

SIDNEY SUSSEX COLLEGE STUDENTS' UNION



Standing Orders



Version 3.1 – October 2013

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Part 1 - Elections

STANDING ORDER I ELECTION OF OFFICERS

1. Standing Order I does not apply to the election MCR officers, the junior members of College Council and Governing Body or the co-opted JCR and MCR officers found in Parts 2c and 2d of the Standing Orders. All elections shall be conducted by either the system of Alternative Transferable Vote when one post is being contested or the system of Single Transferable Vote with quota when a number of posts are being contested. All elections shall be contested within the relevant rules laid down by NUS.
2. A senior member of the College Council shall act as Returning Officer in any SSCSU election, with the SSCSU/JCR President acting as Deputy Returning Officer (except for the election of MCR posts, see SO V, and for the election of Representational posts where clauses 7 and 8 of Standing Order IV apply). For the election of the President and for the election of posts where there is no President, the Vice President/External Officer shall act as Deputy Returning Officer (DRO). If there is no President or Vice President, in the event of an election the MCR President shall be DRO.
3. The secret ballot held in the election of SSCSU/JCR President shall require that at least 33% of undergraduates eligible to vote do so for the election to be valid, whilst also encouraging as many graduates as possible to vote.
4. If any office should fall vacant more than 3 weeks (of full term) before an election would normally be due, it shall be filled in accordance with the stated procedure as soon as possible.
5. Emergency elections to fill any interim vacancy shall always be held within 3 weeks (of full term) of the vacancy occurring. If no one is elected to fill the post(s) concerned at that election, or that election proves invalid for any reason, then elections shall be held every fortnight during Full Term thereafter until the post is filled constitutionally.
6. The Vice President shall fill any interim SSCSU vacancy until the post concerned is again filled, with the exception of Representational Officers, for which the SSCSU Executive Committee shall appoint a suitable replacement. In the event of the post of SSCSU President falling vacant, the Vice President shall act as DRO for the subsequent by-election. If there is no Vice President, one of the Social Welfare Officers shall fill the interim vacancy until the post is again filled. In the event of the post of Bar Secretary, Bar Staff Manager, and Bar Finance Manager falling vacant, the Bar Committee shall appoint a suitable replacement from within the Bar Committee where possible, else SSCSU Executive Committee shall appoint a suitable replacement, to hold the post until the next elections (at presidential discretion).

7. All Officers shall, unless specified otherwise below, hold office until they resign, are removed from office, cease to be a Full Member, or until the beginning of their successor's term of office, whichever be the sooner.

STANDING ORDER II CANDIDATURE

1. Candidature is subject to the provisions contained in Chapter X of the SSSCU Constitution, and Part 2 of these Standing Orders relating to individual officers.

2. Candidates for election to all posts listed in Standing Orders IX through to XLIV, except the Junior Members of College Council, must be Full Members of SSSCU, and must be so for the relevant term of office.

3. All candidates must be proposed and seconded by two other Full Members.

4. Candidates must confirm their nomination to the Deputy Returning Officer.

5. No candidate may nominate or second another candidate in a single election for the same post at the same time, nor may any person nominate or second more than one candidate.

6. No incumbent Executive Officer, including all members of the Entertainment Committee, may propose or second a candidate in any SSSCU election.

7. The provisions of this Standing Order do not apply to the elections of junior members of College Council which are governed by the provisions of Standing Order VI.

STANDING ORDER III ELECTORAL PROCEDURES FOR SSSCU OFFICERS

1. The Deputy Returning Officer (DRO) shall be responsible for announcing any ballot 7 days before the election via email to students@sid.cam.ac.uk (hereafter described as "the SSSCU list").

2. Nominations shall be open for 3 days after the posting of the notices mentioned in point 1 above.

3. Within 24 hours of the close of nominations, the DRO shall, in conjunction with the Publicity Officer, post notices in the post room, **outside Sidney Bar**, outside the library in Garden Court, and in the MCR (hereafter described as "the SSSCU notice boards") listing the candidates in the forthcoming election.

4. A candidate for office may produce four identical manifestos of which one is to be placed on each of the SSSCU notice boards. Such a manifesto must not be bigger than A4, must contain the candidate's signature and may contain a photo of the candidate's head only. It may be typed, wordprocessed or hand-written, but must not contain any graphics or drawings. It may only contain information relevant to the post; in particular it must make no references direct or indirect to the other candidates, and must not be offensive. This manifesto must be signed by the candidate and countersigned by the DRO. An identical copy of this manifesto may be submitted to the DRO in digital form, by email or otherwise, which will be posted on the SSSCU website. The DRO will check any such document for accuracy and for its adherence to the regulations outlined above. **No other form of self-publication (including promotion by social media) is permitted. Candidates for office must also not engage in any other form of documentary self-publicity.**

5. The DRO will send a message to the candidates explaining the rules concerning the manifesto laid out in SO III clause 4. This email shall also include the rules concerning hustings.

6. The manifesto must be given to the DRO after the close of nominations. Provided it follows the rules mentioned in SO III clause 4, the DRO will countersign the manifesto and place it on each of the noticeboards, and the website if a digital copy is provided.

7. A candidate for office must not engage in any other documentary self-publicity apart from the manifesto, the rules for which are set out in SOIII clause 4.

8. It shall be the duty of the DRO to check if a candidate in a SSSCU election has the same first

and surname as another member of college. If (s)he does the President shall print the candidate's middle name(s), year, and degree course on both the notification of candidacy and ballot paper.

9. It is the responsibility of the DRO to inform the voter of the candidates standing (including RON) and the STV system of voting.

10. The online voting system, in all SSCSU elections, shall remain open for at least twelve consecutive hours, including the hours between 8.30am and 4.30pm.

11. A candidate may not stand for multiple posts if the election to any one of the posts would render unconstitutional the election to another, as outlined in Chapter VI, Clause 3 of the SSCSU Constitution.

12. The DRO shall be responsible for making the arrangements necessary for the holding of any College ballot or ballots called by the Cambridge University Students Union, the National Union of Students, the Council of Senate, or any other authorised body.

13. The DRO shall be responsible as Returning Officer in external elections called by CUSU or NUS.

14. The provisions of this Standing Order do not apply to the elections of junior members of College Council, which are governed by the provisions of Standing Order VI, the elections of SSCSU MCR officers, which are governed by Standing Order V, or the election of JCR officers, governed by Standing Order XXXI or MCR officers, governed by Standing Order XXXIV.

STANDING ORDER IV

ELECTORAL PROCEDURE FOR SSCSU LGBTQ and SSCSU JCR Women's OFFICERS

1. Representational Officers shall be responsible for representing a group of students as defined for each officer in Part 2a of these Standing Orders.

2. The election of Representational Officers shall be subject to the provisions of Standing Order I. For the purposes of Clause 6 of SO I, 'suitable replacement' implies that the replacement shall be a member of the group to be represented.

3. Candidature is subject to Standing Order II, with the additional provision that any candidate self-defines as being a member of the group to be represented.

4. Electoral Procedure is subject to Standing Order III.

5. The incumbent of a Representational Office shall act as Vice Deputy Returning Officer (VDRO) in an election to fill that Office. If the incumbent is also a candidate, a suitable replacement shall be appointed by the SSCSU Executive Committee. Any such replacement shall be made plain on election publicity by the DRO.

STANDING ORDER V

ELECTORAL PROCEDURE FOR MCR POSTS OF SSCSU

1. The MCR elections shall follow the rules of this Standing Order. Any other references to electoral procedures in the Constitution or Standing Orders do not apply, unless otherwise stated.

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

3. The DRO shall be responsible for publicising any ballot via the MCR emailing list (sid-students-grads@sid.cam.ac.uk) seven days before the election.

