

Durham Union Society



Constitution, Schedules, Standing Orders and Annexes; & the Rules of the North Bailey Club

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Daniel Egglestone
Returning Officer & Custodian

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Constitution

Name, Object & Ownership

- (i) The name of the Society shall be the Durham Union Society, hereinafter referred to as ‘the Society’.
- (ii) The Society shall aim above all to stimulate debate amongst its members, providing them with a forum in which to express their views.
- (iii) The Society shall further aim:
 - (a) to educate those of its members who would learn in the art of public speech and especially of debate;
 - (b) to represent the University at competitive debate;
 - (c) to educate and entertain its members by the bringing of speakers to the Society;
 - (d) to provide its members with a place to meet, *and*
 - (e) to hold social events for its members.
- (iv) The Society shall not pursue any aim that is not set out in cls (ii) and (iii), unless it be to benefit a registered charity or to provide its members with an amenity for which there is material demand among the membership.
- (v) The ownership of the Society is vested in its Trustees, who shall have ultimate authority in the Society, subject only to the Deed of Trust.

Membership

- (vi) Any member of the University may apply to the Secretary of the Society to become a Full Life Member of the Society. Upon payment of the subscription determined in accordance with the Rules¹, the Secretary of the Society shall admit to membership any such applicant not previously expelled from the Society who agrees in writing to abide by the Rules. A Full Life Member of the Society shall remain such for life, unless they choose to leave the Society voluntarily or are expelled from the Society.
- (vii) Any member of the University may apply to the Secretary of the Society to become a Full Yearly Member of the Society. Upon payment of the subscription determined in accordance with the Rules, the Secretary of the Society shall admit to membership any such applicant not previously expelled from the Society who agrees in writing to abide by the Rules. A Full Yearly Member of the Society shall remain such for a calendar year after their joining, unless they choose to leave the Society voluntarily or are expelled from the Society.
- (viii) A Full Member in good order shall have the right to attend, and when in attendance to vote at, General Meetings of the Society and the right to enjoy the use of all facilities that the Society maintains in the direct pursuance of the aim set out in cl (iii) (d). A Full Member in residence and in good order² shall have the right to vote in Presidential elections.
- (ix) Any person over the age of eighteen may apply to the Secretary of the Society to become an Associate Life Member of the Society. Upon payment of the appropriate subscription fee determined in accordance with the Rules and subject to the approval of the Standing Committee of the Society, the Secretary of the Society shall admit to membership any such applicant not previously expelled from the Society who agrees in writing to abide by the Rules. An Associate Life Member of the Society shall remain such for life, unless they choose to leave the Society voluntarily or are expelled from the Society.

¹ As set by General Committee, SO IV §5

² Defined in Schedule I

- (x) Any person over the age of eighteen may apply to the Secretary of the Society to become an Associate Yearly Member of the Society. Upon payment of the appropriate subscription fee determined in accordance with the Rules and subject to the approval of the Standing Committee of the Society, the Secretary of the Society shall admit to membership any such applicant not previously expelled from the Society who agrees in writing to abide by the Rules. An Associate Yearly Member of the Society shall remain such for life, unless they choose to leave the Society voluntarily or are expelled from the Society.
- (xi) An Associate Member in good order shall have the right to attend, and when in attendance vote at, General Meetings of the Society and the right to enjoy the use of all facilities that the Society maintains in the direct pursuance of the aim set out in cl (iii) (d).
- (xii) Members of the societies listed in Schedule II, which share reciprocal relations with the Society, shall have the right to attend General Meetings of the Society and the right to enjoy the use of all facilities that the Society maintains in the direct pursuance of the aim set out in cl (iii) (d).
- (xiii) A General Meeting of the Society shall have the power to confer Honorary Life Membership on any person.
- (xiv) An Honorary Life Member shall have the right to attend, and when in attendance to vote at, General Meetings of the Society and the right to enjoy the use of all facilities that the Society maintains in the direct pursuance of the aim set out in cl (iii) (d).
- (xv) A member may terminate their membership of the Society by registering the decision to leave with the Secretary of the Society.

General Meetings

- (xvi) The President of the Society shall call Ordinary General Meetings³. The purpose of such meetings shall be to debate issues of interest to the membership. Such debate shall be the Main Business of Ordinary General Meetings. Ordinary General Meetings may further transact Private Business.
- (xvii) The President of the Society, the General Committee or any member supported by the signatures of thirty members or one fifth of the membership whichever be the lesser may call Extraordinary General Meetings. The sole purpose of such meetings will be to transact Private Business.
- (xviii) Private Business duly transacted at a General Meeting shall be binding upon the Society subject to the Rules, the powers of the Trustees and the limitations of the force of motions set out in cl (lii).

The President

- (xix) There shall be a President, head of the Society and primary interpreter of the Rules.
- (xx) The President shall be ultimately responsible for the furthering of the Society's aims in their term of office, by exercising due leadership, by the calling of Ordinary General Meetings of the Society⁴ and by the provision and ultimate control of appropriate events and facilities.
- (xxi) The President shall be elected to serve for a period of one term by secret ballot of the members in residence⁵.

³ Only the President may, SO I §1(a)

⁴ A minimum of seven in Michaelmas and Epiphany and three in Easter, SO I §1(e)

⁵ Detailed in SO V §3 and Annex IV §6

The Constituent Committees

- (xxii) There shall be a House Committee. Each term a General Meeting shall elect members to the Committee⁶. Members of the Committee shall act as sergeants-at-arms at general meetings and assist the President in the running of events.
- (xxiii) There shall be a Consultative Committee whose members shall be the College Representatives. College Representatives shall be elected at the start of each academic year at a General Meeting. The members of the Committee shall form individually and corporately the chief link between the colleges and the Society.
- (xxiv) There shall be a Social Committee. Ordinary members of the Committee shall be elected in each term at a general meeting⁷. Ordinary members of the Social Committee shall assist the President and the Social Secretary in the managing and the conceiving of social events.
- (xxv) There shall be a Sponsorship Committee. Ordinary members of the Committee shall be elected each term at a general meeting⁸. Ordinary members of the Sponsorship Committee shall assist the Sponsorship Secretary and the Assistant Sponsorship Secretary in the Society.
- (xxvi) There shall be a Debates Committee. Ordinary members of the Committee shall be elected at a General Meeting on the nomination of a selection committee^{9,10}. Ordinary members of the Debates Committee shall assist the Director of Debating, the Debate Training Secretary and the Debate Competitions Secretary in the managing and organising of competitive debating within the Society.
- (xxvii) There shall be a President's Committee. Ordinary members of the President's Committee shall assist the President, the Presidents-elect and the Speakers Secretary in the finding of speakers for events and the general running of a terms' program of events.

The General Committee

- (xxviii) There shall be a General Committee. The General Committee shall consist of:
 - (a) the ordinary members of the constituent committees, being the House Committee, the Consultative Committee, the Social Committee, the Sponsorship Committee, the President's Committee and the Debates Committee;
 - (b) those officers and officials¹¹ elected in direct pursuance of the provisions of the Constitution;
 - (c) such former officers and officials that the Committee has elected in direct pursuance of the provisions of the Constitution who ceased to hold office in the current term, except if they submitted their resignation prior to the committee elections at the start of the current term or were removed by a vote of no confidence;
 - (d) the Presidents-elect;
 - (e) any Past Presidents in residence; *and*
 - (f) the President.
- (xxix) The General Committee shall be the primary legislative body of the Society.
- (xxx) Decisions of the General Committee shall be binding on the Society subject to the Rules, the powers of the Trustees, the authority of a General Meeting and the limitations of the force of motions set out in cl (lii).
- (xxxi) The General Committee shall have such sub-committees as are set out in the Rules and may institute further sub-committees by the passing of a motion to that effect.

⁶ Ten in Michaelmas and Epiphany, eight in Easter SO II §9(b)

⁷ Three members, SO II §8(b)

⁸ Three members, SO II §7(c)

⁹ Seven members, SO II §6(a); but see Annex III

¹⁰ The selection committee is the Debates Selection Committee, see SO II §6(e)

¹¹ cls (xxxii), (xxxiii) and (xxxv)

The Officers and Officials

- (xxxii) There shall be the following full Officers of the Society, elected by the General Committee from amongst its members: the Secretary, the Treasurer, the Custodian, the Social Secretary, the Sponsorship Secretary, and the Director of Debating.
- (xxxiii) There shall be the following further Officers of the Society, elected by the General Committee from amongst its members: the Speakers Secretary, the Assistant Secretary, the Publicity Officer, the Equalities Officer, the Alumni Officer, the Assistant Sponsorship Secretary, the Assistant Social Secretary, the Steward, the Technologies Officer, the Assistant Custodian the Debate Competitions Secretary, and the Debate Training Secretary.
- (xxxiv) The chief duties of the Officers shall be as follows:
- (a) The Secretary shall be responsible for the writing and keeping of true and correct minutes¹², Rules¹³ and records of membership. The Secretary shall be responsible for the management of and liaison with the College Representatives, and shall seek to represent the views of the general membership and the General Committee to the Officers.
 - (b) The Treasurer shall be responsible for the control and management of the Society's finances¹⁴.
 - (c) The Custodian shall be responsible for the upkeep of the 24 North Bailey Club, its bar, Reading Room, accommodation, management, publicity and growth.
 - (d) The Social Secretary shall be immediately responsible for the organisation of social events.
 - (e) The Sponsorship Secretary shall be responsible for encouraging outside bodies to support the activities of the Society.
 - (f) The Director of Debating shall be immediately responsible for the organisation and promotion of competitive debate and education in public speech and debate.
 - (g) The Speakers Secretary shall assist the President and Presidents-elect in inviting speakers for their terms, whilst also taking responsibility to organise speaker addresses on behalf of the Society for terms including and beyond those of the President and Presidents-elect, subject to the President's consent and the President's rights under SO I (a).
 - (h) The Equalities Officer will support the Society in its equality and diversity practice and as an *ex officio* member of the President's Committee will actively assist the President and the immediate President-Elect in sending speaker invitations to members of underrepresented groups.
 - (i) Assistant Officers shall be responsible for assisting their senior counterparts.
 - (j) Further to their general duties under (h):
 - i. the Assistant Sponsorship Secretary shall be immediately responsible for encouraging local businesses in Durham City to support the activities of the Society as well as obtaining sponsorship, donations and discounts for the Society's social events;
 - ii. the Debate Training Secretary shall be immediately responsible for the co-ordination of the Society's competitive debate training; *and*
 - iii. the Debate Competitions Secretary shall be immediately responsible for the organisation of debating tournaments
 - iv. The Assistant Custodian shall be immediately responsible for the organisation of social events in 24 NBC
 - v. The Assistant Social Secretary will assist the Social Secretary in organising social events, including the annual Balls, and regular social events in 24 North Bailey. They will liaise with the Assistant Sponsorship Secretary to help ensure there is sponsorship for the Union's social events.
 - vi. The Publicity Officer will assist the Secretary and the Assistant Secretary. They shall be immediately responsible for creating posters and for liaising with photographers hired for Society events. They will assist the Secretary

