an Electoral Malpractice if he performs any of the following actions:

(1) actual or attempted soliciting of votes for or against any candidate, save as under (ii) below;

(2) drawing the fact of the Election or of one's own or another's candidature to the attention of Members in a systematic or persistent way, save where specifically permitted in these Rules;

(3) representing or attempting to represent himself or any other Member or Members to be the candidate(s) of, or endorsed, supported or opposed by, any political party, group or faction or any University Society, or any national, racial, or religious party, group or faction, or persuading or attempting to persuade any other person to do so; or engaging in any electoral pact between Candidates in the Election and Candidates in any different election inside or outside the Society - although this shall not affect any internal agreements amongst candidates for the various posts in the main Election itself.

(4) procuring or attempting to procure any vehicle or conveyance for the purpose of systematically conveying Members to the poll, unless authorized to do so by the Returning Officer, in the case of distant locations or unusually inclement weather, where the Returning Officer is satisfied that neither the intention nor the effect of such conveyance would be unduly to benefit or to hinder any specific candidate or candidates;

(5) bribery or buying Memberships in order to influence the result of the Election; or paying, or promising to pay, another Member's nomination fee; or making, or undertaking to make, some payment or financial inducement, either directly or indirectly, to any person (whether a Member or not) in order to encourage, discourage, facilitate or hinder another Member's candidature in any way, either directly or indirectly;

(6) extortion, blackmail or intimidation in connection with the Election;

(7) organized treating by or on behalf of any candidate either between the Opening of Nominations and the Close of Poll, or so as to draw attention to the candidature of a Member;

(8) interfering with, obscuring, defacing or removing, any photograph, manifesto, notice, poster, mailing or other material issued or distributed by the Returning Officer, unless specifically authorized to do so by the Returning Officer;

(9) the malicious dissemination of defamatory statements about a candidate designed to influence the course of the Election either in writing or systematically or persistently;

- (10) misusing or abusing one's official position in the Society so as unfairly to promote one's own candidature or to promote or hinder the candidature of another Member;
- (11) any deliberate breach of the Rules or Standing Orders regarding the conduct of the Election;
- (12) making Allegations of Electoral Malpractice that are either frivolous or are unfounded and brought out of malice;
- (13) deliberately giving false evidence to an Election Tribunal;
- (14) making an unreasonable Appeal against the findings of an Election Tribunal;
- (15) breaching Rule 5, or otherwise using the Society's records of Membership, with the intention of promoting or hindering the candidature of any Member or otherwise influencing the result of the election;
- (16) deliberately hindering or attempting to hinder the Returning Officer, or his Deputies in the discharge of their duties;
- (17) persistently loitering outside the Poll Room during the Poll for an Election in which one is a candidate;
- (18) providing a Member with a list of selected candidates either verbally or in writing;
- (19) impersonating another Member in order to hinder or promote a candidature; pretending to be from a college or institution not one's own when soliciting votes; or trying to impersonate another voter when voting in the Poll Room;
- (20) deliberately making a false or misleading statement in a manifesto for Office, manifesto booklet, a hustings speech or in any report made under Standing Order D1 designed to affect the outcome of one of the Society's Elections;
- (21) abusing or misusing the rules or forms of the House or persistently seeking to obstruct debate in the House, in order to promote or hinder the candidature of a Member (including, but not exclusively: the Chair systematically and persistently showing bias in the selection of Members being called to speak; the Chair persistently and systematically ignoring the time restrictions for speakers; forging signatures on the list for Members to speak in the after-debate; the misuse or abuse of procedural motions; but excluding the legitimate usage of Rule 46 (e));
- (22) maliciously or recklessly causing the Returning Officer to exercise his power to suspend the Count under Rule 35 (i) (iv), with the intention of breaching the secrecy of the Count. Any allegation brought or action taken as a consequence of this clause may be in addition to any normal and legitimate action against any Member who has set off an alarm or otherwise prejudiced the good order of the Society's rooms, whether with intent to breach the secrecy of the Count or not;
- (23) breaching the secrecy of the Count by disclosing any result, or pretended result, either directly or indirectly, before the Count is finished, whether or not the Count has been suspended for any reason, without the sanction of the Rules or Standing Orders;
- (24) taking part in a conspiracy to perform any of the above.
- (ii) Members may solicit votes for or against candidates in private, and may draw the fact of the election or of their own or another's candidature to the attention of Members who are their own close personal friends provided that they commit none of the electoral malpractice enumerated in (i) above and provided that such campaigning contravenes none of the following restrictions:
- (1) No such campaigning shall be permitted in writing or other permanent form. The distribution by any person (whether a Member or not) of any written list of selected candidates shall be an electoral malpractice, as shall the distribution by any person (whether a Member or not) of any materials to any other person (whether a Member or not) in order for any person (whether a Member or not) to write down or otherwise cause to be written or created a written list of selected candidates, in public or private. Physical or verbal indication of selected candidates on official election material or other lists of candidates (including but not exclusively election posters and manifesto booklets) shall likewise be electoral malpractice.
- (2) No such campaigning shall be permitted on the Society's premises.
- (3) No Member shall campaign in public places or systematically campaign in the private lodgings of Members or attempt to contact Members there for that purpose.
- (4) No person not a Member shall so campaign for any candidate or against any candidate, nor shall any Member induce or attempt to induce any person not a Member to do so.
- (5) No such campaigning shall be permitted if it is calculated or liable to draw the fact of the election to the attention of significant numbers of non-members of the Society. This clause shall not be interpreted as prohibiting in itself any Member from speaking to any



other Member in a conversational tone of voice in a private conversation merely by reason of the possibility of being seen or overheard by non-members of the Society.

(6) No Member shall persuade or attempt to persuade any other Member to so campaign or refrain from campaigning by payment or promise of payment of any consideration whether material or otherwise or promise of benefit by virtue of holding current or future Office in the Society, or likewise the threat of withholding such benefit.

(7) No such campaigning shall be permitted by telephone, radio, television, the Internet or email, or by other analogous communication devices.

(8) No Member shall address any public meeting, or meeting of any political party or organization, of any religious grouping, University-registered club, other student-constituted club, of any Union, common room or student union (whether or not designated by such title) within the University or any of the institutions admitted to the benefits of Rule 3A, or of any society registered with the Proctors or similarly recognized by the appropriate authorities at Oxford Brookes University or other educational institution in Oxford, with the intention of promoting or hindering the candidature of himself or of any other Member or Members, nor persuade or attempt to persuade any other person to do so.

(9) From the opening of nominations to the close of Poll, no Member shall loiter in any public place in order to attempt to solicit votes for or against any candidate. No Member shall systematically solicit votes in any public place, nor move from public place to public place to solicit votes (whether such movement is occasioned in order to solicit votes, or otherwise).

(10) No Staff member, Senior Officer, OUS Trustee, nor any member who is an OLDUT Trustee, may solicit votes for against any candidate in an election.

(iii) This Rule shall be interpreted in accordance with the following:

(1) The intention of this Rule is to ensure that the criteria upon which the Officers and Committees of the Society are chosen are founded upon the merits of the candidates themselves as displayed in debating ability, past or potential contributions to the administration of the Society and general sociability, and that Members do not gain advantages by virtue of being richer than other candidates, or in a position to offer deals involving other elections inside or outside the Society, or by employing an election agent, that Members are not persistently harassed into voting for particular candidates, and that candidates do not behave in a manner liable to bring the Society into disrepute.

(2) It is not the intention of this Rule to stifle legitimate discussion of the merits or demerits of candidates, to prevent candidates from leading normal social lives involving as it may the sort of private discussion of their interests and pursuits that is common between close personal friends, nor to prevent candidates from standing in other elections, nor to stop Members from asking or advising candidates to stand or not to stand whether in general or for any particular Office or Committee, nor is it the intention to alter traditional practices the legitimacy of which has been generally agreed, in particular with regard to speakers in the Presidential Debate.

(3) A 'public place' shall include (but shall not be defined exclusively as) for the purposes of the Rules - any public highway or right of way; premises of the Oxford Union Society; public transport, car parks, any Church or religious building of any religious organization; and the dining rooms, libraries, computer rooms, lecture rooms, corridors, kitchens, bathrooms, lodges and common rooms of the University, colleges and any educational institution whose members may become members of the Society.

(b) *Complaints and Allegations*

(i) If the Returning Officer receives, not later than the Close of the Poll, a written complaint concerning the circumstances of the election, he shall investigate the complaint and advise and warn those concerned.

(ii) After the Close of Poll, but within 48 hours thereof, any Member may bring before the Returning Officer or any of his Deputies a Written Allegation, signed by the Member concerned, that:

(1) A Member or Members, including the Returning Officer or any of his Deputies, have committed an Electoral Malpractice; or

(2) An Electoral Malpractice has been committed by a person or person unknown or by a person who is not a Member; or

(3) A fine levied by the Returning Officer or one of his Deputies under Rule 35(j)(iii) was unjustified.

The Returning Officer may not call a tribunal without a written allegation, save as under (ix) below, or as under Standing Order D5 (e).

(iii) The Returning Officer and his Deputies shall meet in the Room in which the Poll was held not later than 47 1/2 hours after the Close of Poll, and shall remain there until 48 hours after the Close of Poll, for the express purpose of receiving Allegations.

(iv) Within ten minutes after the time limit for the receipt of Allegations has expired, the Returning Officer shall post on the Notice board a list of Allegations received or a notice to the effect that no allegations have been made, as appropriate. The infringement of this provision by the Returning Officer shall be deemed to be an Electoral Malpractice under (a)(i)(11) above, and notwithstanding the time limit imposed in (ii) above, allegations brought under this sub-section may be made within 49 hours of the Close of Poll to any Deputy Returning Officer.

(v) On receipt of any allegation the Returning Officer shall call an Election Tribunal as under (c) below.

(vi) The Returning Officer shall only be deemed to have received a Written Allegation if it is signed by a Member and complies in form or substance with the following format, namely: "I, (insert name of allegor), hereby allege that (insert name of accused, if known) did commit an Electoral Malpractice (or levied an unjustified fine) by breaching (insert Rule/Standing Order Number) I herewith attach or enclose details of the evidence which I shall submit to the tribunal namely:

- (1) A description of the facts and circumstances of the Alleged Malpractice;
- (2) Details of any documentary or other recorded evidence which corroborates the description in (1); and/or
- (3) Details of witnesses or circumstances which corroborates the description in (1) or the evidence in (2).

The details under (1), (2), (3) shall be attached or enclosed. The Returning Officer shall inform the Allegor if the Written Allegation is not valid because of a defect in the above requirements.

(vii)

(1) The Returning Officer may order a recount if a Member brings to his attention within 48 hours of the Close of Poll an error in the results published on the Notice board.

(2) If a recount is ordered under (1) above or the Count or part of it has been postponed the time limit for the receipt of Allegations shall be extended to 1 hour after the result of the recount or postponed Count has been announced, if it takes place after the normal 48 hours limit has expired. There shall also be a further hour in which allegations against the Returning Officer for failure to post on the Notice board a list of Allegations received or a notice to the effect that no allegations have been made, as appropriate, at the end of the end of the time limit for the receipt of Allegations under this subsection.

(viii)

(1) Every candidate in the election shall report to the General Office in person between 10.00am and 10.00pm on the third day after the Poll to determine whether his attendance is required by an Election Tribunal. If a Tribunal is set up, any candidate failing to so report shall be disqualified from the Election forthwith and fined a sum of £50. The Returning Officer and all Deputy Returning Officers serving at any time after two weeks prior to the close of nominations shall report likewise. Any Returning Officer or Deputy Returning Officer failing to so report shall be fined a sum not exceeding £100 and disqualified forthwith from serving as an electoral official in the Society's elections for the remainder of the term and the following two terms.

(2) Notwithstanding the provisions of (1) above, any person under the jurisdiction of (1) above prevented by genuinely pressing reasons from being in Oxford on the third day after the Poll shall notify the Returning Officer in writing at the time of nomination or at the earliest possible moment thereafter, and shall report to the General Office in person or by telephone at a time agreed with the Returning Officer; such a report shall be deemed as fulfilling the requirements of (1) above. In the case of any person reporting by telephone under this clause, notice is given by telephone in the presence of a witness that his attendance is required by the Election Tribunal or that he is a defendant at the Tribunal shall be deemed sufficient for all purposes of these Rules. Should the Returning Officer be the individual affected by this rule, his authority for the purposes of this rule shall be automatically delegated to the most senior Deputy Returning Officer currently in office.

(3) In the case of candidates who have failed to report under (1) above, the Tribunal Panel may choose to rescind either or both of the fine and the disqualification if it is satisfied that the candidate's failure to report was the result of unforeseeable or unavoidable circumstances or would otherwise be manifestly unjust. In the case of any Returning Officer or Deputy Returning Officer who has failed to sign down under (1) above, the Tribunal Panel may choose to rescind either or both of the fine and the disqualification from serving as an electoral official if it is satisfied that the Returning Officer's or Deputy Returning Officer's failure to report was the result of unforeseeable or unavoidable circumstances or would otherwise be manifestly unjust.

(4) Every candidate shall at the time of nomination sign a declaration that he is aware of the provisions of this clause, and that he expects to be able to report as under (1) above or that he requires a dispensation as under (2) above.

(ix) If the Returning Officer receives, after the close of polling but within 48 hours thereof, a written objection to the result of the election on the grounds of Innocent Interference, that is:

- (1) that the outcome of the Election has been perverted by the dissemination of defamatory statements about a candidate or candidates,

even though such dissemination was not malicious; or

(2) that the Returning Officer has in good faith (through negligence or otherwise) misinterpreted the Rules concerning that conduct of the Election in such a way as to affect its outcome, or otherwise affected it through negligence, he shall summon a tribunal as if an Allegation of Electoral Malpractice has been made. In such circumstances the Tribunal shall investigate the circumstances of the election as if the objection were an allegation of Electoral Malpractice against the person or persons named in it, except that no penalties shall be imposed upon such persons unless in the course of investigation the Tribunal become satisfied that the actions objected to were in fact deliberate electoral malpractice. Any frivolous or unfounded and malicious objection made under this clause shall be an electoral malpractice subject to the same penalties as a frivolous or malicious and unfounded Allegation.

(c) *The Election Tribunal*

(i)

(1) The Election Tribunal shall be set up by the Returning Officer if necessary, as soon as possible, and shall consist of any three of the Members whose names were on the Short List made under Rule 32(h), save that should fewer than three of the said Members be available, the Tribunal shall consist of any Members chosen with the Standing Committee's approval that satisfy the requirements of the said Rule. The Returning Officer and the Standing Committee shall use their best efforts to ensure that at least one Member of the Tribunal is a qualified lawyer. No person shall serve on an Election Tribunal more than once in the space of three terms.

(2) As an exception to Rule 23(d), SO B6 and SO B10, if an election complaint has been validly submitted such that a tribunal is necessary, but the Returning Officer is unable to organize a sustained, quorate tribunal that is sufficiently able, within the required time period and deadlines, to hear all the complaints and evidence and then deliberate fully, then the Returning Officer shall be able to summon an Emergency Meeting of Standing Committee for the purpose of appointing an additional tribunal shortlist only, without any minimum notice period for the meeting or for the agenda.

(3) In the case of sub-section (2), then for the purposes of SO B11, four days written notice shall not be required. However, the Returning Officer shall be required to ensure that a valid Requisition is published on notice board and that he or his Deputies have attempted to contact verbally or by phone each member of Standing Committee as far as possible in order to inform them of the meeting in advance.

(ii) The Election Tribunal shall have the complete power to investigate all the Allegations and circumstances dependent upon those Allegations only. No Allegations brought after the time limits laid down in (b)(ii) and (b)(iv) above shall be considered by the Tribunal. The Tribunal shall have discretion in the determination of penalties, save that:

(1) Any candidate convicted of Malpractice shall be disqualified from the Election concerned unless (provided that the relevant candidate has not previously been convicted of electoral malpractice) the Election Tribunal, in its absolute discretion acting reasonably, unanimously determines that in the circumstances such a disqualification would be disproportionate to the Malpractice committed due to such Malpractice being of a minor nature and any other exceptional circumstances duly considered by the Election Tribunal.

(2) Any Member bringing frivolous or malicious allegations shall be suspended for at least one term, and, if such allegations be made against the Returning Officer or any of his Deputies the Member shall in addition be fined at least £50;

(3) If the Returning Officer or one of his Deputies be found guilty of an Electoral Malpractice, he shall be automatically disqualified from taking any part in the count in future, dismissed from any Office he currently holds in the Society, and suspended for at least one term;

(4) Any Member making an unreasonable appeal against the findings of an Election Tribunal under (d) below shall be suspended for one term, forbidden to serve on any Committee or nominate himself for any Committee or Office for a further three terms, and fined £50, these penalties in all cases being added to any penalties otherwise imposed under (c)(ii) or (iv);

(5) Notwithstanding anything else in this Rule, no penalty shall be inflicted upon a Member if the allegations against him are found to be frivolous;

(6) The Election Tribunal shall always consider whether or not any allegations brought before it are frivolous, or, if unfounded, malicious.

(iii) The standard of proof required for a conviction shall be that the Tribunal is satisfied beyond all reasonable doubt of the defendant's guilt. No person shall be found guilty save by unanimous vote. The standard of proof required to settle all other questions of fact shall be a simple balance of probability, and a majority verdict shall be sufficient.

(iv) The Election Tribunal may inflict any or all of the following penalties on a Member found guilty of Electoral Malpractice, even in

addition to the provisions of (c)(ii) above:

- (1) a fine;
- (2) disqualification from holding Office or sitting on any Committee in any following term;
- (3) disqualification from nominating himself in any subsequent election;
- (4) suspension;
- (5) expulsion;
- (6) in the cases of the President-Elect and Treasurer-Elect only, immediate dismissal from Office, which shall for the purposes of Rule 38 be deemed to be a resignation.

(v) The Election Tribunal may, under the conditions laid down by Standing Order, inflict a fine on any Member who fails to appear before it.

(vi) The Election Tribunal shall not inflict any penalty upon nor recommend any proceedings against any person other than one whom it convicts of Electoral Malpractice, save as under (v) above. The annulment of the Poll or part of the election and the ordering of a re-poll or new election shall not be considered a penalty.

(vii) The Election Tribunal may annul the whole Election or the Election for any particular Office or Committee or for any particular place on any Committee, if it is satisfied that Malpractice or Innocent Interference, as defined in (b)(ix) above, has substantially affected the result, or otherwise in accordance with the provisions of (b)(viii)(1) or (c)(ii)(1). In the event of an annulment, it shall be the Returning Officer's duty to arrange a new Election at the most convenient time during Full Term. The Election Tribunal may make such provisions as it think fair concerning the procedure and arrangements of the new Election. Notwithstanding the provisions of Rule 67(e)(i), such orders shall not generally act as Authoritative Precedents. The Tribunal may make any provisions it thinks fair with regards to the conduct of this new election, including but not limited to:

- (1) Ordering a re-poll;
- (2) Restricting those eligible to stand and/or nominate in the new election or re-poll;
- (3) Allowing previously-nominated candidates to withdraw from the election;
- (4) Re-opening nominations

Notwithstanding the provisions of this paragraph (c)(vii) in respect of any disqualification of any candidate pursuant to the provisions of (b)(viii)(1) or (c)(ii)(1) above, if the Election Tribunal is satisfied that no such re-election is necessary, the result of the original election shall be determined by recounting the ballot papers while ignoring all preferences for the disqualified candidate(s), save that the Tribunal may order that no such recount is necessary if satisfied that it could not affect the existing results. Furthermore, if, in respect of any disqualification of any candidate pursuant to the provisions of (b)(viii)(1) above only, no candidates disqualified under (b)(viii)(1) above in respect of any Election were elected in that Election then the Tribunal, at its absolute discretion, may order that no such recount is necessary in respect of such Election.

(viii) The Election Tribunal, or failing it, the Appellate Board shall have the power and the duty to make any order necessary to remedy any failure of the Rules otherwise to determine how to fill vacancies left by its action.

(ix) The Election Tribunal shall complete its investigations and shall present a declaration to the Returning Officer within 216 hours of the Close of Poll. The declaration shall state the allegations made, the verdicts returned, and any penalties inflicted, and shall be read by the Returning Officer to the next Public Business Meeting. Within 261 hours of the Close of Poll, the Election Tribunal shall report in full to the Returning Officer and thereupon cease to exist except as regards (d) below. A copy of the report shall be posted on the Notice board as soon as practicable for at least five days; this report shall be read by the Returning Officer to the next Public Business meeting, if he thinks it is necessary, or if he is so directed by the Election Tribunal, unless it have been quashed by an Appellate Board.

(x) Once the Election Tribunal is set up, no question whatsoever shall be asked, no motion whatsoever moved, nor discussion whatsoever initiated, in the House or in the Standing Committee, that in any way relates to the action of the Returning Officer under Rule 33, or to the setting-up, composition, action or report or any other circumstances whatsoever of the Election Tribunal, save as may be necessary for proceedings against convicted parties under Rule 7(c), or to enable the Standing Committee to ensure that any punishments inflicted are carried out, to determine the Society's response to any judicial or quasi-judicial proceedings, or to carry out actions directed or recommended by the Appellate Board in its Report made under (d) below.

(xi) Any Member who has a direct interest in the outcome of a Tribunal shall be entitled to be represented at said Tribunal. The Tribunal shall have the power to determine whether any interest be direct.

(d) *The Appellate Board*

(i) The sole grounds of appeal to the Appellate Board from the decision of the Election Tribunal shall be either

- (1) that a breach of the procedures laid down in (b) or (c) above or of Standing Orders D7 or D8 has occurred, or

- (2) that the decision of the Tribunal was founded on an error of law, or
- (3) that there has been a breach of any of the Principles of Natural Justice.
- (4) an election tribunal failed to reach any verdict and publish a preliminary report within the set deadlines.

Except that an appeal on (2) or (3) shall not be allowed if the Tribunal were following or interpreting the Rules and Standing Orders unless it concerns the rationality of the Tribunal's interpretation.

(ii) The following shall have the right of appeal:

- (1) any Member who has brought an allegation under (b)(ii) above with regard to the Election concerned;
- (2) any Member who has had an allegation brought against him during the election concerned;
- (3) any other Member to whom a Senior Officer gives leave.

(iii) Notice of Appeal or request for Leave to Appeal, as appropriate, may be lodged with either of the Senior Officers within 48 hours of the Reports being posted on the Notice board as under (c)(ix) above.

(iv) If application for Leave to Appeal has been made under (ii)(3) above, either Senior Officer may grant Leave, in which case the notice of application for Leave shall be treated as Notice of Appeal. If the Senior Officers refuse leave they shall publish the fact of, and the reasons for, refusal on the notice board within seven days of their receipt of the application. It shall be a legitimate ground for refusal of Leave that the interests of the Membership would, on balance, be adversely affected.

(v) The Returning Officer, acting under the instructions of the Senior Officers, shall set up the Appellate Board, which shall consist of three Members who are members of any Convocation and which may include either or both of the Senior Officers.

(vi) The Appellate Board shall adopt whatever fair way of proceeding it think fit, save that it shall not alter nor quash a Tribunal's Report in whole or in part without informing the members of the Tribunal and giving them an opportunity to defend or explain their actions. Any party who had the right to be represented before the Election Tribunal shall have the right to be informed of the fact that the Appellate Board has been constituted and to be represented before it.

(vii) The Appellate Board shall:

- (1) ensure that explicit verdicts are returned on every defendant on every count, that it is explicitly stated in the case of every unsuccessful allegation whether or not it was frivolous, and that any ambiguous verdicts are clarified for this purpose. Any member of the Tribunal who did not explicitly dissent from the Tribunal's Report nor reply within a reasonable time to the Appellate Board's request for clarification shall be deemed to have voted with those who have made or do make their position clear, and if clarification be altogether impossible, ambiguous verdicts shall be treated as acquittals;
- (2) ensure that (c)(ii) above is obeyed;
- (3) have the power to order that a member or members of the Tribunal whose proceedings they are considering shall never sit on a Tribunal again;
- (4) have the power to quash the findings or purported findings of a Tribunal or purported Tribunal in whole or in part, save that if it do so it shall order a new Tribunal to be set up, unless the ground for quashing be that the act purporting to set up the original Tribunal was a nullity;
- (5) have the power to declare the appeal unreasonable in whole or in part whereupon the appellant shall be subject to the penalties laid down in (c)(ii)(4) above.

(viii) The Appellate Board shall report to the Returning Officer as soon as it shall have completed its investigations, which shall be within 28 days of Notice of Appeal, or Leave to Appeal being granted, and shall thereupon cease to exist. The Returning Officer shall read the report to a meeting of Standing Committee as soon as possible, and at the conclusion of the said meeting shall post the report on the Notice board. If the Board have exercised its powers under (vii)(4) above, the Returning Officer shall set up a new Tribunal from a Short List, the names upon which have been approved by the Standing Committee. Every member of the Committee shall be entitled to be informed of and be present at the said meeting, even if it be held in the vacation. The *quorum* for such a meeting shall be six, including at least two Officers or elected Members.

(ix) If a new Tribunal is to be set up:

- (1) The time limits laid down in (c)(ix) above shall apply from the opening of the said meeting of the Standing Committee instead of from the Close of Poll, save that if either of the Senior Officers certify in writing that gross injustice might thus be done, the time limits shall apply from the midnight of the Thursday before the Full Term next following;

(2) No person who served as a member of the quashed Tribunal shall serve on the new Tribunal;

(3) The new Tribunal shall consider those and only those charges and findings which the Appellate Board has quashed, and any other charges laid before the former Tribunal that the Appellate Board has directed the new Tribunal to hear;

(4) If the new Tribunal annul any Election not annulled by the previous Tribunal, it shall itself determine upon whom the powers and duties of any Office in question shall devolve until the result of the new Election shall have been declared; such devolution shall not comport the Office itself. Any Committee places so affected shall remain vacant ad interim.

(x) No Member shall enter upon Office or an elected place on Committee until:

(1) Forty-nine hours have elapsed since the close of poll in the Election concerned;

(2) Forty-eight hours have elapsed since the publication of the Report of any Tribunal in connection with the Election for the Office or Committee concerned;

(3) the Senior Officers have refused Leave to Appeal, if such an appeal might have quashed part of a Tribunal Report concerning the said Election;

(4) the Report have been published of any Appellate Board that might have quashed any part of a Tribunal Report concerning the said Election.

### **Rule 34: Election of Junior Officers & Committees**

#### *(a) Elections*

An Election shall be held every term to choose the Junior Officers, other than the President and Treasurer, and the Elected Members of the Standing Committee and the Secretary's Committee for the following term. A Poll, if necessary, shall be held on Friday of Seventh Week, and shall be open between 9.30a.m. and 8.30p.m. If no Poll is necessary then the Close of Poll shall be deemed to be 8.30p.m. on Friday of Seventh Week for the purpose of these Rules.

#### *(b) Nominations*

(i) Nominations shall open at 9.30a.m. on Friday of Fifth Week and close at 3.00p.m. on Friday of Sixth Week. Nominations may only be submitted in the said period, during hours when the General Office is open. For the last two hours of the nomination period, nominations envelopes may only be received in the Morris Room. The Returning Officer and his deputies shall be present in the Morris Room during that period for the purpose of receiving nominations. Only electoral officials and those members wishing to submit their nomination shall be permitted to enter the Morris Room during this period. No other member or Officer shall be permitted to enter without the express permission of the Returning Officer. Any member deemed by the Returning Officer to be loitering in the Morris Room during this period shall be liable to a fine of not more than £50, to be imposed by the Returning Officer.

(ii) Nomination packs shall be available from the General Office from 9.30a.m. on Wednesday of Fifth Week. A nomination pack shall contain:

- (1) A nomination form;
- (2) A checklist of relevant items to be included, pertaining to the nomination;
- (3) A "Letter to Candidates" and a "Candidates Information Booklet"; and
- (4) Any photograph or manifesto the member wishes to submit.

(iii) Any eligible member may nominate himself by submitting to the Returning Officer (either directly or through one of his deputies or any other agent appointed by him) a sealed envelope containing the following:

- (1) A completed nomination form;
- (2) Correct payment of the nomination fee for the office for which the member wishes to nominate (as established by Standing Order) by cash or cheque only;
- (3) A photocopy of the member's Union membership card.

On submission of the sealed envelope, the Returning Officer (or his agent, as appropriate) shall countersign the seal of the envelope, write down the member's membership card number on the outside and issue the member with a receipt. He will also enter the member's name and the time of submission on a list, which will be available for inspection by any member, on demand. Once a nomination envelope has been received, it will be deposited in a secure location.

(iv) The Returning Officer shall ensure that all completed nomination forms received by him shall be available for inspection, on demand, by any member, after the close of nominations.

(v) No member shall be permitted to alter or to withdraw any nomination, or materials pertaining thereto, for any Office or Committee. If a member wishes to nominate for two separate positions, permitted under Rule 34(c)(i), he must submit two separate nominations in separate envelopes. If a member submits two nominations which are incompatible under Rule 34(c)(i), the nomination for the more junior position shall be accepted.

(vi)

(1) For the information of candidates, the Returning Officer shall post on the notice board and state on the nomination forms, the total amount of time during the vacation in which the candidates for election as Junior Officers (excluding candidates for the office of President-elect) or Committee members would be required to work in the Society's buildings if elected. This amount of time shall be decided by the President-elect and shall be subject to a maximum as outlined below:

Number of Days	Junior Officer (excluding President- Elect and Treasurer-Elect)	Standing Committee and the Treasurer-elect	Secretary's Committee
Michaelmas Term	40	30	15
Hilary Term	30	20	10
Trinity Term	30	20	10

(2) On the nomination form, candidates shall sign a declaration that they understand the Rules of the Society, that they agree to abide by the Rules of the Society during the Election and during any term of Office; and that they are prepared and able to assist during the vacation, as required under the Rules (and detailed on the nomination form), if they are elected or if they succeed under the provisions of the Rules to an elected Office or Committee.

(3) Nomination forms which are not so signed shall be declared invalid.

(vii) After the closure of nominations, the Returning Officer, in the presence of at least two Deputy Returning Officers, shall open the nomination envelopes, and verify that they contain valid nominations. A list of validly nominated candidates will be posted on the Society's notice board not later than 9.00p.m. on Friday of 6<sup>th</sup> Week.

(viii) It shall always be the obligation of the member wishing to nominate to ensure that his nomination is correctly completed. The Returning Officer shall, at the opening of nominations, give notice on the notice board and in the "Letter to Candidates" of at least two designated times at which he or his deputies shall be in the Society's buildings to advise members wishing to nominate on the proper completion of the nominations procedure.

### (c) Eligibility

(i)

(A) Any Life Member of the Society may offer himself for election during his first eleven terms of Membership.

(B) Any Member who has been a Member of the Society for more than eleven terms may offer himself for election, always provided that:

- (1) he is neither a Fellow nor a Junior Fellow of a College, nor employed by the University in a full-time teaching capacity;
- (2) he has not offered himself for election on more than seven occasions during his first eleven terms of Membership;
- (3) he is, at the time of election, and has been for the previous six months, resident within twenty-five miles of Carfax; and
- (4) he has not offered himself for election on more than eight occasions after his first eleven terms Membership of the Society;
- (5) he is neither a Senior Officer or Trustee.

(ii) No Member shall nominate himself for the Office of President-Elect unless an Officer, Ex-Officer excluding Ex-Chairman of Consultative Committee, Elected Member of the Standing Committee.

(iii) No Member shall nominate himself for any Office he holds, any Office he has held, any Office junior to one he holds or has held. No Member shall nominate himself for the Secretary's Committee if he has served on the Standing Committee, nor for Elected Membership of the Standing Committee if he holds or has held Office.

(iv) No Member shall nominate himself at the same election for more than one Office, for more than one Committee, or for an Office and the Secretary's Committee.

(v) No Member already serving or having served on the Secretary's Committee for a second term may be a candidate for that Committee.

If any Member serves on any Committee in his first term as a Subscribing Member, such service shall not count for the purpose of this Rule.

(vi) No Member shall nominate himself for the Standing Committee or for any Junior Office during his first term of Membership.

(vii) No Member shall nominate himself for any Junior Office or the Standing or Secretary's Committees if he has been elected or appointed Returning Officer or a Deputy Returning Officer for the Election concerned, nor if ineligible due to service on the Charitable Endowments Committee.

(viii) No Member shall nominate himself for the Secretary's Committee without having made at least two, nor for the Standing Committee or an Office without having made at least four speeches. In the case of the Standing Committee or an Office at least two of the said four speeches and in the case of the Secretary's Committee one speech shall have been made in the term in which he nominates himself. For the purpose of this Rule only, the following shall count as speeches:

- (1) Speeches made in Public Business provided that no more than one speech is counted from any one Public Business Meeting.
- (2) Speeches made in an informal debate under Rule 42(a)(ii) provided that no more than one speech is counted from any such debate;
- (3) Speeches made in an emergency debate under Rule 42(a)(i) (1) provided that no more than one speech is counted from any one such debate in Hilary Term 1990 or any subsequent term and that no speech has been counted from the Public Business immediately following the said emergency debate.

(ix) If a Member standing in the Society's main elections owes monies to the Society, he shall be informed in writing and in person by the RO or a DRO before 4 hours after the close of nominations. Should he not have submitted full payment for the monies before 28 hours after the close on nominations, his nomination shall be deemed invalid and he shall be struck from the list of those standing for election. The Returning Officer shall immediately inform any Member if he intends not to accept his nomination under this clause.

(x) Where any Member shall have succeeded to an Office or to Membership of any Committee under Rule 38, and such succession have occurred in any term after nominations for Office or Committee for the following term have opened, such succession shall not prejudice the eligibility for any Office or Committee in that or any subsequent term of the person so succeeding; and for all purposes after the entry to office of his successor, such person shall be treated as if he had never held the Office to which he so succeeds, or been a member of the Committee of which he has thus become a member.

*(d) Notification*

The names of the candidates shall be placed on the notice board by 9.30 a.m. on Saturday of Sixth Week. The President shall read out the list of candidates at the next Public Business Meeting held after the close of nominations, and shall announce the date and times of the Poll if one is needed.

*(e) Election Expenditure*

Expenditure on the Society's elections shall be determined termly, before the opening of nominations, by the Returning Officer and the Senior Treasurer, in accordance with the electoral Rules and Standing Orders, and, notwithstanding anything elsewhere in the Rules, shall neither be subject to amendment nor to ratification nor to scrutiny by the Standing Committee or the Finance Committee or by any other Officer or Committee of the Society (excepting any Election Tribunal, Appellate Board or Disciplinary proceedings) although it shall be included in any accounts and financial reports presented to these Committees in subsequent Terms. The Returning Officer shall not exceed his budget, except in exceptional circumstances and with good reason; should these circumstances occur, he shall inform the Senior Treasurer as soon as is practicable. Expenditure on any Election Tribunal and Appellate Board as may be convened shall not be covered by this sub-section.

*(f) Accountability of Elected Officials*

(i) The Officer manifestos (as per Rule 35(b)) of each elected Officer must be displayed on a notice board on the ground floor in the corridor of the Society's rooms for the duration of their actual term of office (for the position of Treasurer-Elect and President-Elect, their manifestos shall not be displayed until they succeed to the position of Treasurer and President respectively).

(ii) Photographs of elected candidates (meeting the same requirements and regulations as for photographs of candidates for the main election) shall be placed on the notice board with their name & title (but not college) for the duration of their term of office. Each elected candidate shall be obliged to provide the photograph.

**Rule 35: Conduct Of The Poll**



(a) *Order of the Ballot*

As soon as possible after the close of nominations, the Returning Officer, in the presence of at least two of his Deputies and any other members of the Society, shall draw lots to determine the order in which the names of the candidates for each office or committee shall appear on the ballot-paper. The name of each candidate shall appear as chosen by the candidate. Where a candidate holds any position on the Table of Seniority, equal in status or senior to Ex-Elected Members of the Secretary's Committee, the most senior position he holds shall also be indicated. Should any candidate subsequently be declared ineligible, his name shall be removed from the order of ballot.

(b) *Manifestos*

- (i) All candidates for Office shall be entitled to submit with their nomination form two manifestos, of the following word lengths:

	President	Other Office	Standing Committee	Secretary's Committee
Long	500 (max 3 pages)	350 (max 3 pages)	80 (max 1 page)	40 (max 1 page)
Short	140	80	40	20

The long manifesto will be displayed in the poll room on election day. Short manifestos will be included in the manifesto booklet (below).

- (ii) No candidate may list on his manifesto:
- (1) Any specific speakers, by name or title, whom he intends to invite during his potential term of Office, nor any specific speakers, by name or title, whom he has invited or confirmed unless a written confirmation has been received which includes a confirmed date of attendance.
  - (2) Any sponsorship or other monies raised for the Society, unless a contract or other form of written confirmation, has been received by the candidate (acting on behalf of the Society) from the claimed sponsor(s) or benefactor(s). All monetary values contained in manifestos shall exclude VAT.
- (iii) All long manifestos shall be typed in 12-point Times or Times New Roman type, save for the heading, which may be in 14-point type. Boldface, italic type, bullet points and underlining shall be permitted in both long and short manifestos, but no other visual embellishments.
- (iv) *Manifesto Content*
- (1) Seventy per-cent and fifty per-cent of the total number of words in each short manifesto and long manifesto respectively for Office or the Standing Committee shall refer to the candidate's demonstrated experience within the Society and his capability regarding the office or Committee for which he stands.
  - (2) Both long and short manifestos for candidates for the Secretary's Committee shall contain fifty per-cent demonstrated experience.
  - (3) The remaining number of words in manifestos for Office and the Standing Committee may refer to the candidate's experience outside the Society providing that this does not refer specifically to any other society (University society or otherwise), political party, group or faction or anything else which may be contrary to Rule 33(a)(i)(3).
  - (4) The Returning Officer shall ensure that all manifestos contain sufficient demonstration of experience and capability.
- (v) Short manifestos will be displayed on the notice board from 9.30am on Saturday of Sixth Week until 5pm. Long Manifestos will be displayed, alongside any photograph of the candidate concerned from **9.30am**, Monday of 7<sup>th</sup> Week until midday of Tuesday of Seventh Week.
- (vi) If any Member considers any manifesto not to comply with the Rules or Standing Orders, he may bring this to the attention of the Returning Officer, who may arrange for it to be altered if he be satisfied that the complaint is justified. Objections must be given to the Returning Officer in writing by 5pm of Saturday Sixth Week for short manifestos and midday of Tuesday Seventh Week for long manifestos. Objections shall be made either as objections on the grounds that a claim is false or on the grounds that a claim is misleading, or that a claim is both. The Returning Officer when arranging alterations should pay special attention to the glossary of terms for the manifesto booklet and ensure that manifestos comply with it both in letter and as far as possible in spirit.