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

5. Within 24 hours of the close of nominations, the DRO shall put up a notice of the list of candidates on the MCR noticeboard in the pigeonhole room, outside the library, and in the MCR.
6. A candidate for office may produce three identical manifestos of which one is to be placed on the noticeboards outside the library, in the MCR and in the pigeonhole room. Such a manifesto must not be bigger than A4, must contain the candidate's signature and may contain a photo of the candidate's head only. It may be typed, word-processed or handwritten, but must not contain any graphics or drawings. It may only contain information relevant to the post, in particular it must make no references direct or indirect to the other candidates, and must not be offensive. This manifesto must be signed by the candidate and countersigned by the DRO. An identical copy of this manifesto may be submitted to the DRO on computer disc or via email, to be emailed to the MCR list by the DRO and not the candidates themselves. The DRO will check such documents for accuracy before forwarding. No other form of self-publication (including promotion by social media) is permitted.
7. Hustings for MCR positions shall take place as defined in SO VII. The date and location shall be determined by the DRO and publicised at least a week in advance via the MCR mailing list.
8. The DRO will display such manifestos as he/she receives on the SSSSU notice boards and on the MCR noticeboard in the pigeonhole room. One manifesto per candidate may be displayed in each location
9. Candidates for office must not engage in any other form of documentary self-publicity.
10. Students eligible to vote must be *in statu pupillari* and hold B.A., B.Sc., or some equivalent first degree, or an external M.A. degree, or be an affiliated student not studying for a first degree.
11. It is the responsibility of the DRO to verify the accuracy of the list of students eligible to vote in the elections.
12. The election of the candidates shall occur through the secure electronic platform (e.g. vote.cusu.cam.ac.uk)
13. In the event of the MCR President/Treasurer posts falling vacant, the MCR Treasurer/President shall fill the interim vacancy. If both fall vacant at the same time, another member of the MCR Committee shall be co-opted to fill the interim vacancies until the posts are filled.

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

1. One undergraduate shall be elected to sit on College Council and Governing Body in accordance with the procedures outlined in the SSSSU Constitution and Standing Orders.
2. Candidates for College Council Representative must be eligible to be Trustees as outlined by Charity Law and in the College Statutes and Ordinances.

STANDING ORDER VII PROCEDURES FOR HUSTINGS

1. Hustings will be called by the DRO prior to an election to any SSSSU Post which is not co-opted. The DRO will announce the date and time of hustings at the same time as the opening of nominations is announced. For the procedure in the case of MCR Posts, see Standing Order V, Clause 7.
2. All candidates will be invited to attend hustings, but such attendance is not mandatory.
3. Each candidate will be permitted to give an initial speech about their candidacy for no more than three minutes duration.
4. Candidates will be invited to give their initial speech in alphabetical order by surname, and the speaking order will be evenly rotated for each speech thereafter.

5. After each candidate has made their initial speech, questions will be invited from the floor. Such questions must not be addressed to any specific candidate(s), and each candidate will speak for no longer than one minute in answer to a question.

6. Any speech made by a candidate must only contain information relevant to the post; in particular it must not refer directly or indirectly to any other candidate, or be offensive.

Part 2 - SSCSU Officers

STANDING ORDER VIII THE CHAIR

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

STANDING ORDER IX THE VICE-CHAIR

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

STANDING ORDER X THE SENIOR TREASURER

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

STANDING ORDER XI

THE SSCSU/JCR PRESIDENT

1. The SSCSU/JCR President (hereafter "The President") shall be elected annually by a secret ballot held at the end of Michaelmas Full Term. The term of office shall commence on the first day of the Christmas Vacation following his/her election.
2. The President shall hold no other office listed in Chapter VI, Clause 3 of the Constitution.
3. The President shall be the Chief Executive Officer of SSCSU. He/she shall, in conjunction with Exec, be responsible for the execution of policy passed by the Open Meeting and for the day-to-day running of SSCSU.
4. The President shall ex officio be :
 - (a) Chair of the Executive Committee (see SO L).
 - (b) Chair of the JCR Committee (see SO XLI).
 - (c) A member of the Governing Body, College Council, Health and Safety, Student Welfare, Education, and Buildings Committees.
 - (d) Responsible for signing the minutes of previous meetings of the Executive when verified as correct and accurate.
5. The President shall be responsible for the posting of notices of all meetings and elections as specified elsewhere in these Standing Orders.
6. The President shall be responsible for the administration of referenda.
7. The President shall vote in accordance with the wishes of Exec on CUSU Council.
8. The President shall be responsible for the distribution of CUSU and NUS cards to full members of SSCSU.
- 9 The President shall, in consultation with the **Vice President/External Officer**, determine the date and time of all Open Meetings.
10. The President is responsible for inviting applications for the JCR co-opted Officers (JCR Yearbook Editor(s)) **at the end of Easter term for that year**. Applications must be invited at least a week before Exec is due to vote. Those applying may produce a manifesto but must follow the rules in SO III clause 4 (except that they need only produce one copy).
11. The President shall be responsible for the holding of any emergency meetings called in the authorised manner.
12. The President shall ensure that 2nd and 3rd / 4th year students organise the Halfway and 3rd&4th Year Dinners respectively.
13. The President is responsible for overseeing the operations of the Student Run Bar to ensure its financial viability. He/She is to work with the Bar Finance Manager to produce a report on the Bar's financial performance in the past year and a budget for the coming year. These are to be submitted to College Council at the beginning of Michaelmas term, in accordance with the procedures outlined in the Bar Operating Rules.
14. The President shall be responsible for keeping a record of all SSCSU policies and for bringing to the attention of the Executive Committee and Open Meeting any policies that have lapsed under Chapter XIII of the Constitution.
15. The President shall ensure that when a motion to change the Standing Orders at a SSCSU Open Meeting is passed, appropriate changes the hard and digital copies are made and a copy sent to the JCR Computer Officer for publication to the website.
16. The President shall ensure that, at the end of his/her term of office, all minutes for SSCSU Exec, JCR, Open, and any other relevant meetings are present in the SSCSU archives in hard and digital forms.
17. The President shall be responsible for making sure that SSCSU abides by the terms of the Constitution.

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

19. The President shall work in conjunction with the publicity officer to ensure that the activities and news of SSCSU are actively communicated to the student body including by the weekly email bulletin, website and twitter feed.

20. The President shall produce, at the beginning of every term, a document outlining each SSCSU Officers reports for the previous term and plans for the subsequent term. The President shall present this document to the first SSCSU Open Meeting of every term, and a condensed version to the first College Council Meeting of every term.

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

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

STANDING ORDER XII THE VICE-PRESIDENT/ EXTERNAL OFFICER

1. The Vice-President/ External Officer (hereafter and throughout the standing orders 'Vice-President') may hold no other post listed in Chapter VI, Clause 3 of the Constitution, save as provided for in Standing Order I, Clause 6.

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

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

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

5. The Vice-President shall be secretary of the Catering and Accommodation Committee and shall take minutes at meetings of **this committee**. He/she shall also be responsible for the duplication and distribution of these minutes to all committee members and for the posting of the minutes on the SSCSU **website** when duly approved by the committees involved.

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

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

8. The Vice-President shall be responsible for the duplication and distribution of agendas and all supporting papers, for all Open Meetings to the Chair, Vice-Chair and Senior Treasurer. He/she shall also email them to the SSCSU lists.

9. The Vice-President shall take the minutes at Open Meetings of SSCSU. S/he shall be responsible for their distribution to the Chair, Senior Treasurer and the Executive Committee and emailing them to the SSCSU lists at least 24 hours before the Open Meeting at which they are to be signed.

10. The Vice President shall email copies of minutes from **JCR and Open Meetings** to the computer officer for posting on the SSCSU website, when duly approved by the relevant authorised body

11. The Vice-President shall be responsible for the communication of the views, decisions and policies of Open Meetings of SSCSU and of Exec to NUS and to CUSU, and for the communication of the decisions of NUS and CUSU to SSCSU.

12. The Vice-President shall vote on CUSU Council meetings in accordance with the views of the student body.

13. The Vice-President shall be responsible for the posting of literature sent to him/her by NUS and CUSU.
14. The Vice-President, along with the Social Welfare Officer, shall have joint responsibility for the steering of the Rents Working Party.
15. The Vice President shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
16. The Vice-President shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Vice-President at the beginning of his/her term of office. All members of SSSCU shall have access to the report upon request.
17. The Vice President shall sit on College council for the duration of their office.
18. The Vice President shall be responsible for actively pursuing the sponsorship of SSSCU Societies and in coordinating between all Captains/Captains of these Clubs and Societies.
19. The Vice President shall be responsible for the general upkeep of student rooms. This includes G3, the TV room, Room on R and all other communal rooms.
20. The Vice President shall be responsible for the general upkeep of student facilities, including hostel facilities, audio-visual equipment in communal rooms and the vending machines.
21. The Vice President shall be responsible for liaising with sports captains, society leaders, the Gym Officer and the Junior Treasurer to decide what equipment should be purchased from available funds i.e. income from SSSCU and College funds.
22. The Vice President shall be a member of the Catering and Accommodation Committee. He/she shall work with the students and staff to maintain/improve college service standards.

