

Constitution of the Gonville & Caius Students' Union

December 2003 version.

I GENERAL

1. Name

The name of the Union shall be "Gonville and Caius Students' Union."

2. Memberships and Subscriptions

- (a) All members of Gonville and Caius College in *statu pupillari* shall be members of the Union excepting those who exercise the right not to belong to the Union in accordance with (b) below.
- (b) A junior member may exercise the right not to belong to the Union for the duration of an academic year. This right shall be exercised by giving written notice to that effect to the President within one week of the commencement of Michaelmas Full Term that year.
- (c) Junior members who exercise the right set out in (b) above shall not be unfairly disadvantaged with regard to the provision of services or otherwise.
- (d) All junior members shall pay a subscription to the Union which shall be monies received by the College to fund student "social, recreational and representation activities" as defined by law. Subscriptions shall be dealt with in accordance with Appendix A, Section II.

3. The Middle Combination Room

The Middle Combination Room (MCR) shall exist as the sovereign representative of graduate student views within the College. Its membership, Executive, responsibilities and practices shall be as set out in the MCR Constitution except as stipulated below.

4. Aims and Objectives

- (a) The object of the Union shall be the furtherance of the individual and collective welfare of all junior members.
- (b) Without prejudice to the generality of the above, the following shall be the aims and objects of the Union:
 - i) The administration and allocation of subscription monies made available to the Union pursuant to I.2.(d) above together with other funds acquired by the Union on behalf of junior members.
 - ii) To act as a channel of communication between the junior members and the College, the University of Cambridge and any other relevant body, subject to the conditions of I.3 above.
 - iii) To co-operate with any like or similar organisation of students, in particular with the Cambridge University Students' Union (CUSU), Cambridge University Graduate Union and the National Union of Students (NUS).
 - iv) To develop the social, athletic, intellectual and educational aspects of College life.

5. Definitions

In this Constitution, unless subject or context requires otherwise:

- (a) The College shall mean Gonville and Caius College, Cambridge.
- (b) The Union shall mean Gonville and Caius Students' Union (GCSU).
- (c) A clause shall mean any provision of this Constitution.
- (d) An Open Meeting shall mean an open meeting of the Union as defined in II below.
- (e) A junior member shall mean a member of Gonville and Caius College in *statu pupillari*.
- (f) A club shall mean a sporting club.
- (g) A society shall mean a non-sporting society.
- (h) A term shall mean a full term as defined by the Statutes and Ordinances of the University of Cambridge.

II OPEN MEETINGS

1. Ordinary Open Meetings

- (a) There shall be at least two Ordinary Open Meetings in the Michaelmas and Lent Terms and at least one in the Easter Term.
- (b) At least five days before an Ordinary Open Meeting the date, time and venue of that meeting and the deadline for submission of motions shall be posted on the Union notice board by the Secretary. The Secretary shall also take steps to publicise this information to the Union.
- (c) Submission of motions:
 - i) Ordinary motions may be submitted by any two members of the Union or by the Executive, provided that they are received by the Secretary at least forty-eight hours before the publicised time for the start of the meeting, signed by the proposers.
 - ii) Emergency motions may be submitted to the Secretary up to one hour before the publicised time for the start of the meeting.
 - iii) The substance of an emergency motion must, in the opinion of at least two-thirds of the members of the Union present at the Open Meeting, have arisen less than forty-eight hours before the beginning of the meeting or be of such importance that it cannot reasonably be deferred until the next Open Meeting. Emergency motions shall be proposed and signed by six members of the Union.
- (d) The agenda for an Ordinary Open Meeting shall be posted on the Union notice board by the Secretary at least twenty-four hours before the publicised time for

the start of the meeting. It shall include the text of all ordinary motions together with the names of the proposers. The Secretary shall also take steps to publicise this information to the Union.