¹² The Secretary must also keep a list of motions of General Committee currently in force, SO II §2(e)

¹³ See cl (lviii)

¹⁴ Defined more fully in Standing Order IV

and President in managing the Society's social media accounts, making sure that events are posted in good time and that they reach as wide an audience as possible. They will assist the President in the creation of term cards and brochures.

- (k) The Steward shall be responsible for the management of the House Committee, the good order of the Chamber and the welcoming of members and guests to the House.
 - (l) The Technologies Officer shall be responsible for the management of the Society's website and office technology.
 - (m) The Alumni Officer shall be responsible for encouraging Graduate Life Members to support the activities of the Society, for enhancing links and communication between the Society and its Graduate Life Members and for collating the contact details of members in residence in order to retain links to the Society after graduation.
- (xxxv) There shall be a Returning Officer, an Official of the Society, elected by the General Committee from amongst the past and present Officers, Past Presidents and members of Rules Committee of at least two terms in statu pupillari. The Returning Officer shall be immediately responsible for the fair holding of the Society's elections
- (xxxvi) There shall be an Office Manager, an Official of the Society, appointed by the Society's Standing Committee. The Office Manager shall be immediately responsible for the management of the Society's Office.
- (a) There shall be a Bar manager, appointed by the Society's committee of trustees. The Bar manager shall be immediately responsible for the management of the Bar of the North Bailey Club and report directly to the Office Manager.
- (xxxvii) Officers, elected Officials and the members of the Constituent Committees shall hold office for a maximum period of one year unless otherwise stated within the Rules. After this time they may stand for re-election.
- (xxxviii) Officers, elected Officials and the members of the Constituent Committees may resign their post at any time by writing to or by sending an email to the Returning Officer and may be removed from office according to the procedure set out in the Rules¹⁵.
- (xxxix) Officers, elected Officials and the members of the Constituent Committees shall serve until their successors are elected.

The Combination of Office

- (xl) Where a member is entitled to sit on a committee by more than one provision of the Rules, they shall, nevertheless, have one ordinary vote only.
- (xli) No member may hold more than one of the offices listed in cls (xxxii) and (xxxiii)¹⁶.
- (xlii) No immediate President-elect may hold any other office within the Society.
- (xlili) No President may hold any other office within the Society.
- (xliv) Should a member come to occupy two positions deemed incompatible by cls (xl), (xli), (xlii) or (xlili) they must resign one position within a week of the situation occurring or forfeit both.

¹⁵ By a vote of no-confidence SO III §6

¹⁶ This intentionally does not include elected officials

The Standing Committee

- (xlv) There shall be a Standing Committee. The Standing Committee shall consist of the full Officers, the immediate President-elect, and the President.
- (xlvi) The Standing Committee shall be the Society's executive.
- (xlvii) Decisions of the Standing Committee shall be binding on the Society subject to the Rules, the powers of the Trustees, the authority of a General Meeting, the decisions of the General Committee and the limitations of the force of motions set out in cl (lii).

The Rules Committee

- (xlviii) There shall be a Rules Committee. The General Committee shall elect five ordinary members to the Rules Committee from amongst its members and the past officers in statu pupillari. Any past officers elected to the Rules Committee shall be accorded membership of the General Committee. The Rules Committee shall further consist of the Returning Officer and any President-elect.
- (xlix) The Rules Committee shall operate the Society's elections and adjudicate on electoral disputes¹⁷.
- (l) Decisions of the Rules Committee on such matters shall be binding on the Society subject to the Rules and such appeals¹⁸ for which they allow.

Co-option to Committees

- (li) Any committee may co-opt any member of the Society to sit on it. Members co-opted under this provision shall have no vote.

Force of Motions

- (lii) Private business duly transacted at a General Meeting and decisions of the General and Standing Committees shall be of null effect in so far as they:
 - (a) bear on the business of the Rules Committee or the Appeals Tribunal; *or*
 - (b) force the President to use such powers as are accorded to them by the Rules.

Concerning the Rules

- (liii) There shall be Schedules to the Constitution containing factual information only.
- (liv) The Constitution or its Schedules shall only be amended after:
 - (a) a resolution to that effect has been passed by a two-thirds majority at a meeting of the General Committee
- (lv) The General Committee, with the consent of a General Meeting, shall have the power to issue Standing Orders. Standing Orders shall have the force of the Constitution in so far as the are not inconsistent with it. Standing Orders shall only be issued, deleted or amended after:
 - (a) a resolution to that effect has been passed by a two-thirds majority at a meeting of the General Committee
- (lvi) The General Committee, with the consent of a General Meeting, shall have the power to publish annexes¹⁹ to the Standing Orders. The Annexes shall set down the practice or tradition of the

¹⁷ Rules Committee's powers in this regard are contained in SO V §11

¹⁸ Reversion to the Rules Committee, SO V §11(d); Appeals to the Appeals Tribunal, SO V §12.

¹⁹ Annexes do not comprise part of the Rules, Schedule I

Society, but shall not be binding. The Annexes shall only be published, deleted or amended after a resolution of the General Committee has been ratified by a General Meeting.

- (lvii) The provisions of the Constitution, its Schedules, the Standing Orders and its Annexes are ancillary to and to be interpreted in a manner consistent with the Deed of Trust.
- (lviii) Copies of the Rules shall be safe-kept by the Secretary, the Returning Officer and the Office Manager and shall further be available for the benefit of members in the Society's Office.
- (lix) Previous resolutions of the Society and its committees shall not be invalidated by the Rules except insofar as they are inconsistent with its express provisions, in which case such resolutions are immediately superseded.
- (lx) All previous constitutions of the Society are explicitly revoked. The Rules shall have effect as from 9th January 2002.

Schedules

Schedule I – Definitions and Abbreviations

The following expressions and abbreviations shall be defined as follows:

<i>the Rules</i>	The Society's Deed of Trust, this Constitution and the Standing Order.
<i>the Chamber</i>	The Society's Debating Chamber in the Union.
<i>the Colleges</i>	The following colleges of the University: <ul style="list-style-type: none">(i) University College,(ii) Hatfield College,(iii) St. Chad's College,(iv) St. John's College,(v) the St. Cuthbert's Society,(vi) the College of St. Hild and St. Bede,(vii) St. Mary's College,(viii) St. Aidan's College,(ix) Trevelyan College,(x) Collingwood College,(xi) Grey College,(xii) Ustinov College,(xiii) Josephine Butler College,(xiv) George Stevenson College,(xv) John Snow College, <i>and</i>(xvi) Van Mildert College
<i>their deputy</i>	That competent Member whom the concerned Officer calls upon to act in their stead; the Treasurer shall normally act as the President's immediate deputy; assistant officer shall normally act as the immediate deputy of their associate full officer.
<i>cl</i>	Constitutional clause
<i>in good order</i>	<ul style="list-style-type: none">(i) During General Meetings, in accordance with the Rules and the wishes of the House, as personified by the Chair, or personified by the Chair and amended by the House;(ii) when voting in a Presidential election, in accordance with the Rules as enforced by the officials of the Society or as enforced by the officials of the Society and amended by the Rules Committee; <i>elsewhere</i>(iii) in accordance with the Rules and with the wishes of the President, or in accordance with the Rules and with the wishes of the President as represented by the officers, officials or members of staff of the Society, or in accordance with the Rules and with the wishes of the President as represented by the Officers, Officials or members of staff of the Society and amended by the General Committee.

<i>in the usual places</i>	On the notice board in the Union and in the North Bailey Club.
<i>Member of the University</i>	Those members of the University who are <i>in statu professori</i> or <i>in statu pupillari</i> and graduates of the University.
<i>Members in residence</i>	Those members of the University who are <i>in statu professori</i> or <i>in statu pupillari</i> .
<i>Members in statu professori</i>	Those members of the Society employed by the University or one of the Colleges in an academic capacity.
<i>Members in statu pupillari</i>	Those members of the Society who ‘keep term’ as defined under General Regulation V of the University Calendar 1997 – 1998 or the relevant Regulation of succeeding University Calendars.
<i>Professional Accountant</i>	A member of one or more of the following bodies: (i) the Institute of Chartered Accountants, (ii) the Association of Certified Chartered Accountants, <i>or</i> (iii) the Institute of Cost and Management Accountants.
<i>the Union</i>	The premises of the Society
<i>the University</i>	The University of Durham
<i>Canvassing</i>	(i) A deliberate attempt to acquire political support or votes for an election, group, or ‘bloc’. (ii) A deliberate attempt to discover information or opinions by asking people in relation to an election, manifesto, pledges and so on.

