



# Cambridge Student Liberal Democrats

## CONSTITUTION

### 1. **NAME AND OBJECTS**

1. The society shall be called “Cambridge Student Liberal Democrats”, hereinafter referred to as the Society.
2. The objects of the Society shall be to:-
  1. Encourage interest and participation in the Liberal Democrats (hereinafter referred to as “the Party”) and politics in general among the student population of Cambridge.
  2. Campaign for the election of Liberal Democrats to positions of responsibility at all levels of government and other bodies representing Cambridge students.
  3. Promote the interests of students in the policy making of the Party.

### 2. **MEMBERSHIP**

1. Membership shall be granted at the discretion of the Committee, subject to the payment of a subscription set by the Committee.
2. Membership shall be granted for life.
3. Life Members of Cambridge University Liberal Club and Cambridge University Social Democrats are automatically members of the Society.
4. The Voting Members of the Society shall be:-
  1. All members in full-time education studying in Cambridge.
  2. All members under 26 resident in Cambridge.
  3. The Senior Treasurer.

4. The local Party representative appointed under article 5.1.4.
5. The Committee may restrict any benefit of membership to Voting Members only, or to Alumni Members, or to Voting and Alumni members.
6. The Committee may offer Honorary Life Membership to any member of the Party (not eligible for voting membership) who makes a valuable contribution to the Society. No subscription is payable by Honorary Life Members.

### 3. **PARTY AFFILIATION**

1. The Society shall affiliate to the Party's youth and student organization.

### 4. **OFFICERS**

1. The Officers of the Society shall be the Chair, Secretary, Senior Treasurer, Junior Treasurer, Campaigns Director, Events Officer, Press and Publicity Officer, Alumni Officer, Digital Media Officer and Membership Development Officer.
2. The Chair shall:-
  1. Take the Chair at all Committee and General Meetings.
  2. Plan the Society's programme of events, and ensure that all members are informed of approaching events.
  3. Set strategy for the Society in consultation with the Committee.
3. The Secretary shall:-
  1. Take minutes of all Committee and General Meetings, and circulate them to those eligible to attend the meeting as soon as possible after the meeting.
  2. Ensure that minutes are approved by the next meeting of the body concerned.
  3. Control and update the membership database.
4. The Senior Treasurer shall:-
  1. Fulfil all duties required by the University Societies Syndicate.
  2. Ensure that the Society's affairs are conducted in accordance with the Political Parties, Elections and Referendums Act 2000 and the University Statutes and Ordinances regarding University Societies.

3. Hear appeals against suspension or expulsion of a member, or a disputed election.
5. The Junior Treasurer shall:-
  1. Manage the Society's day-to-day financial affairs.
  2. Maintain the Society's financial records and prepare the annual accounts.
  3. Report regularly to the Committee on the Society's financial position.
6. The Campaigns Director shall:-
  1. Co-ordinate the Society's campaigns.
  2. Liaise with other Party bodies to ensure that the Party's campaigns reach Cambridge students.
7. The Events Officer shall:-
  1. Be responsible for all aspects of Society events except liaising with guest speakers.
  2. Encourage members of the Society to remain members of the Party.
8. The Press and Publicity Officer shall:-
  1. Secure favourable media coverage for the Society in Cambridge student media.
  2. Promote society events.
9. The Alumni Officer shall:-
  1. Encourage Alumni to attend Society events.
  2. Ensure that Alumni Members are kept informed about the Society's activities.
  3. Solicit financial contributions from Alumni.
10. The Membership Development Officer shall:-
  1. Encourage members to volunteer to assist the society.
  2. Coordinate the activities of volunteers.
11. The Digital Media Officer shall:-
  1. Maintain the Society's website.
  2. Shall be responsible for photography at Society events.

12. No member may hold more than one of the offices of Chair, Secretary, Junior Treasurer and Senior Treasurer. Other offices may be held in plurality.
13. All Officers should be Voting Members of the Society.

## 5. **THE COMMITTEE**

1. The Society's affairs shall be managed by a Committee, consisting of:-
  1. The Officers.
  2. The Officers-Elect, where they exist.
  3. All former Chairs, Treasurers or Secretaries who are Voting Members.
  4. A member of the local Party organisation chosen by the Executive Committee of that organization to represent its interests.
  5. Additional members co-opted by the committee.
2. Officers of the Society, except the Senior Treasurer, should attend all meetings of the Committee, or deliver apologies to the Chair in advance of the meeting including a reason for their absence. Officers who persistently fail to attend meetings may be removed from office according to a procedure set by Regulation.
3. All members of the Society may attend Committee meetings, unless the meeting votes by a two thirds majority to exclude them. A motion to move in camera shall state reasons, and if voting is not unanimous all votes shall be recorded in the minutes.
4. Committee meetings shall be called by the Chair as needed, or on the written requisition of any two other committee members, or the Senior Treasurer.
5. The Committee shall have the power to:-
  1. Co-opt any member of the Society to fill a casual vacancy in any position except that of Chair.
  2. Co-opt additional members of the committee as necessary: co-options to expire at the following General Meeting.
  3. Appoint any member of the Committee to fill a casual vacancy in the position of Chair.
  4. Approve the accounts before submission to the Senior Treasurer.