- (e) Motions of no confidence and motions seeking a referendum shall be regarded as ordinary motions and may be submitted and posted in accordance with (c).i) and (d) above. The Secretary will post any such motions on the GCSU notice board. The Secretary shall also take steps to publicise this information to the Union.
 - i) The motion must be received by the Secretary at least four days before the publicised time for the start of the meeting.
 - ii) The Secretary shall post such motions on the Union notice board within four hours of receipt.

2. Extraordinary Open Meetings

- (a) An Extraordinary Open Meeting shall be requisitioned by:
 - i) a petition signed by at least thirty members of the Union delivered to the Secretary,
 - ii) a resolution of the Executive, or
 - iii) a decree of the President.

The petition, resolution or decree shall include a formal statement of the business to be discussed at the meeting including the text of any motions. Only this business shall be discussed at the meeting.

- (b) An Extraordinary Open Meeting shall be held within seven days of the requisition. The date, time and venue of the Open Meeting shall be decided by the Executive within 24 hours of the requisition.
- (c) As soon as possible after the date of an Extraordinary Open Meeting has been decided, the date, time and venue of that meeting, the agenda, stating the matter to be discussed and the text of any motions shall be posted on the Union notice board by the Secretary. The Secretary shall also take steps to publicise this information to the Union.
- (d) If the motions to be discussed at the Extraordinary Open Meeting include a motion of no confidence or a motion seeking a referendum there shall be at least four days between the posting of the motions on the Union notice board, pursuant to (c) above, and the time for the start of the meeting.

3. General

- (a) An Open Meeting shall be quorate when at least thirty members of the Union are present.
- (b) Business at an Open Meeting shall be conducted in accordance with the Standing Orders.
- (c) The Open Meeting shall be chaired by the President, or by any other member of the Executive nominated by those voting members of the Executive present. The

chairperson shall not, in this capacity, propose a motion at the meeting. The chairperson shall not vote on any motion except in the case of a tie.

- (d) Non-members of the Union may attend Open Meetings unless excluded pursuant to the Standing Orders. The Open Meeting shall be informed of the presence of any non-member of the Union. Non-members of the Union shall not vote and shall speak only with the permission of the chairperson.
- (e) A motion shall become a resolution of the Open Meeting if:
 - i) the Open Meeting is quorate when the vote is taken, and
 - ii) the number of members of the Union voting in favour of the motion exceeds the number voting against.

Notwithstanding the above, a motion of no confidence shall only become a resolution of the Open Meeting if:

- i) the number of members of the Union voting in favour of the motion is not less than 100, and
- ii) the number of members of the Union voting in favour of the motion exceeds the number voting against.

Notwithstanding the above, a motion giving specific proposals for expenditure shall only become a resolution of the Open Meeting if:

- i) the number of members of the Union voting in favour of the motion is not less than 100, and
- ii) the number of members of the Union voting in favour of the motion is at least twice the number voting against.

- (f) Subject to (g) and (h) below, a resolution of the Open Meeting shall become the policy of the Union and shall supersede all previous conflicting policy.
- (g) Any resolution of an Open Meeting containing a provision relating solely to graduate junior members shall not become the policy of the Union unless subsequently ratified by the MCR.
- (h) A resolution of an Open Meeting shall not become the policy of the Union if it conflicts with policy of the Union derived from a resolution of a referendum.
- (i) Members of the Union shall only speak at Open Meetings when recognised by the chairperson.
- (j) The minutes of the Open Meeting shall be posted on the Union notice board by the Secretary within seven days of the meeting. The Secretary shall also take steps to publicise this information to the Union.

III THE EXECUTIVE

1. Conduct of the Executive

- (a) The Executive shall carry out the policy of the Union and generally act in accordance with the aims and objects of the Union.

- (b) The Executive shall be responsible for all its actions, both individual and collective, to the Open Meeting.
- (c) A member or members of the Executive may be directed to resign by a motion of no confidence becoming the policy of the Union in accordance with II.3.(e) or V.3.(a).
- (d) A member of the Executive who exercises the right set out in I.2.(b) above shall be deemed to have resigned.