- (vii) The Returning Officer shall keep a copy of all objections made. He shall rule on objections made to allegedly false claims as per the above clause, and shall try to amend claims objected to on the grounds that they mislead, appropriately. He shall post his final amended versions of the short manifestos for a period of four hours at some stage after he has amended them. All candidates must be notified by means of telephone or answer phone message at least two hours before the period begins. Candidates may then re-register objections to manifesto claims they still believe to be misleading by 5pm on Tuesday of Seventh Week, and before polls open all candidates to whom objections still stand must produce a written statement in response to each objection to explain explicitly why they believe the claim not to be misleading. The Returning Officer shall ensure all objections and attached statements are collated and shall post notice in the poll room stating that the Returning Officer has received objections for those particular manifestos and such objections are available for viewing by any member on request, as well as to a Tribunal should one be called.
- (viii) The manifestos of all Junior Officers shall be displayed on the Noticeboard and the Society's website during their term of Office.
- (ix) The Returning Officer shall publish and distribute a mailing to resident Life Members containing short manifestos of the candidates, any status they might hold in the table of precedence (SO D11), and details of the elections. This manifesto booklet shall also publicize the Poll, the Presidential Debate and the Officer Hustings. The Returning Officer shall distribute the manifesto booklets at least to resident Life Members. The Returning Officer shall have no obligation to provide Members with more than one copy, nor to deliver the booklet to non-Life Members or to Life Members not on University pigeon-post; however, he may make copies of the booklet available in the Society's General Office to any Member who is not eligible to receive a copy by pigeon-post. No person may photocopy or reproduce or store the contents of the booklet in any form (including electronically) without the Returning Officer's express permission. The booklet shall contain a copyright notice, forbidding any unauthorised reproduction or copying.
- (x) The Returning Officer shall not be held liable for any failures of the pigeon-post system, nor shall any non-malicious failings of the pigeon-post system be deemed as innocent interference.
- (xi) No manifesto may suggest any joint or coordinated campaign between candidates.
- (xii) No manifesto shall make, either explicitly or implicitly, any false or misleading, libellous, racist, *in camera* or confidential, blasphemous, or unlawful statements, nor statements that (in the rational opinion of the Returning Officer) are liable or calculated to bring the Society into disrepute, nor shall they mention any other Member of the Society save the candidate by name or implication save those who have been guest speakers of the Society and are no longer studying for a degree of the University. The Returning Officer shall strike out from the manifesto text any comments which he deems to breach these guidelines.
- (xiii) The Returning Officer shall not deem any comments under (xii) above to be 'liable or calculated to bring the Society into disrepute' and strike them unless he is satisfied that the intent of the candidate is either frivolous or malicious. Candidates shall be allowed to express concerns about the activities or the running of the Society on the condition that they also outline the changes that they would implement were they to be elected.
- (xiv) As far as is practical, the Returning Officer shall provide a file of past manifestos, selected at his discretion, for members' consultation in the Old Library Reception. Any member may photocopy these manifestos at their own cost using the Library photocopier. No member shall take this file from the Old Library without the express permission of the Returning Officer.
- (xv) The Returning Officer shall draw the attention of Members to these requirements on the notice board by 9.30am on Friday of 5th Week, and also on the nomination paper.
- (xvi) Between midday and the time at which the Society's buildings close on Sunday of 7<sup>th</sup> Week of full term, the Returning Officer shall conduct interviews with every candidate for a Junior Officership, in order to verify claims made in their manifesto and discuss any alterations made thereto. These interviews must take place in accordance with the following:
- (1) The interviews must be held in a room in the Society's buildings; no other member except the representative chosen by the candidate (the representative shall not be an electoral official) and members of staff, shall be permitted to enter the room in which the interviews are taking place, without the express permission of the Returning Officer.
  - (2) Candidates shall be informed on Saturday of 6<sup>th</sup> Week of any changes that the Returning Officer has made to their manifestos and of any claims contained therein for which he may require proof.
  - (3) These interviews shall be recorded on minidisk and the Returning Officer shall have the responsibility of safeguarding it.
- (xvii) A small number of unmarked booklets shall be made available for consultation in the Polling Room on the day of the Poll; they shall not be removed from the Polling Room except with the permission of the Returning Officer; if they are defaced in any way they shall be replaced.
- (xviii) Should any member not have access to a computer, they may hand write their manifesto, which shall be later typed up by the Returning Officer.

(xix) No candidate may mark, alter, tear, highlight or deface a manifesto booklet, nor shall he conspire to do so, or encourage others to do so. (Members who are not candidates may mark the booklet that they receive howsoever they wish, but candidates shall not encourage other members to do so, nor may any person (whether a Member or not) engage in any systematic or persistent campaign to mark the manifesto booklets of other persons). No person, unless authorised by the Returning Officer, may systematically distribute booklets, or parts of booklets, to other persons (whether Members or not).

(xx) The Returning Officer shall ensure that when laying out the manifesto booklet he includes:

(1) In the title bar for each Office and Committee, descriptions of the Office or Committee as below:

*President:* with overall responsibility for the Society and for arranging its debates

*Librarian:* with responsibility for the Library and for arranging individual speaker addresses

*Treasurer:* with responsibility for the raising of sponsorship and for buildings maintenance

*Secretary:* with responsibility for the term's social events and for minuting Standing Committee meetings

*Standing Committee:* members of the Society's governing body, to assist the Officers and plan social events

*Secretary's Committee:* to assist with running social events and distributing publicity

(2) On the front page, a prominent direction to a glossary of terms in the manifesto booklet alerting members to the fact that the glossary may help the judge "the relative merits of manifestos" (a phrase which should be included).

(3) Somewhere in the manifesto, typeset at a minimum size of 10-point Times New Roman or Arial, a glossary of terms in the manifesto booklet as follows:

"The Returning Officer has ensured to the best of his ability that all claims made in manifestos are true; he advises, however, that Members acquaint themselves with the commonly used terms below in order that they are not misled. The list begins with five standardised terms for the most substantial claims and ends with seven for the least substantial. Members may wish to consider other similar words used as holding the same meanings and draw inferences from the fact that a candidate has been unable to make the most substantial kinds of claims:

Stronger claims:

*Raised* – the candidate must have produced a contract on which they have been the primary signatory, to claim to have raised a sum of money.

*Brought* – the candidate must have produced an acceptance email or letter addressed to them, to claim brought the Society a speaker.

*Confirmed* – the candidate must have produced written evidence either that a contract is being drawn up for a confirmed sum of money or that a speaker has accepted an invitation and provided a date.

*Organised/run* – the candidate must have produced substantial evidence, such as contracts, correspondence and testimony, that they were in control of an event, its inception and its development.

*Responsible for* – the above, or the candidate must have proven primary responsibility for the content of a claim.

Weaker Claims:

*Assisted/helped* – to raise/bring etc. The Returning Officer deems there to be sufficient proof that a candidate has contributed substantively, but insufficient to prove that they have had primary responsibility.

Likewise such terms as: *facilitated, coordinated, supervised, oversaw* [and any others inserted by the Returning Officer before nominations open].

*Invited/contacted* – proof has been provided.

Weaker claims will be used often in manifestos even by good candidates: usually only candidates for Office will be able regularly to make "stronger claims". The distinction is nonetheless worth making."

(xxi) All candidates must take into account the contents and spirit of Rule 35 when writing manifestos. It shall be an offence to deliberately make either a false or misleading statement in a manifesto. In order to consider what might constitute misleading statements, candidates are expected to have acquainted themselves with the relevant paragraphs of the Hilary Term 2005 Tribunal Report and be held accountable for their claims with this in mind. The Returning Officer shall ensure that the relevant paragraphs are available to all candidates.

(c) *Hustings*

(i) All candidates for office shall be entitled to make a hustings speech which shall not exceed three minutes, save in the case of candidates for the office of President-Elect, where it shall not exceed five minutes.

(ii) Hustings shall be held immediately prior to the Presidential Debate, unless there be no Presidential Debate, in which case hustings shall take place on the evening prior to the poll. Hustings shall be chaired by the Returning Officer, with the most senior Deputy Returning Officer acting as Secretary, ensuring that a tape-recording is made of all speeches and that this tape-recording is securely stored. The time at which Hustings shall take place shall be determined by the President, who shall give at least two days notice of it.

(iii) The President shall give the candidates for President the opportunity to make paper speeches during one of the Public Business Meetings between the close of nominations and the opening of the Poll; this debate shall be termed the 'Presidential Debate'.

(iv) *Questions to Candidates*

(1) Following the hustings speeches of the candidates for each Office, questions may be asked of the candidates' for that Office position.

(2) The Returning Officer shall decide how much time is allocated to questions for the various Officer positions, and how long candidates' answers to questions may be, before the hustings commence. The order in which candidates answer shall be rotated with each question.

(3) Candidates may take points of information at their discretion during their answers. Questions must be addressed to all the candidates of that Office. Questions and points of information must directly relate to the candidates' experience, capability or views concerning the administration of the Society. This subsection shall be brought to the attention of members at the start of hustings.

(4) The Returning Officer shall rule questions out of order if they suspect it may break these guidelines, and may fine any member up to £25 who engages in disorderly or disruptive behaviour during hustings.

(d) The Returning Officer shall be responsible for adequate publicity for the Poll in accordance with the Standing Orders.

(e) *Photographs*

(i) Each candidate shall be entitled to submit one current, non-frivolous, full-facial photograph of himself, which is in black and white, has a plain background and is between 3cm x 4cm and 4.5cm x 5.5cm in size, to the Returning Officer for display on a board set aside for that purpose in the Poll Room during the Poll and for use on the manifestos booklets.

(ii) The candidate's photograph shall be submitted at the time of the candidate's nomination. No candidate shall be obliged to submit a photograph.

(iii) If the Returning Officer believes a submitted photograph does not conform to the above provisions, he shall inform the candidate at the close of nominations, and allow the candidate to provide a suitable photograph by no later than 10.30am of Saturday Sixth Week; candidates not providing a suitable photograph by this time shall not have a photograph displayed.

(iv) Candidates may, by the Monday of Fifth Week, enquire of the Returning Officer as to whether the Society holds an electronic copy of the candidate's photograph. If the Society holds such a copy, it may count for the purposes of the manifesto booklet, though the candidate must still provide a hard copy (if necessary of a different legitimate photograph) if they wish for a photo to be displayed in the Poll Room.

(f) *Order in the Poll Room*

The ballot shall be secret. Any Member infringing the secrecy of the ballot shall be liable to a fine of not more than £25, to be inflicted by the Returning Officer or any of his Deputies, who shall be responsible for preserving good order in the room in which the Poll is being held. This clause shall not be held to prevent any Member from informing others of the way he has voted after he has left the Poll Room.

(g) *Procedure for voting*

(i) The Returning Officer shall appoint suitable persons to act as Poll-Clerks. Any Member of the Society may vote in the Poll by

submitting, in person, his name and college, together with some form of identification bearing his signature or photograph, to one of the Poll-Clerks. The Poll-Clerk shall check that the person's name is recorded in the list of the Members of the Society provided for the purpose and that he has not already voted in the Poll, and if satisfied as to his identity, shall require him to sign a numbered list of those voting and shall then deliver a ballot paper to him. The poll-clerk shall write the number by the voter's signature next to his name on the list of Members. The voter shall complete the ballot paper in accordance with Standing Order D7, and deposit it in one of the ballot boxes.

(ii) A voter may only be issued with another ballot paper if he inadvertently spoils his ballot paper. In this case, he shall return it to the Poll-Clerk who shall issue him with another, and shall deposit the spoiled paper separately in a box provided for the purpose.

#### (h) *System of Voting*

The Single Transferable Vote is to be used in all Elections of Officers and Committees of the Society, according to a system to be prescribed by Standing Order. If in any Election two or more candidates, one of whom must be excluded, have received an equal number of votes, he shall be excluded whose vote was lowest at the earliest distribution to show a difference. Should this criterion fail, the most junior of them under Standing Order D11 shall be excluded; should this too fail, the Returning Officer shall draw lots to determine who shall be excluded.

#### (i) *The Count*

(i) The Returning Officer shall be responsible for the counting of the votes, which shall be done as soon as is practicable and in accordance with Standing Orders, Chapter D. The Returning Officer, the Deputy Returning Officers, the President and the Returning Officers' Assistants shall have the right to be present throughout the count for the Society's elections. No other person shall have this right, save any candidates' representatives appointed under (ii) below.

(ii) Any candidate in the Society's elections shall be entitled to send a member to represent him at the counting of the votes. No person shall act as a representative for more than one candidate. No person currently a candidate, or member of the Short List for membership of the Election Tribunal under Rule 32(h), or the President, or the Returning Officer, or any of his Deputies or Assistants, or any person convicted of Electoral Malpractice, shall be the representative of any candidate.

(iii) For the duration of the count, the Returning Officer and all of his Deputies shall be empowered to inflict fines of up to £25 on any other person present at the count if such a person is acting in breach of Standing Order D4 or is otherwise disrupting the count.

(iv) In the case of a genuine emergency (such as the fire alarm sounding), the Returning Officer shall have the right to suspend the Count and evacuate the Counting Room. As far as is practical and safe, the ballot papers shall be stored in a secured ballot box, and guarded by at least three Deputy Returning Officers, until the Count can resume. Any person breaking the secrecy of the Count during its suspension under this subsection may be fined up to £200 by the Returning Officer for each offence, subject to a maximum of £1000 per person; this shall not prejudice any further action by the Returning Officer or any other Member under Rule 33.

(v) The Returning Officer shall announce the results of the Poll in the Bar, immediately after the count has been completed, and shall then post the results on the Notice board.

#### (j) *Publishing information on the Internet*

(i) The Returning Officer shall publish the following on the Union's web site:

(1) A list of validated candidates within 24 hours of the validation of the candidates after the close of poll. This list shall remain at least until the announcement of the results for that election.

(2) A list of elected candidates within 12 hours of the announcement of the election results in the Society's bar. This list shall remain at least until the next election.

(3) The manifestos of the Officers as per Rule 35. These shall remain at least until the announcement of the results; the losing candidates' manifestos shall be removed; the elected candidates' manifestos shall remain until the end of their term of office.

(4) A brief summary of the instances of electoral malpractice.

(5) A brief summary of how members may nominate and run for election.

(ii) The Returning Officer shall mention the Union's web site address, and briefly the electoral information available on it, both on any election poster and in the manifesto mailing.

#### (k) *Committee Induction*

There shall be a training and induction day during full-term for Standing Committee and Secretary's Committee after they are elected. The induction shall be supervised by the President-Elect. Attendance shall be compulsory, on pain of a £20 fine, unless an individual has an acceptable reason as per SO B4 (with Standing Committee as the adjudicating body). The Returning Officer shall inform all candidates on their nomination form of the day that the induction day would take place if they were elected.

### **Rule 36: Election Of The Chairman Of The Consultative Committee**

- (a) *Principle:* The Chairman of the Consultative Committee shall be elected by both the Consultative Committee and the Standing Committee in two separate secret ballots according to the mechanism given in SO D10.
- (b) *Returning Officer:* The election shall be conducted by the Returning Officer.
- (c) *Nominations:* The President shall post a notice on the Notice Board inviting nominations by the Saturday of Sixth Week and shall draw attention to this notice at the next Public Business Meeting. Nominations may be received by the Returning Officer from the posting of this notice until 48 hours after the Close of Poll for the Election of Officers and Committees held in that term. As soon as possible after the close of nominations, the Returning Officer shall post a notice declaring the nominations he has received.
- (d) *Eligibility to stand and to vote:*
  - (i) Any member, who has attended four of the last eight meetings of the Consultative Committee, with the exception of members of the Standing and the Secretary's Committees, may stand for election to the post of Chairman of Consultative Committee. The provisions of this clause shall not prevent the Chairman of the Consultative Committee standing for re-election in a term in which he holds office provided that he serves no more than three terms.
  - (ii) Members of the Standing Committee with voting rights shall be eligible to vote in the Standing Committee ballot.
  - (iii) Members who have attended four of the last eight meetings of the Consultative Committee, other than members of the Standing Committee with voting rights, shall be eligible to vote in the Consultative Committee ballot.
  - (iv) For the purposes of this Rule, attendance at a meeting of Consultative Committee may be demonstrated by in the following ways only:
    - (1) by having signed the official list of those present at the meeting kept by the Secretary of the Committee, to which the Chairman shall draw attention during the course of each meeting; or
    - (2) by being mentioned in the approved public minutes of the meeting.

The Returning Officer shall place a list of those members he considers to be eligible to vote in the Consultative Committee ballot on the notice board by Thursday of Seventh Week.

### *(e) Conduct of the Ballots*

Both ballots shall take place at the Ordinary Meetings of the respective Committees in Eighth Week. Each Committee shall determine whether it wish the candidates to hust. If so, each candidate shall be entitled to make a hustings speech of no more than three minutes. The count shall take place after the later of the two ballots, and the Returning Officer shall post the result on the Notice-board as soon as may be after the completion of the count.

(f) In the event of the death or resignation of the Chairman of Consultative Committee, the President shall post a notice inviting nominations as soon as possible and the closing date shall be decided by Standing Committee, but at least seven days of Full Term after the posting. The President-elect (and in his absence, the Treasurer-elect) shall take over the duties of the Chairman of Consultative Committee until such time as a new election can take place, which may be no longer than two weeks (in full term) of the position falling vacant. If the CCC be absent the President-elect shall take over his duties until his return, if the President-elect be absent also then Rule 13(c)(i) shall apply and immediate juniors from the President-elect shall take over his duties.

(g) If the Chairman of the Consultative Committee should become, in the opinion of a majority of the Consultative Committee (with the exception members of the Standing Committee) and two-thirds of the Standing Committee, unwilling or unable to perform his duties under the Rules, he shall cease to be the Chairman of the Consultative Committee. In this event the procedures under (f) above shall be followed for the election of the new CCC.

### **Rule 37: Senior Officers & Senior Members Of the Library committee**

#### *(a) Senior Officers*

(i) At the sixth Public Business Meeting in the Trinity Term 1982 and of every third year thereafter the Standing Committee shall nominate, by way of Private Business Motion, two Members, one to be Senior Librarian and the other to be Senior Treasurer; in the event of the rejection of either or both, the Standing Committee shall, as soon as maybe, submit further names.

(ii) Such motion shall include their appointment as Trustee, as per Rule 12.

(iii) If a Senior Officer die or resign, the Standing Committee shall appoint his successor for the remainder of his term of office. A Senior Officer wishing to resign shall give notice in writing to the President which shall take effect from the moment that it is accepted by the Standing Committee.

(b) *Eligibility*

All Members nominated under this Rule shall be members of any Convocation. They shall not be bound by the requirements for eligibility for candidates in the Election of Junior Officers and Committees laid down in Rule 34.

(c) No Senior Officer may be the Hon. Secretary, the Hon. Treasurer or a Trustee of OLDUT during their term of office.

(d) *Advertising Senior Vacancies*

(i) Standing Committee shall invite applications for Senior Officer and OUS Trustee appointments. The Returning Officer shall ensure that the position is advertised on the notice board at least two weeks in advance of the consideration by Standing Committee; the post, the membership and residency requirements for holding the position, the duties and the procedure for applying shall be detailed. In addition, the post shall also be advertised in at least one Oxford newspaper or journal (for example, but not exclusively, the University Gazette or Cherwell).

(ii) A meeting of Standing Committee shall openly consider all applications that are received; it shall only consider written applications made by the applicants to fill any position. Standing Committee's nominated candidates shall be selected by secret ballot, using a system of transferable voting if there are more than two applications.

(iii) Applications by non-Members of the Society shall not be considered.

**Rule 38: Vacancies**

(a) Any member of any Committee wishing to resign shall do so by writing to the Chairman of that Committee, any Officer by writing to the President.

(b) In case of death or resignation:

(i) a Senior Officer or Senior Member of the Library Committee shall be succeeded as under Rule 37;

(ii) the Chairman of the Consultative Committee shall be succeeded as under Rule 36;

(iii) an Ex-Officer shall not be succeeded on the Standing Committee;

(iv) a Junior Officer or Elected Member (except the most junior) of the Standing or Secretary's Committee shall be succeeded by his immediate junior, except as under (v) below; this provision shall apply progressively to all vacancies thereunder created, the most junior elected member being succeeded under sub-section (vi);

(v) In the event of the death or resignation of the President:

(1) The President-elect shall become Acting President and shall exercise all the powers and fulfil all the responsibilities of the President, and he shall continue to hold the office of President-elect, for the remainder of the term.

(2) If the President-elect is unwilling or unable to serve as Acting President, he shall offer the position to voting members of Officers, in order of precedence but excluding ex-Presidents, until it is filled.

(vi) The President-Elect shall be succeeded by the Librarian, and the Treasurer-Elect shall be succeeded by the Secretary, unless the vacancy in the Office of President-Elect or of Treasurer-Elect occurs after the opening of nominations for Office or Committee for the following term, in which case the vacancy shall not be filled under this Rule.

(vii) The most junior member of the Standing or the Secretary's Committee shall be succeeded by the member that at the previous election for that Committee received most votes without being elected at the latest round of the election in which at least one such

candidate participated, or, if there were no other candidates for that election, by whomsoever the Committee in question shall think fit.

(viii) a member of any other Committee shall be succeeded as that Committee shall think fit, subject to the Standing Committee's approval; this provision shall apply even to vacancies on other Committees made by Ex-Officers, Officers and elected members of the Standing or the Secretary's Committees, unless appointed *ex officio*.

(ix) If the succession to any Office is delayed under the provisions of Rule 33(d)(x) beyond the start of the vacation following the Election and a vacancy occur in that Office by death or resignation, the provisions of (b)(iv) above shall not apply, and the Office shall remain vacant until the completion of the election proceedings and entry to office of the duly elected Officer, the duties of the Office in the mean time, though not the Office itself, devolving upon the elected members of Standing Committee in order of seniority so that no one elected member of Standing Committee carries out the duties of more than one Office.

(c) *Succession to Office of Librarian in a Special Case*

If the Office of Librarian be vacant because the incoming Librarian has succeeded to the Office of President as a result of the operation of Rule 13(b)(ii), it shall be filled as if the incoming Librarian had died. If the Office of Secretary be vacant because the incoming Secretary has succeeded to the Office of Treasurer through the operation of Rule 13(b)(iii), it shall be filled as though the incoming Secretary had died.

(d) *Co-option*

If there are fewer candidates for any elected Committee than places to be filled, the vacant places shall be filled as the Chairman of the Committee in question, with the Standing Committee's approval, shall think fit.

(e) *Status*

All successors under this Rule shall count for all purposes as elected members under Rule 34, except as provided in (c)(x) of that Rule.

(f) *Officers-elect*

Should an Officer-elect or Member-elect of the Standing or Secretary's Committee die or resign then his death or resignation shall be deemed, for the purposes of this Rule only, to have taken place immediately after his succession to office. The Member who has succeeded to the Office of President-Elect shall not be an Officer-elect under this Rule; but the President-Elect-elect, who has yet to succeed to the Office of President-Elect shall be an Officer-elect under this Rule. The Member who has succeeded to the Office of Treasurer-Elect shall not be an Officer-elect under this Rule; but the Treasurer-Elect-elect, who has yet to succeed to the Office of Treasurer-Elect shall be an Officer-elect under this Rule.

(g) *Seniority*

(i) All Seniority in this Rule shall be according to Standing Order D11 as if there were no mention therein of Trustees, Charitable Trustees, Senior Officers, President-Elect, Treasurer-Elect, Ex-Officers, Ex-Trustees, Ex-Charitable Trustees, Ex-Senior Officers, Chairman of Consultative Committee Ex-Elected Members of Standing Committee, Ex-Chairmen of Consultative Committee, Senior Members of Library Committee, Ex-Senior Members of Library Committee and Ex-Elected Members of Secretary's Committee.

(ii) Where there are two or more persons entitled under this Rule to succeed to an Office by reason of their having received an equal number of votes in the Poll for the Elected places on Standing Committee, only that Member shall succeed who was higher or highest in seniority when last this was different; should there still be two or more persons entitled to succeed, lots shall be drawn to decide between them.

(h) In the event that two or more posts become simultaneously vacant by death or resignation, or that it cannot be determined which became vacant first, the vacancy in the more junior office shall be deemed to occur first; a vacancy in the office of Treasurer-Elect shall be considered to occur after all other vacancies, and a vacancy in the office of President-Elect after all other vacancies except one in the office of Treasurer-Elect.

(i) *Refusal of Succession*

(i) If an Office or place on any Committee of the Society becomes vacant due to death or resignation, the individual who is eligible to succeed by virtue of seniority may choose to pass-over his right of succession. That individual shall remain in any current post and retain his current status, and shall have none of the rights, status, privileges or duties of the vacant post. The right of succession shall pass the next most senior individual under the appropriate Rule, who shall have the option of succeeding to the post, as if they were originally in line for succession. A refusal of succession must be made in writing to the President and to the Returning Officer within 24 hours of that individual being informed of the relevant death, resignation or refusal of succession.



(ii) No individual shall be co-opted to hold an official post if he does not wish to be co-opted. Provided he notifies the President and the Returning Officer in writing within 24 hours of being notified of the co-option, it shall be as if he were never co-opted.

## CHAPTER SIX: Meetings and Motions

### Rule 39: Meetings - General

#### (a) *The Chair*

(i) At all Meetings of the Society the President shall take the Chair unless:

(1) his decision is being challenged as under Rule 67(e) or a Motion standing in his name is under discussion, in which case the Chair shall be taken by an ex-President of less than twenty-one term's standing, or failing that any ex-Officer, or

(2) he ask the Returning Officer to take the Chair for a set period of time, or

(3) he be absent from the Chamber, or speaking in debate, in which case the Chair shall, except as under (i)(1) or (2) above, be taken by any Junior Officer, excluding the Secretary, or, in their absence, by any elected member of the Standing Committee; in the absence of the above, the Chair shall be taken by other Members of the Society in order of Seniority. Any occupant of the Chair other than the President shall be known as the Chairman.

(ii) The Chair shall have no power to put the questions at its own discretion.

(iii) The Chair shall have no deliberative, but only a casting, vote.

(iv) The Chair shall have the power to adjourn the House without debate or notice for a token period if it receives news of the death of any Ex-Officer or distinguished public figure.

(v) In the advent of a genuine emergency, the Chair may adjourn any meeting until the emergency has passed.

#### (b) *General Rules of Order*

(i) No expressions of a personal or offensive nature may be used at any meeting of the Society. The Chair may call on any Member to explain any expression he has used; such explanation shall be received without question as to the speaker's intention, but if unsatisfied the Chair may call on the Member concerned to withdraw and/or apologize, and the Member concerned shall immediately and without question submit to the authority of the Chair.

(ii) No Member while present at any Public Business Meeting, Private Business at Public Business, or Speaker Meeting shall smoke, eat, or bring intoxicating liquor into the place where the meeting is being held. Disorderly conduct shall likewise be forbidden.

(iii) Members shall observe the Forms of Debate. It shall be incumbent on the Chair to discourage Members from reading their speeches in Public Business, save in the case of maiden speakers.

#### (c) *Strangers*

(i) *Floor of House*: Except as under subsections (ii) and (iii) below, Rule 52 and Rule 53(a), no-one not a Member of the Society shall sit on the floor of the House, nor take part in debate, unless specifically invited by the President. Non-Members may not speak or vote in Private Business, save that they may speak if specifically invited by the President.

(ii) *Freshers*: Freshers may attend and sit on the floor of the House during any debate which takes place on or before the Saturday of the Second Week of the Full Term in which they matriculate.

(iii) *Press Bench*: Any correspondent of any journal may, unless the Standing Committee shall otherwise determine, sit on the Press Bench if he hold a Press Ticket supplied by the President.

(iv) *Removal*: The Chair may at any time order all or any strangers to withdraw, whether they are on the floor or in the gallery, if it deems this necessary for the preservation of order.

#### (d) *Order of Business*

At all Meetings of the Society the order of Private Business shall be:

- (1) the Report of an Election Tribunal or Appellate Board, as appropriate;
- (2) appeals under Rule 67(e)(iv);
- (3) Minutes, including those of the previous Public Business Meeting;
- (4) Presidential Announcements;
- (5) the Librarian's Report;
- (6) the Treasurer's Report;

- (7) any other official announcements;
- (8) Private Business Motions;
- (9) Adjournment Motions;
- (10) Questions to Officers.

(e) *Questions to Officers*

(i) Subject to the provisions of Rule 40(d)(ii), questions may be put to any member of any Committee of the Society (excluding Consultative Committee). If a Member so questioned is not present, he shall be informed of the question by the Secretary as soon as is practicable and in any case within 24 hours of the question being put, and shall provide a written reply to be posted on the notice board within 72 hours of the question being put. Such a written reply shall remain on the notice board until the next Public Business Meeting, or, if the question has been put at the final Public Business Meeting of a Term, for fourteen days from the time of posting.

(ii) Questions placed on the notice board before noon of the day of a Meeting shall have precedence of other questions.

(iii) No question may be asked about the circumstances, action, or Report, of an Election Tribunal or an Appellate Board, nor the Returning Officer's action under Rule 33, nor the actions of Standing Committee, the Disciplinary Committee or the Disciplinary Appeals Committee under Rule 71.

**Rule 40: Public Business Meetings**

(a) *Day and Time*

Each Term, between 0th Week and 8th Week, there shall be at least seven meetings for Public Business, at least one of which must be between the close of nominations and the opening of Poll for the Society's main elections. The President must give at least three days notice on the notice board of a meeting or variation of time of a meeting. For the purposes of Rule 34, a speech made by a member in a 0th Week Public Business Meeting shall count as a speech made during term.

(b) *Full Evening Dress*

At all Public Business Meetings due to begin at or after 19.00 hours Junior Officers except the President-Elect or the Treasurer-Elect shall wear full evening dress.

(c) *Strangers - Gallery Tickets*

A Member may introduce any guest to a Public Business Meeting as determined by Rule 52, but no individual eligible to join the Society under Rule 3(A) or Rule 3(C) shall be so introduced without the President's permission.

(d) *Private Business*

(i) *Precedence and Postponement:* Private Business shall take precedence of the public debate. But when Private Business is under discussion any Member may move "That those parts of private business that may be postponed be postponed". Unless the Chair deems that the motion for postponement is an abuse of the forms of the House, it shall put the Question forthwith, to be decided without amendment or debate. However, the Chair shall have the power to accept and pass such a motion without vote, or he may put the motion to the House for it to vote upon. If such a motion be defeated, it shall not be repeated within twenty minutes. If the motion be passed, Private Business, except for Adjournment Motions (excluding Special Adjournment Motions), motions approving expenditure in excess of £10,000, thanks to the Sponsors of the week's meeting, if any, by or on behalf of the Treasurer, exceptional announcements by or on behalf of the President, at their discretion, and questions to Officers of which notice has been given shall be postponed until after the conclusion of Public Business, when the mover of any Motion or the Member asking any question previously under discussion shall resume the floor.

(ii) *Questions to Officers - Time Limited:* At a Public Business Meeting questions to Officers of which notice has not been given shall not occupy more than fifteen minutes.

**Rule 41: Private Business Meetings**

(a) *Time When*

There shall be an Ordinary Private Business Meeting in each term, not later than Thursday of Sixth Week. In addition the President shall call a Special Private Business Meeting at any time if he so desire or be required to by these Rules, or if he be so directed by the Standing Committee, or if he receive a request signed by 75 Members, in which case it shall be called to meet at least eight, but not more than

fourteen, days from his receiving the said request.

(b) *Notice*

(i) Notice shall be given on the notice-board of the Ordinary Private Business Meeting ten days and a Special Private Business Meeting five days before it is held, and also at the last Public Business Meeting before it.

(ii) If the House have been adjourned to another day under section (d) below, notice of the adjourned meeting shall be placed on the notice board, and no further notice shall be necessary.

(c) *Order of Business*

(i) *Notice of Motions*: At the beginning of the Meeting the Chair shall give notice of all motions to be brought forward.

(ii) *Precedence of Motions*: Motions recommended by any Committee of the Society shall have precedence of other motions.

(d) *Time Limit*

Two and a half hours after the commencement of a Private Business Meeting, and at half-hourly intervals thereafter, the Chair shall put the Motion that the Meeting be adjourned to a specified day. Any Member may move an Amendment to change the day proposed. If the Motion be carried, the House shall adjourn; if it be lost, the meeting shall continue.

## **Rule 42: Extraordinary Meetings**

(a)

(i) *Purpose*

The President may call an Extraordinary Meeting:

(1) prior to a Public Business Meeting for the purpose of an Emergency Debate;

(2) for the purpose of holding a debate that shall not be a Public Business Meeting;

(3) either the President or the Librarian (with the permission of the President) may hold an informal 'Speaker Meeting', to hear an address by a distinguished visitor. No Public or Private Business, nor motion of any sort, nor any formal questions to Officers shall be allowed at such a meeting.

(4) for the purpose of holding a Parliamentary Debate.

(ii) *Notice*: Not less than two days' notice of such a Meeting shall be given.

(iii) *Private Business*: At any Extraordinary Meeting no Private Business shall be allowed except official notices.

## **Rule 43: Motions - General**

(a) *Moving*: Every member shall in person, or by proxy, bring forward any Motion, Amendment or Rider of which he has given notice, and shall resume any debate which has been adjourned while he was in possession of the House.

(b) *Lack of Opposition*: If no opposition be made to a Motion it shall be considered carried. Formal opposition shall not be recognized as opposition, except where it be solely to allow an Amendment to be moved.

(c) *Notice*: All notice of Motions, Amendments, and Riders shall be given on the notice board.

(d) *Withdrawal*

(i) A Member may withdraw any motion of which he has given notice before it is due to be brought forward.

(ii) Once a motion has been brought forward it may be withdrawn only by leave of the House.

(e) *Procedural Motions*

(i) Any member may move: "That the question be now put", or "That the question be not put". Any such Procedural Motion may be refused by the Chair if it considers it an abuse of the forms of the House, otherwise it shall be put immediately without amendment or

debate.

(ii) If a Procedural Motion be passed it shall be implemented at once; save that if the motion that the question be now put be passed with regard to a Public Business Motion, the Chair shall call upon the Tellers to sum up the debate; if it be rejected, the debate shall continue.

(iii) Other Procedural Motions shall be:

- (1) 'That those parts of Private Business which may be postponed be postponed' as under Rule 40(d)(i);
- (2) 'That the Meeting be adjourned to (a specific day)' as in Rule 41(d);
- (3) 'That the House be counted' as in Rules 46(e) and 47(e);
- (4) 'That the Motion shall be moved before the Public Business Meeting on (a specific day)' as in Rule 47(a)(i)(2);
- (5) 'That the Motion be taken in parts' as under Rule 47(c);
- (6) 'That I demand a Poll' as under Rule 47(f)(i);
- (7) 'That the Ruling be reversed' as in Rule 67(e)(iii).

(f) *Divisions*

(i) *Tellers*: When the House proceeds to a Division, the Chair shall appoint two or more Members to tell the numbers. In taking the numbers no Member not so appointed shall interfere.

(ii) *Double voting*: The Chair, the Returning Officer, or the President shall have powers to fine any Member voting more than once on a Motion the sum of £3.

(g) *Repetition and Rescission*

No Motion except Procedural Motions that has been voted upon shall be brought forward again in the same or any other form, nor shall any Motion that has been passed be rescinded in the same term, save that an Adjournment Motion may be repeated as a Public or Private Business Motion. A Motion that has been withdrawn shall not be deemed to have been voted upon.

(h) *Results*: Every motion shall be deemed carried if passed by simple majority.

#### **Rule 44: Amendments & Riders**

(a) *Notice*: No Amendment or Rider shall be moved unless at least twenty-four hours' notice thereof has been given.

(b) *Alteration or withdrawal*: No Member may alter or withdraw an Amendment or Rider after notice has been given save by leave of the House.

(c) *Amendment or Rider*. The chair shall:

- (i) decide what is an Amendment, what a Rider;
- (ii) forbid the bringing forward of any Amendment or Rider it considers an abuse of the forms of the House.

(d) *Moving*

(i) The mover of the Substantive Motion may accept an Amendment, subject to (a) and (b) above in which case the Amendment shall be incorporated in the Motion.

(ii) Amendments not accepted under (i) above shall be moved immediately after the second speech on the Substantive Motion.

(iii) No Rider shall be moved unless the Substantive Motion has been passed.

(iv) No Amendment or Rider shall be moved if the Quorum for Public Business is not achieved at the time it is due to be moved.

(e) When an Amendment or Rider is moved, neither its proposer nor its opposer shall speak for more than five minutes, nor any other speaker to it for more than three.

(f) Before any Motion is moved the Chair shall announce to the House the terms of any Amendment or Rider proposed thereto.

## **Rule 45: Adjournment Motions**

(a) *Moving*: A Member may move the adjournment of the House for a token period.

(b) *Grounds*: Any Adjournment Motion must specify the grounds of its moving: these shall not include the circumstances, action or Report, of an Election Tribunal nor the Returning Officer's action under Rule 33; nor, unless with the Standing Committee's recommendation, the action of the President. This last protection shall not extend to the action of any Committee solely on the grounds that the President is a member thereof.

(c) *Notice*: No Adjournment Motion may be moved of which notice has not been given by noon on the day of its moving save that in very exceptional circumstances this provision may be waived at the President's discretion, provided that notice of the Motion has been given him.

(d) *Precedence*: An Adjournment Motion shall be moved only during Private Business as under Rule 39(d).

(e) *Discussion*: When the adjournment of the House is moved, the Chair shall call on those Members who wish to see it discussed to rise in their places. The motion shall not be discussed or put unless fifty Members or half those present, whichever is the less be upstanding. If, however, fifty Members or half those present whichever is the less do rise, the Chair shall ask whether the Motion be opposed. If fewer than five Members rise to oppose the Motion the Chair shall declare it carried.

(f) *Extraneous Matters*: No matter not bearing directly on the grounds specified as under section (b) above shall be introduced into the discussion.

(g) *Length of Speeches*: Neither the proposer nor the opposer of an Adjournment Motion shall speak for more than five minutes, nor any other speaker for more than three.

(h) *Special Adjournment Motions*

Any decision by any Committee except under Rules 4, 7, 32, 63 and 67(b), where alternative methods of appeal are applicable or under Rules 32(h) or 53, may be reversed by the House by means of a Special Adjournment Motion, signed by at least 30 Members, notice of which must be given to the President in writing at least 50 hours before the time of moving. Such moving shall in no case be later than ten days after the publication of the decision in question, except in the case of Standing Orders covered by Rule 68(c), which shall be moved in the First Private Business Meeting of the following term. Any decision by any Committee which is challenged by means of an Adjournment Motion under this Rule of which notice is given within 24 hours (excluding Sundays) of such publication shall be suspended from operation until such time as the Motion has been discussed by the House. No Member may withdraw a Special Adjournment Motion moved under this section after notice has been given. This clause may not be changed except by a Private Business Motion at a Public Business Meeting

## **Rule 46: Public Business Motions**

(a) *Selection*: Motions for debate in Public Business shall be chosen by the President.

(b) *Notice*: Five days' notice shall be given of every Public Business Motion.

(c) *Speeches*

(i) *One per member*: In Public Business no Member shall make more than one speech on the substantive motion, unless for the purpose of explanation, save for the proposer of the motion, who shall have the right of reply to the debate. In making an explanation no fresh matter shall be introduced.

(ii) *Time*: In Public business no paper-speaker shall speak for more than twelve minutes; he may, however, appeal to the Chair for extra time, which it shall grant or refuse at its discretion. This Rule shall not apply to strangers who speak on the invitation of the President, who shall speak for not more than thirty minutes, nor to the candidates at a Presidential debate, who may speak for a period not more than thirty minutes. Speakers from the floor shall not (save at the Chair's discretion) speak for more than five minutes, or such less period as the Chair may determine.

(iii) *Lack*: If, at any time, there be no Members wishing to speak on one side of the Motion, the Chair shall call for a speech on the other side of the Motion. If, at any time, there be no Members on the floor of the House wishing to speak, the Chair shall at once call upon the Tellers to sum up the Debate and the House shall proceed to a division.

(d) *Amendments and Riders*

The total time spent in discussing an Amendment or Rider to a Public Business Motion shall in no circumstances exceed half an hour; at the end of that time the Chair, should it not already have done so, shall immediately put it to the vote.

(e) *Counting Out*

If during Public Business a Member move that the House be counted, and there be fewer than fifteen members present, the Chair shall at once call on the Tellers to sum up the Debate, and the House shall proceed to a division.

(f) *Hour of Division*

The hour of division shall never be later than 01.00 hours and for each rider of which due notice has been given, the House shall divide on the substantive motion not less than ten or more than thirty minutes earlier than it would otherwise have done.

(g) *Division*

(i) During Public Business, except as provided in paragraph (ii) below, members leaving the House after the second speech shall be counted by the tellers as voting in favour of the motion if they pass to the right of the barrier, and against it if they pass to the left, unless they signify to the tellers their wish not to vote.

(ii) Where an Amendment to the Public Business Motion is to be proposed, voting on the motion shall not be allowed until the Amendment has been voted on, and, if the Amendment be passed, voting on the Amended motion shall not be allowed until two further speeches have been given.

**Rule 47: Private Business Motions**

(a) *Notice*

**(i) At a Public Business Meeting:**

(1) A Private Business Motion moved by recommendation of the Standing Committee shall be posted on the notice-board not less than three days or, if it be a motion to which Rule 67(b)(ii) apply, eight days before it is to be discussed. No Private Business Motion not recommended by the Standing Committee shall be introduced at a Public Business Meeting unless notice of it has been posted on the notice-board not less than eight days before the meeting and before the Rooms have closed on the day next after the posting of the notice at least thirty Members have signed the notice in the Society's Rooms in support.

(2) The provisions of (1) above notwithstanding, any Private Business Motion may be moved at a Public Business Meeting following a Procedural Motion to that effect, passed at the Private Business Meeting before which the motion is due to be brought before or immediately after the vote. Such a Procedural Motion may be moved only by the proposer of the Private Business Motion to which it refers, in person or by proxy, and must specify the Public Business Meeting before which the motion shall be brought; the said Public Business Meeting being not less than three days and not more than one calendar month after the Private Business Meeting, save that if the Private Business Meeting is held within three weeks of the end of Full Term, the motion may be brought before the first Public Business Meeting of the following term.