Schedule II – Societies Enjoying Reciprocal Relations with the Society

The Society has reciprocal relations with the following societies:

- (i) the Oxford Union Society;
- (ii) the Cambridge Union Society;
- (iii) Edinburgh University Union;
- (iv) the College Historical Society of Trinity College, Dublin;
- (v) the Philosophical Society of University College, Dublin; *and*
- (vi) the Philosophical Society of University College, Cork.

Standing Orders

Standing Order I – General Meetings

1. Ordinary General Meetings

- (a) The President shall have the sole right to call Ordinary General Meetings.
- (b) The Secretary shall give a minimum of seventy-two hours written notice of Ordinary General Meetings in the usual places and throughout the University.
- (c) The President shall call a minimum of seven Ordinary General Meetings in the Michælmass and Epiphany terms and a minimum of three in the Easter term.
- (d) A member may introduce guests to an Ordinary General Meeting, with the permission of the President. Guests shall take no part in Private Business nor move procedural motions. Guests shall not normally be in residence.
- (e) Subject to §3, during an Ordinary General Meeting, members of the House shall be allowed to ask questions of Officers, and of the President relative to their official duties.

2. Extraordinary General Meetings

- (a) The following shall have the power to call an Extraordinary General Meeting:
 - (i) The President,
 - (ii) the General Committee, *or*
 - (iii) any member supported by the signatures of thirty members or one fifth of the membership *in statu pupillari* whichever is the lesser.
- (b) The Secretary shall give a minimum of sixty hours written notice of Extraordinary General Meetings in the usual places.
- (c) The sole purpose of an Extraordinary General Meeting shall be the transaction of Private Business.

3. Quoracy

- (a) A General Meeting of fewer than twelve members shall be deemed quorate at the discretion of the President.

4. The Chair

- (a) General Meetings shall be chaired by the President or their deputy, who shall be a member of the General Committee.
- (b) The Chair shall be the sole arbiter of the rules of debate.
- (c) The Chair shall have the power to call upon any person to explain or withdraw any expression or conduct which they consider improper.
- (d) The Chair shall have the power to expel any disorderly person from the House.
- (e) A member of the House shall have the right to ask the Chair, on a point of order, to exercise their powers under (c) or (d), should they consider any person's expression or conduct improper.

5. The Minutes

- (a) The Secretary shall be responsible for the keeping of the minutes of General Meetings²⁰.
- (b) The minutes of General Meetings shall be available for the inspection of members in the Union's Office.
- (c) In each General Meeting, the minutes of the previous General Meeting shall be:
 - (i) read aloud by the Secretary or their deputy;
 - (ii) amended as the House requires;
 - (iii) confirmed by a vote of the House and
 - (iv) signed by the Chair and the Secretary or their deputy.

6. Private Business

- (a) For the duration of Private Business, a General Meeting shall be deemed to be in committee²¹.
- (b) Private Business shall consist of one or more of the following:
 - (i) motions tabled in accordance with SO III §3,
 - (ii) questions and reports of Officers, relative to their official duties, *and*
 - (iii) the elections specified in SO V²².

Standing Order II – Ordering of Committees

1. Convening of Committees

- (a) Committees shall be convened by their chair or co-chairs. Chairs shall be obliged to convene them at the earliest opportunity if petitioned by a majority of their members or the President.
- (b) The secretary of a sub-committee shall be responsible for providing its membership with adequate notice of committee meetings.
- (c) No committee meeting shall proceed unless a minimum of one half of that committee's membership is present.
- (d) Members of a Committee shall be under a duty to attend all meetings of the Committee.
- (e) Should any ordinary member of any of the Constituent Committees fail to attend three meetings of any of the committees of which they are a member in one term, without giving reasonable notice to the Secretary or their deputy for General Committee, or the Assistant Secretary for the Constituent Committees then it shall be deemed that the concerned member has resigned and they shall no longer be a member of the General Committee or any of the Constituent Committees.

2. The General Committee

- (a) The General Committee shall act on behalf of the membership to ensure that the Union be organised and managed in the best interests of its membership. It shall especially:
 - (i) oversee the Union's finances as set out in SO IV;

²⁰ As required by cl (xxxiv)(a)

²¹ Which means that SO III §2 applies

²² I.e. the Constituent Committees

- (ii) elect officers and committees as required by the Union and subject to the Rules.
- (b) Reports of Officers
- (i) The President shall submit a report to the Committee on the first and final meeting of each term.
 - (ii) The President-elect shall submit a report to the Committee at the final meeting of each term.
 - (iii) The Social Secretary and the Sponsorship Secretary shall both submit a report to the Committee at the first meeting of each term.
 - (iv) The Secretary shall submit a report to the Committee at the second meeting of each term.
 - (v) The Custodian and the Director of Debating shall report to the Committee at the final meeting of the Easter term.
 - (vi) The Speakers Secretary shall submit a report to the Committee at the final meeting of the Epiphany term.
 - (vii) The Treasurer shall:
 - (i) submit full termly management accounts for the previous term to the Committee at the second meeting of each term accompanied by a written analysis of the term's financial impact on the Union.
 - (ii) submit full management accounts for the previous year at the second meeting of the Michaelmas term accompanied by a full written report on the Society's financial situation analysing how the year passed compares with the previous years.
 - (iii) present a budget for the coming year to the Committee at the second meeting of the Michaelmas term.
 - (iv) present revised budgets at the second meeting of the Epiphany and Easter terms.
 - (viii) The Returning Officer shall submit a report to the Committee at the meeting immediately following any Presidential election, including a summary of any decisions of the Rules Committee made since the previous report.
 - (ix) The Committee shall mandate any Officer, Official or Committee to report in addition to those mentioned here.
 - (x) The Equalities Officer shall submit a report to the Committee at the final meeting of each term.
- (c) The Committee shall meet on at least three occasions each term.
- (d) Notwithstanding SO II §1(c), a meeting of this Committee shall be quorate if one third of its members be present.
- (e) The Committee shall be chaired by the President or their deputy who shall be a member of the Standing Committee.
- (f) The Committee shall be minuted by the Secretary or their deputy²³. The minutes of the Committee shall be accessible to Members. The Secretary, or their deputy shall further ensure that an up-to-date list of motions in force is kept and accessible to members.

²³ As required by cl (xxxiv)(a)

- (g) Any member of the General Committee unable to attend a meeting of the General Committee shall have the right to nominate a member of the General Committee to act as their proxy for the duration of a particular meeting. Nominees must be in possession of their mandate to vote, which shall be wholly in the member's own hand, a copy of which should be in the hands of the Returning Officer before the meeting begins.
- (h) Any member of the Union may attend and speak at meetings of the Committee, subject to the Chair's discretion, though they shall not vote, nor propose or second motions.
- (i) The Committee shall take all binding decisions by means of the passing of a resolution.
- (j) The Committee shall have the power to arrange forthcoming events and to remit their immediate control partly or wholly to a person or a body other than the concerned President. Such events shall have no right to call upon the concerned Presidential account.
- (k) Should the President vacate their office before the end of their term, the Secretary shall immediately convene the Committee, which shall be chaired by the Treasurer. The Committee shall take such action as it deems necessary.
- (l) Should a President-elect vacate their office the Secretary shall immediately convene the Committee. The Committee shall take such action as it deems necessary.
- (m) The Committee shall not give money to political causes.

3. The Standing Committee

- (a) The Standing Committee shall oversee the day-to-day running of the Union. It shall especially:
 - (i) oversee relations between the Union and other persons and bodies, in particular the University of Durham;
 - (ii) liaise with the Trustees and be responsible for reporting all decisions to them;
 - (iii) be immediately responsible for relations between the Union and its staff, *and*
 - (iv) advise the President.
- (b) The Committee shall meet on at least four occasions each term.
- (c) The Committee shall be chaired by the President or their deputy and meet in open session. In the event that the President deem the Committee's business best kept confidential in the interests of the Union the Committee may hold a meeting in closed session and, if the Committee agree, continue to discuss the reserved business in that closed session. Should the Committee not agree to meet in closed session, the meeting shall return to open session and the business be discussed there.
- (d) The Committee shall be minuted by the Secretary or their deputy²⁴. The Committee shall have the right to keep any part of its proceedings confidential, as may be deemed in the interests of the Union.
- (e) The members of the Committee shall have the power as a body and individually to expel from the Union's premises any member whom they consider to be endangering the good name of the Union.

4. Meetings of the Trustees

- (a) A meeting shall be called to consist of the Union Society's Trustees; the Standing Committee; and the Office Manager.
- (b) Such a meeting shall be called at the discretion of the Trustees, to be no less than once per term.

²⁴ As required by cl (xxxiv)(a)

- (c) The meeting shall be chaired by the Chair of Trustees or their deputy and minuted by the Secretary.

5. The Rules Committee

- (a) The Rules Committee shall ensure on behalf of the General Committee that the Union's elections be conducted in accordance with the following general principles:
 - (i) All elections should be fair and seen to be fair;
 - (ii) all members should have and be seen to have an equal chance to vote;
 - (iii) all elections should be conducted with the minimum of personal animosity and
 - (iv) all elections shall be conducted in a manner which does not injure the Union.
- (b) In the pursuance of the aims set out in (a) the Rules Committee shall have the power to rule candidates for elections out of order²⁵.
- (c) The Committee shall be chaired by the Returning Officer or their deputy²⁶.
- (d) Further to SO II §1(c), a meeting of this Committee shall not be quorate unless at least four of its members be present.
- (e) The Committee shall be minuted by a member of the Committee selected by the Returning Officer. The minutes of the Committee shall be available to members, provided that the Committee shall have the right to keep any part of its proceedings confidential, as it deems in the interests of the Union.
- (f) Impartiality of the members of the Committee
 - (i) Members of the Committee shall not openly support candidates in any election.
 - (ii) Should they either wish to stand as a candidate in an election, or act in open support of a candidate, members of the Committee shall have the right to stand down for the duration of an election²⁷.
 - (iii) Should the Committee consider any of its members to be openly partial in regard to an election, it may require them to stand down for the duration of that election.
- (g) Where:
 - (i) the Returning Officer is unable to convene a quorate meeting of the Committee owing either to the operation of (f)(ii) or (iii), or to the resignation of members or to the inability of members to attend a meeting, *and*
 - (ii) no meeting of the General Committee is convened prior to the next meeting of the Rules Committee, *and*
 - (iii) the meeting of the Rules Committee is one required by the provisions of the Rules,the Returning Officer, or their deputy, shall have the power to co-opt Members to the Committee. Such members shall serve only until the next meeting of the General Committee.

