

Wadham SU Constitution

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1. General regulations

A. Purpose of the SU

1. The SU shall exist in order to promote the interests of, provide services for, and represent its members.

B. Membership

1. At the start of each academic year, all undergraduate and graduate students at Wadham and all visiting members of the Sarah Lawrence programme shall automatically be members of the SU. They shall remain members unless they chose to opt out.
2. All graduate students shall automatically be members of both the SU and the MCR.
3. Students may opt out of the SU by informing the SU Vice President in writing.
4. A student who has opted out shall not be able to opt back in again until the beginning of the next academic year.
5. Students who have opted out shall not be permitted to attend SU meetings, stand for office, vote in elections or referendums, or take part in any of the SU's political activities. However, they shall have continued access to the facilities provided by the SU.
6. Members of the MCR who opt out of membership of the SU shall not be considered members of the MCR, though they may continue to use the facilities provided by both the SU and the MCR.

C. Representation at OUSU Council meetings

1. The SU President, the SU Communications Officer, and the MCR President shall have the right to vote on the SU's behalf at OUSU Council meetings.
2. In the absence of the SU President, the SU Vice President shall take their vote.
3. The MCR may nominate one additional voting representative.
4. Any member of the SU may request one of the remaining voting places, which shall include any left by absences, by contacting the SU Communications Officer.
5. If more voting places are requested than are available and there will be an SU meeting before the OUSU Council meeting, the SU Communications Officer shall hold an election for the remaining voting places in the intervening SU meeting. If there will not be an SU meeting before the OUSU Council meeting, the SU Communications Officer shall select the successful candidates, seeking to reflect as best as possible in their selection any opinions expressed by the SU on the issues on the upcoming OUSU Council agenda.
6. Representation at OUSU Council meetings should, to the best of the ability of the SU's representatives, reflect the outcomes of any discussions in SU meetings of items on the OUSU Council agenda, regardless of whether motions have been passed binding the SU's representatives to vote in a particular way.
7. All voting representatives except the MCR President and the MCR's additional appointed representative, if there is one, may be bound to vote in a particular way at an OUSU Council meeting by a motion in an SU meeting.

D. Affiliations

1. A motion shall be brought to the SU at the second ordinary meeting of Trinity term proposing affiliation to any body to which the SU wishes to affiliate for the following academic year.

E. Charities and External Donations Fund

1. The SU shall hold termly levies of its membership. Any member may opt out of the levies by writing to the College Bursary to that effect by Friday of 0th week. Members who have opted out may take no part in discussions, nominations and proposals of and votes on donations of money from the Charities and External Donations Fund.
2. There shall be a Termly Rota of organisations which receive termly donations of £50 or £100 from the Charities and External Donations Fund. There shall be a further Annual Rota of organisations which receive similar annual donations. Both rotas may be amended by a vote at an SU meeting.
3. Donations to any external organisation from the Charities and External Donations Fund may be authorised by a two-thirds majority vote at an SU meeting. No donation shall exceed 95% of the amount remaining in the Fund at the time of the meeting.
4. The remainder of the Fund at the end of each term shall be donated at the discretion of the Charities Committee to nominated organisations at a meeting in 8th week each term. An SU member may make a nomination by posting a sheet naming the organisation signed by 15 members of the SU on the SU noticeboard at least 72 hours in advance of the meeting.
5. Donations to external organisations from the SU Meetings Motions Budget may be authorised by a simple majority vote at an SU meeting unless the amount is greater than £100, greater than a third of the total SU Meetings Motions Budget, or greater than two thirds of the amount remaining, in which a two-thirds majority shall be required.

F. SU Defence Fund

1. Any member of the SU who becomes the subject of internal disciplinary or legal measures as a result of acting in accordance with SU policy shall have priority on the financial resources of the SU for the payment of fines and legal fees through an SU Defence Fund.
2. Whether a member acted in accordance with SU policy shall be determined by a vote in an SU meeting.

G. Compliance

1. All officers, representatives and committees of the SU shall always act in accordance with this constitution.
2. The SU President shall ensure that the SU acts in accordance with charity, education, and other relevant law.
3. All motions passed in SU meetings will be binding upon any members of the SU to whom they are directed, including officers, representatives, and committees.
4. If they fail to do any of the above, they must do whatever is in their power to justify themselves at the next SU meeting.

