

SIDNEY SUSSEX COLLEGE STUDENTS' UNION

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Standing Orders

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Contents

Part 1

Elections

SO I	Election of Offices
SO II	Candidature
SO III	Electoral Procedures
SO IV	Electoral Procedure for Representational Officers
SO V	Electoral Procedure for MCR Posts
SO VI	Electoral Procedure for junior members of College Council and Governing Body

Part 2

SSCSU Executive Officers

SO VII	The Chair
SO VIII	The Vice-Chair
SO IX	The Senior Treasurer
SO X	The SSCSU/JCR President
SO XI	The Vice President
SO XII	The Junior Treasurer
SO XIII	The MCR President
SO XIV	The MCR Treasurer
SO XV	The Social Welfare Officer
SO XVI	The Academic Welfare Officer
SO XVII	The External Officer
SO XVIII	The Green Officer
SO XIX	The Facilities and Sponsorship Officer
SO XX	The Communications Officer
SO XXI	The Bar Secretary
SO XXII	The Entertainments Officer
SO XXIII	The Student Admissions Officer

Part 2a

SSCSU Representational Officers

SO XXIV	Representational Officers
SO XXV	The SSCSU LGBT Officer

Part 2b

Other SSCSU Officers

SO XXVI	Junior Members of Governing Body and College Council
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Part 2c

JCR Officers

SO XXVII	Appointed (co-opted) JCR Officers
SO XXVIII	The JCR Women's Officer
SO XXIV	The JCR Computer Officer
SO XXX	The JCR Yearbook Editor

SO XXXI The JCR International Officer

Part 2d

MCR Officers

SO XXXII Appointed (co-opted) MCR Officers
SO XXXIII The MCR External Officer
SO XXXIV The MCR Green Officer
SO XXXV The MCR Computer Officer
SO XXXVI The MCR Welfare and Women's Officer
SO XXXVII The MCR Film Officer
SO XXXVIII The MCR Social Secretaries (2 positions)

Part 2e

Other SSCSU Officers

SO XXXIX SSSCU Officers affiliated to the Executive Committee
SO XL The Bar Finance Manager
SO XLI The Bar Staff Manager
SO XLII The Entertainment Representatives (4 positions)
SO XLIII The El Sid Editor
SO XLIV The Gym Officer (co-opted post)

Part 3

SSCSU Committees/Funds

SO XLV The Executive Committee
SO XLVI The JCR Committee
SO XLVII The MCR Committee
SO XLVIII The Kitchen Committee
SO XLIX Affiliated Clubs and Societies
SO L The Establishment Committee
SO LI Finance Committee
SO LII Entertainments Committee
SO LIII Rents Working Party
SO LIV SidNews
SO LV Donations Fund
SO LVI Joint South African Bursary Committee
SO LVII The Gym Fund
SO LVIII The Sports Project Fund
SO LIX The Contingency Fund
SO LX Affiliations to Organisations
SO LXI The Ents Fund

Part 4

Open Meetings

SO LXII Procedures for Open Meetings

Part 5

Policy

SO LXIII SSSCU Policy

Part 1 - Elections

STANDING ORDER I ELECTION OF OFFICERS

1. Standing Order I does not apply to the election MCR officers, the junior members of College Council and Governing Body or the co-opted JCR and MCR officers found in Parts 2c and 2d of the Standing Orders. All elections shall be conducted by either the system of Alternative Transferable Vote when one post is being contested or the system of Single Transferable Vote with quota when a number of posts are being contested. All elections shall be contested within the relevant rules laid down by NUS.
2. A senior member of the College Council shall act as Returning Officer in any SSCSU election, with the SSCSU/JCR President acting as Deputy Returning Officer (except for the election of MCR posts, see SO V, and for the election of Representational posts where clauses 7 and 8 of Standing Order IV apply). For the election of the President and for the election of posts where there is no President, the Vice President shall act as Deputy Returning Officer (DRO). If there is no President or Vice President, in the event of an election the External Officer shall be DRO.
3. The secret ballot held in the election of SSCSU/JCR President shall require that at least 50% of undergraduates eligible to vote do so for the election to be valid, whilst also encouraging as many graduates as possible to vote.
4. If any office should fall vacant more than 3 weeks (of full term) before an election would normally be due, it shall be filled in accordance with the stated procedure as soon as possible.
5. Emergency elections to fill any interim vacancy shall always be held within 3 weeks (of full term) of the vacancy occurring. If no one is elected to fill the post(s) concerned at that election, or that election proves invalid for any reason, then elections shall be held every week during Full Term thereafter until the post is filled constitutionally.
6. The Vice President shall fill any interim SSCSU vacancy until the post concerned is again filled, with the exception of Representational Officers, the Bar Secretary, Bar Staff Manager, and Bar Finance Manager, for which the SSCSU Executive Committee shall appoint a suitable replacement. In the event of the post of SSCSU President falling vacant, the Vice President shall act as DRO for the subsequent by-election. If there is no Vice President, the External Officer shall fill the interim vacancy until the post is again filled.
7. All Officers shall, unless specified otherwise below, hold office until they resign, are removed from office, cease to be a Full Member, or until the beginning of their successor's term of office, whichever be the sooner.

STANDING ORDER II CANDIDATURE

1. Candidature is subject to the provisions contained in Part 2 of these Standing Orders relating to individual officers.
2. Candidates for election to all posts listed in Standing Orders IX through to XLIV, except the Junior Members of College Council, must be Full Members of SSCSU.
3. All candidates must be proposed and seconded by two other Full Members.
4. Candidates must confirm their nomination to the Deputy Returning Officer in person.
5. No candidate may nominate or second another candidate in a single election for the same post at the same time, nor may any person nominate or second more than one candidate.
6. No incumbent Executive Officer may propose or second a candidate in any SSCSU election.
7. The provisions of this Standing Order do not apply to the elections of junior members of College Council which are governed by the provisions of Standing Order VI.

STANDING ORDER III ELECTORAL PROCEDURES FOR SSCSU OFFICERS

1. The Deputy Returning Officer (DRO) shall be responsible for the posting of notices in the TV Room, outside the JCR, outside the Library in Garden Court and in the MCR (hereafter described as "the SSCSU notice boards"), announcing any ballot 7 days before the election. Emails announcing the ballot should also be sent at this time to students@sid.cam.ac.uk and grads@sid.cam.ac.uk (hereafter described as "the SSCSU lists").
2. Nominations shall be open for 3 days after the posting of the notices mentioned in point 1 above.
3. Within 24 hours of the close of nominations, the DRO shall put up a notice on the SSCSU notice boards listing the candidates in the forthcoming election.
4. A candidate for office may produce four identical manifestos of which one is to be placed on each of the SSCSU notice boards. Such a manifesto must not be bigger than A4, must contain the candidate's signature and may contain a photo of the candidate's head only. It may be typed, word-processed or hand-written, but must not contain any graphics or drawings. It may only contain information relevant to the post; in particular it must make no references direct or indirect to the other candidates, and must not be offensive. This manifesto must be signed by the candidate and countersigned by the DRO.
5. The DRO will send a letter to the candidates explaining the rules concerning the manifesto laid out in SO III clause 4. This letter shall also include the rules concerning hustings.
6. The manifesto must be handed to the DRO after the close of nominations. Provided it follows the rules mentioned in SO III clause 4, the DRO will countersign the manifesto and place it on each of the noticeboards.
7. A candidate for office must not engage in any other documentary self-publicity apart from the manifesto, the rules for which are set out in SOIII clause 4.

8. It shall be the duty of the DRO to check if a candidate in an SSCSU election has the same first and surname as another member of college. If s/he does the President shall print the candidate's address on the ballot paper.
9. It is the responsibility of the DRO to inform the voter of the candidates standing (including RON) and the STV system of voting.
10. The ballot-box, in all SSCSU elections (with the exceptions outlined in SO IV), shall remain open for at least 4 hours between 8 a.m. and 9 p.m., including at least half an hour before 9 a.m., the hour 12:30 p.m. - 1:30 p.m., and the hour 5:00 p.m. - 6:00 p.m. The Executive Committee shall fix the exact timing of voting hours.
11. The ballot-box (with the exceptions outlined in SO IV) shall be supervised by at least one duty-officer who is a member of the Executive Committee, who is not a candidate in any election held on that day. Such a duty-officer shall not say, distribute, display or do anything prejudicial or beneficial to the interests of any of the candidates whilst on duty.
12. The Vice President shall be responsible for the organisation of a rota of duty-officers for all elections.
13. If, in any election, a candidate has already been elected, in the same ballot, to another post that renders unconstitutional his/her election in a subsequent election then his/her votes shall be transferred in the normal way at the start of the counting procedure.
14. The DRO shall be responsible for making the arrangements necessary for the holding of any College ballot or ballots called by the Cambridge University Students Union, the National Union of Students, the Council of Senate, or any other authorised body.
15. The DRO shall be responsible as Returning Officer in external elections called by CUSU or NUS.
16. The provisions of this Standing Order do not apply to the elections of junior members of College Council, which are governed by the provisions of Standing Order V, the elections of SSCSU MCR officers, which are governed by Standing Order V, or the election of JCR officers, governed by Standing Order XXVII or MCR officers, governed by Standing Order XXXII.

