

SECTION 1—NAME, OBJECTS AND MEMBERS

1. Name

The name of the Union shall be "The Emmanuel College Students' Union and Amalgamated Clubs", hereinafter referred to as ECSU.

2. Objects

The objects of ECSU shall be:

1. to advance the education of its members;
2. to provide, in the interests of its members, facilities for recreation;
3. to act as a channel of communication between its members and other members of Emmanuel College, hereinafter called the "College", and of the University of Cambridge and any other body whose activities affect the interests of its members
4. to maintain close links with any like association or organization of students, in particular with the Cambridge University Students' Union and the National Union of Students or their successors in title;
5. to administer and to allocate funds made available to its members in their capacity as students, or acquired by ECSU on behalf of its members in accordance with the objects of ECSU;
6. to establish a Donations Fund, from the profits of such amusement machines as the Open Meeting shall from time to time designate, and to distribute the capital of the fund in such manner as the Open Meeting shall decide.
7. to uphold Equal Opportunities regardless of gender, race, sexuality, disability, marital status, parenthood, religious beliefs, financial status and age.

3. Members

The following shall be members of ECSU:

1. All junior members of the college, including associate members of the Middle Combination Room, who are in residence and who are pursuing a course of study or research in the University.
2. Persons who are resident in the University with a view to matriculation as junior members of College.
3. Sabbatical officers of Cambridge University Students' Union and the National Union of Students of their successors in title, or any like body of Cambridge or British students, who are also members of the College.

SECTION II—THE EXECUTIVE

4. Members

The Executive Committee of ECSU, hereinafter called the "Executive" shall consist of 17 (in Michaelmas term) or 18 (otherwise) full members, and up to 4 co-opted non-voting members. Associate members of the MCR shall not be eligible to stand for election to the executive. The full voting members of the executive shall be:

1. a President
2. a Vice-President
3. a Women's Officer
4. an MCR Representative, being the Graduate Officer of ECSU
5. a Secretary
6. a Treasurer
7. an Assistant Treasurer (in Lent and Easter Terms)
8. an Academic Affairs Officer
9. an External Officer
10. a Catering Officer
11. an Entertainments Officer
12. a Welfare Officer
13. a Building and Services Officer
14. an Environmental Officer
15. a Shop Manager
16. a College Newsletter (ROAR!) Editor
17. a Computing and Publicity (Communications) Officer
18. an Access Officer

5. Co-opted Non-voting Members

1. In addition to the full voting members of the Executive, two of the co-opted non-voting members shall be the two Bar Managers.
2. The two RAG Representatives shall be automatically co-opted onto the Executive.

6. Duties of the Executive

Note: These job descriptions are mere guidelines, giving a general indication of the job's content. They are not complete descriptions and Executive members will be expected to be involved both in general Executive work and in other areas as required.

The duties of the Executive shall be:

1. The President shall be the Chief Executive of ECSU. He or she shall be responsible for receiving and publishing resignations of all other Executive Members. The President, or, in his or her absence, his or her deputy or another Executive member shall chair Open Meetings. The President shall at executive meetings take the chair or appoint a member of the Executive to chair. In the absence of the President, the Vice-President or another member of the Executive shall chair. The President shall

represent ECSU at Governing Body meetings, Master's and Tutors' Committee, Buildings and Services Committee and Catering Committee. He or she shall also convene and chair the Long Term Planning Committee, a sub-committee of the Executive Committee, comprising the President, Vice-President, former President, Former Vice-President and any other interested parties. A room shall be reserved in college for the President. The location for this room shall be decided by the President and Senior Tutor. A filing cabinet containing the reports and committee meeting minutes of the previous ECSU Executive committees shall be provided in this room.