2. Composition

- (a) The following shall be voting members of the Executive:
 - i) President
 - ii) Vice-President
 - iii) Junior Treasurer
 - iv) Secretary
 - v) External Officer
 - vi) Entertainments Officer
 - vii) Women's Officer
 - viii) Access Officer
 - ix) Green Officer
 - x) Welfare Officer
 - xi) First Year Representative
 - xii) Food and Bar Officer
 - xiii) Publicity Officer
 - xiv) Housing Officer
 - xv) Junior Treasurer-Elect (if he/she exists)
- (b) The Executive may at any time and for any period co-opt members of the Union to be further non-voting members of the Executive. These shall include, if at all possible:
 - i) Bar Manager (Entertainments sub-committee)
 - ii) Technical Manager (Entertainments sub-committee)
 - iii) Door Manager (Entertainments sub-committee)
 - iv) Academic Affairs Officer (Welfare sub-committee)
 - v) Ethnic Minorities Representative (Welfare sub-committee)
 - vi) LesBiGay Representative (Welfare sub-committee)
 - vii) International Students Representative (Welfare sub-committee)
 - viii) Computing Officer
- (c) The Senior Treasurer shall be appointed by the College Council in consultation with the Executive. He/she shall meet with the Junior Treasurer at least three times a year.
- (d) The Welfare Officer will chair the Welfare sub-committee, which will comprise, as a minimum, of the Women's Officer, the Access Officer, the First Year Representative, the Housing Officer and the co-opted members marked as "(Welfare sub-committee)" in (b) above.

- (e) The Entertainments Officer will chair the Entertainments sub-committee, which will comprise, as a minimum, of the co-opted members marked as “(Entertainments sub-committee) in (b) above.

3. Meetings

- (a) The President shall convene meetings of the Executive and it shall meet at least six times in each full term. In his/her absence, the Executive may be convened by any of its voting members.
- (b) Any voting member of the Executive who misses three of its meetings in the same term without giving apologies acceptable to the rest of the Executive shall be deemed to have resigned.
- (c) Any member of the Union may attend meetings of the Executive and may speak at the discretion of the chairperson.
- (d) Individual agenda items that exclusively relate to matters brought to the Executive regarding the private welfare issues of a member of the Union may be reserved by members of the Executive by informing the Secretary in advance of the meeting. Non-Executive members of the Union shall not be present during the discussion of reserved items unless agreed by a majority of the Executive members present at the meeting.
- (e) Notice of a meeting of the Executive, stating date, time and venue, shall be given to all members of the Executive by the Secretary at least forty-eight hours before the publicised time for the start of the meeting.
- (f) A meeting of the Executive shall be quorate when at least seven voting members are present. A motion shall become a resolution of the Executive if:
 - i) the meeting is quorate when the vote is taken, and
 - ii) the number of members of the Executive voting in favour of the motion exceeds the number voting against.The chairperson shall not vote except in the case of a tie.
- (g) The minutes of a meeting of the Executive shall be posted on the Union notice board by the Secretary within seven days of the meeting. The Secretary shall also take steps to publicise this information to the Union.
- (h) Emergency meetings of the Executive may be called by any member of the Executive, provided that all members of the Executive are given at least twelve hours notice of the date, time and venue of the meeting and this is also posted on the Union notice board by the member calling the meeting. The member calling the meeting shall also take steps to publicise this information to the Union.
- (i) Meetings of the Executive shall be chaired by the President, or, in his/her absence, the next Executive member in the order indicated in III.2.(a) above.

IV ELECTION OF THE EXECUTIVE

1. Junior Treasurer

The Junior Treasurer shall be elected by single transferable vote (STV) specifically to that post at the end of the Michaelmas Term. He/she shall be Junior Treasurer-Elect in the ensuing Lent Term. He/she shall take office as Junior Treasurer from the first day of Easter Term and shall serve for a year from then.