STANDING ORDER XIII THE JUNIOR TREASURER

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

9. The Treasurer shall run any approved fund established by SSCSU, unless otherwise specified.
10. The Treasurer shall be accountable to the Finance Committee, the Executive Committee and the Open Meeting in respect of his/her duties.
12. The Treasurer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
13. The Treasurer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Treasurer at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XIV MCR PRESIDENT

1. The MCR President shall be a Full Member of SSCSU in statu pupillari who holds the B.A., B.Sc., or some equivalent first degree, or an external M.A. degree, or who is an affiliated student not studying for a first degree.
2. The MCR President shall hold no other post as listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR President shall be elected annually by a ballot of all Full Members, who hold one of the above degrees, during the Lent Term. His/Her term of office shall begin on the first day of the Easter Term following the election.
4. Nominations for the post of MCR President shall only be proposed and seconded by Full Members in statu pupillari who hold one of the above degrees.
5. The MCR President shall be responsible, together with the MCR Committee, of which the MCR President is Chair, for the management of the MCR.
6. The MCR President is responsible for inviting applications for the MCR co-opted Officers from the end of Lent term.
7. The MCR President shall ex officio be a member of College Council, Governing Body, Buildings Committee, and Student Welfare Committee, and also a member of SSCSU's Catering and Accommodation Committee.
8. The MCR President shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected MCR President at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XV MCR TREASURER

1. The MCR Treasurer shall be a Full Member of SSCSU in statu pupillari who holds the B.A., B.Sc., or some other equivalent first degree or an external MA degree, or who is an affiliated student not studying for a first degree.
2. The MCR Treasurer shall hold no other post as listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR Treasurer shall be elected annually by a ballot of all full members who hold one of the above degrees, during the Lent Term. His/Her term of office shall begin on the first day of the Easter Term.
4. Nominations for the post of MCR Treasurer shall only be proposed and seconded by Full Members in statu pupillari who hold one or other of the above degrees.
5. The MCR Treasurer shall be a member of the Finance committee.
6. The MCR Treasurer shall be responsible for the management of the MCR and for any monies

allocated to the MCR by the Finance Committee or other body.

7. The MCR Treasurer shall present the MCR accounts/budget to Exec and a SSCSU Open Meeting annually, at the start of each Michaelmas term.

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

STANDING ORDER XVI THE SOCIAL WELFARE OFFICERS

1. The Social Welfare Officers shall be elected annually by a secret ballot of all Full Members. One officer shall be elected at the end of Michaelmas Term and the other position at the end of Lent Term. His/Her term of office shall commence on the first day of the Vacation following his/her election.

2. The Social Welfare Officer elected at the end of Michaelmas must be a female undergraduate. The Social Welfare Officer elected at the end of Lent must be a male undergraduate.

3. The Social Welfare Officers shall hold no other post listed in Chapter VI, Clause 3 of the Constitution, save as provided for in Standing Order I, Clause 6.

4. The Social Welfare Officers shall represent Sidney in the CUSU network of Welfare Officers, both on the general committee and on the anti-racism, safer sex and other non-specific committees.

5. The Social Welfare Officers shall provide information and advice about health issues relevant to students including involvement in safer sex campaigns.

6. The Social Welfare Officers shall be responsible for publicising the Hardship Fund and advising students on money issues.

7. The Social Welfare Officers shall be the primary people to approach with personal welfare related problems, including such issues as sexual harassment and safety etc.

8. With respect to campaigns, the Social Welfare Officers shall work in conjunction with other members of exec.

9. The Social Welfare Officers, along with the Vice-President, shall have joint responsibility for the steering of the Rents Working Party.

10. The Social Welfare Officers shall act as Junior Accommodation Officers in which capacity they shall liaise with the College Accommodation Officer and the Tutors to ensure that adequate accommodation is provided for all undergraduate members of College, and shall oversee the ballot that decides the order in which undergraduates choose their accommodation.

11. The Social Welfare Officers shall be members of the Catering and Accommodation Committee, the College Health and Safety Committee and when appropriate, the College Council's Student Welfare Committee, and shall chair the SSCSU Welfare Committee.

12. The Social Welfare Officers shall have regular contact with, and co-operate with, the SSCSU Academic Welfare Officer, the MCR Welfare and Women's Officer, the SSCSU LGBTQ Officer, the JCR Women's Officer, and the JCR International Officer. They should also have regular contact with the Pastoral Dean and the Nurse.

13. The social welfare officers shall act on behalf of SSCSU as the main points of student contact for intermitted students. This includes, but does not exhaust, the following: writing two letters to intermitted students (one when they first intermit and one just before they return to college) and liaising with the Pastoral Dean to ensure intermitted students are identified and sent letters.

14. The social welfare officers shall be prepared to sit with students in formal meetings if requested.

15. The Social Welfare Officers shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.

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

STANDING ORDER XVII THE ACADEMIC WELFARE OFFICER

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

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

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

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

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

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

7. The Academic Welfare Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.

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

STANDING ORDER XVIII THE GREEN AND ETHICAL AFFAIRS OFFICER

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

2. The Green and Ethical Affairs Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.

3. The Green and Ethical Affairs Officer shall attend the CUSU Ethical and Environmental Committee meetings, making Sidney's views and activities known and reporting to Sidney on what is happening at a university level.

4. The Green and Ethical Affairs Officer shall be in charge of the recycling schemes at Sidney and ensure that the recycling bins in the TV Room and the Pigeonhole Room are regularly emptied.

5. The Green and Ethical Affairs Officer shall address environmental and ethical issues that arise (e.g. ethical Investment) and should be willing to talk to the students about these issues.

6. The Green and Ethical Affairs Officer shall hold termly meetings of the SSCSU Environmental and Ethical Affairs Committee, which shall be open to all members of the College concerned with environmental issues.

7. The Green and Ethical Affairs Officer shall be a member of the College Environmental Committee, and will represent the views of the student body at this committee.
8. The Green and Ethical Affairs Officer shall have regular contact with and co-operate with the MCR Green and Ethical Affairs Officer.
9. The Green and Ethical Affairs Officer shall be responsible for organising and running the end-of-term food and clothing collection on behalf of Student Community Action within Sidney.
10. The Green and Ethical Affairs Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
11. The Green and Ethical Affairs Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Green and Ethical Affairs Officer at the beginning of his/her term of office. All members of SSSCU shall have access to the report upon request.

STANDING ORDER XIX THE JCR COMPUTER OFFICER

1. The JCR Computer Officer shall be elected annually by a secret ballot held at the end of the Lent Full Term. His/Her term of office shall commence on the first day of the Lent Vacation.
2. The JCR Computer Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The JCR Computer Officer shall be in charge of and update all undergraduate student email lists. He/she shall be responsible for moderating emails sent via these lists.
4. The JCR Computer Officer shall develop and maintain the SSSCU website, which shall include the creation of online polls and sign-ups.
5. The JCR Computer Officer shall have regular contact with and co-operate with the MCR Computer Officer.
6. The JCR Computer Officer shall ensure that minutes from JCR, Exec and Open Meetings are posted on the SSSCU website upon his/her receipt of them from the Publicity Officer.
7. The JCR Computer Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
8. The JCR Computer Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects, and any other pertinent information. The report shall be given to the newly elected JCR Computer Officer at the beginning of his/her term of office. All members of SSSCU shall have access to this report on request.

STANDING ORDER XX THE BAR SECRETARY

1. The Bar Secretary shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Full Term. His/Her term of office shall commence on the first day of the Christmas vacation following his/her election.
2. The Bar Secretary shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Bar Secretary shall be responsible for the management of the Student Bar and is required to undertake all the responsibilities as outlined in the relevant sections of the Bar Operating Rules, **as agreed by College Council. A copy of this document shall be made available on the SSSCU website.**
4. The Bar Secretary shall be accountable to Exec for all aspects of management of the bar, including its financial viability.

