

Oxford University Student Union

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Schedule One – of Standing Orders

A. General

A.1 Nature and Suspension of the Standing Orders

- 1.1 These Standing Orders shall constitute the Schedule required by Clause 1 of Section J of the Rules, and may be amended only in the manner prescribed in the Rules.
- 1.2 Any specified part or parts of Section B 4., B 5., B 6., B 7., and/or B 8. of these Standing Orders may be suspended by a two-thirds vote of Council as prescribed herein. Nothing laid down herein other than in Section B 4., B 5., B 6., B 7., and/or B 8. may be thus suspended, nor shall any suspension under this Clause be deemed to have retrospective effect.

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B. Meetings Of Council and its Preparatory Committees

B.1 Notice

1.1

- (a) The President shall give not less than fourteen days' notice of each Ordinary Meeting of Council, of each Termly Meeting of Council: and not less than five days' Notice of each Extraordinary Meeting of Council.
- (b) Within five days of the receipt by the President of a petition, request, or motion necessary for the convention of a Special Meeting of Council under G1(b) of the Rules, the Executive shall determine the time at which the Special Meeting of Council shall be convened, which time shall be not less than fourteen days nor more than twenty-one days from the date of the said receipt; and the President shall give not less than seven days notice of the said Special Meeting of Council.
- (c) Any failure by the President to give notice of a Meeting of Council as required by these Standing Orders shall be remedied by the Executive as quickly as possible but shall not affect the holding of the said Meeting or the validity of anything done at it, provided that copies of the Agenda for the said Meeting are sent out at least 48 hours in advance of the said Meeting.

1.2

- (a) Notice of all Motions other than Emergency Motions and Motions proposing to amend the Bye-Laws shall be required by noon on Thursday in the week before that in which the Meeting of Council is to be held, except that Notice of all Motions for the First Ordinary Meeting of Council in each term shall be required by 9.00am on the Friday in the week before that in which the Meeting of Council is to be held.
- (b) Notice of all Motions proposing to amend the Bye-Laws shall be required by noon three working days before the day on which Notice of all other Motions other than Emergency Motions shall be required as laid down in (a) above.
- (c) Amendments to all Motions other than those within the terms of (b) above may be submitted during the debate on the Motion to which the Amendment is proposed; except that all such Amendments must refer to the same substantial matter as the original motion, and that the Chair of Council may rule against any such Amendment where they believe it to be of such magnitude as to require the same notice as a Motion under (a) above.
- (d) Emergency Motions may be proposed after the deadline specified above on any matter which has, in the ruling of the Chair, substantially arisen since that deadline, so long as they are submitted not less than three hours before the scheduled start of Council.
- (e) Notice of a Motion or Amendment, other than under (c) above, shall be deemed to have been given where the text of that Motion or Amendment, and the name and college of its

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proposer and seconder, has been handed into the OUSU office by the relevant deadline as laid down above.

- (f) No Motion of No Confidence shall be proposed as an Emergency Motion later than noon on the second weekday before Council. Where such a Motion is proposed, the Democratic Support Officer shall make all reasonable effort to ensure that written notice of the content of that motion shall be given at the earliest opportunity, and at least 24 hours before Council, to its subject.
- (g) Each Motion, and Each Amendment, shall be required to be proposed by one full member of OUSU, and seconded by one full member of OUSU: and shall not stand in the name of more than one proposer and seconder, nor any collective body. The Agenda shall indicate after each motion the name and college of the proposer and seconder of that motion, but no other information relating to the proposer and/or seconder, and specifically not any title they may hold.
- (h) After the passing of the relevant deadline for submission, no Motion or Amendment may be withdrawn without the permission of the Chair and of Council, except as provided for under 5.1(j) or (m).
- (i) The restrictive provisions of this Clause shall not apply to procedural motions as provided for below.
- (k) If a motion to amend the Rules is amended at its second reading, this reading shall be deemed its first reading.
- (l) No Amendment may be proposed to a Motion to Amend the Bye-Laws at its Final Reading.

B2 Preparatory Committees of Council

2.1

- (a) The Steering Committee shall consist of the Chair of OUSU Council, the OUSU President and three members of OUSU elected in the last ordinary meeting of Council each term to serve for one term. The Chair of Council shall chair the committee.
- (b) The Steering Committee shall hold a meeting on the same day as the motion deadline outlined in B.1.2.a. Notice must be given of the time and place of Steering Committee via the OUSU website.
- (c) The Steering Committee shall compile the Agenda for Council. All motions submitted in line with the deadlines above shall appear on the agenda, unless the committee believes that a preliminary discussion of any motion would aid consideration of the motion by Council.
- (d) The Steering Committee may refer such motions to any Permanent Committee of OUSU. If

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the committee believes that there is no suitable permanent committee, the committee may create an ad hoc committee to consider the motion in the same manner as a permanent committee. Any such ad hoc committee shall be chaired by the Chair of Council.

(e) In the circumstances of (d) above the motion in question shall not appear on the Agenda of the Council to which it was submitted.

(f) The decision of Steering Committee to refer any motion to a Permanent or ad hoc Committee of OUSU shall be overridden and the motion in question shall appear on the Agenda for the Council to which it was submitted on the receipt of a petition to that effect signed by 50 full members of OUSU by midday on the Monday before OUSU Council takes place.

(g) Motions considered by permanent or ad hoc committees must be considered at normal or extraordinary meetings of these committees before the motion deadline for the next Ordinary Meeting of Council as laid down in 1.2(a) above. Notice of the time and location of these committees and the motion to be discussed must be given via the OUSU website.

(h) Proposers and seconders may, after their motion has been considered by a permanent or ad hoc committee, give notice of an amended version or that they wish to withdraw their motion at any point before the motion deadline for the next meeting of OUSU Council (as in 1.2(a) above). If no such notice is given the motion shall automatically appear on the Agenda for the next Ordinary meeting of Council.

(i) Steering Committee may not refer any motion to any permanent or ad hoc committee more than once.

(j) Steering Committee may, for any motion, lay down by ruling, printed below the text of the motion on the agenda, which part or parts of the OUSU policy book the passage of the motion in question by Council would repeal. This ruling may be challenged in Council by means of a procedural motion in line with 5.2 (c) xii . If a motion is amended during debate on that motion and due to the passage of this amendment the President believes that all or part of the ruling of Steering Committee no longer applies, when updating the Policy Book or determining OUSU Policy, s/he shall do so in such a manner as s/he believes complies with the motion, as passed by Council. The President's decision in such a matter may be reversed or amended upon the passage of an ordinary motion of Council and should be made subject to any existing Council mandate.

(k) Any member of OUSU may attend and speak at meetings of the Steering Committee.

2.2

(a) The Internal Affairs Committee shall consist of the OUSU President and four members elected in the First Ordinary Meeting of Council in Hilary Term. Elected members of the Internal Affairs Committee shall serve for one year.

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(b) The Internal Affairs Committee shall elect a chair from among their own number in the first meeting after the Committee has been elected.

(c) The Internal Affairs Committee shall hold a meeting up to 24 hours after the deadline for Notice of Motions proposing to amend the Bye-Laws as laid down in 1.2 (b) above, only if Notice has been given of any Motion proposing to amend the Bye-Laws. All such motions shall be referred to the Internal Affairs Committee.

(d) The Internal Affairs Committee may give advice and feedback on any Motion proposing to change the Bye-Laws and the committee may also function as a forum for discussion of the motion in question.

(e) Meetings of the Internal Affairs Committee shall be advertised at least twenty-four hours in advance via the OUSU website. Any member of OUSU may attend and speak at a meeting Internal Affairs Committee-

(f) The quorum for the Internal Affairs Committee shall be two.

(g) When a motion has been considered by the Internal Affairs Committee, the proposer and seconder may after their motion has been considered by the Committee give notice either of an amended version of their motion or that they wish to withdraw their motion at any point before the motion deadline laid down in B.1.2.a. If no such notice is given the motion will automatically appear on the agenda of the Council for which it was submitted.

2.3

No motion to be considered by Extraordinary Council or Special Council shall be considered by any preparatory Committee of Council. No motion automatically entered onto an Agenda under the provisions of 1.2(j) above shall be discussed in any preparatory Committee of Council

B3 Papers

a) The Democratic Support Officer shall, after the passing of the deadline for Ordinary Motions under 1.2(a) above, give notice of an Agenda for the Meeting of Council in question containing the full text, and the names of the proposer and seconder, of each valid Motion and Amendment already submitted by that deadline, and containing also notice of any Elections in Council as required under C10 below.

(b) The Democratic Support Officer shall, before each Meeting of Council, prepare an Amendments Paper for distribution at the Meeting itself, which shall include the full text, and the names of the proposer and seconder of each valid Emergency Motion and each valid Amendment not already circulated.

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(c) This clause shall not impose a requirement that OUSU ensure receipt of Papers distributed, nor mean that any inaccuracy in the Council List or any minor clerical error in the normal course of administration shall render invalid any Meeting of Council.

B.4. Order of Business

4.1

(a) The Order of Business shall normally be as following, except that it may be changed at the discretion of the Chair of Council, subject to any resolution of Council under 5.2(c)(vi):

- i. Minutes of the Previous Meeting
- ii. Matters Arising from the Minutes
- iii. Ratifications in Council
- iv. Elections in Council
- v. Reports from the Sabbatical Officers
- vi. Reports from any members of the Executive and any Autonomous Campaign representatives who wish to make reports.
- vii. Questions to Members of the Executive and Autonomous Campaign representatives
- viii. Emergency Motions
- ix. Passage of Motions *nem con*
- x. Motions of No Confidence or Censure
- xi. First Readings of Motions to Amend the Bye-Laws
- xii. The Budget or Amended Budget
- xiii. Motions authorising capital expenditure
- xiv. Other Motions
- xv. Any Other Business

Under ix above, the Chair shall read the title of each Motion on the Agenda, excluding Motions under, vii, ix, x, xi, xii and Motions to authorise expenditure; and where no objection is raised to a Motion, that Motion shall be deemed to have passed *nem con*.

(b) The Order of Business at each Termly Meeting of Council shall be as follows:

- i. Election of the Chair of Council
- ii. Termly Reports of members of the Executive and Chairs/Co-Chairs of Committees
- iii. Second/Final Readings of Motions to Amend the Bye-Laws

The Minutes of each Termly Meeting of Council, and Matters Arising from those Minutes shall be dealt with at the first Ordinary Meeting of Council in the following term.

(c) Each Extraordinary Meeting of Council, and each Special Meeting of Council, shall confine itself to discussion of the Motion or Motions specified in the Constitutional

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instrument pursuant to which it is convened; and the Minutes of each such Meeting, and the matters arising from those Minutes, shall be dealt with at the next Ordinary Meeting of Council.

- (d) The acceptance of any report shall be tabled as a Motion, or as part of a Motion, under (a)(xiii) above, except in the case of Reports under (a)(v), a (vi) or (b)(ii) above, which shall be deemed accepted unless any member of Council proposes a Procedural Motion on the acceptance of the Report in question under 3.2(d)(ii) below.

1.2 No-one shall bring alcohol into the room in which Council is being held.

B 5. Order of Debate

5.1

- (a) On each Motion debated in Council, the proposed or her/his nominee shall have the right to speak first. In the case of a Motion of No-Confidence or a Motion of Censure, the subject of the motion or her/his nominee shall have the right to make the first speech in Opposition.
- (b) Following the speech under (a) above, the Chair shall ask for a speech against. If there is no speech against the motion, and no member of Council requests further debate, the motion shall be deemed to have passed. Otherwise the Chair shall take speeches in debate.
- (c) Following questions under (b) above, the Chair shall ask for a speech against. If there is no speech against the motion, and no member of Council requests further debate, the motion shall be deemed to have passed. Otherwise the Chair shall take speeches in debate.
- (d) The Chair shall call on members to speak in debate in the order in which (s)he sees them raise their hands. If the Chair is unable to determine the order, then (s)he shall decide the order of speakers at his/her discretion.
- (e) The Chair shall always give speaking priority to individuals who have yet to speak on the given motion or amendment.
- (f) The Chair's decision as to the order of speaking in debate may be overturned by a two-thirds majority vote of Council members.
- (g) During any speech, those present may interrupt only to offer points of information, which they may not actually make until the member speaking has agreed to hear the point in question, which s/he may at her/his own discretion refuse to do; such points shall be phrased as short questions or statements. No such points shall be offered during any summing-

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speech under (k) below.

- (h) The first speech in proposition of a motion and the first speech against, as defined in B5.1(a) and B5.1(c), shall be limited to five minutes. Subsequent speeches in debate on a motion, or in proposition, opposition, or debate on an amendment shall be limited to two minutes. Those timings should not include time take to offer points of information. The Chair of Council shall call on any person who has spoken for more than the specified limit to conclude her/his speech within a further one minute, and at the end of that time to rule out of order any further remarks by that speaker; unless Council agrees on a show of hands to a request from the speaker in question to extend her/his right to speak for a specified time.
- (i) When an amendment is proposed which the proposer of the motion accepts, it shall be deemed passed unless any member of Council present wishes it to be put to a vote, in which case it shall be discussed and voted upon as if the proposer of the motion had not accepted it.
- (j) When an amendment is passed which the proposer of the motion did not accept, s/he may continue as proposer of the motion should s/he so wish; failing which the proposer of the amendment in questions so should s/he so wish; failing which any full member of OUSU present may do so, in which case, where more than one such person wishes to do so, the Chair shall at her/his discretion nominate one of those persons to do so.
- (k) At the end of the debate, the proposer of the Motion or Amendment, and one opposer selected at the Chairs discretion, shall have the opportunity to deliver one summing-up speech each, during which no new information shall be introduced, nor any points of information raised.
- (l) No person shall make any remark which is, in the opinion of the Chair, either defamatory or not relevant to the matter under debate.
- (m) Should the proposer or seconder of a motion no longer wish or be present to propose or second it, as the case may be, any other full member of OUSU present at the meeting may do so, in which case, where more than one such person wishes to do so, the Chair shall at her/his discretion nominate one of those persons to do so.

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5.2

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- (a) Points of Order relating to the conduct of a meeting may be made at any time and shall take precedence over all other matters, except that no Point of Order may be raised during a speech unless it relates to the compliance of that speech with Standing Orders, nor during a vote unless it relates to the conduct of that vote. Points of Order shall be addressed to the Chair, and no person, making a point of order, shall make any argument relating to the substantive Motion or Amendment under debate.
- (b) The following Procedural Motions may be raised on a Point of Order
- i. To hold a Quorum Count
 - ii. To have No Confidence in the Chair
 - iii. To overturn a specified Ruling of the Chair
 - iv. To suspend a specified part or parts of B4, B5, B6, B7 and/or B8 of Standing Orders for a specified time.
 - v. To require that voting on a specified Motion or Amendment be by Secret Ballot
 - vi. To require that voting on a specified Motion or Amendment be by Recorded Vote

The carrying of a motion under iii shall require a 2/3 vote of Council. The carrying of a motion under I shall require 10 votes in favour. Provided no member of Council present objects, the chair may direct that a motion under iv, v or vi be passed without being put to a vote. Where debated, motions under v and vi shall need a 1/4 vote of Council to pass, and motions under iv shall require a 2/3 vote of Council to pass. In the event of both motions under v and vi being passed with respect to the same vote, the vote shall be conducted by secret ballot.

- (c) The following Procedural Motions may be made on a Point of Order, except during discussion of any Procedural motion under b above:
- i. To move to a Vote
 - ii. That a specified Motion or Amendment not be put
 - iii. To recount a vote
 - iv. To lay the matter on the table until a specified time later in the meeting
 - v. To lay the matter on the table until the next Ordinary Meeting of Council
 - vi. To amend the Order of Business from that specified herein and/or on the Agenda
 - vii. To take the Motion in specified parts
 - viii. To adjourn the Meeting for a specified time, and/or to be a specified place
 - ix. To close the Meeting
 - x. To grant Speaking Rights to a non-member of OUSU
 - xi. To grant attendance rights to a non-member of OUSU who is not a member of OUSU staff.
 - xii. To overturn a specified ruling of Steering Committee.

Provided no member of Council present objects, the Chair may direct that any motion under this

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clause be passed without being put to a vote. Motions under i, ii, iv, v, vi, viii and ix shall require a 2/3 vote of Council to pass.

Motions to hold a recount under iii above shall be passed if supported by 10 members of Council, but may only be moved immediately after the relevant vote, shall not be moved in respect of a motion taken by secret ballot or recorded vote, and shall not be moved more than once with respect to the same motion or amendment, except that if a motion passes on a recount having failed on the original vote, or vice versa, a motion may be moved to have a second and final recount.

- (d) The following Procedural Motions may be raised on a Point of Order, except during discussion of any procedural motion under (b) or (c) above: i. To submit, or re-submit, the matter to the Executive, or to a specified Committee ii. To accept, reject or refer back a specified Report, as specified iii. Any other matter relating to the procedure of the Meeting.
- (e) Debate on any Procedural Motion shall be limited to one speech in support and one in opposition, with no summing up speeches. Short factual questions maybe made only to clarify the meaning of such motion, and shall be addressed to the Chair.

B 6. Voting

6.1

- (a) Except as specified under 5.2(b) above, voting shall be by show of hands.
- (b) Where a Recorded Vote takes place, the name of each member of Council present shall be read out, and that member shall indicate aloud how they vote on the matter in Question, and the votes of each member shall be circulated with the Minutes of the Meeting in question.
- (c) The conduct of all votes, including counting of votes by show of hands, shall be the responsibility of the Returning Officer.
- (d) Where Council moves to a vote on any Question, only those present at the start of voting shall be entitled to participate in that vote.
- (e) Where a recount is held under 5.2(c) iii above, only those present during the initial vote shall be entitled to vote in the recounted vote.
- (f) The Returning Officer may appoint tellers to assist in the conduct of a vote.
- (g) Not Motion (except a Procedural Motion) may be passed unless at least 20 members of Council vote in its favour.