(3) Private Business Motions at Public Business Meetings involving changes to the Rules shall require at least 40 Members qualified to vote to be present. At a Public Business Meeting, during the discussion of any Private Business Motion involving changes to the Rules, if a Member call that the House be counted, and if there be fewer than 200 Members qualified to vote present, the motion shall not be put and the House shall not proceed to a division.

**(ii) At a Private Business Meeting:**

Any Member may, provided that he have given at least three or, if it be a motion to which Rule 67(b)(ii) applies, eight days notice on the notice-board, bring forward a motion at a Private Business Meeting. This provision shall extend to motions for Private Business Meetings adjourned under Rule 41(d).

(b) *Speeches*

(i) In Private Business a Member may not speak more than once on the same substantive motion unless in the opinion of the Chair the course of the debate makes it desirable. In a debate on a Private Business Motion, the speeches of the mover and opposer shall be limited to five minutes each; those of other speakers to three minutes each; save that the Chair may allow extra time at its discretion.

(ii) In Private Business Meetings, if, in the opinion of the Chair, the course of the debate, or the nature of the motion makes it desirable, after the motion has been moved an informal debate may ensue.

(c) *Dividing the Motion*

If a Private Business Motion deals with two or more distinct Questions, the Chair, on request, shall divide it, and shall put the Questions separately to the vote.

(d) *Divisions*

No Private Business Motion shall be regarded as having been decided by acclamation if fifteen or more Members call for a division.

(e) *Counting Out*

If during or immediately following a vote on a Private Business Motion other than an Appeal, a Member move that the House be counted, and there be fewer than 70 members present the motion shall be put in Private Business at the next Public Business Meeting (unless either the mover of the motion or the House agrees to a postponement) if within 48 hours a petition to that effect be posted on the notice-board and be signed by 70 Members, and from the time of the said decision or petition to the division at the said meeting it shall be as if the said motion had not been put. This clause shall not be amended or deleted except in Private Business at a Public Business Meeting.

(f) *Polls*

(i) *Demand For:* Any Member may demand a Poll on a Private Business Motion or an Adjournment Motion moved under Rule 45(h) immediately after a division on it has been taken. A poll shall not be taken unless within 48 hours (excluding Sundays) after such demand a Requisition to the same effect, signed by one hundred and fifty members in the Society's rooms, be deposited in the Office. The Member demanding a Poll shall not be permitted to withdraw the demand. No Poll shall be demanded on an Appeal from a decision of the President or from a fine or a suspension, nor on a matter of expulsion.

(ii) *Time When:* If a Poll be requisitioned, it shall be held not less than five nor more than twelve days after the Requisition is presented.

(iii) *Repetition of Motion:* No Private Business Motion that has been rejected on a Poll shall be brought forward again in form or substance within two terms of being moved.

(iv) *Arrangements For:* In the event of a Poll being requisitioned, the Standing Committee shall lay down the arrangements for the Poll and the Count. The Extraordinary Returning Officer, who shall ordinarily be the Returning Officer, shall conduct the Poll, and shall have power to decide all questions not specifically covered by the Rules, the Standing Orders, or the motion laying down the said arrangements. He shall also have the power to inflict fines of up to £25 for disruption of the Count or interference with the secrecy of the poll. The Extraordinary Returning Officer shall not be the proposer or seconder of the motion, or named in the motion, nor shall he have spoken on either side or have taken the chair in any earlier debate on the motion. If the Returning Officer be hereby disqualified from being Extraordinary Returning Officer, the Standing Committee shall appoint a Deputy Returning Officer or an Ex-Returning Officer qualified to be a Deputy Returning Officer not so disqualified as Extraordinary Returning Officer.

(v) Any breach of the arrangements laid down for the Poll by Standing Committee or the ERO shall be an offence. Any such offence may be complained about as below:

(1) In the event of a poll being held on the same day as the Election of Officers and Committee, an allegation of Poll Malpractice may be made in the same manner, and with the same time limits as would be required of an allegation of Electoral Malpractice. An Election Tribunal shall then deal with the allegation in the same way as if it were an allegation of Electoral Malpractice. For the purposes of Rule 33(b)(ii) an allegation should state that a breach of Rule 47(f)(v) has occurred.

(2) In the event of a Poll being held at any other time of term, a breach of Rule 47(f)(v) shall be an offence under Rule 71(a)(i).

(vi) In addition, should notice be given of a Rule change such that a poll be required under a Rule change such that a poll be required under Rule 72 for the change to have effect, Standing Committee shall lay down the motion required by Rule 47(f)(iv) at its next meeting. The same shall apply if Rule 67(b)(iv) or (v) is employed regarding a Rule change. If either of these should occur, 47(f)(v)(1) and (2) shall only apply to arrangements, as decided in Standing Committee's motion or by decision of the ERO promulgated in writing on the notice board, that are made before close of business on the sixth day prior to the date set for the Poll.

(g) *Rules*

Any Motion, Amendment, or Rider, affecting any Rule of the Society shall be subject to the provisions of Rule 67(b).

(h) *Expenditure*

No Private Business motion with financial implications shall be put without the prior written consent of a Senior Officer or the Standing Committee, with the exception of any motion tabled under Rule 58. Motions tabled under Rule 58 shall not entail spending more money than is available in the Library budget for that year.



(i) *Non-Members*

Non-members may not attend Private Business Meetings.

## CHAPTER SEVEN: The Society's Rooms

### Rule 48: Opening & Closing

(a) *Full Term:*

(i) The Society's Rooms shall be open every day during Full Term, except as otherwise determined by Standing Committee, supported by three-quarters of members of the Standing Committee present and voting.

(ii) The hours of opening shall be from 9.30am until 11:30pm on Monday to Saturday and midday until 11.00pm on Sundays, except when functions sanctioned by standing Committee require otherwise.

(b) *Vacation:*

(i) During Vacation the Society's Rooms shall be open from 10.00 to 17.00 Monday to Friday except when Standing Committee decides otherwise.

(ii) The Society's Rooms shall be closed for a minimum period of seven consecutive days in each vacation.

(c) *Bars:*

(i) In Full Term, when the Society's Rooms are open, the main bar shall be open and serve intoxicating liquors from at least 11.00 am to 11.00 pm on Mondays to Saturdays and at least from 12.00am to 10.30pm on Sundays.

(ii) In Vacation, when the Society's Rooms are open, the main bar shall be open and serve intoxicating liquors as the Standing Committee so orders, to a maximum of the same hours as in full term.

(d) *The Macmillan Restaurant:*

(i) The opening of the Macmillan Restaurant shall be determined by Standing Committee.

(e) *Times of Meetings*

No Public Business Meeting, Private Business Meeting, Election, Poll, informal debate, Parliamentary debate, emergency debate, Election Tribunal hearing, Disciplinary Hearing, or meeting of any duly constituted Committee shall commence during hours when the Buildings are closed under Rule 48. If the event of a Poll being requisitioned under Rule 47(f), and the five to twelve day period mentioned in Rule 47(f)(ii) coincides with the day of the main Elections, the Poll shall take place at the same time, in the same room and open for the same hours as the main Elections

### Rule 49: Smoking

(a) *The Bar:*

(i) The Society's Rooms will be non-smoking, with the exception of the Bar.

(ii) Smoking may only occur in the Bar if smoke extractors are fitted and in use.

(b) *Rooms closed to the generality of members:*

- (i) Rooms that are hired for private functions, or closed to the generality of members, shall not be subject to (a)(i) above.
- (ii) When the buildings are open, the President shall ensure that a room is set aside for the use of non-smokers.

(c) *Enforcement:*

- (i) The President, or any agent thereof, shall fine any Member smoking in areas where smoking is prohibited by this Rule the minimum sum of £15
- (ii) Failure to enforce this rule shall be deemed to be default, on the part of the President, from obligations listed in the Rules, and an offence under Rule 71. This is not intended to preclude any other disciplinary matters arising from this Rule.

#### **Rule 50: Prices, Fees & Hiring**

(a) *General:* Articles shall be on sale at such prices, such fees charged for amenities, and the Society's rooms let at such times and at such rates, as the Standing Committee shall determine by way of Standing Order or otherwise.

(b) *Stationery:* Stamps and stationery shall be on sale to Members.

#### **Rule 51: Dogs**

Any Member introducing or causing to be introduced a dog into the Society's premises shall be liable to a fine of £5 inflicted by the Treasurer. Any animal leading a blind person shall be deemed to be a cat. Any animal entering on Police business shall be deemed to be a wombat.

#### **Rule 52: Guests, Visitors and Non-Members**

(a) *Exclusion of Disciplined Members*

Members of the Society who have been expelled or who are under suspension, under Rule 7, 33 (c), 56 (c) or 64, shall not be allowed onto the Society's premises, except for the purposes (solely) of any Appeal."

(b) *Room Hire*

(i) Rooms may be hired as per Standing Orders, Chapter E. Anyone using a hired room may not purchase intoxicating liquor unless he is also a Member of the Society.

(ii) When a room is hired, the Society must be informed who will be using the room, and particularly told if any distinguished, high-security or controversial individual will be attending. The Society reserves the right to cancel room bookings without notice or liability, returning any monies paid.

(iii) When a room is booked, the hirer must sign down on the booking form that he agrees to abide by the Rules of the Society as part of the room-hire contract.

(c) *Guests of Members*

(i) Any Member introducing a guest or guests into the Society's buildings shall write his name and college and his guest's name and address in a Guest Book on entering the buildings. In addition, each guest must produce photographic proof of identification; this may be waived by the President or his agent. Failure to sign in guests shall render a member liable to a fine of up to £10 for each such offence.

(ii) Between the hours of 5.30pm and 2am, the President or Staff shall have the right to charge members a levy for each guest admitted onto the premises. This levy shall be determined by the Standing Committee from time to time; notwithstanding this, it shall not exceed £6.

(iii) After signing in, guests shall be given a "Visiting Membership Card", which shall be valid for that day. By accepting such a card, guests agree to be bound by the Rules of the Society. Guests shall carry this card at all times whilst on the premises, and shall show it on demand to any member of Staff or Standing Committee. Cards issued before 5.30pm shall not necessarily exempt any guest from the evening charge set out in (c)(ii) above.

(iv) Guests may use the main Bar and catering facilities provided they are accompanied by the Member who signed them in. They may not themselves be served at the Bar. They may attend a Debate or Speaker Meeting if accompanied by the Member who signed them in. Such guests shall have no voting rights in any Private Business or election.

(v) No Member shall introduce more than three such guests onto the Society's premises at one time, nor introduce a particular guest more than four times a term, unless the President permits otherwise. No individual eligible to join the Society under Rule 3(A) or Rule 3(C) shall be introduced under this section without the President's written permission.

(vi) Any Member who fraudulently introduces an individual eligible to join the Society under Rule 3(A) or Rule 3(C) shall be fined £60 for each offence.

(vii) It shall be a disciplinary offence under Rule 71 for a Member to purchase alcohol for, or allow alcohol to be purchased by, a guest who is under-age.

(viii) The President or his agent may exclude any guest from the premises at any point for any period of time.

(ix) During periods when the General Office is closed and the Buildings are otherwise open, there shall be a Guest Book stored in the Bar.

(d) *Tourists*

(i) The President is empowered to make arrangements to admit non-members to the Society's premises as tourists, and to charge such non-members a fee, to be determined by the President.

(ii) Members may not introduce guests onto the Society's premises for profit or commercial gain, nor sell tickets to debates or speaker meetings, without the express permission of the President. Members doing so without permission shall be fined £30 per individual so admitted.

(e) *Members' Only Events*

The President may choose to mark an event "Members only". Such events may only be attended by Members of the Oxford Union Society (as defined in Rule 3), and other individuals only as the President allows.

(f) *Trespassers*

The President may, at his discretion and notwithstanding Rule 72, submit to the Proctors the name of any member of the University found upon the Society's premises who is neither a Member nor an employee of the Society, and who has not been admitted legitimately under this Rule.

(g) *Ticketed Events*

(i) Apart from as otherwise allowed in this Rule, non-members may not buy tickets to the Society's events. Moreover, tickets for any event may not be transferred to non-members who are eligible to join the Society under Rule 3(A) or Rule 3(C), unless the President permits otherwise.

(ii) Tickets for the Society's Events which are marked "non-transferable" may not be transferred to any Member or non-Member on pain of a fine of up to £30 per ticket so transferred.

(iii) During a ticketed event, the Society may restrict access to any or all of the Society's rooms or buildings to those who hold a ticket. A notice informing Members of the restricted access to the buildings must have been placed on the Society's notice board at least 7 days in advance. The Society may not otherwise arbitrarily restrict access to the main generality of the buildings to particular types or groups of Members during normal opening hours in Full Term, save for reasons of security or safety. At ticketed events, the Standing Committee may specify that formal dress (daytime or evening as appropriate) is required; any individual not conforming to the specified dress code may be excluded from the event without compensation.

(iv) The Society may not discriminate between different types of Member in the distribution of such tickets, save that in the interests of decorum, and notwithstanding anything else in the Rules, Standing Committee may choose to make any *bona fide* 'women-only' event open to female members only.

(h) *The Open Period*

Between Monday 0th Week and 7pm on Saturday 2nd Week of each Michaelmas Term, the Buildings shall be open to non-members of the Society who are eligible to join under Rule 3(A) or Rule 3(C). Such non-members may attend debates and meetings (unless the meeting is a

'members only' event). They may speak and vote in Public Business, but may not speak or vote in Private Business. They may purchase intoxicating liquor if licensing laws allow. They may not purchase tickets to the Society's events. They may use the Library but may not borrow books. Non-members engaging in unacceptable behaviour may be removed or banned from the Buildings by the President or his agent, and may be subject to further sanction under Rule 3(D).

(i) *Reciprocal Members*

Reciprocal Members entitled to full Life Membership under Rule 9 shall be treated exactly as normal full Members for the purposes of this Rule. Individuals from Kindred Societies who are entitled to limited reciprocal access shall be covered by the appropriate rules on reciprocal membership and not this Rule; however, they shall not be entitled to admit guests themselves. They may buy tickets to the Society's ticketed events at the discretion of the President.

(j) *Cellars*

The guest and non-member admission policy of the Cellars shall be determined by motion of the Cellars Management Committee, and regulated by the lease and management agreement between the Oxford Union and Purple Turtle. Admission of guests and non-members into the Cellars shall not necessarily grant such individuals access to the other parts of the Society's premises, and instead shall be regulated according to the other parts of this Rule.

### **Rule 53: Admission To Educational Facilities**

(a) Subject to (c) below and to Rule 58(a) any member of the University of Oxford shall be entitled to be admitted to the Society's debates, addresses by distinguished persons, the reading- and writing-rooms, and to the Old and New Libraries for the purpose of using therein any of the books, upon payment to the Society of a termly sum to be determined under (d) below. Non-Members so admitted shall be subject to Rule 39(c)(i) and (iv) except that if it be necessary to close the Gallery for security or other reasons an area of seating shall be reserved on the floor of the House for the use of non-Members admitted under this Rule, the area being computed so as to bear the same proportion to the total seating space as the number of persons who have bought Termly Admission Cards in the term in question bears to the number of Subscribing Members.

(b) Any such person shall, upon payment of the said sum, be given a Term Card, the form of which shall be agreed between the Standing Committee and the Trustees of the Oxford Literary and Debating Union. When on the premises he may be required to give sight of his card to any Officer or member of the Society's staff. Any person who permits his card to be used by any other person shall be in breach of this Rule and liable to have his right revoked as under (c) below.

(c) If any Non-Member admitted to the premises under (a) above be guilty of misbehaviour or do or attempt to do any act on the Society's premises which he is not entitled to do under (a) above he may be removed there from by the Steward or any Officer; and if such behaviour by a Non-Member be sufficiently serious, the Standing Committee may revoke the non-member's rights under (a) above, in which case the Society shall reimburse the Non-Member with an appropriate proportion of the termly sum already paid by him.

(d) The termly sum referred to in (a) above shall be agreed from time to time between the Standing Committee and the Trustees of the Oxford Literary and Debating Union, or if they disagree, by the Trustees of the Oxford Literary and Debating Union alone. The said termly sum shall bear a reasonable relationship to the monthly subscription which is due from a Life Member paying his Membership fee by Banker's Order who joins in the terms in which the termly sum is to be paid, having regard to the cost to the Society of providing those facilities which, being non-educational, non-members admitted to the premises under (a) above are not entitled to use. For the purpose of determining what is a reasonable relationship the Trustees of the Oxford Literary and Debating Union may require the Standing Committee to procure a report on the question from the Society's auditors.

### **Rule 54: The Press**

(a) The President may permit representatives of the Press to enter the premises at any event. The President may exclude the Press from the premises, or part of the premises, at any time, as he sees fit.

(b) No photography, video recording or audio recording shall take place on the Society's premises without the President's prior permission.

(c)

(i) Members shall not communicate information to the Press about any event on the Society's premises which is closed to the Press, or is under Chatham House Rules.

(ii) No candidate in any of the Society's Elections, appointed official or member of any Committee of the Society shall speak to the press concerning the Society's Elections, any Election Tribunal or any Appellate Board unless in receipt of specific written

authorization from the President, if he has not been formally accused of any electoral malpractice, subject to the Returning Officer's agreement.

(d) The President may exclude any Member from any event which is closed to the Press, or is under Chatham House Rules, if he reasonably suspects that that Member would communicate information about the event to the Press.

(e) Any meeting of the Society may be covered by local, national or international media and Members may be filmed, taped or photographed. In consideration of their attendance, and without compensation, Members, guests or visitors consent to be filmed, taped, recorded or photographed, and they further consent that their image may be distributed, by any media, in connection with any event.

(f) Breaches of Rules 54 (b) or (c) shall be disciplinary offences as per Rule 71.

## CHAPTER EIGHT: The Library

### RULE 55: GENERAL AND GOVERNANCE

- (a) The Library shall have multiple roles as an historic collection and as a working library for study and research and general reading.
- (b) The Senior Librarian and Junior Librarian shall be responsible for the general supervision of the Library. The Librarian-in-Charge shall be responsible for the day-to-day management of the library and shall work together with the Library Committee.
- (c) The Senior Librarian shall, together with the Librarian-in-Charge, Library Committee and the Library Strategy Committee, and subject to any general direction of the Standing Committee, set strategic and policy goals for the Library in accordance with paragraph (a) above.
- (d) The Librarian-in-Charge shall, through the Senior Librarian, assisted by the Junior Librarian, be ultimately responsible to Standing Committee for the performance of their duties.
- (e) The Librarian-in-Charge shall, through the Bursar, be ultimately responsible to the Standing Committee on contractual, personnel and health and safety matters.
- (f) Library Committee shall:
  - (i) In accordance with Rule 57, establish and implement its policies for the acquisition and disposal of books and other library materials
  - (ii) Take into account the views of members of the Society on Library policy and management
  - (iii) Respond to the advice of the Library Strategy Committee on the long-term, strategic issues of fundraising and Library development.
- (g) The Library Strategy Committee will normally meet once a term, under the Chairmanship of the Senior Librarian and with the attendance of the Librarian-in-Charge, and the Junior Librarian, and will be entrusted with providing advice on long-term strategic development, fundraising and professional library matters.
- (h) After each meeting of the Library Strategy Committee, the Librarian or Senior Librarian shall report back to Library Committee.
- (i) All Library matters (other than its fabric) shall fall within the exclusive responsibility of those persons and bodies named in (b), subject to the budget in Rule 56 and the ultimate responsibility exercised by the Standing Committee in paragraphs (d) and (e) above.

### RULE 56: LIBRARY FINANCE

- (a) Standing Committee shall, no later than the second week of Michaelmas Term establish an annual income and expenditure budget for the library; this shall be reported to the Library by the Standing Committee.
- (b) This shall be based on a report by the Senior Librarian and the Junior Librarian which, taking account of the overall financial outlook for the Society and after discussion by the Library Committee, shall:-
  - (i) set out the committee's strategy as in Rule 25(j) (Library Strategy)
  - (ii) review progress of that strategy in the last year, including library accounts for that year
  - (iii) report on available external finance and
  - (iv) set out the capital and current requirements of the library accordingly.
- (c) Management of the Library shall include generating revenue, including sponsorship, although not to the exclusion of such by members of Standing Committee or Junior Officers.
- (d) The President may, on the suggestion of the Senior Librarian, invite the Librarian-in-Charge and other appropriate members of the Library Committee to attend Standing Committee, without vote, when the library budget is to be established.
- (e)

- (i) The Bursar shall, on behalf of the Senior Librarian, cause the accounts of the Library to be entered in a ledger, which shall, when they have been audited, be open to inspection by members;
- (ii) The Bursar shall prepare termly accounts with the assistance of the Librarian-in-Charge, on behalf of the Senior Librarian, which shall be presented for audit annual together with the Senior Treasurer's accounts;
- (iii) In each term the Junior Librarian shall present the Librarian-in-Charge's account for the preceding term to a Public Business Meeting;
- (iv) At the first Ordinary Private Business Meeting of each Michaelmas Term the Junior Librarian shall present the Librarian-in-Charge's audited accounts for the preceding year for the approval of the Society.

#### **RULE 57: ACQUISITIONS AND DISPOSALS**

- (a) The Library Committee shall establish policies for the acquisition and disposal of books and other library materials.
- (b) The Junior Librarian's weekly list of acquisitions shall be proposed to the House for approval.
- (c) A book or other library item presented to the Society shall be laid before the Library Committee. If the Committee think that the item is of permanent value, it shall place it on the list proposed under (b) above.
- (d) The Library Committee may authorise the Junior Librarian to purchase pamphlets without reference to the House.
- (e) Lists of titles suitable for disposal shall be prepared by the Librarian-in-Charge and approved by the Library Committee for submission by the Junior Librarian to the House for approval. Such lists shall be:-
  - (i) notified in writing to the Senior Librarian one month in advance of approval;
  - (ii) posted on the Society's notice boards two weeks before approval and;
  - (iii) amended by the Junior Librarian, on the advice of the Senior Librarian and Librarian-in-Charge, to omit any items for whose retention a compelling case has, in his opinion, been made.
- (f) The Senior Librarian may, over and above his stated general charge of the Society's libraries, prohibit any disposal. Such a veto can only be overturned by a private business motion passed with support from more than two hundred members and only then subject to a poll, if it is demanded in accordance with the Rules.
- (g) After any item has been approved for disposal it shall be listed for two weeks on the Society's notice boards together with a market value set by the Librarian-in-Charge, unless Library Committee shall have rules that a bulk sale including such item will be in the Society's best interest. Any member of the Society may purchase that item on a first come, first served basis at the market value set by the Librarian-in-Charge.
- (h) Any items not sold shall be disposed of by the Library Committee. Any income from such sales shall be applied only for library purposes.
- (i) Any income from such sales shall be applied only for library purposes.

#### **RULE 58: LIBRARY MANAGEMENT**

- (a) *External Relations*: The Librarian-in-Charge, subject to the Rules on financial control and to any general direction by the Standing Committee, may:-
  - (i) negotiate with suppliers of library services, including online information resources and staff training and;
  - (ii) approach sponsors, provided that the President and Treasurer shall be advised in advance.
- (b) *Library Regulations*: Library Committee may make regulations for the safe handling and borrowing of library materials and for other routine library matters.
- (c) Library staff

(i) Staff shall be answerable on all matters of operational management (other than personnel, contractual and health and safety matters) to the Senior Librarian and to the Library Committee, who may assign appropriate powers and duties to the Librarian-in-Charge.

(ii) Paragraph (i) above shall be without prejudice to the Bursar's role in overseeing staff matters. To the extent that matters in respect of paragraph (i) do affect such responsibilities, the Senior Librarian shall normally invite the Bursar to attend, without vote, Library Committee.

## **CHAPTER NINE: Staff**

### **Rule 59: Supervision**

(a) The Bursar shall have general oversight of the rooms and the Society's staff, subject to the direction of the appropriate Officers and Committees of the Society.

(b) Notwithstanding anything else in these Rules or the Standing Orders, no member of Staff who is also a Member of the Society shall, whilst employed as a member of Staff, hold any other elected or appointed Office or position under these Rules or the Standing Orders. Nor shall a member of Staff who is also a Member of the Society be eligible for membership of any Committee of the Society, excluding Consultative Committee (unless a member by virtue of their duties and/or responsibilities as a member of Staff). This sub-section shall not apply to staff who are employed on a casual basis, or who work sixteen hours or fewer per week and are not on a fixed term contract.

### **Rule 60: Appointment, Dismissal & Salaries**

(a)

(i) The power to appoint and dismiss members of the staff and to fix their salaries shall be vested in the Standing Committee.

(ii) All staff appointments must be approved by Standing Committee before a potential staff member is made a formal offer of employment.

(iii) Any staff dispute or matter of contention which cannot be resolved informally shall be considered by Standing Committee, and not by any other Committee or working party of the Society.

(iv) The Bursar shall have day-to-day control over staff, excluding those employed within the Library. The Bursar shall be responsible directly to Standing Committee.

(b) The Society shall not employ or appoint any Bursar who is the Hon. Secretary, the Hon. Treasurer or a Trustee of OLDUT.

(c) The staff in the Cellars shall be appointed, dismissed and governed by the Purple Turtle, subject to the general oversight of the Cellars Management Committee. They shall not otherwise be deemed to be Union staff for the purpose of these Rules.

### **Rule 61: Gratuities**

Any Member giving a gratuity to a member of the Staff shall be liable to a fine not exceeding ten pounds, at the discretion of the Standing Committee



## CHAPTER TEN: Finance

### Rule 62: Finance - General

#### (a) *General*

(i) No payment of more than £100 shall be made by any means for any Special Purpose without the consent of the Standing Committee, nor more than £250 without the facts being published on the notice-board within 24 hours of the close of the meeting of the Standing Committee at which consent is given, nor more than £10,000 without the passage of a Private Business Motion at a Public Business Meeting authorizing such expenditure. Expenses under (c) below shall not count as Special Purposes under this clause.

(ii) Any expenditure, other than the following, shall be regarded as an expenditure 'for a special Purpose' under Rule 61(a)(i):

- (1) Expenditure within the remit of SO A1 to A5, and approved by the appropriate bodies as laid down therein;
- (2) Expenditure resulting from the general running of the Society's facilities, and approved in the annual budget as per 66(e), for example:
  - (A) Wages;
  - (B) Taxes and Rates;
  - (C) Heat, Light and Water;
- (3) Expenditure approved by the Senior Treasurer, in relation to the Society's Elections, Tribunals and Appeals.
- (4) Expenditure on insurance protection required by the Trust Deed.

#### (iii)

(1) No property or physical asset of the Society (including but not exclusively leases, freeholds, licenses to occupy) with a total market value of over £10,000 shall be sold or leased or have a charge made over it or any lease/license extended or renewed, without the passage of a Private Business Motion at a Public Business Meeting explicitly authorizing such a transaction.

(2) This requirement shall also apply to the systematic disposal within a two-term period of individual assets of a similar type collectively with a market value of over £10,000. The determination of whether any property disposal is sufficiently systematic or priced shall be made by the President or Chair and may be challenged in accordance with Rule 67(e)(ii)-(iv).

(3) This clause shall not apply to the transfer of property of the Society to the Oxford Literary Debating Union Trust where OLDUT has agreed in writing to hold the property on permanent trust on behalf of the Society and maintain continued open access to the property by members of the Society. The Secretary shall keep a record of any such agreement in the Public Minutes Book.

(4) For the avoidance of doubt, contracts struck which infringe this Rule shall be null and void.

(5) This clause shall not be changed except by a Private Business Motion at a Public Business Meeting.

(b) *The Library Fund:* Any bequests or gifts to the Library shall be paid into a Special Library Fund that is an interest-bearing account.

(c) *Presidential, Librarian's, Treasurer's and Social Expenses:* The President, Librarian, Treasurer and Secretary shall each be granted an allowance for their expenditures on behalf of the Society, based on their presented budgets as detailed by Standing Order A1. The allowances shall be set in the first instance by Finance Committee, and ratified by Standing Committee. Prior to ratification, Standing Committee may amend the allowances by simple majority of those present and voting. The Officers shall not exceed these allowances without the prior consent of two-thirds of the Standing Committee present and voting.

(d) *Public subscriptions:* No part of the Society's funds shall be applied to any Public Subscription.

(e) By the start of each financial year, the Finance Committee shall recommend up a detailed budget for the forthcoming financial year. This must be considered, amended if necessary, and ratified by the Standing Committee. The total amount of expenditure may not be exceeded except by a motion of Standing Committee with a two-thirds majority of those present and voting or by means of a Private Business Motion in a Public Business meeting.

(f) *Legal Expenses and Contractors:* Legal fees or consultancy fees over £100 shall not be incurred, and other individual contractors with a contract lasting longer than one month shall not be hired, by any individual within the Society unless (1) explicitly ratified in a motion of Standing Committee or in a Private Business Motion, or (2) explicitly detailed (stating cost and purpose) in a ratified budget

as per Rule 62(c) or Rule 62(e). A generic heading within any budget for those type of costs shall not be deemed sufficient authorization.

- (g) “By the 7<sup>th</sup> Week of the second term following their term of office, every Junior Officer shall present an account detailing their expenditure for their term of office to the Finance Committee which shall consider it and make recommendations regarding it to the Standing Committee”.

### **Rule 63: Financial Control**

The Society’s income and expenditure shall be managed in accordance with the following provisions:-

- (a) By the end of the second week of Michaelmas Term each year the Society shall adopt a business plan which shall
- (i) set out for the next 12 months the Society’s prospective revenue, expenditure and cash flow; and
  - (ii) highlight action required to achieve and maintain financial health (the “Business Plan”).
- (b) The Business Plan shall be:-
- (i) prepared by the Junior Officers with advice from the Senior Treasurer and the Bursar;
  - (ii) approved by Standing Committee; and
  - (iii) updated as the year progresses.
- (c) At the beginning of every term a budget for each area of discretionary expenditure, in accordance with the original approved budget for the year, shall be:-
- (i) prepared in a standard form by the officers as follows:-
    - (1) General running of the Society – by the President and the Senior Treasurer advised by the Bursar
    - (2) Standing Committee – by the Junior Officers advised by the Bursar
    - (3) Library – by the Senior Librarian and the Librarian in a manner consistent with the library’s budget.
  - (ii) certified, if it is so, to be in accordance with the Business Plan by the Senior Treasurer, who may delegate this authority to the Bursar;
  - (iii) approved by Standing Committee; and
  - (iv) available in the general office for inspection by members.
- (d) Expenditure commitments may be authorized by Standing Committee, provided that:-
- (i) the expenditure be non-recurring and less than £100 or
  - (ii) if it be recurrent or more than £100, the expenditure conform to the Business Plan and/or the relevant budget.
- (e) Expenditure which is likely to be above the amount provided for or in the Business Plan and/or relevant budget or not provided for in the Business Plan and/or relevant budget:-
- (i) shall be discussed with the Bursar at the first opportunity
  - (ii) shall only be brought before Standing Committee if it is raised as an express item on the agenda, circulated at least 12 hours in advance to each member of Standing Committee and passed by a two-thirds majority at a normal meeting of Standing Committee
  - (iii) may, in cases of great urgency, be provisionally authorised by the President with the agreement of either the Senior Treasurer or the Bursar, whichever shall be available, provided that their decision shall be ratified by Standing Committee at the next meeting of Standing Committee, failing which it shall be cancelled to the extent practicable to do so provided that if such expenditure cannot be cancelled neither the Bursar nor the Senior Treasurer (as appropriate) shall be liable for such expenditure under paragraph (h) below.
- (f) All proposed expenditure commitments and all actual expenditure shall be:-
- (i) advised to the Bursar or Senior Treasurer within three working days of being authorised and of being spent;
  - (ii) reported to Standing Committee at its next meeting; and
  - (iii) recorded in the Society’s accounts as soon as practicable and, subject to necessary confidentiality, available after audit for inspection by members in the general office.

(g) cheques and other payment mechanisms shall only be signed by an appropriate authorised signatory in accordance with the provisions of Ch. A of the Standing Orders (Finance).

(h) any member, whether a Junior Officer, other member of Standing Committee or otherwise, who in breach of these rules commits the Society financially, shall be liable to the Society for the full amount incurred by the Society in respect of such financial commitment. If any such irregular commitments are made, Standing Committee shall decide at a normal meeting of Standing Committee by way of simple majority of those present, on a case by case basis, whether and to what extent to seek reimbursement or compensation from any such person. The Senior Officers shall have the discretionary power to waive such amounts in whole or in part by consensus.

(i) the Society's financial affairs shall be audited annually by professional auditors within four months of the end of the financial year;

(i) the resulting accounts shall be presented to Standing Committee at the first opportunity and be available thereafter for inspection in the General Office;

(ii) the auditors shall be required to prepare an annual management letter addressed to the President and the Senior Officers commenting on the financial control systems and procedures with any suggested improvements (if necessary or desirable);

(iii) this letter and any recommendations made therein shall be considered by Standing Committee at an early opportunity;

(iv) Standing Committee may appoint an audit committee to scrutinise the accounts, to discuss them and the auditors' management letter with the auditors and to report accordingly to Standing Committee.

**Rule 64: Currently Unused**

**Rule 65: Currently Unused**

**Rule 66: Currently Unused**

## CHAPTER ELEVEN: Rules, Standing Orders & Regulations

### Rule 67: Rules

(a) *Binding Effect*: The Rules shall be binding on all Members of the Society and non-members entering the Buildings under Rule 9, Rule 52 or Rule 53. Such non-members, by virtue of their entry to the buildings, shall be subject to all Rules concerning disciplinary matters and electoral offences, as if they were a Member. In the case of any conflict or ambiguity, the Rules shall take precedence over any Standing Order or Schedule; and in the case of any conflict, Rules shall take precedence over any Interpretation made under Rule 67(e)(i)(7) through (11).

### (b) *Amendment*

(i) No Rules may be amended or repealed, nor may a new Rule be enacted, except by way of Private Business Motion in respect of which the provisions of Rule 47(a) shall apply.

(ii) A Motion, Amendment or Rider which affects any Rule of the Society shall specify the Rule affected. The President shall decide whether a Motion, Amendment, or Rider does affect any Rule of the Society. If the President decides that a Motion, Amendment or Rider affects a Rule to which it does not refer, then he shall suppress the Motion, Amendment, or Rider, and place on the notice-board a statement of the action taken.

### (iii)

(1) A Member proposing to alter the Rules shall state in the Motion the words he proposes to delete or insert, and the place or places where they are to be deleted or inserted. He shall also post as a Schedule to the Motion the section or sections of the Rule or Rules affected as it stands or they stand at the time of posting. All such Alterations shall come into effect immediately after the end of the Meeting whereat they are proposed and passed, unless otherwise provided for in the Motion or unless the provision of Rules 47(e) or (f) be applied in which case the Alteration shall come into effect either 48 hours after the close of the said Meeting, if the requisite number of Members' signatures be not forthcoming, or not unless the subsequent Vote or Poll approves the motion, whereupon it shall take effect immediately after the Public Business Meeting at which the Motion is represented, or the result of the Poll announced.

(2) Alternatively, a Member may propose a Motion, that in principle be accepted, in which case, where such introduction would affect the Rules, he shall post as the First Schedule to the Motion a statement of all Rules affected, together with any words to be deleted or inserted, which changes are consistent with and directly consequent on the principle of the Motion.

(iv) The Standing Committee may decide that a particular proposed Rule-change is of such importance that it should be brought to the special attention of Members. In such a case, consideration of the Rule-change in question shall be postponed to such Public Business Meeting, at least six and not more than fourteen days after the day specified in the original notice; notice of that Meeting, with an indication of the nature of the business, shall be sent to every College or Hall 5 days at least before the Meeting; and a notice of the Meeting shall be inserted in two newspapers, whereof one shall be a paper circulating in the Oxford area and one a national newspaper, to appear at least two days before the said meeting.

(v) The provisions of (iv) above shall apply automatically if a Requisition to that effect, signed by 50 Members, be posted on the notice-board four days before the day specified in the original notice of motion.

(vi) Neither the Rules relating to the conduct of Elections, Election Tribunals, and Appeals against Election Tribunals, nor this subsection shall be altered after the opening of nominations in the Society's main elections in any Full Term unless the motion in question provide that the alteration shall not come into effect until the first day of the following term.

(vii) No motion affecting any of Rules 1, 2, 18(b), 25(d)(v), 29, 53, 62(c), or 67(b)(vii) nor any motion to introduce any new Rule which contradicts any of these, may be introduced except with the consent of the Trustees of the Oxford Literary and Debating Union.

(viii) Notice of any change made upon the Rules, Standing Orders or Special Schedules, or waiving of Standing Orders by the Standing Committee shall be posted on the Society's notice-board within 24 hours of the end of the meeting at which it was made.

### (c) *Illness*

Whenever requirements or limitations based on terms of Membership occur in the Rules other than this subsection, terms during which a Member is unable to participate in the affairs of the Society by reason of illness or absence from Oxford shall not be taken into account. No person shall be entitled to the benefit of this Rule as a result of any absence, other than if caused by illness, that occurs after he has taken his Final Honours School or after he has been a Member for eleven terms.

### (d) *Effect of Vacation*

Where any period of days or weeks is specified in these Rules, days outside Full Term shall not be counted towards the total specified, except in Rules 23(c) and (d), 33, 42(b), 46(b), 48(a)(ii) and 57.

(e) *Interpretation*

(i) The following shall have the power of interpretation of the Rules in the following order of seniority:

- (1) The Trustees of the Oxford Literary and Debating Union Trust with regard to Rule 2;
- (2) The Appellate Board, for the purposes of its duty only;
- (3) The Disciplinary Appeals Committee;
- (4) The Election Tribunal, for the purposes of its duty only;
- (5) The Disciplinary Committee, for the purposes of its duty only;
- (6) The Returning Officer, for the purposes of his duty as defined in Rule 32(e) only;
- (7) Business Meetings under (iv) below;
- (8) Business Meetings under (iii) below;
- (9) The Chair, if the President be present;
- (10) The President;
- (11) The Chair.

The Rulings of any of these shall be binding in the instant case and shall not be challenged save by appeal to a Member, or body, senior in respect of the powers of interpretation; they shall act as authoritative precedents for Members, or bodies, with powers of interpretation of junior or of equal status to the Member, or body in question.

(ii) The decision of the Chair may be reversed by the President on his return to the Chair, unless he was present when the decision was made.

(iii) Any Ruling of the Chair or of the President made in Private Business and concerning the course of Private Business may be immediately challenged by the motion "That the ruling be reversed". On any Member so moving, the Chair shall call for members who wish to see that motion debated to be upstanding; if 50 Members or half those present, whichever is the less, rise, the Member who made the Ruling in question shall vacate the Chair and the incoming Chairman shall call on the mover of the Procedural Motion and the President or outgoing Chairman, as appropriate, to speak for not more than three minutes each on the motion, and shall then put the question without further debate. The Chair shall then be resumed by the President or outgoing Chairman, as appropriate. As soon as the Member rises to speak to the appeal, the Chair shall cause the doors to be closed; no Member shall then be permitted to enter until the vote shall have been taken.

(iv) Any Member may appeal against any decision of the Chair, the President, or the House acting under (iii) above by posting a Notice of Appeal on the notice-board within three days of the promulgation of the decision in question, provided that before the Rooms have closed on the day next after the posting of the notice at least ten Members have signed the notice in the Society's Rooms in support. No Member who has given such notice shall be permitted to withdraw it. Unless the Standing Committee decide, with the consent of the Appellant or of the House, that it shall be postponed, the motion shall be brought forward at the next Public Business Meeting, provided that such meeting, except in the Eighth Week of any term, be held not less than three days after such notice has been given. No Amendment or Rider to any such motion shall be moved. No Member shall take the Chair while any Ruling reversing such a decision of his is the subject of an Appeal. While an Appeal against the decision of the President or a ruling reversing such a decision is under discussion, the Chair shall be occupied by an ex-President of less than twenty-one terms' standing or failing that an ex-Officer. As soon as the Member rises to move his Appeal, the Chair shall cause the doors to be closed; no Member shall then be permitted to enter until the vote shall have been taken.