2. The Vice-President shall act as the Deputy for the President in his or her absence or at the President's request. He or she shall be required to share the workload of the president at College Meetings as required by the President in agreement with the Executive. He or she shall be responsible for receiving and publishing the resignation of the President. The Vice-President shall represent ECSU at Governing Body meetings, on the Master's and Tutors' Committee, and on the Library Committee.
3. The Women's Officer shall co-ordinate the affairs of female members of ECSU and liaise with the Women's Officer of the CUSU or the NUS, or their successor in title, or any like body of Cambridge students. The Women's Officer is not ex-Officio head of the Women's Group but will act as Returning Officer in the elections of officials of that group.
4. The MCR Representative shall represent the MCR Committee in meetings of the ECSU Executive.
5. The Secretary shall post notice of and minute Executive Meetings and Open Meetings, and shall communicate these minutes to the members. The Secretary must also maintain and update the ECSU Policy file, both on computer and in the file in the Library.
6. The Treasurer shall, jointly with the Assistant Treasurer, administer the financial affairs of ECSU, including the Clubs and Societies and Charities Accounts, in accordance with Sections III and IV and Appendix IV. As well as this, they will be responsible for maintaining links between ECSU and the College Clubs and Societies identified in Appendix III: chairing and convening meetings of the Allocation Committee and Contingencies Committee in accordance with Section III and allocating moneys from the Amalgamated Clubs and Clubs and Societies Accounts in accordance with Appendix IV.
7. The Assistant Treasurer shall maintain the Clubs and Societies and Charities Accounting accordance with Section IV and Appendix IV. He or she shall liaise with the Senior Treasurer to determine the level of funding available from College for ECSU's general expenditure and for allocation to Clubs and Societies. They will then prepare budgets for the coming financial year accordingly.
8. The Academic Affairs Officer shall represent the academic interests of the members of ECSU and liaise with the Academic Affairs Officers of CUSU or the NUS, or their successors in title, or any like body of Cambridge students. He or she shall also be the ECSU representative on the Library Committee.

9. The External Officer shall represent ECSU in its external affairs, especially with relation to CUSU and the NUS. He or she shall represent ECSU on the College Students' Representatives Committee (CSRC) or its successor in title, or any like body of Cambridge students. Unless unable to act, he or she shall also be the Returning Officer under regulation 2 of Appendix I.
10. The Catering Officer shall be an ECSU Representative on the Catering Committee and shall attend Food Forum. He or she shall be responsible for seeing that the quality of food remains high and monitoring prices to ensure that the food represents value for money.
11. The Entertainments Officer shall provide entertainments for all members of ECSU, which will appeal to all of the members of ECSU, subject to approval of the Senior Tutor. He or she shall may also be a member of the Bar Premises Committee (see 52(1)). He or she shall convene and chair the Entertainments Committee, a subcommittee of the Executive, comprising of the Entertainments Officer, the President of the Film Society and any other interested parties, which shall oversee and provide assistance for all entertainments organised by ECSU.
12. The Welfare Officer shall represent the welfare needs of the students
 - i. He or she shall liaise with the Welfare Officer of CUSU, the NUS, or any like body of Cambridge students, the Dean, the College Councillor and the ECSU Women's Officer. He or she shall also represent ECSU on Master's and Tutors' Committee. He or she shall nominate an Co-ordinator for entertainments who shall be responsible for security and safety arrangements. See Appendix VI.
 - ii. The Welfare Officer shall also liaise with the Anti-Racism Officer(s) of CUSU, or their successors in title, or any like body of students, with GEEMA Liaison Officer, LesBiGay or similar CUSU affiliated organisation.
13. The Buildings & Services Officer shall be responsible for ensuring that the quality of College Services is high, and for dealing with student complaints about College buildings and services. He or she shall be an ECSU representative on the Buildings and Services Committee, He or she shall be responsible for Rents, students room re-gradings, the room ballot and shall liaise with the Welfare Officer about the security of students on College property. He or she shall be responsible for all machines managed by ECSU, including Gaming machines, vending machines, televisions, VCRs and sewing machines. He or she shall also liaise with Cambridge Cable, or any other like body, with regards to cable television and telephones. He or she shall be responsible for ensuring the upkeep of all Junior Member facilities, including the JCR Bar, the Quiet JCR, the Television Room and the Computer Room. He or she shall may also sit on the Bar Premises Committee - see Article 52(4).
14. The Environmental Officer shall represent green issues in college and raise awareness of recycling and energy efficiency, especially with regard to college policy.
15. The Shop Manager shall manage the ECSU shop and its finances. Orders shall be made from the cheapest source possible at his or her discretion. At the beginning of each term, he or she shall produce the shop rota, in accordance with Article 6(21).