5. The Bar Secretary shall communicate all pertinent information about the bar to the SSSSU President, who is responsible for its management to College Council.
6. The Bar Secretary shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
7. The Bar Secretary shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Bar Secretary at the beginning of his/her term of office. **All members of SSSSU shall have access to an edited version of the report upon request, from which only information falling under confidentiality agreements with suppliers is removed.**

STANDING ORDER XXI

THE STUDENT ADMISSIONS OFFICER

1. The Student Admissions Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Lent Term. His/Her term of office shall commence on the first day of the Easter Vacation following his/her election.
2. The Student Admissions Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Student Admissions Officer shall represent Sidney at the CUSU Access and Target meetings and other related University wide meetings, and coordinate the college's involvement in related CUSU schemes and activities (including Target and Target Shadowing).
4. The Student Admissions Officer shall be responsible for Sidney's Group for Encouraging Ethnic Minority applications (GEEMA) and Target Schools Campaigns and in this capacity should consider what steps should be taken to combat problems arising.
5. The Student Admissions Officer shall, in conjunction with the Admissions Office, arrange student participation in College and University Open Days, and college visits.
6. The Student Admissions Officer, in conjunction with the Admissions Office, shall arrange student participation during interviews.
7. The Student Admissions Officer, shall, in conjunction with the JCR Access Bus Representatives, be responsible for organising the Lent and Easter Term Access Bus trips.
8. The Student Admissions Officer shall be responsible for updating the Alternative Prospectus and the Admissions section of the SSSSU website, as appropriate.
9. The Student Admissions Officer shall be responsible for encouraging current students to promote access initiatives in their local areas and schools/colleges.
10. The Student Admissions Officer shall attend CUSU Access Meetings, and shall organise Sidney participation on any CUSU initiatives, such as the Shadowing Scheme and Target Visits.
11. The Student Admissions Officer shall advertise any CUSU and Cambridge Admissions Office access, widening participation or general admissions initiatives and schemes, such as the Oxbridge Conferences and 'Cambassadors' Programme.
12. The Student Admissions Officer may, in consultation with the Admissions Office, propose and/or organise new access or outreach initiatives.
13. The Student Admissions Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
14. The Student Admissions Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Student Admissions Officer at the beginning of his/her term of office. All members of SSSSU shall have access to the report upon request.

STANDING ORDER XXIB THE JCR ACCESS BUS REPRESENTATIVES

1. The two JCR Access Bus Representatives shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/her term of office shall commence on the first day of the Michaelmas vacation.
2. The JCR Access Bus Representatives shall work in conjunction with the SSCSU Student Admissions Officer and the SSCSU Executive Committee in matters relating to the organisation of the access bus scheme within the Sidney community.
3. The JCR Access Bus Representatives shall be responsible for liaising with schools and assisting with the recruitment and training of volunteers to help on the access bus trip..
4. If for any reason a Sidney Sussex Access Bus is not run in any year, then there is no need for a JCR Access Bus Rep to be appointed.

STANDING ORDER XXII THE FRESHERS' REPRESENTATIVE

The Freshers' Representative shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Michaelmas vacation.

2. The Freshers' Representative shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Freshers' Representative shall be responsible for representing the views of first year students to exec.
4. The Freshers' Representative shall be responsible for the organization of freshers' week, including setting up and chairing a freshers' week committee. The Freshers' Representative will work with college, exec, the freshers' week committee and any other relevant body to ensure the smooth running of freshers' week.
5. The Freshers' Representative shall produce a freshers' welcome booklet before the end of the Easter term of their office to be distributed to all of the incoming students by college.
6. The Freshers' Representative shall produce, at the end of every term, a document outlining their reports of work done and goals achieved during that term, and any plans of work for the subsequent term. Such reports shall be compiled by the President and presented to the first Open Meeting of every term.
7. The Freshers' Representative shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Freshers' Representative at the beginning of his/her term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XXIII THE PUBLICITY OFFICER

1. The Publicity Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Michaelmas vacation.
2. The Publicity Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The Publicity Officer shall be responsible for publicising the positions and contact details of officers on the website and SSCSU noticeboard and updating it after each election.

4. The Publicity Officer shall be responsible for SSSCU press releases.
5. The Publicity Officer shall be responsible for communicating SSSCU news to its members in conjunction with the SSSCU President.
6. The Publicity Officer shall be responsible for sending a weekly e-Bulletin to Sidney students detailing events taking place in the college and in Cambridge University
7. The Publicity Officer shall be responsible for removing out-of-date posters from the SSSCU noticeboards (except in the MCR) and the pigeonhole room.
8. The Publicity Officer shall be responsible for keeping the information on the SSSCU website up to date regularly refreshed in conjunction with the SSSCU President and JCR Computer Officer. S/he will take specific responsibility for maintenance of news items, photo slideshow and the events calendar. S/he will conduct the research to report events and news from the whole college.
9. The Publicity Officer shall be a point of information for any Sidney student who wishes to promote their event or society to the wider world of Cambridge University.
10. The Publicity Officer shall produce, at the end of every term, a document outlining their reports of work done and goals achieved during that term, and any plans of work for the subsequent term. Such reports shall be compiled by the President and presented to the first Open Meeting of every term.
11. The Publicity Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Publicity Officer at the beginning of his/her term of office. All members of SSSCU shall have access to the report upon request.
12. The Publicity Officer shall be responsible for the taking of minutes at Exec meetings, for their duplication and distribution to all members of Exec, and for their posting on the SSSCU website when duly approved by Exec.

Part 2a – SSSCU Representational Officers

STANDING ORDER XXIV REPRESENTATIONAL OFFICERS

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

STANDING ORDER XXV THE SSSCU LGBTQ OFFICER

1. The group to be represented by the SSSCU LGBTQ Officer shall be all students who consider their sexuality to fall within the area defined by LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer/ Questioning), henceforth referred to as "LGBTQ students".
2. The LGBTQ Officer shall be elected annually, according to Standing Order IV, at end of Lent full term. His/her term of office shall commence on the first day of the Easter vacation following his/her election.
3. The LGBTQ Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
4. The LGBTQ Officer shall work in connection with the Social Welfare Officers and the MCR Welfare and Women's Officer in advising any Sidney Sussex students on matters concerning

sexuality and sexual health.

5. The LGBTQ Officer shall represent the views and concerns of LGBTQ students to the CUSU LGBT Campaign and communicate any matters arising from the Campaign to Sidney students and to the exec.
6. The LGBTQ Officer shall manage the confidential Sidney Sussex LGBTQ email list, for all LGBTQ students. He/she will not disclose the identity of any member of the list. The LGBTQ Officer shall use the aforementioned list to advertise social events, welfare advice, CUSU LGBT news, and any other relevant information.
7. The LGBTQ Officer shall organise social and welfare events for any Sidney students who self-define as LGBTQ.
8. The LGBTQ Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
- 9.. The LGBTQ Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected LGBTQ Officer at the beginning of his/her term of office. All members of SSSCU shall have access to the report upon request.

STANDING ORDER XXVI THE SSSCU JCR WOMEN'S OFFICER

1. The JCR Women's Officer shall be elected annually, according to Standing Order IV, by a secret ballot held at the end of the Michaelmas Term. Her term of office shall commence on the first day of the Michaelmas Vacation.
2. The JCR Women's Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The group to be represented by the JCR Women's Officer will be all undergraduate students who consider their gender to be female.
4. The JCR Women's Officer shall be responsible for representing the views and concerns of female Sidney students to the CUSU Women's Council.
5. The JCR Women's Officer shall work in connection with the Social Welfare Officers, the MCR Welfare and Women's Officer and the SSSCU Executive in matters relating to the welfare of women in Sidney Sussex.
6. The JCR Women's Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
7. The JCR Women's Officer shall produce a report at the end of her term of office outlining achievements, ongoing projects, and any other pertinent information. The report shall be given to the newly elected JCR Women's Officer at the beginning of her term of office. All members of SSSCU shall have access to this report on request.

STANDING ORDER XXVII THE SSSCU JCR INTERNATIONAL OFFICER

1. The JCR International Officer shall be elected annually by a secret ballot held at the end of the Lent Term. His/Her term of office shall commence on the first day of the Lent Vacation.
2. The JCR International Officer shall hold no other post listed in Chapter VI, Clause 3 of the Constitution.
3. The group to be represented by the International Officer shall be all undergraduate students who live outside the United Kingdom.
4. The JCR International Officer shall be responsible for representing the views and concerns of the international undergraduate members of SSSCU to the iCUSU International Reps Meetings.
5. The JCR International Officer shall work in connection with the Social Welfare Officers, JCR Women's Officer and the SSSCU Executive in matters relating to the welfare of international students

in Sidney Sussex.

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

7. The International Officer shall be responsible for organising social events for international students, and for informing international undergraduates of events organised by other bodies

8. The JCR International Officer shall be responsible for organising and maintaining Sidney's international storage facilities.

9. The JCR International Officer shall work with the Student Admissions Officer to offer help and advice to potential applicants who live outside the UK.

10. The JCR International Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.

11. The JCR International Officer shall produce a report at the end of his/her term of office outlining achievements, ongoing projects, and any other pertinent information. The report shall be given to the newly elected JCR international Officer at the beginning of his/her term of office. All members of SSSCU shall have access to this report on request.