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B 7. Chair of Council

7.1

- (a) It shall be the duty of the Chair of Council, as presiding officer of Council, to ensure that the Articles, Bye-Laws and Regulations are upheld at meetings of Council, that Council is able to fulfil its functions, and that Council does not continue its business in the absence of a quorum. In the absence of adequate provision governing the procedure of any Meeting of Council the Chair of Council shall conduct the Meeting in such a manner as s/he shall see fit and lay down by ruling, subject always to the right of any member of Council to challenge her/his ruling under 5.2(b) iii above.
- (b) It shall be the duty of the Chair of Council, as Chair, to ensure the possibility of free and fair debate on all issues which come before Council, and specifically to prevent intimidating behaviour of any kind.
- (c) The Chair of Council shall rule out of order any part of any motion which, if passed, would change the contracts or working conditions of non-elected staff.

7.2

- (a) It shall be prerogative of the Chair of Council, with the consent of Council by two-thirds vote, to expel any person not complying with Standing Orders or the principles established in the Articles and Bye-Laws and thereby impeding the Chair of Council from fulfilling her or his duties under Standing Orders.
- (b) It shall be the prerogative of the Chair of Council, should disorder arise, to give notice of her/his intention to quit the Chair if order is not restored within a specified reasonable period; and to quit the Chair if order is not so restored. In the event that the Chair of Council so quits the Chair, the Meeting shall come to an end and no further business may validly be transacted at it. The Chair of Council shall give her/his reasons for invoking the provisions of this Clause under this clause to the next meeting of Council.

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7.3

- (a) Where a motion of challenge or no-confidence in the Chair of Council is proposed under 5.2(b)ii or 5.2(b)iii above, they shall vacate the Chair for the duration of the discussion of that motion, and may, having vacated the Chair, participate in that discussion; except that the Chair of Council need not so vacate the Chair where a motion is proposed under 5.2(b) iii above in relation to a Ruling made by a previous Chair of Council.
- (b) Upon passage of a motion under 5.2(b)ii by a two-thirds majority, the Chair of Council shall be deemed to have been removed from office, and an election shall immediately be held for a new Chair of Council. Any person so elected shall serve only as long as her/his predecessor would have served had s/he remained in office. Where such a motion is passed by a simple, but not by a two-thirds, majority, the Chair of Council shall not be removed from office, but the holder of the Chair under 7.5 below shall retain the Chair for the remainder of that Meeting.
- (c) The casting vote of the Chair of Council under Section B.6.1 of the Rules shall, on a substantive Motion or Amendment, be exercised in favour of the status quo. Where the vote concerns existing OUSU Policy Guidelines, status quo shall be interpreted as the retention unamended of that Policy Guideline.

7.4 Whenever the Chair of Council speaks s/he shall be heard in silence and all other persons shall immediately cease speaking.

7.5 Where the Chair of Council vacates the Chair under 7.3(a) above, if they resign, or if they fail to attend Council, the Chair shall be taken by the Returning Officer. If the Returning Officer is not present or they do not wish to take the Chair, they shall pass it to the President who may in turn pass it to any of the other Sabbatical Officers. Whoever holds the Chair shall assume the powers of the Chair of Council for the relevant clauses herein for the duration of that meeting.

B 7. Quorum

7.1

- (a) Each Meeting of Council shall open as soon after the time for which it has been called as a Quorum is present, and if it has not been thus opened 20 minutes after the time for which it has been called, the Meeting shall be cancelled.
- (b) At any point where a Quorum Count is taken and a Quorum is not present, business shall be suspended until such time as the Quorum is restored, and if no such Quorum is restored within 15 minutes of the said suspension, the Meeting shall be closed.
- (c) When all items of business under 4.1 above have been concluded, and the Chair of Council considers that Council has no other business to conclude, s/he shall formally close the Meeting and no further business may then be validly transacted at it. Any declaration of closure under this Clause shall be subject to immediate challenge by any

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member of Council present, in which case the closure of the Meeting shall be delayed while Council on a show of hands either accepts or rejects the declaration of closure.

- 6.2** Any member of the OUSU Staff shall have the right to attend Council but shall not have Speaking Rights unless provided for under 5.2(c)x above.

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C. Elections and Referenda

C 1. General

1a) The Returning Officer and Deputy Returning Officers

1. The Returning Officer shall be elected in the Termly Council in the term preceding the term in which s/he is to serve. If no candidate presents him/herself for election in Termly Council, the Executive shall appoint an Acting RO. An RO should then be elected in the 1st Week Council of the term in which s/he is to serve. The RO shall hold office until the end of that term and shall have complete control over, and responsibility for, the organisation of all direct elections, elections in council, indicative polls and referenda. The RO shall also be responsible for promoting opportunities to stand and vote in the elections.
2. Two Deputy Returning Officers (DROs) shall be elected in 1st Week Council in the term in which they are to serve. If one or either position remains unfilled after 1st Week, elections may be held in subsequent Councils.
3. In the event of a vacancy arising for the post of RO, one of the DROs, nominated for that purpose by the President, shall act as RO. In the event that there is no DRO, the President shall act as RO.
4. The RO, and each DRO shall each require ten affirmative votes to be appointed by the Executive. In the event that no candidate gains the ten votes necessary, there shall be an election in Council. Only candidates who were considered by the executive will be eligible to stand in this election.
5. The appointment of a RO or DRO shall be subject to ratification in Council. In the intervening period the RO and DRO(s) may carry out their duties, and a refusal by Council to ratify an RO or DRO shall not in itself invalidate any actions by that person under this clause prior to Council's refusal to ratify.

1b) Elections Committee

1. The RO shall be assisted by an Elections Committee consisting of:
 - i. The RO
 - ii. The President (except when either Tribunal shall rule otherwise)
 - iii. The DRO(s)

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- iv. All members of the Executive who are not running for election, agents for a candidate or campaigning in a referendum
 - v. Up to four other OUSU members, appointed by the RO and ratified by Council
 - vi. Up to one non-OUSU member, appointed by the RO and ratified by Council
2. Each member of Elections Committee may, or where the RO so instructs shall, assume the authority of the RO (other than in connection with the disciplinary process). Any ruling made or action undertaken by a member of Elections Committee under this clause shall be as binding as if made by the RO, unless and until overturned by the RO.
 3. Where a person has been appointed by the RO as a member of Elections Committee but that appointment has not been presented to Council for ratification, that person may, at the RO's direction, be designated an Interim Electoral Official. In that capacity s/he shall be entitled to exercise all the functions and powers of a member of Elections Committee. Regardless of whether ratification is granted to an interim electoral official, no act undertaken by her/him as an Interim Electoral Official shall be invalidated.
 4. The RO and each Tribunal are individually empowered to dismiss any Interim Electoral Official, but in the case of the Tribunals only in the course of their duties.
 5. The quorum for any meeting of Elections Committee shall be the RO and any two other members of Elections Committee.
 6. Meetings of Elections Committee shall be convened by the RO. No prior notice shall be required to be given of the convention of any meeting of Elections Committee, but any decisions made at a meeting of Elections Committee that was not advertised to all members shall be ratified by a full meeting of Elections Committee within 48 hours.

1c) Amendments to Regulations and Rules of Interpretation

1. The RO shall issue a rule of interpretation relating to the procedure to be adopted on any point not covered in Regulations, Bye-Laws or Rules of Interpretation, except in the case of the procedure to be adopted by Junior Tribunal on any point not covered in Regulations, Bye-Laws or Rules of Interpretation, which shall be the responsibility of the President.
2. Elections Committee may make amendments to Regulations at any time and such

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amendments shall take effect upon being posted on the OUSU website.

1d) Impartiality of Election Officials

1. Neither the RO, nor any DRO, CRO, member of Elections Committee or Junior Tribunal or the Reserve Panel, OUSU staff member of OUSU staff member designate, sabbatical officer or sabbatical officer elect may stand in any election or campaign for or against any candidate (or in relation to any question submitted to referendum) while s/he holds such office, except that sabbatical officers and sabbatical officers-elect may campaign in relation to any question submitted to a referendum or indicative poll.
2. Should any member of Elections Committee or Junior Tribunal have assisted in word or deed any candidates, slate, calling of referendum or referendum campaign; they shall declare the nature of assistance given prior to any discussion or adjudication which may affect any candidate, slate or referendum they have assisted, and shall absent themselves both from discussion and from vote on that specific issue.

1e) Harassment or Unacceptable Behaviour

1. The attention of candidates, electoral officials, agents and OUSU members generally is drawn to the Proctors' and Assessor's Memorandum on Harassment, and members of the university are reminded that they may make use of the OUSU Student Advice Service and the University's confidential harassment hotline if at any point during the electoral process they believe themselves or someone else to be experiencing harassment. Such action will have no impact on the electoral process unless a complaint about an electoral offence is made to the RO.
2. Candidates are reminded that the RO and Junior Tribunal will report any matter of clear or suspected harassment to the Proctors to be dealt with under university harassment procedures in addition to any penalties imposed for contravention of election regulations or standing orders.
- 3
 - a) Clear or suspected harassment shall be deemed to include, but not limited to, unwanted conduct which has the effect of contribution to any environment felt to be intimidating, hostile, degrading, humiliating or offensive.
 - b) Clear or suspected harassment as defined above of an electoral official as defined in C.1.d1 shall constitute a more serious electoral offence.

1f) The Statutory Annual Elections

1. The timetable for Statutory Annual Elections, as laid out below, may be amended by a majority vote of Council, any such amendments as may be made shall only apply to the

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immediately subsequent Statutory Annual Elections.

- i) The opening of nominations for all agents and slates, and close of acceptance of petitions and common room requests for a referendum to be held concurrently with the Statutory Annual Elections shall be noon on Thursday of 3rd Week Michaelmas.
- ii) The close of nominations for all candidates and slates, and the registration of all agents in any concurrent referenda shall be noon on Thursday of 4th Week Michaelmas.
- iii) All JMB entries shall be submitted by noon on Thursday of 3rd Week Michaelmas.
- iv) The Returning Officer shall make available copies of every JMB entry on the OUSU notice board and on the elections section of the OUSU website by noon on Friday of 4th Week Michaelmas.
- v) All complaints regarding a JMB entry must have been submitted to the Returning Officer by noon on Monday of 5th Week Michaelmas, the Returning Officer shall rule any complaints regarding JMB entries submitted after this deadline as frivolous or malicious unless good reason for the late submission is given.
- vi) Polling shall take place from Tuesday at 8am until Thursday at 6pm of 6th Week Michaelmas.

C 2. Nominations

2a) Eligibility

1. Candidates may not stand in more than one concurrent Direct Election, with the following exceptions:

Candidates may stand for the position of NUS delegate and Executive Officer.

Candidates may stand for the position of NUS delegate and Sabbatical Officer.

Candidates may stand for the position of NUS delegate and Graduate Officer.

Candidates may stand for the position of NUS delegate and Student Trustee.

Candidates may stand for the position of Student Trustee and Executive Officer.

Candidates may stand for the position of Student Trustee and Graduate Officer.

Candidates may stand for the positions of Student Trustee, Executive Officer and NUS delegate.

Candidates may stand for the positions of Student Trustee, Graduate Officer and NUS delegate.

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In the event of a candidate standing for any position concurrently with standing for another elected position or positions, the expenditure and publicity limits laid out elsewhere in the Standing Orders shall not be cumulative, rather only the higher expenditure and publicity limit shall apply.

2. No final year student shall be eligible to be nominated as a candidate for executive officer unless her/his nomination is accompanied by documentary proof that s/he has a confirmed place in the university for the next academic year, which place will entitle her/him to full membership of OUSU. Where a student is a postgraduate on a one-year course there shall be no such proviso governing his or her eligibility to stand for election as a graduate officer.

2b) Before Nominations

1. The RO shall give 21 days' notice of each Direct Election where possible and a minimum of 14 days' notice in any circumstances. The RO shall ensure that notice of poll is conveyed to each college within 48 hours. Nominations for all positions shall be open from noon of the day the RO gives notice. Nominations for the part-time Executive and all Slates shall close at noon on the day that the RO gives notice of, which shall not be less than six days later.
2. The RO shall ensure that the times of the opening and closing of nominations are adequately publicised.
3. Nomination forms shall be available from the OUSU offices during working hours while nominations are open, and from a supplement to the 3rd Week Oxford Student, which shall also contain information about standing in the election and the positions available.
4. All candidates must present their nomination to the OUSU office in person, unless, in exceptional circumstances, by prior arrangement with the RO.

2c) Nomination Information Required

1. Any full member of OUSU who wishes to stand for election must submit to the RO before the close of nominations
 - i. A complete nomination form
 - ii. A statement that s/he has read the relevant parts of the Articles, Bye-Laws, Regulations, and Rules of Interpretation and agrees to be bound by them
 - iii. If wishing to stand for Sabbatical Office, written permission from his/her

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college that s/he may serve if elected; such permission may only be granted by a Head of House, Dean, Senior Tutor, Tutor for Graduates or equivalent.

- iv. If the candidate is undertaking postgraduate study and wishing to stand for Sabbatical Office, written permission from her or his faculty that s/he may serve if elected; such permission may only be granted by a Director of Graduate Studies or equivalent.
- v. A full list of disclosures as detailed in 2e) below.
- vi. A deposit, comprising £15 per NUS delegate candidate, £25 per executive or graduate executive candidate or candidate for student trustee, £50 per sabbatical candidate and £50 per referendum campaigning group.
- vii. Camera-ready artwork to be included in the Joint Manifesto Booklet, subject to the restriction in C3.d) below.
- viii. Proof of her/his identity and membership of OUSU (such as a University Card).
- ix. The names of up to three full members of OUSU who are agents for that candidate/slate.

2d) Name of Nominee

1. Each nominee shall state her/his name on her/his nomination form in the manner in which s/he wishes it to appear on the ballot paper, which shall be either her/his legal name, a clear derivative thereof, or the name by which they are ordinarily known, excluding titles.
2. The RO shall be entitled to alter the name under which any candidate nominates in instances where the nominee has stated her/his name in a manner not compliant with this clause. The RO shall make all reasonable efforts to obtain the agreement of the candidate to such changes.

2e) Disclosures

1. All candidates must submit the following disclosures to the RO before the close of nominations. A disclosure form shall usually appear on the back of the Nomination form as it appears in The Oxford Student:
 - i. A list of endorsements

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- ii. A list of all the political societies, parties and organisations that the candidate is a member of, or has been a member of in the past three terms. Where a candidate is unsure of whether an organisation constitutes a “political party” a “political society” or a “political organisation” s/he should seek a declaration from the RO.
 - iii. The number of motions of censure or no confidence passed against her/him by Council (if any).
 - iv. The number of times s/he has been expelled from Council (if any).
 - v. The number of weeks of full term s/he expects to be out of residence during the term of office to which s/he stands to be elected, excluding the time set aside for annual leave.
 - vi. The names of all the members of the slate that the candidate is standing with, should the candidate be standing as a member of a slate.
2. The RO shall alter the Statement of Disclosures as s/he sees fit in order to render it compliant with this clause. The RO shall make all reasonable attempts to secure the agreement of candidates to any such changes.
 3. After the validation of nominations the RO shall distribute an electronic copy of the disclosure form to all candidates. All candidates shall fill out an electronic copy of the form. No candidates may at this point make any changes or additions to the form.

2f) Slates

1. No official slate may nominate more than:
 - i. Three candidates for Sabbatical Office (or four such candidates if one is a candidate for the office of Vice-President (Graduates))
 - ii. Five candidates for Executive Office
 - iii. One candidate for Graduate Executive Office
 - iv. Three candidates for Student Trustee
 - v. Five candidates for delegate to NUS annual conference
 - vii. As many candidates for additional NUS conferences as is laid down in the Electoral Regulations

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2. In addition to the requirements for individual candidates above, the agent(s) of any slate of candidates standing for election must submit to the RO before the close of nominations:
 - i. A completed nomination form on behalf of the slate collectively
 - ii. A deposit of £50
 - iii. A statement that, on behalf of the slate, s/he/they have read the relevant parts of the Articles, Bye-Laws, Regulations, and Rules of Interpretation, and that the slate collectively agrees to be bound by them.

2g) Agents and People Active on a Candidate/Slate's Behalf

1. If fewer than three agents are named under C.2.c.1.x above, further names may be added by notifying the RO at any point up to the Close of Poll.
2. No agents may be shared with any other candidate or slate. Agents shall be entitled to represent the candidate or slate in disciplinary hearings. Candidates/slates shall be held responsible for the conduct of their agents, and for the conduct of people deemed by the RO or either Tribunal to be active on their behalf.
3. For the purposes of the Standing Orders and Regulations, "active on a candidate/slate's behalf" means to support in word and deed a candidate or slate in an election in ways such as (but not limited to) canvassing for votes for a candidate/slate, designing and putting up publicity for a candidate/slate and giving strategic advice in relation to a candidate/slate's campaign or to a candidate/slate's involvement in the disciplinary process.

2h) Validation and Publication of Nominations

1. Nominations shall be validated by the RO as soon as possible after the close of nominations and in any event within 24 hours of the close of nominations. The RO shall give written notice of all valid nominations received, and the names and colleges of validly-nominated candidates.
2. The RO shall publish notice of all valid nominations received before the day of the election(s) to the membership of OUSU by e-mail, and, additionally, shall take reasonable steps to publish such notice before the day of the election(s) to the membership of OUSU by other available media.
3. The RO shall deem invalid any nomination which is not submitted on a paper copy of the nomination form for the office in question or is not otherwise compliant with the

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requirements of the Standing Orders.

4. If there remain vacancies to be filled, this shall be done according to the Rules D.11-15.

2i) Briefing Sessions

1. Members of elections committee shall organise and conduct not fewer than three briefing sessions for candidates to follow the close of nominations. Every candidate shall be required to attend one such briefing session, unless by prior arrangement with the RO.
2. Members of elections committee shall organise and conduct not fewer than two briefing sessions for editors and producers of student news media to follow the close of nominations.