2. First Year Representative

- (a) The First Year Representative shall be elected by single transferable vote (STV) specifically to that post at the end of the Michaelmas Term. He/she shall take office from the first day of Lent Term and shall serve for a year from then.
- (b) Only first year undergraduate members of the Union may stand and vote for the First Year Representative.

3. Women's Officer

The Women's Officer shall be elected by single transferable vote (STV) specifically to that post. Only female members of the Union may stand and vote for the Women's Officer.

4. All other elected members of the Executive

All other elected members of the Executive shall be elected by single transferable vote (STV), specifically to each post, these being:

- i) President
- ii) Vice-President
- iii) Secretary
- iv) External Officer
- v) Entertainments Officer
- vi) Green Officer
- vii) Access Officer
- viii) Food and Bar Officer
- ix) Publicity Officer
- x) Housing Officer
- xi) Welfare Officer

5. Conduct of elections

- (a)
 - i) The President shall, each year in the Michaelmas Term, prepare and present an electoral scheme for the conduct of elections to the College Council, which shall include the appointment of the Returning Officer.
 - ii) The Returning Officer for any election or by-election shall be the secretary or, in his/her absence, the highest listed Executive member in the order indicated in III.2.(a) above.
 - iii) The Returning Officer shall have sole discretion to determine any matter pertaining to the conduct of an election or by-election.
 - iv) The Returning Officer for any election or by-election shall submit a report to the College Council with notice of the results.

- (b) The Executive shall be elected in the second half of Lent Term each year, except as specified in 1. and 2. above.
- (c)
 - i) Any member of the Union may stand for election to any post, except as specified in 2., 3., and 4. above, provided that he/she shall be in residence in *statu pupillari* for the full period of office.
 - ii) Any member of the Union may vote in any election, except as specified in 2., 3., and 4. above. Non-members of the Union shall not vote.
- (d) The members of the Executive shall hold office for one year from the first day of Easter University Term, except as specified in 1. and 2. above.
- (e)
 - i) Details of the posts to be filled in a forthcoming election, the date of the election, the date for closure of nominations and a copy of Part IV of this Constitution shall be posted on the Union notice board by the Returning Officer at least fourteen days before the date of the election. The Returning Officer shall also take steps to publicise this information to the Union.
 - ii) A period of at least seven days shall be allocated for receipt of nominations, each of which must be signed by the nominee, proposed by one sponsor and seconded by two sponsors. All sponsors must be members of the Union. Nominations are to be given to the Returning Officer or the President.
 - iii) A further period of four days shall elapse between closure of nominations and the election ballot. During this time, hustings shall be held.
 - iv) The ballot shall take place for at least three hours on each of two consecutive days. The ballot shall be secret.
- (f) The Returning Officer shall ensure that the manifestos of all candidates submitted to him/her are displayed near the ballot box while voting is in progress. The Executive shall take reasonable steps to publicise the election.
- (g) Each candidate or his/her nominee, who must be a member of the Union, may be present at the count, but no candidate or sponsor may participate in the count.
- (h)
 - i) A candidate may only stand for election to one Executive post at any one time, except as specified below.
 - ii) A candidate for the post of President may also stand for election to one other Executive post being elected at the same time, if eligible to stand for that post pursuant to 2., 3., 4. and 8.(c) i) above. If elected to the post of President, he/she shall be deemed to withdraw from the election to that other post.
 - iii) No member of the Executive may hold more than one post on the Executive at any one time.

6. By-elections

- (a) A by-election shall be held if any member of the Executive resigns or is deemed to have resigned, except that a by-election shall not be held if:

- i) the annual election to that vacated post was due to take place later that term,
or
 - ii) the Junior Treasurer has resigned during Lent Term.
- (b) In the event of a member of the Executive resigning and no by-election being held, his/her duties shall be re-allocated at the discretion of the President.
 - (c) If the President resigns, an acting-President shall be appointed by the Executive, from among the voting members of the Executive, until a by-election or the annual election is held.
 - (d) The conduct of by-elections shall be the same as that of annual elections, as detailed above.