STANDING ORDER XXVIII

THE DISABLED STUDENTS' OFFICER

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

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

3. The Disabled Students' Officer shall sit on the Health and Safety Committee, College Council's Student Welfare Committee and the SSSCU Welfare Committee, through which they will be responsible to the SSSCU Executive, although they will not hold voting rights on the Executive Committee.

4. The Disabled Students' Officer shall also attend CUSU Welfare Network meetings and be involved in the CUSU Disabled Students' Liberation Campaign.

5. The Disabled Students' Officer shall be the primary point of contact for students who have disabilities, whether physical or mental.

6. The Disabled Students' Officer shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.

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

Part 2b – Other SSSCU Officers

STANDING ORDER XXIX

JUNIOR MEMBERS OF THE GOVERNING BODY AND COLLEGE COUNCIL

1. One undergraduate shall be elected annually to sit on the College Council

and Governing Body, in accordance with the provisions of Standing Order VI. This election shall take place in accordance with the College Statutes and Ordinances.

2. This junior member, the SSCSU President, the Vice-President/ External Officer and the MCR President shall be responsible for communicating the views of SSCSU to College Council and Governing Body, and the views, decisions, and actions of College Council and Governing Body to SSCSU. The four junior members will also vote in accordance with the wishes of SSCSU, whether deemed by an Open Meeting, online poll, or other representative means.

3. The Junior Members of College Council and Governing Body shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.

4. The Junior Members of College Council and Governing Body shall produce a report at the end of their term of office outlining achievements, ongoing projects and any other pertinent information. These reports shall be given to each newly elected Junior Members of College Council and Governing Body at the beginning of their term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER XXX THE ENTERTAINMENT REPRESENTATIVES

1. The Entertainments Representatives shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. Four positions will be made available. Their terms of office shall commence on the first day of the Christmas Vacation following the election.

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

3. Up to 4 (at the discretion of the Entertainments Committee) Entertainment Representatives shall form the Entertainments Committee which is responsible for carrying out the duties listed in SO LVI.

4. One of the Entertainment Representatives is expected to attend and report back the Executive Committee, and this nominated representative will be a voting member of the Executive Committee.

Part 2c – JCR Officers

STANDING ORDER XXXI APPOINTED (CO-OPTED) JCR OFFICERS

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

2. Only undergraduates may apply for these positions.

3. The Deputy Returning Officer (DRO) shall be responsible for announcing any ballot 7 days before the election via email to students@sid.cam.ac.uk.

4. Nominations shall be open for 3 days after the posting of the notices mentioned in point 3 above.

5. Within 24 hours of the close of nominations, the DRO shall email the SCSSU lists to announce the candidates in the forthcoming ballot

6. A candidate for may produce a manifesto, in paper or digital form, which should be given to the DRO 24 hours before the day of the co-option. It may only contain information relevant to the post; in particular it must make no references direct or indirect to the other candidates, and must not be offensive. The DRO will distribute any manifesto received to all voting members of the Executive Committee.

STANDING ORDER XXXII THE JCR YEARBOOK EDITOR(S)

1. The JCR Yearbook Editor(s) shall be appointed annually by Exec following applications made to the Committee at the end of the Easter Term. Their term of office shall commence on the first day of the Summer Vacation.
2. The JCR Yearbook Editor(s) shall be responsible for the production and distribution of the JCR yearbook before the graduation of their year.
3. The JCR Yearbook Editor(s) shall have final powers of veto over the inclusion of any material.
4. The yearbook shall not be racist, sexist (for definitions of these terms see Standing Order LXVIII, Clause 14 below) or personally abusive.
5. The JCR Yearbook Editor(s) shall produce a report at the end of their term of office outlining achievements, ongoing projects, and any other pertinent information. The report shall be given to the newly elected JCR international Officer at the beginning of his/her term of office. All members of SSSSU shall have access to this report on request.

STANDING ORDER XXXIII *blank*

STANDING ORDER XXXIV *blank*

Part 2d – MCR Officers

STANDING ORDER XXXV APPOINTED (CO-OPTED) MCR OFFICERS

1. These officers are members of the MCR Committee, appointed by the MCR President and Treasurer. They may attend Exec but do not have a vote.
2. These officers shall all be full members of SSSSU in statu pupillari who hold the B.A., B.Sc., or some equivalent first degree, or an external M.A. degree, or are an affiliated student not studying for a first degree.
3. With the exception of the Freshers' Representative, the term of the co-opted officers shall commence on the first day of Easter Term.
4. Officers may hold more than one post where deemed appropriate by the MCR Committee. Co-opted positions may be shared between at most two officers.
5. All co-opted officers shall at the end of their term produce a 'handover report' outlining achievements, ongoing projects and any other relevant information to the incoming officer. All members of SSSSU shall have access to this report upon request.

STANDING ORDER XXXVI THE MCR EXTERNAL OFFICER

1. The MCR External Officer shall be responsible for the communication of the views, decisions and policies of the MCR to the GU and CUSU, and for the communication of the decisions of the GU and CUSU to the MCR.
2. The MCR External Officer shall vote at GU Council in accordance with the views of Sidney's graduate community.
3. The MCR External Officer shall vote at CUSU Council in accordance with the views of Sidney's graduate community.

4. The MCR External Officer shall be responsible for the communication of literature and any relevant information (such as agendas and minutes of meetings) sent to him/her by the GU and CUSU.

STANDING ORDER XXXVII THE MCR GREEN OFFICER

1. The MCR Green Officer shall address environmental and ethical issues that arise e.g. ethical investment and should be willing to talk to the MCR about these issues.

2. The MCR Green Officer shall attend the SSSSU Green Officer's termly Green Meetings and encourage graduates concerned about environmental issues to attend.

3. The MCR Green Officer shall have regular contact with and co-operate with the SSSSU Green Officer.

STANDING ORDER XXXVIII THE MCR COMPUTER OFFICER

1. The MCR Computer Officer shall be in charge of and update all graduate email lists. He/she shall be responsible for moderating email sent via these lists.

2. The MCR Computer Officer shall develop and maintain MCR website and social media presence.

STANDING ORDER XXXIX THE MCR WELFARE AND WOMEN'S OFFICER

1. The MCR Welfare and Women's Officer shall be responsible for representing the views and concerns of the female members of the MCR to the CUSU/GU Social Welfare Council and Women's Council.

2. The MCR Welfare and Women's Officer shall work in connection with the Social Welfare Officers, the JCR Women's Officer and the SSSSU Executive in matters relating to the welfare of women and social welfare in general in Sidney Sussex.

3. The MCR Welfare and Women's Officer shall be the primary people (along with the Social Welfare Officers) for graduates to approach with personal welfare related problems, including such issues as sexual harassment and safety etc.

4. The MCR Welfare and Women's Officer shall be responsible for publicising the hardship fund and advising students on financial issues.

STANDING ORDER XL THE MCR FILM OFFICER

1. The MCR Film Officer is responsible for organising and advertising the weekly MCR film nights in the MCR.

STANDING ORDER XLI THE MCR SOCIAL SECRETARIES

1. Up to four MCR social secretaries may be co-opted

2. At least one MCR Social Secretary must undergo BIIAB service of alcohol training.

3. The MCR Social Secretaries are responsible for the organisation and running of all graduate specific events, including the fortnightly Graduate Formals and intercollegiate swaps.

4. The MCR Social Secretaries shall help with the organisation and promotion (through the website and social media) of graduate events in Freshers' Week.

STANDING ORDER XLII MCR GYM OFFICER

1. The MCR Gym Officer shall have the same duties as identified for the SSCSU/JCR Gym Officer

STANDING ORDER XLIII THE MCR FRESHERS' REPRESENTATIVE

1. The MCR Freshers' Representative is responsible for representing graduate students in the first year of their studies.
2. The MCR Freshers' Representative shall be co-opted by the MCR Committee at the first MCR meeting of Michaelmas term, with office lasting until the following Michaelmas term.
3. The MCR Freshers' Representative shall organise events (in collaboration with the MCR Social Secretaries) for first-year graduate students throughout the year. This particularly includes events at the beginning of Lent and Easter terms to engage mid-year intake graduate students in MCR life.
4. If the MCR Freshers' Representative is continuing study as a graduate student at Sidney prior to the conclusion of their role, they shall (in collaboration with all MCR Officers) lead the organisation of the Michaelmas Term Freshers' Week.