C 3. Campaigning Period

3a) Basic Restrictions

1. OUSU as an institution is committed to the upholding of individuals' freedom of speech and freedom of association. In order to ensure that these freedoms can be meaningfully exercised within the context of an honest, fair and open election or referendum, it is necessary to implement some Basic Restrictions on these freedoms during the campaigning period. For the avoidance of doubt, no OUSU member's freedom of speech and freedom of association are limited otherwise than by these Basic Restrictions and other relevant restrictions laid down in the Articles, Bye-Laws, Regulations relating to Elections and/or Referenda, and Rules of Interpretation.
2. The Basic Restrictions shall be that:
 - i. No person shall bribe or intimidate any person, whether a member of OUSU or not, in connection with any election, referendum or indicative poll.
 - ii. No person shall deliberately purport to campaign for any candidate/slate, or referendum option, in such a manner as in fact to weaken that candidate/slate or option's campaign, or to register as a campaigning group under C9.2 below in order to obtain all or a portion of a referendum option's publicity and/or expenditure allocation with the intention of not using the same fully, in order to disadvantage that option.
 - iii. No person shall partake in cross-slating or collusion between two or more candidate campaigns for candidates not on the same slate, between two or

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more slate campaigns, or between a slate campaign and a candidate campaign for a candidate not on the slate in question.

- iv. No person shall partake in cross-slating or collusion between a candidate campaign or a slate campaign and a referendum campaign, or between two or more referendum campaigns.
- v. No person shall give or offer to give any benefit, material or otherwise, intended to draw attention to any candidacy or influence the outcome of any election, except in the case of expenses counted towards the expenditure limits, or other charges that the candidate may be required or permitted to pay.
- vi. No candidate or slate shall disseminate in any form any unlawful, false or misleading statements in the conduct of any campaign.
- vii. No candidate or slate shall seek or claim the support or endorsement of OUSU or any OUSU committee, campaign or similar body; nor shall any candidate or slate seek or claim the endorsement of any college, common room or college student union.
- viii. No candidate or slate shall knowingly exceed the expenditure limit in C.3.c.3

These Basic Restrictions shall apply from the issuing of the notice of poll by the Returning Officer to the issuing of the final electoral ruling by the Returning Officer.

3. For the purposes of C.3.a.2 above, evidence of collusion shall include, without limitation:
 - i. The giving or acceptance of strategic advice in relation to any aspect of the election.
 - ii. Communication in relation to any aspect of the disciplinary process except in respect of a complaint, or appeal or referral in which both or either candidates are directly concerned.
 - iii. The sharing of one or more agents between candidates not standing on the same slate.

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- iv. Consistent expression of an opinion by a candidate or agent about other candidates with whom the candidate is not in direct competition.
- v. Consistent campaigning on behalf of more than one candidate/slate by those active on their behalf. This may include, but is not limited to, more than ten people active on behalf of the same two candidates.

3b) Election Material

1. Each slate or candidate (if s/he is not a member of a slate) must not exceed the expenditure limits set out in C3.c. Any material produced under this clause before the conclusion of the electoral process (including material distributed before the opening of nominations) shall be deemed election material.
2. The RO shall designate a single shop/venue where all election material must be produced. The RO shall ensure that printer mark all candidates' election material in such a way that it shall be possible to ensure that expenditure limits are not exceeded.
3. No candidate or slate may use any OUSU logo in any election material.
4. No election material shall make any reference to any concurrent referendum or indicative poll, nor shall any publicity material in any such referendum or indicative poll make reference to any election.
5. Between the opening of nominations and the close of poll, no material shall be produced or distributed or paid for, by or on behalf of any candidate, which is or appears to be intended to influence voters in connection with the election, other than election material as defined in C3.b.1
6. Candidates may make use of the internet only to create a website, to establish groups on internet networking sites and to make use of email, with the following exceptions:
 - (a) With the exception of emails sent to individuals active on a candidate/slates behalf emails may only be sent to individuals, and not to groups. For the purposes of this clause a group email shall be any identical email sent to more than five people at one point in time. For the avoidance of doubt this includes any system which can automatically create and send a number of seemingly individualised emails based on a template document.
 - (b) No candidate/slate or third party may make use of the mailing list of any university society, organisation, or common room to alert OUSU members to the

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campaign of a particular candidate/slate or to campaign for that candidate/slate.

7. No person except electoral officials, the candidate/slate or her/his/their agent(s) may remove, deface, or obscure any election materials unless with the permission of the candidate/slate to whom the posters belong.
8. No candidate/slate may disseminate in any form any unlawful, false or misleading material in the conduct of any campaign.
9. Prior to the close of nominations, candidates/slates may send mailings to people to ascertain whether those persons wish to be active on their behalf, provided that:
 - i. The candidate/slate had good reason to believe that the recipient would wish to be active on their behalf.
 - ii. Such mailings are not sent systematically wholly or partly on the basis of lists compiled other than solely for the purposes of a campaign in the election(s) or referenda in question.
 - iii. Such mailings are solely a request to be active on their behalf.
 - iv. Such mailings may contain the name of the candidate/slate (and, if appropriate the names of the other slate members), and a statement of which they wish to contest or for which referendum option they wish to campaign; but may not contain any further statements or requests relating to the election(s) or referenda in question.

3c) Expenditure

1. No candidate not on a slate shall, in production of his/her election material incur any expenditure in excess of:
 - i. £50 per NUS delegate candidate or executive or graduate executive candidate or student trustee candidate
 - ii. £130 per sabbatical candidate
 - iii. Slates shall be entitled to spend up to the full amount allowed to one candidate plus £10 per additional candidate, and £5 per candidate listed in C3.c.1.i
2. The expenditure limit above shall be index linked with the underlying rate of inflation

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(RPI). The accurate figure shall be rounded to the nearest pound and published by OUSU at the opening of nominations.

3. No expenditure shall be incurred other than at the retail rate otherwise available to student members or members of the general public.
4. Expenditure made on behalf of the candidate/slate by any other person or organisation shall be included in the total above.
5. All candidates/slates shall deliver to the OUSU officers within an hour of the close of poll receipts for all expenditure incurred in the course of their campaign.

3d) Joint Manifesto Booklet (JMB) and Candidates' Websites

1. The RO shall produce a Joint Manifesto Booklet (JMB) for the guidance of voters.
2. The RO shall ensure that: copies of the JMB are circulated with the 5th week edition of the Oxford Student.
3. Each candidate shall submit a JMB entry. If a candidate does not submit a JMB entry, the RO shall insert text into the place for the candidate in the JMB including the name of the candidate, the position s/he is standing for and their ballot paper description, if any, as well as the statement "This candidate did not wish to submit a JMB entry".
4. The RO will upload a copy of all the JMB entries onto the OUSU elections webpage after the close of nominations.
5. Each JMB entry and website shall:
 - i. Be entirely in English
 - ii. Include no photograph of any person other than of the candidate in Question
 - iii. Include, if any, only photographs of the candidate which are current and fullfacial, unless with permission of the RO.
6. The RO shall amend any material in any JMB entry or candidate website which
 - i. Is defamatory, unlawful false or misleading.
 - ii. Relates to any current referendum, indicative poll or other election.

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- iii. Contains any expletive content (including without limitation any racist, sexist, homophobic or similar language).
 - iv. Refers to any other candidate or slate by name.
 - v. The RO shall make all reasonable attempts to secure the agreement of the candidate to such changes.
7. Each JMB entry and website shall state the name(s) of any person(s) actively involved in preparing it, if other than the candidate(s) in question.
 8. The RO shall amend any material in any JMB entry or website which contravenes any provision of these regulations, or of the Standing Orders. The RO shall make all reasonable attempts to secure the agreement of the candidate to such changes.
 9. The timetable outlined in C1.f of the Standing Orders shall apply to JMB entries for the Statutory Annual Elections.

3e) Engagement with News Media

1. Between the issuing of the notice of poll and close of nominations, prospective candidates and nominated candidates are free to engage with news media as they see fit, subject always to the Basic Restrictions in C.3.a.
2. After the close of nominations, candidates in competition with one another should, in principle, have equal opportunity for participation in interviews.
3. If a candidate is to participate in a pre-recorded interview (radio, television, newspaper or other) which is not a simultaneous interview of all candidates for the relevant office, the candidate shall
 - i. ascertain before participating in the interview that the press/transmission deadline is not less than 4 hours after the conclusion of the interview (and shall not participate if unable to so ascertain); and
 - ii. inform the interviewer of OUSU's principle of equal opportunity for media participation and the need to balance the interview by the involvement of any opposing candidates, whose names will be provided by the candidate; and
 - iii. inform the principal agent of any opposing candidate (or candidate himself/herself, if there is no principal agent) of the interview within 1 hour of its conclusion, the name of the interviewer and the subjects discussed.

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- Failure to comply with this rule shall constitute an electoral offence.
4. If a candidate is to participate in a live transmission interview, the candidate shall ascertain before participating in the interview that invitation to the interview has been communicated to every candidate for the position at least 24 hours in advance of the commencement of the interview (and the candidate shall not participate if unable to so ascertain). Failure to comply with this rule shall constitute an electoral offence.
 5. The rules in C.3e.3 and C.3e.4 above do not apply in respect of interviews in which a candidate participates in fulfilment of any other office which he or she may hold.

3f) Hustings

1. The RO shall organise hustings to take place between validation of nominations and the opening of polls:
 - i. In colleges, in consultation with the CRO.
 - ii. Before OUSU committees and campaigns, in consultation with the cochairs.
 - iii. A central hust.
 - iv. One or more Alternative Hustings.
2. There shall be no obligation on the RO to organise any hustings requested by any CRO or co-chair, nor in any hustings to cover all offices.
3. The central hust shall be adequately publicised and accessible to students with disabilities (possibly including but not limited to sign language interpretation and amplification). This hust shall be minuted by a member of Elections Committee. The minutes shall be made available to any member of OUSU not more than 48 hours after the hust. There shall also be the facility to ask written questions in absentia: the minutes of replies to these questions shall be forwarded to the questioner within 48 hours.
4. Each candidate shall be given notice no less than 24 hours in advance of any hustings in the election in which s/he is a candidate, except in respect of hustings scheduled to take place less than 24 hours after validation of nominations. In this case, notice shall be deemed to have been given provided it is posted on the OUSU website and e-mailed to relevant candidates no less than 48 hours in advance. However, there shall be no penalties for failure to turn up at hustings.
5. Hustings shall be adequately publicised by the appropriate CRO or co-chairs.
6. Hustings shall be chaired by a member of Elections Committee.

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7. Hustings in a college shall be open to all members of that college who are eligible to vote in any ballot of the election in question, and other persons eligible to vote, in accordance with the normal practices of that college. Hustings before a committee or campaign shall be open to all full members of OUSU entitled to attend meeting of that committee or campaign.
8. At each hustings each candidate for the relevant office shall:
 - i. Prior to their speech announce all disclosures as required under C. 2.e) iv. above.
 - ii. Give a speech of up to three minutes.
9. The order in which candidates for each office speak shall rotate between hustings.
10. Following speeches candidates shall receive and answer questions except as provided in 3 e) 15. The order in which candidates for each office answer questions shall rotate between questions.
11. The chair of hustings shall disallow any question which s/he considers:
 - i. Relates to a concurrent referendum, indicative poll, or other election, except in such cases as the issue addressed by the referendum or indicative poll relates directly to the job description of the position for which the candidates are husting in which case the candidates may give a brief outline of their position on the matter
 - ii. Is defamatory, offensive or a request for information which s/he deems irrelevant.

The RO when not in the chair may direct that any question may be disallowed under this clause and no candidate shall answer any question so disallowed.
12. The RO, or in her/his absence, the chair of hustings, shall determine the duration of each hustings.
13. The RO, or in her/his absence, the chair of hustings, shall be entitled at her/his discretion to cancel any hustings where there are fewer than five persons present, not counting members of Elections Committee, candidates in the election in question and campaign team members for the election in question.
14. For the purpose of this section C.3.c, each hustings for a specific office shall be deemed a separate hustings.

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15. In Alternative Hustings the format shall be the same as in all other husts, save that:
 - i. Open with a speech of up to three minutes in length from each candidate
 - ii. Reserve the next part of the hustings for questions posed by the candidates
 - iii. Rotate the order in which candidates pose and answer questions
 - iv. Allow each candidate to pose up to two questions
 - v. Once a question is posed allow the candidates 30 seconds each to answer
 - vi. Once the other candidates have answered, allocate 30 seconds to the candidate who proposed the question to answer, and then open the question to debate between the candidates for up to 3 minutes, seeking to ensure equal time between them
 - vii. Once no further questions can be accepted from candidates, the chair shall open the debate to questions from the floor
 - viii. The same format shall be used for answering and responding to the questions.

C 4. Pre-polling, polling and counting arrangements.

4a) General

1. All Direct Elections and Referenda shall be conducted by secret ballot and counted by the method required by the Rules.
2. The Publications and Media Administrator shall ensure that no OUSU publication is used to infringe any provision(s) of the Articles, Bye-Laws, or Regulations relating to Elections and/or Referenda; articles in such publications which refer to an OUSU election shall be referred to the RO before publication, and the RO may prohibit publication during the electoral process. In the case of the Oxford Student this section shall only apply during the election period.
3. The General Manager and all Sabbatical Officers shall ensure that OUSU mailings are not used to infringe any provision(s) of the Articles, Bye-Laws or Regulations relating to Elections and/or Referenda.
4. The elections for each sabbatical officer shall each be deemed separate elections. The election of the executive officers shall be considered separate elections, as shall the

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election of the graduate executive officers. The election of the NUS delegates shall be considered a single separate election, as shall the election of the student trustees. Each referendum question shall be deemed a separate poll. This shall not preclude the use of one or more joint ballot paper(s).

5. Any tie in any election shall be resolved by lot.
6. Voting by proxy shall not be permitted.
7. It shall be an electoral offence for any person to tamper with any programme, device, ballot box or ballot; to disrupt polling, or disturb the proper conduct of any count or related procedure.

4b) Re-Open Nominations

1. In each election for sabbatical, executive and graduate officers there shall be a Re-Open Nominations (RON) option. RON shall be treated like any other candidate for the purposes of the count. There shall be no campaigning whatsoever for RON, except for official publicity produced by the RO.
2. Should RON be elected in any election for sabbatical, executive or graduate office, then the procedures specified in the Bye-Laws, and Regulations for any instances where no candidate validly nominates shall be followed.

4c) Election procedure and polling arrangements

1. All statutory elections covered by these Standing Orders shall be conducted via electronic voting.
2. It shall be the responsibility of the RO in conjunction with the Executive to ensure that an electronic voting system has been tested and is in place by 0th week of Michaelmas term.
3. Any such system must fulfil the following criteria:
 - (a) It must preserve the secret nature of every vote
 - (b) It must be able to ensure that each voter is only able to vote once. This may necessitate the provision of individual vote codes.
 - (c) It must be secure.
 - (d) No one bar the RO, DRO's and up to one other member of the Executive Committee appointed by the RO must have access to the voting system
 - (e) It must allow the voter to abstain in any election.

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4. The technical details of the voting system to be used should be submitted to Council for ratification in the first week of term in which the election is due to take place.

4d) Ballot papers

1. Each online ballot paper must cover only the elections and concurrent referenda and indicative polls in which members of that electoral category are entitled to vote. 'Electoral categories' shall be:
 - i. Undergraduate Women
 - ii. Undergraduate Men
 - iii. Graduate Women
 - iv. Graduate Men

Where, by reason of the concurrent conduct of an indicative poll with a restricted franchise it is necessary to amend the list of electoral categories, the RO shall have the power to do so by giving written notice of the amended electoral categories.

2. Each candidate's name shall appear on the ballot paper in the manner in which it appears on her/his nomination form.
3. The disclosures made under C2.e above shall appear as an attachment on the online ballot paper.
4. Each candidate's JMB entry shall appear as an attachment on the online ballot paper.

4e) Counting Arrangements

1. Counting shall be conducted under the supervision of the RO.
2. The following shall be entitled to be present at counting:
 - i. Members of Election Committee
 - ii. Counters appointed by the RO
 - iii. CROs
 - iv. Candidates & agents
3. All counting shall if possible be conducted electronically.
4. If counting is conducted electronically the count should not commence until the deadline for complaints about events up to the close of poll, as specified in S)5b)2., has elapsed.

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5. In the event that C4.c.3 is impossible a manual count shall be conducted under the procedures laid out below.
6. The RO may postpone the conduct of any count or extend the continuous conduct of any count in progress, where s/he considers it appropriate for practical reasons to do so; but no count or position thereof shall be commenced other than at or after a scheduled time in a scheduled venue.
7. The RO shall have full discretion as to the appointment of counters, except that no person who is a candidate, agent or representative shall be permitted to count votes in any election in which s/he or his/her slate is directly concerned.
8. Candidates and agents shall be entitled to watch the manual counting of all votes in any election in which they are direct participants.
9. No person other than a counter or a member of Elections Committee may touch any ballot paper during a count.
11. The RO shall be empowered to maintain order during the count by, without limitation, requiring silence at any time and by designating those portions of the Counting Room in which those present may stand depending their function at the Count.
12. The RO may expel from the count
 - i. Any counter or any person who is present only at the RO's discretion.
 - ii. Any other person, where s/he considers that s/he is disrupting the orderly conduct of the count.
13. No member of either Tribunal, or of Junior Tribunal Reserve Panel, shall at any time be permitted to enter the count, other than at the invitation of the RO or where the Tribunal in question deems it necessary in the course of the exercise of their jurisdiction to enter the count.
14. A complaint may be deemed frivolous or malicious where submitted in relation to the conduct of one stage of a count after the commencement of a subsequent stage of that count, or in relation to one count after the commencement of another count, or in relation to validation after the commencement of any count, unless reasonable grounds may be shown for that complaint not having been submitted before such time.