STANDING ORDER IV

ELECTORAL PROCEDURE FOR SSCSU REPRESENTATIONAL OFFICERS

1. Representational Officers shall be responsible for representing a group of students as defined for each officer in Part 2a of these Standing Orders.
2. The election of Representational Officers shall be subject to the provisions of Standing Order I. For the purposes of Clause 6 of SO I, 'suitable replacement' implies that the replacement shall be a member of the group to be represented.
3. Candidature is subject to Standing Order II, with the additional provision that any candidate belongs to the group to be represented.
4. Electoral Procedure is subject to Standing Order III, with the possible exception of Clauses 10 and 11 (see Clause 6 of this Standing Order).
5. In accordance with Chapter VII, Clause 4 of the SSCSU Constitution, only those Full Members of SSCSU in the group to be represented may vote in the election of each Representational Officer.
6. The following two clauses shall apply optionally where privacy is a concern as determined by the Standing Orders of each Representational Officer. Where these clauses apply, Standing Order III, Clauses 10 and 11 shall not apply.
7. The incumbent of a Representational Office shall act as Vice Deputy Returning Officer (VDRO) in an election to fill that Office. If the incumbent is also a candidate, a suitable replacement shall

be appointed by the SSCSU Executive Committee. Any such replacement shall be made plain on election publicity by the DRO.

8. In addition to an ordinary ballot box, there shall be a separate ballot box for the election of each Representational Office. The VDRO exclusively shall supervise this ballot box. The register of voters will be seen only by the VDRO and the VDRO shall at no time disclose the contents of the register. The VDRO shall make every reasonable effort to ensure that the ballot box is located so that no-one other than the VDRO may know which students choose to vote. The ballot box shall be open for at least two hours at times to be determined by the SSCSU Executive Committee.

STANDING ORDER V

ELECTORAL PROCEDURE FOR MCR POSTS OF SSCSU

1. The MCR elections shall follow the rules of this Standing Order. For the purposes of this Standing Order, elections of the graduate junior member of College Council and Governing Body are not MCR elections. Any other references to electoral procedures in the Constitution or Standing Orders do not apply, unless otherwise stated.

2. A senior member of the College Council shall act as Returning Officer in any MCR election, with the MCR President acting as Deputy Returning Officer (DRO). Should the MCR president be a candidate for any post being contested, or the post of MCR president fall vacant, then the SSCSU president shall act as DRO.

3. The DRO shall be responsible for the posting of notices on the SSCSU notice boards, and on the MCR noticeboard in the pigeonhole room publicising any ballot seven days before the election. He/she shall also publicise any ballot via the MCR emailing list (grads@sid.cam.ac.uk) seven days before the election.

4. Nominations shall be open for three days after the posting of the notices in clause 3 (above).

5. Within 24 hours of the close of nominations, the DRO shall put up a notice of the list of candidates on the MCR noticeboard in the pigeonhole room, in the TV Room, outside the JCR, outside the library, and in the MCR.

6. A candidate for office may produce five identical manifestos of which one is to be placed on each of the SSCSU notice boards and one on the MCR noticeboard in the pigeonhole room. Such a manifesto must not be bigger than A4, must contain the candidate's signature and may contain a photo of the candidate's head only. It may be typed, word-processed or hand-written, but must not contain any graphics or drawings. It may only contain information relevant to the post, in particular it must make no references direct or indirect to the other candidates, and must not be offensive. This manifesto must be signed by the candidate and countersigned by the DRO.

An identical copy of this manifesto may be submitted to the DRO on computer disc or via e-mail, to be e-mailed to the MCR list by the DRO and not the candidates themselves. The DRO will check such documents for accuracy before forwarding. No other form of self publication is permitted.

7. If any candidate in an MCR election wishes there to be hustings, then the DRO shall arrange them. Requests for hustings must be made to the DRO before the close of nominations.

8. The DRO will display such manifestos as he/she receives on the SSCSU notice boards and on the MCR noticeboard in the pigeonhole room. One manifesto per candidate may be displayed in each location

9. Candidates for office must not engage in any other form of documentary self-publicity.

10. It shall be the duty of the DRO to check if a candidate in an MCR election has the same first name and surname as another member of College. If s/he does, the DRO shall print the candidate's address on the ballot paper.

11. The ballot box shall remain in the Porter's Lodge for three days so that voting may take place at any time when the Porter's Lodge is open. A list of graduates and affiliated students (eligible to vote) shall be provided which voters shall sign before voting.

12. It shall be possible for eligible members to vote by proxy in the MCR elections providing that this is done directly through the DRO and not via a third party. This may be done in writing or by e-mail. The source or address of the cast vote must be clearly identifiable as belonging to the person casting the vote. It is the responsibility of the DRO to inform the voter of the candidates standing (including RON) and the STV system of voting.

13. In the event of the MCR President/Treasurer posts falling vacant, the MCR Treasurer/President shall fill the interim vacancy. If both fall vacant at the same time, the Vice President shall fill the interim vacancies until the posts are filled.

STANDING ORDER VI ELECTORAL PROCEDURE FOR JUNIOR MEMBERS OF COLLEGE COUNCIL AND GOVERNING BODY

1. Two undergraduates and one graduate shall be elected to sit on College Council and Governing Body in

accordance with the procedures specified in the College Statutes and Ordinances. These procedures overrule any specified in the SSCSU Constitution or Standing Orders.

2. The MCR President is expected to act as the graduate junior member of College Council and Governing Body if no other eligible junior members are nominated for election to this post. The current MCR President will automatically be nominated as a candidate in an election or by-election to this post, except where otherwise required by clauses 3 or 4.

3. If an election or by-election for the post of MCR President has been held prior to nominations closing in the election of the graduate junior member, the newly elected MCR President (regardless of his or her term of office) will be automatically nominated.

4. If elections or by-elections are to be held for the posts of MCR President and graduate junior member, and nominations for the latter close before the results of the former are available, the office of MCR President shall be the candidate. In the event that this candidate is elected the graduate junior member, the successful candidate in the election for MCR President will be the graduate junior member of College Council and Governing Body.

5. The MCR President is expected not to withdraw their candidature if there are no other candidates. If the election is contested, the MCR President may decide freely whether to withdraw or remain in the election.

Part 2 - SSCSU Officers

STANDING ORDER VII

THE CHAIR

1. The Chair shall be appointed by the Executive Committee (hereinafter described as Exec) from amongst the Master, Fellows and Research Fellows of the College. He/she shall become an Honorary Member of SSCSU during his/her term of office.
2. The term of office shall be six Full Terms.
3. Appointments by Exec shall be made every second year in the Easter Full Term.
4. The term of office shall start at the beginning of the Michaelmas Full Term following the appointment.
5. The duties of the Chair shall be:
 - (a) To supervise Open Meetings of SSCSU
 - (b) To act as teller at Open Meetings
6. If the office of Chair falls vacant during the normal term of office, then the Vice-Chair shall take over until an emergency appointment is made. The period between such an emergency appointment and the next normal appointment shall not count towards the 6 Full Terms' period of office of the newly appointed Chair, the next normal appointment being cancelled and the 6-Full-Term period starting from the beginning of the Michaelmas Full Term following the cancelled appointment. One year later, however, a new election for the post of Chair shall be held if the total time of the incumbent Chair's period of office since his/her appointment will, by the start of the following Michaelmas Full Term, be 9 Full Terms or more.

STANDING ORDER VIII

THE VICE-CHAIR

1. The Vice-Chair shall be appointed by Exec from amongst the Master, Fellows and Research Fellows of the College. He/She shall be an Honorary Member of SSCSU during his/her period of office.
2. The term of office shall be six Full Terms.
3. Appointments by Exec shall be made in every year in which there is an appointment to the post of Chair in the Easter Full Term, at least 2 weeks after the election of a Chair.
4. The term of office shall start at the beginning of Michaelmas Full Term following the appointment.
5. The duty of the Vice-Chair shall be to act as Chair whenever necessary or requested to do so by the Chair or President.
6. If the office of Vice-Chair falls vacant during the normal term of office, then the Senior Treasurer shall take over until an emergency appointment is made. The period between an emergency appointment and the next normal appointment shall not count towards the 6 Full-Term period of office of the newly appointed Vice-Chair. The Vice-Chair shall remain in office until 2 weeks after the next appointment to the post of Chair is made.

STANDING ORDER IX THE SENIOR TREASURER

1. The Senior Treasurer shall, in conjunction with the Treasurer, be responsible for the day-to-day administration of SSCSU's finances.

STANDING ORDER X THE SSCSU/JCR PRESIDENT

1. The SSCSU/JCR President (hereinafter "The President") shall be elected annually by a secret ballot held at the end of Michaelmas Full Term. The term of office shall commence on the first day of the Christmas Vacation following his/her election.

2. The President shall hold no other office listed in Chapter VI, Clause 3 of the Constitution.

3. The President shall be the Chief Executive Officer of SSCSU. He/she shall, in conjunction with Exec, be responsible for the execution of policy passed by the Open Meeting and for the day-to-day running of SSCSU.