V REFERENDUMS

1. Calling a referendum

- (a) The Executive shall call a referendum, subject to (b) below, if it is requested by either:
 - i) a resolution of an Open Meeting, or
 - ii) a petition signed by at least fifty members of the Union, which is submitted to a meeting of the Executive, or
 In the case of i) above, the resolution or petition shall contain the motion of the referendum.
- (b) If the motion contains a provision relating solely to graduate student members, the assent of the MCR shall be required before the referendum may be held.
- (c) Notwithstanding (a) and (b) above, a referendum may also be held under the procedure set out in VIII.4. below.

2. Conduct of a referendum

- (a) The Returning Officer for a referendum shall be the Secretary or, if he/she is unable to act, another member of the Executive appointed by the Executive
- (b) The date and motion of the referendum shall be posted on the Union notice board by the Secretary at least five days before the referendum is held. The Secretary shall also take steps to publicise this information to the Union.
- (c) All members of the Union shall be eligible to vote in a referendum. Voting shall take place for at least three hours on each of two consecutive days.
- (d) The full text of the motion shall appear on the ballot paper or be displayed prominently at the voting area. The voter shall be required to indicate "Yes", "No" or "Abstain". The ballot shall be secret.
- (e) A motion that does not seek to amend the Constitution shall become a resolution of the referendum if:

- i) the number of members of the Union voting in favour of the motion is not less than 100, and
 - ii) the number of members of the Union voting in favour of the motion is an absolute majority.
- (f) A motion that seeks to amend the Constitution shall only become a resolution of the referendum if:
- i) the number of members of the Union voting in favour of the motion is not less than 100, and
 - ii) the number of members of the Union voting in favour of the motion is at least twice the number voting against.
- (g) The count of a referendum shall be public.
- (h) The Returning Officer shall have sole discretion to determine any matter pertaining to the conduct of the referendum.

3. Status of a resolution

- (a) Unless the resolution of the referendum specifically provides to the contrary, the resolution of the referendum shall immediately become the policy of the Union and shall nullify any conflicting policy previously derived, either from a resolution of a referendum or a resolution of an Open Meeting.
- (b) Policy of the Union derived from a resolution of a referendum shall only be amended or revoked by a resolution of a subsequent referendum.

VI CLUBS AND SOCIETIES

1. Recognition

College clubs and societies which provide facilities open to all junior members shall be recognised as eligible for financial assistance from the Union provided that they comply with the terms of this Constitution. A list of recognised clubs and societies is included in Appendix B.

2. New Clubs and Societies

A new club or society shall be recognised as long as it satisfies VI.1. and shall be added to the appropriate list in Appendix B at that time by the Junior Treasurer.

VII FINANCE

1. Administration of finances

Union finances shall be administered in accordance with Appendix A.

2. Indemnities

All members of the Executive and their appointees shall be entitled to be indemnified out of Union Funds against all losses or liabilities which they may sustain or incur in or about the execution of their offices, or otherwise in relation thereto. No member of the Executive shall be liable for any loss, damage or

misfortune which may happen to be incurred by the Union notwithstanding which, nothing in this clause shall affect their liability for fraudulent or negligent acts on their part.

VIII AFFILIATIONS

1. Notice of new affiliations

If it becomes the policy of the Union to affiliate to an external organisation, the President shall give notice to the College Council and to all junior members, stating the name of the organisation and details of any subscription or similar fee paid and of any donation made.

2. Annual Report

An annual report of the external organisations to which the Union is affiliated, stating the names of the organisations and details of any subscription or similar fee paid and of any donation made, shall be produced by the Executive and circulated to the College Council and to all junior members.