H. Amendments to the MCR and Amalgamated Clubs constitutions

1. Amendments to the MCR Constitution shall require the approval of two thirds of those present and voting excluding abstentions at a full meeting of the MCR.

2. Amendments to the constitution of the Amalgamated Clubs shall be conditional on the approval of two thirds of those present and voting excluding abstentions at a full meeting of the Amalgamated Clubs.

2. Meetings

A. Purpose and proposal of motions

1. SU meetings exist as a free forum of discussion on any matter which a member of the SU wishes to raise with the rest of the student body.
2. Any SU member may submit a motion or discussion point to be added to the agenda of the next SU meeting of term.

B. Deadlines for motions

1. The student body must be informed of all ordinary motions 48 hours in advance of the meeting. Discussion points should be advertised as far in advance as possible.
2. All motions must be proposed and seconded by members of the SU.

C. Emergency motions

1. An emergency motion may be proposed with the permission of the chair, who shall rule as to whether or not the matter has arisen since the deadline for motions. If permission is given, the motion shall be debated immediately.

D. Scheduling of meetings

1. There shall be at least four ordinary meetings of the SU each term. The SU Vice President shall announce all ordinary meetings at least four days in advance by email to the student body and call for the submission of motions by the student body.
2. No SU meeting shall be called outside of Full Term or commence before 1pm or after 9pm.

E. Quorum

1. The quorum for any ordinary meeting shall be 20 members of the SU. Any meeting of the SU shall be opened as soon as a quorum is present. If after 10 minutes no quorum has arrived, the meeting shall not be held.
2. The quorum of 20 is sufficient for motions that are unanimously passed. If any motion is not unanimously passed, then quorum must be 30.
3. At any time during a meeting except during a vote, any member of the SU may call for a quorum count of members. If a quorum is not present, the meeting shall be closed.

F. Motions postponed by meeting closure

1. Any motions not debated because of the closure of a meeting shall be deferred to the next meeting.

G. Emergency meetings

1. In the event that they receive a petition for an emergency SU meeting signed by 30 members of the SU, the SU President shall organise for an SU meeting to be held within the next 48 hours and immediately inform the student body.
2. The SU President may also call an emergency meeting at their discretion if an issue arises which they believe requires the immediate attention of the SU.
3. Only the specific motion or motions for which the emergency meeting was called shall be discussed at that meeting.
4. The quorum for an emergency meeting shall be 60 members of the SU.

H. Election and powers of the SU Chair

1. Elections for the position of SU Chair shall take place at the last ordinary meetings of Michaelmas Term and Hilary Term for the following terms and at the first ordinary meeting of Michaelmas Term for that meeting and the rest of that term.
2. No officer or rep may stand for the position of SU Chair unless no other nominations are received.
3. The SU Chair has ultimate responsibility for interpreting this constitution.
4. All SU meetings shall be chaired by the SU Chair, except in the following circumstances, in the case of which a temporary chair shall be chosen:
 - a. when a matter of business in which they are involved or wish to speak arises; or
 - b. when a motion challenging the ruling of the chair, or a motion of no confidence in the chair, is proposed.
5. Unless overruled by a procedural motion of the SU, only the chair shall be able to rule upon the conduct of a meeting. The chair shall be obliged to make a ruling on any matter they are requested to by a point of order.
6. The chair may be removed permanently by a successful motion of no confidence. If a motion of no confidence passes, a new chair shall be immediately elected for the remainder of the term.

I. Order of business

1. Except at the discretion of the chair, the order of business at ordinary SU meetings shall be:
 - a. Matters arising from the minutes of the previous meeting
 - b. Reports from, and questions to, officers and representatives
 - c. A run through of the meeting's motions
 - d. First readings of motions to amend the constitution
 - e. All other motions
 - f. Discussion points
 - g. The upcoming OUSU Council meeting
 - h. Any other business
2. As per 2I1c, before motions are read, the Chair must run through the the meeting's motions asking if members present wish to discuss them. If no members express desire to discuss a motion, then the motion is deemed to have passed unanimously.