C 5. Disciplinary process

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5a) Electoral Offences

1. Contravention of any provision of the Articles, Bye-Laws, Regulations or Rules of Interpretation shall be an electoral offence.
2. Electoral offences shall apply to all direct elections, referenda, and elections in council.
3. Any person may be deemed to have committed an electoral offence without regard to her/his membership or non-membership of OUSU.
4. No person shall misuse any office or potential office in OUSU so as to facilitate or obstruct, promote or inhibit any actual or potential candidature.
5. It shall be an electoral offence to:
 - i. Attempt the commission of an electoral offence
 - ii. Conspire towards the commission of an electoral offence.
 - iii. Assist any person to commit or attempt to commit any electoral offence.
6. It shall be an electoral offence to make a frivolous or malicious complaint. No action shall be taken on such a complaint (except to give notice that it was made and ruled as being covered by this clause), but this shall not prevent the RO and/or either Tribunal from taking action against the complainant.
7. It shall be an electoral offence to obstruct the Returning Officer or any member of Junior Tribunal, Senior Tribunal, or Elections Committee from going about their duties, or to so obstruct any CRO, or counter.
8. IT shall be an electoral offence to claim falsely to be the RO, any DRO, CRO, member of Elections Committee, member of Junior Tribunal, member of the Senior Tribunal, or member of the Reserve Panel.
9. Any action defined an electoral offence in the Articles, Bye-Laws, or in Regulations may be deemed by the Returning Officer or either Tribunal to be an electoral offence even if it took place before the opening of nominations, if it affected, or was intended to affect, the outcome of the election.

5b) Procedure for complaints

1. Any member of OUSU and any election official can make complaints concerning the conduct of the electoral administration, poll, campaign or count.

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2. Complaints shall be made in the first instance in writing to the RO at OUSU within the following time limits:
 - i. For complaints concerning the validity of nominations, by 5pm two working days after the RO has issued written notice of valid nominations
 - ii. For complaints relating to any aspect of a count or any other event taking place, or alleged to have taken place after the close of polls, by 5pm two working days after the conclusion of the count for the specific election in question.
 - iii. For all other complaints, within 90 minutes of the close of poll

Any complaint submitted more than two working days after the event giving rise to it shall be deemed to have been submitted frivolously or maliciously, except where the complainant can provide satisfactory grounds for delayed submission.

This shall not apply for any complaint concerning any action or event taking place, or alleged to have taken place before the close of nominations, which must be submitted by 5pm two working days after the RO has issued written notice of valid nominations.

3. The RO may make a complaint to Junior Tribunal, in which case it shall be treated as for a referral of a complaint.
4. All complaints and appeals must
 - i. Be written clearly, and entirely in English
 - ii. Include the name and college of the complainant
 - iii. Include a full specification of all electoral offences alleged to have been committed, and the manner of their alleged commission.
5. It shall be an electoral offence to lie to, submit false information to, or deliberately mislead, the Returning Officer or either Tribunal.
6. After the close of poll, a member of Elections Committee empowered to receive complaints shall be present in the OUSU offices to receive complaints.
7. All complaints shall be ruled upon within 24 hours of the complaint being made.

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8. All rulings by the RO and Junior Tribunal, unless they are a referral to another Tribunal, shall contain
 - i. The name and college of the complainant/appellant
 - ii. A summary of the nature of the complaint/appeal
 - iii. A statement as to which of the provisions of the Articles, Bye-Laws, regulations, and/or rulings of interpretation are relevant.
 - iv. A statement as to which electoral offence(s) have been committed, and, if so, where possible, the identity of the perpetrators.
9. All rulings shall be made in writing and shall be available for public inspection on the OUSU noticeboard excepting any part of parts which may be considered defamatory by the RO or Tribunal, which shall be retained by the General Manager for the inspection only of those who can satisfy her/him of their full membership of OUSU.
10. Persons complained against shall be supplied promptly with notice of the complaint, the name and college of the complainant, the regulation(s) or standing order(s) that they are alleged to have broken and the alleged manner of breaking them. During the course of the complaint and/or appeal, both complainant and person complained against shall be supplied with all written evidence submitted against them, and minutes of verbal representation received.

5c) Procedures of Disciplinary Officials

1. In hearing and determining complaints and appeals, the jurisdiction of the RO and the Tribunals covers all direct elections and referenda. In doing so, their power extends only in relation to:
 - i. Anything defined in regulations or standing orders as an electoral offence
 - ii. Any attempt to obstruct the proper conduct of the electoral process
 - iii. Any negligent act or wilful default which has the effect of obstructing the proper conduct of the electoral process
 - iv. Any misconduct on the part of any electoral official in relation to the proper conduct of the electoral process
 - v. Any procedural irregularity in the proper conduct of the electoral process.

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2. The power to overrule, infringe, or waive any provision of the Articles, Bye-Laws, Regulations, or Rulings of Interpretation is expressly prohibited to the RO, to Junior Tribunal, and to Senior Tribunal.
3. The power to declare a new result is expressly prohibited to the RO, to Junior Tribunal, and to Senior Tribunal.

5d) Procedures of the RO

1. The RO shall consider and deliberate on all complaints. The RO shall normally invite the complainant and other interested parties to make representations to her/him, which will be minuted by a member of Elections Committee, signed by the RO and the person making the representation and supplied to the complainant and the person complained against.
2. After a complaint has been submitted the RO may:
 - i. Uphold the complaint
 - ii. Dismiss the complaint as being no case to answer
 - iii. Refer the complaint to Junior Tribunal
3. The powers of the RO in issuing rulings shall be to:
 - i. Determine what constitutes election material
 - ii. Determine what constitutes being active on behalf of a candidate / slate / referendum option
 - iii. Determine what constitutes an unofficial slate
 - iv. Order the withdrawal of offending election material insofar as the candidate/slate in question are able to comply
 - v. Change the expenditure limit for any candidate/slate
 - vi. In exceptional circumstances, levy fines on a candidate/slate, provided no single such fine exceeds the deposit given by that candidate
 - vii. Dismiss complaints made to her/him
4. Where the RO suspects that the Proctors and Assessor's Memorandum on harassment may

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have been infringed with relation to the election, the RO shall

- i. Consult with a sabbatical member of the Student Advice Service in order to determine whether harassment may have occurred
 - ii. Refer any case of clear or suspected harassment to the Proctors.
5. The complainant, any individual specifically mentioned in the complaint and/or in the RO's ruling, or an agent for any slate or candidate may appeal to Junior Tribunal within 48 hours of the RO posting her/his decision.

5e) Procedures of Junior Tribunal

1. The quorum for any meeting of Junior Tribunal shall be three.
2. The RO, the President, the Democratic Support Officer, and a representative of the Proctors shall be entitled to attend Junior Tribunal, as shall such advisers as the Tribunal may invite.
3. Junior Tribunal shall consider and deliberate on all complaints referred or appealed to them. Junior Tribunal shall normally invite the complainant and other interested parties to make representations to them, which will be minuted by a member of Elections Committee, signed by the RO and the person making the representation and supplied to the complainant and the person complained against.
4. After a complaint has been submitted or referred to Junior Tribunal, Junior Tribunal may:
 - i. Uphold the complaint/appeal
 - ii. Dismiss the complaint/appeal as being no case to answer
 - iii. Refer the complaint to Senior Tribunal
5. Junior Tribunal shall have the power to delay the count for some or all elections or referenda taking place while it considers complaints, appeals, and/or referrals.
6. The powers of Junior Tribunal in issuing rulings shall be to:
 - i. Exercise any of the powers ascribed to the RO above
 - ii. Order the forfeiture, in whole or in part, of the deposit of any candidate/slate withdrawing from the election after the close of nominations
 - iii. Uphold the result of an election or referendum as officially declared

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- iv. Remove any member of the Elections Committee other than the RO
 - v. Order a total or partial recount and/or a total or partial re-poll for any election and/or referendum
 - vi. Dismiss complaints referred to it and appeals made to it.
 - vii. Amend or remove any penalty imposed by the RO.
7. Where Junior Tribunal suspects that the Proctors and Assessor's Memorandum on harassment may have been infringed with relation to the election, they shall
- i. Consult with a sabbatical member of the Student Advice Service in order to determine whether harassment may have occurred
 - ii. Refer any case of clear or suspected harassment to the Proctors.
8. Where Junior Tribunal issues a ruling other than a referral to Senior Tribunal, any appeal against that ruling must be made in writing to the Proctors by noon on the second working day after the ruling was made.
9. If the RO or Junior Tribunal discovers that another person may have committed an electoral offence in the course of their investigations into a complaint or appeal, they shall treat the matter as if submitted to the RO under i. above.

5f) Procedures of Senior Tribunal

1. The jurisdiction of Senior Tribunal shall be to hear and determine any complaints that may be referred to them by Junior Tribunal.
2. The quorum for any meeting of Senior Tribunal shall be two.
3. The RO, the President, the Democratic Support Officer, and a representative of the Proctors shall be entitled to attend Senior Tribunal, as shall such advisers as the Tribunal may invite.
4. The powers of Senior Tribunal in issuing rulings shall be to
 - i. Exercise any of the powers ascribed to Junior Tribunal or the RO
 - ii. Dismiss the RO

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iii. Disqualify any candidate/slate, except that this power shall not be invoked unless in the opinion of the Senior Tribunal the malpractice concerned might have affected the outcome of the election.

5. Any appeal against a ruling of the Senior Tribunal must be made in writing to the Proctors by noon on the second working day after the ruling was made.
6. These regulations are not competent to regulate the internal workings of Senior Tribunal. Rules governing the procedures to be followed by the Senior Tribunal shall be laid down in Regulations approved by University Council or the body to which it delegates such powers.

5g) Penalties

1. The RO and both Tribunals shall levy penalties which are consistent in respect of offences which are of similar nature and gravity, having taken into account aggravating or mitigating circumstances.
2. The RO and each Tribunal shall levy penalties which are proportional to gravity and impact of the offence.
3. In determining penalties:
 - i. It shall not be considered disproportionate or unwarranted to levy minor penalties in respect of petty offences for deterrent and retributive effect.
 - ii. The RO and each Tribunal shall take mitigating or aggravating circumstances into account; and for the avoidance of doubt any offence may be considered to be aggravated by the commission of a previous offence.
4. All candidates/slates who are not found to have broken relevant rules shall be able to collect their deposits from the OUSU offices within 14 days of the close of poll. If a candidate/slate is fined by the RO and/or Junior Tribunal and/or Senior Tribunal the candidate/slate shall pay that fine from his/her/their deposit.

5h) Composition of Junior Tribunal

1. At the first OUSU Council in each academic year, the RO shall present to Council an shortlist of at least 25 names of former OUSU members who fulfil one or more of the following criteria and who are no less than two years from completion of their last Oxford degree:
 - i. A former OUSU RO

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- ii. A former OUSU DRO
 - iii. A former member of the Executive
 - iv. A former Chair of Council
 - v. A former member of Elections Committee
2. Seniority on the Junior Tribunal shall be determined first on the basis of the ranking in C. 5.h.1. and then on the number of years since the member last graduated from Oxford, and then on the opinion of Council.
 3. Council may then veto any member on the list that they do not feel is appropriate.
 4. The three most senior members ratified by Council should then be contacted by the RO to ascertain their availability to sit on the Junior Tribunal. Should any of these be unable or unwilling to serve on the Junior Tribunal the RO must contact the next member on the list.
 5. In the event that none of the members on the list are willing or able to serve, the Elections Committee must present a new list to Council.
 6. Any complaint regarding any person's membership of Junior Tribunal shall be made to the Proctors, who shall have the power to dismiss that person from the Tribunal, or to prohibit them from acting as a member of the Tribunal in question in relation to a specified matter or category of matters. Where a member of Junior Tribunal is thus dismissed, a replacement shall be selected from the Reserve Panel as if s/he had resigned.
 7. Members of Junior Tribunal may not endorse or in any other way support any candidate/slate or position in a referendum or indicative poll.

5i) Composition of Senior Tribunal

1. Senior Tribunal shall consist of three persons who are members of the Congregation of the University, but not members, full or associate, of OUSU. JCC shall appoint one such person to serve as Presiding Officer. The remaining two members shall be chosen by lot at the giving of notice of any direct election(s) and/or referenda, from a list of eligible and willing persons compiled by the Joint Committee with University Council. A further person selected in the same way shall be the reserve member of Senior Tribunal.
2. Senior Tribunal thus constituted shall have jurisdiction as prescribed in these regulations in relation to all concurrent direct elections and referenda.

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3. Any complaint regarding any person's membership of Senior Tribunal shall be made to the Proctors, who shall have the power to dismiss that person from the Tribunal, or to prohibit them from acting as a member of the Tribunal in question in relation to a specified matter or category of matters.
4. Where a member of Senior Tribunal resigns or is dismissed, she/he shall be replaced by the reserve member.

C 6. Conclusion

6a) Declarations

1. Immediately after the completion of the count for each election, the RO shall:
 - i. Make a Declaration of the result and outcome of that election except where there are complaints, appeals or referrals pending before the RO or either Tribunal in relation to that election.
 - iii. Otherwise, make an announcement of the Result of that election, and as soon thereafter as the criterion of i. above is satisfied make a Declaration of the outcome of that election.

The making of an announcement or a declaration under this clause, whichever is first, shall be deemed the conclusion of the count in respect of the election in question. As soon as reasonably possible after the making of such an announcement or declaration, the RO shall cause it to be communicated to the generality of OUSU members by means of the OUSU mailing list, and shall cause it to be posted on the OUSU website.

2. Where the RO has made a Declaration, the outcome of the election in question as stated in that Declaration shall be deemed effective after 24 hours, provided there are no new complaints, or new appeals or referrals arising from complaints, pending before the RO or either Tribunal in relation to that election.
3. Successful candidates shall accordingly be deemed elected to serve immediately the declaration of their election becomes effective, subject to the outcome of any validly submitted appeal to the Proctors.
4. Each candidate once having been elected or defeated:
 - i. For the purposes of being bound by the Articles, Bye-Laws and regulations, and for the purposes of being subject to the disciplinary process, remains a candidate until the issuance of the final electoral ruling.
 - ii. Shall accordingly not campaign for any candidate other than such candidates, if any, as were nominated on the same slate.

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- iii. May serve as a counter, but not in respect of any election in which any candidate was nominated on the same slate.
- iv. May serve as an interim electoral official, member of Elections Committee, CRO, or scrutineer, unless s/he was nominated on a slate and the other candidates on that slate have not all been elected or defeated also.

6b) Final Electoral Ruling

1. As soon as there are no outstanding complaints, or appeals or referrals arising from them, nor any further opportunity to submit any of the same, nor opportunity for the submission of any appeal to the Proctors under these Regulations or the Standing Orders, nor any outstanding Proctoral or legal processes in relation to any aspect of the statutory annual elections, the RO shall issue a final electoral ruling giving notice of the conclusion of the electoral process, which ruling shall be countersigned by the President.
2. All electoral officials whose tenure is not stipulated in the Bye-Laws shall be deemed have resigned office upon the issue of the final electoral ruling. For the avoidance of doubt this clause does not extend to the RO or DRO(s).
3. Student Trustees elected in the Statutory Annual Elections shall take office at midday on Sunday of week 9 of the Michaelmas Term in which they are elected.

C 7. Referenda and Indicative Polls

- 7.1 To all intents and purposes, except as laid down in the Rules and as may be laid down herein and in Regulations, any Indicative Poll shall function as if it were a Referendum.
- 7.2 (a) The Standing Orders laid down herein regarding Direct Elections shall be deemed to apply in the same way to Referenda, except where contradicted by any provision(s) of this Section and except as may be laid down in Regulations.

(b) The Returning Officer shall lay down the wording of each Referendum question, which may be amended only by a two-thirds vote of Council.

(c) In the event that the petition or other valid call for a referendum arises 14 or more days before the day on which an outstanding election or Referendum is due to be held, than the Referendum in question shall be held concurrently, and the Returning Officer shall give 14 days' notice of the Referendum in question.

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(d) In no case shall the Returning Officer give less than 14 days' notice of any Referendum.

7.3 (a) Only groups registering with the Returning Officer may produce material aimed at influencing the vote.

(b) In the event that more than one group is registered with the Returning Officer, the publicity and expenditure limits shall be divided amongst the groups at the discretion of the Returning Officer, but subject to appeal to Election Tribunal within 24 hours.

7.4 Standing Orders Section C1-6 shall be taken to apply to referenda and campaign groups in the same way as to elections and slates, except rules in this sub-section shall take precedence wherever there is conflict.

C 8. Elections in Council

8.1 Notice of any election in Council should be sent to the Council List with or before the Agenda for that Council, and in any case at least 48 hours before the deadline for applications under 8.2 below.

8.2 (a) The deadline for applications will be noon on the working day before Council. Valid nominations must contain the name, college and signature of the candidate.

(b) The names and colleges of all candidates shall be circulated in Council with the Amendment Sheet.

8.3 Candidates for elections in Council shall be invited to hust in Council only if the Election is contested or if one member of OUSU demands that an invitation is given. The hust shall be conducted as the Returning Officer sees fit, except that individual questioning shall always be allowed in the Termly or 1st Week Council husts for Returning Officer or Deputy Returning Officer.

8.4 (a) All elections in Council will take place by secret ballot.

(b) Each single post election in Council shall be by the Alternative Vote.

(c) Each multi-post election in Council shall be by Single Transferable Vote.

8.5 There shall be an option to Reopen Nominations (RON) in all elections in Council except any election for a Returning Officer or Deputy Returning Officer. Any vacancy resulting from the election of RON shall be filled by an election in the next meeting of Council.

8.6 Any complaints concerning Elections in Council shall be dealt with under the procedure

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outlined in Section H.

C 9. By Elections

9.1 In the event of a by-election being called the procedures outlined in C1-6 will be followed with the following exceptions:

- i. C1f will be replaced by C9.2

9.2 Timetable for By-Elections regarding Sabbatical Officers

1. The timetable for By-Elections, as laid out below, may be amended by a majority vote of Council, any such amendments as may be made shall only apply to the immediately subsequent Election.