16. The College Newsletter Editor shall convene and chair the College Newsletter Committee, a subcommittee of the Executive, comprising of the College Newsletter Editor, the Computing and Publicity Officer, other Executive Members and any other interested parties, which shall oversee and provide assistance for the production of the Emmanuel College Newsletter.
17. The Computing and Publicity Officer shall publicise ECSU activities, keeping students informed. At the end of each term, he or she shall distribute a 'Reports and Plans' leaflet in accordance with Article 6(23). He or she shall sit on the Roar subcommittee - see Article 6(16). He or she shall be responsible for maintaining the ECSU Web site, and shall liaise with the Buildings and Services Officer in overseeing the upkeep of the college computing facilities.
18. The Access Officer shall be the designated officer in charge of the Target Scheme within Emmanuel, and shall liaise with the CUSU Target Officer and Access Officer or their successors in title.
19. The two RAG Representatives shall run the affairs of Emma RAG under the guidance of the Executive and within the procedures of University RAG. The RAG Representatives need not attend meetings unless RAG business is on the Agenda - see Article 8(9).
20. The two Bar Managers shall run the affairs of the "Bar", in accordance with their duties as laid out in Article 55. The Bar Managers need not attend meetings unless bar business is on the Agenda - see Article 8(8).
21. All voting Executive members shall work in the ECSU Shop if required by the Shop Manager up to twice a week, as per the rota, which the Shop Manager shall construct, in agreement with the Executive. If this obligation cannot be met by a certain Executive member, then he or she must find another Executive member on the rota to swap with either temporarily or permanently.
22. All voting Executive members shall be required to be on door duty for entertainments if required by the entertainments officer, providing at least three days notice is given, unless they have a reason for their absence acceptable to the Executive.
23. At the end of each full term within three days of the last Executive Meeting of term, excluding Executive meetings called under section 8(2), the Computing and Publicity Officer shall publish a 'Reports and Plans' leaflet, which contains articles written by all voting Executive members, detailing what they have done during the term and, where applicable, what they intend to do during the next term.

7. The Senior Treasurer

At its first meeting of the Lent Term each year, the Executive shall appoint a senior member of the College to be Senior Treasurer of ECSU, their choice being subject to the approval of the Governing Body. The Senior Treasurer shall, jointly with the Treasurer and Assistant Treasurer, administer the financial affairs of ECSU, in accordance with Section IV. He or she may attend the Executive and all ECSU Committee Meetings, but shall not have a

vote.

8. Meetings

1. The Executive shall normally meet once a week during Full Term.
2. Further meetings may be called by the President or Vice-President or by the agreement of any four other Executive members, providing that in each case at least 12 hours notice is given to all remaining members of the Executive.
3. The secretary shall post on the ECSU notice-board the place, time and agenda of meetings at least 24 hours before such meetings except for any meeting called under Article 8(2) when as much notice as possible shall be given.
4. The quorum of an Executive meeting shall be seven of its members or one half of its members in office at the time, whichever is the lesser.
5. Executive meetings shall be open to all members of ECSU, who may speak at the invitation of the person in the chair, but shall not vote. Non-members may be admitted on the same terms, at the invitation of the Executive.
6. The Secretary shall minute the Executive meeting and shall post these minutes, as amended by the other members of the Executive Committee, on the ECSU noticeboard and distribute them to the Executive members and the Senior Tutor no later than four days after the meeting.
7. Apologies from Exec members must be given in writing to the President or Vice-President, stating the reason for absence. At the item "apologies", the meeting will vote on whether the reason is acceptable, in which case the member is then minuted under "apologies", or unacceptable, in which case the member is then minuted under "absent".
8. The two bar managers need not attend meetings unless bar business is on the agenda. In such a situation, Articles 8(1), 8(2), 8(7), 14(3)(ii) and 14(3)(iii) shall apply to them, but at all other times shall not
9. The two RAG representatives need not attend meetings unless RAG business is on the agenda. In such a situation, Articles 8(1), 8(2), 8(7), 14(3)(ii) and 14(3)(iii) shall apply to them, but at all other times shall not

9. Procedure

1. In the absence of the President and Vice-President the Executive shall elect, from among its members, a person to take the chair for that meeting only.
2. Decisions of the Executive shall be made by simple majority. Each full voting member shall have one vote except the person in the chair who, in the event of a tie, shall have the casting vote. Co-opted members of the executive shall not have the right to vote.
3. A formal motion passed under Article 9(2) shall be a resolution of the Executive. Unless otherwise provided for by the Constitution, a resolution of the Executive

shall become formal ECSU policy under Article 46.