²⁵ For electoral malpractice, see SO V §10

²⁶ Who is normally, but need not be, one of the Presidents-elect

²⁷ This option is not available to the Returning Officer (except to stand in an election themselves) or the Presidents-elect, see SO V §1(f)(i)

6. The Debates Committee

- (a) The Debates Committee shall consist of the Director of Debating, the Debate Training Secretary, the Debate Competitions Secretary, the President, the Treasurer, the Assistant Secretary and up to four ordinary members elected in accordance with cl (xxvi).
- (b) The Debates Committee shall assist the Director of Debating, the Debate Training Secretary and the Debate Competitions Secretary
- (c) The committee shall be chaired by the Director of Debating, or their deputy.
- (d) The committee shall be minuted by the Assistant Secretary or their deputy. The minutes of the Committee shall be accessible to Members.
- (e) The Debates Selection Committee (DSC)
 - (i) There shall be a sub-committee of the Debates Committee called the Debates Selection Committee.
 - (ii) The DSC shall consist of the Director of Debating, the Debate Training Secretary, the Debate Competitions Secretary, the Treasurer and President.
 - (iii) The DSC shall be chaired by the Director of Debating and shall be minuted by a member selected by the Director of Debating for that purpose.
 - (iv) The DSC shall:
 - 1. adjudicate on applications, *and*
 - 2. select debating coaches, tournament conveners and any other position it deems necessary, in accordance with cl (xxvi).

7. The Sponsorship Committee

- (a) The Sponsorship Committee shall assist in encouraging outside bodies to provide support for the activities of the Union.
- (b) The Committee shall be chaired by the Sponsorship Secretary, or their deputy.
- (c) The Committee shall consist of the Sponsorship Secretary, the Assistant Sponsorship Secretary, the Treasurer and the Assistant Secretary and five ordinary members elected in pursuance of cl (xxvi).
- (d) The agenda for meetings of the Committee shall be set by the Sponsorship Secretary and meetings shall be minuted by the Assistant Secretary. The minutes of the committee shall be accessible to members.
- (e) The Committee shall oversee and assist the Sponsorship Secretary and the Assistant Sponsorship Secretary.

8. The Social Committee

- (a) The Social Committee shall assist the Social Secretary in the organising of social events and in the generating of concepts for social events.
- (b) The Committee shall consist of the Social Secretary, the Assistant Social Secretary, the President, the immediate President-elect, the Assistant Secretary and five ordinary members elected in accordance with cl (xxv).
- (c) The Committee shall be chaired by the Social Secretary.
- (d) The Committee shall be minuted by the Assistant Secretary. The minutes of the Committee shall be made accessible to Members.

9. The House Committee

- (a) The members of the House Committee shall:
 - (i) assist in the running of Union events;
 - (ii) act as sergeants-at-arms at General Meetings;
 - (iii) represent the opinions of the House to the General Committee; *and*
 - (iv) perform such other tasks as the Steward may require.
- (b) The House Committee shall normally consist of ten members in the Michaelmas and Epiphany terms and eight members in the Easter term.

10. The Consultative Committee

- (a) The Consultative Committee shall consist of the Publicity Officer and the College Representatives elected in accordance with cl (xxviii). Meetings shall be minuted by the Assistant Secretary shall be chaired by the Secretary. The minutes of the Committee shall be made accessible to Members.
- (b) The Committee shall form the chief link between the colleges and the Union.
- (c) The Consultative Committee shall:
 - (i) distribute publicity to the colleges of the University; *and*
 - (ii) meet in order to discuss ideas for the future development of the Union.

11. The President's Committee

- (a) The President's Committee shall assist the President in the finding of speakers for events and the general running of the term's events.
- (b) The Committee shall consist of the Speakers Secretary, the Equalities Officer, the President, any Presidents-elect, the Assistant Secretary and eight ordinary members elected in accordance with cl (xxvii).
- (c) The Committee shall be separated into two groups both consisting of four ordinary members respectively. The President and President-elect immediate shall delegate duties to the two groups respectively.²⁸
- (d) The Committee shall be chaired by the President and minuted by the Assistant Secretary. Minutes of the Committee shall be accessible to members. The two groups within the Committee shall have their duties discharged by the President and Speakers Secretary.
- (e) The Speakers Secretary may at their discretion engage the full committee of eight ordinary members to assist in inviting speakers for beyond the terms of the current President and Presidents-elect, in accordance with their mandate as outlined in cl (xxxiv).

²⁸ The way this is intended to work is that whilst the committee is formally one committee, it is sub-divided into two sub-committees or groups. The first of the groups will consist of three ordinary members who will have their duties delegated by the President. The second group will be formally lead by the Speakers Secretary and in similar sense, the President-elect Immediate

Standing Order III - Motions

1. Main Business Motions

Motions debated in the Main Business of Ordinary General Meetings shall be organised as the President sees fit. The President may at their sole discretion further hold Emergency Debates prior to the Main Business of a General Meeting. The above debate's conclusions shall be the only ones deemed to express the views of the Union on external issues.

2. Motions before a Committee

Motions before a committee²⁹ shall have a proposer and a seconder, and shall generally be debated in the following manner:

- (a) The proposer shall move the motion and answer any questions directed to them through the Chair;
- (b) the Chair shall ask for formal opposition to the motion and if none is forthcoming ask the meeting to pass it on a general aye; otherwise
- (c) an opposer shall speak against the motion;
- (d) general discussion of the motion shall ensue at the discretion of the Chair;
- (e) first the opposer and then the proposer shall be given the opportunity to summate their cases; *and*
- (f) the meeting moves to a vote³⁰ at which the Chair shall have a casting vote only.

3. The Tabling of a Substantive Motion

- (a) Ordinary motions of Private Business and motions at General Committee shall be submitted to the Secretary or their deputy not less than seventy-two hours in advance of the concerned meeting.
- (b) The Secretary shall give a minimum of sixty hours written notice of motions of Private Business in the usual places. The Secretary shall give a minimum of seventy-two hours written notice of motions at General Committee to all members of the Committee.
- (c) Extraordinary motions of Private Business and extraordinary motions at General Committee may be moved without prior notice at the discretion of the Chair. Such motions shall be of null effect in so far as they amend the Rules.

4. Motions of Amendment

- (a) Motions of amendment require a proposer and seconder and may be moved at any time during the discussion of a substantive motion.
- (b) Once moved, such amendments must be passed or rejected by the meeting before the meeting returns to its consideration of the substantive motion.
- (c) No two motions of amendment may come concurrently before the meeting.

5. Procedural Motions

- (a) Procedural Motions may be moved on a point of order in General Meetings and in Meetings of the General Committee.

²⁹ Or the House whilst it is in Committee

³⁰ Should a ballot be required or called for the Returning Officer, or their deputy, and shall be conducted like an ordinary election.

- (b) Should a Procedural Motion be moved at a General Meeting, the meeting shall be deemed in committee³¹ whilst the motion be debated.
- (c) Procedural Motions shall take precedence over all other business and are themselves listed below in order of precedence³²:
 - (i) that a ruling of the Chair be overturned;
 - (ii) that the meeting be closed;
 - (iii) that the meeting be adjourned for a given time;
 - (iv) that the meeting move to a vote;
 - (v) that the question not be put;
 - (vi) that the question be remitted to another place;
 - (vii) that the question be laid on the table;
 - (viii) that the question be adjourned;
 - (ix) that the question be taken in parts.
- (d) Procedural motions shall be debated in accordance with §2 with the additional provision that should (c) (i) be moved the chair of the meeting shall cede their office to a deputy whilst the motion is debated.

6. Motions of No-Confidence

- (a) In cases of a member of the General Committee's substantial or prolonged mis-performance or dereliction of duty; or bringing the Society into disrepute, a motion expressing a lack of confidence in that member may be moved in accordance with the provisions of this section.
 - (b) Such a motion of no-confidence may only be moved if seven days' notice has been given both in the usual places and to all members of the Committee.
 - (c) Additionally, such a motion may only be moved if *either*:
 - (i) it is seconded by not fewer than eleven members of the Committee, in addition to the member proposing the motion; *or*
 - (ii) it is proposed by the President and seconded by not fewer than two other members of the Standing Committee.
 - (d) Any member named in a motion of no-confidence shall have the opportunity to defend themselves.
 - (e) The vote on such a motion must be held by secret ballot, conducted by Rules Committee.
 - (f) Should the motion be negatived, no further motion of no-confidence may be moved against that member for the remainder of the current term and the whole of the following term without the consent of the Standing Committee.
 - (g) Should the motion be passed, except against a President or President-elect, the member concerned shall immediately, notwithstanding cl (xxxix), cease to hold any Office or position in the Society whatsoever and an election shall be held as if they had resigned.
 - (h) Should the motion be passed against a President or President-elect, the member concerned shall immediately cease to hold any Office or position in the Society and the General Committee shall proceed immediately as required by SO II §2 (k) or (l) respectively.

³¹ Which means that §2 will apply.

³² It would be out of order to move a lower precedence motion whilst a higher one is being debated.

- (i) Any member removed by a vote of no-confidence shall not be counted as a past Officer, Past-President, or similar, for the purposes of any provision of the Rules or any resolution of any Committee.

7. Ceding the Chair

Should the Chair wish to speak on a motion they shall cede their position to their deputy whilst the motion is debated.