STANDING ORDER XLIV MCR SECRETARY

1. The MCR Secretary shall be appointed annually following applications made to the MCR Committee from the end of Lent term. His/ her term of office shall commence at the start of Easter term.
2. The MCR Secretary shall hold not other post listed in Chapter VI, Clause 3 of the Constitution.
3. The MCR Secretary shall be responsible for the taking of minutes at MCR meetings and arranging for their publication on the MCR website, and undertaking the general administrative needs of the MCR committee.

Part 2e – SSCSU Affiliated Officers

STANDING ORDER XLII.1 SSCSU OFFICERS AFFILIATED TO THE EXECUTIVE COMMITTEE

1. These officers are answerable to Exec at any time, but do not hold a vote on the Executive Committee. The elections of SSCSU Affiliated Officers are governed by Standing Orders I, II and III.

STANDING ORDER XLIII.1 THE BAR FINANCE MANAGER

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

2. The Bar Finance Manager may hold any other post as defined by Chapter VI, Clause 3 of the constitutions except that of SSCSU/ JCR President.

3. The Bar Finance Manager shall be responsible for bar finances and **is required to undertake** all the responsibilities as outlined in the relevant sections of the Bar Operating Rules, **as agreed by College Council**.

4. The Bar Finance Manager is accountable to the Exec.

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

STANDING ORDER XLIV THE ASSISTANT BAR FINANCE MANAGER

1. The Assistant Bar Finance Manager shall be elected by a secret ballot by all full members held at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Michaelmas vacation following his/her election.
2. The Assistant Bar Finance Manager may hold any other post as defined by Chapter VI, Clause 3 of the constitutions except that of SCSU/ JCR President
3. The Assistant Bar Finance Manager shall be responsible for helping the Bar Finance Manager with the bar finances and budget, **and is required to undertake** all responsibilities outlined in the relevant sections of the Bar Operating Rules, **as agreed by College Council.**
4. The Assistant Bar Finance Manager is accountable to the Exec.
5. The Assistant Bar Finance Manager shall produce a report at the end of his/her term of office outlining achievements, ongoing projects, and any other pertinent information. The report shall be given to the newly elected Assistant Bar Finance Manager at the beginning of his/her term of office. All members of SCSU shall have access to this report on request.

STANDING ORDER XLV THE BAR STAFF MANAGER

1. The Bar Staff Manager shall be elected annually by a secret ballot of all Full Members held at the end of the Lent Full Term. His/Her term of office shall commence on the first day of the Easter vacation following his/her election.
2. The Bar Staff Manager may hold any other post as defined by Chapter VI, Clause 3 of the constitutions except that of SCSU/ JCR President
3. The Bar Staff Manager shall **be responsible for the recruitment and organisation of student workers, and is required to undertake all the responsibilities outlined in the relevant sections of the Bar Operating Rules, as agreed by College Council.**
4. The Bar Staff Manager is accountable to the Exec.
5. The Bar Staff Manager shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Bar Staff Manager at the beginning of his/her term of office. All members of SCSU shall have access to the report upon request.

STANDING ORDER XLVI THE BAR COMMITTEE ASSISTANT

1. The Bar Committee Assistant shall be elected annually by a secret ballot of all full members held at the end of the Lent Term. His/Her term of office shall commence on the first day of the Easter vacation following the election.
2. The Bar Committee Assistant is required to undertake all **the** responsibilities as outlined in the **relevant sections of the** Bar Operating Rules, **as agreed by College Council.**
3. The Bar Committee Assistant shall abide by the Bar Operating Rules, as agreed by College Council.
4. The Bar Committee Assistant is accountable to the Exec.
5. The Bar Committee Assistant shall produce a report at the end of his/her term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Bar Committee Assistant at the beginning of his/her term of office. All members of SCSU shall have access to the report upon request.

STANDING ORDER XLVII THE SIDNEWS EDITOR

1. The SidNews Editor shall be elected annually by a secret ballot of all full members held at the end of the Michaelmas full term. His/Her term of office shall commence on the first day of the Christmas vacation following the election.

2. The SidNews Editor shall be responsible for the production and distribution (both online and on paper) of the SidNews Newsletter during full term.

3. The SidNews Editor shall be responsible for the organisation of any editorial team, but he/she shall be fully responsible for the contents of SidNews. As such, the SidNews Editor shall have final powers of veto over the inclusion of any material.

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

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

STANDING ORDER XLVIII THE EL SID EDITOR

1. The El Sid Editor shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Full Term. His/her term of office shall commence on the first day of the Christmas Vacation following the election.

2. The El Sid Editor shall be responsible for the production and online distribution of the SSSCU magazine.

3. The El Sid Editor shall have final powers of veto over the inclusion of any material.

4. El Sid shall not be racist, sexist (for definitions of these terms see Standing Order LXVIII Clause 14 below), or personally abusive.

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

STANDING ORDER XLIX THE GYM OFFICER

1. The Gym Officer shall be elected annually by a secret ballot of all Full Members held at the end of the Michaelmas Term. His/Her term of office shall commence on the first day of the Michaelmas Vacation.

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

3. The Gym Officer shall, on a weekly basis:

a) Ensure that the gym is clean and tidy

b) Check the SSSCU gym email inbox for reports of faults and also make a personal check of the equipment. Should a problem have occurred, he/she will arrange for the equipment to be mended.

c) Ensure that safety information, rules of the gym, and usage guidelines are clearly displayed.

4. The Gym Officer shall ensure that at the start of every term the College Office and Porters have up-to-date lists of all members.

5. The Gym Officer shall provide training on the use of the gym whenever required and shall ensure

that ALL members of the Gym are given an induction prior to use. Extra training sessions shall be provided during Freshers' Week.

6. The Gym Officer shall ensure that all members of the gym have completed a medical information form and have signed to say they are fit to exercise and have understood the rules of the gym.

7. The Gym Officer shall attempt to raise funds for the gym through sponsorship and/or donations.

8. The Gym Officer shall assist in the administration of the Gym Fund, and liaise with the Exec before the purchase of new equipment.

9. The Gym Officer shall keep records of member information, induction forms, maintenance updates, equipment replaced and shall pass this on to his/her successor.

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



Part 3 - SSCSU Committees/Funds

STANDING ORDER L THE EXECUTIVE COMMITTEE

1. The Executive Committee (hereinafter described as Exec) shall be the Executive Body of SSCSU responsible for carrying out the policies of the Union. All members of Exec shall be Full Members of SSCSU.

2. The voting members of Exec shall be:

- (a) The SSCSU/JCR President
- (b) The Junior Treasurer
- (c) The MCR President
- (d) The MCR Treasurer
- (e) The Male Social Welfare Officer
- (f) The Female Social Welfare Officer
- (g) The JCR Women's Officer
- (h) The Student Admissions Officer
- (i) The Academic Welfare Officer
- (j) The Bar Secretary
- (k) A Representative of the Entertainments Committee
- (l) The Vice President/ External Officer
- (m) The Green and Ethical Affairs Officer
- (n) The LGBTQ Officer
- (o) The Freshers' Rep
- (p) The Publicity Officer
- (q) The JCR International Officer

3. The Junior Members of College Council shall sit on Exec but are not voting members.

4. Exec shall meet weekly during Full Term as determined by the SSCSU/JCR President.

5. JCR co-opted, MCR co-opted Officers, Other SSCSU Officers and SSCSU Affiliated Officers are invited to, and may, attend Exec but do not have a vote, with the exception of one representative of the Entertainments Committee who will be entitled to vote (see SO LVI).

STANDING ORDER LI THE JCR COMMITTEE

1. The JCR Committee shall be responsible for dealing with JCR-specific matters. It cannot make any decisions that may affect the whole of SSCSU. It is answerable to Exec and must report its activities to Exec every week.
2. The JCR Committee shall consist of:
 - (a) The SSCSU/JCR President (Chair)
 - (b) All undergraduate SSCSU Exec Officers, including a representative of the Entertainments Committee
 - (c) The JCR co-opted Officers (as described in Part 2c)
3. The JCR Committee shall meet **weekly during Michaelmas and Lent terms, and a minimum of six times during Easter term**, as determined by the SSCSU/JCR President.

STANDING ORDER LII THE MCR COMMITTEE

1. The MCR Committee shall be responsible for dealing with MCR-specific matters. It cannot make any decisions that may affect the whole of SSCSU. It is answerable to Exec and must report its activities to Exec every week.
2. The MCR Committee shall consist of:
 - (a) The MCR President (Chair)
 - (b) The MCR Treasurer
 - (c) All graduate SSCSU Exec Officers
 - (d) The MCR co-opted Officers (as described in Part 2d)
3. The MCR Committee shall meet not less than twice each term, as determined by the MCR President.
4. The MCR Secretary will then be responsible for the taking of minutes, the distribution of minutes to those on the Committee and the posting of minutes on the MCR website when duly approved by the Committee. He/she must also ensure that the undergraduate members of Exec receive copies of the minutes.
5. Undergraduate members of Exec, and JCR co-opted Officers, are invited to, and may, attend MCR Meetings.