J. Readings of motions to amend this constitution

1. On the first reading of a motion to amend this constitution, the motion shall be read out or summarised by its proposer and there shall be an opportunity for short factual questions. The motion shall then be discussed and voted on at the next ordinary meeting.

K. Debating motions

1. After a motion has been summarised by its proposer, there shall be an opportunity for short factual questions.
2. If there are no further questions and no member present objects to the motion, it shall have passed. If any member present objects, the motion shall be discussed.
3. No speech shall be permitted which is not strictly relevant to the topic.
4. It is at the discretion of the chair to order the discussion. They may allow proponents and opponents of the motion to make and respond to points out of turn if it will benefit the discussion.

5. At the end of the discussion there shall be a short summary speech in favour of and in opposition to the motion. No new information shall be introduced during a summary speech.

L. Amendments to motions

1. An amendment to a motion may be proposed at any time while the motion is under discussion.
2. The proposer of a motion has the right to speak on any amendment.
3. If the proposer accepts the amendment and no other member present wishes it to be taken to a vote, the motion shall be amended. If a member wishes it to be taken to a vote, they must express this immediately after the proposer accepts the amendment as friendly.
4. If an amendment is not accepted without a vote, it shall be debated and voted on like a motion.
5. If an amendment is voted on and passed, the proposer of the motion has the right to continue to propose the motion as amended. If they do not wish to do so, then the proposer of the amendment shall have the right to take up the motion as amended. Failing that, another member may take up the motion.

M. Voting on motions

1. All majorities shall be reckoned with abstentions excluded.
2. Except for motions of the following types, which shall require the support of a two-thirds majority, all motions shall require the support of a simple majority in order to pass.
 - a. Motions to amend this constitution
 - b. Motions of no confidence in an officer, a representative, or the chair
 - c. Motions to overturn a ruling of an election tribunal
 - d. Motions to overturn a ruling of the chair
3. All voting shall be by show of hand unless any member contacts the SU Vice President or the chair either before or during the meeting requesting that voting on a motion be by secret ballot, in which case that method shall be used.
4. Only those present at the original vote shall be entitled to participate in the recount. All voters must vote the same way as in the original vote.
5. In the event that the SU owns a living tortoise or tortoises, the tortoise(s) shall have the casting vote in the event of any tie. The tortoise(s) always vote for the motion due to their radical desire for change. In the event that no such tortoise is present, the chair shall have the casting vote.
6. The final vote on any motion which falls into one or more of the following categories shall be deferred until the next ordinary meeting.
 - a. Motions authorising expenditure from the Charities and External Donations Fund in excess of the remaining income due to the fund during that term plus the balance of the fund at that time
 - b. Motions authorising expenditure from any other SU account in excess of 95% of the sum remaining
 - c. Motions authorising expenditure on Wadham student clubs and societies which have not provided the SU Vice President and the SU Treasurer with a copy of their full accounts for the previous year
 - d. Motions to elect committees or representatives which do not specify the method of their election, their terms of office, and their functions

N. Conversion of discussion points into motions

1. The outcome of a debate on a discussion point shall not ordinarily determine SU policy. However, at the end of a debate on a discussion point, a motion capturing the spirit of the debate may be immediately proposed with the

permission of the chair. If permission is granted, it shall be voted upon like an ordinary motion.

O. Procedural motions

1. Discussion of a procedural motion shall be limited to a speech for and against, followed by a vote.
2. No procedural motion may be proposed during the discussion of a procedural motion of a higher priority.
3. The following procedural motions, in order of descending priority, are available to be proposed by members present at SU meetings.
 - a. That the meeting has no confidence in the chair
 - b. That a ruling of the chair be overturned
 - c. That the meeting be closed
 - d. That the meeting be adjourned
 - e. That a motion now be put to a vote
 - f. That non-members be excluded from the meeting
 - g. That the order of business be changed
 - h. That a vote be recounted
 - i. That a matter be deferred until the next meeting or referred to an officer who shall report back at the next meeting
 - j. That the meeting note the failure of an officer or a representative to adhere to the terms of this constitution or a mandate of a meeting or an assurance given to a meeting
 - k. That a motion be voted on in parts
 - l. That speeches be limited to a specific length of time for the rest of the meeting
 - m. That members be allowed to speak only once on an item of business for the rest of the meeting, notwithstanding the right of a motion's proposer to make a summary speech, and counting amendments as separate items of business
4. In the event of the passage of a procedural motion noting a failure of an officer or representative, the SU Committee shall propose a motion of no confidence in that officer or representative at the next ordinary meeting and immediately give notice of the upcoming motion to the officer or representative.