(v) The following definitions shall be observed in interpreting the Rules, Standing Orders and Special Schedules of the Society, unless the context otherwise require:

- "Day": Continuous period of 24 hours;
- "Month": Calendar Month;
- "Term": As defined by the University of Oxford;
- "Full Term": Sunday of First Week to Saturday of Eighth Week inclusive;
- "Term's Standing": Period of Membership calculated in Terms including that in which the Member was admitted to Membership;
- "Year": Academic Year;
- "Vacation": Outside Full Term;
- "Member": Member of the Society;
- "He": This shall be interpreted as meaning he/she throughout the Rules;
- "Office": As defined by Rule 13, unless preceded by 'General' etc.;
- "Trustees": Trustees of the Oxford Union Society, as defined by the Oxford Union Society Trust Deed and Rule 12; unless followed by "of the Oxford Literary & Debating Union Trust" - who shall have no executive control over the Society except as expressly specified in the Oxford Union Society Rules;

“Election”: The whole Election on one day, plus any period before or after as specified or implied by the Rules;  
 “House”: The collective name for Members present and voting at a Public or Private Business Meeting;  
 “Floor of the House”: Debating Chamber ignoring the Gallery;  
 “Guest speakers”: Speakers in Public Business, Extraordinary Meetings or a Speaker Meeting invited by the Society who are not reading for a degree at the University of Oxford;  
 “Notice-board”: Any Board on which Notices may be placed outside the entrance to the Bar;  
 “Staff”: Employees of the Society;  
 “Steward”: The member of staff appointed as Steward;  
 “Bursar”: The member of staff appointed as Bursar;  
 “Chairman”: Any Chairman may use the title ‘Chair’ should they so wish;  
 “Subscribing Member”: Any individual who is a Member of the Society under Rule 3.  
 “Elected members of Standing Committee”: the five members of the Standing Committee elected by direct ballot, as per Rule 34.  
 “The Cellars” or “Cellar Bar”: The Purple Turtle Union Bar in the Cellars of the Society, run by Purple Turtle and the Cellars Management Committee.  
 “Spouse”: Husband, Wife or Civil Partner as defined under the Civil Partnership Act 2004.

(f) *Official copies*

Six official interleaved copies of the Rules, Standing Orders and Special Schedules shall be kept. Any new Rule, Amendment or Repeal of a Rule, Standing Order or Special Schedule shall be entered in the six copies by the Secretary within two days of its being passed, the date of its passage being noted in the margin. The Returning Officer shall enter any official interpretation issued by him under Rule 32(g). Three of the said copies shall be kept in the Office for the use of Members and those seeking election as Members, and the others shall be for the use of the President, provided that at least four copies be always on the premises of the Society. The Returning Officer shall ensure that there is an up-to-date copy of the Rules in the Library, for reference use. Old copies of the Rules shall also be deposited with the Library for storage. Members who remove the Library copy of the Rules from the Library may be fined up to £10 by the Returning Officer or Librarian. The Secretary shall be responsible for informing the Chairman of the Consultative Committee of any new Rule, Amendment or Repeal of a Rule, Standing Order, Special Schedule or official interpretation so that the CCC can fulfil his duties as required by Rule 20(d)(x)(8).

(g) *Members' Copies*

Copies of the Rules, Standing Orders and Special Schedules shall be available from the Office for any Member to purchase or to borrow for photocopying.

(h) *Licensing Laws*

Nothing in these Rules or Standing Orders or Schedules, shall conflict with the licensing laws: in the case of any conflict, any relevant statutory obligations on the Society shall take precedence.

(i) *Confidentiality*

No Rule shall allow the meeting of any Committee to be in camera or to exclude observers unless Rule 23 permits otherwise. This clause may not be changed except by a Private Business Motion at a Public Business Meeting.

(j) *Notification*

For the purpose of these Rules (including, but not exclusively, for the purposes of fines, summons, and meeting notification), written notification for a Member that is not delivered in person and is not required to be delivered in person, shall be done by letter to the member’s last known address. In addition,

(i) Fax and e-mail notification may also be made, and shall be deemed legitimate and sufficient notification, if personally acknowledged by the recipient. However, attempts to engage in fax or e-mail notification shall not remove the requirement to send notification by letter as well, unless the recipient gives his consent otherwise.

(ii) During term-time, notification to the Member’s last known term-time address shall be deemed sufficient, unless that member has given a different forwarding address. During vacation, notification should be made to both the member’s last known term-time address, and last known home address if different, unless the Member gives his consent otherwise.

(iii) Complaints and applications for positions shall also be valid in writing sent to the Union. A Member shall be entitled to a delivery receipt upon request if delivering in person to the General Office.

**Rule 68: Standing Orders**

(a) *Binding Effect*: The Standing Orders shall be binding on all Members of the Society and non-members entering the Buildings under Rule 9, Rule 52 or Rule 53. Such non-members, by virtue of their entry to the buildings, shall be subject to any fines levied for unacceptable conduct, as if they were a Member.

(b) *Enactment, Repeal and Amendment*: No Standing Order may be enacted, repealed, or amended save by way of Private Business Motion or by Resolution of the Standing Committee to which two-thirds of those present and voting signify their consent.

(c) *Entrenched Standing Orders*: The Standing Orders relating to the conduct of elections, Election Tribunals and appeals against Election Tribunals shall not be altered by the Standing Committee or waived save in Full Term before Tuesday of Sixth Week, nor altered by the House save in Full Term either on or before Thursday of Sixth Week or by way of Special Adjournment Motion.

(d) *Waiving*: The Standing Committee shall have the power to waive any Standing Order for named persons during stated times or any other condition it think fit, provided that two-thirds of those present and voting on the Standing Committee signify their consent.

(e) *Confidentiality*: No Standing Order shall allow the meeting of any Committee to be in camera or to exclude observers unless Rule 23 permits otherwise. This clause may not be changed except by a Private Business Motion at a Public Business Meeting.

### **Rule 69: Special Schedules**

(a) *Special Schedules*: The Special Schedules shall be the Library Regulations, the Forms of Debate, the Schedule of Staff Responsibilities and the Schedule of Kindred Societies.

(b) *Status*: The Special Schedules shall for all purposes have the status of the Rules, except as defined by this Rule.

(c) *Purpose*

(i) The sole purpose of the Library Regulations shall be to regulate the affairs of the Library.

(ii) The Schedule of Staff Responsibilities shall list the duties and obligations of the Steward, the Bursar and the Librarian-in-Charge, and those of any other member of Staff that the Standing Committee deems pertinent. Sensitive financial details shall not be listed. This Schedule shall not release the Standing Committee nor any Officer from any responsibility laid down upon them by the Rules even in respect of decisions delegated to the Staff by this Schedule.

(iii) The Schedule of Kindred Societies shall detail the reciprocal arrangements between the Oxford Union Society and other institutions.

(d) *Enactment, Repeal and Amendment*

(i) Special Schedules may be enacted, repealed or amended by Private Business, except as under (iii) below.

(ii) The Library regulations may also be amended by resolution of the Library Committee to which two-thirds of those present and voting signify their consent.

(iii) The Schedule of Staff Responsibilities shall not be amended, save by resolution of the Standing Committee to which three quarters of those present and voting signify their consent, provided also that not less than six favourable votes are cast.

(iv) The Schedule of Kindred Societies may be amended by a simple majority resolution of the Standing Committee.

### **Rule 70: Structural Changes**

(a) No structural change of a permanent nature shall be made to the Society's Chamber without the express approval of the membership by way of a Private Business Motion at a Public Business Meeting. Eight days notice shall be given of such a motion.

(b) Given the Oxford Literary and Debating Union Trust must inform the Society of any changes to the structure or fabric of the Buildings, any such information shall be displayed by the Secretary on the Society's notice board as soon as the work is recommended, and shall remain there until such work is completed.

### **Rule 71: Disciplinary Procedure**

(a) *Complaints*

(i) Any member may make in writing a complaint of misconduct against any other member, or a non-member whom has been admitted onto the premises for whatever reason. The complaint shall be made to the Returning Officer. If the complaint is made against the Returning Officer, the complaint should be made to a Senior Officer, who shall then inform the most senior DRO.

The following shall constitute misconduct:

- (1) Violent conduct or other behaviour on the Society's premises liable to distress, offend or intimidate other members, conduct intended to disrupt debates or other meetings in the Society, the possession or sale of illegal substances. No such behaviour in a meeting of the Society shall be misconduct if it remains within the Rules of order as judged by the Chair in accordance with Rule 39. No actions within the context of campaigning in an election or poll shall be misconduct if it is deemed fair and acceptable campaigning by the Returning Officer or Extraordinary Returning Officer;
- (2) Abuse of office or any position of trust conferred by the provisions of these rules or by any body constituted under these rules with the intention of financially or materially benefiting the offender or any other person, or of interfering with or preventing proceedings under this Rule. For any individual holding a position of trust within the Society, wilful default from following obligations listed in the Rules and Standing Orders, providing penalties for infringement of such rules are not explicitly listed by other rules within the main body of the Rules and Standing Orders;
- (3) Exercising any powers of office in a manner known or believed by the offender to be detrimental to the interests or reputation of the Society;
- (4) Theft of or deliberate damage to the Society's property, except offences for which remedies are provided in the Library regulations;
- (5) Other action liable or calculated to bring the Society into disrepute;
- (6) Wilful breach by the Chair of Rule 71(h)(iv), or of Rule 33 (c)(x) once the time limits for bringing such a breach before an Election Tribunal have expired;
- (7) Knowingly co-operating with any attempt to publish any account of, or comment upon, the Society's affairs liable or calculated to damage the interests of the Society as a whole;
- (8) In the case of a member of any Committee of the Society, writing for publication any account of any meeting of the Society or any Committee of the Society, or otherwise causing any comment on the Society's affairs to be published, without the prior permission of the President;
- (9) Making a complaint under this Rule that is frivolous or is unfounded and malicious;
- (10) Deliberately giving false evidence to any Committee during proceedings under this Rule;
- (11) Abusing or misusing the rules or forms of the House or persistently seeking to obstruct genuine debate in the House (excluding the legitimate usage of Rule 46 (e));
- (12) Dereliction of duty: serious failure by an Officer or member of any Committee to carry out the duties required of him under the Rules, by virtue of holding his post;
- (13) Misuse or abuse of the Society's membership card (including, but not limited to, permitting a membership card to be used by any person other than that to whom it was issued), or failing to show a membership card to an authorised Union official on request.
- (14) Committing any type of misconduct designated as a disciplinary offence under Rule 71 elsewhere in the Rules or Standing Orders;
- (15) For the Chairman of any Committee to allow the removal of observers or to enter in camera during a Committee meeting where Rule 23(g)(iii) or Rule 23(g)(iv) respectively applies.
- (16) Purchasing alcohol for, or allowing alcohol to be purchased by, a guest or member who is under age.
- (17) Breaking Chatham House Rules, speaking to the press concerning the Society's elections illegally, or illegal photography or recording, as detailed in Rule 54.
- (18) Communicating *in camera* committee proceedings that the member was personally subject to that are not in the public domain to individuals who are not authorised to receive such information (although this shall not prevent the discussion of such information if that information exists separately in the public domain).



(19) Any breach of the Regulations laid down in Rule 47(f)(v).

(20) Misuse or abuse of fire exits, fire alarm or safety equipment.

(21) Conspiracy to commit any of the above.

(22) Seriously damaging the interests of the society.

(23) Breach of the I.T Regulations.

(24) Any Officer, Committee member or appointed official failing to fully and comprehensively update the database with the details of those they have contacted in relation to their duties, by the Ordinary Private Business Meeting.

(25) Any members submitting a report under Standing Order D1 who deliberately omits from his report, information about persons he has contacted.

(ii) No complaint which amounts to an allegation of a criminal offence punishable by imprisonment committed on the Society's premises or against the Society's property shall be dealt with under this Rule, except in the case of misconduct alleged under (a) (i) (1) above. This shall not apply if Standing Committee decides that it would be inappropriate to pursue a prosecution.

(iii) No complaint that amounts to an Allegation of Electoral Malpractice as defined in Rule 33(a) shall be dealt with under this Rule. However, if in the unanimous opinion of the Senior Officers, a complaint alleges misconduct some of which would amount to electoral malpractice and some of which would not, proceedings under this Rule shall be permitted insofar as they relate to matters which an Election Tribunal would not be able to consider.

(iv) No complaint of a breach of the Society's Rules or Standing Orders for which penalties are otherwise provided in these Rules shall be dealt with under this Rule.

(v) No complaint shall be considered under this Rule if the effect would be that proceedings would be taken more than once against the same Member in respect of the same act of misconduct or alleged misconduct,

(vi) The following shall not under any circumstances be subject to disciplinary proceedings under this Rule:

(1) The Returning Officer, Deputy Returning Officers or Returning Officer's Assistants in respect of allegations concerning the performance of the duties attached to those offices, except where such allegations could not be submitted to an Election Tribunal;

(2) The Society's staff, in respect of allegations related to their employment by the Society;

(3) Any member of the Charitable Endowments Committee in respect of allegations concerning the performance of the duties attached to membership of that committee;

(4) The Senior Officers, Trustees or the Trustees of the Oxford Literary and Debating Union Trust relating to the course of their duties.

(vii) *Non-Members*: Standing Committee shall consider Complaints against non-members who have been admitted onto the premises. The Standing Committee shall have the power, by simple majority vote, to ban that non-member from the premises for a temporary or permanent period, and to decline any membership application from that individual. Such decisions may not be referred to the Disciplinary Committee. Non-members shall have a right of appeal to the Senior Officers, who shall overturn or uphold the decision of Standing Committee.

(b) *Junior Disciplinary Procedure*

(i) In the event of a complaint being made under Rule 71,

(1) The defendant may ask the Senior Officers and Returning Officer to dismiss the complaint on the grounds that it is frivolous or unfounded. A complaint shall only be dismissed by unanimous vote. If the Senior Officers and Returning Officer dismiss a complaint, they shall attempt to reach an informal resolution between the involved parties.

(2) Junior Disciplinary Committee: A preliminary Hearing shall be held at a meeting of the Standing Committee not less than 72 hours nor more than two weeks after the complaint was received by the Returning Officer, at which at least one Senior Officer and the Returning Officer shall be present.

(3) The Returning Officer may delegate his role for the purpose of the hearing to an uninvolved DRO. A Senior Officer may delegate

their role for the purpose of the hearing to an uninvolved OUS Trustee.

(4) The Returning Officer shall as soon as possible deposit a copy of any complaint he has received with the Bursar, and shall date when he received it. This copy shall be stored in a safe and secure place by the Bursar until the end of the disciplinary process.

(5) Once a Junior Disciplinary Committee has been called, but before the evidence is heard, a defendant or complainant may apply that the case be referred automatically to a Senior Disciplinary Committee on the grounds of natural justice. In this instance, the Junior Disciplinary Committee shall deliberate and then vote; if two-thirds of those present and voting support the request, the complaint shall be subject to the Senior Disciplinary Procedure

(6) Where the Junior Disciplinary Committee is required to consider a complaint brought by a member who would ordinarily be eligible to sit as a member of the Junior Disciplinary Committee, that Member shall not be permitted to sit as a member of the JDC or be present for any of its proceedings except as to exercise the ordinary rights of a complainant under the Rules.

(ii) Standing Committee may decide at the conclusion of the Junior Hearing to do any one of the following:

(1) To fine the Member against whom the complaint was made a sum not exceeding £100.

(2) To suspend the Member against whom the complaint was made for a period not exceeding one term;

(3) To refer the case to a Senior Disciplinary Committee. The Committee may recommend (with an additional two-thirds vote) but is not obliged to, that the Senior Disciplinary Committee considers expulsion of the Member concerned.

(4) To exclude the Member on a permanent basis, or for a set period of time, from using the Cellars, provided that the misconduct was one of violent or disruptive behaviour, possession of illegal substances, theft or deliberate damage to the Society's property.

(5) To fine a Member the cost of loss or damage to the Society's property in the case of theft or damage

(iii) Such a decision shall be taken only if two-thirds of those present and voting consider it justified. Such voting shall be by secret ballot. The debate preceding such a vote shall be *in camera*, and no person except members of Standing Committee and the Returning Officer shall be present. The Senior Officers and Returning Officer shall not vote, nor shall they intervene in debate except to prevent any illegal, improper or unjust remarks being made or decisions being reached. If the Standing Committee reaches no positive decision under this clause, the complaint shall be deemed to have been dismissed, in which case no further action shall be taken, except in the case of an appeal being lodged under (b)(vi)(2) below.

(iv) The Returning Officer shall notify in writing both the complainant and the defendant of the result of such a meeting within 24 hours of the close of the meeting, and shall include in such notification details of the procedure laid down in (v) below.

(v) The Member against whom the complaint is made and the Member making the complaint shall be sent at least 72 hours notice of any meeting held under (i) above, and the accused member shall be furnished with a copy of the written complaint together with any other information the Returning Officer considers appropriate. Both the complainant and the accused member shall be entitled to attend the meeting, and to address the Committee or to appoint a representative to do so on their behalf.

(vi) *Referral to a Senior Disciplinary Committee*

(1) In the event of the Standing Committee having voted to refer a complaint to a Senior Disciplinary Committee, the accused Member shall within five days be notified of this result

(2) Within five days of being notified of the result of the Junior Disciplinary Committee, either the defendant or complainant shall give notice in writing to the Returning Officer that he wishes to appeal. The Returning Officer shall summon a Senior Disciplinary Committee to hear the appeal. In such circumstances the Disciplinary Committee shall proceed as if the Standing Committee had referred the case to them.

(c) *Senior Disciplinary Procedure*

(i) Complaints against any of the following shall be subject to the Senior Disciplinary Procedure. No Junior Disciplinary Hearing shall be held, and the Returning Officer shall summon a Senior Disciplinary Committee to hear the complaint:

(1) Any member of the Standing Committee;

(2) Any member of the Secretary's Committee;

(3) Any Committee member (excluding Consultative Committee) or any appointed official, or any individual whose appointment had to be ratified or was subject to veto by Standing Committee under the provisions of the Rules or Standing Orders;

(4) Any Member selected for an External Debating Competition under Rule 28, or otherwise selected to be the Society's representative in any public context, provided that the misconduct alleged relates to his conduct while representing the Society or the exercise of any powers relating to his selection.

(5) Complaints forwarded by an Election Tribunal under the provisions of Rule 71(a)(iii).

(ii) The Senior Officers and the Returning Officer shall decide in respect of all complaints of misconduct whether or not the complaint falls into a category listed above. In the event of their disagreeing, the complaint shall be considered to fall into such a category.

(d) *The Senior Disciplinary Committee*

(i) In the event of the Returning Officer being required to summon a Senior Disciplinary Committee, he shall within seven days summon three Members from the shortlist drawn up under (g) below to form the Senior Disciplinary Committee. He shall as soon as practicable notify the complainant and the defendant. It shall be for the Committee to determine at what time it shall meet, which shall be within twenty-eight days of the summons being issued. The Returning Officer shall try to ensure that at least one of these three members is a qualified lawyer, and shall ensure that none of them were present at any Junior Hearing of the complaint held under (b) above.

(ii) The Disciplinary Committee shall adopt whatever fair way of proceeding as it shall decide, save as provided for below:

(1) The complainant and accused Member, and any representative that either of them may appoint, shall be given the opportunity to address the Disciplinary Committee, and to put forward any relevant evidence.

(2) Any member of the Standing Committee shall be given the opportunity to address the Disciplinary Committee, and to put forward any relevant evidence.

(3) The standard of proof required for a conviction shall be that the Committee is satisfied beyond all reasonable doubt of the defendant's guilt. No person shall be found guilty save by unanimous vote. The standard of proof required to settle all other questions of fact shall be a simple balance of probability, and a majority verdict shall be sufficient.

(4) No person shall be required to give any evidence that might incriminate himself.

(iii) If in the course of their investigations the Committee discovers evidence of misconduct by any member against whom no complaint has been made, they shall be entitled to take proceedings against that member. In this event, it shall be as if a complaint had been made and referred to them. Any member shall be informed immediately in writing if proceedings are to be taken against him under this clause.

(iv) The Senior Disciplinary Committee may inflict any or all of the following penalties on a member found guilty of misconduct:

(1) a fine, the size of which may reflect any cost involved in the disciplinary proceedings if the Committee see fit, but which shall not exceed £500.

(2) suspension;

(3) expulsion;

(4) immediate dismissal from any office or committee of the Society;

(5) disqualification from nominating himself in any subsequent Election or Elections;

(6) in the case of an officer or ex-officer, disqualification from serving on Standing Committee.

(7) exclusion on a permanent basis, or for a set period of time, from using the Cellars, provided that the misconduct was one of violent or disruptive behaviour, possession of illegal substances, theft or deliberate damage to the Society's property.

(8) a fine, reflecting the cost of loss or damage to the Society's property in the case of theft or damage, or reflecting the misuse of the Society's funds in the case of abuse of office.

(v) Any Member dismissed from an Office or Committee under this Rule shall lose all seniority conferred by having held that office or served on that committee, and shall be deemed not to have held it except for the purposes of Rule 34(c)(iii). If the Disciplinary Committee dismisses a member from office, they shall also be empowered to order that he should lose any seniority held by virtue of any

Office or Offices he may previously have held or Committees on which he may previously have served. The Committee shall explicitly state whether or not they impose such a penalty.

(vi) The Disciplinary Committee may, subject to any restrictions laid down by Standing Order, inflict a fine on any Member who fails to appear before it.

(vii) At the conclusion of their proceedings, the Disciplinary Committee shall within 72 hours notify the complainant and defendant in writing of their decisions and of the reasons for them. They shall subsequently post on the notice-board notification of all penalties inflicted or that no penalty was inflicted or that the complaint has not been upheld, as appropriate. Their report shall also include any recommendations for the running of the Society and interpretations made under 67(e)(i) as they decide.

(e) *Disciplinary Appeals Committee*

(i) The following shall be the sole grounds of appeal to the Disciplinary Appeals Committee:

- (1) That there has been a breach of any of the principles of natural justice;
- (2) That the decision of the Disciplinary Committee was founded on an error of law; or
- (3) That a breach of sections (a) to (d) above has occurred.

An appeal shall not be allowed if the Disciplinary Committee or Standing Committee were following or interpreting the Rules and Standing Orders unless it concerns the rationality of the Committee's interpretation.

(ii) The following shall have the right of appeal:

- (1) Any Member on whom the Disciplinary Committee has inflicted any penalty;
- (2) Any Member who brought a complaint which was the subject of a decision by the Disciplinary Committee; or
- (3) Any other member to whom a Senior Officer gives leave.

(iii) Notice of Appeal or request for Leave to Appeal, as appropriate, shall be lodged with the Returning Officer within 48 hours of the report of the Disciplinary Committee being posted on the notice board.

(iv) The Returning Officer shall pass the request for leave to appeal to the Senior Officers, who shall consider the application. If the Senior Officers refuse leave to appeal, they shall within seven days of their receipt of the application notify in writing to the Member concerned their reasons for refusing him leave. In the absence of the Senior Officers coming to a decision within 7 days and notifying the relevant Members, the Returning Officer shall be empowered to reach a decision himself, and ensure that the relevant Members are notified within 24 hours.

(v) The Returning Officer shall, as soon as a Disciplinary Appeals Committee is requisitioned, set up the committee, which shall consist of three members whose names appear on the Disciplinary Committee shortlist. He shall attempt to ensure that one of the three is a qualified lawyer, and shall ensure that none of the three served on the Senior Disciplinary Committee against whose decision appeal is being made or was present at any meeting of Standing Committee at which the complaint was discussed. If the Returning Officer is unable to summon three members from the shortlist, he shall add names to the list as per (g) below.

(vi) The Disciplinary Appeals Committee shall adopt whatever fair means of proceeding it sees fit, and shall reach decisions by a simple majority.

(vii) The Disciplinary Appeals Committee shall in its report record for each ground of appeal one of the following verdicts:

- (1) That the appeal is justified, in which case they shall consider whether they should exercise any of the powers enumerated in (viii) below, and shall record their reasons for the way in which they exercise them or for deciding not to exercise them;
- (2) That the appeal is unjustified, in which case they shall confirm the decision of the Senior Disciplinary Committee;
- (3) That the appeal is unreasonable, in which case they shall confirm the decision of the Senior Disciplinary Committee and in which case the appellant shall be subject to the penalties laid down in (ix) below.

(viii) The Disciplinary Appeals Committee shall have the power to confirm or overturn any decision of the Senior Disciplinary Committee, to remit or vary any penalty inflicted or recommendation made by the Senior Disciplinary Committee, or to impose any penalty upon the member against whom complaint was made which could have been imposed by the Disciplinary Committee.

(ix) Any Member making an unreasonable appeal to the Disciplinary Appeals Committee shall be suspended for one term, forbidden to

serve on any committee or nominate himself for any office or committee for a further three terms, and fined a sum to be determined by the Committee. These penalties are in addition to any penalties otherwise imposed under this Rule.

(x) The Disciplinary Appeals Committee shall report in writing to the Returning Officer as soon as possible as it has completed its investigations. The Returning Officer shall publish its report on the notice board and distribute it to the involved Members. The report shall also contain any recommendations or interpretations, which the committee see fit to make.

(xi) In the event of an unsuccessful appeal under the above procedure, the costs of the appeal shall be borne by the Member making the appeal, unless the Disciplinary Appeals Committee directs otherwise. In no circumstances shall the Society be required to pay for the costs of a Member's representative or his other legal expenses.

(f) *Exclusion from the Premises*

By a unanimous decision, the Senior Officers and the President may exclude any Member against whom proceedings are being taken under this Rule from the Society's premises until the completion of such proceedings. This shall only apply to cases concerning violent or disruptive behaviour, possession of illegal substances or theft or deliberate damage to the Society's property. Nothing in this paragraph shall be allowed to prevent the attendance of the Member (or his representative) at any proceedings, or to prevent access to the buildings to obtain copies of the Rules or other material evidence for the hearing.

(g) *Shortlists*

The shortlist for the Senior Disciplinary Committee shall consist of at least eleven and up to twenty-five members of at least 18 term's standing. The Standing Committee shall nominate the members of this shortlist by way of a Private Business Motion at a Public Business Meeting; any objections to the shortlist shall be dealt with separately. No Member shall serve on the shortlist for more than three years without being successfully re-nominated. Members who have been found guilty of an offence by an election tribunal or disciplinary committee which has not been overturned on appeal shall not be eligible to serve.

In the event of the Returning Officer being unable to find sufficient members of the shortlist who are willing and able to serve, he shall present a new Shortlist to Standing Committee, which may approve Members on that Shortlist to serve on the Disciplinary Committee for that occasion only. The criteria for eligibility shall be the same as for the original list.

(h) *Confidentiality and Records*

(i) All proceedings, but not the private deliberations, of Standing Committee or the Disciplinary Committee under this Rule shall be recorded and shall be retained for one year after the conclusion of proceedings.

(ii) It shall be up to each Disciplinary Committee to decide whether to hold its proceedings in private or to allow observers.

(iii) No Union Rule shall prevent:

- (1) The complainant and defendant discussing the case with friends or advisors
- (2) Any Member rebutting any potentially defamatory claim made before the end of the disciplinary process
- (3) The submission of evidence in a court of law or in proceedings under this Rule or Rule 33.
- (4) The publication of any notice or other official notification required by the disciplinary Rules.

(iv) After the commencement of proceedings under this Rule, no question whatsoever shall be asked, no motion whatsoever moved, nor any discussion whatsoever initiated in the House or in any Committee, that in any way relates to those proceedings, except as otherwise provided by these Rules or in response to a recommendation of the Senior Disciplinary Committee or Disciplinary Appeals Committee.

(i) *Disorderly Behaviour*

In the event of a staff member or agent of the President (or in the cellars, an agent of the Purple Turtle) catching an individual on the premises engaging in disorderly behaviour, fraudulent behaviour, attempted or actual theft, vomiting, possession or sale of illegal substances, or being in an unacceptable level of intoxication, then that staff member or agent may confiscate the membership card of that individual. The Society shall then have five days to initiate disciplinary proceedings or levy the appropriate fine, otherwise the Society must return the membership card to the Member, if necessary by Royal Mail to the Member's last known address. If disciplinary proceedings are initiated, the card shall also be returned to the Member (unless the member is excluded from the premises under the provisions of Rule 71(f)).

(j) *Time Limits*

A complaint shall not be considered if the disciplinary process would commence more than one year after the offending incident or behaviour occurred (or in the case of abuse of office, or theft, was discovered). A disciplinary committee shall consider if significant delay in bringing a complaint after the incident occurred constitutes evidence of malicious behaviour.

(k) *Withdrawal of Complaints*

(i) Once a complaint has been submitted to the Returning Officer, it may be withdrawn at any time by the complainant in writing. The Returning Officer shall acknowledge the withdrawal in writing to the involved parties. A complainant that has been withdrawn may not be considered or brought again in any substance. The Returning Officer may rule that a complaint can be considered again if he believes that this procedure has been abused purely to prevent the fair consideration of a complaint.

(ii) A Member can still be charged with making frivolous or unfounded and malicious complaint even after it has been withdrawn.

(iii) The withdrawal of a complaint shall not prevent a Disciplinary Committee that has formally commenced from considering or ruling on the complaint or related offences under (d)(iii) above.

(l) *Vacation Disciplinaries*

Any Member, who is subject to a complaint, may ask in writing that any relevant Disciplinary Hearing which is scheduled for a point during the vacation be delayed until term-time. If either the Senior Officers or the Returning Officer take the view that this would not damage the interests of the Society, either of them may so consent. The disciplinary process shall be frozen until term-time, and any days in the vacation shall not count as *dies non* for the purpose of time deadlines.”

## **Rule 72: Independence**

(a) *The Proctors*

(i) The Society shall not be registered with the Proctors as a University Club.

(ii) The permission of the Proctors shall not be sought for any Union activity, except after consultation with the Senior Officers and after Standing Committee has given its consent.

(iii) No negotiations on behalf of the Society shall be entered into with the Proctors or with any other University Body without the knowledge and consent of the Standing Committee; save that the Officers and Senior Officers are authorised to consult with the Proctors and to give them any information about the Union's affairs which is of legitimate interest to the University; and that this provision shall not apply to action under Rule 52(f).

(iv) No member shall complain to the Proctors about any action of the Society or of the Standing Committee or of any Officer acting in his official capacity, or about any interpretation of the Rules made by the President or by the House on appeal, or any disciplinary proceedings of the Society.

(v) It shall be a disciplinary offence to break this rule, under Rule 71.

## **Rule 73: Table of Executive Seniority**

(a) In the event of a conflict over a decision concerning a particular policy or the implementation of a particular policy, or concerning amendments to the Rules or Standing Orders, and the Rules and Standing Orders are otherwise silent, the following shall take precedence in the following order of seniority:

- (1) A Poll of Members as under Rule 47(f);
- (2) A Private Business Motion at a Public Business Meeting to which Rule 67(b)(iv) or Rule 67(b)(v) applies;
- (3) Other Private Business Motions at a Public Business Meeting or any Special Adjournment Motion, as under Rule 45;
- (4) A Private Business Motion at a Private Business Meeting;
- (5) The Returning Officer, for the purposes of his duty only, as defined in Rule 32(e) only;
- (6) A motion of an Ordinary or Emergency Standing Committee;
- (7) A motion of a Vacation Standing Committee.

All conflicts between any other bodies, Officers, committees, committee members, officials or staff members shall be resolved by Standing Committee.

(b) This Rule shall not prevent a particular body from changing its own stance over a particular policy, provided such a change is within the other Rules and Standing Orders of the Society, and always provided that such a change does not conflict with a body senior under the Table above.

(c) Should the circumstances concerning a policy change, and that policy was set by a Poll, then the policy may be over-ridden by a Private Business Motion at a Public Business Meeting to which Rule 67(b)(iv) or Rule 67(b)(v) applies, as well as by another Poll.

(e) This Rule in no way implies that any body listed on this table may overturn the verdict of any Election Tribunal, Appellate Board, Disciplinary Committee, Disciplinary Appeals Committee or other disciplinary hearing.

(f) The Returning Officer shall keep a record of policy decisions, which he deems relevant, that are passed by a Poll or in a Public Business Meeting. These policy decisions shall be published in an appendix to the Rules, until they are otherwise overridden or become void or irrelevant.

(g) Interpretation concerning what constitutes a conflict or a change of circumstances under this Rule shall fall to the bodies specified in Rule 67(e)(i), and such interpretations may be challenged only in accordance with the mechanisms given in Rules 67(e)(ii) - (iv). All such interpretations shall be rational.

(h) Notwithstanding anything else in this Rule, Rule 73, Rule 47(f), Rule 67(b)(iv), Rule 67(b)(v) may not be amended except by a Poll or by a Private Business Motion at a Public Business Meeting to which Rule 67(b)(v) has been applied.

## STANDING ORDERS

### CHAPTER A: Finance

#### A1: Officer Reports

In a meeting of Standing Committee in 0th Week of each term (or if there is no meeting, as soon as possible thereafter), the President, the Librarian, the Treasurer, the Secretary and any other member of the Standing Committee to whom the President has allotted a portfolio, shall submit interim reports to Standing Committee, to be followed by full reports by the last Standing Committee of term. The reports shall contain full and explicit details of the events which they have organized, the sponsorship they have raised, and any financial expenditure (or financial liability) they have undertaken. The reports shall be ratified, and amended if necessary, by resolution of the Committee.

#### A2: Termly Budgets

In a meeting of Standing Committee in 1st Week of each term, the President, Librarian, Treasurer and Secretary shall submit budgets for estimated expenditure for the ensuing term. The budgets shall have been previously considered by the Finance Committee, and amended and ratified by the Standing Committee, as specified in Rule 62(e).

(a) The President's budget shall include his expenditure on debates and his speaker meetings, the term card and publicity for the Term's events.

(b) The Librarian's budget shall include his expenditure on his speaker meetings or addresses, as well as expenditure on the Libraries and Library Staff.

(c) The Secretary's budget shall include his expenditure on any social events; expenditure related to the Bar and Cellar Bar, and Bar staff wages.

(d) The Treasurer shall include expenditure on other staff, repairs and renewals, other maintenance of buildings and gardens, office expenditure, membership drive expenditure and other miscellaneous expenditure.

These budgets may not be exceeded except as specified in Rule 62(e).

#### A3: Financial Monitoring

(a) The Bursar shall present to the Standing Committee a termly account and rough breakdown of the Society's expenditure on the following items:

- Telephones, postage and stationery;
- Social events;
- Debates (including accommodation, travel, dinners and receptions);
- The Society's elections;
- Speaker meetings and addresses (including equipment hire);
- The membership drive;
- Printing, advertising and photocopying (where such costs are not already covered in a previous section).

(b) In Michaelmas Full Term, the Bursar shall present to the Standing Committee accounts for income and expenditure for the previous financial year.

(c) During Full Term, the income and expenditure of the Society shall be monitored by Finance Committee.

#### A4: Monies Owed

(a) The Bursar at the start of each Full Term shall present to the Standing Committee a list of any sponsors and advertisers from the previous Term who have not yet paid their promised sponsorship. If necessary, the Treasurer shall pursue any monies owed to the Society, and report back every week to Standing Committee until the matter has been settled. The relevant Ex-Treasurers must provide all necessary assistance to the Bursar and the Treasurer for the purposes of their duties under this sub-section.

(b) The Librarian-in-Charge at the start of each Full Term shall present to Library Committee a list of those persons who have defaulted on Library fines or not returned books within the specified time. If necessary, the Librarian and Librarian-in-Charge shall pursue any books and monies owed to the Society.



#### **A5: Telephone Account**

The telephone in the President's Office shall not be used except on the Society's business, and with the President's or Office or House Manager's permission.

#### **A6: Collection of Debts**

##### *(a) Approved Organizations*

(i) There shall be a schedule to the Standing Orders containing the names of organizations which the Standing Committee by a simple majority considers not to be credit worthy.

(ii) No organization shall be removed from the schedule without the approval of two-thirds of the Standing Committee present and voting.

(iii) No organization which appears in the schedule shall be permitted to obtain goods or services from the Society.

*(b) Presentation:* The Treasurer shall cause to be sent within seven days of the end of Full Term to organizations which have incurred debts on account during that term notice of the current state of their accounts.

*(c) Payment:* An organization shall, on receipt of a statement of its account, pay to the Society, within 30 days of an invoice being sent by the Society, monies sufficient to clear its debt.

##### *(d) Default to Pay*

(i) The Treasurer shall order the credit of any organizations which have not paid monies sufficient to clear their debts within the time specified in the invoice to be withdrawn until their debts have been paid, and shall notify them by letter that he has done so, shall publish a list of their names and the amounts outstanding on the notice board, and shall read the list at the next Public Business Meeting.

(ii) Interest at a rate to be laid down by SO A7 shall be added to each account on the first day of every month following the end of the time period specified in the invoice.

##### *(e) Schedule of Unacceptable Contractors*

(i) There shall be appended to the Standing Orders a Schedule which shall list the firms, individuals and contractors who have in the past been found to be unsuitable for the Society's requirements. The Society (including the Society's Staff and members of any Committee of the Society) shall in no circumstances purchase from, or undertake business with, those listed in any manner, directly or indirectly.

(ii) This Schedule may be added to by a simple majority resolution of Standing Committee or in Private Business; no contractor shall be removed except by a two-thirds majority of those present and voting in either Standing Committee or Private Business.

#### **A7: Interest On Accounts**

Interest shall be charged at the rate of two percent compounded monthly on all accounts held with the Society on which interest is charged.

#### **A8: Pensions**

(a) When a member of staff of the Society retires, the Standing Committee will decide whether or not to augment the superannuation benefit. Such augmentation will be the normal rule

(b) If, in recognition of good service, the Standing Committee decides to grant a pension after retirement, this pension shall amount to two-thirds of his average yearly income from the Society during his last three years with the Society as a guaranteed income to include state pension and the calculated annuity from any lump sum.

(c) When a member of staff dies before or after retirement the Standing Committee decides to grant a pension after retirement the Standing Committee will not feel bound in principle to grant a pension to the widow, but may do so if special circumstances warrant a pension.

### **A9: Cheques**

(a) The Bursar is authorized to use his discretion in changing cheques for Members. In the event of any loss arising the staff shall not be held responsible, and the matter shall be referred to the Standing Committee. No member of the Society shall be permitted to cash a cheque in excess of £25 and only then on presentation of a banker's card.

#### **(b) Unpaid cheques**

(i) Individuals whose cheques are subsequently returned unpaid may be fined not more than £10. In addition, they shall refund any bank charges incurred by the Society as well as the amount of the unpaid cheque. The Returning Officer shall liaise with the Bursar to oversee the levying of these fines.

(ii) There shall be appended to the Standing Orders a Schedule entitled "Schedule of those not allowed Cheque Facilities". Members, non-members and organizations whose cheques are returned unpaid more than once shall have their names inserted in this Schedule by the Bursar or Returning Officer and shall not be allowed to remit the Society by cheque. No name shall be removed from this Schedule except with the approval of two-thirds of those present and voting at an Ordinary Meeting of the Standing Committee.

(c) The Society shall permit debit card cash back. The limit in the Bar shall be set the Wines & Spirits Committee. The limit in the General Office shall be set by the Bursar.

### **A10: Cheque Signing Powers**

(a) The Bursar shall have cheque-signing powers in accordance with Rule 62(a)(i).

(b) Any cheque for more than £1000 sterling shall be counter-signed by a Senior Officer. This shall not apply in the case of Staff Wages or Regular Bills.

### **A11: Payment of Costs**

The Society will pay for essential travel and accommodation costs for any member, authorized by the Standing Committee, attending an activity away from Oxford on behalf of the Society. In addition a per diem allowance will be made to those representing the Society on the annual American tour. The amount of the per diem allowance will be authorized by the Standing Committee prior to departure.

### **A12: Travel Costs**

(a) Travel will be by the cheapest reasonable form of Public Transport. Rail travel will be at the cost applicable to those holding a Young Person's Rail Card, unless the member is ineligible to hold such a card.

(b) Air travel shall only be authorised for trips out of mainland Britain, or when it can be clearly demonstrated that it is cheaper, or when essential additional accommodation costs would make the total cost greater. Whatever possible flights should be booked through the cheapest agency taking advantage of all early booking discounts and should be paid in advance by the Society. Three quotations should be obtained for all non-UK air travel.

(c) The cost of any changes in travel arrangements will fall on the member causing the change to be required. Members will therefore be required to pay a deposit to the Society of an appropriate amount, at the discretion of the President, of not more than £30 (£50 for travel by air). This deposit will be used to cover additional expenditure should the member selected subsequently withdraw from the event, unless such a withdrawal is due to circumstances beyond their control.

(d) The cost of Taxis will not be reclaimable if there is any alternative public transport available.

(e) Car hire will only be paid for if it can be demonstrated that it is the cheapest alternative for a group of members travelling together.

### **A13: Insurance**

For travel out of the European Union, the Society will pay for medical insurance cover, which should normally be arranged by the person authorised to purchase the tickets. Members travelling within the European Union will be expected to have completed the necessary forms to obtain reciprocal cover under the National Health Service. Those not eligible for reciprocal cover should arrange medical insurance to be paid for by the Society.