4. The President shall ex officio be :

- (a) Chair of the Executive Committee (see SO XLV).
- (b) Chair of the JCR Committee (see SO XLVI).
- (c) A member of the Governing Body, College Council, Health and Safety, Student Welfare, Education, and Building and Development Committees.
- (d) Responsible for signing the minutes of previous meetings of the Executive when verified as correct and accurate.

5. The President shall be responsible for the posting of notices of all meetings and elections as specified elsewhere in these Standing Orders.

6. The President shall be responsible for the administration of referenda.

7. The President shall vote in accordance with the wishes of Exec on CUSU Council.

8. The President shall be responsible for the distribution of CUSU and NUS cards to full members of SSCSU.

9. The President shall, in consultation with the Chair, determine the date and time of all Open Meetings.

10. The President is responsible for inviting applications for the JCR co-opted Officers (at the end of Michaelmas Term for the JCR Women's Officer, the JCR LesBiGayTrans Officer and the SSCSU Gym Officer, the end of Lent term for the JCR Computer Officer and the JCR International Officer and at the end of Easter term for the JCR Yearbook Editor). Applications must be invited at least a week before Exec is due to vote. Those applying may produce a manifesto but must follow the rules in SO III, clause 4 (except that they need only produce one copy).

11. The President shall be responsible for the holding of any emergency meetings called in the authorised manner.

12. The President shall ensure that 2nd and 3rd / 4th year Exec members organise the Halfway and 3rd&4th Year Dinners respectively.

13. The President is responsible for overseeing the operations of the Student Run Bar to ensure its financial viability. He/She is to work with the Bar Finance Manager to produce a report on the bar's financial performance in the past year and a budget for the coming year. These are to be submitted to College Council at the end of Michaelmas term, in accordance with the procedures outlined in the Bar Operating Rules.

14. The President shall be responsible for keeping a record of all SSCSU policies and for bringing to the attention of the Executive Committee and Open Meeting any policies that have lapsed under Chapter XIII of the Constitution.

15. The President shall be responsible for making sure that SSCSU abides by the terms of the Constitution.

16. The President shall be responsible for any constitutional amendments that may be necessary in his/her term of office.

17. The President shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected President at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XI THE VICE-PRESIDENT

1. The Vice-President may hold no other post listed in Chapter VI, Clause 3 of the Constitution, save as provided for in Standing Order I, Clause 6.

2. The Vice-President shall be elected annually by a secret ballot held as near as possible to the end of Lent Full Term. His/Her term of office shall commence on the first day of the Easter Vacation following his/her election.

3. The Vice-President shall act as deputy for the President whenever necessary.

4. The Vice-President shall take over in the event of the Presidency falling vacant and hold fresh elections as specified in Standing Order I, clause 6.

5. The Vice-President shall be responsible for the taking of minutes at Exec meetings, for their duplication and distribution to all members of Exec, and for their posting on the notice boards in the TV Room and outside the JCR when duly approved by Exec.

6. The Vice-President shall be secretary of the Kitchen Committee and the Establishment Committee and shall take minutes at meetings of both these committees. He/she shall also be responsible for the duplication and distribution of these minutes to all committee members and for the posting of the minutes on the SSCSU notice boards when duly approved by the committees involved.

7. The Vice-President shall be responsible, on behalf of the Executive Committee, for the day-to-day administration of SSCSU.

8. The Vice President shall be responsible for the ordering of the agenda of Open Meetings of all motions properly submitted to him/her in accordance with the Constitution and Standing Orders.

9. The Vice-President shall be responsible for the duplication and distribution of agendas for all Open Meetings to the Chair, Vice-Chair and Senior Treasurer. He/she shall display agendas on the SSCSU notice boards and email them to the SSCSU lists.
10. The Vice-President shall take the minutes at Open Meetings of SSCSU. S/he shall be responsible for their distribution to the Chair, Senior Treasurer and the Executive Committee and posting them in the TV Room and outside the JCR and emailing them to the SSCSU lists at least 24 hours before the Open Meeting at which they are to be signed.
11. The Vice President shall email copies of minutes from Exec, JCR and Open Meetings to the computer officer for posting on the JCR website.
12. The Vice President shall ensure that when a motion to change the Standing Orders at a SSCSU Open Meeting is passed, appropriate changes to the hard and digital copies of the Standing Orders are made and sent to the Computer Officer for Web publication.
13. The Vice President shall ensure that, at the end of his/her term of office, all minutes for which he/she has been responsible are present, in the SSCSU Archive in hard copy and digital form.
14. The Vice-President shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Vice-President at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XII THE JUNIOR TREASURER

1. The Junior Treasurer (hereafter "The Treasurer") shall be elected annually by a secret ballot held at the end of the Michaelmas Full Term. The term of office shall commence on the first day of the Michaelmas Vacation following his/her election.
2. The Treasurer shall hold no other office listed in Chapter VI, Clause 3 of the Constitution.
3. The Treasurer shall be Chair of the Finance Committee.
4. The Treasurer shall, in conjunction with the Senior Treasurer, be responsible for the day-to-day administration of SSCSU's finances.
5. The Treasurer shall be responsible for drawing up the agenda for all meetings of the Finance Committee, and for the duplication and distribution of agendas to all members of the Finance Committee.
6. The Treasurer shall be responsible for the duplication of minutes of all Finance Committee meetings, for their distribution to all members of the Finance Committee and for their posting on the SSCSU notice boards.
7. The Treasurer shall be jointly responsible, with the Senior Treasurer, for the preparation and publication of audited annual accounts and balance-sheets for the Union as a whole and its affiliated clubs and societies, and of any capital fund established.
8. The Treasurer shall be responsible for the purchase of newspapers and periodicals for SSCSU.
9. The Treasurer shall run any approved fund established by SSCSU, unless otherwise specified.
10. The Treasurer shall be accountable to the Finance Committee, the Executive Committee and the Open Meeting in respect of his/her duties.

11. The Junior Treasurer will keep an up to date a list of all captains/presidents of the sports teams and societies affiliated to SSCSU, and their contact details.

12. The Treasurer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Treasurer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XIII

MCR PRESIDENT

1. The MCR President shall be a Full Member of SSCSU in statu pupillari who holds the B.A., B.Sc., or some equivalent first degree, or an external M.A. degree, or who is an affiliated student not studying for a first degree.

2. The MCR President shall be elected annually by a ballot of all Full Members, who hold one of the above degrees, during the Lent Term. His/Her term of office shall begin on the first day of the Easter Term following the election.

3. Nominations for the post of MCR President shall only be proposed and seconded by Full Members in statu pupillari who hold one of the above degrees.

4. The MCR President shall be responsible, together with the MCR Committee, of which the MCR President is Chair, for the management of the MCR.

5. The MCR President is responsible for inviting applications for the MCR co-opted Officers from the end of Lent term (with the exception of the Social Secretaries, where applications will be invited from the end of the Easter Term). Applications must be invited at least a week before Exec is due to vote. Those applying may produce a manifesto but must follow the rules in SO V, point 6 (except that they need only produce one copy).

6. The MCR President shall ex officio be a member of the College Council's Building and Development and Student Welfare Committees, and also a member of SSCSU's Kitchen Committee and Establishment Committee.

7. The MCR President shall vote in accordance with the wishes of the MCR on CUSU Council.

8. The MCR President is expected to act as the graduate junior member of College Council and the Governing Body if no other eligible junior members are nominated for election to this post, in accordance with the provisions of Standing Order XXVI.

9. The MCR President shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected MCR President at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XIV

MCR TREASURER

1. The MCR Treasurer shall be a Full Member of SSCSU in statu pupillari who holds the B.A., B.Sc., or some other equivalent first degree or an external MA degree, or who is an affiliated student not studying for a first degree.

2. The MCR Treasurer shall be elected annually by a ballot of all full members who hold one of the above degrees, during the Lent Term. His/Her term of office shall begin on the first day of the Easter Term.
3. Nominations for the post of MCR Treasurer shall only be proposed and seconded by Full Members in statu pupillari who hold one or other of the above degrees.
4. The MCR Treasurer shall be a member of the Finance committee.
5. The MCR Treasurer shall be responsible for the management of the MCR and for any monies allocated to the MCR by the Finance Committee or other body.
6. The MCR Treasurer shall present the MCR accounts/budget to Exec annually, at the start of each Michaelmas term.
7. The MCR Treasurer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected MCR Treasurer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XV THE SOCIAL WELFARE OFFICER

1. The Social Welfare Officer shall be elected annually by a secret ballot of all Full Members as near as possible to the end of Michaelmas Full Term. His/Her term of office shall commence on the first day of the Michaelmas Vacation following his/her election.
2. The Social Welfare Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Social Welfare Officer shall represent Sidney in the CUSU network of Welfare Officers, both on the general committee and on the anti-racism, safer sex and other non-specific committees.
4. The Social Welfare Officer shall organise and administrate Sidney's contributions to charity, in particular the donations fund.
5. The Social Welfare Officer shall provide information and advice about health issues relevant to students including involvement in safer sex campaigns.
6. The Social Welfare Officer shall be responsible for publicising the Hardship Fund and advising students on money issues.
7. The Social Welfare Officer shall be the primary person to approach with personal welfare related problems, including such issues as sexual harassment and safety etc.
8. With respect to campaigns, the Social Welfare Officer shall work in conjunction with other members of exec.
9. The Social Welfare Officer, along with the External Officer, shall have joint responsibility for the steering of the Rents Working Party.
10. The Social Welfare Officer shall act as Junior Accommodation Officer in which capacity he/she shall liaise with the College Accommodation Officer and the Tutors to ensure that adequate accommodation is provided for all undergraduate members of College, and shall conduct the ballot that decides the order in which undergraduates choose their accommodation.