10. Sub-Committees

1. Sub-Committees, appointments thereto and terms of reference thereof may be constituted for specific purposes at the discretion of the Executive or by resolution of the Open Meeting. The Sub-committee shall elect from among its members a secretary for the purposes of Article 10(2).
2. Articles 8(3) and 8(5) shall also apply to all sub-committees.
3. The rules of procedure of all sub-committees shall be determined by the sub-committee itself.

11. Term of Office

1. The term of office of the Executive shall commence on the final day of the Michaelmas Full Term, and shall terminate on the commencement of office of a newly-elected Executive with the exception of Assistant Treasurer and Treasurer whose terms are governed by Article 11(2). The week before the final day of the Michaelmas Term shall be a 'hand-over' week during which period each Executive Member should actively explain and demonstrate to his or her successor what their post entails.
2. The term of office for the Assistant Treasurer shall be from the final day of the Michaelmas term to the final day of that Easter Term. The Assistant Treasurer shall then become Treasurer, and serve in this post for a further 3 terms standing down on the final day of the next Easter term.

12. Date of Annual Elections

The annual elections for the Executive shall be held not more than 21 days and not less than 7 days before the end of the Michaelmas Full Term. The exact date shall be decided by the Executive.

13. Election Procedure

1. All full voting members of the Executive shall be elected individually on separate ballots with the exception of the Treasurer who will not be elected, but instead appointed as outlined in 11(2).
2. The Women's Officer shall be a female member of ECSU.
3. The annual elections and all by-elections shall be conducted under the procedure prescribed by Appendix I.
4. No two people may stand jointly for any one post.

14. Resignations

1. The President may resign by giving notice in writing to the Vice-President. Following this a three day cooling off period should be observed during which the

resignation may be withdrawn in writing.

2. Any other member of the Executive may resign by giving notice in writing to the President. Following this a three day cooling off period should be observed during which the resignation may be withdrawn in writing.
3. Furthermore, any member of the Executive, including the President, shall be deemed to have resigned if:
 - i. they cease to be a member of ECSU; or
 - ii. they have been minuted as absent from three consecutive meetings or from four in one term; or
 - iii. they have failed to attend two consecutive Open Meetings, they are unable to provide a reason for their absence on both of these occasions, acceptable to the next Open Meeting; or
 - iv. they are directed to resign by a resolution of the Open Meeting. The majority required shall be that of Article 37(2).
 - v. they are elected to another full voting position on the Executive.
4. Following the resignation of an Executive member other than the Treasurer whose resignation is governed by 14(5), the remainder of the Executive may co-opt any member of ECSU to do the work of that Executive member in accordance with Article 9(2) until a replacement is duly elected in accordance with section 16.
5. If the Treasurer is to resign the Assistant Treasurer shall immediately become Treasurer, and perform the tasks allocated to both jobs until a by-election can be held to elect the post of Assistant Treasurer, (under section 16) the new Assistant Treasurer only standing for as long as the old Assistant Treasurer would have stood in that post.
6. Article 14(3)(v) shall not apply to the Bar Managers.

15. Vacancies

If any Executive member resigns, or is deemed to have resigned, a by-election shall be held under Article 16.

16. By-Elections

1. A by-election shall, subject to Article 16(2), be held within 14 days of a member of the Executive resigning or being deemed to have resigned. The exact date shall be decided by the Executive.
2. No by-election shall be held in the final 2 weeks of the Easter Full Term. For the purpose of Article 16(1), the resignation shall be deemed not to take place until the seventh day of the following Michaelmas Full Term. No by-election shall be held in the final 4 weeks before the annual elections in Michaelmas Term, and the place shall remain vacant until the annual elections.
3. A member of the Executive elected in a by-election shall take office immediately.

SECTION III—CLUBS AND SOCIETIES

17. Recognition

College Clubs and Societies which provide facilities open to all ECSU members and operate in accordance with Appendix IV, whether on payment of a subscription or not, shall be recognised as being eligible for financial assistance from the Subscriptions Account.