3. Presentation of affiliations to the Open Meeting

- (a) The Executive shall submit to the first Ordinary Open Meeting of Michaelmas Term a motion:
- i) listing the external organisations to which the Union is currently affiliated, and
 - ii) proposing that the affiliation of the Union to these organisations be continued.
- (b) If the motion does not become policy of the Union in accordance with II.3.(f), the matter shall be deemed referred back to the Executive. The Executive shall consider the list of external organisations to which the Union is affiliated and take such action as it sees fit (via Open Meetings and referendums). The Executive shall subsequently submit to an Open Meeting a motion as detailed in 3.(a) i) and ii) above. If this motion does not become the policy of the Union in accordance with II.3.(f), this procedure shall be repeated as necessary.

4. Disaffiliation referendums

- (a) Notwithstanding V.1.(a) and (b) above, the Executive shall call a referendum on a motion proposing disaffiliation from an external organisation if:
- i) it is requested by a petition signed by at least five per cent of the members of the Union, and
 - ii) the petition is submitted to a meeting of the Executive during Michaelmas Term.
- (b) The procedure for the conduct of such a referendum shall be as set out in V.2. and 3. above except that:
- i) V.2.(e) ii) shall not apply, and
 - ii) where the proposed disaffiliation shall require amendment of the Constitution, V.2.(f) i) and ii) shall be replaced with the text of V.2.(e) i).

IX COMPLAINTS

1. Complaints submitted to the Executive

- (a) Complaints from junior members who:
 - i) are dissatisfied in their dealings with the Union, or
 - ii) claim to be unfairly disadvantaged by reason of their having exercised the right as set out in I.2.(b) above,shall be submitted in writing to a member of the Executive and shall be heard by the Executive. If the complainant so requests this shall be kept confidential.
- (b) Complaints shall be dealt with promptly and fairly and a reasonable and effective solution to the problem shall be sought in a spirit of co-operation.
- (c) If the complainant decides that the complaint:
 - i) has not been dealt with by the Executive within a reasonable period of time, or
 - ii) is of such a nature that it cannot be dealt with by the Executive then he/she may submit the complaint in writing to the Ombudsman.

2. The Ombudsman

- (a) The Ombudsman shall be appointed by the College Council in consultation with the Executive.
- (b) The Ombudsman, acting independently of the parties and in the interests of all concerned, shall endeavour to solve the problem upon which the complaint is based. Any such solution or decision of the Ombudsman shall be given in writing to the complainant and the Executive. If the complainant so requests this shall be kept confidential.
- (c) The decision of the Ombudsman shall be final.

X CONSTITUTION

1. Parts

Appendices and standing orders are to be regarded as part of this Constitution.

2. Supersession

All previous rules or constitutions of Gonville and Caius Students' Union and Amalgamated Clubs and Societies are hereby expressly revoked.

3. Amendment of the Constitution

- (a) This Constitution shall only be amended by the policy of the Union derived from a referendum subsequently ratified by the College Council.
- (b) Notwithstanding (a) above, additions to the appropriate list in Appendix B may be made by the Junior Treasurer in accordance with VI.4.

4. Review

This Constitution shall be put before the College Council for review at least once every five years.

STANDING ORDERS

1. There shall be at least one speech in favour of each motion before a vote is taken on that motion.
2. Amendments may be proposed by any member of the Union present at any time during discussion of a motion provided that there has already been at least one speech in favour of the motion. If the amendment is not accepted by the proposer of the motion then discussion shall be on that amendment until it has been voted on.
3. There shall be a guillotine of fifteen minutes on all discussion of a motion after which the proposer of the motion may sum up before the vote is taken.
4. No new subject matter may be introduced in the summing up.
5. Procedural motions and requests for a chairperson's ruling may be put at any time during a meeting, provided that a speech is not in progress. Requests for a chairperson's ruling shall take priority over all procedural motions. Such a ruling shall be given at once.
6. The following procedural motions are listed in order of priority:
 - i) That the meeting has no confidence in the chairperson.
 - ii) That the chairperson's ruling be overturned.
 - iii) That a specified standing order be suspended for a specified period of time.
 - iv) That the meeting be adjourned for a specified period of time or closed.
 - v) That the guillotine should be extended.
 - vi) That the question not be put.
 - vii) That the matter be referred back to the Executive, the MCR executive or a subcommittee.
 - viii) That the motion or amendment be taken in parts.
 - ix) That the motion or amendment be put directly to a vote.
 - x) That there be a recount of a vote just taken.
 - xi) That a specified non-member of the Union be excluded from the meeting.
7. If procedural motion 6.i) or ii) are proposed, the chairperson shall hand over the chair to another voting member of the Executive (nominated by those voting members of the Executive present) for the duration of the discussion and vote on that procedural motion.
8. If procedural motion 6.i) is passed, the chairperson in whom the meeting has no confidence shall remain out of the chair for the rest of the meeting.