Standing Order IV – Finance

1. The Treasurer

The finances of the Society shall be administered by the Treasurer on behalf of the General Committee.

2. Budgets

- (a) The Treasurer in conjunction with the Standing Committee shall be responsible for the setting of the Union's annual budget, which shall be ratified by the General Committee.
- (b) There shall be no significant expenditure in excess of these budgets without the approval of the General Committee.

3. Accounts

- (a) The Treasurer shall produce full termly income & expenditure statements for the Union's accounts. These shall be presented to and approved by the General Committee³³.
- (b) The Treasurer shall engage a professional accountant to prepare the Union's annual accounts.

4. The Presidential Account

- (a) Each President shall finance their term from their Presidential Account.
- (b) The account shall be credited with an allowance from the General Account, the amount of which shall be determined in the Union's annual budget.
- (c) Net expenditure in excess of the budgeted resources of the Account shall be held to be the President's personal responsibility. Unless General Committee approves such expenditure it shall be the President's personal liability.

5. Subscription Rates

- (a) The General Committee shall set the subscription rates of the Union.

6. Bedroom Rates at 24 North Bailey Club

- (a) The rental rates for each bedroom in 24 North Bailey Club will rise automatically each year by 1.5% plus RPI.
- (b) Extraordinary rises in rental rates can only be proposed by the Standing Committee and are to be ratified by the General Committee, subject to SO III.

³³ As part of the Treasurer's termly report, see SO II §2(b)(vii)

Standing Order V – Election Regulations

1. General

- (a) Unless otherwise stated, all elections shall be conducted in line with the Single Transferable Vote procedure, as defined by the Electoral Reform Society of Great Britain and Northern Ireland.
- (b) Candidates for elections shall be *in statu pupillari* Members of the Union.
- (c) Candidates shall have a proposer and one seconder³⁴ who shall be *in statu pupillari* Members of the Union.
- (d) The Returning Officer shall be responsible for the adequate publicising of all elections.
- (e) The Returning Officer shall keep the papers relative to all elections for a period not less than one calendar month³⁵.
- (f) Further to any responsibilities under SO II §5(f):
 - (i) the Returning Officer, the President, the Presidents-elect shall not openly support candidates in any election other than to cast their vote in a secret ballot;
 - (ii) in elections to an office, the immediately previous holder of the office shall not propose or second candidates;
 - (iii) in elections for an office which is an assistant, the member of Standing Committee to which that office is subordinate shall not propose or second candidates and vice versa;
 - (iv) in Presidential elections all Past-Presidents shall not support any candidate; *and*
 - (v) in elections to the Constituent Committees, the chairman of the committee shall not propose or second candidates;
 - (g) In the event that no candidate comes forward during the period of open nominations, a re-election³⁶ shall be held in accordance with these Standing Orders.
- (h) Upon the vacating of a position, an election or bye-election shall be held at the earliest opportunity.
- (i) In the event that an election be tied, the tied candidates may choose to see the election decided by the fair toss of a fair coin. Otherwise a re-election shall be held in accordance with these Standing Orders.

2. Re-Open Nominations

- (a) In all elections, excepting those to the Rules Committee and those held at General Meetings, in addition to the nominated candidates there shall be an additional option on the ballot papers entitled 'Re-open Nominations' (RON).
- (b) The RON option shall be treated as a normal voting option in the election.
- (c) Should the RON option achieve quota a re-election shall be held in accordance with these Standing Orders.

³⁴ As of the amendments of 2011-12-09, this is now precisely one seconder.

³⁵ This is the same time period as the time limitations of complaints and appeals.

³⁶ Which shall be treated for all purposes like an ordinary election

3. Presidential Election

- (a) Subject to (f), a Presidential election shall be held during the term which occurs two terms prior to that term which presidency it elects.
- (b) Submission of Nominations
 - (i) Persons nominated for the post of President must:
 - 1. have *either* attended ten General Committee meetings as a member of the General Committee, *or*
 - 2. have served as a Full Officer of the Society, entitled to sit on the Standing Committee, for a period of no less than 30 days.
 - 3. *Deleted*
 - (ii) Nominations shall be received by the Returning Officer:
 - 1. From a day of the President's choosing, generally between the third and sixth week of term and in any case far enough prior to the end of term as to allow a re-election should one become necessary under §1(g) or §2(c), *and*
 - 2. for a period of not less than five days.
 - (iii) Nominations shall be constituted and scrutinised as set out in §8.
- (c) Campaigning & Husting
 - (i) At two p.m. on a day not more than twelve and not less than seven days before the election day campaigning shall begin. At this time the Returning Officer shall announce nominations, place a copy of each candidate's manifesto in the usual places and upload copies of candidate's manifestoes onto the website.
 - (ii) Candidates shall not campaign prior to this time and should take great care not to appear so to do.
 - (iii) Candidates may be assisted by a campaign team. All members of a campaign team must be *in statu pupillari* members of the Society and must be approved by the Returning Officer. No amendments to a candidate's team will be permitted after the polls open. A candidate's proposer and seconders shall automatically be members of a campaign team.
 - (iv) The Rules Committee may, from time to time, set limits on the size of campaign teams.
 - (v) No person may be added to a campaign team unless a letter, signed by that person, is delivered to the Returning Officer.
 - (vi) Candidates must make their campaign team aware of all election rules and regulations and will be responsible for all the activities of members of their campaign team.
 - (vii) All candidates' written publicity must be approved by the Rules Committee and must conform to the provisions of §9.
 - (viii) At some stage during the period of campaigning the President shall call a General Meeting at which hustings shall be held as set out in §7, at which candidates shall normally hust for a maximum of five minutes and proposers for a maximum of four.
- (d) Polling
 - (i) Over a twenty-four hour period starting from six p.m. one evening to six p.m. the following evening on a date selected by the Rules Committee, not less

than seven and not more than twelve days after campaigning has begun, polling shall take place.

(ii) The submission of ballots will be take place electronically through an online system.

(iii) In the event of a technical fault or other extra-ordinary circumstances, the Rules Committee, with the consent of all candidates, may substitute an alternative ballot submission system.

(iv) No candidate, their proposer or seconder or any member of their campaign team may come within ten yards of any members in the process of casting their vote.

(v) Where a member in residence is unable to vote by means of the procedure set out in (ii), the Rules Committee may, at their sole discretion, accept from the member a postal or other paper ballot. Such votes shall be:

1. wholly in the member's own hand; *and*
2. submitted to the Returning Officer by five p.m. on the day the polls close.

(e) The Count

(i) The Returning Officer shall convene the Rules Committee to conduct the count³⁷.

(ii) Each candidate may nominate a member of the Union to be present at the count as their Independent Observer.

(iii) The Count shall normally begin in the evening of the polling day.

(iv) Should there be a discrepancy of greater than or equal to five percent between the number of votes cast and those registered, the ballot box shall be ruled out of order.

(v) If after the first count the votes cast for the first and second placed candidates are within five percent of each other, there shall be a re-count.

(f) Should a re-election be required by these Standing Orders, the Rules Committee shall hold it as soon as is practicable. It shall be treated as a normal Presidential Election.

(g) Campaign Regulations and Costs

(i) The Rules Committee shall determine what limits shall be placed on campaigning methods, devices, and techniques at its meeting immediately prior to nominations opening. Any method, device, or technique shall be deemed prohibited unless permitted by the Committee.

(ii) The Rules Committee shall permit, subject to such limitations as they deem suitable, at a minimum:

1. the distribution of manifestos directly to members;
2. the display of posters across the University;
3. the use of electronic campaigning methods, *inter alia*, the internet, telephones, and other mobile communication devices; *and*
4. canvassing of members.

(iii) The following activities shall be prohibited in all elections:

1. any and all campaigning on Society premises and at the North Bailey Club;
2. the display of posters without permission or where prohibited; *and*

³⁷ This is a full meeting of the Committee, with the usual quorum of five members.

3. any method, device, or technique likely to breach the Candidates' Code of Conduct, as determined by the Rules Committee.
- (iv) The Rules Committee shall determine the maximum amount that candidates shall be permitted to spend on their election campaigns at the meeting immediately prior to the nominations opening.
- (v) The regulations made by the Rules Committee under (i) and (iv) above shall be publicised in the usual places for the duration of the election process, including the period in which nominations are open.
- (vi) All expenditure deemed to benefit a candidate's campaign shall be considered election expenditure, except that expenditure which is met by the Union.
- (vii) The Union shall pay half the cost of the printing of the manifestos of each candidate.
- (viii) Should candidates make use of a cheap source of materials or services, these shall be accounted for at a rate agreed by the Returning Officer.
- (ix) All Candidates shall present a full record of their election expenditure and any other details required by the Rules Committee as part of their regulations under (i) above to the Returning Officer prior to the close of polling.

4. Elections at General Committee

- (a) Subject to (b) and (c) an election shall normally be held at the meeting of the General Committee immediately subsequent to the office becoming vacant.
- (b) The Rules Committee may change the date of any election to held at a meeting of the General Committee if appropriate.
- (c) Elections shall be publicised to the members of the General Committee at least five days in advance of the election.
- (d) Canvassing shall be forbidden.
- (e) Nominations
 - (i) Nominations for those Officers listed in cl (xxxii) shall be:
 1. received by the Returning Officer:
 - a. from the day following the resignation of the previous officer,
 - b. for a minimum of five days, *and*
 2. constituted and scrutinised as set out in §8.
 - (ii) Nominations for other offices and for Returning Officer shall be made to the Returning Officer by a candidate's proposer³⁸ at the beginning of the election.
- (f) Manifestos & Husting:
 - (i) In elections where manifestos are required, the Returning Officer shall distribute a copy of each candidate's manifesto to members of the General Committee at least forty-eight hours in advance of the concerned meeting of the General Committee³⁹.
 - (ii) In elections for officers and for the Returning Officer candidates shall normally hust for a maximum of four minutes and proposers for a maximum of three minutes.