- i. The opening of nominations for all candidates and slates shall be noon on the Thursday immediately following the emergence of the vacancy.
- ii. The close of nominations for all candidates and slates, and the registration of all agents in any concurrent referenda shall be noon on Thursday one week after the opening of nominations.
- iii. All JMB entries shall be submitted when nominations close.
- iv. The Returning Officer shall make available copies of every JMB entry on the OUSU notice board and on the elections section of the OUSU website by noon on Friday of the week nominations close.
- v. All complaints regarding a JMB entry must have been submitted to the Returning Officer by noon on Monday of the week after nominations have closed. The Returning Officer shall rule any complaints regarding JMB entries submitted after this deadline as frivolous or malicious unless good reason for the late submission is given.
- vi. Polling shall take place from Tuesday at 8.00am until Thursday at 6pm two weeks after the close of nominations.

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D. The Executive and Committees

D 1. Student Union Officers

- 1.1 OUSU shall have as a Sabbatical Officers a President, a Vice President (Welfare and Equal Opportunities), a Vice President (Women), a Vice President (Graduates), a Vice President (Access and Academic Affairs) and a Vice President (Charities and Community).
- 1.2 OUSU shall have eighteen part-time members of the Executive, fourteen of whom shall be executive officers and four of whom shall be graduate executive officers.
- 1.3 OUSU shall have as Executive Officers an Academic Affairs Campaigns Officer, a Women's Campaign Officer, an International Students Officer, an Access and Admissions Officer, a Community Outreach and Charities Officer, a Rent and Accommodation Officer, a Health and Welfare Officer, an Environment and Ethics Officer, a Common Room Support Officer, a Black and Minority Ethnic Students' and Anti-Racism Officer, a Students with Disabilities Officer, a Mature Students Officer, a Clubs and Societies Support Officer and an LGBTQ Officer.
- 1.4 OUSU shall have as Graduate Officers a Graduate Academic Affairs Officer, a Graduate Welfare Officer, a Graduate Women's Officer, and the Graduate International Officer.

D 2. Executive Officers

- 2.1 There shall be 17 Executive Officers elected to serve part-time, 13 of these officerships shall be open to both undergraduates and graduates, 4 shall be reserved for graduates.
- 2.2 The OUSU Executive shall:
 - i. Be of equal status;
 - ii. Use the vote granted to them as an Executive Officer rather than a Common Room vote, regardless of any Common Room committee positions they may concurrently hold;
 - iii. Help any other members of the Executive carry out their portfolios where requested, regardless of their own specific job description;
 - iv. Help minute meetings of OUSU Council and the Executive;
 - v. Agree to send press releases relating to OUSU and their position within it only when they are in line with Policy Guidelines, and only when the other members of the Executive have been informed;
 - vi. Act in accordance with the specific job descriptions contained in the appropriate Schedule.

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- 2.3** A member of the Executive will be deemed to have resigned should they miss three consecutive meetings of the Executive or of OUSU Council without giving apologies for their absence.

D 3. Executive Meetings

- 3.1** There shall be at least 8 Executive Meetings during each full term. In addition, there shall be an Executive meeting during the 9th Weeks of Michaelmas and Trinity Terms. The Executive-elect shall attend, in a non-voting capacity, the last Executive Meeting of full Michaelmas Term in addition to the outgoing Executive, except where the outgoing Executive resolves otherwise.
- 3.2** An Extraordinary Executive Meeting shall be called to discuss a specified matter or specified matters at the discretion of the President or upon the receipt by the President of a letter, specifying the matter or matters to be discussed, from any 4 members of the Executive.
- 3.3** 48 hours notice of each Executive Meeting, and 12 hours notice of each Extraordinary Executive Meeting, shall be given by the President to each member of the Executive. At least 48 hours notice shall be given of any Executive Meeting that is called during the university vacation (10th week to minus 1st week).
- 3.4** The Quorum of the Executive shall be 10 of its members.

D 4. Executive Procedure

- 4.1** The Executive shall be chaired by the President or her/his nominee who shall have a deliberate vote and, in the event of a tie, a casting vote.
- 4.2** Any matter of dispute at an Executive Meeting shall be resolved by simple majority vote.
- 4.3** Any voting shall be by show of hands except where three or more members request a vote by Secret Ballot. Other than where a vote is taken by Secret Ballot, the vote of each member shall, on the request of three or more members, be recorded in the Public Minutes. Any vote on a contested appointment or an appointment to which one or more members have stated their opposition shall be taken by Secret Ballot if any member of the Executive present requests this.
- 4.4** Any member of the Executive may schedule for discussion at any Executive Meeting as many items of business as s/he sees fit, including but not restricted to Motions, and may add such items to the Agenda at any time without prior notice, except that 24 hours notice

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shall be given to all members of the Executive of:

- i. Motions to invoke the prerogative of the Executive under H2 g of the Rules
- ii. Motions to issue Regulations under I below.

4.5 Any specified discussion or part thereof at any Executive Meeting may only be held in camera when at least a simple majority of the Executive there present are satisfied that the details of such a discussion are likely to be injurious to the running of the Student Union, in which case the minutes thereof shall be included in the Executive Members' Minutes but not in the Public Executive Minutes.

4.6 Where the Executive is called upon to make an appointment, the interview and questioning of the candidate shall be fully minuted, but the discussion of the candidate by the Executive shall be held in camera.

D 5. University Committee Representation

5.1 The Executive shall be responsible for administering student representation on University committees in line with University Statutes and Regulations.

5.2 In any case in which the university requires a member of the undergraduate or graduate student body, rather than specifically a member of the OUSU Executive, the Executive shall instruct that the vacancy be filled by an election in Council.

D 6. Scrutiny of the Executive

6.1 The Executive shall be scrutinized through questions at Council and through termly reports to Council from the Scrutiny Committee.

6.2 Scrutiny Committee shall consist of 4 full members of OUSU elected in the first Ordinary meeting of Council of Hilary Term. They shall elect a Chair from among their own number.

6.3 Each member of the Executive shall at the request of the Chair of Scrutiny Committee supply him/her with such documents as they may reasonably require, subject to provisions of confidentiality. No member of the Executive shall serve on Scrutiny Committee.

6.4 Each member of the Executive shall in consultation with the Chair of Scrutiny Committee attend such meetings as the Scrutiny Committee may reasonably require.

6.5 Scrutiny Committee shall submit a report to the Termly Meeting of Council on the work of

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the Executive.

D 7. Miscellaneous

7.1 There shall be no smoking during any Meeting of the Executive or of any Committee.

7.2 The Executive and all Committees shall hold all their open meetings, and all meetings wherever reasonably possible, in rooms accessible to wheelchair users. In the selection of rooms for their Meetings, the Executive and all Committees shall, where possible, endeavour to take into account the accessibility of those rooms to persons with other disabilities.

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E. Committees and Campaigns

E1 Permanent Committees

1.1 Permanent Committees shall campaign in line with OUSU Policy Guidelines and/or support Representatives of Constituent Organisations

1.2 Permanent Committees shall act as forums for preliminary discussion of any motions referred to them by Steering Committee. Permanent Committees are expressly prohibited from taking a stance on all or part of any motion referred to them.

1.3 Permanent Committees may elect an executive. Any full member of OUSU, and no other persons, may stand and vote.

E2 Charities Committee

1.1 Charities Committee shall be a Permanent Committee of OUSU. All provisions relating to Permanent Committees shall as such apply to the Charities Committee.

1.2 The Charities Committee shall further be responsible for assisting the Vice President (Charities and Community).

2.3 The Charities Committee shall elect an Executive at the end of Hilary Term. The following positions may be filled:

- i. The President (who shall in all respects fulfill the role of Chair)
- ii. The Vice-President
- iii. The Secretary
- iv. The Events Coordinator
- v. The Publicity Officer
- vi. The Raids Officer
- vii. The Sponsorship Officer
- viii. The Webmaster
- ix. The Representatives Social Secretary
- x. The Non-Portfolio Officers

E 3 Environment and Ethics Committee

3.1 Environment and Ethic Committee shall be a Permanent Committee of OUSU All provisions relating to Permanent Committees shall as such apply to the Environment and Ethics Committee.

3.2 Environment and Ethics Committee shall further be responsible for promoting good

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environmental and ethical practice within OUSU, the University and the Colleges.

3.3 The Environment and Ethics Committee shall elect an Executive. The Vice President (Charities and Community) shall decide when these elections shall take place in consultation with the Environment and Ethics Committee. Any member of the committee who is unhappy with the timing of the elections may appeal to the OUSU Executive. The Executive may include, but shall not be limited to:

- i. The Chair
- ii. The Secretary
- iii. The Press and Publicity Coordinator

The Environment and Ethics Executive shall be responsible for maintaining the internet presence of the Environment and Ethics Committee.

E4 The Equal Opportunities Campaigns

4.1 There shall be the following Equal Opportunities Campaigns:

- i. Women's Campaign
- ii. LGBTQ Campaign
- iii. Students with Disabilities Campaign
- iv. The Campaign for Cultural and Racial Awareness and Equality
- v. International Students Campaign
- vi. Mature Students' Campaign

E5: The Nominations Committee

5.1 The Nominations Committee shall have responsibility for nominating candidates for External Trustee to Council in accordance with the Articles.

5.2 The Nominations Committee shall consist of:

- i) The President, who shall chair the committee
- ii) An External Trustee selected by the Board of Trustees
- iii) Two members of the Executive, elected in the Executive, of whom no more than one shall be a Trustee.
- iv) Two members of OUSU, elected in Council, neither of whom shall be a Trustee.
- v) The Registrar of the University of Oxford or their nominee

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5.3 All members of the Nominations Committee shall have one vote, with the Chair having a casting vote in the event of a tie. The Committee shall have the power to co-opt non-voting members by a 2/3 majority of all voting members.

5.4 The Committee shall be responsible for determining the criteria against which potential nominees shall be considered. Council shall be asked to approve the criteria at the first meeting of Council in Michaelmas Term each year or as soon as possible thereafter. Council shall have the power to amend the criteria against which potential nominees shall be considered.

5.5 Members of the Nominations Committee elected under 5.2.iii above shall be elected in the first meeting of the Executive in Hilary Term to serve for a year. Members of the Nominations Committee elected under 5.2.iv above shall be elected in the 1st Ordinary Meeting of Council of each academic year to serve for a year. Vacancies arising in either of these categories shall be filled by a by-election in Council in the case of members elected under 5.2.iv or an election in the Executive in the case of members elected under 5.2.iii.

5.6 Any candidate nominated to Council by the Committee must be approved as a Trustee by a simple majority vote of Council. In the event that Council rejects the nominee of the Committee then the Committee shall nominate two candidates (one of whom may be the previously rejected candidate), with Council choosing between the candidates by a simple majority vote.

5.7 The quorum for the Nominations Committee shall be four. For avoidance of doubt the Committee shall be able to conduct business by circulation if necessary provided that all voting members of the Committee are included in any such circulation and are given a reasonable opportunity to comment on any such circulation.

5.8 For the purposes of the Council Agenda as laid out in Standing Order B.4.1, consideration of recommendations from the Nominations Committee shall be Elections in Council.

5.9 External Trustees approved by Council shall hold office as specified in the Articles, taking office immediately after their approval by Council unless otherwise agreed by Council.

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F. Student Advice Service

F 1. Nature of the Student Advice Service

1.1 The Student Advice Service is a confidential information, advice and representational service for students. It shall abide by a code of confidentiality as outlined in 'The Review of Confidentiality Policy and Working Procedures' compiled by the Vice President (Welfare and Equal Opportunities) annually.

1.2 The Student Advice Service will consist of the Vice President (Welfare and Equal Opportunities), the Vice President (Women), the Vice President (Access and Academic Affairs), the Vice President (Graduates) and the Student Advisor.

F 2. Student Advice Service Procedure

2.1 It shall be the responsibility of the Vice President (Welfare and Equal Opportunities) to coordinate the day-to-day work of the Student Advice Service and be the Data Protection Officer for the Student Union.

2.2 The Student Advisor shall annually submit a report to the Vice President (Welfare and Equal Opportunities) appraising the role and making recommendations as to the future development of the post.

2.3 The Student Advice Service shall not be bound by OUSU policy guidelines in relation to individual casework with students and shall always provide confidential advice and support.

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G. Finance and Publications

G 1. Nature of Standing Orders

- 1.1 The President shall be responsible for ensuring that these Financial Standing Orders are observed. All Standing Orders within this section should be read in line with the responsibilities of the Trustees as defined in the Articles.”

G 2. Financial Arrangements

- 2.1 The General Manager shall be responsible for the financial arrangements of OUSU.
- 2.2 The President shall ensure that the Executive and Council are regularly informed of financial developments and the state of the accounts generally.
- 2.3 The General Manager shall ensure that OUSU is adequately covered in respect of insurance on public and employers liability and the value of assets and equipment.
- 2.4 The General Manager shall ensure that such VAT as is due is paid over to HM Customs and Excise and the moneys that are owing to OUSU are reclaimed.

G 3. Expenditure

- 3.1 No payment shall be made unless specific prior authorisation has been obtained from the General Manager. Should the General Manager refuse to authorise spending agreed by Council, s/he shall present her/his reasons for doing so to the next meeting of Council for ratification. Should the decision of the General Manager not be ratified, that decision shall fall and the expenditure shall be authorised.
- 3.2 At all times, payments of up to £220 from any of the Budget Headings may be made with specific prior authorisation from the General Manager.
- 3.3 During term (0th to 9th Week) payments of over £220 from any of the Budget Headings may only be made with specific prior authorisation from Ordinary Council.
- 3.4 Expenditure under the headings contained in the Budget shall be deemed to have specific prior authorisation from Council. This clause shall not extend to the Committees and

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Campaigns or the Capital Expenditure headings in the accounts and Budget.

- 3.5 During the vacations (10th to -1st Week) payments of over £220 may only be made with specific prior authorisation from the General Manager and the President. All such decisions shall be submitted to the next Ordinary Council meeting for information.
- 3.6 Payments from the OUSU accounts shall only be made on receipt of an appropriate invoice or valid official OUSU Expenses Claim Form. An Expenses Claim Form Shall only be valid if full receipts for each item of expenditure are attached.
- 3.7 The President shall be responsible for the interpretation of any expenditure which may be regarded as ultra vires. S/he shall consult the other sabbaticals before reaching any decisions under this clause.
- 3.8 Wherever possible, the General Manager shall not authorise expenditure or pay expenses relating to products and services readily available in OUSU. The General Manager may at her/his discretion pay such expenses.
- 3.9 All cheques on the OUSU accounts shall be signed by the General Manager or a member of staff nominated by the General Manager and the President or a sabbatical officer nominated by the President.
- 3.10 The sums stated in 3.2, 3.3 and 3.5 shall be index-linked to the underlying rate of change of RPI (inflation). At the start of the financial year, the General Manager shall publish the amended levels, rounded to the nearest penny, which shall remain the same throughout the rest of the financial year.

G 4. Accounts and Audit

- 4.1 It shall be the responsibility of the General Manager to ensure that proper records are kept of all payments and receipts from and to the OUSU accounts. The General Manager shall also ensure that the accounts are kept in good order.
- 4.2 For all purposes, the financial year of OUSU shall run concurrently with that of the university, namely from August 1st to July 31st.
- 4.3 The OUSU accounts shall be submitted to the appointed auditors for auditing as soon after the end of the financial year as possible.
- 4.4 There shall be a schedule attached to these Standing Orders detailing the bank accounts that shall be maintained by OUSU. This schedule shall be amended in the manner specified therein.

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G 5. Budget

5.1 A Budget shall be drawn up by the President and General Manager. It shall contain details of projected income and expenditure for the following financial year. No new Budget Heading shall be introduced without first having created a corresponding Heading in the accounts.

5.2 There shall be a Budget Committee consisting of the President, General Manager, three members of the Executive elected by the Executive in Hilary Term and three full members of OUSU elected in Council in Michaelmas Term.

5.3 The President and General Manager shall submit the Budget to Budget Committee at least 48 hours before the deadline for motions for the Council to which the President and General Manager intend to present the Budget. Budget Committee shall discuss and scrutinize the Budget. The President shall then give notice of the Budget to Council in the manner laid down in Standing Order B.1.2.a. The President and General Manager may but are not obliged to submit the same Budget to Council as they did to Budget Committee.

5.4 Any Amended Budget shall be submitted to Budget Committee in the same manner as the annual Budget as laid down in 5.3 above.

5.5 Budget Committee shall also receive financial reports as and when the President and General Manager deem it necessary.

5.6 In Council the Budget shall be accompanied by a report explaining where the projected income and expenditure deviates substantially from that which was budgeted for the financial year currently in operation.

5.7 The Budget shall be submitted to the first meeting of Ordinary Council in Hilary Term.

5.8 The Budget shall be amended by a motion passed by a simple majority in Council.

5.9 All motions authorising expenditure not covered by the Budget currently in force must be framed in the form of an amendment to the Budget stating where a corresponding cut is to be made. Total expenditure shall be increased if, in the judgement of the President and General Manager, it would be prudent to do so; under these circumstances the increase in expenditure shall come from the budgeted surplus or deficit.

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5.10 No OUSU committee or any other body allocated money under the Budget shall make separate appeals to JCRs, MCRs, SUs or university committees without having first received authorisation from either Council or the Executive.

5.11 The General Manager shall be responsible for ensuring that the Budget is followed as strictly as possible.

G 6. Oxford Student Services Ltd.

6.1 Oxford Student Services Limited shall serve as the commercial arm of OUSU.

6.2 All commercial activities shall be administered through OSSL.

6.3 The governing board of OSSL shall be composed in the manner laid down in the Memorandum & Articles of Association of OSSL.

6.4 The President should serve as the Chair of the Board. A Company Secretary shall be appointed by the Board. The Board shall meet at least twice a term and otherwise at the discretion of the Chair or upon the request of to the Chair of a simple majority of its members. The remit of the Board shall be the oversight of commercial strategy.

6.5 The Chair must report to the first Council of each term the activities undertaken by OSSL during the previous term, as well as presenting an overview for that term. Such accounts should be prepared in-house by the accounts staff and reflect the financial activities of OSSL for the preceding term.

6.6 The Chair shall ensure that the Company is run in accordance with the OSSL memorandum and the by-laws of the company.

6.7

(a) Specific responsibilities may be devolved by the Board of OSSL to sub committees.