#### **A14: Accommodation & Food**

(a) For official tours and competitions, accommodation and the cost of some meals may be included in the pre-paid cost. The cost of any additional accommodation will be paid by the Society only if it can be shown to be essential as a result of the flight timing or other nights away from Oxford which have been agreed prior to departure and which do not form part of the pre-paid trip. In the event of accommodation costs being claimed from the Society the onus is on the member to obtain the cheapest reasonable accommodation available.

(b) The maximum charge that the Society will pay per room must be agreed by the Standing Committee prior to departure. Room costs must be the minimum possible to allow for one bed per person. Males and females are not expected to have to share a room unless both parties agree.

(c) Every effort should be made to obtain free accommodation. In the event that free accommodation is provided and it is considered necessary to reciprocate by entertaining one's host then the reasonable cost of one meal will be reimbursed by the Society up to a maximum of two thirds of the agreed room cost which is being saved. The cost of the meal of the Society's representative shall not be claimed, except in the instance of reciprocation for hospitality extended during the American Tour (the validity and reasonable costs of which shall be determined by the Standing Committee). Where accommodation is provided by the host institution on contractual basis as part of the rearranged programme, no cost of entertaining shall be reclaimed from the Society.

(d) No food costs will be paid by the Society, save that the Standing Committee may authorise for trips over one week, abroad and during the vacation, a contribution towards the cost of food.

#### **A15: Claims Procedure**

(a) No claim for reimbursement will be considered unless supported by an official receipt.

(b) All claims for reimbursement by the Society must be submitted on the correct Oxford Union Expense Claim Form within seven days of full term after returning from the event. Prior to payment the claims must be authorised by the President as having been passed by Standing Committee.

(c) Claims for foreign currency expenditure should be converted to sterling at the prevailing tourist rate on the day of return.

(d) In the event that an advance against expenses is made by the Society the full amount must be repaid within 14 days of returning from the event except for that amount which has been submitted and authorised in accordance with the procedure set out above.

#### **A16: Expenses On Society Business**

The procedures detailed in this standing order shall govern all reimbursement of expenditure incurred on behalf of the Society or whilst acting as the Society's representative, except as provided for by other Standing Orders in this chapter. This Standing Order shall not cover the US Tour.

##### *(a) Normal Procedure*

Except as provided for elsewhere in this Standing Order, the Society shall not advance money to members in anticipation of their spending it on the Society's business.

##### *(i) Reimbursement of Expenditure*

Members shall submit claims for reimbursement of money spent on the Society's business in writing to the President, together with a written account of how such money was spent and all relevant receipts, within a period of seven days of Full Term of the expenditure being made. Should a member fail to submit such accounts within the period prescribed, motions for reimbursement may only be made at the discretion of the FAA and President. Reimbursement shall be authorized by a motion of the Standing Committee, such a motion shall only be considered valid if Standing Committee is presented with a full break down of the expense claim submitted, distinguishing travel, registration, food and other costs. The Standing Committee shall be empowered to refuse reimbursement in part or in whole if in their opinion the expenditure was unreasonable. No motion for reimbursement shall be put without the permission of the President and the FAA, who shall withhold such permission if in their opinion the expenditure was unreasonable or the accounts submitted are inadequate.

(ii) *Reasonable Expenditure*

(1) The Standing Committee shall, from time to time, draw up guidelines as to what forms of expenditure, what sums and for what purpose it would normally consider reasonable in various circumstances; the guidelines shall form a schedule to this Standing Order and a copy shall be provided upon request to any member who anticipates incurring expenditure on the Society's behalf. The Standing Committee may, in addition, by motion, set out expenditure guidelines and restrictions governing expenditure for a particular purpose or by a particular member. In considering whether expenditure is reasonable, the President, FAA and Standing Committee shall have regard for any guidelines in force, although they need not be bound by them. No guidelines under this section shall have any retrospective effect.

(2) In the event of claims to reimburse expenditure being other than the least expensive option for a particular purpose, the member shall submit in writing his reasons for believing the extra expenditure to be necessary or in the interests of the Society. The President and the FAA shall judge all submissions and shall, unless in their opinion the reason submitted is valid, be empowered to direct that only a motion for reimbursement for a lesser sum than that claimed be put before Standing Committee. This clause shall cover claims for travel expenses, accommodation and all other similar expenditure necessary for but incidental to the purpose for which a member incurred expenditure.

(iii) *Emergency Expenditure*

No member shall incur expenditure of more than one hundred pounds on the Society's behalf for any one purpose unless previously authorized by a motion in Standing Committee or unless such expenditure could not have been reasonably foreseen in time to put such a motion before the Standing Committee. The President and the FAA shall be empowered to limit the reimbursement of any claims to one hundred pounds if both agree that the expenditure was in breach of this clause, even if they otherwise judge the expenditure reasonable.

(b) *Payment in advance*

(i) The Society shall not advance monies to members in anticipation of expenditure on the Society's behalf except under (1) and (2) below.

(1) *Exceptional circumstances*: In exceptional circumstances, the Standing Committee may authorize payment in advance to a member for the purposes covered by this Standing Order. Applications for circumstances to be considered exceptional should be made in writing to the President who together with the FAA shall judge each case on its merits and shall be empowered to decline to submit a case to the Standing Committee.

(2) *Expenditure in excess of £100*: If the sum of money that any one member may need to spend on behalf of the Society for any one purpose or in total for several purposes before it be practicable for him to claim reimbursement, will exceed £100, the Standing Committee may pass a motion authorizing the advance of a sum equal to the anticipated expenditure to the member concerned. Such a motion shall specify in detail precisely how the money is to be spent and, as far as possible, the sum to be spent for each specific purpose.

(ii) Any member being advanced money shall as soon as practicable after the event for which the expenditure was authorized submit detailed accounts of how all the money was spent, together with all relevant receipts, and shall return any excess money. In the event of his failing to do so within fourteen days of Full Term or of the accounts submitted being in the opinion of the President and the FAA inadequate or of the expenditure being in the opinion of the Standing Committee not in conformity with the provisions of the motion by which the money was advanced, the member concerned shall be liable for the return to the Society within seven days of the whole sum advanced such lesser sum as the Standing Committee deems appropriate. Failure to do so shall be considered a disciplinary offence within the ambit of Rule 71.

(iii) *Liability forms*

Any member being advanced money by the Society under this Standing Order shall sign a form to indicate that they are aware of the provisions of this Standing Order and that they accept personal liability for the proper use or return of the sum advanced.

(iv) *Additional expenditure*

Any member who, having been advanced money under these provisions, incurs further expenditure over and above the sum advanced, may be reimbursed in the normal manner as laid out in (a) above, for any expenditure adjudged reasonable, always provided that the provisions of (i) above have first been fully met.

## **A17: Membership**

For the purposes of the sale of intoxicating liquor, membership shall not have been deemed to have commenced until two days from the date of joining or date of application for membership, whichever is the earlier.

#### **A18: Membership Drive**

The Standing Committee member(s) responsible for the Membership Drive shall prepare a report for Standing Committee every week during Michaelmas Full Term, listing the current join-up rates by college or institution. By Monday 7th Week, they shall also present a comprehensive report to Standing Committee detailing all expenditures on the Membership Drive and recommendations for the future.

#### **A19: Schedule of Recognised Policy Documents**

(a) *Purpose*: The Schedule of Recognized Policy Documents shall list only documents describing policy relating to management and development of the society and its interests. Standing Committee shall not be bound by any Recognized Policy Documents.

(b) *Enactment and Repeal*: No document may be added to or removed from the Schedule of Recognised Policy Documents without a resolution of Standing Committee to which two-thirds of those present and voting signify their consent.

(c) *Maintenance*: Up to date copies of the Schedule of Recognised Policy Documents shall be maintained by the Returning Officer. At least one copy shall be held in the Library, and made available to all members.

## CHAPTER B: Committees

### B1: Reporting

(a) No member of any Committee of the Society shall write for publication in any journal an account of a meeting of the Society or any comment on the Society's affairs except with the prior permission of the President. No member of the Standing Committee shall speak as an individual at any public or private meeting other than of the Society on matters concerning the Society's affairs without the prior permission of the Standing Committee.

(b) *Confidential business of the Standing Committee*

(i) No member of the Standing Committee shall, save with the specific permission of the Standing Committee, under any circumstances communicate to any person not a member of the committee information regarding any proceedings of the committee which have been declared confidential under the provisions of Standing Order B2 (a).

(ii) No member of the Society shall communicate to any other person any material that he knows, or reasonably believes to be an account of confidential proceedings as defined in (i) above, regardless of how that material came into his possession, save with the specific permission of Standing Committee.

(iii) Nothing in this Standing Order shall be held to restrict the Officers, Senior Officers or Returning Officer acting in the discharge of their official duties, nor shall it place any restriction on the evidence which may be given to a Board of Appeal, Appellate Board, Electoral Tribunal or in a court of law nor shall it be interpreted in any circumstances as overriding any of the Society's Rules.

(iv) The Standing Committee shall be empowered to inflict fines of up to £50 on any member found guilty of a breach of this Standing Order.

(v) Notwithstanding (iv) above, it shall be in order for proceedings for suspension or expulsion under Rule 70 to be instituted for a breach of this Standing Order if the circumstances so warrant.

### B2: Committee Proceedings

(a) The proceedings of any Committee of the Society shall not be confidential unless Rule 23 states otherwise. Decisions or discussions which are not confidential shall be noted in the public minutes.

### B3: Minutes

(a) *Public Minutes:* The Secretary to any Committee of the Society shall within 24 hours of any meeting of that Committee publish on the Society's Notice Board all decisions made at that meeting and not specifically excepted from publication by that committee, and any other details or announcements that the committee shall think fit.

(b) *Private Minutes:* The Secretary to any Committee of the Society shall within 72 hours of any meeting of that Committee enter into the appropriate minute-book the meeting's minutes in such form and detail as the Committee shall decide. The minute-book shall be at all times available to the Committee concerned and the Standing Committee, but not to other members of the Society save at the Standing Committee's discretion.

(c) *Extended Public Minutes:* The Secretary shall, within 24 hours of any meeting of the Standing Committee in which Private Minutes are approved, publish them as amended and subject to B2 above for the inspection of members in the office.

(d) *Past Minutes:* Applications to examine minutes of Committee meetings held more than 50 years before the date of application shall normally be granted, on payment of a fee of at least £1 to be determined by the Librarian-in-Charge taking into account the amount of work this imposes on the staff.

### B4: Absence From Committee

(a) Incidence of any of the following circumstances, on the day on which the Committee meets, shall be the only cause to constitute 'good reason' for absence from a meeting of a Committee of the Society, if that Committee through the Chairman is notified:

(i) Attendance at a Public Examination;

(ii) Disabling or infectious illness;

(iii) Attendance at a pressing and extraordinary engagement agreed by two-thirds of those present at the meeting to be unavoidable.

(b) The Secretary of a Committee shall in writing notify a member who incurs a fine for non-attendance at a meeting of that Committee under Rule 23(c), such notification being sufficient to constitute notice under Rule 6(b) save insofar as days outside Full Term shall be considered Dies Non, and shall notify the Returning Officer of his action.

#### **B5: Standing Committee & Private Business Motions**

(a) No motion shall go before the House as a Standing Committee motion, unless supported by two-thirds of those members of the Standing Committee present and voting.

(b) When Standing Committee has decided that a motion shall go before the House as a Standing Committee motion, members of the Standing Committee may not speak against that motion, but they may vote either for or against it.

(c) When Standing Committee opposes a motion in Private Business, members of Standing Committee may not speak in favour of that motion, but they may vote either for or against it.

(d) 'Motion' in this Standing Order shall include any motion, amendment or rider.

#### **B6: Standing Committee Agenda**

(a) *For Ordinary Meetings:* At least 48 hours before any ordinary meeting of the Standing Committee, the Secretary shall cause to be sent by e-mail to each member notice of all items notified for that purpose to him together with any unratified minutes of that committee not less than 48 hours before the commencement of that meeting, provided that they are explicitly marked as unratified.

(b) *For Emergency Meetings:* One of such persons as have requisitioned an Emergency Meeting of the Standing Committee shall, as soon as possible after the delivery of the requisition and in any case not less than 24 hours before the time specified thereon, post on the notice board the date, time and place of the meeting specified on the requisition, and place in the Office details of the business to be transacted thereat. In the event of the President changing the date, time or place of the meeting, he shall post a notice to that effect as soon as possible. If the above provision be not obeyed, the meeting shall be deemed inquorate unless two-thirds of the Committee be present.

(c) *For All Meetings*

(i) No motion involving the expenditure of any sum in excess of £100 shall be passed by the Standing Committee unless the amount and purpose have been specified on the agenda and either the Senior Treasurer be present or have been notified of the business in question at least seven days in advance. This subsection may be waived by the agreement of a Senior Officer.

(ii) No matter not specified on the agenda other than one legitimately arising under the item 'Business arising from the Minutes' shall be discussed if two members of the Committee, being present at the time, object.

#### **B7: Emergency Debates**

(a) The Emergency Debates that occur before Public Business Meetings shall ordinarily be chaired by a member of Standing Committee, and minutes taken by a member of Secretary's Committee.

(b) The elected member of Standing Committee elected first shall chair the first Emergency Debate of term, and the member of Secretary's Committee elected first shall minute that debate. At each successive emergency debate, the next most senior elected member of Standing and Secretary's Committee shall chair / minute respectively. If there are more debates than members of the particular Committee, the rota shall start again.

(c) In the absence of the appropriate Committee member, the President shall choose a replacement, yet this shall in no way infringe or prejudice the right of the appropriate Committee member under this Standing Order to chair or minute subsequent Emergency Debates.

#### **B8: Standing Committee - Time Of Ordinary Meetings**

An ordinary meeting of the Standing Committee shall take place every Monday in Full Term at 5 p.m. in the President's Office. An ordinary meeting of the Standing Committee shall take place on Monday of 0<sup>th</sup> Week and Monday of 9<sup>th</sup> Week at 5 p.m. in the President's Office, unless that be a Bank Holiday.

### **B9: Ex-Officers Not Serving On The Standing Committee**

Any ex-Officer qualified to serve on the Standing Committee under Rule 24(a)(ii) who is not a member of the Standing Committee by virtue of resignation (whether voluntary or enforced under Rule 23(c)) or of failure to give notice of intention to serve, shall nevertheless be entitled to attend meetings of Standing Committee in a non-voting capacity.

### **B10: Limitations Of Vacation Standing Committee**

(a) The Vacation Standing Committee shall neither alter nor waive any of the Standing Orders; nor set up a Selection Committee nor an Election Tribunal; nor exercise Standing Committee's powers under Rule 7(b)&(c); nor appoint an acting Senior Officer to act as Senior Treasurer except the Senior Librarian or a person approved in writing by either Senior Officer; nor spend any money on any special purpose in excess of £120 without the consent of the Senior Treasurer or acting Senior Treasurer, nor, even so, a total of more than £800, or on any one item £300.

(b) None of the things the Vacation Standing Committee is forbidden to do by (a) shall be done in the vacation save by an Ordinary or Emergency Meeting of the full Standing Committee of which at least 4 days notice shall have been given to every member posted first class to such address as he may have left for this purpose, or (in the absence of such instructions) to his college.

(c) Vacation Standing Committee shall give full details of its proceedings and the decisions to any member of the Standing Committee who requests them.

### **B11: Elections Taking Place on the Standing Committee**

(a) *System of Voting:* All elections held by the Standing or Selection Committee shall be by Single Transferable Vote. No candidate shall be permitted to vote. An election for more than two places shall be divided into a number of consecutive elections, each for two places, unless and until one place remains to be filled.

(b) *Counting of Vote:* The count shall be performed by at least two people. If at any stage of the count two or more candidates, one of whom has to be eliminated, have an equal number of votes, the candidate shall be eliminated who under SO E3 is the junior.

### **B12: Debate Selection Committee**

The following order priority shall be used to determine the composition of the Selection Committee as defined in Rule 28(b):

- (a)
- (i) The elected member of Standing Committee shall be the elected member of Standing Committee who first qualifies under the criteria defined in section (c) below.
  - (ii) If no elected member of Standing Committee qualifies under the criteria defined in section (c) below the President shall appoint an elected member of Standing Committee to serve on the Committee.
- (b) The President, provided that the President has participated in an external Debating Tournament or won an Internal Union Tournament.
- (c) Other members to a total of seven, or eight if the President does not qualify under section (b) above, dependent on the following criteria in order of preference:
- (i) Winning the World Universities Championships for the Oxford Union;
  - (ii) Reaching the Grand Final of the World Universities Championships for the Oxford Union;
  - (iii) Reaching the semi-finals of the World Universities Championships for the Oxford Union;
  - (iv) Winning the European Universities Championships for the Oxford Union;
  - (v) Breaking at the World Universities Championships for the Oxford Union;
  - (vi) Winning the ESU Mace or Cambridge IV for the Oxford Union;
  - (vii) Reaching the semi-finals of the European Universities Championships for the Oxford Union;
  - (viii) Winning an IV for the Oxford Union;
  - (ix) Breaking at the European Universities Championships for the Oxford Union;
  - (x) Winning the World Universities Championships for another institution;
  - (xi) Winning the European Universities Championships, Australasian Universities Championships or equivalent regional tournament for another institution;
  - (xii) Breaking at the ESU Mace or Cambridge IV for the Oxford Union;
  - (xiii) Breaking at an IV for the Oxford Union;



- (xiv) Breaking at the World Universities Championships for another institution;
- (xv) Breaking at the European Universities Championships, Australasian Universities Championships or equivalent regional tournament for another institution;
- (xvi) Winning an internal debating competition;
- (xvii) Judging at the World Universities Championships for the Oxford Union;
- (xviii) Judging at the European Universities Championships for the Oxford Union;
- (xix) Breaking at an internal debating competition.

(d) Notwithstanding the above, no member of the Society may serve on the Selection Committee unless they are resident in Oxford and have in the previous three terms done at least one of the following:

- (i) Judged in two rounds of the Society's internal competitions;
- (ii) Judged in two rounds of the Society's Schools' competition;
- (iii) Judged in two rounds of the Society's InterVarsity competition.

(e) Because the quality and size of InterVarsity (IV) competitions varies, DSC shall have the right to interpret which competitions qualify as IVs for the purposes of section (c) above. DSC shall do so using the following criteria:

- (i) The number of teams competing at the IV;
- (ii) The proportion of teams at the IV which are of university standard;
- (iii) The number of teams representing universities.

(f) If applicants are tied based on the criteria laid out in section (c) they shall be differentiated dependent on the following criteria in order of preference:

- (i) The number of times they have achieved the highest of the above criteria;
- (ii) The ranking of their next highest achievement based on the criteria above;
- (iii) Their relative positions on the speaker tab at the competition at which they fulfilled their highest criteria on rankings above.

## CHAPTER C: The President

### C1: Presidential Dinners

- (a)
- (i) Speakers on the paper, tellers, Senior Officers, and, at the discretion of the President, any guest of the Society, or guest of a speaker shall be entitled to dine free of charge. The President may also invite members of the Society to dine free of charge in recognition of their work for the Society.
  - (ii) Sitting Junior Officers shall not be required to pay for dinner.
  - (iii) Other members of the Standing Committee shall be allowed to dine twice a term at the reduced rate of £5.00 per dinner.
  - (iv) A member of the Society who is officially entertaining a guest or a sponsor of the Society shall be entitled to dine free of charge.
  - (v) Dinners shall cost £35.00 unless otherwise specified by this Standing Order.
- (b) Sitting Junior Officers should attend dinner before each Public Business Meeting unless prevented from doing so for a reason which would constitute a 'good reason' under Standing Order B4.

### C2: Informal Receptions After Debates

The President may at his discretion hold an informal reception after the conclusion of speeches on the paper, provided that any expenses thereby incurred that have not been covered by payment from those attending shall fall on the allowance made to him under Rule 62(e).

### C3: Binding of Reports

The President shall, before the end of his term of office, present copies of any reports or submissions made to the Standing Committee during his term to the Librarian-in-Charge for binding. The matter to be bound shall include, but shall not be confined to, reports submitted under Standing Order A1, Standing Order A2, Standing Order A3 and the Officers' reports to the Ordinary Private Business Meeting. The bound copies of these reports shall be stored in the Archives and shall be available to future Standing Committees on request.

## CHAPTER D: Elections

### D1: Reports

(a) All Junior Officers (except the President-Elect), elected Members of Standing Committee, appointed officials and the Chairman of Consultative Committee must deliver a concise report upon all activities they have undertaken and intend to undertake concerning their official duties, to the Returning Officer, at least five days before the Ordinary Private Business Meeting during their term of office. Any of these who do not deliver their report on time shall be fined £10 by the Returning Officer. The report of the President must include details of the activities of all his appointed officials. A full list of any external person or organisation that has been contacted on behalf of the Society by a member submitting a report, irrelevant of outcome, must be detailed in their report, unless they are subject to *in-camera* regulations.

(b) All reports must be typed out in accordance with the guidelines laid out in Rule 35 (b) (iii) for manifestos. The reports shall not contain photographs or visual graphics. They shall not be printed on official Union stationery. The Returning Officer may amend the reports if they break these guidelines.

(c) The Returning Officer shall place these reports on the notice board four days before the Ordinary Private Business Meeting. Such reports shall remain on one of the Society's notice boards until after the close of Poll for the Society's main elections. A copy of each report shall also be kept by the Returning Officer to assist in the verification of any claim made by candidates in the Society's elections, during their hustings speeches or in their manifesto. The fact that any statement made in any of the reports has not been questioned at the time of its delivery shall not in itself mean that it may not subsequently become the subject of later investigation.

(d) Junior Officers shall read out their report at the Ordinary Private Business Meeting. Questions may be put to any individual who has or could have submitted a report.

(e) The Returning Officer shall inform all those who must produce a report of this Standing Order, at least 10 days before the Ordinary Private Business Meeting.

(f) The Returning Officer shall present a short report on the conduct of his duties to Standing Committee at some point after the end of the electoral process but before the end of his term of office. The report shall include a full breakdown of all items of expenditure incurred during the electoral process. The report shall also be published on the Society's notice board. Members shall be able to obtain past reports from Returning Officers on request.

(g) Any member of the Standing Committee undergoing negotiations of an in-camera nature at the time of the Ordinary Private Business Meeting, must give a full report of such negotiations to an in-camera Standing Committee at the next full meeting of the Standing Committee.

### D2: Nomination

(a) *Nomination fee*: The following sums shall be paid to the Society by any candidate in the Society's Elections when handing in his nomination form:

For the Secretary's Committee: £12.50;  
For the Standing Committee: £17.50;  
For any Office save that of President-Elect: £30.00;  
For the Office of President-Elect: £40.00.

(b) *Nomination deadlines*:

(i) Candidates must present themselves to nominate before 3.00p.m. and zero seconds exactly on Friday of 6<sup>th</sup> Week, with a sealed envelope containing the materials set out in Rule 34(b)(iii)(1)-(4). At 2.30p.m. the Returning Officer shall order at least two Deputy Returning Officers to seal the entrance to the Morris Room in order to ensure that no person may enter without a sealed nomination envelope and that no member is admitted after the close of nominations.

(ii) Candidates who have presented themselves to nominate by this point, but have not had their nomination envelope countersigned and their membership card number recorded, as per Rule 34(b)(iii) by the Returning Officer or his Deputies shall be allowed to nominate.

(iii) If the deadline has passed, and the candidate does not have sufficient or authorized means of payment on their person, their nomination shall not be accepted. Candidates shall not be allowed to go elsewhere to find other means of payment, or receive assistance from any other individual, if they do not have sufficient means of payment on their person once the deadline has passed.

(iv) Candidates who pay their nomination fee by a cheque which subsequently bounces shall not be invalidated, but shall be treated in accordance with SO A9 (b).

(v) Candidates may provide their manifestos on disk in a format that the Returning Officer can read, without hard copy - however, the Returning Officer shall take no responsibility if he cannot read the disk. Any such disk shall be included in the nomination envelope.

(c) *Candidates' Meeting*

i) All members who have nominated themselves in the Society's Elections shall attend one of two meetings with the RO where he will explain election procedure and rules to them. These meetings shall take place after the close of nominations on the Friday of Sixth week, and on Saturday of 6th week, at a time and place to be advertised by the RO on the Society's notice board by the open of nominations. It shall also be included in the "Information for Candidates" booklet.

ii) If the RO is unable to take either meeting, then he may appoint one of the Deputy Returning Officers to take the meeting.

iii) If a candidate cannot attend either meeting because of debilitating illness or compulsory university academic commitments, he shall inform the RO and obtain his leave to miss the meeting.

iv) Failure to attend one of these meetings without having satisfied the RO of a reasonable excuse shall incur a fine of £10. This shall not constitute any form of electoral malpractice.

**D3: CURRENTLY UNUSED**

**D4: Publicity For The Poll**

The Returning Officer shall secure adequate publicity for the Poll by distributing posters containing similar details and the names of the candidates on the Society's premises and in all the colleges of the University and institutions admitted to the benefits of Rule 3(A) and ensuring that these be prominently displayed and neither defaced nor altered in any way. Rule 33 shall be brought to the notice of members in all publicity concerning the Society's Elections, and by the President at the Public Business Meeting immediately prior to the Elections.

**D5: The Count**

(a) The Count shall be performed by the Returning Officer, the Deputy Returning Officers and, if necessary, any Returning Officer's Assistants appointed by the Returning Officer. It shall take place in the presence of such candidates' representatives as appear before the commencement of the Count. The Returning Officer shall publish on the Notice board by 4.00p.m. on the day of the Poll, the place and time at which the Count will commence. Candidates' representatives may be appointed, at the discretion of the Returning Officer, to assist in the counting of votes under this section, but not so as to count for any office or committee for which the candidate they are representing is standing.

(b) At the commencement of the Count, the ballot boxes shall be opened in the room in which the count is to be held. The ballot papers shall then be counted and the total number received shall be ascertained. Meanwhile, the number of signatures of those Members who have voted shall be counted. The ballot papers shall then be severed and sorted into piles according to the Office or Committee concerned.

(c) One counter shall be placed in charge of the Count for each Office, and at least one other counter shall assist in each officer count. One counter shall be placed in charge of the count for each Committee, and any counters remaining shall assist in one of the committee counts. The counters shall then sort the ballot papers into groups according to the first preferences indicated, segregating blank, spoilt and void ballot paper into separate groups and ascertaining the total number of blank, spoilt and void papers, which shall be recorded. The papers in each group of valid votes shall then be counted and the total numbers of first preferences for each candidate shall be recorded. The count shall then proceed by the mechanism prescribed by the Counting Regulations and the total number of ballot papers received for each candidate at each stage shall be recorded.

(d) *Recounts*

Any candidate's representative present may demand a recount of the votes for the office or committee in which the person he represents is standing, but not for any other office or committee. Such recounts shall be granted subject to the following provisions:

(i) The first recount demanded for any office or committee shall always be granted.

(ii) Further recounts for any office shall be granted subject to the following provisions:

(A) If two candidates for any office or committee differ, as to their total votes at any stage in the count at which one of them must be elected or eliminated, by ten votes or less on the last count held, then one further recount shall be conceded, provided that not more than three counts in all (original together with recounts) shall be obligatory on the Returning Officer or Deputy Returning Officers in

respect of any office by virtue of the provisions of (i) above and this sub-clause.

(B) If on two successive counts the votes obtained by a candidate shall, at any stage in the respective counts, differ by five or more votes, or shall differ in such a way as to alter the order of the candidates at that stage, whether by causing candidates to exchange places, at that stage, as between counts, or to tie and fail to tie as between the counts, then the Returning Officer shall, upon demand by a representative of one of the candidates concerned (but not otherwise), be bound to grant a recount or recounts of the election, until such time as: either

(1) two successive counts shall agree as to the person elected, the order of elimination of other persons, the presence or absence of a tie and (within five or a lesser number of votes) as to the total of each candidate in the election; or

(2) such agreement not having been obtained, six successive counts for the same office have taken place, in which case he shall automatically adjourn the count for that office, which shall be restarted in the presence of a Senior Officer as soon as may be. Nothing in this section shall impair the right of the Returning Officer (or Deputy Returning Officer in charge of a particular count) to grant recounts at his discretion, above the obligatory number.

(e) If it shall appear to the Returning Officer at any stage that further proceedings under this Standing Order would be unlikely to produce a true election result, whether by reason of a disagreement in successive counts or for any other reason, he shall so declare and post a notice to that effect on the Notice-board. An Election Tribunal shall then be constituted under the Rules and Standing Orders of the Society, to which the proceedings of the election shall stand referred. This power shall only be exercised before the official publication of the results of the election and its exercise shall suspend such publication. All further dealings with the ballot papers and other records of the count shall be sealed up as if the count had been completed until the Tribunal is able to inspect them.

(f) Any time after nine hours from the commencement of the count, the Returning Officer may adjourn the count to a time stated at the time of the adjournment. In the case of such an adjournment the Returning Officer shall, and shall only, announce such results as have been definitely decided at the time of the adjournment. If there is an adjournment under this section, the ballot papers shall, when the count is adjourned, be sealed up as prescribed in the next section.

(g) At the conclusion of all the counts the Returning Officer and his Deputies shall ascertain that the original total of ballot papers, as determined under (b) above, tallies with the totals for the various officers and committees, account being taken of spoilt, void and blank papers, and shall make suitable enquiries if a discrepancy appears. They shall then seal up the ballot papers (including spoilt, void and blank papers) in the presence of at least four representatives of candidates if they are available.

(h) The ballot papers so sealed up shall be preserved until the end of the second week of the next Full Term following that in which the election took place, at which time the Returning Officer shall see that they are destroyed. They shall not be unsealed during that period save by order of the courts, or on the order of an Election Tribunal or an Appellate Board. They shall only be unsealed in the presence of the Tribunal or a person appointed by it, or of the Appellate Board or a person appointed by it, or by the Returning Officer in the presence of a Senior Officer and at least three Deputy Returning Officers.

(j) Throughout any count the doors of the room in which it takes place shall be locked, and entrance and exit, after the start, shall only be with the knowledge of the Returning Officer or his senior Deputy present in the room. Persons other than the Returning Officer, his Deputies, Assistants, and representatives of candidates shall not, save in special circumstances with the permission of the Returning Officer or his Deputy, be present in the room. No representative of a candidate may leave, unless accompanied, between the beginning of the count and the conclusion or adjournment of the count.

(k) The Returning Officer shall make the announcement of the result at the conclusion of the count. In the event of a postponement of the count, the Returning Officer shall announce the results of the postponed count to the Society as soon as may be.

(l) The Returning Officer and his Deputies shall have complete control over the count in accordance with the Rules and Standing Orders.

## **D6: Counting Regulations**

In accordance with Rule 35, the Count will be performed according to a system of Single Transferable Vote. The system used shall be as follows:

(a) Count valid papers. Calculate the Quota, as being  $\{(v/s+1)+0.01\}$ , where  $v$  = the number of valid papers received, and  $s$  = the number of places to be filled. The Quota shall be rounded down to 2 decimal places. Set initial value of all papers to 1. Go to (b).

(b) Allocate and count first preferences. Go to (c).

(c) If all places to be filled have been filled, stop. If not:

If one or more candidates are over quota, a candidate must be elected and his surplus distributed. Go to (d).

If no candidates are over quota, and the number of continuing candidates plus the number of candidates already elected is equal to (s+1), eliminate the candidate with least votes as Runner-Up and declare all the other continuing candidates elected, in order of votes held.

If no candidates are over quota, and the number of continuing candidates plus the number of candidates already elected is more than (s+1), a candidate must be eliminated. Go to (e).

(d) *Distributing a Surplus*

Declare the candidate with most votes elected. Only one candidate may be elected at each stage. Calculate the surplus of (votes received - quota). Calculate current total value of papers transferable to another candidate, and sort by the next valid preference.

Calculate the transfer value of each paper. If the total current value of transferable papers is less than the surplus, the transfer value = current value.

Otherwise, transfer value = [ surplus x current value (rounded down to 3 decimal places) ] / [ total value of transferable papers ]

Transfer all transferable papers at their transfer value. Go to (c).

(e) *Eliminating a Candidate*: Declare the candidate with least votes to be excluded. Sort all papers by next valid preference and transfer at their current value. Go to (c).

(f) When all positions on a committee have been filled by the above process, the order of seniority shall be determined by first preferences. In the event of a tie, the result of the next redistribution of votes shall be taken into account. [Passed Standing Committee 04/11/02]

## **D7: Interpretation Of Ballot Papers**

(a) Voters shall enter their order of preference for each office or committee by placing the numerals 1, 2 and so on opposite candidates' names. A paper shall be void, so far as a particular office or committee is concerned, on which a first preference for that office is not indicated; it shall also be void if any single numeral be entered more than once, except insofar as it indicates the voter's order of preference up to and including the immediate predecessor of the numeral so entered more than once. If a voter enters his preferences in a broken sequence, the paper shall be void insofar as it expresses preferences after the break. A sequence including a preference for a candidate deemed excluded for any reason or disqualified from the election shall not by virtue of that constitute a broken sequence. Voters need not indicate any preference beyond their first. A single tick or cross shall be deemed to indicate a first preference, but such symbols against two or more names for the same office shall render the ballot paper void as regards that office or committee. The appearance of such symbols in addition to the numeral 1 shall render the ballot paper void as regards that Office or Committee.

(b) If at any stage of the count for either an office or a committee any paper is proposed to be set aside as spoilt or void, it shall be examined by the Returning Officer who shall initial those papers which he decides are spoilt or void. The decisions of the Returning Officer on the interpretation of ballot papers shall be final, unless the matter be submitted to an Election Tribunal. The Election Tribunal shall adopt the interpretation of any ballot paper given by the Returning Officer in accordance with this section, unless it is satisfied that the interpretation cannot reasonably be sustained.

## **D8: Election Tribunal**

In carrying out its functions, the Election Tribunal shall observe the following regulations at all times:

(a) During the hearing of evidence that concerns them directly, all complainants and defendants shall have the right to be present, in addition to any person they appoint to represent them.

(b) Defendants, complainants and members of the Election Tribunal shall have the opportunity to call, examine and, where possible, cross-examine witnesses. Witnesses may only be asked questions of fact except where they are expert witnesses. If a witness deliberately says something that is untrue as under Rule 33(a)(i)(13), on a matter of substance related to the charges which the Tribunal is considering when he is being examined, he shall be liable to the same penalties as if he had committed the offence of making a frivolous or malicious allegation, and the Tribunal shall have the power to inflict the penalties on him under the same conditions as if an allegation of that offence were laid against him during the Tribunal.

(c) All formal allegations shall be read out at the start of the investigation. If, during the investigation, the Tribunal should have reason to suppose that a Member who is not a defendant has committed an electoral offence, they shall inform him immediately, and he shall have the rights of a defendant thereafter. If the ground the Tribunal has for supposing a Member has committed an offence is evidence that he

has not been present to hear, it shall ensure that the evidence is repeated in his presence or, failing that, that the tape-recording made of it under (g) below is played over to him. Any person given the rights of a defendant under this section shall be deemed to have had an allegation brought against him.

(d) Adjournments may be requested by any party to the investigation and shall be granted at the discretion of the Tribunal.

(e) After all the witnesses have been called, defendants and complainants shall have the right to sum up.

(f) After the summing up, the Tribunal shall retire to make its decisions and consider its report. The report shall contain a record of the decisions of the Tribunal and a statement of the reasoning that led to the decisions; if different routes were followed (whether or not to the same conclusion) by different members of the Tribunal, the reasoning of each of them shall be stated.

(g) The proceedings of an Election Tribunal shall be recorded on magnetic tape, save only those parts of the proceedings at which only members of the Tribunal are present. The tapes shall be available, except as under (c) above, only to an Appellate Board set up under Rule 33(d). They shall be stored *in camera* in the archives for one year and then be destroyed.

(h) This Standing Order shall be brought to the attention of defendants, complainants and every other person appearing before the Tribunal in any capacity whatsoever.

(i) The Tribunal shall make an explicit finding of 'guilty' or 'not guilty' on every charge.

(j) The Returning Officer shall attach a Schedule to the Standing Orders detailing further suggested guidelines on the procedures for election tribunal hearings. Such guidelines shall in no way be binding on tribunals.

#### **D9: Fines For Non-Attendance At An Election Tribunal Or Disciplinary Committee**

(a) No Member shall be fined under Rule 33(c)(v) or Rule 71(d)(vii) unless a letter, which specifies a time (which shall be between the hours of 10.00 am and midnight inclusive) at which he is required to attend by the Election Tribunal or the Disciplinary Committee and which states the conditions under which he may be fined if he fails to attend, has been handed to him in person, at least 20 hours before the said time, by the Returning Officer, a Deputy Returning Officer, or by a Returning Officer's Assistant.

(b) No member shall be fined under Rule 33(c)(v) or Rule 71(d)(vii) if:

(i)

(A) He has given the Tribunal or the Disciplinary Committee good reason for non-attendance as under Standing Order B5, where "two-thirds of those present and voting" be deemed to mean "two-thirds of the Election Tribunal" or "two-thirds of the Disciplinary Committee" as appropriate, and

(B) Either he is unable to give evidence in writing, or he has made a written statement, which shall be subject to Rule 33(a)(i)(13) or Rule 71(a)(i)(8) as appropriate, which he has signed in the presence of the Returning Officer or one of his Deputies or Assistants who has signed the statement as a witness;

or,

(ii) He has attended at the time specified in the letter under (a) above and has placed himself at the disposal of the Tribunal or the Disciplinary Committee for the ensuing two hours;

or,

(iii) The allegation or complaint in connection with which his presence was required was one brought against himself.

#### **D10: Mechanism For The Election Of The Chairman Of Consultative Committee**

(a) The first preferences for each candidate in each ballot shall be calculated as the percentage of the total number of valid votes cast in that ballot. The two percentages for each candidate shall be combined as under (f) below to make the 'score'.

(b) If, at any point, any candidate has a higher score than the sum of the scores of all the other candidates, then that candidate shall be elected.

(c) If there are more than two candidates, then the candidate with the lowest score shall be eliminated and his votes shall be redistributed according to the next preference indicated. The percentages for each candidate in each ballot shall be recalculated. The new 'score' shall then be calculated from the new percentages.

(d) The process of redistribution in (c) above shall be continued, until one candidate is elected under (b) above.

(e) If, at any stage, two or more candidates, one of whom is to be eliminated, tie, then the tie shall be resolved by Rule 35(h).

(f) The 'score' for a candidate shall be the sum of the percentages of the two ballots, unless less than 20 votes are cast in the Consultative Committee ballot, in which case the 'score' shall be calculated according to the following formula:

'score' = [Standing Committee percentage + (Consultative Committee percentage x N x 0.05)] where N is the number of votes cast in the Consultative Committee ballot.

#### **D11: Table Of Seniority**

President  
Charitable Trustees, in order of election  
President-Elect  
Librarian  
Treasurer  
Treasurer-Elect  
Secretary  
Ex-Presidents, in order of election  
Ex-Charitable Trustees, in order of election  
Ex-Presidents-Elect, in order of election  
Ex-Librarians, in order of election  
Ex-Treasurers, in order of election  
Ex-Treasurers-Elect, in order of election  
Ex-Secretaries, in order of election  
Elected Members of Standing Committee, in order of election  
Chairman of Consultative Committee  
Ex-Elected Members of Standing Committee, in order of election  
Ex-Chairmen of Consultative Committee, in order of election  
Senior Members of Library Committee, in order of election  
Ex-Senior Members of Library Committee, in order of election  
Elected Members of Secretary's Committee  
Ex-Elected Members of Secretary's Committee, in order of election  
Other Members of the Society in order of election

The order of election to the Society shall be determined by the order of the vacations-and-terms in which the relevant members were elected, a vacation-and-term beginning with the first day of the vacation and ending with the last day of the subsequent term.

For the purpose of this Table, any Junior Elected Committees as were constituted from time to time shall be deemed to be the Secretary's Committee. For the purpose of this Table, Ex-Bursars shall be deemed to be Ex-Chairmen of Consultative Committee. For the purpose of this Table, ex-Senior Officers and ex-Trustees who were appointed to their position before March 1999, shall be deemed to be ex-Charitable Trustees, ranked equally by order of election.

#### **D12: Seniority Among The Deputy Returning Officers**

The following criteria shall determine seniority among the Deputy Returning Officers in descending order:

- (1) earliest date of election or appointment as Returning Officer;
- (2) most terms service as a Deputy Returning Officer;
- (3) earliest date of appointment as a Deputy Returning Officer;
- (4) longest period of uninterrupted service as a Deputy Returning Officer including the current time.