11. The Social Welfare Officer shall be a member of the Kitchen Committee, the Establishment Committee, the College Health and Safety Committee and when appropriate, the College Council's Student Welfare Committee.

12. The Social Welfare Officer shall have regular contact with, and co-operate with the MCR Welfare and Women's Officer, the JCR LGBT Officer and the JCR Women's Officer.

13. The Social Welfare Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Social Welfare Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XVI THE ACADEMIC WELFARE OFFICER

1. The Academic Welfare Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Lent Term. His/Her term of office shall commence on the first day of the Summer Vacation following his/her election.

2. The Academic Welfare Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The Academic Welfare Officer shall represent Sidney at the CUSU Education Network meetings and other related university wide meetings.

4. The Academic Welfare Officer shall liaise with the Senior Tutor to organise any Study Skills Sessions deemed necessary.

5. The Academic Welfare Officer shall be the primary person for Sidney students to approach with academic problems.

6. The Academic Welfare Officer shall sit on College Council's Education Committee and the Library and Information Services Committee.

7. The Academic Welfare Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Academic Welfare Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XVII THE EXTERNAL OFFICER

1. The External Officer shall be elected by a secret ballot of all Full Members held annually at the end of Lent Full Term. His/Her term of office shall begin on the first full day of the Easter vacation following his/her election.

2. The External Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The External Officer shall be responsible for the communication of the views, decisions and policies of Open Meetings of SSCSU and of Exec to NUS and to CUSU, and for the communication of the decisions of NUS and CUSU to SSCSU.

4. The External Officer shall vote on CUSU Council meetings in accordance with Exec's wishes.
5. The External Officer shall be responsible for the posting of literature sent to him/her by NUS and CUSU.
6. The External Officer, along with the Social Welfare Officer, shall have joint responsibility for the steering of the Rents Working Party.
7. The External Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected External Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XVIII THE GREEN OFFICER

1. The Green Officer shall be elected by a secret ballot of all Full Members held annually at the end of Lent Full Term. His/Her term of office shall begin on the first full day of the Easter vacation following his/her election.
2. The Green Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution
3. The Green Officer shall attend the CUSU Ethical and Environmental Committee meetings, making Sidney's views and activities known and reporting to Sidney on what is happening at a university level.
4. The Green Officer shall be in charge of the recycling schemes at Sidney and ensure that the recycling bins in the TV Room and the Pigeonhole Room are regularly emptied.
5. The Green Officer shall address environmental and ethical issues that arise e.g. ethical investment and should be willing to talk to the students about these issues.
6. The Green Officer shall hold termly Green Meetings in College open to all members of the College concerned with environmental issues.
7. The Green Officer shall have regular contact with and co-operate with the MCR Green Officer.
8. The Green Officer shall be responsible for organising and running the end-of-term food and clothing collection on behalf of Student Community Action within Sidney.
9. The Green Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Green Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XIX FACILITIES AND SPONSORSHIP OFFICER

1. The Facilities and Sponsorship Officer shall be elected annually by a secret ballot of all Full Members held at the end of Lent Term. His/Her term of office shall begin on the first day of the Easter vacation following his/her election.

2. The Facilities and Sponsorship Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Facilities and Sponsorship Officer shall be responsible for actively pursuing the sponsorship of SSCSU Societies and in co-ordinating between all Captains of these Societies.
4. The Facilities and Sponsorship Officer shall be responsible for the general upkeep of student rooms. This includes G3, the TV room, Room on R and all other communal rooms.
5. The Facilities and Sponsorship Officer shall be responsible for the general upkeep of student facilities, including hostel facilities, audiovisual equipment in communal rooms and the vending machines.
6. The Facilities and Sponsorship Officer shall be responsible for liaising with sports captains, society leaders, the Gym Officer and the Junior Treasurer to decide what equipment should be purchased from available funds i.e. income from SSCSU and College funds.
7. The Facilities and Sponsorship Officer shall be a member of the Kitchen Committee and the Establishment Committee. He/she shall work with the students and Hall staff to maintain/improve Hall food standards.
8. The Facilities and Sponsorship Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Facilities and Sponsorship Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XX COMMUNICATIONS OFFICER

1. The Communications Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Lent Term.
2. The Communications Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Communications Officer shall be responsible for the organisation of Freshers' Week events during the first week of Michaelmas Term following his/her election with the help of the Entertainments Officer, Bar Secretary, and the support of all other Exec Officers.
4. The Communications Officer in conjunction with the President shall be responsible for editing the SSCSU Freshers' Guide to be distributed in the College's Freshers' Welcome Pack.
5. The Communications Officer shall be responsible for editing the JCR Address Book, with the help of the JCR Computer Officer, to be distributed at the end of the Michaelmas Term.
6. The Communications Officer shall be responsible for SSCSU press releases.
7. The Communications Officer shall be responsible for removing out-of-date posters from the SSCSU noticeboards (except in the MCR) and the pigeonhole room.
8. The Communications Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Communications Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XXI THE BAR SECRETARY

1. The Bar Secretary shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Full Term . His/Her term of office shall commence on the first day of the Christmas vacation following his/her election.
2. The Bar Secretary shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Bar Secretary shall be responsible for the management of the Student Bar and is required to undertake all the responsibilities as outlined in the relevant sections of the Bar Operating Rules.
4. The Bar Secretary shall help with Freshers' Events.
5. The Bar Secretary shall abide by the Bar Operating Rules as agreed by College Council. He/she shall ensure that all members of SSCSU have access to the Bar Operating Rules and that they be displayed on the notice board by the bar.
6. The Bar Secretary shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Bar Secretary at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XXII THE ENTERTAINMENTS OFFICER

1. The Entertainments Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/her term of office shall commence on the first day of the Christmas Vacation following the election.
2. The Entertainments Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Entertainments Officer, with the help of the four Entertainments Representatives, shall be responsible for the organisation of all entertainments that take place in college.
4. The Entertainments Officer, with the help of the four Entertainments Representatives, shall pay money into the Ents Fund, into which shall be paid the profits made from entertainments. The Ents Fund shall be administered by the Junior Treasurer and held within the SSCSU Bank Account, as a sum specifically and solely to be used to fund entertainments in the college organised by the Ents Officer.
The Ents Fund shall be used to cover expenditure on entertainments organised by the Entertainments Officer, including the hire of bands, the hire of audio or lighting equipment and the purchase of records. The Entertainments Officer shall present changes to the sum in the Ents Fund fortnightly at Exec meetings.
5. The Entertainments Officer shall be responsible, with the help of the four Entertainments Representatives, for signing in non-college members to the bar on bop nights.
6. The Entertainments Officer shall be responsible for finding student volunteers to provide security at Sidney Bops and wherever else it is required.

7. The Entertainments Officer shall be responsible for ensuring that £50 from each bop is paid to the SCSU main account.

8. The Entertainments Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Entertainments Officer at the beginning of his/her term of office. All members of SCSU shall have access to the report upon request.

STANDING ORDER XXIII THE STUDENT ADMISSIONS OFFICER

1. The Student Admissions Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Lent Term. His/Her term of office shall commence on the first day of the Easter Vacation following his/her election.

2. The Student Admissions Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The Student Admissions Officer shall represent Sidney at the CUSU Access and Target meetings and other related University wide meetings, and coordinate the college's involvement in related CUSU schemes and activities (including Target and Target Shadowing).

4. The Student Admissions Officer shall be responsible for Sidney's Group for Encouraging Ethnic Minority applications (GEEMA) and Target Schools Campaigns and in this capacity should consider what steps should be taken to combat problems arising.

5. The Student Admissions Officer, in conjunction with the Admissions Office, shall arrange student participation in College and University Open Days.

6. The Student Admissions Officer, in conjunction with the Admissions Office, shall arrange student participation during interviews.

7. The Student Admissions Officer may, in consultation with the Admissions Office, propose and/or organise new access or outreach initiatives.

8. The Student Admissions Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Student Admissions Officer at the beginning of his/her term of office. All members of SCSU shall have access to the report upon request.

Part 2a - SCSU Representational Officers

STANDING ORDER XXIV REPRESENTATIONAL OFFICERS

1. Representational Officers shall represent a group of students to be defined in each Officer's standing orders.
2. Electoral procedure for Representational Officers is defined in Standing Order IV.