(b) For each publication, there shall be a Publications Board consisting of the General Manager, the Editor/s of the publication and the Advertising Coordinator. In the case of welfare publications, those officers of OUSU detailed in F7.2 of the Standing Orders as responsible shall also be members of the Publications Board. The Chair will be the General Manager. The remit of each Publication Board shall be the overall co-ordination of that particular publication and the determination of that publication's strategy.

(c) For the Freshers' Fair, there shall be a sub-committee consisting of the Advertising Coordinator, the organiser's of Freshers' Fair and the General Manager. The Chair will

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be the General Manager. The remit of this sub-committee will be the organisation of the Freshers' Fair.

G 7. Publications

7.1 Such Publications shall be published as detailed in a Schedule appended to these Standing Orders. This Schedule may be amended in the manner specified therein.

7.2 Any publication which, in the opinion of OSSL board, is appropriate for OSSL publication, will be administered through OSSL. All other publications shall be administered through OUSU.

7.3 Responsibility for each publication shall rest with the relevant Publication Board. The remit of each Publication Board shall be the overall co-ordination of that particular publication and the determination of that publication's strategy.

7.4 For each Publication there shall be a Publication Board consisting of the General Manager, Publications & Media Co-Ordinator and the Editor/s of the publication. In the case of a publication administered through OSSL the Advertising Coordinator shall be a member of Publications Board. Any relevant Sabbatical officer shall also be a member of the Publication Board.

7.5 All Publications shall be bound by OUSU Policy Guidelines except for The Oxford Student which shall be exempt from OUSU policy and thus it shall be editorially independent under the rules and provisions of The Oxford Student constitution as laid down in these Standing Orders. Furthermore certain publications, as designated in the Schedule attached to these Standing Orders, shall also be exempt from OUSU Policy Guidelines and shall be bound to provide authoritative advice and support.

1.6 As far as possible, all publications shall be published in OUSU.

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G 8. Entertainments

- 8.1** Responsibility for any OUSU entz event shall rest with the governing board of OSSSL.
- 8.2** OUSU entz events shall be understood to mean any event funded by OUSU or promoted by OUSU.
- 8.3** All entz events shall be bound by OUSU's equal opportunities policy and the principles of OUSU as they appear in the Articles and Bye-Laws.
- 8.4** The VP (Welfare and Equal Opportunities) shall decide whether equal opportunities policy has been breached with the consent of the Executive.
- 8.5** Complaints arising out of any entz event shall be referred to the chair of the OUSU Complaints Board, the proceedings of which are described in SO H 3.
- 8.6** All contracts and agreements relating to entz events shall be subject to the approval of the governing board of OSSSL.

G 9. Charities

9.1

- a) Funds raised by Charities Committee shall be distributed to, usually, four charities each year, the majority of which shall do local work in Oxford.
- b) The charities to which funds are distributed shall be decided by Charities Committee at the end of Hilary term, and shall take effect at the start of the Trinity term.
- c) The allocation of the funds raised each term shall take place at the end of each term.

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H. Postgraduate Assembly

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H 1. Notice and Papers

- 1.1 The Postgraduate Assembly shall meet at a time determined by the Vice-President (Graduates) each term, after 6.00pm to facilitate the attendance of the greatest number of members. Additional meetings can be called by the VP (Graduates), or at the request of ten voting members. Notice of meetings of the Postgraduate Assembly shall be given two weeks before the meeting.
- 1.2 Any member wishing to propose a motion in advance should submit the text of the motion with their name and that of the seconder to the OUSU General Office no later than one week before the meeting at midday.
- 1.3 Emergency motions should be submitted to the General Office before midday on the day of the meeting and will be accepted at the discretion of the Chair of the Postgraduate Assembly.
- 1.4 The agenda for the meeting together with other papers shall be distributed to all members of the Postgraduate Assembly no less than 48 hours before the meeting.

H 2. Order of Business

- 2.1 Business shall be conducted in the following order:
 - i. Approval of minutes
 - ii. Matters arising
 - iii. Notifications of ratifications
 - iv. Motions
 - v. A.O.B.

H 3. The Chair

- 3.1 In the absence of the VP (Graduates) the members present shall elect a temporary Chair through a simple majority vote.
- 3.2 The Chair shall decide the order of debate from the members present indicating their desire to speak. The proposer shall always speak first.

H 4. Voting

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- 4.1 Voting shall be by a show of hands unless a majority of the members present indicate their desire for a secret ballot.

H 5. Minutes

- 5.1 Minutes shall be taken of each meeting by one of the OUSU Graduate Executive Officers, and shall be presented for approval to Council and the next meeting of the assembly. Once approved by both institutions they will be posted on the OUSU website.

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I. Education Act

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I 1. Budget and Financial Report

- 1.1 The President shall, pursuant to Clause 2(g) of the Act, present each Budget and the Amended Budget to University Council for ratification by the same, as soon as possible after their passage by Council.
- 1.2 The President shall, pursuant to Clause 2(h) of the Act, present to Council and to University Council an Annual Financial Report containing audited Accounts of all income and expenditure in the previous financial year, the Auditors' Certificate for the same, and details of all donations made to external organisations during that financial year; which report shall be presented under F2 of the Rules.

I 2. External Affiliations

- 2.1 OUSU shall be affiliated to such organisations, if any, and only to such organisations, as Council may specify.
- 2.2 The President shall, pursuant to Clauses 2(j) and 2(k) of the Act, give written notice of any resolution of Council under 2.1 above to the next Ordinary Meeting of Council, and at the same time, to University Council, which notice shall specify the amount of the subscription fee or similar fee to be paid as a result, and the amount of any further or other donation to be paid to the organisation(s) in question as a result of the resolution of Council; and shall give written notice to the first Ordinary Meeting of Council in each academic year, and at the same time University Council, which notice shall specify all external organisations, if any, to which OUSU is then affiliated, and of all subscription fees or similar fees paid, or other donations made, to any such organisations, or to any other organisation to which, at the time of payment or donation, OUSU was affiliated, during the previous academic year.
- 2.3
 - (a) Upon receipt of a petition to that effect from 5% or more of the full membership of OUSU, the President shall, according to the procedures laid down herein for the conduct of a Referendum, hold an Affiliation Ballot, pursuant to Clause 2(l) of the Act, to resolve the question of OUSU's continued affiliation to any external organisation to which it is, at the time of the receipt of the petition, affiliated.
 - (b) Any Affiliation Ballot shall be conducted by secret ballot and all full members of OUSU, and no other persons, shall be entitled to vote therein.

I 3. Complaints Procedure

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3.1

- (a) Any full member of OUSU or other person eligible for full membership of OUSU who is either dissatisfied in her/his dealings with OUSU or claims to have been unfairly disadvantaged by reason of having exercised her/his right as laid down in the Bye-Laws to opt out of her/his membership of OUSU may submit a complaint to that effect, specifying the cause of her/his dissatisfaction or her/his belief that s/he has been unfairly disadvantaged as above, as the case may be, in writing to the Chair of the Complaints Board at any time.
- (b) Where a complaint thus submitted is valid under the provisions laid down herein, the Chair of the Complaints Board shall either seek to resolve the matter informally, or, within 72 hours of the receipt of the complaint, issue a provisional ruling; or, if s/he feels it appropriate, to call, within 72 hours of the receipt of the complaint, a Meeting of the Complaints Board.
- (c) If within 48 hours of the issuing of a provisional ruling under b above the complainant, or any other person named or specified either in the complaint or the Provisional Ruling, gives written notice of her/his rejection of the Provisional ruling, the Chair of the Complaints Board shall, within 72 hours, call a Meeting of the Complaints Board.
- (d) In the event that the complaint relates to a member of the Complaints Board, the provisions of b and c above shall be inoperative, and the President, shall, within 72 hours of the receipt of the complaint, call a Meeting of the Complaints Board excluding the member thereof to whom the complaint relates. In the event that the complaint relates to the Chair of the Complaints Board, the remaining members of the Complaints Board shall elect a Chair for the purposes of the consideration of that complaint, and all references herein to the Chair of the Complaints Board shall be deemed to be that person.
- (e) The Quorum of the Complaints Board shall be three.
- (f) The Complaints Board shall act by simple majority: and the Chair thereof shall have a deliberative vote and, in the event of a tie, a casting vote.

3.2

- (a) No less than 48 hours shall elapse between the calling of a Meeting of the Complaints Board under 3.2 above and the convening of the Meeting itself, during which time the Chair of the Complaints Board shall give written notice to all persons named or specified in the complaint, and of all other persons whom s/he may deem appropriate, of the substance of the complaint and of their rights as laid down herein.
- (b) The Complaints Board shall accept all submissions which may be made by persons specified under a above or otherwise involved in the complaint, which submissions shall be made available to all other persons involved in the complaint.

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- (c) The Complaints Board shall deliberate in private, and shall make, and give written notice of the content of, a ruling specifying:
 - i. The name of the complainant
 - ii. The text of the complaint
 - iii. Such other information and/ or statements as the Complaints Board may deem appropriate
 - iv. The action, if any, in the event that the complaint is upheld, which they propose to be taken as a result of the complaint in order to secure effective redress.
- (d) The Complaints Committee shall, following the issuing of their ruling, make a Report which shall be submitted to the next Ordinary Meeting of Council to which its acceptance may validly be submitted as Motion under these Standing Orders, containing: i the ruling under c above iii. An explanation of the reasoning behind the ruling.
- (e) Both the complainant and OUSU shall have the right of appeal to an independent person, appointed by University Council who shall have the power, after consideration of the complaint and appeal, to either dismiss the complaint summarily, to dismiss the appeal summarily and uphold the Ruling of the Complaints Board, or to investigate the complaint and issue her/his own ruling, requiring where s/he feels appropriate the provision by OUSU of effective redress in respect of the complaint.
- (f) The complainant may assert her/his right under e above by giving written notice to the Chair of the Complaints Board of her/his dissatisfaction with the Complaints Board's ruling.
- (g) OUSU's right under (e) above shall be deemed asserted in the event that the Executive so resolves within ten weekdays, or that Council rejects the report of the Complaints Committee under d above at the Ordinary Meeting of Council to which it is submitted. The President shall communicate in writing to the Proctors the assertion of OUSU's right under a above as soon as is reasonably possible.

3.3

- (a) Full minutes of all Meetings of the Complaints Board shall be kept, but shall be available only to President and members of the Complaints Board, any independent person appointed under 3.3(e) above, and other persons to whom consent is given by the President, but in all cases excepting any member of the Complaints Board, against whom the complaint in question was made.
- (b) All Provisional Rulings of the Chair of the Complaints Board, and all Rulings and Reports of the Complaints Board shall be made in writing and shall be available for public inspection on the OUSU Notice board and shall be available to the independent person if appointed under 3.3(c) above. This shall exclude any part or parts of any Provisional Ruling or Ruling which may be considered defamatory by the Complaints

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Board as the case may be, which shall be retained by the General Manager for this inspection only of those who can satisfy her/him of their full membership of OUSU, and which said part or parts shall not be taken from the OUSU General Office, or transmitted or otherwise communicated in any way or form beyond the OUSU General Office, other than with the written consent of the Chair of Complaints Board, in which case any conditions attached by the Chair of Complaints Board shall be observed. This clause shall not be construed as applying to any independent person appointed under 3.3(e) above.

- 3.4** Procedures governing the conduct of the Complaints Board shall be laid down in Regulations.

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J. Regulations & Interpretations

J 1. Regulations

- 1.1 Council shall be empowered to make Regulations governing the administration and execution of Standing Orders, provided such Regulations do not contradict any express provision of the Articles or Bye-Laws.
- 1.2 The Returning Officer shall be similarly empowered with regard to the administration and execution of Standing Orders relating to Direct Elections, Referendums, Indicative Votes, and Elections in Council, but nothing in such Regulations shall contradict nor take precedence over any Regulations issued under 1.1 above.
- 1.3 The Executive shall be similarly empowered, but nothing in such Regulations shall contradict nor take precedence over any Regulations issued under 1.1 or 1.2 above.
- 1.4 All Regulations issued under 1.2 or 1.3 above shall be presented for approval to the next Ordinary Meeting of Council, and any part of them which Council rejects shall lapse; but such lapses shall not invalidate any actions taken under those Regulations.
- 1.5 Council may delegate its authority to make Regulations, this authority being expressly prohibited to the Executive and to the Returning Officer; but where a body exercises such delegated authority it shall submit all Regulations so made to Council as under 1.4 above.
- 1.6 Regulations shall take immediate effect.
- 1.7 Regulations made to govern the administration and execution of the Financial or Election Standing Orders shall be submitted for Ratification to the next meeting of JCHC, and shall lapse if not so ratified.

J 2. Interpretations

- 2.1 Except as specified in 2.2 below, if an ambiguity arises concerning interpretation of the Bye-Laws or any Regulations, the President shall issue a Rule of Interpretation in accordance with the question specified.
- 2.2 If an ambiguity arises during Council and is relevant to the conduct of the meeting, the Chair of Council shall make an interim ruling, subject to challenge under B3.2(b)iii

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above. The matter shall be referred to the President at the end of the meeting for issue of a Rule of Interpretation.

- 2.3** Rule of Interpretation shall be circulated to all members of Council and presented to the first Ordinary Meeting of Council after this has been done for approval.
- 2.4** All Rules of Interpretation under 2.3 above shall require a 2/3 vote of Council to pass. In the event that the Rule of Interpretation fails to gain a 2/3 majority, it shall immediately cease to apply, but all actions taken under it shall remain valid.
- 2.5** Any part of any Rule of Interpretation shall cease to have effect if the provision of the Article, Bye-Law or Regulation it interprets is amended or revoked.
- 2.6** All Presidential Interpretations issued before 2nd March 1990 shall be deemed for the purposes of this Standing Order to effect as Rules of Interpretation.
- 2.7** Any part of any Rule of Interpretation which contradicts any provision of the Bye-Laws or Regulations shall be null and void.

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K. Complaints and Standing Committees

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K 1. Complaints Concerning Elected Staff

- 1.1 Complaints from OUSU members concerning the conduct of elected staff shall be dealt with by the Complaints Committee, as under article H of the standing orders, or, in the case of the Returning Officer, by the Junior Tribunal, as under article C of the standing orders.

K 2. Complaints Concerning Non-Elected Staff and Complaints from Elected Staff

- 2.1 Complaints from elected and non-elected staff and all complaints concerning non-elected staff shall be dealt with by the Standing Committee.

K 3. Availability of the Details of Current Members of the Standing Committee

- 3.1 The President shall ensure the names and contact details of the current members of the Complaints Committee and of the Standing Committee are available on the OUSU website.

K 4. Display of the Details of Complaints Committee and Standing Committee

- 4.1 The General Manager shall ensure that the names and contact details of the current members of the Complaints Committee and of the Standing Committee are displayed on a notice board in the OUSU offices and that the names and contact details of the members of the Standing Committee are available to all elected and non-elected staff, in the first instance in the staff handbook and by memorandum when changes occur.

K 5. The Standing Committee

- 5.1 There shall be a standing committee of the executive committee consisting of three members of the executive committee (elected in the first executive committee meeting of Hilary term), the President, the Vice President (Welfare and Equal Opportunities), and the General Manager.
- 5.2 The committee shall meet in the first week subsequent to its election to elect a chair, who

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shall have a deliberate and a casting vote, and subsequently at the request of any of the members of the standing committee, or as required below. The quorum for decisions of the standing committee will be five of its members.

- 5.3 All elected and non-elected members of staff shall the right to approach the standing committee, initially through their designated member of the standing committee as laid out in K 6. below, on matters concerning the terms of their employment or with grievances.
- 5.4 All members of OUSU shall have the right to approach the standing committee with grievances concerning the conduct of non-elected staff.
- 5.5 The Committee shall have the powers of policy-making over changes to the contracts and working conditions of non-elected staff.
- 5.6 The committee shall consider any motion to OUSU Council ruled out of order by the chair of Council under Standing Order B7.1 (c).
- 5.7 That decisions of the Standing Committee made using powers granted by Standing Orders K 5.5 should be subject to ratification by OUSU Council, with a two-thirds majority needed to overturn the decision.
- 5.8 It shall be the responsibility of the committee to organise termly appraisals for all non-elected staff.

K 6. Recipients of Initial Complaints

- 6.1 In the case of a complaint from or concerning a non-elected member of the business team, the complaint will be addressed in the first instance to the General Manager.
- 6.2 In the case of a complaint from or concerning a non-elected member of Student Advice Service staff, the complaint will be addressed in the first instance to the Vice President (Welfare and Equal Opportunities).
- 6.3 In the case of a complaint from or concerning any other member of non-elected staff, the complaint will be addressed in the first instance to the General Manager.
- 6.4 In the case of any of those listed in points 5.1, 5.2 and 5.3 above, being the subject of the complaint, the complaint shall be addressed in the first instance to the President of OUSU.
- 6.5 In the case of a complaint from or concerning any elected member of staff, the complaint shall be addressed in the first instance to the President, except when s/he is the subject of

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the complaint, when it shall be addressed, in the first instance, to the Vice President (Welfare and Equal Opportunities).

- 6.6** If all potential recipients of complaints listed above are the subjects of a complaint, such a complaint may be addressed, in the first instance, to any member of the standing committee not a subject of the complaint.
- 6.7** In any case of alleged harassment, the recipient of the complaint shall be the Vice President (Welfare and Equal Opportunities) in the first instance, except when s/he is the subject of the complaint, when it shall be addressed to any member of the standing committee not a subject of the complaint.

K 7. Procedures for Initial Complaints

- 7.1** All complaints must be submitted in written form, and must bear the date and time of their submission.
- 7.2** Within four working days of a complaint being received, the recipient shall have full powers to investigate the substance of the complaint and produce an initial ruling which shall contain the name of the complainant and text of the complaint, any statement made in response to the complaint is upheld or dismissed, and which may contain recommendations for action in light of any judgement.
- 7.3** The initial ruling shall be circulated simultaneously to the complainant, the subject/s of the complaint, and all members of the standing committee.
- 7.4** The initial ruling will bear the time and date of its circulation.