³⁸ This is delivered verbally at the meeting of the General Committee.

³⁹ Conventionally, these are also displayed in the usual places.

- (iii) In elections to the Rules Committee candidates shall normally hust for a maximum of two minutes and proposers shall not hust.
- (g) Polling shall take place at the Secretary's table immediately following the hustings.
- (h) The Count shall be conducted by at least two members of the Rules Committee⁴⁰.
- (i) Should a re-election be required by these Standing Orders, it shall be held at the next meeting of the General Committee and shall be treated as a normal election.

5. Elections at General Meetings

- (a) The elections to the House Committee shall normally be held at the second Ordinary General Meeting of the Michaelmas and Epiphany terms, and the first Ordinary General Meeting of the Easter term.
- (b) The elections to the Social Committee and the Sponsorship Committee shall normally be held at the third Ordinary General Meeting of the Michaelmas and Epiphany terms, and the second Ordinary General Meeting of the Easter Term.
- (c) The elections to the President's Committee will normally at the first Ordinary General Meeting following the election of the President. Three ordinary members of the committee shall be elected during every election cycle.⁴¹
- (d) The elections to the Consultative Committee shall normally be held annually at the second Ordinary meeting of Michaelmas term.⁴²
- (e) The elections to the Debates Committee shall be held as required when candidates are nominated by the Debates Selection Committee.
- (f) The Rules Committee may change the date of any election to be held at a General Meeting if appropriate.
- (g) Bye-elections shall be held at General Meetings as and when required.
- (h) Nominations shall be received by the Returning Officer from the day one week prior to the elections until noon on the day of the elections⁴³.
- (i) Hustings shall be held at the General Meeting at which the elections are to take place. Candidates shall normally hust for a maximum of two minutes, and proposer shall not hust.
- (j) Polling shall take place at or immediately after the General Meeting. In House Committee elections all full members present at the General Meeting shall be entitled to vote, in other elections all full Members present at the General Meeting and in residence shall be allowed to vote.
- (k) The Count shall be conducted by at least two members of the Rules Committee.

⁴⁰ Unlike a Presidential Election count, this is not a meeting of the Rules Committee.

⁴¹ This will mean four members will be elected each term, who will then serve for two terms (the elect term and the term itself of each President respectively). The nature of the two term cycles will mean that there will have to be elections to President's Committee each term after the election of new President. The four members who are elected after a Presidential election will be attached to that President for the duration of their two terms.

⁴² The Returning Officer shall be responsible for ensuring that by-elections are held, at the start of every term at a minimum, in accordance with SO II § 1 (e) for members of Consultative Committee who have neglected their official responsibilities.

⁴³ This is normally done by way of a sheet in the usual places.

6. *Deleted*

7. **Hustings**

- (a) For the duration of hustings the Returning Officer or their deputy shall take the chair⁴⁴.
- (b) Candidates shall hust and then answer any questions directed at them through the chair⁴⁵.
- (c) Where these standing orders make such provision, proposers shall hust in their candidates' name and then answer any questions directed at them through the chair, whilst the candidates are absent from the room.
- (d) Where a candidate is unable to attend hustings, the Returning Officer may at their discretion allow the candidate's nominee⁴⁶ to hust in their stead.

8. **Written Nominations**

- (a) Where these Standing Orders make provision for the submission of written nominations they shall consist of:
 - (i) a letter of proposal signed by a proposer and one seconder; *and*
 - (ii) a draft manifesto containing a photograph of the nominee
- (b) The Rules Committee shall scrutinise nominations, draft manifestos and photographs within forty-eight hours of the closure of nominations and shall declare invalid:
 - (i) any nominations not conforming to the requirements of (a), subject to §11 and shall notify the candidate in writing;
 - (ii) manifestos contravening §9, subject to §11, and shall inform the candidates of the decision in full.
- (c) A candidate whose manifesto has been rejected may revise it and re-submit it to the Rules Committee for further consideration. Should the manifesto remain invalid at the start of campaigning the Returning Officer may declare the nomination invalid, subject to §11.

9. **The Candidates' Code of Conduct**

- (a) Candidates shall not indulge in personal attacks on opposing candidates that are irrelevant to their suitability for office.
- (b) Candidates shall not indulge in irrelevant personal attacks on any other member of the Union.
- (c) Candidates shall not bring the Union into disrepute.
- (d) Candidates shall not be untruthful, nor distort the truth.
- (e) Candidates shall not act in bad taste.
- (f) Candidates should ensure that their supporters conform to this Code of Conduct.

10. **Electoral Misdemeanours**

- (a) The Rules Committee shall determine electoral misdemeanours as falling into one of the following categories:
 - (i) Electoral Irregularity, which shall be defined as any technical infringement of the rules.

⁴⁴ Although they need not actually sit in it.

⁴⁵ The order in which candidates answer questions rotates in the interest of fairness.

⁴⁶ Who may be their proposer.

- (ii) Electoral Misconduct, which shall be defined as infringing the candidates' Code of Conduct, but without perverting the course of democracy.
 - (iii) Electoral Malpractice, which shall be defined as perverting the course of democracy.
- (b) Further to (a) Rules Committee shall have the power to impose the following penalties:
- (i) rule candidates for election out of order
 - (ii) limit a candidate's election budget
 - (iii) limit the number of days for which a candidate may campaign
 - (iv) remove an individual from a candidate's campaign team
 - (v) limit a candidate's use of any electoral method, device, or technique
 - (vi) withdraw the Society's subsidy for the printing of manifestos.
- (c) In all cases where the Committee rules a candidate to have committed Electoral Malpractice, that candidate shall be ruled out of order.
- (d) In cases of grave electoral malpractice, or electoral malpractice not attributable to any candidate, the Rules Committee may rule the election out of order and hold a re-election as soon as practicable.

11. Complaints

- (a) Any member may make a complaint to the Rules Committee concerning the conduct of an election or the conduct of any candidate in an election.
- (b) The Committee is bound to hear all such complaints made prior to the count, and may also consider complaints made after the count if they see fit.
- (c) No complaints or appeals shall be heard by the Committee after one calendar month has elapsed from the date of the election.
- (d) Should any plaintiff or defendant be dissatisfied with the decision of the Rules Committee they may revert to the Rules Committee to seek a revision of their decision.
- (e) Should any plaintiff or defendant wish to appeal against a decision made by the Rules Committee under (d) they shall appeal to the Appeals Tribunal.

12. Appeals

- (a) The Appeals Tribunal shall normally consist of the President, one Trustee of the Society nominated by the Trustees annually and one member, selected by lot, from a panel of qualified persons⁴⁷. The panel shall comprise:
 - (i) all members who have served two terms on the Rules Committee still in residence;
 - (ii) all former Returning Officers still in residence; *and*
 - (iii) all former members of the Standing Committee in residence provided that no currently serving member of the Rules Committee or the General Committee, nor any former office-holder removed from office by a vote of no-confidence, shall be included in the panel.
- (b) The Tribunal shall be chaired by the President.
- (c) The Rules Committee shall be represented by the Returning Officer or their deputy. Any plaintiff or defendant shall put their own case.

⁴⁷ Provided, obviously, that no person who is either a supporter of any candidate or a member of the current Rules Committee who has been involved in the decision being appealed will be included.

- (d) All parties and the Appeals Tribunal shall have the right to call whichever witnesses they see fit.
- (e) Appeals Tribunal proceedings shall be held in closed session and any deliberations shall remain confidential.
- (f) The Appeals Tribunal shall deliberate and reach a decision in accordance with the Rules.
- (g) The decision of the Appeals Tribunal shall be published in the usual places.
- (h) All plaintiffs, defendants and the Rules Committee shall receive full reasons for all decisions in writing. The reasons for the decisions should remain confidential.
- (i) In the event that the Appeals Tribunal cannot be convened within a reasonable time, it shall be postponed and the electoral process suspended, until it can be held and has reached a decision.
- (j) All decisions made by the Appeals Tribunal shall be both final and binding on all concerned⁴⁸.

Standing Order VI – Internal Debating Competitions⁴⁹

1. The Robson Cup

- (a) The Robson Cup exists in memory of F. A. B. Robson (Hatfield College) and of his generosity to the Society, and is the competition to find the Society’s best debater in *statu pupillari*.
- (b) The Cup shall be awarded in the Easter Term of each year.
- (c) Every member of the Society in *statu pupillari* shall be eligible to enter the Cup with the exception of the President.
- (d) Selection of the Finalists
 - (i) The President shall select six members to compete in the final of the Cup, unless more are required under the provision of (ii) or insufficient interest is shown in the competition to fill it, chosen according to the procedure outlined below.
 - (ii) Any previous winner of the competition, still a member of the Society *in statu pupillari*, shall be offered a place in the final without requirement to compete in any preliminary rounds.
 - (iii) The President may further offer a number of members places in the final without requirement to compete in any preliminary rounds. The total number of members selected in this manner shall not be such that the number of members selected under this provision and that of (ii) exceeds three.
 - (iv) The President shall choose the balance of the finalists from those who do best in the preliminary rounds of the competition.
- (e) Preliminary Rounds
 - (i) Where necessary, the President shall hold preliminary rounds for the Cup at some time in the fortnight preceding the final.
 - (ii) The choice of judges and motions for the rounds and the overall format of the competition shall be at the discretion of the President with the consent of the Standing Committee.
- (f) The Final

⁴⁸ Note c1 (iii) concerning the limitation of the force of motions.

⁴⁹ Many of the duties of the President in this Standing Order are generally delegated to the Director of Debating.

- (i) The President shall arrange for the final of the Cup to take place as the main business of an Ordinary General Meeting.
- (ii) The motion for the final shall be chosen by the President.
- (iii) The judges of the competition, whose decision shall be final, shall be chosen by the President and shall consist of at least one person not *in statu pupillari* and three in all.
- (iv) The Cup shall be presented by the chairman of the judges.