5. Appoint the Society's representative to any outside body on which the Society is represented.
6. Select the Society's candidates in any election in which the Society endorses candidates.
7. Make temporary policy by a two-thirds majority vote. Where voting is not unanimous, all votes on temporary policy shall be recorded in the minutes.  
Temporary policy shall not contradict policy set by a General Meeting.
6. The Committee may conduct business by telephone or electronic mail – procedure for this shall be set by Regulation.

## 6. **GENERAL MEETINGS**

1. The General Meeting shall be the sovereign policy-making body of the Society.
2. All members may attend General Meetings, but only Voting Members may vote.
3. Ordinary General Meetings shall be held once a year in the second half of the Lent Term.
4. Each Ordinary General Meeting shall:-
  1. Receive a report from each Society Officer (except the Senior Treasurer).
  2. Elect new Officers (except the Senior Treasurer) who shall sit on the Committee as Officers-Elect and take office after the local elections or earlier if the Office to which they are elected becomes vacant.
5. The dates of Ordinary General Meetings shall be agreed by the Committee and communicated to members at least ten days before the meeting.
6. Extraordinary General Meetings shall be called by the Committee as necessary or on the written requisition of fifteen Voting Members of the Society. The date of an Extraordinary General Meeting shall be communicated to members at least seven days before the meeting.
7. General Meetings may only be held in Cambridge University Full Term.
8. General Meetings shall have the power to:-
  1. Set Society policy on any issue whatsoever. Society policy shall lapse after two years if not renewed.

2. Dismiss any Officer on a vote of censure carried by a two thirds majority.

## **7. HONORARY OFFICERS**

1. The Society shall have a President and up to four Vice-Presidents.
2. Honorary Officers shall be appointed by motion of the General Meeting, on the nomination of the Committee.
3. Honorary Officers may be dismissed by motion of the General Meeting, carried by a two thirds majority.
4. Honorary Officers shall be members of the Party.

## **8. LIABILITY OF OFFICERS**

1. The Society may not authorize spending for which funds are not already available.
2. The Chair and Junior Treasurer are responsible for ensuring compliance with this article, and may veto any Committee proposal which would violate it.
3. The Chair and Junior Treasurer shall be liable for any Society debts resulting from a breach of this rule.
4. The Senior Treasurer shall under no circumstances be liable for Society debts except for:-
  1. Debts resulting from spending authorized by them in writing.
  2. Debts resulting from negligence in their duties as Senior Treasurer.

## **9. REGULATIONS**

1. The Society's regulations shall be binding as if they formed part of this Constitution, in so far as they do not contradict the Constitution.
2. Regulations relating to the conduct of General Meetings (including election regulations) may only be made by resolution of the General Meeting, and shall take effect at the end of that Meeting.
3. Regulations on other matters may be made by resolution of the Committee or by the General Meeting.
4. Election regulations shall provide for:-
  1. A secret ballot.

2. The use of AV for elections to a single post, and STV for elections to multiple positions.
3. The appointment of an independent Returning Officer.

## 10. **DISSOLUTION**

1. The Society may be dissolved at a General Meeting provided that at least twenty-one days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective.
2. Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Society's Syndicate.

## 11. **ELECTION REGULATIONS**

1. The Committee shall appoint a Returning Officer, who shall not be a candidate in the elections, at least seven days before each Ordinary General Meeting. The Returning Officer shall be either a former Officer of the Society or a current Officer not seeking re-election.
2. Nominations may be made in writing (or by e-mail) to the Returning Officer at least twenty-four hours before the meeting, or orally at the meeting.
3. Written nominations may be accompanied by a manifesto of up to 200 words for any position other than Chair-Elect, or one side of typeset A4 in the case of candidates for Chair-Elect. Manifestos shall be duplicated by the Returning Officer and distributed to all members at the meeting.
4. All candidates present at the meeting shall be allowed equal time to speak. The time allocation is at the discretion of the Returning Officer.
5. Voting shall be by secret ballot. Votes shall be counted by the Returning Officer and the results declared immediately.
6. Candidates may not campaign in a manner likely to draw the elections to the attention of large numbers of non-members of the society.

7. Any candidate wishing to appeal to the Senior Treasurer shall inform the Returning Officer of their intention to appeal within forty-eight hours of the declaration of the result.

Last updated 09/11/2014