

Constitution of the Cambridge Universities Labour Club as amended on 7th March 2007 (originally passed on 19th January 2005; amended 29th December 2005).

1. Name

The name of the society shall be “Cambridge Universities Labour Club” (CULC), hereafter referred to as ‘the Club’.

2. Aims

- a) To secure support for the Labour Party in Cambridge.
- b) To liaise with Constituency Labour parties and Young Labour.
- c) To propagate the values of Clause 4 of the Labour Party’s constitution, to the effect that we are a ‘democratic socialist party’ that ‘believes that by the strength of our common endeavour we achieve more than we achieve alone...’
- d) To advise the Labour Party NEC on Labour student organisation, educational matters and student opinion on other matters of concern to the Labour Party.

3. Membership

- a) Membership of the Club shall be open to all members of the University of Cambridge, Anglia Ruskin University and other University affiliates who are in general agreement with our ‘aims’.
- b) There shall be a fee for annual and life membership which shall be determined by the Executive Committee from time to time (see Section 6a).
- c) At an Annual General Meeting, Club members may elect someone who has never attended the Club to honorary life membership by a two thirds majority.
- d) The Junior Treasurer shall keep an up-to-date record of all paid-up members. This shall be subject to inspection by any member of the Club. He must present the list for inspection at each General Meeting fully compiled to the best of his abilities. It shall be accepted by the signatures of the Chair and Secretary.
- e) The Executive Committee may expel any member whose conduct seems likely to bring the Club into disrepute. Such expulsion shall be subject to confirmation at the next General Meeting of the Club.

4. General Meetings

- a) The Club shall hold an Annual General Meeting (AGM) in Cambridge during the Lent Full Term at which the Club's accounts for the preceding year shall be approved and the annual and termly officers of the Club shall be elected. All paid-up members shall be entitled to attend and vote.
- b) Ordinary General Meetings (GMs) shall be held in Cambridge at least once every full term. They shall be called by the Executive Committee of the Club or by a petition which shall be presented in writing to the Secretary and shall be signed by no less than 10% of the paid-up membership. At least seven days notice shall be given for a GM and the business shall be clearly stated.
- c) General Meetings should not be called to clash with lectures, seminars, labs or student union meetings.
- d) Notice of all GMs should be publicised in writing to all Club members and general college publicity produced at least four days prior to the meeting.
- e) Minutes of all GMs should be taken and kept by the Secretary. These must be available to scrutiny by any paid-up member of the Club. The minutes must be written up by the next GM and approved by the members present.
- f) All club policy shall be determined at a GM of the Club.
- g) Policy shall lapse three years after the end of the academic year at which the policy was determined. To re-adopt policy requires the assent of a GM of the Club.
- h) A meeting may be deemed to have General Meeting powers by the Executive Committee without it being treated with the procedure of a normal GM. These powers may only extend to policy which may be passed at such a meeting. There shall be no other procedures as outlined in points 4a), 4b) and 4d). Any policies passed at such a meeting must be ratified at a normal GM. Such meetings shall be termed 'Policy Forums' and must be advertised as such. Section 10f) 'Policy Forums' explains their function and procedure.

5. Officers

- a) (i) There shall be the annual posts of Chair, Deputy Chair, Secretary, Junior Treasurer and Women's Officer, elected at the AGM.
- (ii) There shall be the following termly posts, elected once a term at the AGM and GMs:

Campaigns Officer
 Constituency Labour Party Liaison Officer
 Equal Opportunities Officer
 Newsletter/Publicity Officer
 Membership Development Officer

(iii) There shall be a further non-elected post of Information, Communication and Technology (ICT) Officer, who shall be appointed by the Chair and serve as long as the Chair shall decide.

(iv) There shall be a further post of Senior Treasurer, who shall be a resident member of the Senate or other person approved by the Junior Proctor. The Senior Treasurer shall be appointed by the Executive Committee and serve as long as the Executive shall decide.

(v) The annual officers, together with the termly officers and ICT Officer shall form the Executive Committee of the Club. The Senior Treasurer may also attend Executive meetings as ex officio.

(vi) The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.

b) All officers of the Club must be members of CULC and individual members of the Labour Party.

c) (i) The minimal duties of each officer are as follows:

Chair: To chair each meeting (see Section 10 - The Chair) of the Club and of the Executive Committee. To represent the Club to the media and University without denigrating it or bringing it into disrepute. To ensure that democratic and constitutional procedure is followed. To organise one GM per term and at least two non-GM meetings. To ensure that CULC policy is adequately represented in bodies such as Labour Students, the National Union of Students and Cambridge University Student Union including sending delegates to the relevant conferences. To delegate duties to the Executive Committee and specifically to the Deputy Chair as necessary.

Deputy Chair: To deputise for the Chair as required; other responsibilities as designated by the Chair. To organise one dining event per term, of which they are responsible for the accounts.