K 8. Provision for Appeals

- 8.1** In the event that one or more of those concerned in any complaint or other disciplinary action undertaken by designated members of the standing committee are not satisfied with the judgement of the initial ruling, or with any action taken as a result of the ruling, or with their treatment in the case of a disciplinary action, they shall have the right to appeal to the standing committee.
- 8.2** Any appeal shall be received by the President no more than four working days after the circulation of the initial ruling, except in such cases that the President ins the complainant or the subject of the initial complaint, in which case the appeal may be received by any member of the standing committee.

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- 8.3 All appeals must be submitted in written form, and must bear the date and time of their submission.
- 8.4 Within three working days of an appeal being received, the recipient shall have full powers to investigate the substance of the appeal and produce a ruling which shall contain the name of the appellant and text of the appeal, any statement made in response to the appeal by the adjudicator of the initial complaint, a judgement as to whether the appeal is upheld or dismissed, and any recommendations for action in light of any judgement.
- 8.5 The ruling shall be circulated simultaneously to the appellant, the subject/s of the appeal, and all members of the standing committee.
- 8.6 The ruling will bear the time and date of its circulation.
- 8.7 In the event of this judgement proving unsatisfactory to any party involved, provision shall be made by the chair for appeal to an external body.

K 9. Further Functions of the Standing Committee

- 9.1 The standing committee may serve, at the discretion of its members, as a forum for OUSU officers and staff to meet to consider more general grievances as well as to convey information to members of staff and to discuss proposed changes to the terms of employment.
- 9.2 The members of the standing committee as designated to individual employees in K 6. above will perform such functions as contacts for those employees as may be specified in OUSU Non-Elected Employees' Handbook or individual employees' terms of employment.
- 9.3 The standing committee will meet once a year in Trinity term to review the OUSU Non-Elected Employees' Handbook, any alterations made will be reported to the subsequent meeting of the council.

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L. Appointments Committee

L 1. Appointments Board

1.1 There shall be an Appointments Board consisting of the President, General Manager and 2 members of the Executive elected in the first Executive in Hilary Term. The Appointments Board shall be responsible for interviewing candidates and for selecting the successful applicant.

1.2 The Publications & Media Co-Ordinator shall sit on Appointments Board for all appointments relating to publications.

1.3 The Advertising & Entz Co-Ordinator shall sit on Appointments Board for the appointment of the Freshers' Fair organizer and Assistant Business Managers.

1.4 In the case of each appointment made by the Appointments Board, the outgoing incumbent shall be deemed a full voting member of the Appointments Board, except where s/he is a candidate.

1.5 On such occasions when Appointments Board is considering appointing a Student Advisor, the Vice-President (Welfare & Equal Opportunities) shall sit on Appointments Board.

1.6 Other members of Appointments Board may be co-opted by a simple majority of the Appointments Board. Such co-opted members shall not have a vote.

1.7. Appointments Board shall be chaired by the President. Appointments Board shall have a quorum of 3.

1.8 The Appointments Board shall be convened by the chair in the case of a vacancy arising; or in the event of a vacancy created by Council.

1.9 Minutes shall be taken of all meetings of Appointments Board and circulated within 48 hours of the meeting to all members of Appointments Board

1.10 Decisions are to be taken by the Appointments Board by majority vote where no consensus exists. The Chair shall possess a deliberative and casting vote.

L 2. Vacancies arising

2.1 The President and General Manager shall have responsibility for the drawing up of advertising for vacancies arising among the non-elected staff of OUSU and the advertising of such vacancies. Appointments Board shall have responsibility for the interviewing of applicants for non-elected vacancies arising.

L 3. Vacancies created by Council

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3.1 In the event of a non-elected vacancy being created by Council, the President and General Manager shall have responsibility for the drawing up of advertising for the vacancy and the advertising of the vacancy. Appointments Board shall have responsibility for the interviewing of applicants.

1.2 Where no job description for the vacancy exists, the President and General Manager shall draw one up, to be presented to the subsequent council in the form of an ordinary motion, or in such a way as resolved by council at the time of the creation of the vacancy.

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M. The National Union of Students

M 1. Affiliation

- 1.1 OUSU's affiliation and disaffiliation to the NUS shall be governed by the mechanisms laid out in O 2. of the Standing Orders (The Education Act – External Affiliations).

M 2. Election of delegates

- 2.1 The election of delegates to all NUS bodies at which OUSU is entitled to send delegates shall be governed by the relevant parts of section C of the Standing Orders (Elections). Electoral regulations shall lay down the number of delegate positions for each NUS Conference. The OUSU President and President-Elect shall be *ex officio* delegates to each NUS Conference or Extraordinary Conference.
- 2.2 The election of delegates shall take place in the Statutory Annual Elections, except in the event of a by-election.

M 3. Accountability

- 3.1 When the agenda for NUS conference becomes available, it shall be the responsibility of the President to make the agenda for NUS conference widely available. This shall include, but not necessarily limited to, ensuring that the agenda for NUS conference is on the OUSU website and is emailed around the Council mailing list.
- 3.2 Council shall have the power to mandate NUS delegates to vote and/or attempt to speak in a specified way on any item on the agenda. Should any NUS delegate feel unable due to personal beliefs to fulfil any of their council mandates they should immediately declare this and resign their position as an OUSU NUS delegate.
- 3.3 When OUSU policy guidelines exist on any issue discussed at NUS conference, it shall be the responsibility of all OUSU NUS delegates to vote, and where appropriate speak, in line with OUSU policy guidelines.
- 3.4 Where no OUSU policy guidelines or Council mandate exists, it shall be the responsibility of all NUS delegates to endeavour to vote, and where appropriate speak, in a manner consistent with the spirit of OUSU policy guidelines, consulting with any members of the OUSU executive who are present where appropriate.
- 3.5 On any issue discussed at NUS conference, nothing in M 3.2, M 3.3 or M 3.4 shall apply to any NUS delegate elected in a cross-campus election, if s/he has explicitly stated voted intentions in his/her JMB entry on that issue.
- 3.6 In the event that an NUS delegate should resign prior to the conference for which they

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were elected there shall be a by-election in Council, or if not possible, an appointment by the Executive followed by a ratification in Council.

- 3.7 It shall be the responsibility of the President, in full consultation with the NUS delegates and executive officers who attended the NUS conference in question, to submit to the Council immediately subsequent to that NUS conference, a report on the fulfilment of mandates any other matters which may be of interest.

M 4. Applicability

- 4.1 All references to the NUS contained within Section M of the Standing Orders shall also apply to any other national confederation of Student Unions which OUSU may decide to affiliate to.

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N. The Oxford Student

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N 1. Nature of Standing Orders

- 1.1** The following shall be the constitution of The Oxford Student newspaper (“the newspaper”), all the rules and provisions stated herein shall also apply to its accompanying website oxfordstudent.com (“the website”). The newspaper and the website shall be referred to collectively as “The Oxford Student”.

N 2. The Publication

- 2.1** OUSU shall annually produce at least twenty-four editions of the newspaper through its commercial subsidiary company OSSL.
- 2.2** OUSU shall maintain the existence of the website, specifically oxfordstudent.com.
- 2.3** *The Oxford Student* shall be exempt from OUSU policy guidelines and thus it shall be editorially independent.
- 2.4** *The Oxford Student* shall be bound by the rules and provisions of the Press Complaints Commission Code of Practice.
- 2.5** OUSU shall be responsible for the business and financial affairs of *The Oxford Student*, including the sourcing of advertising and sponsorship.

N 3. The Editor(s)

- 3.1** There shall exist the position of Editor of *The Oxford Student*.
- 3.2** The Editor position shall be held by no more than two persons at any one time, who must be members of Oxford University.
- 3.3** The Editor(s) shall be appointed on a termly basis under the procedure specified in clause 4.
- 3.4** Once appointed the Editor(s) shall serve for a maximum of one term and shall not be eligible for re-appointment once their term has expired, unless the Publication Board, as defined in clause 6, shall determine that a former Editor should serve in the position in what they shall deem to be exceptional circumstances which may not last for any longer than a period of two weeks in any Oxford University term.
- 3.5** The duties of the Editor(s) shall be:
- i. To produce eight editions of the newspaper, one in each of the weeks from zero through to seven of the Oxford University term;
 - ii. To ensure that the website is kept up to date;
 - iii. To solicit, edit, type and typeset all copy ready for printing;
 - iv. To assist with the insertion of advertisement artwork where necessary;

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- v. To source, recruit and manage the staff of *The Oxford Student* over whom the Editor(s) shall have absolute and final jurisdiction, except in the case of the Deputy Editor(s), who shall be appointed and manager under the rules specified in clause 3, the Associate Editor(s) who shall be appointed under the rules specified in clause 5, and the legal advisor(s), who shall be appointed under the rules specified in clause 9;
- vi. To recognise and accept a duty of care for the staff of and contributors to *The Oxford Student*, particularly in the OUSU Publications Room;
- vii. To ensure that the newspaper is ready for printing by the time agreed with the OSSL Board of Directors (“the OSSL Board”);
- viii. To ensure that sufficient staff are made available to conduct the delivery of the newspaper;
- ix. To ensure that *The Oxford Student* is factually accurate and contains nothing that is libellous, defamatory or in contravention of any laws;
- x. To ensure that the Press Complaints Commission Code of Practice is adhered to;
- xi. To ensure that the University of Oxford Codes of Practice on Harassment and IT are adhered to, as extended to cover groups as well as individuals;
- xii. To ensure that no conflicts of interest arise within *The Oxford Student*;
- xiii. To authorise expenditure relating to *The Oxford Student* within the limits specified for this purpose in the OSSL Budget, as ratified by the OSSL Board;
- xiv. To ensure that all the staff of and the contributors to *The Oxford Student* receive training in journalistic laws and quality assurance in line with the guidelines and Code of Ethics specified in clause 7.

3.6 The Editor(s) may create any staff job title they wish, except that the Editor(s) may not create a position that has power and responsibility akin to that of the Editor, the Deputy Editor and the Associate Editor positions as they are outlined in this constitution. The OSSL Board shall have the absolute and final decision making authority on all matters concerning this clause.

3.7 The Editor(s) shall be responsible for the content of the newspaper in all circumstances prior to the consignment of the publication with the printers, except in the situations specified in clauses 8 and 9.

3.8 The Editor(s) shall be responsible for the content of the website in all circumstances prior to material appearing on the website, except in the situations specified in M 9. and M 10.

3.9 The Editor(s) shall be responsible for the design of *The Oxford Student*, any decisions in this area shall be taken in full consultation with the OUSU Business Manager.

3.10 The Editor(s) shall attend meetings with the OSSL Management Committee.

3.11 The Editor(s) shall be accountable to OSSL Board.

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- 3.12** The OSSL Board may terminate the appointment of an Editor immediately and without notice should they determine that:
- i. the rules and provisions of this constitution have been breached;
 - ii. the Editor(s) has(have) failed to responsibly discharge the aforementioned duties of the Editor position;
 - iii. they no longer have confidence in the Editor(s) to fulfil the obligations of the Editor position.
- 3.13** In the event of the appointment of an editor being terminated, the Chairperson of the OSSL Board shall have to justify the decision of the OSSL Board at the next meeting of OUSU Council. The Editor(s) who has (have) been dismissed shall have the right to appeal the decision to OUSU Council whose decision shall be absolute and final. The OSSL Board must make this procedure clear to the dismissed Editor(s).

N 4. The Deputy Editor(s)

- 4.1** There shall exist the position of Deputy Editor of *The Oxford Student*.
- 4.2** The Deputy Editor(s) shall be appointed on a termly basis under the procedure specified in clause 4.
- 4.3** Once appointed the Deputy Editor(s) shall serve for one term.
- (a) The duties of the Deputy Editor(s) shall be:
- i. to assist the Editor(s) in their duties;
 - ii. to ensure that *The Oxford Student* is factually accurate and contains nothing that is libellous, defamatory or in contravention of any laws;
 - iii. to ensure that the Press Complaints Commission Code of Practice is adhered to;
 - iv. to ensure that the University of Oxford Codes of Practice on Harassment and IT are adhered to, as extended to cover groups as well as individuals.
- 4.4** The Deputy Editor(s) shall be accountable in the first instance to the Editor(s) and ultimately to the OSSL Board.
- 4.5** The Deputy Editor(s) shall attend meetings of the OSSL Management Committee.
- 4.6** The appointment of a Deputy Editor may be terminated immediately and without notice under the rules specified in clause 2 I.
- 4.7** In the event of the appointment of a Deputy Editor being terminated clause 2 M shall apply to this procedure.

N 5. Appointments of the Editor(s) and the Deputy Editor(s)

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- 5.1 The Editor(s) and Deputy Editor(s) shall be appointed by the OUSU appointments Board, as defined in the OUSU Rules.
- 5.2 The Appointments Board for the position of Editor shall be held on Monday of 8th Week of each term.
- 5.3 The Appointments Board for the position of Deputy Editor shall be held on Tuesday of 8th Week of each term.
- 5.4 The newly appointed Editor(s) shall have the right to participate on the Appointments Board for the position of Deputy Editor.
- 5.5 Each member of the Appointments Board shall have one vote. In the event of two editors being appointed each shall have one vote.
- 5.6 The Appointments Board shall decide how many candidates shall be appointed for each term.
- 5.7 The Appointments Board shall have the responsibility for drawing up the contract(s) for the appointed candidates.
- 5.8 All decisions shall be taken by a majority of voting members.

N 6. Associate Editors

- 6.1 The Editor(s) shall have the option to nominate former members of staff to serve as Associate Editors, to assist and advise the Editor(s) in their duties.
- 6.2 All nominations for the position of Associate Editor shall be subject to the ratification of the OSSL Board.

N 7. The Publication Board

- 7.1 *The Oxford Student* Publication Board shall consist of the Editor(s), the OUSU Vice-President (Finance) and the OUSU Business Manager or their equivalents.
- 7.2 The Vice-President (Finance), or equivalent, shall be the Chair of the Publication Board.
- 7.3 This committee shall be responsible for the pagination of the newspaper, specifically decisions concerning supplements, the placement and insertion of advertising, the length of the newspaper, printing specifications and website hosting specifications.
- 7.4 All decisions shall be taken by a majority of voting members.

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- 7.5 Each position shall have one vote, in the event of two Editors being appointed they shall have one vote between them, in the event of two Business Managers being appointed they shall have one vote between them.

N 8. Journalistic Guidelines and Code of Ethics

- 8.1 The Editor(s) shall be responsible for the construction, implementation and enforcement of guidelines and a Code of Ethics for the staff of and contributors to *The Oxford Student*.
- 8.2 These guidelines and the Code of Ethics shall be mutually acceptable to the OSSL Board and the Editor(s).
- 8.3 These guidelines and the Code of Ethics shall be renewed and/or updated as and when it is necessary.

N 9. Complaints

- 9.1 Complaints shall be dealt with by the Editor(s) in the first instance. The Editor(s) shall make clear in any response made to a complaint that should the complainant be dissatisfied with the response of the Editor(s) then the matter may be referred to the OSSL Board.
- 9.2 In the event of any dispute on any matter, and should the matter not be resolved in the first instance by the Editor(s), the matter shall be referred to and resolved by the OSSL Board. Their decision on all matters relating to this clause shall be absolute and final.

N 10. Legal Disputes

- 10.1 The Editor(s) shall appoint at least one legal advisor, subject to the ratification of the OSSL Board.
- 10.2 In the event of legal issues arising with the content of the newspaper prior to the consignment of the publication with the printers, the Editor(s) shall seek advice from the legal advisor. The decision of the Editor(s) on these issues shall be absolute and final prior to the consignment of the publication with the printers.
- 10.3 In the event of legal issues arising with the content of the website prior to its inclusion on the website, the Editor(s) shall seek advice from the legal advisor. The decision of the Editor(s) on these issues shall be absolute and final prior to the content appearing on the website.
- 10.4 In the event of legal issues arising with the content of the newspaper following the consignment of the publication with the printers, these matter(s) shall be resolved by the Publication Board, whose decision shall be absolute and final.

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- 10.5** In the event of legal issues arising with the content of the website following its inclusion on the website, these matter(s) shall be resolved by the Publication Board, whose decision shall be absolute.

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Schedule Two – Associate Organisations

A. Associate Organisations

A 1. Amendment Procedure

1.1 This schedule may be amended as specified in Article J.2.1(c) of the Rules.

A 2. Associate Organisations

2.1 Associate organisations shall include:

- i. The Ruskin College Student Association

B. Associate Members

B1. Procedures for Admittance

1.1 The Trustees shall have the power to admit individuals as Associate Members of OUSU. Any individuals admitted as Associate Members shall have their status as Associate Members presented for ratification by the next meeting of OUSU Council.

B2. Entitlement to OUSU Services

2.1 Associate Membership of OUSU shall not come with any entitlement to OUSU services beyond those determined by Council in accordance with any procedures specified in the Articles or Bye-Laws.

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Schedule Three – to Financial Standing Orders

A. Financial Standing Orders

A 1. Nature of Schedule

- 1.1 These Schedules shall be amended only by a motion passed by a simple majority at OUSU Ordinary Council.

A 2. Bank Accounts

- 2.1 The following Current Accounts shall exist:
- i. Oxford University Student Union
 - ii. Oxford Student Services Limited
- 2.2 The following Deposit Accounts shall exist;
- i. Oxford University Student Union
 - ii. Oxford Student Services Limited

A 3. Publications

- 3.1 The following publications shall be produced in line with Standing Orders and shall in all cases be bound by OUSU Policy Guidelines:

- (i) Alternative Prospectus
- (ii) Oxford and Cambridge Careers Handbook
- (iii) Oxford Handbook
- (iv) Fresher's Guide
- (v) Living Out Guide

- 3.2 The following publications shall be produced in line with Standing Orders and shall be exempt from OUSU Policy Guidelines in that they shall be bound to provide authoritative and non-directional advice and support:

- (i) Student Parents' Guide
- (ii) LGBTQ Handbook
- (iii) Women's Handbook

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Schedule Four – Job Descriptions

A. Elected Posts

A 1. Sabbatical Officers

A 1. Nature of Schedule

1.1 These schedules shall be amended only by a motion passed by a simple majority at OUSU Council

A 2. Sabbatical Officers

2a) OUSU President

The responsibilities of the OUSU President shall be:

1. To liaise with OUSU's constituent and associate organisations, maintaining channels of communication between them and OUSU.