#### **D13: Telling**

No candidate in the Society's main elections shall be a Teller at a debate between the opening of nominations and the close of Poll.

#### **D14: Election Expenditure**

Expenditure on the Society's Elections as per Rule 34 (e) shall include, but shall not be limited to, the costs of the following:



(i) Any publicity for the Election (including, but not confined to, such posters, manifestos and any manifesto booklets, and adverts, as may be produced by the Returning Officer);

(ii) Severable ballot papers;

(iii) Extraordinary communication costs during the electoral period (including, but not confined to, the costs of such communication equipment as may be provided for the use of the Returning Officer from time to time);

(iv) Transport costs (including, but not confined to, the costs of such public and private transport as may legitimately be required by the Returning Officer, and any other person authorized by the Returning Officer, in order to ensure the smooth running and good conduct of the Election during the hours of Polling. However, the costs incurred by persons authorized by the Returning Officer under Rule 33 (a)(i)(4) shall not be covered under any circumstances);

(v) Refreshments to be provided free of charge to persons attending the Count (including, but not confined to, sandwiches, biscuits, crisps, fruit, other snack foods, non-alcoholic drinks and coffee).

#### **D15: CURRENTLY UNUSED**

#### **D16: Responsibilities during the Period when the Returning Officer is devolved powers under Rule 13(b)(ii)**

In the event of the Returning Officer assuming the powers and duties of the President under Rule 13(b)(ii) the following arrangements shall apply:

(a) The President-elect shall speak for the Society and Chair all meetings of the Standing Committee (with the exception of those items on the Standing Committee agenda which concern the election any election tribunal or appellate board)

(b) Those members of the new Standing Committee who would normally have assumed their positions shall be authorized to begin the preparations for their term of office unless they are implicated in any Election Tribunal or Appeal, save that this clause shall not be interpreted as allowing them to assume their positions on the Standing Committee.

(c) The President-elect shall inform those designated Elected Members of the Standing Committee who are not implicated in any Election Tribunal or Appeal of their portfolios for the coming term unless the President-elect is implicated in any Election Tribunal or Appeal.

(d) Any expenditure authorized by the Returning Officer, save that which is directly connected with the Election Tribunal and/or Appeal (or outstanding monies directly connected with the Election) shall be budgeted, accounted for and authorized by the Standing Committee as if it were Presidential Expenditure.

(e) The Returning Officer shall never be referred to, nor refer to himself as the "Acting President".

(f) The Election Tribunal and/or Appellate Board may alter this Standing Order for the term in question (if it deems it necessary) via a formal Ruling in its Declaration and Report.

## CHAPTER E: Miscellaneous

### E1: Office Security

Any non-member of Standing Committee who without the permission of the President or the staff crosses the barrier in the General Office or the Officers Offices may be fined a sum not exceeding £20 by the President, any officer, or the Office staff.

### E2: Kitchen Complaints

All complaints regarding the conduct of the Kitchen shall be made through the Treasurer.

### E3: Television and Video Facilities

The Society's video player and the terrestrial, satellite and cable television facilities shall normally be available for members' use, subject to the following restrictions:

(a) That priority shall be given to television broadcasts which have been specified in a Schedule of Reserved Television Broadcasts. The content of this schedule shall be determined by simple majority vote in Consultative Committee, or by Private Business Motion. Items in the Schedule shall be listed in order of priority. The Schedule shall be displayed on the notice board in the Television Room.

(b) That no member shall use the video player equipment when another member wishes to view a television broadcast, unless such use of the video equipment has been subject to prior agreement with the Steward and 24 hours' notice of the fact has been given on the notice board in the Television Room; notwithstanding this, the video player equipment shall not be used if such use would conflict with any broadcast listed on the Schedule referred to in (a) above.

(c) That the facilities shall not be available to members if the room in which they are situated has been booked as part of a room hire function with the Steward; save that no room hire booking shall be taken during Full Term if it would conflict with any broadcast listed on the Schedule referred to in (a) above.

### E4: Hiring of rooms

Conditions of Hire for Debating Hall, Macmillan Room, Morris Room, Cellar Bar, Gladstone Room and Television Room, in Term time.

(a) No room shall be available for any meeting or function of any kind on the day of the Society's Elections or while the Society is holding a debate or at such other time as the Standing Committee shall determine.

(b) The Standing Committee shall draw up a list of Clubs, Societies and persons to which rooms may not be let, and shall instruct the Steward not to let rooms to these bodies or persons. This list may be revised at any time by a majority of those present and voting on the Standing Committee.

(c) Any Officer or Member of the Staff of the Society shall have the right of entry to any function in a hired room.

(d) No rooms may be occupied after 23:20 hours, except by prior arrangement with the Steward and the Standing Committee.

(e) No photographs may be taken in any room without the prior permission of the President; no alterations may be made or decorations introduced into any room.

(f) All applications for hire must be made at least three days in advance, in writing, stating clearly the purpose(s) of the proposed hiring. Applications shall be made to the Steward, who shall not let to those Clubs, Societies and persons listed as under (ii) above.

(g) A form of application must be signed by a person responsible for making the booking, and must include a promise to pay for any damage caused during the letting. The Debating Hall shall be covered by extra, special provisions, outlined below. Any breach of these conditions of hire shall render the applicants liable to a penalty fine of up to £50 for each offence. The letting of the room shall not be deemed to have come to an end until the room in question has been cleared of all persons.

(h) Charges for private and non-commercial room hire shall be set by the Steward, subject to the approval of the Standing Committee. The rates shall be listed in an Appendix to the Rules. The Steward or Bursar may alter the rates for commercial organizations as he sees fit.

(i) The Treasurer shall be responsible for maintaining a Schedule of reasonable commercial rates. This schedule shall also contain the minimum charge for a publicity stand in the foyer or garden of the Union.

(j) Special conditions for the hire of the Debating Hall are as follows:

(1) If an application is successful the applicants must arrange admission to the Hall, forbid smoking to the Hall, arrange the seating plan (but not re-arrange the seating without prior permission from the Steward.

(2) The chairs usually occupied by the President, Librarian and Treasurer shall not be used.

(k) Any room hiring shall be subject to the above conditions, a copy of which shall be sent to the applicant, and any breach of these conditions shall cancel existing bookings by the same applicant. The applicant shall be considered added to the list of unacceptable applicants, and if he wishes to be removed from said list he must apply in writing to the Standing Committee.

(l) All Chairmen of meetings in the Society's rooms are asked to request before the start of their meetings that the Union regulations are obeyed and the union property treated with due care. They are also asked to remind members of their meetings who are not members of the Union Society that these people may not consume alcoholic drinks on the premises unless they have previously been signed in as 'bona fide' guests of Union Members. ALL alcoholic liquor consumed on the Society's premises must be purchased from the Society.

(m) Standing Committee shall reserve the right to cancel any booking at any time before the meeting or function takes place. When permission is withdrawn the hiring fee and deposit shall be returned.

(n) Any club or society using any of the Society's rooms for the purposes of an election, or any meeting which pertains to elections, shall not allow any campaigning to be permitted.

(o) When the Buildings are open as under Rule 48, between the hours of 6pm and 11.20pm, either the Gladstone Room or the Morris Room shall be set aside for the use smokers, and shall not be hired out

#### **E5: The Secretary to Consultative Committee(CCS)**

(a) Duties

(i) He shall be Secretary to Consultative Committee, as defined under the Rules.

(ii) He shall act as assistant to the Chairman of Consultative Committee, and do such duties as the Chairman of Consultative Committee may require, to assist him in the discharge of his duties as provided in the Rules.

#### **E6: Distribution Of Leaflets**

(a) No leaflet, handbill, newspaper or other publication may be sold and/or distributed on the Society's premises unless the Standing Committee or, where it is impossible to make application to the Standing Committee, the President, in writing, grant prior permission.

(b) Any such sale or distribution shall be conducted by a member of the Society who shall be responsible for any litter or disturbance caused.

(c) No leaflet, handbill or other publication shall be distributed on the day of the Society's Elections or any of the five days preceding, except issues of the newspapers which are on regular sale.

(d) The Society shall take no responsibility for the conduct of such sale and/or distribution, the safety of the publications or posters or of any money therefore paid, nor for any other risk whatsoever in any way arising from such sale and distribution.

(e) The House Manager or any Officer shall prevent any sale and/or distribution which contravenes this Standing Order.

(f) No poster or notice which is not an official Union publication shall be affixed to any wall, window, door or similar structure on the Society's premises, without with express permission of the President. Otherwise, posters or notices not relating to official Union event shall only be posted on the clip notice board in the ground floor corridor. The Standing Order shall not affect the legitimate publishing of notices on notice boards allowed or required by the Rules.

#### **E7: The Archivist**

(a) He shall assist the Chairman of Consultative Committee in his duties in relation to the Society's Archives.

(b) The Archivist shall ensure that the Society maintains recording equipment suitable for the recording of the Societies meetings, and that this equipment is kept in good order.

#### **E8: The Archives**

(a) *Responsibility for the Archives*

Neither the Chairman of Consultative Committee nor the Archivist shall be subject to the provisions of Rule 61(a)(i)(12) as a result of the failure of another officer or official of the Society to fulfil duties delegated to the said officer or official under this Standing Order.

(b) *Recordings*

(i) The Chairman of Consultative Committee shall ensure that a recording of each of the Society's meetings held under Rules 40 and 42 is made by the Secretary or the organizer of the meeting. These shall be placed in a cupboard set aside for the purpose.

(ii) The archivist shall ensure that the recordings in the said cupboard are kept in good order.

(iii) No recording may be borrowed from the said cupboard by any member, save on a payment of a deposit of £20 and surrender of his membership card, and with the permission of the Chairman of Consultative Committee or the Archivist (or of an Officer or member of the staff authorized to act on their behalf). It may not be kept for more than six hours nor under any circumstances removed from the society's Rooms.

(iv) The Society's recording apparatus may not be borrowed by any member, save on a payment of a deposit of £20 and surrender of his membership card, and with the permission of the Chairman of Consultative Committee or the Archivist (or of an Officer or member of the staff authorized to act on their behalf). It may not be kept for more than six hours nor under any circumstances removed from the society's Rooms.

(v) In addition to those persons entitled under Rule 63(a), the Chairman of Consultative Committee shall have power to inflict a fine of up to £50 for the breach of this Standing Order.

(c) *Literature*

(i) The Chairman of Consultative Committee shall ensure that the Society sends a copy of the term card to the Bodleian Library (Room 132) every term; that copies of all Union Literature (publicity, posters, Committee minutes, photographs, ballot papers, et al) produced over the course of each Term are placed in the Society's Archive Room;

(ii) The Press Officer(s) shall ensure that press cuttings are placed in the Press Cuttings Book or File, and that this is placed in the Archives Room at the end of each term. If the Society receives a particularly large number of cuttings from one event, the unused cuttings may be disposed of by the Press Officer. He shall exercise appropriate discretion whilst doing.

(iii) The Library Committee shall have no jurisdiction over the Archives for the purposes of Rule 25(d).

(d) *Rules:*

The Returning Officer shall ensure that a current copy of the Rules is deposited in the Society's Archive Room. In the event of the rules being amended he shall ensure that all versions of the Rules from that term are stored in the Archive.

**E9: Food & Drink**

(a) No Member under eighteen years of age shall be permitted to purchase intoxicating liquor on the Society's premises.

(b) No Member shall be permitted to take food into the Billiards Room.

**E10: Staff**

Whilst on duty, the Bar Manager and Doormen (who must be members of Staff) may act with the powers of the Steward under the Rules and Standing Orders in relation to keeping order on the premises and admitting Members, guests and visitors. Notwithstanding this, they may under no circumstances inflict any fines which the Steward would be empowered to inflict were he on the premises.

**E11: Inspection Of Baggage**

Any member or other person present in the Society's rooms shall be obliged to open any baggage that he bears for inspection by the President or his agents if they so request.

**E12: Faxing & Photoopying**

The Society shall provide to Members a service for the sending and receiving of faxes and for photocopying. Tariffs for such use shall be set by the Bursar, subject to the approval of Standing Committee. Use of such machines for the Society's business shall take priority.

### **E13: Useful Numbers**

The Secretary shall by the end of the first week after the succession produce a list of useful phone numbers containing the numbers of all members of Secretary's Committee, Standing Committee, the RO, appointed Officers and any other numbers that may prove useful. This shall be submitted to the Bursar for distribution. The Secretary should consult with the Bursar to decide what other numbers are deemed useful

### **E14: The Juke Box Play List**

The play list for the juke box in the Bar shall be decided by a Consultative Committee motion which must be ratified by Standing Committee or by a Private Business Motion.

### **E15: Anti-Social Use of the Juke Box**

The President or the Steward may fine any member up to £50 for anti-social use of the Juke Box.

### **E16: Copies of the Rules, Standing Orders and Special Schedules**

Any member taking a copy of the Rules, Standing Orders and Special Schedules of the Society from the General Office which are designated not to be removed from the General Office shall be fined a sum not exceeding £10.

### **E17: Access to Keys, Passwords and Documentation**

(a) The President will be provided with keys to:

- (i) The Front Door
- (ii) The Back Door
- (iii) The Gates
- (iv) The President's Office
- (v) The President's Cupboard
- (vi) The TV Room
- (vii) The Morris Room
- (viii) The Poetry Room
- (ix) The Gladstone Room
- (x) The Macmillan Room
- (xi) The Snooker Room
- (xii) The Bar
- (xiii) The Bar Grills
- (xiv) The General Office
- (xv) The office in the rear of the General Office
- (xvi) The Goodman Library
- (xvii) The basement
- (xviii) The Library Lobby
- (xix) The Main Library
- (xx) The House
- (xxi) The Chamber

(b) The President will be provided with all codes and passwords to:

- (i) The Officers' Offices
- (ii) The Society's website
- (iii) The committee database

(c) Requests for documentation

(i) The President or the Standing Committee may request any documentation, which any staff member has access to unless this contravenes the Data Protection Act or other relevant legislation. Any staff member, from which this documentation has been requested, will provide a copy to the President within 10 office hours, unless they are physically incapable of providing this information, in which case they will provide a written statement to explain why they are physically incapable within 11 office hours to, the President.

(ii) This right under (c)(i) above may be waived by the Returning Officer (for disciplinary reasons only), a Senior Disciplinary Committee, an Election Tribunal or by a motion passed by a two-thirds majority of Standing Committee.

**E18: Committee Food and Drink in the Bar**

During bar opening hours, members of Standing Committee shall be granted free of charge: snacks (not including meals and soup) and soft drinks (not including bottled drinks with the exception of water). This benefit shall be extended to members of Secretary's Committee during the vacation only.

## CHAPTER F: Subscription and Memberships

### F1: Subscription Rates - General

The rates laid down in this chapter of the Standing Orders are inclusive of VAT. Any subsequent alteration of the VAT rate shall be applied directly to these subscription rates.

### F2: Subscription Rates - Life Members

Life Members shall pay subscriptions either by lump sum or in instalments by banker's standing order, as follows:

(a) *Payment by lump sum*

- (i) Those joining before 7pm on the Saturday of Second Week of Michaelmas term in their first year of eligibility shall pay £140 except as in (c) and (d).
- (ii) All others shall pay £160 except as in (c) and (d).

(b) *Payment in instalments*

- (i) All shall pay 15 monthly instalments of £14, the first instalment to be paid in advance, except as in (c) and (d).

(c) *Payment by lump sum by those on full tuition fee remission as proved on submission of a document from their Local Education Authority*

- (i) Those joining before 7pm on the Saturday of Second Week of Michaelmas Term in their first year of eligibility shall pay £95.
- (ii) All others shall pay £105.

(d) *Payment by instalments by those on full tuition fee remission as proved on submission of a document from their Local Education Authority*

- (i) 15 monthly instalments of £8 shall be paid, the first instalment to be paid in advance.

### F3: Subscription Rates - Temporary Members

(1) LONG TERM MEMBERSHIP

Long-term Members shall pay subscriptions either by lump sum or in instalments by banker's standing order, as follows:

(a) *Payment by lump sum*

- (i) Those taking courses lasting three years or more shall pay £160.
- (ii) Those taking courses lasting two years, or with two years remaining, shall pay £120.
- (iii) Those taking courses lasting one year or less, or with one year or less remaining, shall pay £80.

(b) *Payment in instalments*

- (i) Those taking courses lasting three years or more shall pay 15 monthly instalments of £14, the first instalment to be paid in advance.
- (ii) Those taking courses lasting two years, or with two years remaining, shall pay 10 monthly instalments of £12, the first instalment to be paid in advance.
- (iii) Those taking courses lasting one year or less, or with one year or less remaining, shall pay 7 monthly instalments of £11, the first instalment to be paid in advance.

(2) SHORT TERM TEMPORARY MEMBERS

Temporary members shall pay subscriptions by lump sum only.

(a) *Payment by lump sum*

- (i) Those taking courses lasting three terms shall pay £160
- (ii) Those taking courses lasting two terms shall pay £120
- (iii) Those taking courses lasting one term shall pay £80

### F4: Subscription Rates - Residential Members

Residential Members shall pay an entrance fee of £165 on joining, and an annual subscription of £82.50. The annual subscription shall be payable on 1st October of each calendar year. The annual subscription shall take effect for all new and existing Residential Members from 1st October 1996. If any member fails to pay this fee within 14 days, they shall cease to be a member of the Society. If such a member wishes to join, he shall have to submit to the same application procedure as any new Residential Member.

#### **F5: Institutions Admitted To The Benefits Of Rule 3 (A)(a)(ii)**

The following shall be entitled to Life Membership under the provisions of Rule 3 (A)(a)(iii):

- (a) Members of the Oxford Institute of Legal Practice (OILP).
- (b) Members of the Department of Educational Studies, University of Oxford.
- (c) Recognized and Visiting Students paying composition fees to the University of Oxford.
- (d) Visiting Fellows and academic visitors formally affiliated to an institution within or recognized as associated with the University (i.e. the Faculties, Departments and Colleges of the University; and the institutions listed either in the University Calendar or the University Diary as not part of but associated with the University), provided that this status and the date until which it is expected to last is certified by the Head of the Oxford institution concerned in writing.
- (e) Members of the Department of Continuing Education, University of Oxford, who are studying for a postgraduate Certificate, Diploma or Masters course; or studying for an undergraduate certificate or diploma; or who have the status of Associate Student or Graduate Visiting Student.
- (f) Those with MA Status within the University of Oxford.

#### **F6: Institutions Admitted To The Benefits Of Rule 3 (A)(a)(iii)**

Members of the following institutions shall be entitled to Life Membership under the provisions of Rule 3(A)(a)(iii):

#### **F7: Institutions Admitted To The Benefits Of Rule 3(C)**

Members of the following institutions shall be eligible shall be eligible for Temporary Membership under the provisions of Rule 3(C).

*(a) Long-term Membership:* Members of the institutions listed below shall be eligible for Long-term Membership at the rates detailed in Standing Order F3.

- (i) Oxford Brookes University  
Oxford Centre for Islamic Studies  
Oxford Centre for Postgraduate Hebrew Studies  
Plater College  
Ripon College, Cuddesdon  
Ruskin College  
St. Stephen's House  
Westminster College

#### (ii) University Staff Members

- (1) Full-time staff members of Oxford University or of any of the colleges whose students are eligible for life membership under Rule 3(A)(a)(ii), shall be eligible for long-term membership.
- (2) The membership rate shall be equal to the one-year long-term membership rate, and shall give the member of staff membership for three academic terms.
- (3) Such membership must be renewed every three terms; staff members who are no longer so employed shall not be eligible to rejoin.

*(b) Termly Membership:* Members of the institutions listed below shall be entitled to Membership on a termly basis. They shall pay a subscription fee of £70 per term. If ten members or more join as a group from any of these institutions, they shall each be entitled to pay a discounted fee of £60. If the duration of their course is at least two terms long, they shall have the option of joining for two terms at the discounted rate of £110 for the two terms (or £105 if joining in a group of ten or more from that institution). If the duration of their course is at least one year long, they shall have the option of joining for that whole year, and shall receive a discounted membership rate of £140 per year (or £130 per year, if joining in a group of ten or more from that institution). The Standing Committee shall have the right to offer further bulk discounts to institutions, as it sees fit.

- Abacus College  
Associate members of St Catherine's College, Mansfield College and Lady Margaret Hall (previously part of the WISC programme)  
Boston University Graduate's Association at St Catherine's, Oxford  
Boston University Programme in Oxford  
Buckland University



Butler Programme at St Catherine's, Oxford  
Centre for Medieval and Renaissance Studies (CMRS)  
Cherwell College  
Collingham College  
d'Overbroeck's College  
Edward Greene's Tutorial Establishment  
Ephraim Williams  
European School of Management (EAP)  
Georgia University Programme in Oxford  
Oxford Academy  
Oxford and County Business College  
Oxford Associate Student Programme (OASP)  
Oxford Business College  
Oxford Centre for Yiddish Studies  
Oxford Tutorial College  
Oxford Programme for Undergraduate Studies (OPUS)  
Reuters Foundation Programme at Green College  
Sarah Lawrence Programme  
St Aldate's College  
St Clare's, Oxford  
Stanford University  
Washington International Studies Centre (WISC).

(c) *Visiting Members*

Guests at the Oxford Union Society/Landmark Trust flat in the old Steward's House shall be 'visiting members' of the Society for the duration of their stay in the flat, at a rate determined by the Standing Committee. They may attend debates and speaker meetings, use the Libraries (but not borrow books), use the main Bar, but may not speak or vote in Private Business.

**F8: The Termcard**

- (i) Any Member who has already received a term card shall be charged £1.00 for each additional term card they take from the General Office.
- (ii) Non-resident Life Members who do not pay the facility fee shall be charged £1.00 if they wish to collect a term card from the General Office.
- (iii) Resident Life Members who do not pay the facilities levy or have debts to the Society outstanding shall not be issued with a term card until they pay their facilities levy and any debts.

**F9: Facility Fee**

- (a) The Facility Fee mentioned in Rule 4(a)(i) shall be £6 p.a., for those Members joining on or after 1st July 1996. In addition, if any Member stops paying the facilities levy, and then restarts paying the levy, they shall be charged the rate of £6.00 per annum, not the old rate they may have been previously paying.
- (b) Resident Life Members who have not paid their facilities levy as they should have, shall be barred from the premises and have their membership card confiscated, until they settle all their unpaid facilities levies and any other debts outstanding to the Society.

**F10: Members records**

Members shall supply the Society with their home address, home telephone number, college, email, date of birth and joining date on the Society's request. Such information shall be used in accordance with Rule 5.

**F11: Upgrade from Long-term to Life Membership**

- (a) For the purposes of Rule 3(A)(a)(vii), members of the Society who once joined as termly subscribing members and who were eligible for election to Life Membership but did not make sufficient payments to obtain Life Membership shall be deemed long-term members whose membership has expired ('expired Members'). Their actual termly payments shall be deducted from any subscription payment if they later choose to upgrade to Life Membership.

(b) Long-term members who are eligible for election to Life Membership may upgrade to Life Membership in accordance with Rule 3(A)(a)(vii) after the expiry of their long-term membership. Such 'expired Members' shall not necessarily be deemed 'ex-Members' as per Rule 8.

(c) For the purposes of Rule 3(D), a Member upgrading from long-term to life shall be deemed to making a new membership application, and Standing Committee may correspondingly decline the application in accordance with Rule 3(D) for unacceptable behaviour committed prior or during their long-term membership. In accordance with Rule 3(D), 'expired Members' who have been refused an upgrade shall be deemed 'ex-Members'.

**F12: Reciprocal Members**

- (a) Members of the societies listed in the schedule of reciprocal societies eligible for reciprocal membership shall be allowed 14 days per term reciprocal membership of the society. During these 14 days they shall have the same rights as a guest of the society.
- (b) At any time members of any society listed in the schedules of the reciprocal societies eligible for life membership may purchase life membership for the full price.

## CHAPTER G: DISCIPLINARY OFFENCES AND FINES

### G1: Order in the Society's Rooms

(a) The President or any agent thereof shall have the power to refuse entry into the Society's rooms or to enforce the removal therefrom any person, if he or his agent be reasonably satisfied that such measures are necessary, or if the person cannot satisfactorily establish that he is a Member.

(b) Without prejudice to the generality of the foregoing the President or his agent shall have the power to expel any person from the Society's rooms whose conduct is contrary to good order, who heckles or otherwise seeks to disrupt the debates or other meetings of the Society, or who throws or who attempts to throw any item or substance on the Society's premises with the intent of generating a disturbance or of disrupting the Society's business or of exhibiting discourtesy to Members of the Society or its guests. In addition any person found so to have behaved by the Standing Committee may be fined a sum not exceeding £100 (one hundred), and further the Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society under Rule 71.

(c) Any member who vomits on the Society's premises as a result of intoxication may be fined a sum of not more than £25 by the President or any agent thereof.

(d) Any member using a mobile telephone in the Debating Chamber or the libraries without the express written permission of the President may be fined a sum not exceeding £5 by the President, any officer or the Steward.

(e) The imposition of any penalty or sanction under this Standing Order shall in no way prejudice the Society's freedom to seek to proceed against any person or group through the disciplinary powers of the University, or the civil or criminal law if the Standing Committee deems that the Society's interests so demand.

(f) Any individual maliciously or recklessly setting off the fire alarm when there is no emergency shall be fined not more than £500, and further the Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society as a disciplinary offence under the remit of Rule 71.

(g) Misusing or abusing the Society's membership card (including, but not limited to, permitting a membership card to be used by any person other than that to whom it was issued) shall be punishable by a fine of up to £100. This sub-section shall not restrict the Standing Committee or any Disciplinary Committee from considering such conduct as grounds for suspension or expulsion under Rule 71.

(h) The Staff or President may refuse to serve any individual who is intoxicated; the Steward or President may exclude any individual from the premises who is intoxicated.

(i) Any Member who refuses to show his membership card on request, as per Rule 5, shall be fined a sum of up to £100, and further the Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society under Rule 71.

(j) Any member who misuses or abuses the fire exits or fire safety equipment on the premises (including but not exclusively, letting another unauthorized individual into a room via a fire exit, or entering an area which is no entry except in case of emergency, or leaving without paying through a fire exit), may be fined a sum of up to £100, and further Standing Committee or any Disciplinary Committee shall legitimately be able to consider such conduct as grounds for suspension or expulsion from the Society under Rule 71.

(k) The agents of the Purple Turtle, subject to the review of the Cellar Management Committee, shall have the power, in the Cellars, to refuse entry or to eject any person, on a temporary or permanent basis for: disruptive behaviour, vomiting, excessive levels of intoxication, for not possessing a membership card or for possessing any illegal substance. This shall not affect the rights of a Member to use other parts of the Society's premises (subject to any disciplinary proceedings under normal disciplinary channels).

### G2: Member's Accounts

(a) *Presentation:* The General Office staff shall, not more than twenty-one days after a debt to the Society has been incurred by a Member or seven days before the end of Full Term, whichever be the sooner, cause to be sent notice to that Member of the current state of his account.

(b) *Payment:* A Member shall, on receipt of a statement of his account, pay to the Society, by the first day of the Full Term following, monies sufficient to clear his debt.

(c) *Default to Pay*

(i) The Returning Officer shall order the credit of any Members, who have not paid monies sufficient to clear their debts by the first day of the Full Term following dispatch of their statements of account, to be withdrawn until their debts have been paid, and shall notify them by letter that he has done so, shall publish a list of their names and the amounts outstanding on the notice board, and shall read the list at the next Public Business Meeting.

(ii) Interest shall be added to each account on the first day of every month following dispatch of the statement of account at a rate laid down by SO A7.

(iii) The names of any Members who have not paid monies sufficient to clear their debts by Monday of Fourth Week of the Full Term following that receipt of their statements of account shall be brought before the Standing Committee by the Returning Officer, who shall notify each such Member by letter of the amount outstanding on his account, and if, within seven days of the dispatch of such notice, such monies have not been paid, his name shall be struck from the list of Members of the Society, and the Returning Officer shall give him notice that he is no longer a Member.

**G3: Disciplinary Preparations**

The Returning Officer shall, as far as possible, attempt to send copies of the rules, complaint, and written evidence to the selected members of a Disciplinary Committee in advance of the day of proceedings, as well as to the complainant and defendant as soon as possible after the complaint has been submitted.

## APPENDICES

### Library Regulations

#### 1) OPENING AND CLOSING

##### a) General

(i) In full term the old and new libraries shall be open every day except Sunday at such hours as the Library Committee with Standing Committee's consent shall determine, save that Standing Committee may order the temporary closing of the libraries to the extent necessary for special events on the Society's premises or for staffing reasons.

(ii) In vacation the old and new libraries shall be open on such days and at such hours as the Library Committee shall determine, subject to the provisions of Schedule 5 – Premises.

##### b) President's Office

(i) Such books as are normally kept in the President's Office may be obtained on application to the Librarian-in-Charge.

#### 2) BORROWING

##### a) General

(i) A member may register with the Library to borrow books and other library materials. College, permanent home and email (where applicable) contact details must be given and kept up-to-date.

(ii) A member who borrows any library material shall be responsible for its safe return.

##### (b) Borrowing from the Library

###### (i) In Full Term

1. A member may have in his possession at any one time up to 8 books and 3 audiovisual items on loan from the Library.

2. Each book may be borrowed for 2 weeks. After that time it may be renewed, as long as no other member has reserved it. Up to 2 consecutive renewals may be done remotely; for a further renewal the book must be brought into the Library. Each audiovisual item may be borrowed for 3 days. It may not be renewed.

3. If an item has been reserved by another member it cannot be renewed and must be returned to the Library.

###### (ii) In Vacation

A member may, from the last Monday of Full Term, borrow up to 8 books for the Vacation. These will be due for return on the first Tuesday of the following Full Term. The loan period for an audiovisual item is always 3 days, whether in term or vacation time.

##### c) Return of loaned items

###### (i) Notification

A courtesy notice will be sent to the borrower immediately before an item is due for return. If the item is not returned, overdue notices will be sent on the 1st, 7th, 14th and 16th days after the due date for a book or the 1<sup>st</sup>, 5<sup>th</sup> and 10<sup>th</sup> days after the due date for an audiovisual items. The final notice warns the borrower that if the item is not returned he will be invoiced for it.

###### (ii) Overdue items

A member returning or renewing an item after the Library closes on the date the item is due will be fined 10p per day overdue for a book or £1 per day for an audiovisual item, up to a limit of £5 per item (subject to periodic review by the Library Committee).

##### d) Failure to Return Library Materials or to Pay Library Fines

(i) If a member sent notice to return an item has not complied and has accumulated a fine of £5 (see 2(c)(ii)) on it, the Librarian-in-

Charge will contact the member by post and email (where applicable) requesting the items return and informing of the fine to be paid. A 2-week deadline will be set for compliance.

(ii) If an item is not returned or the fine remains unpaid by the deadline set, the Librarian-in-Charge will contact the member again by post and email (where applicable) requesting payment of both the fine and the replacement cost of the item. A 2-week deadline will be set for compliance.

(iii) The names of all members who are retaining overdue items or who have not paid library fines once the second deadline has been passed shall be brought before the Library Committee by the Librarian-in-Charge. The Librarian shall:

1. forbid such members to borrow from the Library until they have paid their fines and returned the items which they have outstanding.
2. shall notify them by post and email that he has done so.
3. shall order their names to be posted on the Library notice board.
4. shall read the list to the house at the next Public Business Meeting and recommend to Standing Committee that their membership be suspended until the fine is paid.

*e) Dies Non*

Where any period is specified in the Rules or Library regulations for the retention or return of library materials, days on which the Society's rooms are closed shall not be counted.

*f) Sub-lending*

- (i) No member may lend to another person, whether or not a member of the Society, an item obtained from the library

*g) Marking and Mutilation of Library Materials*

(i) For marking or mutilation of library materials the Librarian may:

1. inflict a fine in proportion to the damage done or equivalent to the cost of replacing the item, and in addition
2. with the permission of the Library Committee, deprive the member responsible of his borrowing rights in the library for a period not exceeding one term.

(ii) If such conduct be repeated the member may, with the approval of the Library Committee, be excluded permanently from access to the library.

### **3) CONFINED LIBRARY MATERIALS**

*a) General*

(i) The Librarian-in-Charge may confine any item to the old or the new library or to any other room of the Society.

(ii) The Library Committee shall consider representations that items should be confined or freed.

*b) Borrowing*

- (i) A member may take to other rooms of the Society, but not elsewhere, a confined item. This will be recorded as a one-day loan

*c) Fines*

(i) If a member borrowing a confined item fails to return it within one day of borrowing he shall be fined 10p per day for a book or £1 per day for an audiovisual item to a maximum of £5 per item (subject to periodic review by the Library Committee). If the item is not returned the standard procedure for overdue items will be followed (see 2(d)).

(ii) A member removing a confined book except as under section (b) shall, at the discretion of the Librarian-in-Charge, incur a fine of up to £10 (subject to periodic review by the Library Committee) and shall, with the approval of the Library Committee, be suspended from the library for a period not exceeding one term.

### **4) NEWSPAPERS, PERIODICALS AND REFERENCE BOOKS**

- a) The Librarian shall be responsible for the purchase of all newspapers, periodicals and reference books taken by the Society.
- b) He shall present his list at the first Public Business Meeting of term.
- c) A member of the Society may challenge the Librarian's choice of newspapers etc. by writing to the Library Committee.
- d) No member shall take a newspaper or periodical from the library, except to take a newspaper into the garden in June, with the permission of the Librarian-in-Charge.

## 5) LOST ITEMS

At the beginning of each term, the Librarian-in-Charge shall cause to be prepared a list of library materials lost during the preceding term. Purchase of replacements will be considered by the Library Committee.

## 6) SUGGESTION BOOKS

The Librarian shall provide a suggestion book to be kept in the library, in which members may propose books or other library materials for purchase or make a suggestion for the consideration of the Library Committee. Every entry shall be signed by the writer in person. An electronic suggestion form will also be available on the Society's web pages.

## 7) MISCELLANEOUS

- a) No food, drinks or stereo equipment shall be taken into the libraries.
- b) Disorderly behaviour in the library shall be governed by Standing Order G1.

## Forms of Debate

- (1) All remarks should be addressed to the Chair in the form of "Mr/Madam Chairman/Chairperson (depending on which the Chair prefers) if he is someone other than the President.
- (2) No Member should refer to another Member by his name, but as "The Honourable Member" or "The Honourable Member from — College"; or, in the case of Officers or ex-Officers, as "The Hon. —".
- (3) If the President interrupts proceedings with his bell, all members, except the one speaking at the despatch box should resume their seats.
- (4) There are two legitimate forms of interruption - points of order and points of information.

Points of order must refer to the order of the debate, and should be introduced to draw the President's attention to an abuse of the forms of the House (e.g. interjections from the gallery, a slanderous remark from the speaker, which the Member wishes to be withdrawn, etc.) Such points take automatic precedence in the proceedings.

Points of information must be literally points of information, and not just expressions of opinion. A Member wishing to raise such a point should rise in his seat, and wait until the speaker at the despatch box gives way. If the speaker does not wish to give way, the Member must resume his seat. Theoretically no two members of the Society may be on their feet at once. Shouted interruptions are not allowed, although cries of "order" are permitted to draw speaker's attention to a Member wishing to raise a point of information, whom he may not have seen. The speaker is never under any obligation to give way to interruptions.

(These points are introduced with the phrase "On a point of order" or "On a point of information" respectively.)

- (5) Booing or hissing a speaker is both a grave and a pointless discourtesy, and an abuse of the forms of the house.
- (6) Speakers on the paper will be told in advance the time that will be allowed them, and should observe this with the aid of warning cards, passed up by the Secretary.
- (7) Members should always appreciate that visiting speakers are entitled to a quiet hearing, but in the interests of the debate guest speakers are always open to challenge on points of information. Members are reminded that speakers who come down are usually very busy people who come as a favour to the Society and are hence entitled to the courtesy which one would normally extend to a guest in one's home.
- (8) Members are reminded that they should not bring mobile phones, food, drink or cigarettes into the Chamber at any time.



## Disciplinary Committee

The following Disciplinary Committee shortlist (as per Rule 70) was passed without objection as a Private Business Motion at a Public Business Meeting in Michaelmas Term 2004, proposed by the President on the behalf of the Standing Committee:

Alan Bernard Hughes, Trinity, Ex-Standing Committee  
Nicky Black, Lady Margaret Hall, Ex-President  
Ellie Blagbrough, St Hilda's, Ex-President  
Simon Bowmer, Keble and St Benet's Hall, Ex-Returning Officer  
Hatti Cadman, Brasenose, Ex-Librarian  
Steve Catling, St Hugh's, Ex-Secretary  
Andrea Cummins, Brasenose, Ex-Returning Officer  
Clare Dixon, St Anne's, Ex-President  
Ingrid Egerton, Somerville, Ex-Returning Officer  
John Everett, St John's, Ex-Returning Officer  
James Griffith, Ex-Returning Officer  
Mathew Gullick, Wadham, Ex-Returning Officer  
Graeme Halkerson, Lady Margaret Hall, Ex-President  
Christopher Hall, Hertford, Ex-President  
Leofranc Holford-Strevens, Christ Church, Ex-Standing Committee  
John McDonnell, Balliol, Ex-President  
Peter O'Connell, St Edmund Hall, Ex-Returning Officer  
Andrew Page, Ex-Returning Officer  
Robert Palmer, St John's, Ex-President  
Jon Perry, Wadham, Ex-Librarian  
Ben Phillips, New, Ex-Standing Committee  
Katie Preiskel, Merton, Ex-Librarian  
James Sanders, Exeter, Ex-Returning Officer  
Jeya Wilson, St Antony's, Ex-President

## SCHEDULES

### Schedule of Staff Responsibilities

- (a) All staff must dress smartly and appropriately for their particular employment, in particular:
- (i) Bar staff should wear Union-branded polo shirts;
    - a. With the exception of door-staff on 'keg-changing' duty, door staff should normally wear their own white shirt, black trousers and black shoes, with Union-branded tie and Union body-warmer/jacket as required. Staff responsible for changing kegs should wear Union-branded polo shirts, with Union body-warmer/jacket as required;
    - b. Waitress staff should wear white blouses and black shirt/trousers.
- (b) It is expected that members, guests and visitors are addressed politely and with courtesy at all times.

### Schedule of Unacceptable Contractors

The following contractors have been found to be unsuitable for the Society's requirements, in accordance with Standing Order A9:

*Clinkards Caterers.*  
*001 Cars, Oxford.*  
*Stepping Out*  
*Imran Abrams*

### Schedule of Non-Creditworthy Organisations

In accordance with Standing Order A9, any organization which appears in this schedule shall not be permitted to obtain goods or services from the Oxford Union:

### Schedule of those not allowed Cheque Facilities

In accordance with Standing Order A14, the following persons and organizations shall not be permitted to remit the Society by cheque:

Nicholas Caunter, Ex-House Manager;  
Samuel Gymiah, Collegium de Somerville, Ex-President;  
Dr Andrew Charles Spencer Peacock, Coll. S. Johannis Baptiste, Ex-Standing Committee, Ex-Chairman of Consultative Committee;  
Ashley Paver, Coll S. Hugonis, Ex-Returning Officer.

### Schedule of Room Charges

In accordance with Standing Order E4 (h) the following shall be the charges for room hire (all charges are for a half day hire):

	<u>Members</u>	<u>Non Members</u>
Television Room	£50	£100
Morris Room	£60	£120
Gladstone Room	£80	£160
Macmillan Room	£100	£200
Snooker Room	£100	£200
Chamber	£500	£1000
Lawn	£250	£500
Entire Buildings	£1000	£2000

### **Schedule of Unacceptable Room Hirers**

In Accordance with Standing Order E4 (b) the following Clubs, Societies and Persons shall not be eligible to hire the Society's rooms:

Oxford University Ski and Snowboard Club

### **Schedule of Reciprocal Societies**

Cambridge Union  
Durham Union  
Conference Olivant  
TCD PHIL  
Yale Political Union

## SCHEDULE OF SUGGESTED TRIBUNAL PROCEDURE

In accordance with Standing Order D8(j), the Returning Officer shall publish suggested guidelines on the procedures for election tribunal hearings. Such guidelines shall in no way be binding on tribunals.

1. The parties (starting with the complainant) introduce themselves. In each case, any representative introduces his clients.
2. The Returning Officer reads out the allegation. He should take each count of electoral malpractice and read it out.
3. The Chair of the Tribunal asks if the Defendants wish to enter a plea to any or all of the allegations. They do not have to do so if they do not wish to; if they do not do so the Tribunal considers the allegations as if they had entered not guilty pleas.