Secretary: To take minutes for each GM. To take the names of those who wish to be recorded as attending. To fulfil Section 4e). To be responsible for contacting speakers to visit the Club, as agreed by the Executive Committee. To be responsible for maintaining a list of speakers contacted, their contact details, and their response to Club communications. To be responsible for writing to thank

speakers for their attendance at Club events. To be responsible for maintaining an up-to-date portfolio of CULC policy.

Junior Treasurer: To keep accurate accounts and present them as in section 6b).

Senior Treasurer: To arrange for the Club's accounts to be properly audited once a year, either by himself/herself, or by some other person approved under University Ordinances, and to report the audit to the Junior Proctor.

Women's Officer: To represent women's issues and encourage female participation in the Club. To work with the Secretary to attract women speakers to the Club.

Newsletter/Publicity Officer: To edit and produce the Club's termly Newsletter, "Red Letter". To oversee the production of posters and publicity materials. To ensure publicity materials are distributed and displayed to the widest possible audience. To arrange the production of materials and distribution of flyers to publicise the Club's events. To work with the Membership Development Officer to ensure that the Club has a presence in the colleges.

Constituency Labour Party Liaison Officer: To liaise with Cambridge Labour Party. To attend CLP meetings as appropriate. To sit on the CLP Executive Committee and vote on behalf of the Club. To be accountable for their vote and actions to the membership at GMs. To work with the local MP and party organiser to ensure that Club activities complement those of the local party.

Membership Development Officer: To maintain links with CULC representatives in colleges (College Secretaries). With the Newsletter/Publicity Officer, to ensure that the Club has adequate representation/presence throughout the colleges. To maintain the list of College Secretaries, and to actively recruit new Secretaries. To maintain and update the membership list. To actively recruit new members to the Club. To encourage lapsed members to rejoin the Club.

Campaigns Officer: To co-ordinate CULC policy, in association with representatives from the national Labour Party and Labour Students, and facilitate the democratic formation of policy in the Club. To be responsible for running CULC campaigns on issues passed at meetings.

Equal Opportunities Officer: To represent groups who may face discrimination, such as students with disabilities, black and ethnic minority students, LGBT students or anyone who self-defines as a member of a group which faces disadvantage. To offer support to Club members from these groups. To seek to raise the profile of the Club to groups and individuals who may face discrimination. To pursue campaigns relevant to these groups. In conjunction with the Membership Development Officer, to seek to recruit from these groups and ensure proportional representation and equality of opportunity within the

Club.

ICT Officer: To maintain the Club website and to regularly update the content. To maintain the Club email distribution list. To promptly add and remove members from the list as necessary.

(ii) Officers must also fulfil other sections of the constitution that apply to them. All these obligations must be fulfilled to the best of the individual officer's ability. At each GM they shall present a report to the members present.

d) (i) The CULC officers shall be elected at a GM of the Club. The annual posts shall be elected before termly posts. Ballot papers shall take the following order of preference: Chair, Deputy Chair, Women's Officer, Secretary, Junior Treasurer.

e) (ii) The termly posts shall be elected following the annual posts. Ballot papers shall take the following order of preference: Campaigns Officer, Newsletter/Publicity Officer, Constituency Labour Party Liaison Officer, Membership Development Officer, Equal Opportunities Officer.

(iii) Nominations for all candidates must be submitted at least three days before the meeting at which the election is to take place.

(iv) Nominations for the posts in e) (iii) must be submitted in writing to the Secretary, including the names of a proposer and seconder who must both be paid-up members of the Club. If no nominations have been received by the deadline in (iii) then nominations shall be accepted from the floor at the meeting where the election is taking place.

f) A null candidate RON shall be stood in every election of officers.

g) Hustings: Each candidate for an annual post is granted a three minute speech. Each candidate for a termly post is granted a one minute speech. After each speech three questions may be taken from the floor to candidates for an annual post. Only two may be given to candidates for a termly post.

h) A vote shall take place following hustings. The electoral system is that of the Single Transferable Vote, the procedure of which is cited in the University Ordinances.

i) Motions of censure, removal of responsibilities and no confidence in an Executive member shall require a two thirds majority at a meeting, written notice of one week and notice given as for a GM.

j) Elections shall be held at the beginning of each meeting. An Election Committee of two CULC members shall be elected at the beginning of each

meeting by a simple show of hands. The Election Committee shall be responsible for the distribution and collection of ballot papers. Following elections, the Election Committee shall retire to count the votes. Results of elections shall be announced the same evening of elections. In the event of dispute, the Chair shall have discretion to call for re-elections or rule the election as valid.

