

CAMBRIDGE UNIVERSITY LIBERAL ASSOCIATION

STANDING ORDERS

1. THE CHAIR

- a. The Chair shall:
 - i. have the right to preside at all meetings of the Association including General and Committee Meetings. Should the Chair be absent, or decline to preside, the Vice Chair shall chair the meeting.
 - ii. be responsible for the overall activities of the Association, and shall make decisions in consultation with the Committee regarding all events, in particular the invitation of external speakers to address meetings of the Association.
 - iii. inform the local branch of the Party of the composition of each new Committee, with particular emphasis on the Campaigns Officer, as soon as possible after taking office.
 - iv. prepare a handover document advising the incoming Chair on all aspects of the position's responsibilities.
 - v. have access to the Association's bank accounts and other assets, financial or otherwise.
 - vi. make sure the other officers of the Committee fulfil their responsibilities and enact their manifestos so far as is possible.
 - vii. be present at as many of the Association's events as possible
 - viii. lead from the front.
 - ix. safeguard the Association for posterity.

2. THE SECRETARY

- a. The Secretary shall:
 - i. be responsible for emailing the membership and the wider Association mailing list with information about Association events.
 - ii. give notice of meetings of the members and the Committee.
 - iii. draw up the agendas for and minutes of meetings of the Committee and the Annual General Meeting.
 - iv. keep a record of all past events, speakers and the date of their visit, as well as a record of any debates and their dates and outcomes, for the Association's records.

- v. pass all the Association's records (in physical and digital form) on to their successor as Secretary, or if necessary entrust them with the University Library.
- vi. notify the Proctors promptly following the appointment and resignation or removal of members of the Committee.
- vii. submit the annual accounts (prepared by the Junior Treasurer) to the Proctors at the end of Michaelmas term with the assistance of the Chair.
- viii. maintain the Constitution, Standing Orders and Election Advice Document and produce an amended version of these documents following the passing of any amendment. This amended version shall be submitted with the highest priority to the Proctors, and uploaded to the Association's website.
- ix. prepare a handover document for their successor as Secretary advising them on all aspects of the position's responsibilities.

3. THE JUNIOR TREASURER

- a. The Junior Treasurer shall:
 - i. keep proper records of the Association's financial transactions in accordance with current accepted accounting rules and practices.
 - ii. ensure that bills are paid, members are reimbursed and cash banked.
 - iii. ensure that all petty cash is deposited with the Association's bank by the end of their term of office.
 - iv. prepare annual accounts for the Association, signing off on the Annual Submission to the Proctors.
 - v. budget as appropriate.
 - vi. ensure financial accounts are in accordance with the law and seek advice as necessary on tax matters from the relevant University authorities.
 - vii. develop and maintain a manual of written procedures for all aspects of the Junior Treasurer's responsibilities;
 - viii. have access to the Association's bank accounts and ensure that the Chair, Senior Treasurer, and their successor as Junior Treasurer, also have access.
 - ix. make all records, procedures, and accounts available on request to the Senior Treasurer, the Proctors, and the Committee;
 - x. forward to the Secretary or Chair by the end of the Michaelmas term the accounts for the past year, signed by the Senior Treasurer, for submission to the Proctors.

4. THE CAMPAIGNS OFFICER

- a. The Campaigns Officer shall:
 - i. co-ordinate the Association's campaigns;
 - ii. liaise with the Membership Development and Alumni Officer on issues regarding the network of College Representatives.
 - iii. make themselves known to the local branch of the Party and ensure the Association helps the Party in such elections as considered appropriate by the committee.
 - iv. help with the election of students who will further the interests of the Association to student bodies, for example JCRs, MCRs, and societies.
 - v. prepare a handover document for their successor as Campaigns Officer advising them on all aspects of the office's responsibilities.
 - vi. form a Campaigns Committee to assist them with these tasks.

5. THE SOCIAL EVENTS OFFICER

- a. The Social Events Officer shall:
 - i. be responsible for organising a programme of social events in order to keep the Association's membership active, including social meetings with the members of other societies.
 - ii. in consultation with the Committee decide the date, venue, and other particulars of any social event, including debates, dinners, formals, and garden parties.
 - iii. liaise with the Junior Treasurer regarding the budgeting of such events.
 - iv. use a specific budget to ensure the society is well-equipped for future events, especially with regards to the procurement of alcohol.
 - v. prepare a handover document for their successor as Social Events Officer advising them on all aspects of the office's responsibilities.

6. THE SPEAKERS OFFICER

- a. The Speakers Officer shall:
 - i. assist the Chair in the planning of events involving guest speakers;
 - ii. invite guest speakers to the Association and liaise with them to organise their visit;
 - iii. liaise with other University societies as appropriate;
 - iv. book venues for events involving guest speakers;
 - v. promote liberal speech at events within the University

- vi. prepare a handover document for their successor as Speakers Officer advising them on all aspects of the office's responsibilities.