STANDING ORDER LIII THE SSCSU WELFARE COMMITTEE

1. The SSCSU Welfare Committee shall be responsible for dealing with welfare-specific matters. It cannot make any decisions that may affect the whole of SSCSU. It is answerable to Exec and must report its activities to Exec.
2. The Welfare Committee shall consist of:
 - (a) The SSCSU Social Welfare Officers (Chair)
 - (b) The SSCSU Academic Welfare Officer
 - (c) The SSCSU Women's Officer
 - (d) The SSCSU LGBTQ Officer
 - (e) The SSCSU International Officer
 - (f) The SSCSU Disabled Students' Officer
 - (g) The College Nurse
 - (h) **Chaplain**
 - (i) **MCR Women's & Welfare Officer**
3. The SSCSU Welfare Committee shall meet monthly during Full Term, as determined by the Chair.
4. The SSCSU Academic Welfare Officer shall be responsible for taking of and distribution of the minutes.

STANDING ORDER LIV

THE CATERING AND ACCOMMODATION COMMITTEE

1. The Catering and Accommodation Committee shall consist of:-

- (a) The Domus Bursar
- (b) The Housekeeping Manager
- (c) The Head Chef
- (d) The Vice-President, as Secretary of the Committee
- (e) The Social Welfare Officers
- (f) The MCR President
- (g) Head Porter
- (h) MCR Treasurer

2. The Catering and Accommodation Committee shall meet at the discretion of the Vice-President.

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

4. The Catering and Accommodation Committee may co-opt members of the college staff.

5. The Catering and Accommodation Committee shall address everyday issues concerning the accommodation provided for Full Members in College, in College Hostels and lodgings (that cannot be detailed in the Maintenance Book) and deal with the daily complaints with regard to these matters.

6. The Catering and Accommodation Committee shall discuss the provision of domestic services in College and in College Hostels (that cannot be detailed in the Maintenance Book) and shall deal with the day to day complaints of students with regard to these services.

7. The Catering and Accommodation Committee shall address issues regarding the operation of Hall and the kitchens, including the standard of the food, drink, and service provided in Hall, and the prices charged.

8. The SSCSU Vice-President shall put email the SSCSU lists 5 days in advance of a Committee Meeting, encouraging people to pass their opinions on catering and accommodation issues to the Exec members of the Committee.

9. The SSCSU Vice-President shall be responsible for distributing the minutes of each Committee Meeting to all members of Exec. He/She shall produce minutes of all the meetings which shall be displayed on the SSCSU website for the benefit of Full Members.

10. The SSCSU Vice-President must give all members of the Committee reasonable notice of all meetings.

STANDING ORDER LV

THE FINANCE COMMITTEE.

1. The Finance Committee shall consist of:

- (a) The Senior Treasurer
- (b) The Treasurer, as Chair
- (c) The President
- (d) The MCR Treasurer
- (e) The Bar Finance Manager
- (f) The Facilities and Sponsorship Officer
- (g) A Representative from the Entertainments Committee
- (h) The SSBC Treasurer

2. The Finance Committee shall meet when called by the Treasurer. Additional meetings may be called at any time by an Open Meeting. Three weekdays' notice of a meeting shall be given to each member of the Finance Committee.

3. Any member of the Committee who is not a member of Exec and who fails to attend two consecutive meetings of the Committee without an excuse acceptable to the Committee shall be deemed to have resigned. In such a case a by-election shall be arranged by the Treasurer.

4. The Finance Committee shall be answerable to the Executive Committee and Open Meetings.
5. The affiliated clubs and societies which are entitled to apply for funding from the Finance Committee are those named in Standing Order LIX.

STANDING ORDER LVI THE ENTERTAINMENTS COMMITTEE.

1. The Entertainments Committee shall consist of the four Entertainments Representatives.
2. The Entertainments Committee shall meet when appropriate and shall report to the Executive Committee and to Open Meetings.
3. At least one member of the committee is to attend the Executive Committee. The committee, through this nominated representative, will hold one vote on Exec.
4. The Entertainments Committee will meet with the Freshers' Rep when appropriate to discuss plans for Freshers' Week entertainments.
5. The Entertainments Committee shall be responsible for organisation of SSCSU bops and potentially of other SSCSU entertainments where appropriate.
6. The Entertainments Committee shall pay money generated from entertainment events into the Ents fund. This Ents fund shall be administered by members of the Entertainments committee and help within an independent bank account.
7. The Entertainments Committee shall be responsible for ensuring that the signing-in procedure for non-college members to the bar on bop nights is correctly adhered to.
8. The Entertainments Committee shall be responsible for providing security at Sidney Bops and wherever else it is required.
9. The Entertainments Committee shall ensure that all equipment used in bops and other events abides by the relevant health and safety requirements.
10. The Entertainments Committee for organising a range of non-bop events, including in conjunction with other Executive Officers.
11. The Entertainments Committee shall also act as the CUSU Entertainments Representatives for the College.
12. The Entertainments Committee shall produce, by the beginning of every term, a document outlining their reports for the previous term and any plans for the subsequent term.
13. The Entertainments Committee shall produce a report at the end of their term of office outlining achievements, ongoing projects and any other pertinent information. The report shall be given to the newly elected Entertainments Committee at the beginning of their term of office. All members of SSCSU shall have access to the report upon request.

STANDING ORDER LVII THE BAR COMMITTEE

1. The Bar Committee will consist of:
 - i. The SSCSU/JCR President
 - ii. The Bar Secretary
 - iii. The Bar Finance Manager
 - iv. The Assistant Bar Finance Manger
 - v. The Bar Staff Manager
 - vi. The Bar Committee Assistant
 - vii. MCR Representative

The Bar Committee will be attended by:

- a. The License Holder of the College
- b. A Senior Member of College Council
- c. The Bar Steward

Members or attendees will withdraw if issues are discussed where there is a possible conflict of interest.

2. Only elected student representatives shall be entitled to hold a vote at these meetings, if the need arises.
3. Meetings of the whole committee shall be held twice each term and supplementary meetings of operational members shall take place once a week at a time convenient to all members, to be determined by the Bar Secretary. Minutes of these meetings, where taken, shall be distributed to the wider committee.
4. The License Holder, Senior Member of Council, and SSCSU President shall be concerned with matters relating to the license, finances, and wider effects of the bar on the student body and wider community.
5. All relevant correspondence (e.g. emails) shall be distributed to all members of the committee.
6. The SSCSU President shall be **responsible for reporting of workings of the Bar Committee** to College Council.
7. The Bar Secretary shall be responsible for the workings of the Bar Committee to the SSCSU Executive Committee.

The Bar Steward

1. The Bar Steward shall be employed by the College, but be paid by, and responsible to, SSCSU and the Bar Committee. He/she shall be primarily responsible to the Bar Staff Manager.
2. Any issues that arise during a shift or in the normal course of his/her work shall be reported to the Bar Staff Manager, to be communicated to all eight members of the Bar Committee if further action is deemed necessary.
3. The Bar Steward shall carry out all duties as described in his/her job description, and any other reasonable duties as may arise from time to time. Any changes to the job description shall pass through a SSCSU Open Meeting, in the normal way as for Standing Order changes.
4. When considering candidates for the post, an elected member of the Bar Committee shall take part in the selection process.

STANDING ORDER LVIII
THE RENTS WORKING PARTY

1. The Rents Working Party shall be directly accountable to Exec. The Working Party shall meet when appropriate. The Working Party shall have to report back to Exec.
2. The Social Welfare Officer elected in Lent in accordance with SO XVI (2) and the Vice-President shall be jointly responsible for the steering of the Working Party.
3. The aforementioned officers shall also be responsible for deciding the composition of the Working Party.
4. The aims of the Rents Working Party are twofold:
 - i) To fully investigate rent issues pertinent to Sidney Sussex
 - ii) To produce a document for presentation to College. This document shall detail the findings of the Rents Working Party, highlighting student concerns and propose a framework for the next set of rents negotiations.
5. The Rents Working Party shall continue until such a point when a new rents agreement has been approved and passed by both SSSCU and College Council.