2. The Robson Shield

- (a) The Robson Shield exists in memory of F. A. B. Robson (Hatfield College) and of his generosity to the Society, and is the award for the member in residence who has made the year's best speech in the main business of an Ordinary General Meeting.
- (b) Every member of the Society in residence shall be eligible to win the Shield with the exception of the year's three Presidents.
- (c) The winner of the Shield shall be chosen by a meeting of the year's Presidents. Where no exceptional speech has been made in a year, the President shall have the right to declare the Shield unawarded.
- (d) Subject to (c) the Shield shall be awarded at the last General Meeting of the Easter term following the accession of the incoming Michaelmas-term President to the chair, presented by the President in whose term the best speech was made.

3. The Inter-Collegiate Debating Trophy

- (a) The Inter-Collegiate Debating Trophy exists as the competition to find the University's best constituent college debating team.
- (b) The Trophy shall be awarded in the Epiphany Term of each year.
- (c) Teams
 - (i) Teams of two members shall be eligible to enter the competition where both members are recognised by the University as members of the same constituent college *in statu pupillari*.
 - (ii) The President shall select four teams to compete in the final of the Trophy.
 - (iii) Where more than four teams enter the competition, the President shall choose the finalist teams from those who do best in the preliminary rounds of the competition.
- (d) Preliminary Rounds
 - (i) Where necessary, the President shall hold preliminary rounds for the Trophy at some time in the fortnight preceding the final.
 - (ii) The choice of judges and motions for the rounds and the overall format of the competition shall be at the discretion of the President with the consent of the Standing Committee.
- (e) The Final
 - (i) The President shall arrange for the final of the Trophy to take place as the main business of an Ordinary General Meeting.
 - (ii) The motion for the final shall be chosen by the President.
 - (iii) The judges of the competition, whose decision shall be final, shall be chosen by the President and shall consist of at least one person not *in statu pupillari* and three in all.
 - (iv) The Cup shall be presented by the chairman of the judges.

4. The Novice Cup

- (a) The Novice Cup is the competition to find the Society's best first- year debater in statu pupillari.
- (b) The Cup shall be awarded in the Michaelmas Term.
- (c) Every member of the Society *in statu pupillari*, for whom the current academic year is the first that they have entered any Inter-Varsity debating competitions (or the John Smith Memorial Mace), is eligible to enter the Novice Cup.
- (d) Selection of the Finalists
 - (i) The President shall select six members to compete in the final of the Cup, unless insufficient interest is shown in the competition to fill it, chosen according to the procedure outlined below.
 - (ii) Where more than six individuals enter the competition, the President shall choose the finalists from those who do best in the preliminary rounds of the competition.
- (e) Preliminary Rounds
 - (i) Where necessary, the President shall hold preliminary rounds for the Cup at some time in the fortnight preceding the final.
 - (ii) The choice of judges and motions for the rounds and the overall format of the competition shall be at the discretion of the President with the consent of the Standing Committee.
- (f) The Final
 - (i) The President shall arrange for the final of the Cup to take place as an item of business at an Ordinary General Meeting.
 - (ii) The motion for the final shall be chosen by the President.
 - (iii) Where possible, the competition shall be judged by the previous year's winner of the cup, whose decision shall be final. Otherwise the President shall appoint a nominee to judge the competition, whose decision shall be final.
 - (iv) The Cup shall be presented by the President.

Annexes

Annex I – Conventions of the House

1. How the President enters and leaves the Chamber is at their discretion.
2. The wearing of the Presidential gown is at the President's discretion.
3. How the officers sit is at the President's discretion.
4. How speakers sit is at the President's discretion.
5. Speakers shall address all speeches and points of order and information to the President.
6. A speaker shall give way on a point of order.
7. A speaker may give way on a point of information at their discretion; however, no points of information shall be made during the speeches of summation.
8. Those members speaking from the floor are requested to give their name and college at the start of their speech for the benefit of the Secretary.
9. The vote shall be held first by acclamation and, if this fails to yield a decisive result, then by division.
10. Members must switch off Mobile telephones before entering the Chamber.

Annex II – Concerning Dinners and Drinks

1. The President should strive to use their pre-debate dinners for the benefit of the Society.
2. The President should try to invite to pre-debate dinners those members who have made special efforts for the Society which might be expected to include:
 - a. all members of the Standing Committee;
 - b. as many other officers and elected officials as practicably possible; *and*
 - c. as many of the past Presidents in residence as is practicably possible.
3. It is traditional for the previous term's President to be invited to the dinner before the farewell debate.
4. A drinks reception will normally be held after a debate to which the President shall generally invite:
 - a. all those officers who have spoken in the debate to the pleasure of the House;
 - b. all Officers and past Presidents in Residence; *and*
 - c. all those who attended the pre-debate dinner.

Annex III – Concerning Debates Committee

This Annex shall be enforced by the Director of Debating at all times

Any member wishing to find out more about any of these roles in the Society should ask the Returning Officer, the Director of Debating or the current holder of the position.

1. The Competence and Electoral Procedures of the Debates Committee

- (a) Four candidates shall be nominated by the Debates Selection Committee for election to the Debates Committee. Eligible candidates for Debates Committee must have attended:
 - (i) at least five Monday Night Workshops;
 - (ii) at least four Intermediate Debating Practices; *or*
 - (iii) at least three Advanced Debating Practices.
- (b) The Debates Selection Committee (DSC) may adjudicate on the eligibility of candidates if the above criteria have not been met but other experience exists. The Returning Officer will be advised of this decision.
- (c) The DSC shall adjudicate on and hold two types of application processes;
 - (i) The DSC shall select teams and judges from the general membership for all Debating Competitions in accordance with §2.
 - (ii) The DSC shall select from the general membership, occupants for the following positions and any others that it deems necessary. Details of each role can be found within the Officers Handbook:
 - 1. Advanced Training Co-ordinator
 - 2. Intermediate Training Co-ordinator
 - 3. Novice Training Co-ordinator
 - 4. Schools Programme Co-ordinator
 - 5. Convener of the Durham Inter-Varsity Competition
 - 6. Convener of the Durham Open Competition
 - 7. Co-Convener of the Durham Schools Competition
 - 8. Co-Convener of the Durham Women's Open

2. Guidance on the Selection of Teams and Judges

- (a) The DSC will select teams and judges for all competitions except the World Universities Debating Championships and the European Universities Debating Championships.
- (b) The DSC should strive to make decisions by consensus, but where this is not possible the Director of Debating shall have the overriding vote. There are the following exceptions;
 - (i) In situations where the decision concerns the Director of Debating
 - (ii) In situations where the decision concerns either the Debate Training Secretary or the Debate Competitions Secretary, their vote becomes void.
- (c) Selections will be made according to the application process schedule as announced by the Director of Debating at the start of each term.

- (d) Selections will be made on the following criteria. Each criteria does not carry a set value or weight but will be assessed holistically by the DSC during the application process.
 - (i) Ability as determined by the candidates' previous competitive record, as well as their recent performances within training sessions and internal competitions.
 - (ii) The Societies potential gain as determined by the following measurements:
 - 1. The increase in prestige and quality of inter-institutional relationships that may be achieved for the Durham Union Society
 - 2. The development of an individual in terms of experience and/or performance.
 - (iii) Commitment as gauged by the applicants' attendance and attitude at training and other debating events given their individual circumstances.
- (e) Once selected, if the applicant is unable to attend the event then they must inform the DSC as soon as possible.
 - (i) If this occurs within ten days or less of the competition in question, then the applicant must find a satisfactory replacement.
 - (ii) If the applicant is unable to do so and unable to attend, then they must reimburse the Society for any expenditure. This is waived if the applicants' failure is linked to exceptional circumstances as judged by the DSC and the Treasurer.

3. Timings of Selections of Positions

- (a) The DSC will select the aforementioned positions.
- (b) The DSC will strive to select the positions within the following timescales:
 - (i) Advanced Training Co-ordinator, Intermediate Training Co-ordinator and Novice Training Co-ordinator in the eighth week of Easter Term
 - (ii) Schools Programme Co-ordinator in the eighth week of Easter Term
 - (iii) Durham IV Convener in the seventh week of Easter Term
 - (iv) Durham Open Convener in the sixth week of Epiphany
 - (v) Durham Schools Co-Convenor in the eighth week of Michaelmas
 - (vi) Durham Women's Open Co-Convenor in the seventh week of Easter Term.
 - 1. Only self-identifying women can apply for this position

4. Guidance on Notification and Selection of Positions

- (a) The DSC will set a date and time of the selection meeting.
- (b) The Returning Officer will notify members of any forthcoming selection meetings by the following means:
 - (i) placing of notices on the board outside the Chamber;
 - (ii) an announcement at a preceding Ordinary General Meeting; *and*
 - (iii) via email to the eligible members *in statu pupillari*.
- (c) These will be publicised at least one week before the selection meeting and applications will close one day before the meeting.
- (d) Applications for a position shall comprise a full written application, submitted to the Director of Debating by one p.m. on the day that applications close.

- (e) There shall be strictly no electioneering⁵⁰.
- (f) Selection meetings of the DSC shall scrutinise the written applications of candidates and then hold interviews of all candidates at their discretion.
- (g) The candidates shall be notified of the decision of the DSC within forty-eight hours of the DSC meeting. The decision shall then be advertised in the usual places.
- (h) Should there not be a successful applicant for the position; the position shall be re-advertised as above.
- (i) If the positions still fail to be filled after sufficient period had passed then they will be taken over by the Debate Training Secretary or Debate Competitions Secretary as deemed appropriate by the Director of Debating.