P. Points of order and information

1. Points of order shall take precedence over all other business. They may not be raised during a speech or during a vote. A point of order shall relate to the conduct of the debate, shall not refer to its subject matter, and shall contain no argument.
2. Points of information shall be phrased as short factual questions or statements to the speaker. They shall not be raised during a summary speech. The speaker may refuse to accept a point of information.

Q. OUSU section

1. The OUSU section of a meeting is intended to enable the SU to express its opinion on matters before the upcoming OUSU Council meeting, so that the votes and points made by the SU's representatives at the OUSU Council meeting reflect the opinions of the SU.
2. The SU Communications Officer shall summarise the motions before the upcoming OUSU Council meeting.
3. There shall be an opportunity to discuss any item of the OUSU Council agenda on which no motion has been brought to the SU meeting. Such items shall be treated in the same way as discussion points.

R. Breaks in a meeting

1. The chair shall announce a break between an hour-and-a-half and two hours after the beginning of a meeting, and thereafter once every hour to hour-and-a-half after the end of the last break.
2. At meetings at which food is provided, the chair shall announce a break when food arrives.
3. Breaks shall last a minimum of ten minutes and a maximum of twenty minutes.
4. Breaks should, if possible, be called at a natural stopping point in the meeting, and should not be called so as to interrupt the flow of a discussion or motion. If a discussion is going to be interrupted by a break, the chair shall endeavour to call the break at the earliest possible point without interrupting the flow of the debate.

3. Elections and referendums

A. The returning officer

1. The Vice President shall be the returning officer in all elections and referendums unless that position is vacant or an objection is made to them taking that role, in which case the SU Chair shall be the returning officer.
2. The returning officer shall:
 - a. publicise the posts for election that term as early as possible.
 - b. ensure that the election is run fairly.
 - c. conduct the counting of voters and invite scrutineering by any member of the SU.
 - d. be responsible for the publication of the election results by email to the student body.

B. Eligibility

1. Any member of the SU may stand in any election, vote in all elections and referendums, and vote on any motion unless this constitution says otherwise. If an officer or rep ceases to be a member of the SU, they shall cease to hold their position.
2. All and only those SU members who fully or partly identify as female or as women may vote in Women's Officer elections, may stand for Women's Officer, may nominate a candidate for Women's Officer, may attend a Women's Officer hustings, or may vote either in meetings or in referendums on motions of no confidence in the Women's Officer.
3. All and only those SU members who identify as disabled may stand for election as Disabled Students' Officer and may vote in Disabled Students' Officer election.
4. No-one shall hold two or more posts on the SU Committee at any one time.
5. If a person holding a post on the SU Committee wishes to run for another post on the SU Committee before their full one-year term has ended, they must resign from the post that they are currently holding by posting a notice of resignation on the SU noticeboard.

C. Positions held by multiple people

1. Each position shall be held by one person only except for the positions of Entz Officer (four people), Freshers' Rep (five people), Welfare and Equalities Officer (at least two people), Welfare and Equalities Rep (no more than 2 people), and Disabled Students' Officer(s) (1 or 2).
2. Candidates for the positions of Entz Officer, Freshers' Rep, and Welfare and Equalities Officers and Reps must stand as individuals.

3. In the case of the Welfare Officers and Reps, candidates must stand as individuals within the same election. The four individuals receiving the most amount of votes shall be elected, as long as this includes at least one self-identifying man and one self-identifying woman. Before any election, candidates must tell the RO whether they are willing to take on the Welfare Officer role. Of the four elected individuals, at least two must have indicated they are willing to take on the Welfare Officer Role. The two candidates who have indicated this and have the highest votes take on the Officer Role, and the remaining two take on the Rep positions.
 1. In the case of the Disabled Students' Officer(s), the candidates may either run as individuals, if they wish to take on the role alone, or, if they wish to share the role, they must run together with one other candidate, as a slate, and receive nominations as such. They must tell the RO their preference at the time of their nomination.
- b. If the four individuals who receive the most votes do not match the gender and officer quota, then the lowest voted candidate shall not be elected, and instead shall be replaced by the next lowest voted candidate who ensures quotas are fulfilled.
- c. If quotas are unable to be fulfilled, then another election shall be held for the one or two extra welfare members needed to fill the gender quotas.