2. To enable and organise co-ordination between such organisations as requested by the organisations.

3. To provide support, information and training for constituent/associate organisation Presidents and OUSU reps.

4. To liaise with and represent OUSU and its members to committees of the University and other external groups, including those relevant groups working at a local authority level.

5. To deal with all enquiries from the media, and OUSU's response to them.

6. To co-ordinate campaigns relating to areas such as student finance (along with the relevant committees), and co-ordinate OUSU's general campaigns strategy.

7. To liaise with relevant OUSU Committees and to liaise with graduate officers about graduate affairs.

8. To organise OUSU Council meetings and other general meetings, and ensure publicity for them.

9. To liaise with the NUS and with individual student unions across the country (including Oxford Brookes University S.U. and CUSU)

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10. To deal with constitutional business, including making presidential rules of interpretation when required.

2b) OUSU Vice-President (Welfare and Equal Opportunities)

A. Elected Posts

The responsibilities of the OUSU Vice-President (Welfare and Equal Opportunities) shall be:

1. To campaign on student welfare and welfare related issues, in conjunction with relevant OUSU committees, groups and campaigns and officers where appropriate.
2. To liaise with and represent OUSU and its members to committees of the University and other external groups.
3. To contribute to production of OUSU's publications where appropriate.
4. Providing support, information and training for student welfare providers, including but not limited to welfare officers and LGBTQ officers. This will include:
 - i. At least (and usually more than) two training sessions per term, including at least one session and preferably two sessions per academic year on listening skills.
 - ii. Sending out weekly welfare mailings to student welfare providers and others who have a valid interest in student welfare issues.
 - iii. Maintaining the appropriate e-mail discussion/information lists and web-pages.

This work will often be done in conjunction with other OUSU officers and staff.

5. To be responsible for ensuring that the Student Advice Service is compliant with the Data Protection Act and other relevant legislation, and to be the Data Protection Officer for the Student Union.
6. To have ultimate responsibility for the conduct and responsibilities of the Student Advice Service and to have ultimate jurisdiction over the structures of the team.
7. To co-ordinate and supervise the work of OUSU's Student Advice Service in conjunction with other sabbatical officers and staff. The Vice-President (Welfare & Equal Opportunities) shall be responsible for an annual review of confidentiality policy and working procedures.
8. To assist in the general running of the Student Union in cooperation with the President, other sabbatical officers and members of staff.

2c) OUSU Vice-President (Women)

The responsibilities of the OUSU Vice-President (Women) shall be:

1. To have overall responsibility within OUSU to represent women and the interests of women in all aspects of OUSU's work and to ensure that women students are encouraged to play a full role in the Student Union, the University, and constituent organisations.
2. To represent the Student Union and women students to relevant University committees and other external committees.

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3. To work with the other OUSU officers to ensure that women's issues, views and opinions are recognised and reflected throughout the work of OUSU.
4. To oversee the work of the OUSU Women's Campaign and OUSU Promoting-Choice Committee, and liaise between these committees and the OUSU Executive.
5. To edit and publish the Student Parent Handbook (which must incorporate information about pre-school childcare, out of school childcare, student parent finance, children with special educational needs and useful contacts) biennially. To run an event for student parents each term, maintain resources for student parents and be able to provide individual support to student parents.
6. To provide a point of reference, liaison, information and support for women's officers (and other officers concerned with women's issues) in the constituent organizations.
7. To promote a harassment-free environment in the Student Union and support the work of constituent organizations in this area.
8. To be available to give confidential welfare advice to women students.
9. To campaign on issues which relate to the interests of women students (e.g. academic achievement, safety, etc).
10. To campaign on issues concerning the admission of women to the University, and oversee the organisation of the annual Women's Open Day.
11. Oversee the content of certain publications (e.g. the Women's Officer Handbook (in the years in which it is produced); the Unplanned Pregnancy: Your Options Booklet; the OUSU Guide to Eating Disorders; the OUSU Student Parent Handbook; and Love Without Chains, the guide to support for survivors of abuse.) and organise their distribution.
12. Liaise with relevant external organisations (e.g National Union of Students Women's Unit; Oxford Brookes Students Union Women's Officer).
13. Oversee the running of the Safety Bus, and ensure that it runs in compliance with all relevant legislation.

2d) OUSU Vice-President (Graduates)

The responsibilities of the OUSU Vice-President (Graduates) shall be:

1. To campaign on issues of particular relevance to postgraduates, in conjunction with relevant OUSU and University committees.
2. To liaise with and represent OUSU and its postgraduate members to committees of the University and external groups,

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3. To work with the Presidents of Graduate Common Rooms. To be responsible for the maintenance of related electronic mail lists and web-accessible databases and to be responsible for the coordination of Post-Graduate Assembly.

4. To contribute to OUSU publications that focus upon graduate concerns.

5. To be the sabbatical officer nominally responsible for international students and mature students, to lease with the co-chairs of OUSU's International Students Campaign and Mature Students Campaign and to oversee their work.

2e) OUSU Vice-President (Access & Academic Affairs)

The responsibilities of the OUSU Vice-President (Access & Academic Affairs) shall be:

1. Access

a) Lobbying: to serve on all major University Access Committees and Working Parties, providing a dedicated, full-time voice to access issues.

b) Publications: In conjunction with editors, to oversee the production of the Alternative Prospectus.

c) Target Schools: To support and supervise the work of the Target Schools Scheme scheme in Oxford.

2. Academic Affairs

a) Campaigns and lobbying: To take responsibility for leading campaign work on issues such as study skills, libraries and facilities, appeals structures, examinations and marking schemes, potential changes to the tutorial system and graduate teaching and support.

b) Co-ordination and Support: To provide support, resources and advice for JCR Academic Affairs Reps and Departmental JCC Reps, as well as the Undergraduate Divisional Board Representatives; and to enable the Student Union to accumulate University-wide expertise to assist these student officers in their work.

c) Publications: To supervise the Committee's production of the Academic Affairs Handbook.

d) Representation: To offer representation to JCRs and MCRs on behalf of students on Academic matters, and to act as the SU representative in University-level Committees and appeals.

2f) OUSU Vice President (Charities and Community)

The responsibilities of the Vice-President (Charities & Community) shall be:

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1. Students:

a. To serve as the political representative for students' views on ethical, environmental and social matters, providing expertise and engagement with relevant issues.

b. Represent student views to relevant university committees, and be well-informed and engaged with the issues at hand.

c. To communicate regularly with common room charity, RAG, and Environment and Ethics reps to support their work, enable coordination between common rooms and the sharing of best practice.

2. OUSU:

a. To coordinate and oversee Oxford RAG organising RAG elections; charity nominations and allocations; the stall at Freshers' Fair; overseeing the content of all RAG publicity, publications and website; liaising with the Advertising Coordinator regarding advertising issues; ensuring financial scrutiny (with the accounts staff)

b. Coordinate OUSU Environment and Ethics campaigns as chosen by the Environment and Ethics committee. To oversee the Environment and Ethics committee organising Environment and Ethics elections; the stall at Fresher's Fair; overseeing the content of all Environment and Ethics publicity, publications and website; liaising with the Advertising Coordinator regarding advertising issues; ensuring financial scrutiny (with the accounts staff).

c. To chair weekly Charities Committee meetings working closely with elected charity/RAG reps from common rooms to enable coordination between common rooms and sharing of best practice.

d. To liaise with the OUSU executive to ensure the implementation of sustainability into the work of OUSU.

e. Focusing on the implementation of environmental, social and ethical policy

f. And assessing the environmental and social sustainability of the OUSU office.

g. Work with other sabbatical officers in the OUSU team where appropriate, e.g. to tackle issues of ethical issues in the curriculum.

h. In addition to these responsibilities specific to the role of Vice-President (Charities and Community) the incumbent will also assist in the general running of the Student Union, in cooperation with the President, the other vice-presidents and members of staff.

3. University:

a. To act as the student representative on relevant university committees and university-level projects including, but not limited to, the Environment Panel Committee and the Socially

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Responsible Investment Review Committee.

b. Push forward and support the university in its efforts to reduce energy use, integrate awareness of sustainability into academic curricula, and invest more ethically.

c. To organise—in partnership with the Oxford University Careers Service and the Oxford Hub—a careers fair focussed on ethical and community job opportunities and coordinate an organising committee for this fair.

d. Promote Oxford University as a centre of excellence in holding up high ethical standards and addressing ethical issues consciously with responsibility, intellectual rigour and courage.

4. Oxford Hub:

a. To work closely with the Oxford Hub to encourage the student involvement in volunteering projects, to increase local volunteering opportunities and the coordination between student charitable organisations.

b. Facilitate the Oxford Hub in providing support, assistance and information to any individual student or club/society within the university involved in charitable work.

c. To sit as an Advisory Board member for the Oxford Hub.

5. Local:

a. To improve OUSU's links with the local community by attending (where relevant) local council meetings, local committee meetings, liaising with local representatives and directly coordinating joint initiatives between the local community and the student-body.

b. To work with the Oxford Hub to ensure the provision and promotion of local volunteering opportunities

6. National:

a. Liaise with the national RAG network and individual RAGs across the country with the view to improve the work of RAG in Oxford.

b. Liaise with the national Environment and Ethics and individual Environment and Ethics equivalents across the country with the view to improve the work of Environment and Ethics in Oxford.

c. Network and liaise with other student unions both in this country and others, and other relevant student campaign networks, both to share best practice and to provide inspiration and mutual

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support and ethical, environmental and social campaigns that reflect the desires of the student body.

A 3. Executive Officers

3a) Rent and Accommodation Officer

1. Maintain and regularly update a database of current rents for all Oxford colleges.
2. With the help of the President, produce the 'Rent Support Pack' giving advice to those negotiating rent deals on behalf of common rooms and distribute to all Common Room Presidents and other Common Room officers involved in such negotiations
3. Support students dealing with private accommodation by working with the Vice-President (Welfare and Equal Opportunities) to produce the Living Out Guide and convene housing advice surgeries.
4. Maintain information and advice on rent and accommodation on the OUSU web-site.

3b) International Students Officer

1. Provide support to Common Room International Students Officers and to Common Room initiatives to support international students.
2. Work with the OUSU President to assess applications for the Oxford Student Scholarship scheme.
3. Maintain information and advice for international students on the OUSU web-site.
4. Liaise with the international student community to identify problems facing international students and work with them to resolve them.
5. Provide administrative, campaigning and other support to the International Students Campaign.
6. Work to further the interests of international students in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.

3c) Community Outreach and Charities Officer

1. Work to represent OUSU in the local community, coordinating projects and attending local council meetings.
 1. Help build and maintain links with the local community
 2. Liaise with universities across the country sharing ideas about charitable best practice.

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3. Assist the RAG President and RAG VP, when requested, in building links with charity/RAG reps in common rooms across Oxford to provide information, resources and support to them.
4. Work with The Oxford Hub to create and promote volunteering opportunities for students in the local community.
5. Actively encourage student involvement in local charities and support groups
6. Work with the Oxford University Careers Service and the Oxford Hub to ensure that ethical, charitable and community jobs are well represented at a careers fair.”

3d) Health and Welfare Officer

1. Provide administrative, campaigning and other support to the Welfare Committee.
2. Work with the Vice-President (Welfare and Equal Opportunities) to develop and publish online the Survival Guide and Eating Disorders Guide.
3. Work with the Vice-President (Welfare and Equal Opportunities) to further the health and welfare interests of students in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.

3e) Access and Admissions Officer

1. Provide administrative, campaigning and other support to the Target Schools co-chairs.
2. Help to organise Target Schools events.
3. Attend open days, alongside the regional conferences for which it is financially viable for them to attend.
4. Work with the VP (Access and Academic Affairs) in sourcing information for the Alternative Prospectus, including keeping the relevant pages on the website updated in years between print runs.
5. Maintaining a section on the web-site which details all the ways to get involved in access initiatives across the University.
6. Provide information and support to common room officers responsible for access and admissions.
7. Work with the Vice-President (Access and Academic Affairs) to further the cause of fair admissions in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.

3f) Environment and Ethics Officer

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1. Work with the Vice-President (Charities and Community) to provide administrative campaigning and other support to the Environment and Ethics Committee.
2. To organise and facilitate Environment and Ethics meetings with the Environment and Ethics executive.
3. To work closely with and provide an active support to elected/appointed environment and ethics representatives from affiliated common rooms to enable coordination between common rooms and the sharing of best practice.
4. To provide support for campaign groups and individuals interested in environmental, ethical and social justice campaigns and issues.
5. Work to further the interests of social, environmental and ethical responsibility in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.

3g) Academic Affairs Campaign Officer

1. Provide administrative, campaigning and other support to the Academic Affairs committee.
2. Work with the Vice-President (Access and Academic Affairs) to further the academic interests of students in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.
3. Work with the VP (Access and Academic Affairs) to support Common Room Academic Affairs officers, JCC reps and Divisional Board Reps by ensuring that lists of people in these positions are kept and any relevant information is sent to them.
4. Maintain information for the above representative positions on the OUSU web-site.

3h) Women's Campaign Officer

1. Provide administrative, campaigning and other support to the Women's Campaign, Promoting Choice campaign and Student Parents Committee.
2. Work with the Vice-President (Women) to further the interests of women in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.
3. Work with the VP (Women) to produce online the following publications: Guide to Unplanned Pregnancy, Eating Disorder Guide and the Student Parents Guide.

3i) Common Room Support Officer

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1. Maintain the central database of common room officers.
2. Convene meetings of OUSU Reps committee.
3. Create resources for common room officers as their needs dictate; publish these resources on the OUSU web-site, updating when necessary.
4. Provide information to common room OUSU Reps and support their involvement in OUSU.
5. Help the President with publicity, including sending out emails.

3j) Black and Minority Ethnic Students' and Anti-Racism Officer

1. Represent the interests of Black and Minority Ethnic Students to the OUSU Executive and University.
2. Lobby for the interests of Black and Minority Ethnic Students in all areas of the student experience including (but not limited to) access, academic affairs and welfare.
3. Support the OUSU Cultural and Racial- Awareness and Equality Campaign in their work.
4. Liaise with BME and Anti-Racist student societies and groups within the University.
5. Support Common Room Ethnic Minorities Representatives (or equivalent) in their work and arrange regular meetings between them.

3k) Students with Disabilities Officer

1. Represent the interests of Students with Disabilities to the OUSU Executive and University.
2. Lobby for the interests of Students with Disabilities in all areas of the student experience including (but not limited to) access, academic affairs and welfare.
3. Liaise with the University Disability Office on a regular basis.
4. Support the OUSU Students with Disabilities Campaign in their work.
5. Support Common Room Students' With Disabilities Officers (or equivalent) in their work and arrange regular meetings between them.
6. To be a member of the OUSU Equal Opportunities Executive and attend meetings.

3l) LGBTQ Officer

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1. Represent the interests of LGBT Students to the OUSU Executive and the University.
2. Lobby for the interests of LGBT Students in all areas of the student experience including (but not limited to) access, academic affairs and welfare.
3. Work with the University Diversity and Equal Opportunities Unit.
4. Work with LGBT groups and networks within the University.
5. Support Common Room LGBT Officers and arrange meetings to exchange best practice and support them in their work.

3m) Mature Students Officer

1. Represent the interests of Mature Students to the OUSU Executive and University.
2. Lobby for the interests of Mature Students in all areas of the student experience including (but not limited to) access, academic affairs and welfare.
3. Support the OUSU Mature Students Campaign in their work.
4. Support Common Room Officers with responsibility for mature students in their work and arrange regular meetings between them and raise awareness of mature students issues in JCRs.

3n) Clubs and Societies Support Officer

1. Maintain a mail list of Clubs and Societies across the University, as completely as possible.
2. Attend University Clubs Committee.
3. Provide training and resources to Clubs and Societies as their needs dictate.
4. Provide a workshop, preferably once a term, but at least once an academic year, on how to set up a student society and how to register with the Proctors.”

A4 Graduate Officers

4a) Graduate Academic Affairs Officer

1. Work with the Vice-President (Graduates) and the Vice-President (Access and Academic Affairs) and the to further the academic interests of graduates in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.

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2. Attend meetings of Post-Graduate Assembly and keep the Assembly informed of their work.
3. Further the involvement of graduate students in OUSU, through common room outreach and other activities.

4b) Graduate Welfare Officer

1. Provide administrative, campaigning and other support to the OUSU Welfare Committee.
2. Work with the Vice-President (Graduates) and the Vice-President (Welfare and Equal Opportunities) to further the welfare interests of graduates in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.
3. Attend meetings of Post-Graduate Assembly and keep the Assembly informed of their work.
4. Further the involvement of graduate students in OUSU through common room outreach and other activities.

4c) Graduate International Officer

1. Provide support to Graduate Common Room International Students Officers and to common room initiatives to support international students.
2. Work with the OUSU Vice-President (Graduates) in preparing the international graduate induction procedures.
3. Maintain information and advice for graduate international students on the OUSU web-site.
4. Liaise with the international student community to identify problems facing graduate international students and work with them to resolve them.
5. Provide administrative, campaigning and other support to the International Students Campaign.
6. Work to further the interests of international students in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.
7. Attend meetings of Post-Graduate Assembly and keep the Assembly informed of their work.
8. Further the involvement of graduate students in OUSU through common room outreach and other activities.

4d) Graduate Women's Officer

1. Provide administrative, campaigning and other support to the Women's Campaign, Promoting

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Choice campaign and Student Parents Committee.

2. Work with the Vice-President (Women) to further the interests of graduate women in OUSU, the Colleges and the University in accordance with OUSU policy guidelines and Council mandates.

3. Attend meetings of Post-Graduate Assembly and keep the Assembly informed of their work.

4. Further the involvement of graduate students in OUSU through common room outreach and other activities.