18. Structure

The Treasurer shall chair the Amalgamated Clubs and Societies. He /she shall convene and chair meetings of the Allocation Committee and Contingencies Committee (in accordance with Appendix IV), and shall report to the Executive. He /she shall assist Clubs and Societies with financial matters when invited, and shall be prepared to help with the formation of new Clubs and Societies. He or she shall also prepare a list of all Emmanuel Clubs and Societies with their Captains/Presidents, Secretaries and Treasurers and maintain this list up to date. A list of all Emmanuel Clubs and Societies receiving allocations from the Amalgamated Clubs Account in the current financial year shall form Appendix III.

19. Allocation Committee

1. There shall be an Allocation Committee, which shall meet in the first half of the Michaelmas Term to consider Grant Applications from College Clubs and Societies recognised under Article 17.
2. In addition to the Treasurer, who shall chair the meetings and act as Secretary, the Allocation Committee shall consist of the ECSU President and Vice President. These three members, in consultation with the rest of the Executive, shall appoint another member of the Allocation Committee. It is recommended that this person should be the Captain or President of another College organisation not applying for funds from the Allocation Committee, such as the Boat Club. If any of the Executive members of the Allocation Committee are Committee members of a Club or Society making an application to the Allocation Committee, they shall be replaced by additional persons appointed in the same way.

20. Contingencies Committee

1. There shall be a Contingencies Committee, which shall be empowered to award grants under Regulation 8 of Appendix IV.
2. In addition to the Treasurer, who shall chair the meetings and the Assistant Treasurer who shall act as Secretary for the meetings, the Contingencies Committee shall consist of the ECSU President and the Captain or President of another Club or Society which has not made an application to that Contingencies Committee meeting. If any of the other three members of the Contingencies Committee are Committee members of a Club or Society making an application to that Contingencies Committee meeting, they shall be replaced by the Captain or President of another Club or Society. The Treasurer and President shall be responsible for appointing the extra member(s) of the Committee. It shall convene as recommended by Appendix IV, Article 8.

21. Management Committee

1. There shall be a Management Committee comprising the Treasurer, the President, the Senior Treasurer, the Senior Treasurer of the Boat Club, the Bursar, and a member representative of the Clubs and Societies listed in Appendix III who make use of the sports ground.
2. The Management Committee shall be responsible for liaison with the Groundsman and Boatman and shall supervise the running of the boathouse and sports ground, meeting as deemed necessary by the Senior Treasurer or ECSU Executive, and reporting to the ECSU Executive as necessary. It shall have no authority to initiate expenditure, but may take recommendations to the ECSU Executive

22. Committee Procedure

1. The Assistant Treasurer shall act as Secretary for the Contingencies Committee. The Treasurer shall act as Secretary for the Allocation Committee. They shall minute meetings of the relevant committees and report on the meetings to the Executive and Senior Treasurer. They must make the minutes available to Members on request.
2. Articles 8(5) and 9(2) shall apply to the Allocation Committee and Contingencies Committee. The Treasurer or Assistant Treasurer shall publicise to all Clubs and Societies by either electronic or paper means meetings of the Allocation Committee and Contingencies Committee.
3. Further rules of procedure, including a current Allocation Procedure and Contingencies Procedure shall be determined by each committee itself and recorded by the Treasurer or Assistant Treasurer. A definitive copy shall be kept by the ECSU President.

SECTION IV—FINANCE

23. Provision of Funds

1. For all purposes provided for expressly or by implication in its objects, ECSU shall have the power to provide funds by:
 - i. raising funds in the form of an annual subscription, the sum to be determined by agreement between the Executive and the Preliminary Estimates meeting of the Master & Tutors Committee;
 - ii. raising funds from any lawful project it might undertake.
 - iii. any project undertaken on behalf of ECSU by one or more paid or unpaid members appointed by the Executive to undertake such a project.
2. For all or any of its objects, ECSU shall have the power to hold, purchase or otherwise deal in all forms of property; and to raise monies by borrowing on the security of ECSU property or otherwise.

24. Clubs and Societies Account

There shall be a Clubs and Societies Account, distinct from the College's Amalgamated Clubs Account administered in accordance with Appendix IV, Regulations 1-11, into which shall be paid any funds made available for Contingencies by the Allocation Committee.

Funds released from the liquidation of dormant College Clubs and Societies shall also be paid to this account and made available to the Contingencies Committee.