D. Terms of office and vacancies

1. The terms of office of SU officers and representatives shall expire at the end of the full University term in which their successors are elected, except for the terms of Entz Officers, which shall expire at the end of Wadstock.
2. It is preferable that each officer and representative should hold their position for the maximum term of a year. However, in the event that an officer or rep wishes to stand down before their term of office is up, they may do so.
3. In the event that a position is left vacant by an officer or rep's resignation, the passage of a successful vote of no confidence, a lack of candidates, or a RON victory, an election for that position shall be held every subsequent week until the position is filled. Once a vacancy is filled, the next election shall take place in the term in which it would ordinarily under this constitution, rather than after a full year.

E. Scheduling of elections and hustings

1. Elections shall be held for the following positions in the following terms.
 - a. Elections for the positions of Academic and Careers Officer, BME/POC Officer, Communications Officer, Technical Officer, Technical Rep, Welfare and Equalities Officer, Welfare and Equalities Rep, and Women's Officer shall be held in Michaelmas Term.
 - b. Elections for the positions of Arts Officer, Bar and Social Officer, Bar and Social Rep, Entz Officer, Freshers' President, Freshers' Rep, and Tortoise Officer shall be held in Hilary Term.
 - c. Elections for the positions of Access Officer, Amenities Rep, Charities, Environment and Ethics Officer, Domestic Officer, Food Rep, Housing Rep, International Officer, LGBTQ Officer, President, Sports Officer, Treasurer, and Vice President shall be held in Trinity Term.
2. Elections shall only be held for the position of Tortoise Officer if the SU owns at least one real tortoise.
3. It shall be the responsibility of the returning officer to determine the week in which the ordinary annual elections for any particular position are held.
4. Polling in all elections shall take place online between 8am and 8pm on the Friday of the week of the election.

5. In every election candidates will be invited to answer questions in hustings, to be held the day prior to the election. Hustings shall be publicised by the returning officer at least 24 hours before they are held.

F. Nominations

1. To nominate themselves for a position, a candidate must submit a declaration of their candidacy signed by themselves and 10 other members of the SU by the deadline set by the returning officer. This deadline must be at least 36 hours before the start of the election. No member may nominate more than one candidate for a position; any subsequent nominations by that member shall be deemed invalid.
2. Candidates may produce a manifesto of not more than 200 words to be emailed by the Vice President to the student body no later than 24 hours prior to the election. In elections for the Presidency the limit shall be 500 words. A link to each candidate's manifesto shall appear alongside their name on the online ballot.
3. At the returning officer's discretion, each candidate may also put up up to 20 A4 posters, which shall contain no comments directed at other candidates.

G. Re-open nominations (RON)

1. There shall be a 're-open nominations' (RON) candidate in all officer and rep elections. If it wins, nominations for the position shall be re-opened and a new election held the following week.
2. If there are multiple winning positions in an election and RON wins one of them, nominations for that position and any positions won in later rounds or in the same round but with less votes than RON shall be re-opened.

H. Electoral system

1. All elections must use:
 - a. The Single Transferable Vote system, unique voter codes and an online format.
 - b. First choice for any system shall be any OUSU provided system, unless that system does not fulfil the aforementioned criteria.
2. In the event that OUSU cannot provide the SU with a voting system, the RO may use a temporary alternative system as long as the system does not contravene the criteria of 3H1.a and 3H1.b.
3. In the event that the RO cannot provide a system in line with 3H1.a and 3H1.b, a constitutional amendment proposed by the returning officer and seconded by the SU President must be brought to the next SU meeting establishing new rules for the electoral system to be used in SU elections.
4. Unless the tied candidates can settle the matter by mutual agreement, there shall be a re-poll in the event of a tie in any election.