9. A procedural motion other than 6.iii) shall pass if the number voting in favour exceeds the number voting against. Procedural motion 6.iii) shall only pass if the number voting in favour is at least twice the number voting against.

10. One speech in favour and one speech against may be heard on any procedural motion. Such speeches shall not exceed one minute in duration. Further discussion may be allowed at the discretion of the chairperson.

APPENDIX A

1. General

- (a) The financial year shall be kept from August 1st until July 31st.
- (b) An up-to-date version of the budget for the current year and the accounts of the preceding year shall be displayed on the Union notice board.
- (c) It shall be the duty of the Junior Treasurer to keep a dossier recording details of decisions, correspondences, accounts and details of the previous year's budget formulation process. This dossier will be made available for inspection by the Executive at any time and shall be handed over to the Junior Treasurer-Elect at the end of Lent term.
- (d) All Union accounts shall be audited by professional auditors or senior members of College and shall be open to inspection from the beginning of Michaelmas term.
- (e) The Junior Treasurer shall ensure that the accounts are submitted to the College Council for consideration. The accounts shall include a list of external organisations to which the Union has made donations in the period to which the accounts relate and details of these donations.

2. Union Bank Accounts

- (a) The Union shall maintain an Activities Account and a Reserve Account. The Junior Treasurer, President and Senior Treasurer shall be signatories for the Activities Account and the Reserve Account. Cheques and bank instructions must be signed by both the Junior Treasurer and President, or alternatively by the Senior Treasurer in the absence of the Junior Treasurer and President.
- (b) The Reserve Account shall normally contain an emergency fund of 5% of the previous year's income. In addition, it shall hold the surplus funds, if any, which constitute the Union's savings. The reserve account shall be administered as follows:
 - i) Surplus funds over and above the emergency fund may be allocated on an individual basis for non-recurrent expenditure by the Executive. Any items or projects which require a significant proportion of the surplus funds shall be discussed at an Open Meeting and if deemed expedient by the Executive, a referendum shall be held on the issue.
 - ii) In the absence of surplus funds, the use of emergency fund may only be authorised for unforeseen expenditure of a critical nature. Only the Senior Treasurer shall normally be permitted to authorise the use of emergency funds, but the Executive may do so if the situation necessitates immediate action and the Senior Treasurer is unavailable.
 - iii) Any shortfall in the emergency fund should be made up as soon as is practicable. If such a deficit exists when the formal budget is prepared at the start of Michaelmas term then the budget must include provisions to restore the emergency fund to its proper level at the earliest opportunity.

- (c) All income from the College and funds raised by any lawful project undertaken by the Union shall be paid into the Activities Account if not required to restore the emergency fund or to increase the Reserve Account surplus funds. The following expenditures shall be made from this income:
- i) Funding for the college sports clubs listed in Appendix B.
 - ii) Funding for the college societies listed in Appendix B.
 - iii) Affiliation fees to CUSU and other organisations.
 - iv) The Union's newsletter.
 - v) Other normal expenses incurred by the Union and its Executive on behalf of the Union.
 - vi) Other miscellaneous expenses deemed necessary by the Junior Treasurer and the Executive.