25. General Account

1. There shall be an ECSU General Account, administered in accordance with Appendix IV, Regulations 1-3 and 12-14, into which shall be paid any funds raised under Article 23(1)(ii) and (iii), other than those paid into the Donations Account under Article 26 those raised in the ECSU shop which shall go into the Shop Account and those raised by Entertainments which shall go into the Entertainments account. A transfer from the Amalgamated Clubs Account shall be made under Appendix IV, Regulation 6 in the Michaelmas term. The subscription to the CUSU and to any other body to which ECSU is affiliated will be paid from the General Account. Further expenditure may be made for the provision of general student union facilities including ECSU coordinated educational campaigns for example, run by executive members concerned with welfare or by the Women's Officer, newspapers, periodicals, entertainments, and the administrative and miscellaneous costs incurred in the running of ECSU. Transfer between the General Account and the Entertainments Account and Shop Account shall be made at the discretion of the Executive on the recommendation of the Assistant Treasurer and Treasurer.
2. There shall be an ECSU Entertainments Account administered in accordance with Appendix IV Regulations 1-3, 12-14. This shall be administered on a day-to-day basis by the Entertainments officer who shall be sole signatory, and audited by the Assistant Treasurer (or Treasurer in the Michaelmas term) and Executive in accordance with Regulations 12-13. Expenditure on any Entertainments related activity may be made from this account, at the discretion of the Entertainments Officer, although for any expenditure of over £200 per item approval of the Executive must be given. Transfers to or from this account from other General Accounts will be made at the discretion of the Executive on the recommendation of the Assistant Treasurer, Treasurer and Entertainments Officer.
3. There shall be an ECSU Shop Account administered in accordance with Appendix IV Regulations 1-3, 12-14. This shall be administered on a day-to-day basis by the Shop Manager who shall be signatory along with the President, and audited by the Assistant Treasurer (or Treasurer in the Michaelmas term) and Executive in accordance with Regulations 12-13. Expenditure on any Shop related activity may be made from this account, at the discretion of the Shop Manager, although for any expenditure of over £200 per item approval of the Executive must be given. Transfers to or from this account from other General Accounts will be made at the discretion of the Executive on the recommendation of the Assistant Treasurer, Treasurer and Shop Manager.

26. Donations Account

There shall be an ECSU Donations Account, administered in accordance with Appendix IV, Regulations 1-3. Only funds raised from the amusement machines designated by the Open

Meeting under Article 2(6) and paid into this account shall be available for ECSU donations to charities and other outside bodies. The system by which such donations are made shall be determined by a Charities Ballot.

1. The Charities Ballot will take place at the same time as the Michaelmas Executive elections, it will be organised by the Treasurer, who shall act as Returning officer for the ballot.
2. Nominations for the Charities Ballot shall take place anonymously. Nominations will open ten days before the election, and close three days before. All members of ECSU will be informed of the dates of nomination in accordance with Appendix 1, Regulation 4 and of the procedure for nomination, which will be decided by the Executive at least 14 days before the election. All nominations must consist of a name, and an address at which a representative of the charity may be contacted.
3. Each member may vote for only one of the nominated charities.
4. The charities ballot and count will take place in accordance with Appendix I, Regulations (12),(13),(16) and (18).
5. Money from the Donations Account will then be distributed each term to the top three charities in the ballot in proportion to the number of votes received. Notice of the amount donated must be given by the Assistant Treasurer (or Treasurer) in their report on the General Accounts at the open meeting, and the donations must take place as quickly as possible after this. At the discretion of the Executive the Assistant Treasurer (or Treasurer) may keep a certain amount of deposit (such as is necessary to keep the account open for example.)

27. Sundry Funds

The Executive, on the advice of the Treasurer and the Senior Treasurer, shall determine into which account funds, other than those raised under Article 23(1), are paid.

28. Audit

All ECSU accounts shall be audited by College auditors and then published prior to, and circulated at the start of, the first Open Meeting of the Michaelmas Term.

29. Indemnification

All members of the Executive and their appointees shall be entitled to be indemnified out of the assets of ECSU against all losses or liabilities which they may sustain or incur in or about the execution of their offices, or otherwise in relation thereto; and no member of the Executive or appointee of any member shall be liable for any loss, damage or misfortune, which may happen to or be incurred by ECSU; notwithstanding which, nothing in this Article shall affect their liability for any fraudulent or negligent act on their part.