STANDING ORDER XXV THE SCSU LBGT OFFICER

1. The group to be represented by the SSCSU LBGT Officer shall be all students who consider their sexuality to fall within the area defined by LBGT (Lesbian, Bisexual, Gay and Transgender), henceforth referred to as “LBGT students”.
2. The SSCSU LBGT Officer shall be elected annually, according to Standing Order IV, at end of Lent full term. Clauses 7 and 8 of Standing Order IV shall apply for such an election. His/her term of office shall commence on the first day of the Easter vacation following his/her election.
3. The SSCSU LBGT Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
4. The SSCSU LBGT Officer shall work in connection with the Social Welfare Officer and the MCR Welfare and Women’s Officer in advising any Sidney Sussex students on matters concerning sexuality.
5. The SSCSU LBGT Officer shall represent the views and concerns of LBGT students to the CUSU LBGT Campaign and communicate any matters arising from the Campaign to students.
6. The SSCSU LBGT Officer shall manage the confidential Sidney Sussex LBGT email list, for all LBGT students. He/she will not disclose the identity of any member of the list.
7. The SSCSU LBGT Officer will use the aforementioned email list to advertise social events in college and to pass on other relevant material.
8. The LBGT Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected LBGT Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

Part 2b - Other SSCSU Officers

STANDING ORDER XXVI

JUNIOR MEMBERS OF THE GOVERNING BODY AND COLLEGE COUNCIL

1. Two undergraduates and one graduate shall be elected annually to sit on the College Council and Governing Body, elected in accordance with the provisions of Standing Order V. These elections shall take place in accordance with the College Statutes and Ordinances.
2. These 3 members and the SSCSU President shall be responsible for the communication to the Governing Body and College Council of the views, decisions and policies of the Open Meetings of SSCSU, and of the views and decisions of the former bodies to SSCSU.
3. An order of seniority shall be established between the two undergraduate members of the aforementioned bodies, for administrative purposes only. The order of seniority shall be the order in which the members were elected in the ballot in which they were both elected. The function of this seniority shall be to establish an official deputy to the President on the Governing Body and College Council.
4. Each College Council Representative shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. These reports shall be given to each newly elected College Council Representative at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

Part 2c - JCR Officers

STANDING ORDER XXVII

APPOINTED (CO-OPTED) JCR OFFICERS

1. These officers are members of the JCR Committee, co-opted through Exec. They may attend Exec but do not have a vote.
2. Only undergraduates may apply for these positions.
3. The Deputy Returning Officer (DRO) shall be responsible for the posting of notices in the TV Room, outside the JCR and outside the Library in Garden Court, announcing any ballot 7 days before the election. Emails announcing the ballot should also be sent at this time to students@sid.cam.ac.uk.
4. Nominations shall be open for 3 days after the posting of the notices mentioned in point 1 above.
5. Within 24 hours of the close of nominations, the DRO shall put up a notice on the SSSSU notice boards listing the candidates in the forthcoming election.
6. A candidate for may produce a manifesto, which should be given to the DRO 24 hours before the day of the co-option. It may only contain information relevant to the post; in particular it must make no references direct or indirect to the other candidates, and must not be offensive.

STANDING ORDER XXVIII THE JCR WOMEN'S OFFICER

1. The JCR Women's Officer shall be appointed annually by Exec following applications made to the Committee at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Michaelmas Vacation.
2. The JCR Women's Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The JCR Women's Officer shall be responsible for representing the views and concerns of the female members of SSSSU to the CUSU Women's Council.
4. The JCR Women's Officer shall work in connection with the Social Welfare Officer, the MCR Welfare and Women's Officer and the SSSSU Executive in matters relating to the welfare of women in Sidney Sussex.

STANDING ORDER XXIX THE JCR COMPUTER OFFICER

1. The JCR Computer Officer shall be appointed annually by Exec following applications made to the Committee at the end of the Lent Term. His/Her term of office shall commence on the first day of the Lent Vacation.
2. The JCR Computer Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The JCR Computer Officer shall be responsible for advising Sidney undergraduates on matters relating to the Internet connections in college accommodation.
4. The JCR Computer Officer shall be in charge of and update all undergraduate student email lists. He/she shall be responsible for moderating emails sent via these lists.
5. The JCR Computer Officer shall develop and maintain JCR related Internet pages.

6. The JCR Computer Officer shall have regular contact with and co-operate with the MCR Computer Officer.

7. The JCR Computer Officer shall ensure that minutes from JCR, Exec and Open Meetings are posted on the JCR website upon his/her receipt of them from the Vice President.

STANDING ORDER XXX THE JCR YEARBOOK EDITOR

1. The JCR Yearbook Editor shall be appointed annually by Exec following applications made to the Committee at the end of the Easter Term. His/Her term of office shall commence on the first day of the Easter Vacation.

2. The JCR Yearbook Editor shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The JCR Yearbook Editor shall be responsible for the production and distribution of the JCR yearbook before the graduation of his/her year.

4. The JCR Yearbook Editor shall have final powers of veto over the inclusion of any material.

5. The yearbook shall not be racist, sexist (for definitions of these terms see Standing Order LXII, Clause 14 below) or personally abusive.

STANDING ORDER XXXI THE JCR INTERNATIONAL OFFICER

1. The JCR International Officer shall be appointed annually by Exec following applications made to the Committee at the end of Lent Term. His/Her term of office shall commence on the first day of the Lent Vacation.

2. The JCR International Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The JCR International Officer shall be responsible for representing the views and concerns of the international undergraduate members of SSCSU to the CUSU International Reps Meetings.

4. The JCR International Officer shall work in connection with the Social Welfare Officer, JCR Women's Officer and the SSCSU Executive in matters relating to the welfare of international students in Sidney Sussex.

5. The JCR International Officer shall be responsible for contacting new international undergraduates before their arrival, offering advice on preparations for their first term at Sidney Sussex, and be available to help them settle in on their arrival.

6. The International Officer shall be responsible for informing international undergraduates of events organized by international societies.

Part 2d - MCR Officers

STANDING ORDER XXXII APPOINTED (CO-OPTED) MCR OFFICERS

These officers are members of the MCR Committee, co-opted through Exec. They may attend Exec but do not have a vote.

STANDING ORDER XXXIII THE MCR EXTERNAL OFFICER

1. The MCR External Officer shall be appointed annually by Exec following applications made to the Committee from the end of Lent term. His/Her term of office shall commence on the first Sunday of Week 2, Easter term.
2. The MCR External Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR External Officer shall be responsible for the communication of the views, decisions and policies of the MCR to the GU, and for the communication of the decisions of the GU to the MCR.
4. The MCR External Officer shall vote on GU Council meetings in accordance with the MCR Committee's wishes.
5. The MCR External Officer shall vote on CUSU Council meetings in accordance with the MCR Committee's wishes.
6. The MCR External Officer shall be responsible for the posting of literature sent to him/her by the GU.

STANDING ORDER XXXIV THE MCR GREEN OFFICER

1. The MCR Green Officer shall be appointed annually by Exec following applications made to the Committee from the end of Lent term. His/Her term of office shall commence on the first Sunday of Week 2, Easter term.
2. The MCR Green Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR Green Officer shall address environmental and ethical issues that arise e.g ethical investment and should be willing to talk to the MCR about these issues.
4. The MCR Green Officer shall attend the SSSSU Green Officer's termly Green Meetings and encourage graduates concerned about environmental issues to attend.
5. The Green Officer shall have regular contact with and co-operate with the MCR Green Officer.

STANDING ORDER XXXV THE MCR COMPUTER OFFICER

1. The MCR Computer Officer shall be appointed annually by Exec following applications made to the Committee from the end of Lent term. His/Her term of office shall commence on the first Sunday of Week 2, Easter term.
2. The MCR Computer Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR Computer Officer shall be responsible for advising Sidney graduates on matters relating to the internet connections in college accommodation.
4. The MCR Computer Officer shall be in charge of and update all graduate email lists. He/she shall be responsible for moderating email sent via these lists.
5. The MCR Computer Officer shall develop and maintain MCR related Internet pages.
6. The MCR Computer Officer shall have regular contact with and co-operate with the JCR Computer Officer.

STANDING ORDER XXXVI THE MCR WELFARE AND WOMEN'S OFFICER

1. The MCR Welfare and Women's Officer shall be appointed annually by Exec following applications made to the Committee from the end of Lent term. His/Her term of office shall commence on the first Sunday of Week 2, Easter term.
2. The MCR Welfare and Women's Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR Welfare and Women's Officer shall be responsible for representing the views and concerns of the female members of the MCR to the CUSU/GU Social Welfare Council and Women's Council.
4. The MCR Welfare and Women's Officer shall work in connection with the Social Welfare Officer, the JCR Women's Officer and the SSCSU Executive in matters relating to the welfare of women and social welfare in general in Sidney Sussex.
5. The MCR Welfare and Women's Officer shall be one of the primary people (along with the Social Welfare Officer) for graduates to approach with personal welfare related problems, including such issues as sexual harassment and safety etc.

STANDING ORDER XXXVII THE MCR FILM OFFICER

1. The MCR Film Officer shall be appointed annually by Exec following applications made to the Committee from the end of Lent term. His/Her term of office shall commence on the first Sunday of Week 2, Easter term.
2. The MCR Film Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The MCR Film Officer is responsible for organising and advertising the weekly MCR film nights in the MCR, inviting undergraduates to attend when deemed appropriate.

STANDING ORDER XXXVIII THE MCR SOCIAL SECRETARIES

1. The two MCR Social Secretaries shall be appointed annually by Exec following applications made to the Committee from the end of Easter term. Their term of office shall commence on the first Sunday of Week 2, Michaelmas term.