5. Guidance on selection of WUDC and EUDC teams and judges.

- (a) Selection for WUDC and EUDC shall not be conducted by the DSC.
- (b) The Director of Debating shall invite a panel (the size of which is at their discretion) of external and impartial arbiters.⁵¹
- (c) This panel shall construct a selection process of their own choosing that retains the interests of the Society at its core.
- (d) The Director of Debating shall advertise a timescale for applications for trials to all eligible members. Eligible members are as defined by the WUDC and EUDC regulations.
- (e) The panel shall then scrutinise the applications and give trials to applicants at their discretion.
 - (f) The panel shall select the teams and judges as they deem appropriate, while retaining the best interests of the Society at its core.

⁵⁰ And a member could complain to Rules Committee that this had occurred.

⁵¹ It is normal practice that at least two judges are included on the panel. In extraordinary circumstances, where only one judge is invited; the DoD must explain this decision to DSC who ratify this decision by a majority

Annex IV – Ballot Procedure for North Bailey Club Accommodation

1. The Standing and General Committees of the Durham Union Society resolve that the following guidelines will determine the ballot for 24 NBC Accommodation:
 - (a) 5 points will be awarded for every day spent as President in Michaelmas term.
 - (b) 4 points for every day spent as President in Epiphany and Easter terms.
 - (c) 3 points for every day spent as a Full Officer of the Society or immediate President-Elect, entitled to sit on the Standing Committee under the Rules.
 - (d) 2 points for every day spent as an Officer of the Society or elected official of the Society
 - (e) 1 point for every day spent as a member of the General Committee, entitled to vote under any provision of the Rules.⁵²
 - (f) 1 point for every day spent as Novice, Intermediate or Advanced Debate Trainer as appointed by the Debates Select Committee on the Wednesday of the eighth week of Easter term. Points will be awarded for days served up to and including the Tuesday of the eighth week of the subsequent Easter term.
 - (g) 1 point for every day spent as School’s Programme Coordinator, as appointed by the Debates Select Committee on the Wednesday of the eighth week of Easter Term. Points will be awarded for days served up to and including the last day of the subsequent School’s competition.
 - (h) 1 point for every day spent as Durham IV Convener, as appointed by the Debates Select Committee on the Wednesday of the seventh week of Easter term. Points will be awarded for days served up to and including the last day of the subsequent Durham IV competition.
 - (i) 1 point for every day spent as Durham Open Convener, as appointed by the Debates Select Committee on the Wednesday of the sixth week of Epiphany term. Points will be awarded for days served up to and including the last day of the subsequent Durham Open competition.
 - (j) 1 point for every day spent as Durham Schools Co-Convener, as appointed by the Debates Select Committee on the Wednesday of the eighth week of Michaelmas term. Points will be awarded for days served up to and including the last day of the subsequent Durham School’s competition.
 - (k) 1 point for every day spent as Durham Women’s Open Co-Convener, as appointed by the Debates Select Committee on the Wednesday of the seventh week of Easter term. Points will be awarded for days served up to and including the last day of the subsequent Durham Women’s Open competition.

⁵² Including as a past President in residence, although points should not be counted for past Presidents whilst on a year out of residence.

2. Ballot Procedure

- (a) Where members hold multiple positions concurrently, they will be awarded points for the one position only, that which merits the highest number of points.
- (b) The Custodian will calculate the total number of points that an applicant is entitled to since joining the Society. The highest placed applicant will have first choice of the rooms, the second placed the second choice and so forth until all eight vacancies have been filled.
- (c) Points will be awarded for days in term time only.
- (d) In the event of a tie the Custodian will flip a coin
- (e) The ballot shall be run by or during the seventh week of Michaelmas term.
- (f) Unless otherwise specified, days shall be determined from the date of election to the day before date of election of their successor.
- (g) All points accrued up to the drawing of the ballot shall be wiped once an applicant has successfully used them in a ballot
- (h) Members of the Society who have never held elected or appointed office will be considered only once all applicants who are entitled to at least 1 point under the above provisions are allocated rooms. Applicants from this category will be ranked by the number of days spent as a member of the Society. In the event of a tie, the Custodian will flip a coin.

Appendix - Rules of the North Bailey Club

Name, Object & Ownership

- (i) The name of the Club shall be the 'North Bailey Club', hereinafter referred to as 'the Club'.
- (ii) The chief objects of the Club shall be:
 - (a) to provide club facilities for its members and
 - (b) to provide social events for its members.
- (iii) The ownership of the Club is vested in its Trustees, who shall have ultimate authority in the Club, subject only to the Deed of Trust.

Status

- (iv) The Club shall be a members' club and shall consist of those classes of members specified in cl (viii).

Supply of Intoxicating Liquor

- (v) The permitted hours for the supply of intoxicating liquor shall be as may from time to time be determined by the Committee in accordance with the provisions of the Licensing Act 1964, or any statutory modification or re-enactment thereof, and as notified to the Clerk to the Justices
- (vi) Intoxicating liquor shall only be supplied to Members.
- (vii) Under no circumstances shall intoxicating liquor be supplied to or purchased for any person under the age of 18 years.

Membership

- (viii) Membership shall be divided into Full Membership, Associate Membership and Temporary Membership.
- (ix) *Full Membership* shall be open to the following:
 - (a) Academic staff and members of the Senior Common Rooms of the departments and constituent Colleges of the University of Durham.
 - (b) Fellows of the University Society of the University of Durham
- (x) *Full Membership* shall be given to any person eligible under cl (ix) upon payment of the membership fee as determined from time to time by the Committee of Management. All members of the Club shall have the right to attend and vote at the Annual General Meeting and to enjoy the use of the Club's facilities.
- (xi) *Associate Membership* shall be awarded to all Full Members of the Durham Union Society, who shall not be required to pay any subscription fee. They shall enjoy the same rights as the Full Members.
- (xii) *Temporary Membership* shall be awarded to the Reciprocal Members of the Durham Union Society for the duration of their stay in Durham.

Termination of Membership

- (xiii) A member shall cease to be a member:
 - (a) On the delivery to the Secretary of their written resignation.
 - (b) On expulsion from the club pursuant to the Rules on Suspension and Expulsion.

Guests

- (xiv) Any Full or Associate Member may introduce up to four guests per day, to participate in club activities and use the facilities of the Club.
- (xv) No person shall be allowed to participate in activities who has been expelled or suspended from membership.
- (xvi) No person whose application for membership has been refused or who has been expelled from the Club shall be introduced as a guest.
- (xvii) A Member introducing a guest shall enter the name and address of each guest together with their own name and address in a book which shall be kept at the Club for this purpose.
- (xviii) During a guest's stay at the Club they must be accompanied at all time by the introducing Member who will be personally responsible for the conduct of the guest.
- (xix) No guest shall purchase intoxicating or non-intoxicating beverages during their visit to the Club.

Suspension and Expulsion

- (xx) If, in the opinion of a member of the Standing Committee or the Committee of Management, the conduct of a member, within or outside the facilities of the 24 North Bailey Club, renders their participation in club activities undesirable, then that member of the Committee may request a meeting with the President and the Custodian. The President and the Custodian will then take action in accordance with the direction of the committees; that is to say, interview and, where appropriate, give verbal or written caution; temporarily suspend the member and give the member at least 10 days' notice to attend a meeting of the committees. The written notice shall contain particulars of the complaint against the member.
- (xxi) The committees may, on the affirmative vote of two thirds of the members present, suspend or expel any member who offends against the Club Rules, or whose conduct, in the opinion of the committees, is unsuitable for membership. Subject to the following paragraph of this Rule, before any such member is expelled the Secretary shall give them at least 10 days' notice in writing to attend a meeting of the committees, and in that notice shall inform them in detail of the complaints against them. Subject to the following paragraph of this Rule no member shall be expelled without first having an opportunity of appearing before the committees and answering complaints made against them, provided that in the event of the non-appearance before the committees of any member upon whom written notice to attend has been served, the committees may proceed to consider the complaints in their absence.
- (xxii) No Member or guest so expelled or excluded shall ever be allowed access to the Club or considered for membership of the Club.

The Annual General Meeting

- (xxiii) A General Meeting of the Club shall be held at least once per year and fifteen months must not elapse without a General Meeting.
- (xxiv) The General Meeting will be called by the Committee of Management at any time, with ten days notice. Notice shall be satisfactory if the meeting is advertised prominently around the Clubs premises.
- (xxv) A General Meeting may also be called by any member with full voting rights upon submission to the Secretary of a list of the signatures of thirty members, or of one fifth of the total number of members, whichever is the smaller.
- (xxvi) The General Meeting shall have the power to elect members of Committee of Management and shall also be a forum for the Full and Associate members to question the Officers of the Club.

The Committee of Management

- (xxvii) The Committee of Management of the Club shall consist of twelve members. Seven of these shall be elected at the Club's Annual General Meeting. The remaining four members shall be *ex officio* the President, Custodian, Assistant Secretary and Assistant Custodian of the Durham Union Society.
- (xxviii) Potential candidates for the Committee of Management must be Full or Associate Members of the Club, and must be nominated by a proposer and seconder, both of whom must also be either Full or Associate Members of the Club.
- (xxix) Meetings of the Committee shall be called by the Chairman, who shall give 10 days notice to the members of the Committee.

Officers

- (xxx) The President shall be the head of the Club and shall be the sole interpreter of Club Rules.
- (xxxi) The Chairman shall be responsible for the day-to-day management of the Club, as well as for the upkeep of the Club's facilities. The Chairman shall further be responsible for chairing the Committee of Management.
- (xxxii) The Assistant Secretary shall be responsible for the keeping of true and correct minutes, records and rules; and shall be responsible for the setting and distributing of agendas for General Meetings and the meetings of the Committee of Management.
- (xxxiii) The Assistant Custodian shall be responsible for the control and management of the Club's finances. The Assistant Custodian shall further be responsible for liaising with the Trustees.

Ratification of Decisions

- (xxxiv) Decisions taken at General Meetings and by the Committee of Management of the Club will only be valid insofar as they are ratified by the Standing Committee of the Durham Union Society.