*Where pleas of guilty to all charges by each defendant are made*

4. The Prosecutor will outline the facts of the offence.
5. The Defence may agree the facts. If they do not, the Tribunal proceeds to hold a trial on those facts to determine the basis for sentencing. This will proceed as if (as below) the Defendants had entered no guilty pleas.
6. The Defence may make a plea in mitigation to argue for what they consider to be the appropriate sentence. The sentence itself is a matter for the Tribunal and thus the Prosecution do not have the right to address the Tribunal on this point, unless the Tribunal subsequently pass a sentence which was not open to them under the rules.

*Where not guilty pleas have been made*

7. The Prosecution calls its witnesses. For each witness
  - (i) The Prosecution examines the witness in chief
  - (ii) The Defence cross-examines the witness
  - (iii) The Prosecution may re-examine the witness
  - (iv) The Tribunal may ask the witness questions
  - (v) If the Tribunal have asked questions which go into new matters then both Prosecution and Defence shall have a right of re-examination
8. When the prosecution has called all of its witnesses, it formally closes its case (this is often a good point for an adjournment).
9. Before the Defence opens its case, it may make a submission of 'no case to answer'. The Tribunal should then rule on this submission - this may involve their retiring for consideration. The Tribunal should give their ruling. If the submission is accepted on all or some of the counts, the Tribunal must enter formal not guilty verdicts on those charges at that time. If so, the tribunal should consider whether any of the allegations that were ruled as no case to answer were either frivolous, or unfounded and brought out of malice. The Tribunal shall then continue - to consider any remaining charges.
10. The Defence opens its case, calling its witnesses using a similar process to paragraph 7 above.
11. The Defence formally closes its case.
12. The Prosecution may make a closing speech.
13. The Defence may make a closing speech.
14. The Tribunal retires to consider its verdict.
15. The Tribunal announces its verdict.
16. In the case of a not guilty verdict, the Tribunal shall consider whether the allegations were either frivolous, or unfounded and brought out of malice. If so, anyone accused of making such allegations shall become a Defendant, and a case shall ensue on those grounds (the Defendant may wish to call an adjournment to prepare his case).
17. If a verdict of guilty has been made on any count, the Defence may make a plea in mitigation on those charges.
18. The Tribunal retires to consider its sentence.
19. The sentence is announced.

### **Schedule of Reserved Television Broadcasts**

The following broadcasts are listed in order of priority, as per Standing Order E3, and take precedence over other broadcasts and use of video equipment:

1. Prime Minister's Question Time
2. News items featuring the Oxford Union
3. The State Opening of Parliament
4. International Sport featuring the UK
5. The Boat Race

### **Schedule of Reasonable Costs**

#### 1. Accommodation

Members incurring accommodation costs, while on Society business, shall be reimbursed at the current, average rate of British Youth Hostels (c. £20 in 2002.) This does not in any way override the provisions of Standing Order A15(c)

#### 2. Food

- (a) In the event of a Member being on society business, as per Standing Order A15 (d), a reasonable contribution towards the total cost of food shall be considered to be no more than £5 *per diem*.
- (b) In the event of a member reciprocating with entertainment for free accommodation, the reasonable cost of a meal, as per Standing Order A15 (c), shall be considered to be no more than £15.
- (c) In the event of a member reciprocating with entertainment for hospitality extended by US universities on the American Tour, the reasonable cost of a meal for each of the US representatives shall be considered to be no more than £20. The reasonable cost of a meal for the Society's own representatives shall be considered to be no more than £20.

# SCHEDULE OF FORMAL INTERPRETATIONS OF THE RULES & STANDING ORDERS

This is the schedule of interpretations of the Rules and Standing Orders issued by the Returning Officer and other bodies correct as of 19<sup>th</sup> May 2005.

## A. INTERPRETATIONS OF THE RETURNING OFFICER

The following interpretations of the Rules and Standing Orders have been issued by Returning Officers in furtherance of Rule 32(g) and in accordance with Rule 67(e)(i)(6). They shall act as binding authoritative precedents to the extent set out in the Rules.

### 1: Qualifying Speeches

In the absence of adequate record of a debate, any speeches claimed in that debate must be allowed. In the event of it being discovered that a candidate has deliberately misled the Returning Officer into validating his nomination when he has not in fact made the appropriate number of qualifying speeches, action should be taken under Rule 33... as being a deliberate breach of the Rules regarding the conduct of the election.

*Roger Mortimore, University College, Michaelmas 1991.*

### 2: Appointment of Additional Deputy Returning Officers

In Rule 32(c), the power of the Returning Officer to appoint (with the approval of the Standing Committee) further Deputy Returning Officers to bring the total number to at least eight does not imply that the number may not be so brought to more than eight. Nor is the appointment of DROs under Rule 32(e) governed by the upper limit of twelve DROs who may be appointed under Rule 32(a)(i): the maximum number of DROs that can be appointed under Rule 32(c) is governed by the discretion of the Returning Officer and the Standing Committee.

*Justin Brett, Exeter, 27<sup>th</sup> October 1992.*

### 3: Deputy Returning Officer Selection

The power of the Standing Committee under Rule 32(a)(iii) to amend the list of Deputy Returning Officers whose appointment is to be ratified, may be exercised only in accordance with the criteria of experience and capability laid down for the composition of the original list.

*Marcus Mollan, Corpus Christi, 2<sup>nd</sup> March 1997.*

### 4: Emergency Debates and Election Qualification

For the purposes of eligibility for nominations for the Society's elections, the following is the validity of speeches made in emergency debates: All speeches made in emergency debates before Hilary Term 1990 shall count. For any emergency debate in any term including and since Hilary Term 1990, no more than one speech may be counted from this debate. Speeches may count from any number of emergency debates. A speech will not be counted under this Rule if a speech is counted under Rule 34(c)(viii)(1) from the Public Business immediately following the emergency debate in which the speech was made.

*Marcus Mollan, Corpus Christi, 2<sup>nd</sup> March 1997.*

### 5: Deputy Returning Officer Selection

In Rule 32(a)(i), the criterion of experience is to be interpreted as referring first to experience in the administration of the Society's Elections (and where applicable, ought to follow the order of seniority of Deputy Returning Officers of the Society as defined in Standing Order D12 and then to experience in the administration of other Elections and to other general experience of the governance of the Society.

The criterion of capability represents the view of the President, Returning Officer and Chairman of Consultative Committee in the first instance, and that of the Standing Committee, concerning the competence of the applicants to assist in the administration of the Society's Elections in that Term. This is to be based initially on the criterion of experience and then on any other known factors that may affect any applicant's general ability to perform his duties were he appointed. This may include the definite absence of an applicant from Oxford during the period of the Election but not mere possibility that this may occur. It may not involve the taking of a view on the basis of the potential level of expenditure governed by Rule 34(e) and Standing Order D14 concerning the Election of that Term, nor of the future allocation of duties by the new Returning Officer between his Deputies.

*Ashley Paver, Collegium Sancti Hugonis, 24<sup>th</sup> February 1998.*

## **6: Nomination for an Office and the Standing Committee**

There is no requirement under Rule 34(b) for a Member wishing to nominate for an Office and the Standing Committee to submit both his nominations at the same time. However, this shall not be taken as releasing such a Member from his obligation to submit all the relevant monies, photographs and documentation relating to each single nomination at the time of that nomination.

*Matthew Gullick, Wadham, 27<sup>th</sup> February 1998.*

## **7: Re-Election to the Post of Chairman of Consultative Committee**

In Rule 36(d)(i), the provision preventing the Chairman of Consultative Committee from serving for more than three terms applies only to a Chairman of Consultative Committee standing for re-election in a term in which he holds office.

*Matthew Gullick, Wadham, 27<sup>th</sup> February 1998.*

## **8: Provision of Verbal Lists by non-Verbal Means**

The verbal provision of a list of selected candidates within the meaning of Rule 33(a)(i)(18) includes any verbal identification of more than one candidate, including identification by means of indicating the photographs, names, mannerisms or persons of candidates accompanied by the soliciting of votes for or against those candidates.

*James Griffith, Collegium Sancti Petri le Bailey, 21<sup>st</sup> May 1998.*

## **9: Verification of Qualifying Speeches**

The means by which the Returning Officer shall determine that a speech has been made, when deciding the eligibility with regard to the provisions of Rule 34(b)(viii) of a candidate to stand for election, shall ordinarily be the presence of that candidate's name in the list of speakers in the approved Minutes of a Meeting, or the presence of an official audio or video recording of the speech.

If in the rational opinion of the Returning Officer, there is serious and sufficient doubt as to whether both of these means of verification reflect the entirety of the proceedings as regards the making of a claimed speech (notwithstanding any ratification or approval of such means of verification), or one of these means of verification is unavailable to the Returning Officer and in his rational opinion there is serious and sufficient doubt as to whether the remaining means of verification reflects the entirety of the proceedings as regards the making of a claimed speech (notwithstanding any ratification or approval of such means of verification), he may allow, for the purposes of eligibility under Rule 38(b)(viii) only, a speech claimed by a candidate.

*James Griffith, Collegium Sancti Petri le Bailey, 7<sup>th</sup> June 1998.*

## **10: Resignation of Office**

When a letter of resignation signed by an Officer is given to the President, the resignation of that Officer from Office is valid and cannot be withdrawn (Rule 38(a)).

*Ashley Paver, Collegium Sancti Hugonis, 31<sup>st</sup> October 1998.*

## **11: Loitering Near Election Publicity**

If any Member loiters in close proximity to any official publicity for the Society's Elections displayed in a public place outside the Society's premises, he will be guilty of drawing the fact of the Election to the attention of Members in a persistent way, and thus of breaching Rule 33(a)(i)(2).

*Ashley Paver, Collegium Sancti Hugonis, 4<sup>th</sup> November 1998.*

## **12: Deputy Returning Officer Selection**

If there are more than 12 applicants permitted under the Rules to serve as DROs, the President, Returning Officer and Chairman of Consultative Committee are obliged to present to Standing Committee a list of the 12 applicants they consider most experienced and capable, for Standing Committee to ratify. The Committee may amend the proposed list, before ratifying it, if it considers the criteria of experience and capability to have been misapplied in drawing up the list, and may then prefer Members who applied but were not included on the proposed list over some of those who were on the proposed list... Standing Committee is obliged to appoint the 12 most experienced and capable members of those who applied validly, unless it considers fewer than 12 of them to be suitable under Rule 32(a)(iii). Suitability in this Rule is to be construed to mean capability to perform any of the duties of a DRO. That is, provided that a Member is capable of fulfilling any one such duty, he is not to be considered an unsuitable applicant under this Rule. Only if an applicant is totally incapable of fulfilling any duty at all, may Standing Committee consider his application not suitable. Absence from Oxford during part of

the election period may be considered in assessing competence, but only complete absence during that period could render an applicant unsuitable, since the Returning Officer is entitled to allocate duties between his Deputies in accordance with their respective availability. Therefore, only if there are fewer than 12 valid applicants who are at all capable, may Standing Committee decline to appoint some of those who applied and suggest further names *ad numerum supplendum*.

*Ashley Paver, Collegium Sancti Hugonis 26<sup>th</sup> January 1999.*

### **13: Ordinary Private Business Meeting Reports**

It shall be electoral malpractice under Rule 33(a)(i)(8), (11) and (16) to interfere with, deface, or remove an Ordinary Private Business Meeting report that is posted on the notice board, without the express permission of the Returning Officer.

*Sheridan Westlake, Brasenose and St Cross, 19<sup>th</sup> February 1999.*

### **14: The Conclave**

Rule 32(b) (“The Conclave”) does not preclude or prohibit the admission of observers into the meeting of Deputy Returning Officers to elect the Returning Officer. Correspondingly, observers shall be allowed. Notwithstanding, in line with other elections in the Society, the election of the Returning Officer shall be by secret ballot.

*Sheridan Westlake, Brasenose and St Cross, 18<sup>th</sup> April 1999.*

### **15: Use of the Phrase “Vice President”**

No candidate in the Society’s elections may use the term “Vice-President” when actually referring to the Office of Librarian in any manifesto, manifesto booklet entry, hustings speech, or any other publicity connected with the election; nor may it be used in reports issued for Private Business Meetings.

*John Everett, Collegium Sancti Johannes Baptiste, 25<sup>th</sup> October 1999.*

### **16: Candidates’ Names**

With respect to Rule 35(a), the candidate must include at least his surname and one of his first names in the name supplied. The Returning Officer may refuse to accept any name given by a candidate which he believes may confuse other members, whether or not this is deliberate.

*John Everett, Collegium Sancti Johannes Baptiste, 25<sup>th</sup> October 1999.*

### **17: Counting Regulations**

With regard to Standing Order D6 (“Counting Regulations”), the value of ballot papers will at all times be expressed to three decimal places.

*John Everett, Collegium Sancti Johannes Baptiste, 25<sup>th</sup> October 1999.*

### **18: Election Publicity**

Rule 53(c)(ii) clearly prevents discussion of the Election by Members in the Press unless approved by the President and Returning Officer. However, Rule 32(e)(i) states that “the Returning Officer shall conduct the Elections of Officers and Committees of the Society as provided in Rules 33-38 and Chapter D of the Standing Orders”. Rule 34(d) further states that “the Returning Officer shall be responsible for adequate publicity for the Poll in accordance with the Standing Orders”, and this is further clarified in Standing Order D4. Nothing in Rule 53(c)(ii) can therefore be construed as requiring the President to approve publicity for the Poll in the form of manifesto booklets, posters, newspaper advertisements, and other appropriate publicity material.

*Robert Dougans, Oriel and Brookes, 20<sup>th</sup> November 1999.*

### **19: Appellate Board Composition**

For the purposes of Rule 33(d)(v) (Composition of the Appellate Board), “members of any convocation” shall include those with MAs, MA status, or who are entitled to supplicate for an MA.

*Daniel Johnson, Corpus Christi, 7<sup>th</sup> December 2000.*

### **20: E-mailing of Manifestos**



Standing Order D3(f) shall not include the use of the Society's network provision when it is accessed using a computer that is not the property of the Society. Similarly, the use of a Union e-mail address shall not constitute use of the Society's computers, unless the mail is altered or printed using a computer belonging to the Society.

*Daniel Johnson, Corpus Christi, 19<sup>th</sup> November 2001.*

#### **21: Election of the Returning Officer**

In the event of a tie for the election of a new Returning Officer, the election shall be determined by lot, and organised by the out-going Returning Officer.

*Daniel Johnson, Corpus Christi, 29<sup>th</sup> January 2002.*

#### **22: Use of Inappropriate Language in a Manifesto**

Standing Order D3(c) implicitly prohibits the use of any swear word or slang of a sexual or scatological nature. This prohibition extends to and encompasses the documentation of actual events within manifestos. A candidate wishing to document an event which entails the use of such language – and only in the report of an event when such language was used in or on an official publication – may use an “\*” in place of every letter, saving the first and the last.

*Alexandra da Costa, St Hilda's, 22<sup>nd</sup> February 2002.*

#### **23: Conclave Attendance**

Conclave must occur during the hours when the Society's buildings are usually open. Should the buildings be closed during those hours for social reasons, observers shall be admitted to the buildings, provided they alert the Returning Officer and Secretary to their desire to attend and providing they leave after Conclave business is concluded, and not attempt to use said Conclave as mean of entry to a social event.

*Alexandra da Costa, St Hilda's, 4<sup>th</sup> May 2002.*

#### **24: Withdrawal from the Election for Chairman of Consultative Committee**

A candidate for the post of Chairman of Consultative Committee may withdraw his nomination at any stage prior to the commencement of the Consultative Committee ballot. This shall not be taken to release any other candidate from his traditional obligation to hush, but shall not require any ballot if only one candidate remains.

*Matthew Taylor, St Benet's Hall, 2<sup>nd</sup> December 2002.*

#### **25: Nomination Folder**

The Nomination folder is available to members for the purposes of confirming that a nomination is valid, and for no other purpose. On no account shall any member be permitted to extract personal information from that file, including, but not limited to, telephone numbers and addresses.

*Matthew Taylor, St Benet's Hall 2<sup>nd</sup> December 2002.*

#### **26: Publishing to the Websites**

Where the Rules state that any individual must publish material to the Society's website, he shall be taken to have discharged his responsibilities when he passes to the Webmaster either electronic or hard copy of the material with a request that it be placed on the Society's website.

*Matthew Taylor, St Benet's Hall, 7<sup>th</sup> December 2002.*

#### **27: Notification of Fines**

For the purposes of Rule 6(b)(i), “written notice” shall constitute any notice delivered to the member in question in accordance with Rule 67(j)(ii) which brings the fact of the fine to the attention of the member.

*Peter Orlov, New College, 28<sup>th</sup> January 2003.*

#### **28: Eligibility to Stand as Chairman of the Consultative Committee**

Rule 11(a) states that, “only Life Members may be candidates in the Society’s elections.” However, Rule 36(d)(i) states that “Any member, who has attended four of the last eight meetings of the Consultative Committee... may stand for the post of Chairman of Consultative Committee...”, and Rule 26(a) states that, “The [Consultative] Committee shall consist of all members of the Society”. Hence: all members, including temporary and long-term members, are members of the Consultative Committee, and all members of the Consultative Committee (except members of Standing Committee and Secretary’s Committee) are eligible to stand for the post of Chairman of Consultative Committee. Rule 11(a) refers to the Society’s main elections, i.e. non-Life Members are ineligible to stand for any Office, or to serve on Standing or Secretary’s Committee. However, nothing in Rule 11(a) can be used to prevent a non-Life Member from nominating for Chairman of Consultative Committee.

*Alexander Young, Oriel, 16<sup>th</sup> March 2004.*

## **29: Speeches that may not Count as Electoral Qualification Speeches**

Neither speeches on Private Business matters made at Public Business Meetings, nor points of order nor points of information, nor speeches made debating any procedural motion brought, during an informal debate, emergency debate or Public Business Meeting, may count towards electoral qualification under Rule 34(c)(viii).

*Alexander Young, Oriel, 16<sup>th</sup> March 2004.*

## **30: Regarding Rule 33(a)(i)(21)**

1. Rule 34(c)(viii) requires that any member wishing to be a candidate in the society’s elections has made, by the time of nomination, **two** speeches in the case of nomination the Secretary’s Committee, or **four** speeches in the case of nomination for the Standing Committee or an Officership. Hence, the theoretical maximum number of speeches that a member could be expected to make in any one term, in order to nominate himself in the Society’s elections, is four.

2. Under the requirements of 34(c)(viii)(3), the final window of opportunity for any member to make sufficient speeches to nominate themselves for election, is therefore EITHER the last four Public Business Meetings prior to Close of Nominations, OR the last four Emergency Debates prior to Close of Nominations, OR the last four Informal Debates prior to Close of Nominations, OR a combination of the above.

3. With specific regard to Rule 33(a)(i)(21), the phrase “hindering the candidature of a Member” may be taken to refer:

- (1) EITHER to preventing any Member, by any means prohibited under 33(a)(i)(21), from *becoming* a candidate;
- (2) OR to hindering any Member, by any means prohibited under 33(a)(i)(21), from promoting his candidature (within the parameters permitted by these Rules) once it is declared.

4. Hence: obstructing fair and proper debate in the House by any means specified within 33(a)(i)(21), and as such obstructing opportunities to make speeches for the purposes of 34(c)(viii), is Electoral Malpractice if such obstruction occurs within any of:  
EITHER the last four Emergency Debates before Close of Nominations, OR the last four Public Business Meetings prior to the Close of Nominations, OR the last four Informal Debates prior to the Close of Nominations.

Any change to the number of speeches required shall not affect the principle of this interpretation: if the Rules are changed to require 5 speeches, for example, then 33(a)(i)(21) shall apply to the last five sequences of opportunities to speak before Close of Nominations, and so on.

5. Under Rule 33(a)(i)(21), what constitutes “misuse or abuse” of the rules or forms of the house or of procedural motions, or other behaviour described therein such as biases, shall be at the interpretation of the rational opinion of the Returning Officer whether he be in the Chair or not, as per Rule 67(e)(i)(6) and Rule 32(e), specifically Rule 32(e)(i), pursuant to his duty to “attempt to ensure that no breach of Rule 33 occurs”.

6. Behaviour constituting “misuse or abuse” shall be decided on a case-by-case basis, but the following principles and definitions shall be universally applied.

- (1) 33(a)(i)(21) clearly implies a distinction between “misuse” and “abuse”.
- (2) 33(a)(i)(21) clearly implies that the only procedural motion whose legitimacy is beyond question, is 46(e); therefore it is also implied that the employment of all other procedural motions may be regarded with suspicion.
- (3) “Misuse” should therefore be taken to mean employing a procedure in a technically *correct* sense, but for an ulterior purpose. For example, any Member may move “that the question be now put,” but if there are reasonable grounds for suspecting that his action is electorally motivated, in that termination of the debate would deny a Member or Members the chance to qualify, this constitutes “misuse”.
- (4) “Abuse” should be taken to mean employing a procedure in a technically *incorrect* sense. For example, attempting to bring forward an adjournment motion under 41(d), ten minutes after a previous adjournment motion brought under 41(d), would be an abuse because 41(d) requires half-hourly intervals.

- (5) Grounds for ‘reasonable suspicion’ about procedure brought before the house, (particularly in after-debates) may include, but is not limited to: an unusually high number of Members in the chamber, or Members being ushered into the chamber / marshalled by agitators; facetious or unconvincing reasons being given by the Member moving a procedural motion for the reason of its moving.
- (6) The purpose of this interpretation is to check what has sadly become an increasingly common practice, of a faction or factions ‘packing’ the chamber with their supporters and using their majority to railroad through suspensions or terminations of debates, with the purpose of preventing Members making sufficient speeches to nominate themselves for election.

7. Per 67(e)(i), any ruling of the Returning Officer, on a case by case basis, of what constitutes breaches of 33(a)(i)(21) “shall be binding in the instant case” and act as “authoritative precedents for Members, or Bodies, with powers of interpretation of junior or of equal status”.

8. If a ruling of the Returning Officer in this regard alters the outcome of the Society’s Main Elections it may be challenged by 33(b)(ix)(2).

*Alexander Young, Oriel, 19<sup>th</sup> May 2005.*

### **31: Regarding Rule 35(b)(vii)**

Rule 35(b)(vii) states “Candidates may then re-register objections to manifesto claims they still believe to be misleading by 5pm...”

1. This clearly implies a distinction from Rule 35(b)(vi), which declares “any Member” shall be able to object to manifestos in the first instance. The second round of objections specified by Rule 35(b)(vii) shall not be available to “any Member”, but only to “Candidates”. In order to verify that objections submitted under this clause are submitted by Candidates, no objection made under this rule shall be valid if it is anonymously submitted.

2. Rule 35(b)(vii) states that objections may be made to claims that are “misleading” and omits to mention objections to claims that are “false”. The Returning Officer has a short period of time in which to produce the manifesto booklet, and whilst he has ensured “to the best of his ability that all claims made in manifestos are true” [Rule 35(b)(xix)(4)], this is not a failsafe. It may be reasonably supposed, given that Rule 33(a)(i)(20) allows complaints against deliberate falsehoods to be submitted to Election Tribunals, that the manifestos amended per Rule 35(b)(vi) may still contain false statements. Therefore, objections that such manifestos contain false statements, as well as misleading statements, may be submitted according to the fifth sentence of Rule 35(b)(vii).

*Alexander Young, Oriel, 7<sup>th</sup> June 2005.*

### **32: Regarding Rule 33(d)(iii)**

Where the Election Tribunal has failed to report in full to the Returning Officer within one hundred and eighty eight hours of the Close of Poll as required under Rule 33(c)(ix), the period in which leave to appeal may be requested from the Senior Officers under Rule 33(d)(iii) shall begin at one hundred and eighty eight hours after the Close of Poll in the Society’s main elections for that term, and shall end forty eight hours after the eventual publication of such a report.

*Andrew Grey, Collegium Sancti Petri le Bailey, 18<sup>th</sup> June 2005.*

### **33: Appointment of Deputy Returning Officers *Ad Numerum Supplendum***

Rule 32(a)(iii) states that Standing Committee may amend the shortlist of Deputy Returning Officers in accordance with the criteria laid out in Rule 32(a)(i), if in doing so, they decide to remove any applicant from the shortlist, then they shall look in the first instance to any original applicant who did not make it onto the first shortlist due to their having had insufficient experience in the original pool of applicants. These applicants shall be considered in their order of precedence, subject to the criteria laid out in Standing Order D12. Only if an applicant is objected to by a vote of Standing Committee shall the next most junior applicant be considered.

Standing Committee is only obliged to replace any applicant if the number on the shortlist should fall below eight, although they may replace as many applicants as they should wish, subject to the number on the final shortlist not exceeding twelve. As such, the reference to appointments of Deputy Returning Officers as *numerus supplendum* shall only apply when the original pool of applicants has been entirely exhausted and there are still fewer than twelve suitable applicants.

*Joanna Lee Morrison, Christ Church, 31<sup>st</sup> January 2006.*

### **34: Appointment of Deputy Returning Officers under Rule 32(c)**

In the event of the number of Deputy Returning Officers falling below eight at any time other than during the original meeting of Standing Committee in which they are appointed, as laid out in Rule 32(a)(i), then the Returning Officer shall look in the first instance to any original applicants who were not appointed, in their order of precedence, as laid out in Standing Order D12. Only after all these applicants have been given first refusal shall any other members be considered. Original applicants who were removed from the shortlist by the Standing Committee, or who were removed from the shortlist after the *in camera* meeting of the President, Returning Officer and Chairman

of the Consultative Committee, shall not be eligible for appointment under this Rule. No member shall be appointed as a Deputy Returning Officer in this way unless all original applicants not otherwise exempted have refused to serve.

*Joanna Lee Morrison, Christ Church, 31<sup>st</sup> January 2006.*

### **35: Regarding Rule 32(k), Returning Officer's Assistants**

A Returning officer's Assistant has a term of office equivalent to that of a Deputy Returning Officer, as laid out in Rule 32, extending from their appointment by the Returning Officer, until the appointment of new Deputy Returning Officers as per Rule 32(a)(i), unless the ROA should be objected to according to the provisions of Rule 32(k).

*Jo Joyce, St Hilda's College, 24<sup>th</sup> February 2006.*

### **36: Regarding Rule 33(a)(i)(11) and Rule 23(h)**

The first sentence of Rule 23(h) is a "Rule... regarding the conduct of the election". As such, any failure to fulfil the requirements of this first sentence on the part of any candidate in the Society's main elections will be a breach of a rule regarding the conduct of the election and could, therefore, constitute electoral malpractice under Rule 33(a)(i)(11).

*Jo Joyce, St Hilda's College, 25<sup>th</sup> February 2006.*

### **37: Changes in Senior Disciplinary Committee composition**

The clause of Rule 71(g) referring to situations in which the Returning Officer is "unable to find sufficient members of the Shortlist who are willing and able to serve" shall also be considered to apply to those situations in which the Returning Officer is informed by members of a validly-constituted Senior Disciplinary Committee that they are no longer able to serve. So long as all members of the committee as originally constituted approve the measure, the places of those no longer able to serve shall be taken by persons on the new shortlist. The committee shall in all respects – save its membership – be considered the same as that originally summoned in accordance with Rule 71(d)(i).

*Francis Murphy, Trinity College, 19<sup>th</sup> June 2006.*

### **38. The System of "Random Selection" of Rule 32**

The system of "random selection" of applications for Deputy Returning Officer positions shall consist in the following, to take place in the presence of the Returning Officer and at least one of his Deputies at a meeting of Consultative Committee: after having been publicly written on separate pieces of paper of similar size, the names of those eligible shall be placed into a hat or similar receptacle (to be determined by the Returning Officer), shaken, and then removed – by the Returning Officer or one of his Deputies – until all available positions have been filled.

*Francis Murphy, Trinity College, 11<sup>th</sup> October 2006.*

### **39. Regarding Rule 32(a)(v)-**

The Rule requires the President pass on objections to Deputy Returning Officers within 96 hours of the notification of their ratification by standing committee, and then allows Deputy Returning Officers to respond to the objections within 144 hours of said notification. The primary principle involved is thus that each stage is given 48 hours, and this is especially important in the case of responses to objections. Thus, in the event of the President failing to meet the initial deadline, Deputy Returning Officers should be given 48 hours from the time of receipt of objections to present their response, in order that they are not penalised by the President's error.

*Adam Marsh, Trinity College, 29<sup>th</sup> January 2007.*

### **40. Regarding Rule 32(a)(vi)(1)-**

The Rule requires that the scrutiny committee consider objections and rebuttals made against and by Deputy Returning Officers. Thus, the only material eligible for discussion shall be the objections, as they are provided to the Deputy Returning Officer in question, and the rebuttals made to these objections. The introduction of any new material which has not been provided as an objection, within time limits, and then passed on to a Deputy Returning Officer to allow right of reply, should thus be considered a breach of Rule 71(a)(i)(2).

## **B: INTERPRETATIONS OF THE PRESIDENT**

The following interpretations of the Rules and Standing Orders have been issued by Presidents in accordance with Rule 67(e)(i)(10). They shall act as binding authoritative precedents to the extent set out in the Rules.

### **1: Regarding Rule 43(e)(ii)(2), Procedural Motion**

This procedural motion is to be used with exclusive reference to Rule 41(d). It does not allow for adjournment of Private Business meetings unless they break the time limits specified under Rule 41(d). This procedural motion cannot be used to adjourn Public Business, an Informal Debate or any other meeting of the Society not specified under Rule 41(d).

*Georgina Costa, Christ Church, 12<sup>th</sup> June 2004.*

### **2: Regarding Rule 45(h), Special Adjournment Motions**

Where the Rule 45(h) states “Any decision made by any Committee except under Rules 4, 7, 32, 62 and 66(b), where alternative methods of appeal are applicable or under Rules 32(h) or 52, may be reversed by the House by means of a Special Adjournment Motion”, it shall be taken to mean that:

Any decision made by any Committee except those in situations where alternative methods of appeal are applicable under Rules 4, 7, 32, 62 and 66(b) and except in Rules 32(h) or 52, may be reversed by means of a Special Adjournment Motion.

That is, there is no appeal via Special Adjournment Motion in any case under Rules 32(h) or 52; and there is appeal via Special Adjournment Motion under Rules 4, 7, 32, 62 and 66(b) unless an alternative method of appeal is outlined in the rule. Obviously, a Special Adjournment Motion is a valid method of appeal in all other Committee decisions.

*Richard Tydeman, President, Christ Church, 2<sup>nd</sup> May 2005.*

### **3: Regarding Standing Order B6(c)(ii), Standing Committee Agenda**

Where the clause reads “No matter not specified... shall be discussed if two members of the Committee, being present at the time, object”, it shall be taken to mean that members of the Committee may object at the time that the matter is raised but not during or after the discussion nor once a motion has been passed on it. Committee members not present at the time the matter is raised may not object with retrospective effect.

*Richard Tydeman, President, Christ Church, 9<sup>th</sup> May 2005.*

## **C: INTERPRETATIONS OF SENIOR DISCIPLINARY COMMITTEES**

The following interpretations of the Rules and Standing Orders have been issued by Special Disciplinary Committees in accordance with Rule 67(e)(i)(5). They shall act as binding authoritative precedents to the extent set out in the Rules.

### **1: Offences on the Society's Premises**

Specifically with regards to Rule 70(a)(i), but also generally in relation to Society's rules, where a rule specifies that the acts of an offence must take place on the Society's premises, and that acts (such as causing offence or intimidation under Rule 70(a)(1)) is caused through the use of electronic communication such as e-mail then the acts of the offence occurs not at the place of sending but at the place of receipt, therefore, if, for example, an e-mail designed to intimidate an Officer is sent to their official Union e-mail address, it constitutes on receipt the occurrence of that action on the Society's premises. Furthermore, with regards to the general application of this rule campaigning via e-mail (regardless of whether this is covered by a specific rule) would constitute the offence of “campaigning in a public place” by virtue of the same principal if sent from a “private place” to an official college e-mail address under Rule 33(a)(ii)(3).

*Senior Disciplinary Committee, 17<sup>th</sup> June 2001.*

### **2: Offences Against Staff**

Offences, which would fall under Rule 70 if committed against a member, shall be considered an offence when committed against a member of staff. This is because they are directed at an agent of the President and as such are an offence against the President.

*Senior Disciplinary Committee 17<sup>th</sup> June 2001.*

### **3: Evidence Submitted under Rule 71**

Unfortunately, there is no prescribed form for complaints under Rule 71, and no requirement for somebody complaining under Rule 71 to specify all of the evidence backing up the complaint. We accept that, during the course of the procedures of the more informal Standing Committee hearing, new points can be adduced by the prosecution, however, when before a Special Disciplinary Committee, no evidence not previously adduced in the complaint or in the Standing Committee hearing may be adduced by the prosecution in the course of that hearing.

*Senior Disciplinary Committee 17<sup>th</sup> June 2001.*

### **4: Regarding Rule 71(a)(i)(2), Positions of Trust**

The second sentence: “For any individual holding a position of trust within the Society... within the main body of the Rules and Standing Orders (excluding Rule 62(a))” can be considered as a stand-alone form of misconduct in its own right and is not dependant on the concept of “abuse” of office in the first sentence.

*Senior Disciplinary Committee, 21<sup>st</sup> October 2001.*

### **5: Regarding Rule 71(j)**

Rule 71(j) states that a complaint shall not be considered if it is not brought within the relevant time limit. Accordingly, before a disciplinary complaint brought under Rule 71 can be heard on the merits, the body hearing it must be satisfied that the complaint has been brought in time. If the complaint has not been brought in time then there is no jurisdiction under Rule 71 and the disciplinary body may not go on to hear and determine the substantive complaint.

*Senior Disciplinary Committee, 18<sup>th</sup> March 2006*

### **6: Regarding Rule 71(j)**

The time at which an alleged abuse of office is ‘discovered’ is the time at which sufficient facts giving rise to the allegation of abuse of office are accessible to Members of the Society exercising the rights of a Member under the Rules.

*Senior Disciplinary Committee, 18<sup>th</sup> March 2006*

### **7: Regarding Rule 71(j)**

The disciplinary process commences at the moment when the complaint is submitted to the Returning Officer or a Senior Officer (as the case may be) under Rule 71(a)(i).

*Senior Disciplinary Committee, 18<sup>th</sup> March 2006*

### **8: Regarding Rule 71(d)(vii), Initial Declarations and SDC Reports**

A Disciplinary Committee shall publish its initial declaration within 72 hours of the close of proceedings. A more detailed report may subsequently be posted on the notice board, after the 72 hour period; the deadline for Notice of Appeal or Leave for Appeal shall commence when the final report is posted on the notice board.

*Senior Disciplinary Committee, 9<sup>th</sup> October 2006*

### **9: Regarding Rule 71(a)(9)**

Introducing, during disciplinary proceedings and with the intention that the necessity of making a formal complaint under Rule 71 may therefore be avoided, matters of no or questionable relevance to the substantive complaint(s) being considered, amounts to misusing Rule 71 to procure objectives more properly attained by other means, and so to misconduct under Rule 71 (a)(i)(9).

*Senior Disciplinary Committee, 27<sup>th</sup> November 2006*

### **10: Regarding Subpoena (1)**

Where a party to disciplinary proceedings requests that a Senior Disciplinary Committee exercise its powers to require the attendance of a Member, that request must include (i) the name(s) of the witness(es) to be subpoenaed; (ii) postal address details for each witness; and (iii) such other contact details for the witness(es) as are known to that party.

### **11. Regarding Subpoena (2)**

A Member may be required to appear before a Senior Disciplinary Committee by the service upon him of a notice requiring his attendance ("a Subpoena").

A Subpoena must specify the time, date, and place at which the Committee will sit, and must be served on the member not less than 72 hours prior to the time specified in the notice.

A Subpoena may be served upon a Member:

- (i) in person; or
- (ii) by post to his last known address (including, where relevant, a college lodge); or
- (iii) by e-mail or fax transmission, provided that where a notice is served by email or fax transmission a further copy must be sent by post.

Service of a Subpoena shall be deemed to have occurred:

- a. immediately, where a notice is served upon a member in person; or
- b. twenty four hours after posting, where a notice is sent by first class post or deposited in the relevant college lodge; or
- c. immediately upon completion of successful transmission by e-mail or fax, where a notice is sent by e-mail or fax transmission, transmission is successful and no failure notice is subsequently received, and a copy of the Subpoena is sent by first class post or deposited in the relevant college lodge at the time of transmission.

Subpoenas are issued by (or on behalf of a Senior Disciplinary Committee) and they can only be withdrawn by that Committee; notwithstanding the fact that a Subpoena was issued in response to a request from a party to the disciplinary proceedings, it is not open to that party to "withdraw" it.

A Member is liable to be fined by a Senior Disciplinary Committee for non-attendance where -

- I. he has been served with a Subpoena (as set out above); and
- II. he has failed to attend the hearing as required; and
- III. he has provided no reason for his absence or his reason is not one of the reasons set out in Standing Order B4 (a) and the Committee does not accept that it is otherwise a valid reason for non-attendance; or
- IV. the Committee has directed him to provide written evidence in lieu of his attendance, and he has failed to either provide such evidence or to provide it in the form directed .

*Senior Disciplinary Committee, 27<sup>th</sup> November 2006*

### **12: Regarding Rule 71(ii)(2)**

The reference in Rule 71 (ii) (2) to "...one term..." is to a period of eight sequential weeks each of which falls during Full Term. Accordingly, where a member is sentenced during a given week in a Term to serve a suspension of one Term, his suspension shall expire during the corresponding week in the succeeding Term.

*Senior Disciplinary Committee, 9<sup>27h</sup> November 2006*

### **13: Regarding Rule 60**

Where a disciplinary complaint under Rule 71 substantively involves a "...staff dispute or matter of contention..." as set out in Rule 60, Rule 60 shall not prevent a Disciplinary Committee from hearing evidence or considering submissions in connection with such dispute or matter.

*Senior Disciplinary Committee, 27<sup>th</sup> November 2006*

### **14: Regarding Rule 71 (a) (i)**

Behaviour classified as misconduct under Rule 71(a)(i) is misconduct notwithstanding the fact that it may be directed at non-Members or members of the Society's staff.

*Senior Disciplinary Committee, 27<sup>th</sup> November 2006*

## **D: INTERPRETATIONS OF DISCIPLINARY APPEALS COMMITTEES**

The following interpretations of the Rules and Standing Orders have been issued by Disciplinary Appeals Committee in accordance with Rule 67(e)(i)(3). They shall act as binding authoritative precedents to the extent set out in the Rules.

### **1: Regarding Rule 71, Expulsion**

The Committee interprets Rule 71, as per Rule 67(e), to infer:

In the event of an appeal to the Disciplinary Appeals Committee against expulsion being ruled unjustified, the date of expulsion for the purpose of Rule 7(e) shall be taken to be immediately after the Report of the Committee on that matter being posted on the Society's notice board.

*Disciplinary Appeals Committee, 21<sup>st</sup> October 2001.*

### **2: Regarding Rule 67(b)(iv), Notice in Newspapers**

Ordinary notice under Rule 66(b)(iv) should be inserted in one or more of the following: *The Times*, the *Daily Telegraph*, the *Guardian* or the *Independent*. Where a proposed motion might cause the House to divide on party political lines, notices should be placed in newspapers which reflect that spread of opinion. Placing a notice in the *Guardian* without a balancing notice in the *Daily Telegraph* might, lay the Standing Committee open to allegations of manipulation. It should be noticed that the interpretation we have adopted refers to newspapers in the United Kingdom: care should therefore be taken to ensure that notice also appears in the Scottish, Welsh and Ulster editions of the applicable newspaper(s).

*Disciplinary Appeals Committee, 26<sup>th</sup> May 2002.*

### **3: Regarding Rule 67(b)(iv), Notice in Newspapers**

A "Newspaper circulating in the Oxford area" must refer to a local paper, not being primarily a student newspaper. Obvious examples are the *Oxford Mail* and *Oxford Times*.

*Disciplinary Appeals Committee 26<sup>th</sup> May 2002.*

### **4: Regarding Rule 67(e), Disciplinary Appeals Committee, Powers of Interpretation**

A Disciplinary Appeals Committee is an appellate body; it can decide only matters which arise from the Special Disciplinary Committees adjudication. The SDC is confined to rules interpretations, which touch on its function; Rule 67(e)(i)(5). Since we can consider only matters which an SDC has addressed (or should have addressed) we are subject to the same restrictions on rule interpretation as it is.