7. THE MEMBERSHIP DEVELOPMENT AND ALUMNI OFFICER

- a. The Membership Development and Alumni Officer shall:
 - i. encourage members to volunteer to assist the Association, especially by encouraging them to become College Representatives and to stand for election to the Committee.
 - ii. co-ordinate the activities of the College Representatives, working with the other Officers as required.
 - iii. encourage the enrolment of new members at the Freshers' Fair.
 - iv. engage new members in actively participating in the Association's events.
 - v. encourage alumni to attend Association events.
 - vi. ensure that alumni members are kept informed about the Association's activities. This should include preparing a termly email to be sent by the end of Week One of the University's full term, detailing the Association's activities of the previous term and informing alumni of plans for the coming term.
 - vii. maintain an up-to-date list of alumni and encourage alumni to keep their contact details up-to-date with the Association.
 - viii. maintain an up-to-date list of members of the Association, as far as is possible.
 - ix. solicit financial contributions from alumni, and maintain good relationships with those who already donate.
 - x. prepare a handover document for their successor as Membership Development and Alumni Officer advising them on all aspects of the office's responsibilities.

8. THE COMMUNICATIONS OFFICER

- a. The Communications Officer shall:
 - i. create the social media events for the Association, particularly on Facebook, and to build their social media presence by invitations and organising sharing.
 - ii. secure favourable media coverage for the Association in Cambridge student media, including by making the student media aware of the Association's events and activities.
 - iii. ensure the maintenance the Facebook page, Twitter feed and Instagram on behalf of the Association.

- iv. maintain the Association's website, updated with Committee details, contact information and any other necessities, including ensuring that the Association does not lose the rights to its website's domain name.
- v. maintain the Association's group chats and Facebook groups.
- vi. try to secure good press coverage of all the Association's events and when the Committee deems it to be necessary to secure good press coverage of the Local Party.
- vii. draft press releases where necessary.
- viii. prepare a handover document for the incoming Communications, handing over access to all social media accounts, and advising them on all aspects of the office's responsibilities.

9. THE WOMEN'S/NON-BINARY OFFICER

- a. The Women's/Non-Binary Officer Shall:
 - i. encourage greater female/NB attendance at events by personally reaching out to potential attendees.
 - ii. work with the Chair and Social Events Officer to ensure that all events provide a friendly and safe environment for women/NB persons.
 - iii. work with the other Officers towards hosting events specifically aimed at women/NB persons.
 - iv. seek the advice of female/NB members of the Association about the image and atmosphere of the Association and its events.
 - v. encourage female/NB members of the Association to run for elected office in the Association, CUSU, college JCRs, and other organisations and societies.
 - vi. prepare a handover document for their successor as Women's/NB officer advising them on all aspects of the office's responsibilities.

10. THE SENIOR TREASURER

- a. The Senior Treasurer shall:
 - i. fulfil all duties required by the University Societies Syndicate;
 - ii. be invited to the Association's annual dinner
 - iii. ensure that the Society's affairs are conducted in accordance with the Political Parties, Elections and Referendums Act 2000 and the University Statutes and Ordinances regarding University Societies;
 - iv. hear appeals against suspension or expulsion of a member, or a disputed election.

11. THE COLLEGE REPRESENTATIVES

- a. the Association shall seek to recruit representatives in every college of the University, to be known as College Representatives.
- b. College Representatives shall help with the running of the Association's campaigns, notably by granting access to their college's pigeonholes for election literature.
- c. College Representatives shall also help with increasing the Association's active membership by encouraging members of their colleges to join the Association and attend its events, and by sharing the Association's online promotional material if requested.
- d. College Representatives should assist with the organisation of events including by booking rooms in their college as appropriate.
- e. College Representatives should be rewarded for their work.
- f. College Representatives may be recruited at any time by members of the Committee in consultation with the Membership Development and Alumni Officer.
- g. Responsibility for the recruitment and management of College Representatives lies jointly with the Membership Development and Alumni Officer and the Campaigns Officer.
- h. College Representatives must be members of the Association.

12. THE RETURNING OFFICERS

- a. The Committee shall appoint at least one Returning Officer for any election for one or more officer-post of the society.
- b. The Returning Officer(s) shall:
 - i. Oversee the election in accordance with the constitution and these standing orders, and with reference to the Election Advice Document.
 - ii. Ensure that elections are fair and accessible to all.
- c. Before the start of the meeting at which the election is to be held they shall:
 - i. Publish and publicise the general principles by which they intend to run the election, including (but not limited to) any and all deadlines and modes of submission.
 - ii. Accept nominations from any eligible member in writing until a time they publicise, at least 24 hours before the start of the election. This deadline may be extended but not brought forward once publicised.
 - iii. Accept intentions to vote by absentee ballot in writing up to 24 hours before the start of the start of the election. Broadly these should only be accepted for commitments that cannot reasonably be moved and in accordance with the Election Advice Document but is ultimately at the discretion of the RO.
 - iv. Publish the names and manifestos (if provided) of all candidates no later than 24 hours before the start of the election.
 - v. Accept "emergency" applications to vote by absentee ballot from members at any time before the election starts. This is entirely at the

discretion of the RO but should normally be granted for a valid reason as outlined in the Election Advice Document.

- vi. Accept voting intentions from all members who have previously expressed interest in voting by absentee ballot. These shall be accepted after the names and manifestos of the candidates have been published, but no later than the start of the election. Only voting intentions submitted by the voting member themselves shall be accepted.
 - vii. Prevent formal slates from being formed by exercising powers as they see fit including disqualification. This shall not include, however, the altering of vote tallies after a vote is taken.
- d. During the election the returning officer shall:
- i. Ensure each candidate for a given post receives equal speaking time.
 - ii. Allow members to vote by ranking their preferences for candidates.
 - iii. Apply the voting intentions of those who have applied for absentee votes.
 - iv. Count the votes using the Alternative Vote method.
 - v. Announce the results of the elections.