I. Electoral offences and election tribunals

1. The following shall be offences on the part of a candidate:
 - a. bribery or intimidation of an elector.
 - b. the appropriation and use another SU member's voting code.
 - c. incitement of any person to vote more than once or to impersonate somebody else for the purpose of voting more than once.
2. All of the above offences will also constitute an electoral offence if committed by any member of the SU, whether they take place with or without the knowledge of a candidate. A candidate will not be held liable for an electoral offence taking place on their behalf if there is reasonable doubt as to whether the offence was committed with their knowledge and or/ acquiescence.

3. Complaints and allegations of offences must be submitted to the returning officer within 48 hours of the close of the poll.
4. On receiving such a complaint or allegation, the returning officer shall call a meeting of an election tribunal within 96 hours of the close of the poll and communicate this to the two parties at least 24 hours before the tribunal meets.
5. The tribunal shall consist of three officers, ex-officers or ex-chairs of the SU nominated by the SU President. The returning officer, candidates and nominees shall not be eligible to serve on the tribunal.
6. The parties involved shall have the right to present evidence to the panel and to attend with a friend or representative. Evidence from other sources may also be sought and heard.
7. The tribunal shall have the power to order a re-poll.
8. The tribunal shall present a full report of its findings to the SU Committee and to the two parties.
9. All rulings of an election tribunal shall be binding, subject only to appeal to an SU meeting.

J. Referendums

1. Any member of the SU may trigger a referendum on an issue voted on at an SU meeting by presenting the SU President with a petition signed by 60 members of the SU within 5 days of that meeting.
2. The SU President shall call the referendum between three and seven days of being petitioned.
3. The options in the referendum shall be 'Yes' in favour, 'No' against, and 'Abstain'.
4. The full text of the motion on which the referendum was called and the minutes of the meeting at which it was voted on shall be sent by email to the student body.
5. The same rules on majorities shall apply to the vote in the referendum as applied to the original vote on the motion.
6. In matters relating to battels discussions and other dealings with College authorities, the SU President, Treasurer, Domestic Officer and MCR President shall have the power by unanimous consent to initiate a referendum.

4. The SU Committee

A. General responsibilities of officers and reps

1. All and only the SU officers and reps shall be members of the SU Committee.
2. All SU officers and reps shall support other officers and reps with any large projects they arrange, as coordinated in SU meetings and SU Committee meetings.
3. All SU officers and reps shall attend all SU meetings and SU Committee meetings unless an apology is given.

B. Roles of officers and reps

1. The President shall be the chief officer of the SU and shall:
 - a. from their election until the end of that term be named President-Elect, following which they shall become President and begin to perform that role.
 - b. as President-Elect familiarise themselves with the running of the SU.
 - c. as President assist the President-Elect in their preparation for office.
 - d. represent the SU and act in accordance with its interests as defined by its meetings.
 - e. assist and advise individual SU members.

- f. ensure that all officers and representatives of the SU fulfil their constitutional duties and their mandates.
 - g. have ultimate responsibility for the administration of the SU.
 - h. be an *ex officio* member of such committees with SU representation as SU meetings shall determine.
 - i. where possible attend meetings of Governing Body, OUSU Council, Liaison Committee, the Welfare Panel, Charges Committee, Food Committee, Computer Committee, Library Committee, Amalgamated Clubs, and other relevant College committees.
 - j. coordinate with the Freshers' President and Freshers' Reps in organising Freshers' Week.
 - k. write letters when mandated to by SU meetings.
2. The Vice President shall:
- . from their election be named Vice President-Elect.
 - a. assist the President wherever necessary.
 - b. publicise all SU events and SU meetings and make available information on SU services.
 - c. have responsibility for SU publications and work in conjunction with any officer or rep who embarks on a publication.
 - d. with the Communications Officer be responsible for the content of the SU website.
 - e. be returning officer in all SU elections.
 - f. compile the agenda for SU meetings.
 - g. call SU meetings.
 - h. inform in writing or by email officers, representatives and committees of the SU of mandates on them and of forthcoming votes of no confidence in them.
 - i. write letters when mandated to by SU meetings.
 - j. at the beginning of every term ensure that this constitution is updated to include amendments from the previous term, make an updated copy available to the President and record the constitution in permanent form.
 - k. inform the College of the identities of those students who have chosen to opt out of membership of the SU.
 - l. attend relevant College meetings in the SU President's absence.
 - m. minute meetings of the complaints panel when a complaint arises.
 - n. compile an SU mid-term report each term detailing the work and future plans of SU officers and reps.
3. The Communications Officer shall:
- . record minutes of all SU meetings and record them in permanent form.
 - a. act as press officer for the SU.
 - b. make the minutes of all SU and SU Committee meetings available for inspection by individual members at 24 hours' notice.
 - c. advertise SU Committee meetings.
 - d. communicate to Governing Body at the end of each term which external organisations if any the SU wishes to affiliate to along with details of the subscription fee, and display a copy of this information on SU noticeboard.
 - e. maintain an active SU presence on social media, including but not limited to Facebook and Twitter.
 - f. maintain the SU's online termcard.
 - g. ensure proper liaison between the SU and OUSU.
 - h. attend all OUSU Council meetings.
 - i. assist and advise individual SU members concerning those organisations to which the SU is affiliated.
 - j. inform members about upcoming OUSU Council meetings and make any agendas available to them.
 - k. publicise the services offered by OUSU to SU members.