2. The MCR Social Secretaries shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The MCR Social Secretaries are responsible for organising all graduate specific Ents, including the fortnightly Graduate Formals.

4. The MCR Social Secretaries shall help with the organisation of graduate events in Freshers' Week.

Part 2e - SSCSU Affiliated Officers

STANDING ORDER XXXIX SSCSU OFFICERS AFFILIATED TO THE EXECUTIVE COMMITTEE

These officers are answerable to Exec at any time. The elections of SSCSU Affiliated Officers are governed by Standing Orders I, II and III.

STANDING ORDER XL THE BAR FINANCE MANAGER

1. The Bar Finance Manager shall be elected annually by a secret ballot of all Full Members held at the end of the Lent Full Term. His/Her term of office shall commence on the first day of the Easter vacation following his/her election. (With effect from the first day of the Easter Vacation 2006 this clause shall be replaced with:

The Bar Finance Manager shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Full Term. His/Her term of office shall commence on the first day of the Christmas vacation following his/her election.

2. The Bar Finance Manager shall hold no other posts listed in Chapter VI, Clause 3 of the Constitution.

3. The Bar Finance Manager shall be responsible for bar finances and the upkeep of the bar in general and to undertake all the responsibilities as outlined in the relevant sections of the Bar Operating Rules.

4. The Bar Finance Manager shall abide by the Bar Operating Rules as agreed by College Council.

5. The Bar Finance Manager shall assist the Bar Secretary in his/her management of the bar.

6. The Bar Finance Manager shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the

newly elected Bar Finance Manager at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XLI THE BAR STAFF MANAGER

1. The Bar Staff Manager shall be elected annually by a secret ballot of all Full Members held at the end of the Lent Full Term. His/Her term of office shall commence on the first day of the Easter vacation following his/her election.
2. The Bar Staff Manager shall hold no other posts listed in Chapter VI, Clause 3 of the Constitution.
4. The Bar Staff Manager shall be responsible for looking after bar snacks and the games machines in the bar, the upkeep of the bar in general and shall undertake all the responsibilities as outlined in the relevant sections of the Bar Operating Rules.
5. The Bar Staff Manager shall abide by the Bar Operating Rules as agreed by College Council.
6. The Bar Staff Manager shall assist the Bar Secretary in his/her management of the bar.
7. The Bar Staff Manager shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Bar Staff Manager at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XLII THE ENTERTAINMENT REPRESENTATIVES

1. The Entertainments Representatives shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. Their terms of office shall commence on the first day of the Christmas Vacation following the election.
2. The Entertainments Representatives shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Entertainments Representatives shall assist the Entertainments Officer in his/her organisation of entertainments that take place in the college.
4. One Entertainments Representative must be designated the Entertainments Safety Representative. They must keep the Entertainments Committee informed of any developments about safety issues relating to college entertainments. In doing so they must liaise with the SSCSU Social Welfare Officer and the relevant college authorities to highlight such issues.
5. Each Entertainments Representative shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. These reports shall be given to each newly elected Entertainments Representative at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XLIII THE EL SID EDITOR

1. The El Sid Editor shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Full Term. His/her term of office shall commence on the first day of the Christmas Vacation following the election.
2. The El Sid Editor shall be responsible for the production and online distribution of the SSCSU magazine.
3. The El Sid Editor shall have final powers of veto over the inclusion of any material.
4. El Sid shall not be racist, sexist (for definitions of these terms see Standing Order LXII Clause 14 below), or personally abusive.
5. The El Sid Editor shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected El Sid Editor at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XLIV THE GYM OFFICER

1. The Gym Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Michaelmas Vacation..
2. The Gym Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Gym Officer shall, on a weekly basis:
 - a) Ensure that the gym is clean and tidy
 - b) Check the maintenance book for reports of faults and also make a personal check of the equipment. Should a problem have occurred, he/she will arrange for the equipment to be mended.
 - c) Ensure that safety information, rules of the gym, and usage guidelines are clearly displayed.
4. The Gym Officer shall ensure that at the start of every term the College Office and Porters have up-to-date lists of all members.
5. The Gym Officer shall provide training on the use of the gym whenever required and shall ensure that ALL members of the Gym are given an induction prior to use.
6. The Gym Officer shall ensure that all members of the gym have completed a medical information form and have signed to say they are fit to exercise and have understood the rules of the gym.
7. The Gym Officer shall attempt to raise funds for the gym through sponsorship and/or donations.
8. The Gym Officer shall assist in the administration of the Gym Fund.
9. The Gym Officer shall keep records of member information, induction forms, maintenance updates, equipment replaced and shall pass this on to his/her successor.
10. The Gym Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Gym Officer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.



Part 3 - SSCSU Committees/Funds

STANDING ORDER XLV THE EXECUTIVE COMMITTEE

1. The Executive Committee (hereinafter described as Exec) shall be the Executive Body of SSCSU responsible for carrying out the policies of the Union. All members of Exec shall be Full Members of SSCSU.
2. The voting members of Exec shall be:
 - (a) The SSCSU/JCR President
 - (b) The Junior Treasurer
 - (c) The MCR President
 - (d) The MCR Treasurer
 - (e) The Social Welfare Officer
 - (f) The Academic Welfare Officer
 - (g) The External Officer
 - (h) The Green Officer
 - (i) The Facilities and Sponsorship Officer
 - (j) The Communications Officer
 - (k) The Bar Secretary
 - (l) The Entertainments Officer
 - (m) The Vice President
 - (n) The Student Admissions Officer
 - (o) The SSCSU LBGT Officer
3. The Junior Members of College Council shall sit on Exec but are not voting members of Exec.
4. Exec shall meet weekly during Full Term as determined by the SSCSU/JCR President.
5. JCR co-opted and MCR co-opted Officers are invited to, and may, attend Exec. They may only speak if invited to do so by the SSCSU/JCR President and do not have a vote.

STANDING ORDER XLVI THE JCR COMMITTEE

1. The JCR Committee shall be responsible for dealing with JCR-specific matters. It cannot make any decisions that may affect the whole of SSCSU. It is answerable to Exec and must report its activities to Exec every week.
2. The JCR Committee shall consist of:
 - (a) The SSCSU/JCR President (Chair)
 - (b) All undergraduate SSCSU Exec Officers
 - (c) The JCR co-opted Officers (as described in Part 2c)
3. The JCR Committee shall meet weekly during Full Term, as determined by the SSCSU/JCR President.
4. The Vice-President shall be responsible for the taking of minutes, the distribution of minutes to those on the Committee and the posting of minutes in the TV Room, outside the library in Garden

Court and outside the JCR when duly approved by the Committee. He/she must also ensure that the graduate members of Exec receive copies of the minutes.

4. Graduate members of Exec and MCR co-opted Officers are invited to, and may, attend JCR Meetings but may only speak if invited to do so by the Chair.

STANDING ORDER XLVII THE MCR COMMITTEE

1. The MCR Committee shall be responsible for dealing with MCR-specific matters. It cannot make any decisions that may affect the whole of SSSSU. It is answerable to Exec and must report its activities to Exec every week.

2. The MCR Committee shall consist of:

- (a) The MCR President (Chair)
- (b) The MCR Treasurer
- (c) All graduate SSSSU Exec Officers
- (d) The MCR co-opted Officers (as described in Part 2d)

3. The MCR Committee shall meet at least fortnightly during Full Term, as determined by the MCR President.

4. The MCR President is responsible for assigning the role of Secretary to a member of the MCR Committee. He/she will then be responsible for the taking of minutes, the distribution of minutes to those on the Committee and the posting of minutes in the MCR when duly approved by the Committee. He/she must also ensure that the undergraduate members of Exec receive copies of the minutes.

5. Undergraduate members of Exec, and JCR co-opted Officers, are invited to, and may, attend MCR Meetings but may only speak if invited to do so by the Chair.

STANDING ORDER XLVIII THE KITCHEN COMMITTEE

1. The Kitchen Committee shall consist of:-

- (a) The Domestic Bursar
- (b) The Head Chef
- (c) The Vice-President, as Secretary of the Committee
- (d) The Facilities and Sponsorship Officer
- (e) The Social Welfare Officer
- (f) The MCR President

2. The Kitchen Committee shall meet at the discretion of the Vice-President.

3. If any members of the Committee described in 1. (c), (d), (e), or (f) fails to attend two successive meetings of the Committee without a reasonable excuse, s/he shall be deemed to have resigned and a new election shall be held at the next Open Meeting of SSSSU.

4. The Kitchen Committee may co-opt members of the college staff.

5. The Kitchen Committee shall address everyday issues that affect Full Members with regard to the operation of Hall and the Kitchens.

6. The Kitchen Committee shall discuss the prices charged by college for food, drink, and service provided in Hall.
7. The Kitchen Committee shall discuss the standard of the food, drink and service provided in Hall.
8. The SSCSU Vice-President shall put up a notice on the SSCSU notice boards and email the SSCSU lists 5 days in advance of a Committee Meeting, encouraging people to pass their opinions on Kitchen issues to the Exec members of the Committee.
9. The SSCSU Vice-President shall be responsible for distributing the minutes of each Committee Meeting to all members of Exec. He/She shall produce minutes of all the meetings, which shall be displayed on the SSCSU notice boards for the benefit of Full Members.
10. The SSCSU Vice-President must give all members of the Committee reasonable notice of all meetings.