6. Finance

- a) To join CULC a person shall pay either an annual or a life subscription. Payment of an annual subscription shall entitle him/her to membership for that academic year whilst payment of a life subscription shall entitle him/her to membership for that academic year and the rest of their life as long as they satisfy the conditions given in section 3a).
- b) An audited statement of the accounts shall be presented by the Junior Treasurer to the AGM.
- c) For so long as the Club shall be registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements of registration as a University Society.

7. Affiliations

- a) The Club shall affiliate to the Labour Party.
- b) The Club shall affiliate to the Cambridge CLP.
- c) The Club shall affiliate to any campaigning body formed by a motion at a CULC GM.

8. Labour Party Membership

- a) For the purposes of these rules a person shall not be deemed to be an individual of the Labour Party unless he/she possesses a valid membership card or provisional membership card issued by the constituency party of which he/she is a member, or can produce proof that he/she has applied for either.

9. Amendments to the Constitution

- a) This constitution may only be amended at General Meetings of the Club, and motions for amendment shall require a two-thirds majority to pass.

10. Standing Orders for General Meetings

a) General

i) A GM shall be convened at least once a term. Responsibility for convening GMs shall lie with the Executive Committee.

b) Motions

i) A member may submit up to five ordinary motions to be received as a single copy at three days' notice. All motions require a proposer and a seconder who must be paid-up members of the Club.

ii) The membership of the Club will be informed by the Executive Committee as to the subject matter of every motion to be discussed at a GM.

iii) Emergency motions submitted at the beginning of a GM may be discussed with the assent of a simple majority of those present.

iv) Motions shall be ruled out of order by the Chair if they contain more than 500 words, not including constitutional amendments.

v) The Chair shall prioritise motions according to the order in which they are received. This order may be amended at the beginning of the meeting.

vi) Amendments to ordinary motions may be submitted by any member at any time before or during a GM. Amendments of more than 300 words, not including constitutional amendments shall be ruled out of order by the Chair.

c) Procedure

i) An order paper shall be drawn up and circulated by the Secretary or otherwise made available to all present at the GM.

ii) The order paper shall allocated time for ordinary motions and emergency motions, Executive Committee reports, guest speakers, acceptance of minutes of the last GM and matters arising, challenge to the order paper and statements from the floor.

iii) The order paper shall indicate the time available for discussion of each motion. This shall normally be 20 minutes per motion. Time available may be extended either by a simple majority or the Chair's discretion.

iv) Objections to procedure shall take the form of one speech in favour and one speech against. The matter shall be resolved by a simple majority.

v) If an amendment which has not been accepted by the proposer of the motion is passed then the proposer of that amendment shall be deemed the proposer of

the motion.

vi) Points of order may be raised to ask for a Chair's ruling or interpretation, to ask for a ballot or to ask a procedural question of the Chair. Points of order have precedence over all other business, but may not be raised during a speech.

vii) Procedural motions have preference over all other business except points of order.

viii) Procedural motions shall take the following order of priority: no confidence in the Chair, that a standing order be suspended for a specified length of time, that a vote be by secret ballot, that the meeting be adjourned or closed, that the question as specified be put now, that the question should not be put, that the question be adjourned, that the question be remitted to the Executive Committee, that the question be voted on in parts, or that non-members be excluded from the meeting.

ix) Procedural motions shall require a simple majority.

x) Any person wishing to make a statement from the floor shall request permission from the Chair at an appropriate point on the order paper and may proceed at the Chair's discretion.

xi) For any motion at least one speech must be heard in favour and at least one against. The Chair shall prioritise as he/she sees fit.

xii) Non-members visiting a GM shall be granted the same rights as paid-up members, except for voting rights.

xiii) All elections shall contain a RON option on ballot papers.

d) The Chair

i) The Chair shall be taken at all meetings by the Chair of CULC, or by any member of the Executive Committee approved of by a vote of that Executive.

ii) If a motion of no confidence in the Chair is passed, that person shall not resume the chair for the rest of the meeting.

iii) The Chair takes responsibility for the order of the meeting; that remarks are relevant to the question under debate, and that no defamatory remarks concerning another member of CULC or any other person present are made. On the basis of those points he has the right to exclude individuals from meetings.

e) The Executive Committee

i) Questions may be put to any member of the Executive Committee following their report, without prior notice.

ii) Questions may be put to the Executive Committee as a whole and shall be answered by the Chair or by any member of the Executive. Such questions shall be put after reports have been heard.

f) Policy Forums

i) Meetings outside of GMs which are deemed to be a 'Policy Forum' by the Executive Committee have the same ability as GMs to pass motions. Other aspects of GM procedure, except for the order of debating and voting upon a motion, shall not apply.

ii) A Policy Forum must be advertised as such in order to qualify for the status of a GM when passing motions.

iii) All Policy Forum motions as passed must be passed again at the next GM in order to become CULC policy. Policy Forum motions are debated as ordinary motions with their proposer and seconder presenting the motion as in a GM.