*Disciplinary Appeals Committee, 26<sup>th</sup> May 2002.*

### **5: Bringing Complaints under Rule 71**

Bringing complaints under Rule 71, or otherwise misusing Rule 71 to procure objectives more properly attained by other means, will amount to misconduct under Rule 71(a)(i)(9).

*Disciplinary Appeals Committee 26<sup>th</sup> May 2002.*

### **6: Correcting Errors in the Rules**

We recognise that anomalies occur with the Rules from time to time. By far the best approach to such errors is self-restraint: in other words, where there is an obvious typing error which leads to absurdity, members should have the discipline to take no point on it until it can be corrected in Private Business. In such circumstances, taking the point will amount to misconduct. If the point does arise we believe it to be open to any institution with powers of interpretation under Rule 67(e) to 'correct' the error through the process of construction. We stress, however, that these remarks are confined to situations where there is an obvious error on the face of a rule, and no real doubt as to what was actually intended. Interpretation under Rule 67(e) is not to be used as a means of informal rulemaking.

*Disciplinary Appeals Committee, 26<sup>th</sup> May 2002.*

## **E: INTERPRETATIONS OF ELECTION TRIBUNALS**

The following interpretations of the Rules and Standing Orders have been issued by Election Tribunals in accordance with Rule 67(e)(i)(4). They shall act as binding authoritative precedents to the extent set out in the Rules.

### **1: Regarding Rule 33(c)(i), Tribunal Panel Composition**



The phrase “the Tribunal shall consist of any members chosen with the Standing Committee’s approval” does not derogate from the necessity of there being three Members to constitute any Election Tribunal, but rather merely requires the Returning Officer to have recourse to Standing Committee to approve other Members to serve should fewer than three of the Members originally approved be able to serve when a Tribunal is summoned. The Standing Committee may approve as many names as it sees fit in the circumstances, but the Returning Officer may only constitute a tribunal of neither more nor less than three Members, all of whom have been approved to serve by Standing Committee in that Term.

*Election Tribunal, 10<sup>th</sup> March 2000.*

## **2: Regarding Rule 33(a)(i)(2)**

The sending of an email to multiple recipients, whether via a mailing list or otherwise, is “systematic” conduct for the purposes of Rule 33(a)(i)(2).

*Election Tribunal, 2<sup>nd</sup> December 2002.*

## **3: Regarding Rule 33(a)(i)(13), Tampered Evidence**

Documentary evidence from which words have been deleted or words added or which has been otherwise altered, yet nevertheless purported to be or was presented as an original document with no such deletions, additions or alterations, constituted false evidence, and that knowingly to submit such evidence constitutes malpractice as defined by Rule 33(a)(i)(13), whether or not the individual submitting the evidence was responsible for alteration.

*Election Tribunal, 4<sup>th</sup> March 2002.*

## **4: Withdrawal of Electoral Malpractice Allegations**

Any member submitting a written allegation of electoral malpractice to the Returning Officer may withdraw in writing such an allegation within a period of up to 72 hours after the Close of Poll. The Returning Officer shall have the power to disallow such a withdrawal in the event that he is satisfied that the allegation was made frivolously or maliciously or in the event that he is satisfied that the withdrawal of the allegation has been made under duress. If the Returning Officer disallows the withdrawal then the allegation and any evidence provided in support of the allegation shall be considered by the Election Tribunal together with the results of such investigations as the Returning Officer shall have made. If as a result of the withdrawal of an allegation there remain no live allegations of electoral malpractice then the Returning Officer shall no longer be bound by Rule 33(b)(v) and may cancel any arrangements made for the holding of an Election Tribunal.

*Election Tribunal, 11<sup>th</sup> March 2003.*

## **5: Admission of Observers to Election Tribunal Proceedings**

The Rules do not preclude or prohibit the admission of observers to election tribunal proceedings. The general provisions relating to allowing observers to attend Committee meetings of the Society (Rule 23(g)) do not apply to tribunals, although it is perhaps worth noting that those provisions do not apply to “disciplinary matters” so the Rules do contemplate that in certain disciplinary issues at least even a Committee which would normally have to allow observers to attend could prevent them from so attending. Accordingly it is for each tribunal to decide whether or not, and if so, on what basis, observers should be allowed to attend any part of or all of the proceedings of a tribunal. The deliberations of the tribunal panel shall be private.

*Election Tribunal, 9<sup>th</sup> March 2005.*

## **6: Discussion of the Validity of Election Tribunals**

The convening of a tribunal by itself creates a rebuttable presumption that the tribunal is constituted lawfully in accordance with the Rules. The Rules provide that this presumption can be rebutted either during the course of the tribunal or via the appeal procedures as provided for by Rule 33. If by the close of the appeal period, or the appeal procedure if an appeal is called, the presumption of legality has not been successfully challenged then the tribunal and its decisions (to the extent it has not been overturned by an appeal) must stand as and remain valid under the Rules, which provide no other method for the presumption of legality to be subsequently challenged. Accordingly, no other person or body may, after the appeal process has finished, challenge the legality of the tribunal or the decisions it made in respect of any specific complaint heard by it.

*Election Tribunal, 9<sup>th</sup> March 2005.*

## **F: INTERPRETATIONS OF APPELATE BOARDS**

### **1: Unreasonable Appeals**

A person who has a right of appeal can still be found guilty by an appellate body of bringing an unreasonable appeal as set out in Rule 33 (d) (vii) (5).

*Appellate Board, Trinity Term 2005*

### **2: Interpretations of Rule 33**

The purpose of the Society's elections is not to enable some abstract exercise in statutory construction, rather it is to enable the membership as a whole to determine who they want to run their Society. Rule 33 has been written to ensure this takes place in a fair and just way. The paragraph above gives guidance to Returning Officers, Election Tribunals and Appellate Bodies in the construction and effect of the Rules. When any of these bodies is interpreting the Rules they must have Rule 33 (a) (iii) (1) in mind. Any interpretation of the Rules that contradicts the above guidance is wrong and subject to reversal by a superior body under Rule 67(e). In terms of Rule 33 the Appellate Board is empowered by that Rule to issue interpretations of Rule 33 (as arose in the course our duties in this appeal) which are "authoritative precedents for Members or bodies, with powers of interpretation which are junior or of equal status to the Member or body in question. For the sake of clarity we interpret "authoritative precedent" in the context of this rule to mean binding on all bodies of junior status to ourselves.

*Appellate Board, Trinity Term 2005*

### **3: Regarding Standing Order D8(a)**

We are of the view that Standing Order D8 (a) (h) could properly be seen as directory not mandatory. Where all parties are aware of, or ought to be aware of, this Standing Order the fact that the Tribunal has not formally read it to them is not a reason to quash the decision of that Tribunal unless some real prejudice that goes directly to the fairness of the proceedings can be shown. We note also that even if we had found the breach of this Standing Order to have the significance which the Appellant sought to attach to it, we would not have been obliged to quash the findings of the Tribunal. In our view the use of the word "power" in Rule 33 (d) (vii) (4) provides us with a discretion as to whether the Tribunal should be quashed or allowed to stand. We cannot imagine any Appellate Body quashing the Tribunal in the circumstances of this case on the basis of this one ground of appeal.

*Appellate Board, Trinity Term 2005*

### **4: Regarding Election Tribunal Procedure**

The "Schedule of Suggested Procedure" appended to the Rules is not binding. We see no difficulty with the Tribunal panel asking questions of a witness before either of the parties, provided that the parties are given an opportunity to adduce any further relevant material that they wish following this questioning. The Schedule was written (largely by a member of this Board) with the purpose of providing a guide to procedure. It is best practice, but does not have the status of a binding rule.

*Appellate Board, Trinity Term 2005*

### **5: Proceedings of a Committee**

Previous Disciplinary Committees have indicated that the proceedings of a committee are generally a matter for that Committee and its Chair. There are set procedures for challenging a decision of the Chair. Such decisions could include a decision to hold a meeting when proper notice had not been given to members of the committee. We endorse the view of those Disciplinary Committees that the conduct of meetings of the Society, whether public or private, are principally a matter for the Chair and the members of that committee. Only in rare occasions would it be appropriate to review those decisions in a Disciplinary Committee or Election Tribunal.

*Appellate Board, Trinity Term 2005*

### **6: Discussion of the Validity of Election Tribunals**

Once a tribunal has reached a decision, the only way to challenge the eligibility of a member of the panel or the composition of the panel is to appeal. If no appeal is made (or the point is not taken on appeal), the decision of that tribunal stands even if it subsequently comes to light that one or members of the panel were not qualified under the Rules to sit. Decisions of tribunals (for example a conviction for electoral malpractice) remain valid unless successfully appealed, whatever issues may subsequently come to light.

*Appellate Board, Trinity Term 2005*

## **7: Regarding Interpretations of the Rules**

We take the view that the Returning Officer and Election Tribunals are bound to bear in mind that the purposes of the Rules is to allow the members of the Society to choose the leadership and management of the Society according to the criteria set out in the Rules. The Society is in essence a democracy where each term the membership as a whole has an opportunity to determine the direction that they wish the Society to take.

It is not the function of the Returning Officer or Election Tribunals when considering breaches of the Rules to interpret those Rules in such a way as manifestly subverts the objective that those Rules seek to promote.

*Appellate Board, Trinity Term 2005*

## **8: Regarding Complaints of Innocent Interference**

The purpose in our view of the “innocent interference” rule was to ensure that mistakes in the conduct of the election did not prejudice the free choice of members of the Society as to who they chose to vote for. Examples would include the failure to name a candidate on the ballot paper, a failure to include a candidate in the manifesto booklet or a failure to allow a class of members to vote in the election in the mistaken belief that they were not allowed to vote (or vice versa). This rule was not intended to be a lesser version of malpractice with a lower standard of proof.

*Appellate Board, Trinity Term 2005*

## **9: Burdens of Proof**

For a tribunal to be satisfied that a candidate who claims to have nominated within the prescribed time has not done so in circumstances where the Returning Officer has accepted the nomination, it must be satisfied beyond reasonable doubt that the candidate deliberately misled the Returning Officer and has deliberately misled the Tribunal in evidence. A Returning Officer when deciding not to allow a candidate to appear on a ballot paper must be satisfied beyond reasonable doubt that the nomination was not made within the time period allowed in circumstances where the candidate asserts that it was so made.

*Appellate Board, Trinity Term 2005*

## **10: Allegations of Bias**

The framework for considering bias was set out in the Report of the *Mackerras v Keenan, Walsh v Mackerras* Disciplinary Appeal Committee. We are not, as a superior body, bound by that Report. However having considered its contents we consider them to be an authoritative interpretation of the rules in relation to bias. As such we adopt them as our own formal interpretation of one of the principles of natural justice which applies in the course of Tribunal proceedings, the breach of which gives rise to an appeal under Rule 33 (d) (i) (3).

Any objection to the Tribunal panel must in our view be made to that panel. The exception to this is clearly when the facts relating to that bias were not known to the complaining party at the time of the tribunal. What cannot happen is that a party waits to see if their case succeeds, and only when it does not does he take the point on appeal.

*Appellate Board, Trinity Term 2005*

## **11: Failure to Report by the Deadline**

When circumstances conspire to make a report late, some discretion should be used by interested parties in deciding whether it is really in anyone’s interests to appeal solely on this point. We cannot foresee many circumstances where such an appeal (on its own) would not be deemed unreasonable, unless real prejudice or substantial inconvenience to the management of the Society had been caused.

*Appellate Board, Trinity Term 2005*

## **Oxford Union Society Trust Deed**

*Rules of the Oxford Union Society, Michaelmas Term MMVII. Correct as of 14/02/2007*  
*Timothy J. Stafford, St Anne's College, Returning Officer*  
© The Oxford Union Society 2007

1st July 1847

“This deed made the first day of July in the year of our Lord one thousand eight hundred and forty seven

BETWEEN The several persons whose names and seals are hereto subscribed and affixed (other than the several persons next hereinafter named and described) of the one part and The Reverend Philip Bliss Doctor in Civil Law Principal of Saint Mary Hall in the University of Oxford, James Adey Ogle Esquire Doctor in Medicine Aldrichien and Clinical Professor of Medicine in the same University, Manuel John Johnson Esquire of the said University Master of Arts and Radcliffe Observer in the same University and Henry Wentworth Acland Esquire Doctor in Medicine and Lees Anatomical Lecturer at Christ Church in the said University of the other

WHEREAS a Literary institution was formed in Oxford many years since and still continues under the name or style of “the Oxford Union Society” having for its object the promotion of Debates and the maintenance of a Library and Reading Room of which Society the said several persons parties hereto of the first and second parts are now respectively Members

AND WHEREAS the affairs and business of the said Society have hitherto been carried on and conducted under and subject to diverse Rules and Regulations made and resolved on at various Meetings of the Members of the said Society and under the direction of a Committee of Management and by the aid of certain Officers respectively appointed or elected from amongst the Members from time to time pursuant to such Rules

AND WHEREAS the aforesaid Rules and Regulations have been printed or published for the information of all the Members for the time being of such society and a printed copy of such rules and regulations is kept by the Secretary of the said Society for production at all Meetings and the inspection of all Members applying for that purpose

AND WHEREAS the Members of the said Society for the time being by means of Subscriptions or Contributions amongst themselves from time to time and the surplus of receipts above the ordinary costs and expenses of carrying out the object and purposes of the said society have accumulated a Fund in sterling money to the amount of Five hundred and eighty seven pounds or thereabouts which sum has been deposited and now remains in the hands of Messrs Robinson, Parsons & Co Bankers in Oxford to an account there with “the Oxford Union Society” and the Members collectively of the said society are also possessed of a large and valuable Library of Books and diverse Maps, Printed and Manuscripts and certain Furniture and Other Chattels and Effects now remaining on being in Rooms rented and occupied by the society in the dwelling house of Mr Joseph Vincent in the High Street in Oxford

WHEREAS at the Special General Meeting of the Members of the said society held on the 12th day of June now last (in the notice for calling which Meeting the special object and purposes thereof were expressed) it was resolved to the effect following namely

- “that it is expedient to appoint four of the Members of the said Society as Trustees thereof in whom (subject as after mentioned) should be vested not only all the present property, state and effects of and belonging to the said Society but also all other the property and effects of every description both real and personal which might thereafter be purchased or acquired by the said Society and that such Trustees (subject as after mentioned) should be authorised by the order and direction of the said Committee of Management to invest the surplus monies of savings of the said Society from time to time in or upon such securities as the said Committee should think fit with power by the right order or direction to vary such investments. Also to make purchases or mortgages to execute deeds and enter into other contracts on behalf of the said Society to collect and receive all interest, dividends, rents and other monies arising from or in relation to the estate and effects which from time to time might become vested in them or belong to the said Society and to give receipts and discharges for the same and for all monies which should come to their hands in character of such Trustees. ”

- “that the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland should be appointed the first Trustees of the said Society each of whom as also every Trustee to be appointed in his stead as hereinafter is mentioned should continue in office until he should die or become unwilling or unable to act or seize to have his usual place of resident in Oxford or be removed from office by virtue and in exercise of any power in that behalf given by the Rules for the time being of the said Society or by the vote of a Special General Meeting of the Society duly convened for that purpose according to the then existing Rules and Regulations”

- “that when and so often as by the means aforesaid there should be less than 3 acting Trustees the vacancies in the number of Trustees should be supplied by the appointment of so many additional persons (then being Members of the said Society) as would make up the number of four Trustees and as the Committee of Management for the time being (subject to the approbation of any General Meeting of the Members of the said Society) should think fit and that all such assurances should be made and executed as should be necessary or deemed expedient for vesting the trust estates and property in the then acting Trustees and such newly appointed Trustees and that the expenses attending the appointment of such new Trustees and all other expenses (if any) of the Trustees for the time being relating to the trust premises should be defrayed with or out of the funds of the said Society”

- "That all the Trust Estate and effects invested in the said Trustees of Trustee for the time being or under the control of the said Committee of Management should be a fund to indemnify at all times the said Trustees or Trustee and their respective representatives from all loss which might be incurred by them or him by reason of any responsibility or liability arising out of their or his office of trustee or by reason of any matter or thing connected therewith" and at the aforesaid Special General Meeting of the said Society so convened as aforesaid it was further resolved

- "that the trustees for the time being of the said Society should on their appointment to office become and continue members of the said Committee of Management jointly and together with the members constituting such committee under the then existing Rules and Regulations of the said Society and That the trustees for the time being in the execution of the trusts reposed in them in all matters relating thereto should be subject to the Orders, Directions and Control of the majority in number of the members present and voting at any meeting of the said Committee of Management and in all cases should be subject to all Rules and Regulations which should have been made and established at any General Meeting of the said Society duly convened according to the Rules thereof for the time being and whether such Rules and Regulations should or should not have been made before or after the appointment of the said Trustees so nevertheless that the particular Rule or Regulation in question (if any) be not at variance with or repugnant to any of the resolutions herein aforementioned but in such last mentioned event the resolution to prevail and be held to set aside the rule in question"

AND WHEREAS the said four persons parties hereto of the second part have consented to take upon themselves respectively the office of Trustees upon the terms and conditions aforesaid and it has been agreed that the several persons parties hereto of the first part should enter into the declaration and covenant hereinafter contained and also assign and make over to the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland the funds, property and effects of the said Society upon the trusts and subject to the powers, provisions, declarations and agreements hereinafter expressed and contained concerning the same

NOR THESE PRESENTS WITNESS that each of them the said several persons parties hereto of the first part BOTH hereby approve of and confirm the several resolutions hereinbefore mentioned and specified as resolutions made at the said General Special Meeting of the said Society on the 12th day of June last and every of them and doth hereby or himself his heirs executors and administrators and so far as relates to his own acts only covenant and agree with the said several other persons parties hereto of the second part, the executors, administrators and assigns That the said several persons parties hereto of the first part will so long as they faithfully conform to and abide by the hereinbefore resisted resolutions and the several Rules and Regulations hereinbefore refer to or such of them respectively as for the time being shall be existing and all other the Rules and Regulations which shall be made and established for the management and conduct of the said Society and the affairs and business of the same until such Rules and Regulations respectively shall be altered or set aside at or by some General Meeting of members of the said Society duly convened

AND THESE PRESENTS ALSO WITNESS That the said several persons parties hereto of the first part in consideration of the premises and according to their respective estates, rights and interests as members of the aforesaid Society and so far as they respectively can or may either in equity or at law DO and each and every of them BOTH hereby assign and act over unto the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland there executors, administrators assigns ALL the said some of £587 or thereabouts so now deposited and remaining with the said Messrs Robinson, Parsons and Co. Bankers in Oxford as aforesaid with full power and authority to ask, demand or receive the same sum and all books, maps, prints and manuscripts, furniture, goods, chattels and effects of every description of the said Society which now are or at any time during the continuance or existence of the same Society shall be in, upon or about the Rooms of the Dwelling House of the said Joseph Vincent in the High Street in Oxford or in or about any other rooms, buildings or place which now is or may thereafter be used or occupied for the purposes of the said Society and all the estate right and interest of the same several persons or assignors respectively in and to the said hereby assigned premises

TO HOLD the said several hereby assigned premises to the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Acland their executors, administrators and assigns upon the trusts and for the intents and purposes and under and subject to the powers conditions and agreements following that is to say as to and concerning the said sum of £587 upon trust with all convenient speed after the same sum shall be paid to them to lay out and invest the same sum in or upon such government or real or other security or securities as the said Committee of Management of the said Society or the majority in number of the members for the time being of such Committee being present at any meeting of the said Committee to be held pursuant to the Rules of such Society shall order or direct AND UPON FURTHER TRUST to stand possessed of the said Trust monies so to be paid out and invested as aforesaid and the funds and securities in or upon which the same shall for the time being be invested and the interest, dividends and annual produce thereof as and when the same shall from time to time become payable and be received under and subject to such powers and to dispose of pay or apply the same to such person or persons and in such manner and at such time or times and for such purposes as the said Committee of Management for the time being or the majority in number of the Members for the time being of such Committee present at any meeting of the said Committee to be held pursuant to the then existing Rules and Regulations of the said society shall deem expedient AND by their Order in Writing made at such meeting require

PROVIDED ALWAYS that the purposes for which such trust monies shall be so paid and applied shall not be inconsistently with or repugnant to the original objects for which the said Society established or with the Rules and Regulations for the time being of the said Society AND as to all and singular other the property Effects and premises hereby assigned or expressed and intended so to be Upon trust from time to time during the continuance of the said Society to permit and suffer the same to be used occupied and enjoyed by the Members for the time being of the said Society in such or like manner or the goods Chattels Effects of like nature of and belonging to the said Society have heretofore been used and enjoyed by the Members of the same Society yet so nevertheless that such use and enjoyment thereof shall at

all times be subject to the control and direction of the said Committee of Management for the time being and the existing Rules and Regulations of the said Society for the time being relating to the same premises respectively

PROVIDED ALWAYS that in case the said Society shall be broken up or put an end to Then all and singular the goods chattels property effects monies and premises for the time being subject to the trusts of these presents shall become and be subject to the order direction and disposition of a General Meeting of the Members of the said Society for the time being and shall be disposed of so and in such manner as any such General Meeting shall by a resolution passed by the major part in number of the persons present thereat order and direct AND in default of any such order or direction or so far as any such shall not extend then such goods chattels property effects monies premises shall be subject to the order and disposition of the said Committee of Management for the time being and go and be applied or disposed of in such manner as the said Committee for the time being or the major part of number of Members of such Committee shall by writing under their respective hands order and direct and it is hereby mutually and reciprocally declared and agreed between and by the several persons parties to these presents That the several hereinbefore recited resolutions made and entered into at the said Special General Meeting of the said Society on the said 12th day of June last relating to the appointment of Trustees of the Society and for providing therein for the appointment of new Trustees from time to time and for their indemnity and for empowering such Trustees to give receipts and discharges for the trust monies to be received by them shall confer and be held taken and considered as conferring upon the said Philip Bliss, James Adey Ogle, Manuel John Johnson and Henry Wentworth Ackland and other the Trustees or Trustee for the time being of the said Society and of these presents the same powers authorities rights and remedies at law and in such equity and such provisions would could or might have conferred on them respectively in the same respectively were or had been herein repeated and set forth as or in the same way of separate and distinct clauses or provisions instead of being incorporated in these presents by reference

PROVIDED ALWAYS And it is hereby declared that the Trustees or Trustee for the time being acting in the execution of the trusts of these presents and each and every of them and the heirs executors and administrators of them and each and every of them shall be charged respectively only for such monies as they shall respectively actually receive by virtue of the trusts hereby in them reposed notwithstanding his or their or any of their giving or signing any receipt or receipts for the sake of conformity AND that anyone or more of them shall not be answerable for the acts receipts neglects or defaults of the other or others of them but each and every of them only for his and their own acts receipts neglects or defaults respectively AND that they and each and every of the shall not be answerable or accountable or banker or other person with whom or in whose hands any part of the money or other property for the time being (subject to the trusts of these presents) shall or may be left or deposited in the execution of the trusts of these presents nor for the deficiency or insufficiency of any Security in or upon which the monies subject to the trusts of these presents or any part thereof may be invested nor for any misfortune loss or damage which may by any means happen in the execution of the aforesaid trusts or in relation thereto except the same shall happen by or through their own wilful default

PROVIDED ALSO And it is hereby further agreed and declared that the Trustees or Trustee for the time being acting in execution of the Trusts of these presents shall not be obliged to see or enquire whether any person purporting to act in any Office in the said Society has been duly appointed or elected to or duly or regularly holds the Office in which he purports to act or whether any General Meeting of the Members of the said Society or any meeting of the Committee of Management for the time being was duly held or convened or that such Trustees or Trustee as aforesaid shall not be at any time accountable or liable by reason or on account of any irregularity in any such meeting appointment or election as aforesaid And that any person or persons for the time being acting or purporting to act in discharge of the duties in any office in the said Society shall for the purposes of these presents and so far as relates to the liability of such Trustees or Trustee as aforesaid be held to have been duly and regularly appointed or elected to and duly and regularly to hold such office

PROVIDED ALWAYS and its hereby further agreed and declared that the acknowledgement in writing of the person for the time being acting as the Treasurer or President of the said Society shall be an effectual discharge to the Trustees or Trustee for the time being acting in the execution of the Trusts of these presents and the heirs executors and administrators of them and each of them for any monies by him or them paid or applied pursuant to any such order or orders of the Committee of Management for the time being as hereinbefore in that behalf mentioned or for so much of such monies as in such acknowledgement shall be expressed to have been so paid or applied as aforesaid

IN WITNESS whereof the said parties to these present have hereunto set their hands and seals the day and year first before written:

Philip Bliss, James Adey Ogle, M.J. Johnson, Henry W. Acland

Names of persons executing this deed as parties thereto of the first part:

George Raymond Portel, Christ Church, President  
William Henry Hillman, Librarian  
Frederick Meyrick, Trinity, Treasurer  
Henry Temple, Brasenose  
Edward H. Knatchhile  
Robert G. Cecil, Secretary  
George William Latham, Brasenose  
Ralph Augustus Bruton, Christ Church  
Wiltshire Stanton Austin, Exeter  
George David Bogh, Exeter

John D.K. Ralph, Rus. College  
P. Cowley Bowles, Exeter  
R. Edmund Walters, Wadham  
Edward Sridger Lomer, Oriel  
Frederick Lygon, Christ Church  
Frederic Richard Johnstone, Exeter  
Charles Henry Pearson, Exeter  
John Fitzgerald, University College”



## OUS Supplemental Declaration of Trust

*Supplemental Declaration to the OUS Trust Deed  
4th March 1999*

“THIS SUPPLEMENTAL DECLARATION OF TRUST is made the 4th day of March, 1999 by

WHEREAS:-

- A. By a Declaration of Trust dated the 1st day of July 1847 and made by the Reverend Bliss DCL and others (hereinafter called the “1847 Deed”) various property was conveyed to the trustees named therein to be held by them and their successors subject to the trusts therein declared for the benefit of a members club called the Oxford Union Society (hereinafter called “the Society”)
- B. By diverse appointments the parties to this document have been appointed and are the present trustees under the 1847 Deed (hereinafter called as such “the Trustees”) and hold the property book and other assets of the Society in trust for the Society
- C. Under the 1847 Deed the Trustees are obliged to follow the instructions of the Committee of Management of the Society (now constituted as and known as the Standing Committee (and as such hereinafter called the same)
- D. The Society in general meetings as required by the 1847 Deed and the Standing Committee pursuant to its powers under the rules of the Society have directed the Trustees to declare these trusts to the effect that this document should replace the 1847 Deed as a re-declaration of the trusts applicable to the property of the Society

NOW THIS DEED WITNESSETH:-

- 1. In pursuance of the direction of Standing Committee and of the Society in general meeting the Trustees hereby declare that they hold the property books and other assets of the Society and subject to the rules and Constitution of the Society from time to time
- 2. For the avoidance of doubt it is hereby declared that the Trustees as trustees shall not be members of Standing Committee
- 3. The Trustees shall act upon the instruction of Standing Committee and in following such instruction shall occur no personal liability for their lawful acts to the end that the Society shall indemnify the Trustees from all liability following such instruction
- 4. Pursuant to the foregoing the Society shall effect suitable insurance cover for the protection of the Trustees
- 5. All property books and other assets requiring to be vested in Trust shall pursuant to this Deed be vested in the Trustees of the Society from time to time
- 6. Provided always that in the event the Society shall be dissolved the Trustees shall hold all the property books and other assets of the Society in trust to apply the same as directed by a general meeting of the Society”

# Oxford Literary Debating Union Trust - Trust Deed

21st July 1975

"THIS DEED is made the twenty first day of July one thousand nine hundred and seventy five BETWEEN JEREMY FREDERICK LEVER (hereinafter called 'The Founder' of the one part and THE RT. HON. MAURICE HAROLD MACMILLAN F.R.S. THE RT. HPN. THE LORD HAILSHAM OF ST. MARYLEBONE C.H. F.R.S. P.C. THE RT. HON. ROY HARRIS JENKINS M.P. ROBIN DAY AND THE RT. HON. THE LORD REDCLIFFE-MAUD G.C.B. C.B.E. (hereinafter called 'The Charitable Trustees' which expression shall where the context to admits include other the trustee or trustees for the time being hereof) of the other part

WHEREAS

(A) The Founder being desirous of constituting a charitable trust for the advancement of education amongst the members of the University of Oxford by the provision of debates and the maintenance of a Library and Reading room has paid to the Charitable Trustees the sum of one hundred pounds to be held by them upon the trusts and with and subject to the powers and provisions hereinafter declared and contained

(B) Further funds and property may from time to time be paid or transferred to the Charitable Trustees from the trusts thereof

NOW THIS DEED WITNESSETH and IT IS HEREBY DECLARED as follows:-

1.

The Trust hereby constituted shall be known as "Oxford Literary and Debating Union Charitable Trust" (hereinafter called 'the Charity')

2.

In this Deed the following expressions shall have the meanings hereinafter assigned to them:-

(1) 'the Trust Fund' means the said sum of one hundred Pounds and the investments and property from time to time representing the same and all other property or moneys for the time being held on the trusts of this Deed

(2) 'the Union' means the Oxford Union Society

(3) 'the Union Building' means such part or parts (up to the whole) of the buildings and lands at present occupied by the Union and situate at St. Michael's Street Oxford as may be conveyed or otherwise transferred to the Charitable Trustees upon the trusts of this Deed

3.

(1) The Trust Fund shall be held upon trust that the income thereof shall be paid or applied for or towards the advancement of education amongst the members of the University of Oxford by the provision of debates and in the maintenance of a library and reading-room and in particular but without prejudice to the generality of the foregoing by the provision of debates at and the maintenance of a library and reading-room in the Union buildings.

(2) The Charitable Trustees may if they shall think fit pay or apply any part or parts or the whole of the capital of the Trust Fund in any manner in which they are authorised to pay or apply the income thereof

4.

Without prejudice to the generality of any other power vested in them the Charitable Trustees shall have the following powers and in furtherance of the objects set out in Clause 3 hereof:-

(A) Power to engage on such terms as to salary wages pensions and otherwise as may be proper and to dismiss staff provided that such staff shall not include a Charitable Trustee

(B) Power to make vary and revoke such regulations as they think fit concerning the admission of members of the University to debates and to the said library and reading-room and to the organisation and maintenance of the same respectively and the making of reasonable charges for the provision of the said debates and the facilities of the said library and reading-room and generally for the management of the Charity

(C) Power to delegate all or any of the powers and duties of the Trustees in relation to the organisation of debates and the provision and administration of the said library and reading-room in particular power to delegate their said powers and duties to the Union PROVIDED ALWAYS that the Charitable Trustees shall not delegate their said powers and duties to the Union as foresaid unless the Union shall first have satisfied the Charitable Trustees that attendance at the said debates and the use and enjoyment of the said library and reading-room shall be open to all members of the University and PROVIDED FURTHER that it shall be a term of such delegation that the Union shall so often as the Charitable Trustees may require and in any event not less often than once in each year furnish the Charitable Trustees with a written report setting out the manner in which the Union has exercised such said delegated powers and performed such said delegated duties during the period since such delegation or since the last such report (as the case may be).

5.

Without prejudice to the generality of any other powers vested in them the Charitable Trustees shall have the following powers in relation to the Union Building

(A) Power to permit the same or some part or parts thereof to be occupied for any of the charitable educational purposes of the Charity for such period and on such terms as to rent (if any) as the Charitable Trustees shall think fit

(B) Power to repair decorate alter extend furnish or equip the same or any part or parts thereof as the Charitable Trustees shall think fit

(C) Power in relation to any part or parts thereof not for the time being required for the purposes of the Charity (with such contents as are by law required) to sell exchange lease or licence the use of the same for such price value rent of sum (as the case may be) as the Charitable Trustees shall deem to be the best reasonably obtainable in the open market

**6.**

The Charitable Trustees shall have power

- (A) to retain any investment or property from time to time comprised in the Trust Fund in its existing state so long as the Charitable Trustees think fit with power at any time or times at their direction to sell the same or any part thereof
- (B) to invest or lay out the net proceeds of any such sale or any other capital moneys comprised in the Trust Fund at their discretion in or upon any of the investments or property hereby authorised with power at the like discretion to vary or transpose any such investments or property for or into others of any nature hereby authorised
- (C) to accumulate any income not immediately required for the purposes of the Charity by investing the same and resulting income thereof in such manner as the Charitable Trustees think fit and so that any such accumulations may at any time be applied as if the same were income of the Trust Fund arising in the then current year

**7.**

The Charitable Trustees may from time to time for the purpose of carrying into effect the trusts declared by this Deed:-

- (A) Purchase take on lease accept by gift devise or bequest sell exchange lease or otherwise acquire dispose of or deal with interests in property of any kind whatsoever and wheresoever situate in such manner as the Charitable Trustees shall in their discretion think fit
- (B) Accept and hold gifts devises and bequests of money and property upon special trusts for charitable purposes within the limits of the purposes of the Charity as hereinbefore expressed
- (C) Borrow money on the security of the whole or any part of the Trust Fund and pay and apply the money on raised in any manner in which money forming part of the capital of the Trust Fund may be paid or applied

**8.**

The Charitable Trustees shall have the power

- (A) to advertise or otherwise appeal for contributions of money or other property for the purpose of the Charity in such manner as they think fit and to engage any person firm or corporation to organize and such appeal on such terms as to remuneration and otherwise as the Charitable Trustees consider proper
- (B) To engage any person or persons not being a Charitable Trustee to act as Secretary Treasurer or other officer of the Charity and to engage such other staff as the circumstances may require them in the administration of the Charity and to contract to pay to the Secretary Treasurer and other officer and staff such (if any) salary wages emoluments and pensions as the Charitable Trustees shall consider proper

**9.**

- (1) Any money available for investment may be invested or laid out in the purchase of or at interest upon the security of such stocks funds shares securities or other investments or property of whatsoever nature and wheresoever situate as the Charitable Trustees think fit whether or not the same may be authorised by law for the investment of trust money
- (2) Money may be left un-invested on deposit at a Bank on such terms in such amount and for such period as the Charitable Trustees may think fit
- (3) The Charitable Trustees may permit any investments to be held by any trust corporation or bank nominee company as nominee for the Charitable Trustees and may also permit any securities transferable by delivery to be held on the account of the Charitable Trustees by any Bank and the Charitable Trustees may make such arrangements as they think fit for the collection of the income of such investments or securities

**10.**

All costs and expenses incurred by the Charitable Trustees in the exercise of the trusts power and provisions herein declared and contained may be paid out of the income or the capital of the Trust Fund as the Charitable Trustees think fit

**11.**

- (1) The Charitable Trustees may from time to time by writing under their hands authorise any two or more of their number or any one or more of their number and the Secretary or other officer of the Charity to sign or endorse on their behalf any cheques bills negotiable instruments receipts or contracts and every such authority shall continue in force until some one or more of the Charitable Trustees shall by writing under their hands revoke the same and communicate such revocation to the person or persons holding the authority and every purchaser or other person dealing with the Charitable Trustees or any of them shall be entitled to assume such authority shall still be in force until such time as he or she shall have received express notice of the revocation thereof
- (2) The Charitable Trustees may from time to time authorise the whole or any part of the Trust Fund to be held by or vested in any two or more of their number

**12.**

- (1) The Charitable Trustees shall hold as many meetings as they think fit in each year
- (2) The Charitable Trustees may elected a Chairman of their meetings and determine the period for which he is to hold office but if no Chairman is elected or if at any meeting the Chairman is not present within five minutes for the time appointed for the holding of the same the Charitable Trustees present may choose one of their number to be the Chairman of the meeting

(3) Any resolution duly passed at a meeting of the Charitable Trustees to exercise any power or discretion hereby or by law vested in them shall be binding on all the Charitable Trustees including those who voted against such resolution or were not present at such meeting and the last-mentioned Charitable Trustees shall (if and so far as required) concur with the others of the Charitable Trustees in the exercise of the power or discretion so resolved upon

(4) The Charitable Trustees shall have power to make vary and revoke regulations governing the time place and method of calling and conducting the meetings of the Charitable Trustees and determining the quorum necessary for the transaction of business

(5) Unless and until otherwise determined by Charitable Trustees:-

(a) Two Charitable Trustees shall form a quorum and a meeting of Charitable Trustees at which a quorum is present shall be competent to exercise a majority all or any of the powers and discretions vested in the Charitable Trustees

(b) Any one of the Charitable Trustees may at any time convene a meeting of the Charitable Trustees

(c) Questions arising at any meeting shall be decided by a majority of votes and in case of an equality of votes the Chairman shall have a second or casting vote

(d) Notice of every meeting shall be delivered or sent by post to each of the Charitable Trustees (other than a Trustee for the time being not in the United Kingdom) so that the same is delivered seven clear days before the date of the meeting

(e) Every notice of a meeting shall state the place day and hour of the meeting and the business to be transacted thereat

**13. The Charitable Trustees shall:**

(A) Cause proper Minutes to be kept and entered in a book (hereafter called 'the Minute Book') provided for the purpose of all their resolutions and proceedings and any such Minutes of any such meeting of the Charitable Trustees purporting to be signed by the Chairman of such meeting or by the Chairman of the next succeeding meeting shall be conclusive evidence of the matters stated in such Minutes

(B) Cause full and punctual accounts to be kept of the Trust Fund and all income arising therefrom and all dealings therewith and all payment made thereout and at least one in each year causes to be prepared a statement of account and balance sheet for the preceding year

(C) Cause the said statement of accounts and balance sheet to be audited each year by a professional auditor appointed by the Charitable Trustees

**14.**

(1) A new Trustee of the Charity may be appointed by a resolution of the Charitable Trustees recorded in the Minute Book and signed by the new Trustee and such record shall be conclusive evidence of his appointment

(2) The Charitable Trustees shall be not less than three nor more than eight persons and in the event of their number falling below five such additional Trustee or Trustees shall forthwith be appointed as shall be necessary to make their number up to five but so that the Charitable Trustees may from time to time exercise all or any of the trusts powers and provisions herein declared and contained notwithstanding any vacancy or vacancies in their number

(3) Any of the Charitable Trustees who is absent from all meeting of the Charitable Trustees during a continuous period of twenty four months or who is adjudicated a bankrupt or who is incapacitated from acting shall thereupon cease to be a Trustee and if the continuing Charitable Trustees or any two of them shall sign a statement to the effect that a trustee has ceased to be a trustee by virtue of the provisions of this sub-clause and such statement be recorded in the Minute Book such record shall be conclusive evidence of his ceasing to be a trustee

(4) A Charitable Trustee may retire by writing under his hand and such retirement shall be recorded in the Minute Book and such record shall be conclusive evidence of his retirement

**15.**

(1) There shall be repaid to the Charitable Trustees their travelling expenses and other disbursements necessarily incurred by them in connection with the administration of the trusts hereof

(2) Any of the Charitable Trustees being a Solicitor or Chartered Accountant or Stockbroker or other person engaged in any profession or business shall be entitled to charge and be paid all proper professional and other charges for business transacted time spent and acts done by him or his firm in connection with the trusts hereof including acts which a trustee not being in any profession or business could have done personally

(3) Save as hereinbefore expressly provided the Trust Fund and the income thereof shall be applicable solely towards the objects of the Charity

**16.**

In the professed execution of the trusts and powers hereof no Charitable Trustee hereof shall be liable for a breach of trust arising from a mistake or omission made by him in good faith or for any other loss to or misapplication of the Trust Fund except in the case of his own conscious wrongdoing Provided Always that no trust or power shall be exercised in such manner that the capital or income of the Trust Fund or any part thereof shall be held paid or applied otherwise than for purposes which are exclusively charitable according to the law of England and Wales

**17.**

Any statement in writing signed by the Charitable Trustees or any two of them to the effect that any contract deed act thing or transaction signed executed done or entered into by the Charitable Trustees is signed executed done or entered into in accordance with and is

authorised the trusts powers and provisions herein declared and contained shall in favour of any purchaser or other person dealing with the Charitable Trustees be conclusive evidence of the fact

IN WITNESS whereof the parties hereto have hereunto set their hands and seals the day and year first before written

*Signed Sealed and Delivered by*

Jeremy Frederick Leaver  
The Rt Hon Maurice Harold Macmillan  
The Rt Hon The Lord Hailsham of St Marylebone  
The Rt Hon Roy Harris Jenkins  
Robin Day  
The Rt Hon The Lord Redcliffe-Maud

*in the presence of*

Terence Wilkinson  
Rosemary Annette  
M. Heyward  
Haydon Phillips  
Sara Richards  
Elizabeth Bowles"

ENDS