STANDING ORDER XLIX THE ESTABLISHMENT COMMITTEE.

1. The Establishment Committee shall consist of:-
 - (a) The Domestic Bursar
 - (b) The College Housekeeper
 - (c) The Vice-President, as Secretary of the Committee
 - (d) The Facilities and Sponsorship Officer
 - (e) The Social Welfare Officer
 - (f) The MCR President
2. The Establishment Committee shall meet at the discretion of the Vice-President.
3. If any members of the Committee described in 1. (c), (d), (e), or (f) fails to attend two successive meetings of the Committee without a reasonable excuse, s/he shall be deemed to have resigned and a new election shall be held at the next Open Meeting of SSCSU.
4. The Establishment Committee may co-opt members of the college staff.
5. The Kitchen and Establishment Committee shall address everyday issues concerning the accommodation provided for Full Members in College, in College Hostels and lodgings (that cannot be detailed in the Maintenance Book) and deal with the daily complaints with regard to these matters.
6. The Kitchen and Establishment Committee shall discuss the provision of domestic services in College and in College Hostels (that cannot be detailed in the Maintenance Book) and shall deal with the day to day complaints of Full Members with regard to these services.
7. The SSCSU Vice-President shall put up notice on the SSCSU notice boards and email the SSCSU lists 5 days in advance of a Committee Meeting, encouraging people to pass their opinions on Kitchen issues to the Exec members of the Committee.
8. The SSCSU Vice-President shall be responsible for distributing the minutes of each Committee Meeting to all members of Exec. He/She shall produce minutes of all the meetings which shall be displayed on the SSCSU notice boards for the benefit of Full Members.
9. The SSCSU Vice-President must give all members of the Committee reasonable notice of all meetings.

STANDING ORDER L THE FINANCE COMMITTEE.

1. The Finance Committee shall consist of:
 - (a) The Senior Treasurer
 - (b) The Treasurer, as Chair
 - (c) The President
 - (d) The MCR Treasurer
 - (e) The Bar Secretary
 - (f) The Facilities and Sponsorship Officer
 - (g) The Entertainments Officer
2. The Finance Committee shall meet when called by the Treasurer. Additional meetings may be called at any time by an Open Meeting. Three weekdays' notice of a meeting shall be given to each member of the Finance Committee.
3. Any member of the Committee who is not a member of Exec and who fails to attend two consecutive meetings of the Committee without an excuse acceptable to the Committee shall be deemed to have resigned. In such a case a by-election shall be arranged by the Treasurer.
4. The Finance Committee shall be answerable to the Executive Committee and Open Meetings.
5. The affiliated clubs and societies which are entitled to apply for funding from the Finance Committee are those named in Standing Order LIII.

STANDING ORDER LI THE ENTERTAINMENTS COMMITTEE.

1. The Entertainments Committee shall consist of the Entertainments Officer and the four Entertainments Representatives.
2. The Entertainments Committee shall meet when appropriate and shall report to the Executive Committee and to Open Meetings through the Entertainments Officer.

STANDING ORDER LII THE RENTS WORKING PARTY

1. The Rents Working Party shall be directly accountable to Exec. The Working Party shall meet at least thrice termly in Michaelmas and Lent and at least twice termly in Easter. The Working Party shall have to report back to Exec. at least fortnightly.
2. The Social Welfare Officer and the External Officer shall be jointly responsible for the steering of the Working Party
3. The aforementioned officers shall also be responsible for deciding the composition of the Working Party.
4. The aims of the Rents Working Party are twofold:
 - i) To fully investigate rents issues pertinent to Sidney Sussex

ii) To produce a document for presentation to College. This document shall detail the findings of the Rents Working Party, highlighting student concerns and proposing a framework for the next set of rents negotiations.

5. The Rents Working Party shall continue until such a point when a new rents agreement has been approved and passed by both SCSU and College Council.

STANDING ORDER LIII AFFILIATED CLUBS AND SOCIETIES

1. The following clubs and societies shall be supported by SCSU:
The Athletics Club, the Badminton Club, the Basketball Club, the Boat Club, the Chess Club, the Cricket Club, the Football Club (female and male), the Hockey Club, the Lacrosse Club, the Netball Club, the Pool Club (female and male), the Rugby Union (female and male) Clubs, the Squash Club, the Swimming Club, the Table Tennis Club, the Tennis Club, the Ultimate Frisbee Club, the Waterpolo Club, the Confraternitus Historica History Society, the Fair Trade Society, the Hob Nob and Other Biscuit Appreciation Society, the Law Society, the Linguists' Society, the Medical Society, the Music Society, Photography, the Stephenson Society, the Chorley Society, Arcadia, the Amnesty International Society, the Wilson Society, the Volleyball Club, The Sidney Punters, the Executive Body, and such other Clubs and Societies as an Open Meeting may from time to time determine.

STANDING ORDER LIV SIDNEWS.

1. Sidnews is primarily the newsletter of SCSU and as such should prioritise its contents in the following order :

- (a) editorial
- (b) listings
- (c) information from the Executive Committee of SCSU
- (d) sundry items.

2. Sundry items consist of items felt to be of interest or immediate importance to members of college.

3. (a) Sidnews shall not be racist, sexist (for definitions of these terms see Standing Order LXII, Clause 14 below), or personally abusive.

(b) Sidnews shall be issued online every Monday of full term and shall be distributed electronically to every full member of SCSU.

4. The Sidnews Editor shall be elected by a secret ballot of all Full Members at the end of the Michaelmas term. His/her term of office shall commence on the first day of the Christmas Vacation following the election.

5. The Sidnews Editor shall be responsible for the organisation of any editorial team and the online production and distribution of Sidnews each week, by emailing a link to Sidnews to all Sidney students. He/she shall be fully responsible for the contents of Sidnews.

STANDING ORDER LV THE DONATIONS FUND

1. The Donations Fund shall be raised by means of an additional charge levied on the Lent term college bill of all SCSU members.

2. The Donations Fund shall be administered by the Social Welfare Officer.
3. SSCSU members shall be given the opportunity of opting out of the Donations Fund. This shall be done by the President emailing the lists and p'holing all students with a letter explaining how the opt-out system works. It shall also inform them that they can ask for the funds to be taken off their Lent bill once they have received their bill if they forget to opt-out earlier.
4. Money from the Donations Fund shall be distributed by means of donation motions put forward at SSCSU Open Meetings according to the procedure contained in Standing Order LXII.
5. Any money left in the Donations Fund after the last open meeting of the Lent term shall be distributed in the following ways:
 - a) The Welfare Officer shall provide all SSCSU members with the opportunity to propose charities to which this money should be given.
 - b) The Welfare Officer shall draw up a list of ten charities for each of the categories Local, National and International, based upon the most popular propositions.
 - c) A ballot shall be held at the end of the Lent term in which each SSCSU member will have 3 votes in each of the 3 categories.
 - d) The charity in each category which receives the most votes shall be allocated one third of the money remaining in the Donations Fund.
 - e) If two or more charities receive an equal number of votes in any of the categories, the Welfare Officer shall have a casting vote.
6. The Social Welfare Officer is responsible for communicating the activity of the Donations Fund to the Executive Committee and to Open Meetings. At a bare minimum, reports must be presented at the Open Meeting following the Joint Southern African Bursary Committee meeting in Michaelmas and the Open Meeting following the sending out of the opt-out letter/email in Lent term.

STANDING ORDER LVI THE JOINT SOUTHERN AFRICAN BURSARY COMMITTEE

1. The Joint Southern African Bursary (JSAB) Committee shall consist of:
 - (a) The Senior Tutor
 - (b) The President of SSCSU
 - (c) The Senior Undergraduate College Council Rep
 - (d) One Graduate Representative chosen by the MCR president
2. These four members shall be responsible for communicating the work of the JSAB Committee to the Executive Committee and to Open Meetings. At a bare minimum, reports must be presented at the Open Meeting following the Committee meeting in Michaelmas and the Open Meeting following the sending out of the opt-out letter/email in Lent term.
3. SSCSU members shall be given the opportunity of opting out of the Joint Southern African Bursary Fund. This shall be done by the President emailing the lists and p'holing all students with a letter explaining how the opt-out system works. It shall also inform them that they can ask for the funds to be taken off their Lent bill once they have received their bill if they forget to opt-out earlier.

STANDING ORDER LVII THE GYM FUND

1. The Gym Fund shall be raised by means of charges made for the use of the SSCSU Gym.

2. The Junior Treasurer and Gym Officer shall administer the Gym Fund.
3. The Gym Fund shall be used only for the upkeep and improvement of the Gym.
4. Spending for the purpose of improvement and upkeep of the SSCSU Gym shall be sanctioned only with the unanimous decision of the Junior Treasurer and the Gym Officer.
5. SSCSU agrees to underwrite any running costs that may arise from time to time in maintaining Gym equipment that cannot be met from the money in the Gym fund.
6. Clause 5 of this standing order does not extend to underwriting capital investment in the Gym and SSCSU reserves the right to insist that this obligation be reviewed at least every three years.