SECTION V—OPEN MEETINGS, REFERENDA AND POLICY

30. Scheduled Open Meetings

The Executive shall convene two scheduled Open Meetings a term in the Michaelmas and Lent terms, and one scheduled Open Meeting in the Easter Term, and shall publish their dates at the beginning of term. These meetings and meetings called under section 31 shall be held in a non-alcoholic environment.

31. Additional Open Meetings

The Executive shall convene an additional Open Meeting if it is requisitioned by:

1. a resolution of the Executive; or
2. a resolution of an Open Meeting; or
3. a petition signed by at least 50 members, and submitted to the President.

The Executive shall hold an additional Open Meeting within seven days of its requisition, save that no Open Meeting shall be held outside Full Term.

32. Notice

The Secretary shall publish the date, time and venue at least three days before an Open Meeting. Section 8(6) shall also apply to all Open Meetings.

33. Motions

1. Motions for an Open Meeting shall be submitted to the Secretary in writing, signed by the proposer and seconder, at least one week before the meeting for those which constitute an amendment to the Constitution, and at least three days before the start of the meeting for all other motions. At an Open Meeting the chair may accept an emergency motion if two thirds of those present, voting or not, concur.
2. When an Open Meeting is convened under Article 31, any motion may be submitted at least three days before the Open Meeting. During an Open Meeting, if it is requested by a member of the MCR then an amendment to the motion at hand shall be put forward such that a clause is inserted into ECSU Resolves that states “This motion shall not apply to members of the MCR”. A vote (only by members of the MCR) for the inclusion of this clause shall then take place where a simple majority shall suffice as long as at least 7 members of the MCR partake in the vote.

34. Notice of Motions Received

The Executive shall inform all members of a motion which constitutes an amendment to the Constitution at least three days before the meeting at which it is to be proposed. The Secretary shall post on the ECSU board the text of all other motions received.

35. Attendance

Any member may attend and vote at an Open Meeting. Non-members may attend, and may speak when invited by resolution of the Open Meeting.

36. Standing Orders

1. Procedure at Open Meetings shall be determined by Standing Orders.
2. Before the first scheduled Open Meeting under the Constitution, the Executive shall draft Standing Orders and shall lay them before the meeting. They shall take effect unless declared invalid by a resolution of that Open Meeting.
3. Standing Orders may be amended by a resolution of the Open Meeting.

37. Majority required by Motions

At an Open Meeting:

1. any motion which does not constitute an amendment to the Constitution or involve a decision under Article 14(3)(iv), shall be passed if the number voting in favour is both greater than the number voting against and not less than 30;
2. any motion which constitutes an amendment to the Constitution or involves a decision under Article 14(3)(iv), shall be passed if the number voting in favour is both at least twice the number voting against and not less than 30.

38. Notice of Motions Passed

The Executive shall inform all members as soon as possible of a motion passed under Article 37 which constitutes an amendment to the Constitution. The Secretary shall post as soon as possible on the ECSU board the text of all other motions passed under Article 37.

39. Requisition of a Negative Referendum

A motion passed under Article 37, which does not constitute an amendment to the Constitution shall, three days thereafter, take effect as a resolution of the Open Meeting, unless during that time a negative referendum is requisitioned by:

1. a resolution of the Executive; or
2. a petition signed by at least as many members as voted for the motion at the Open Meeting, and submitted to the President.

40. Negative Referenda

A motion passed at an Open Meeting under Article 37, which does not constitute an amendment to the Constitution, shall be negated if the number voting against the motion in a subsequent negative referendum, requisitioned under Article 39, exceeds those voting in favour in both:

1. the referendum itself; and
2. the Open Meeting.

Otherwise the original motion shall stand and shall take effect as a resolution of the Open

Meeting.

41. Requisition of a Constitutional Referendum

A motion passed under Article 37, which constitutes an amendment to the Constitution, shall 7 days thereafter take effect as a resolution of the Open Meeting, and shall operate to amend the Constitution unless during that time a Constitutional Referendum is requisitioned in the same manner as a negative referendum may be requisitioned under Article 39.