STANDING ORDER LIX AFFILIATED CLUBS AND SOCIETIES

1. The following clubs and societies shall be supported by SSSCU:
The Badminton Club, the Boat Club, the Cricket Club, the Darts Club, the Football Club (female and male), the Hockey Club, the Lacrosse Club, the Netball Club, the Pool Club (female and male), the Rugby Union (female and male) Clubs, the Squash Club, the Table Tennis Club, the Tennis Club, the Confraternitas Historica History Society, the Law Society, the Medical Society, the Music Society, the Stephenson Society, the Chorley Society, the New Arcadians, the Wilson Society, The Sidney Punters, the Executive Body, the Film Society, the Maths Society, the Economics Society, El Sid and Streetbite and such other Clubs and Societies as an Open Meeting may from time to time determine.

STANDING ORDER LX (Blank)

STANDING ORDER LXI THE DONATIONS FUND

1. The Donations Fund shall be raised by means of an additional charge levied on the Lent term college bill of all SSSCU members.
2. The Donations Fund shall be administered by the Publicity Officer.
3. SSSCU members shall be given the opportunity of opting out of the Donations Fund. This shall be done by the Publicity Officer emailing the lists and pigeonholing all students with a letter explaining how the opt-out system works. It shall also inform them that they can ask for the funds to be taken off their Lent bill once they have received their bill if they forget to opt-out earlier.
4. Money from the Donations Fund shall be distributed by means of donation motions put forward at SSSCU Open Meetings according to the procedure contained in Standing Order LXII.
5. Any money left in the Donations Fund after the last open meeting of the Lent term shall be distributed in the following ways:
 - a) The SSSCU/ JCR President shall provide all SSSCU members with the opportunity to propose charities to which this money should be given.
 - b) A ballot shall be held at the end of the Lent term in which each SSSCU member will vote in each of the 3 categories, which are Local, National, and International charities.
 - c) The charity in each category which receives the most votes shall be allocated one third of the money remaining in the Donations Fund.
 - d) If two or more charities receive an equal number of votes in any of the categories, the SSSCU/JCR President shall have a casting vote.
6. The Publicity Officer is responsible for communicating the activity of the Donations Fund

to the Executive Committee and to Open Meetings. At a bare minimum, reports must be presented at the Open Meeting following the Joint Southern African Bursary Committee meeting in Michaelmas and the Open Meeting following the sending out of the opt-out letter/email in Lent term.

STANDING ORDER LXII THE JOINT SOUTHERN AFRICAN BURSARY COMMITTEE

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

STANDING ORDER LXIII THE GYM FUND

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

STANDING ORDER LXIV THE SPORTS PROJECT FUND

1. The Sports Project Fund shall be used to pay for unbudgeted expenditure on equipment for sports clubs.
2. The Junior Treasurer shall administer the Sports Project fund.
3. All affiliated SSCSU sports clubs may apply for funding.
4. Applications for funds shall be made by presenting a motion at a SSCSU Open Meeting.
5. Applicants may be requested to attend meetings with the Junior Treasurer.

STANDING ORDER LXV THE CONTINGENCY FUND

1. The Contingency Fund is for unplanned expenditure such as for setting up new clubs and societies.

2. Funding shall be allocated at the discretion of the Junior Treasurer, subject to approval of an Open Meeting.

STANDING ORDER LXVI THE ENTS FUND

1. All Ents income (i.e. from bops or other events) will be paid into the independent Ents Fund.
2. Over the next year, Ents will be allowed to spend the money in the Ents Fund on furthering the goal of providing entertainment for Sidney students.
3. The remaining money in the Ents Fund at the end of each year will be carried over to the following year's Ents Fund.
4. Ents Fund expenditure is to be authorised at the Entertainments Committee's discretion.

STANDING ORDER LXVII AFFILIATION TO ORGANISATIONS

1. If SSSSU decides to become affiliated to any external organisation, it shall publish to all Junior Members of College, and to the College Council, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.
2. SSSSU shall publish annually a report to all Junior Members of College, and to College Council, stating the names of all external organisations to which it is affiliated, and details of any subscription or similar fee paid within the year covered by the report.
3. Upon the request of at least three per cent of its members, SSSSU shall submit for the approval of its members a list of the organisations to which SSSSU is affiliated. If at least five per cent of the members so require, the question of new or continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote. Such a requisition may be made once a term.



Part 4 - Open Meetings

STANDING ORDER LXVIII PROCEDURES FOR OPEN MEETINGS.

1. Only the following classes of motion may be discussed at such an Open Meeting:
 - (a) Ordinary Motions, given to the Vice President by midnight **the day before** the meeting with the names of two full members as proposer and seconder. A provisional agenda will be sent two days before the Open Meeting.
 - (b) Sponsored Motions, which will be submitted by **midnight the day before the meeting** shall have been given with names of two members of the Executive Committee or Finance Committee as proposer and seconder, and notice of the sponsorship of the Executive Committee and Finance Committee respectively, which shall have been approved by 2/3 of those present at an Executive Committee or Finance Committee Meeting.
 - (c) Emergency Motions, being only those motions which exclusively deal with a matter which has arisen after the last date for acceptance of Ordinary Motions, and which require attention before the next scheduled Open Meeting, which shall be handed, in completed form, to the Chair with the names of two Full Members as proposer and seconder before the start of the substantive motions of the Open Meeting, and accepted by the Chair and the meeting at the conclusion of the reports of the Open Meeting.

(d) Motions of Removal, calling for the removal of SSSSU Officers of which three weekdays' notice shall have been given, together with the names of two Full Members as proposer and seconder, and with the names of ten other Full Members of the SSSSU as sponsors, except motions of removal of members of the Executive Committee proposed under the provisions of Chapter IX of the Constitution, which shall not require the names of ten other Full Members as sponsors, but shall be sponsored by the Executive Committee.

(e) Procedural Motions, which shall be motions relating to the conduct of the meeting or to the voting procedure, and may be introduced on a point of order but shall require the votes of 2/3 of those present to be passed. Motions referring to the conduct of a vote are the only procedural motions that may be introduced while a vote is being taken.

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

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

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

3. The Ordinary Motions shall then be taken in the order listed on the agenda sheet, followed by the Emergency Motions, but that order may be changed if a procedural motion to that effect is passed. **A simple majority is required to pass a motion.**

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

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

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

7. At the discretion of the Chair (the SSSSU President or his/her deputy), a guillotine shall fall on the discussion of each motion after 15 minutes. Before the guillotine has fallen, a motion to take an immediate vote must be passed unanimously to take effect. After the guillotine has fallen, any member of the meeting shall be permitted to make one further speech of up to 60 seconds each.

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

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

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

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

12. The agenda of Open Meetings must include 'SSSSU Announcements and Questions to SSSSU Officers', where officers present are required to provide any relevant updates on their current work for SSSSU and take questions

from any Full Members present at the Open Meeting. Full reports and plans will be published termly on the SSCSU website.

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

(a) For the purposes of this provision "racism" can be defined as:

(i) a remark made which supports physical, legal or economic oppression of an group in society.

(ii) an assertion that one or more ethnic groups are inferior to another because of their ethnicity.

(iii) an insult directed at a race or group because of their ethnicity.

(iv) the denial of cultural expression to an ethnic group.

(b) For the purposes of this provision "sexism" can be defined as:

(i) a remark made which supports physical, legal, or economic oppression of women or men.

(ii) an assertion that women are inferior to men by virtue of their sex or vice versa.

(iii) an insult directed at an individual female member of SSCSU or women in general because of their sex; or an insult directed at an individual male member of SSCSU or men in general because of their sex.

14. The SSCSU President will chair Open Meetings and the SSCSU Vice-President shall act as secretary. If the SSCSU President is absent, the SSCSU Vice-President shall act as Chair and another nominated SSCSU Officer shall act as secretary.

15. The Vice President shall be responsible for the publicity of the agendas and any supporting papers, for the Open Meeting, ensuring that they are emailed to the SSCSU lists. Furthermore, the Vice President shall be responsible for ensuring that agendas, and any supporting papers, are made available to all those who attend Open Meetings.

16. The SSCSU Vice-President shall be responsible for the posting of a copy of the minutes on the SSCSU website and the circulation of copies to the Chair, Senior Treasurer and the SSCSU mailing lists.

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



Part 5- Policy

SO LXIX

SSCSU POLICY

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

- a) SSCSU will oppose increases to Tuition Fees and the President and External Officer have been mandated to campaign on behalf of SSCSU. Passed at Open Meeting I of Michaelmas 2010. 14.10.2010