STANDING ORDER LVIII THE SPORTS PROJECT FUND

1. The Sports Project Fund shall be used to pay for unbudgeted expenditure on equipment for sports clubs.
2. The Junior Treasurer shall administer the Sports Project fund.
3. All affiliated SSCSU sports clubs may apply for funding.
4. Applications for funds shall be made in writing to the Junior Treasurer and shall include relevant details of quotes and potential costs.
5. Applicants may be requested to attend meetings with the Junior Treasurer.
6. Funding shall be distributed at the Junior Treasurer's discretion, subject to approval of an open meeting.

STANDING ORDER LIX THE CONTINGENCY FUND

1. The Contingency Fund is for unplanned expenditure such as for setting up new clubs and societies.
2. Funding shall be allocated at the discretion of the Junior Treasurer, subject to approval of an Open Meeting.

STANDING ORDER LX AFFILIATION TO ORGANISATIONS

1. If SSCSU decides to become affiliated to any external organisation, it shall publish to all Junior Members of College, and to the College Council, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.
2. SSCSU shall publish annually a report to all Junior Members of College, and to College Council, stating the names of all external organisations to which it is affiliated, and details of any subscription or similar fee paid within the year covered by the report.
3. Upon the request of at least three per cent of its members, SSCSU shall submit for the approval of its members a list of the organisations to which SSCSU is affiliated. If at least five per

cent of the members so require, the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote. Such a requisition may be made once a year, in the Lent Term.

STANDING ORDER LXI THE ENTS FUND

1. All Ents income (i.e. from bops or other events) will be paid directly into SSCSU.
2. When drawing up the SSCSU budget, the Junior Treasurer will add up the amount that Ents has paid into SSCSU (minus £50 SSCSU income per bop) and earmark this as the Ents Fund.
3. Over the next year, Ents will be allowed to spend the money in the Ents Fund on furthering the goal of providing entertainment for Sidney students.
4. The remaining money in the Ents Fund at the end of each year will be carried over to the following year's Ents Fund.
5. Ents Fund expenditure is to be authorised at the Ents Officer's discretion.



Part 4 - Open Meetings

STANDING ORDER LXII PROCEDURES FOR OPEN MEETINGS.

1. Only the following classes of motion may be discussed at such an Open Meeting:
 - (a) Ordinary Motions, given to the Vice President by midnight three days before the meeting with the names of two full members as proposer and seconder.
 - (b) Sponsored Motions, of which three weekdays' notice shall have been given with names of two members of the Executive Committee or Finance Committee as proposer and seconder, and notice of the sponsorship of the Executive Committee and Finance Committee respectively, which shall have been approved by 2/3 of those present at an Executive Committee or Finance Committee Meeting.
 - (c) Emergency Motions, being only those motions which exclusively deal with a matter which has arisen after the last date for acceptance of Ordinary Motions, and which require attention before the next scheduled Open Meeting, which shall be handed, in completed form, to the Chair with the names of two Full Members as proposer and seconder before the start of the substantive motions of the Open Meeting, and accepted by the Chair and the meeting at the conclusion of the reports of the Open Meeting.
 - (d) Motions of Removal, calling for the removal of officers of the SSCSU of which three weekdays' notice shall have been given, together with the names of two Full Members as proposer and seconder, with also the names of ten other Full Members of the SSCSU as sponsors, except motions of removal of members of the Executive Committee proposed under the provisions of Chapter IX of the Constitution, which shall not require the names of ten other Full Members as sponsors, but shall be sponsored by the Executive Committee.
 - (e) Procedural Motions, which shall be motions relating to the conduct of the meeting or to the voting procedure, and may be introduced on a point of order but shall require the votes of 2/3 of

those present to be passed. Motions referring to the conduct of a vote are the only procedural motions that may be introduced while a vote is being taken.

(f) Executive Officer Motions, which shall be motions relating to the portfolio of an Executive Officer brought in his/her capacity as an Executive Officer, having failed to achieve the necessary approval for Executive Sponsorship.

(g) Donations motions, which shall be motions relating to the distribution of the donations fund. A maximum donation of £100 may be passed with a simple majority. Any proposed donation greater than £100 may be considered but may only be passed with a two thirds majority.

2. At the start of each Open Meeting, the minutes of the previous meeting shall be approved by the meeting as correct and then signed by the SSCSU President or his/her deputy.

3. The Ordinary Motions shall then be taken in the order listed on the agenda sheet, followed by the Emergency Motions, except that order may be changed if a procedural motion to that effect is passed.

4. The SSCSU President shall chair all Open meetings, and in conjunction with the Chair, shall act as teller.

5. The Vice-President, or any other member of Exec delegated by the SSCSU President, shall take minutes and also act as teller.

6. For a motion to be discussed and voted upon, either the proposer or seconder of that motion must be present whilst the motion is discussed, unless the proposer or seconder inform the SSCSU President of their intended absence before the beginning of the meeting and give the SSCSU President the name of a Full Member who will introduce the motion on their behalf.

7. A guillotine shall fall on the discussion of each motion after 15 minutes. Before the guillotine has fallen, a motion to take an immediate vote must be passed unanimously to take effect. After the guillotine has fallen, any member of the meeting shall be permitted to make one further speech of up to 60 seconds each.

8. Amendments to motions may be introduced by any Full Member present at the Open Meeting. These will be incorporated into the motion if introduced by the proposer of the motion or if accepted as "friendly" by the proposer of the motion.

9. If a proposed amendment is disputed by the proposer of the substantive motion, the amendment must be seconded, debated and voted upon in the normal way before discussion of the original motion (amended or otherwise) can be resumed. For a disputed amendment to be incorporated into the motion, it must be approved by a 2/3 majority of those present.

10. The chair of the meeting should refuse to accept an amendment if s/he believes it introduces a subject matter entirely outside or different from the subject matter of the substantive motion, or substantially changes the intent of the motion.

11. If, after the guillotine has fallen, an amendment to the motion under discussion is proposed which the proposer of the motion does not accept, there shall follow a period of 10 minutes during which anyone, including those who have already spoken on the motion, may speak on the proposed amendment for up to one minute each. When ten minutes have elapsed or there are no further speeches a vote shall be taken on the proposed amendment. Thereafter the normal terms of the guillotine shall apply.

12. At each Open Meeting, the following Executive Officers shall produce a report describing their recent activities and their plans for the near future:

SSCSU President

SSCSU Junior Treasurer
MCR President (in conjunction with the MCR Treasurer)
SSCSU External Officer
SSCSU Academic Welfare Officer
SSCSU Social Welfare Officer
SSCSU Bar Secretary
SSCSU Entertainments Officer
The Junior Members of College Council

In addition, a member of the Kitchen Committee and the Establishment Committee, designated by the SSCSU Vice President, shall produce a report of the activities of that Committee.

13. Failure to produce a report described in Clause 12 above will result in a reprimand at the next Open Meeting.

14. In an SSCSU meeting anyone making a racist, disablist, sexist, or homophobic, remark or interrupting a speech with a racist remark shall be asked to withdraw that remark and if they refuse to do so should be subject to a motion of censure which, whilst registering disapproval of such views does not reject the individuals right to freedom of speech on this matter and to remain in the meeting if s/he insists.

- (a) For the purposes of this provision “racism” can be defined as:
- (i) a remark made which supports physical, legal or economic oppression of an group in society.
 - (ii) an assertion that one or more ethnic groups are inferior to another because of their ethnicity.
 - (iii) an insult directed at a race or group because of their ethnicity.
 - (iv) the denial of cultural expression to an ethnic group.

- (b) For the purposes of this provision “sexism” can be defined as:
- (i) a remark made which supports physical, legal, or economic oppression of women or men.
 - (ii) an assertion that women are inferior to men by virtue of their sex or vice versa.
 - (iii) an insult directed at an individual female member of SSCSU or women in general because of their sex; or an insult directed at an individual male member of SSCSU or men in general because of their sex.

15. If the Chair and the Vice-Chair are both absent from an Open Meeting, the SSCSU President shall act as Chair and the SSCSU Vice-President shall act as SSCSU President. If the SSCSU President, Chair, and Vice-Chair are all absent, then the SSCSU Vice-President shall act as Chair and a nominated member of Exec. who is present shall act President. No Open Meeting can start or continue without the presence of at least one of the Chair, Vice-Chair, SSCSU President or SSCSU Vice-President.

16. The Vice President shall be responsible for the publicity of the agendas for the Open Meeting, ensuring that they are posted on the SSCSU noticeboards and that there is a sufficient supply provided in the P/Hole Room and Library. Furthermore, the Vice President shall be responsible for ensuring that agendas are made available to all those who attend Open Meetings.

17. The SSCSU Vice-President shall be responsible for the posting of a copy of the minutes on the SSCSU notice boards and the circulation of copies to the Chair, Senior Treasurer and to the Executive Committee.

18. Only those members of SSCSU who hold recognised official positions, both executive and non-executive, may be mandated by an Open Meeting motion, and only then in their official capacity.



Part 5- Policy

SO LXIII SSCSU POLICY

- 1) The following is a list of all current SSCSU policy and the dates on which they were originally passed at an Open Meeting.
 - a)