3. Union Budget

- (a) The Junior Treasurer shall draw up a formal budget at the start of Michaelmas term to cover items listed in 2.(c) i) to vi) above. The budget will be presented to the Executive and made available to all members of the Union, allowing sufficient time for discussion and amendments, before the budget is approved by the Executive and subsequently published by the Junior Treasurer.
- (b) In the period before the approval of the Budget, the Junior Treasurer shall be empowered to make reasonable and timely expenditures, subject to consultation with the Executive for substantial expenditures.
- (b) The president shall inform the Junior Treasurer of the Union's obligations in respect of CUSU, the NUS and all other relevant organizations.
- (c) The Union must maintain the emergency fund at 5% of the previous year's income. The budget must make a provision for any shortfall in this fund to restore it to the required level.
- (d) The budget is subject to minor revisions by the Junior Treasurer at any time, although significant deviations from the initially approved budget shall require the renewed approval of the Executive. The Junior Treasurer shall on request provide an updated version of the budget to any member of the Union.
- (e) The Junior Treasurer shall maintain a record of all expenditure by the Union, which may be inspected by the Executive at any time with an explanation of the current financial position of the Union.

4. Funding of Clubs and Societies

- (a) All clubs and societies eligible for and seeking financial assistance from the Union shall be able to view the accounts of the previous year's budget through the Junior Treasurer.
- (b) Budget proposals from established clubs and societies must be received by the Junior Treasurer by the first Saturday of Michaelmas Full Term.

- (c) Budget proposals must include:
- i) Detailed estimates of income and expenditure for the coming year with a full explanation
 - ii) The approximate number of members.
 - iii) Two named contacts (preferably the signatories on the Club or Society bank account).
 - iv) Details of all income and expenditure for the previous year.
 - v) Detailed estimates of income and expenditure for the coming year with a full explanation.
 - vi) Societies must provide copies of bank statements for their accounts with accompanying explanations and receipts justifying the previous year's expenditure.
 - vii) All expected expenditure payable to the Groundsman. This will be paid directly to him by the Junior Treasurer on production of receipts, and will be deducted from the Club or Society's allocation. Any shortfall must be made up by the Club or Society.
 - viii) Preference on timing of payments, if any.
 - ix) The Junior Treasurer may require other relevant details when considering applications.
- (d) Funds may not be used to subsidise annual dinners or garden parties.
- (e) Funds will be allocated on a Club or Society level. Funds may only be allocated to individuals in extenuating circumstances if there is not a suitable club or society in College, on application to the Executive, which will judge each case on its individual merits. GCSU will not directly fund any other individual.
- (f) Each club or society shall be entitled to receive no less than two thirds of its average allocation over the past three years, unless there are insufficient funds, in which case each individual allocation shall be reduced proportionally. In exceptional circumstances this clause may be waived at the discretion of the Executive.
- (g) Fundraising undertaken independently by clubs and societies shall not unfairly prejudice their application for funds.
- (g) Clubs and societies with allocations of more than £250 must have their own bank account. Other clubs and societies shall, at the discretion of the Junior Treasurer, also be required open a bank account. Club and society bank accounts must have two signatories, known to and approved by the Junior Treasurer. In particular, cheques and account instructions must be signed by both signatories.
- (h) If a club or society has its own bank account, then funds under the initial allocation shall be paid into this account in termly instalments, on application to the Junior Treasurer. If a club or society does not have a bank account, then only payments in respect of specific, current expenditure shall be made, on presentation of an invoice, receipt or other written justification to the Junior Treasurer, provided that the initial allocation is not exceeded.

- (i) If the initial allocation of monies is insufficient, applications for additional funds, containing a full report as to why initial monies were inadequate and full justification of spending for the initial funds, will be considered individually by the Junior Treasurer, if the additional funds required are no more than 10% of the initial allocation, or otherwise by the Executive.
- (j) Applications for funds from new societies formed after the initial allocations must be submitted to the Junior Treasurer for consideration by the Executive, in the form of a full report including detailed estimates of set-up costs, annual expenditure, membership size and a brief report justifying the need for the society.