42. Constitutional Referenda

A motion passed at an Open Meeting under Article 37 which constitutes an amendment to the Constitution shall be negated if the number voting against the motion in a subsequent negative referendum, requisitioned under Article 41, is not less than 150 and at least twice the number voting in favour. Otherwise the original motion shall take effect as a resolution of the Open Meeting and shall operate to amend the Constitution.

43. Referendum Procedure

All referenda shall be conducted under the procedure described in Appendix IV.

44. Policy

A resolution of the Open Meeting shall become ECSU policy unless it constitutes a breach of the Constitution, or lies in any other way beyond the powers of the Open Meeting. Such policy shall lapse after three years.

45. Mandated Action

The Executive and all Committees shall act in accordance with ECSU policy derived under Article 44.

46. Independent Action

Where no ECSU policy exists, the Executive and all Committees shall be empowered to act on their own initiative.

SECTION VI—THE CONSTITUTION

47. Appendices

The appendices following this section shall be an integral part of the Constitution. The Standing Orders of the Open Meeting and the Contingencies Account Guide-lines shall not be part of the Constitution.

48. Amendments to the Constitution

1. No amendments may be made to the provisions of this Constitution specified in Article 48(2) without the consent of the Governing Body.

2. The Articles referred to in Article 48(1) are: Articles 2, 7, 28, and 48(1) and (2) of the Constitution; Regulations 3, 6(1) and (2) of Appendix IV to the Constitution.
3. Any amendment to the percentage of income distributed to the MCR account, and any amendment to Articles 4(4), 6(4), 33(iii), 48(3) and 49, and Clause 1 of Part One of Appendix I may only be made with the approval of the MCR Committee.
4. Amendments to this Constitution other than amendments referred to in paragraphs (1) and (3) of this Article may be made by the procedure of Articles 33, 34, 37(2), 38, 41, 42 and 43, notwithstanding which additions to Appendix III may also be made by a resolution of the Executive when new College clubs and Societies are formed.

49. Interpretation

This constitution shall be only interpreted by a resolution of the Executive, ratified by Master's and Tutors' Committee.

50. Previous Constitutions

All previous Statutes or Constitutions of the Emmanuel College Students' Union, the Middle Combination Room and the Amalgamated Clubs or their predecessors in title are hereby expressly revoked.

SECTION VII—THE BAR

51. Use of the Bar

1. The premises and facilities of the bar room, hereinafter called the "Bar", are for the use of all members of ECSU, and should be accessible to these members without charge, except under the provisions of Article 51(3).
2. The Executive is responsible for administering the use of the Bar.
3. Use of the Bar by groups, who may wish to take control of the facilities and charge admission is allowable, but only after a resolution of the Executive.

52. Premises Committee

The Premises Committee of ECSU, hereinafter called the "Premises Committee", shall be a sub-committee of the Executive, consisting of any of the following 5 members:

1. the President;
2. the two Bar Managers;
3. the Entertainments Officer;
4. Building and Services Officer.

53. Appointment of Bar Managers

1. If one of the existing Bar Managers resigns, or is directed to resign by the Premises

Committee according to paragraph 54(2), then a new Bar Manager is to be co-opted onto the Executive by a majority decision of the Premises Committee.

2. Bar Managers must be members of ECSU, and once elected according to Article 53(1), will retain their posts until they resign, or are directed to resign under paragraph 54(2). They will not be required to vacate their posts at the time of the annual elections.

54. Resignation of Bar Managers

1. When an existing Bar Manager is preparing to resign voluntarily, he or she must give the Executive at least 30 days warning, so that advertising within the college for the new Bar Manager may commence, and so that the selection procedure of the Premises Committee may also begin.
2. If the Premises Committee judges that a Bar Manager has failed to fulfil the duties outlined in Article 55, then the Bar Manager can be directed to resign by a majority vote of the Premises Committee.

55. Duties of the Bar Managers

1. The Bar Managers must run the administrative and financial affairs of the Bar according to the regulations of the Licence. The Licence, under which the Bar operates, is held by the College and the College has named the Bursar as its licensee. For these reasons and to protect the licence of the College, matters of discipline in the Bar are dealt with the Bar Managers in consultation with the Senior Tutor. Matters of finance are dealt with by the Bar Managers in consultation with the Bursar.
2. The two Bar Managers need not attend meetings unless bar business is on the agenda (see Article 8).