4. The Treasurer shall:
- . keep a regular, complete, and accurate record of all SU accounts, available for inspection by individual SU members at 96 hours' notice.
 - a. be able to report at any ordinary SU meeting how much money was allocated in the most recent budget for a particular purpose.
 - b. be able to report at any ordinary SU meeting the maximum expenditure permitted to be authorised as a result of motions at that meeting.
 - c. ensure that no budget projects a deficit.
 - d. present to the SU each year accounts for the previous year and a budget for the upcoming year.
 - e. liaise with the Bursary on financial matters, especially regarding SU subscriptions and SU items on battels.
 - f. attend meetings of Governing Body, Liaison Committee, Charges Committee, and other relevant College committees.

5. With the support of the Welfare and Equalities Reps, the Welfare and Equalities Officers shall:
- . provide welfare amenities.
 - a. hold regular 'welfare surgeries' to advise and assist students on welfare matters.
 - b. publicise relevant issues and events within the University, the city, and the rest of the country.
 - c. represent the concerns of disabled students and ethnic minority students.
 - d. attend OUSU's Disabilities Action Committee or organise for delegates to do so.
 - e. compile an opt-out list of names of students who do not wish to be featured in Wadwords and ensure that those students are not featured.
 - f. promote sexual health and sexual consent awareness at Wadham.
 - g. promote the welfare of trans and non-binary students and ensure that resources and services are accessible to them.
 - h. attend meetings of Governing Body, Liaison Committee, the Welfare Panel, the Equalities Committee, and other relevant College committees.

6. The MCR President shall:
- . attend meetings of Governing Body, Liaison Committee, the Welfare Panel, Charges Committee, Graduate Provisions Committee and other relevant College committees.
 - a. provide information to the SU on issues and concerns arising within the MCR and vice versa, and ensure graduate representation on Food Committee, Library Committee, Computer Committee and at OUSU Council meetings.
 - b. assist the SU's officers and representatives in fulfilling their obligations to members of the MCR.
 - c. inform the SU termly of the financial status of the MCR.
 - d. inform the SU of entertainment and social events which are run by the MCR and open to all SU members.

7. The Women's Officer shall:
- . have overall responsibility within the SU to represent women and the interests of women so that they may participate as fully as they wish in University and SU life without fear of offence, intimidation, or discrimination.
 - a. attend meetings of OUSU's Women's Campaign.
 - b. maintain and coordinate the use of the Women's Room.
 - c. ensure the provision of sufficient sanitary protection, contraceptives and pregnancy testing kits at all times, to be stored in the Women's Room.
 - d. provide information on the services available to women in Oxford and nationally.
 - e. liaise with the Tutor for Women regarding tutorial problems.

- f. promote the welfare of trans and non-binary students and ensure that resources and services are accessible to them.
 - g. attend meetings of the Welfare Panel and other relevant College committees.
8. With the support of the Food Rep, the Housing Rep, and the Amenities Rep, the Domestic Officer shall:
- . monitor the provision of food in College and the views of students on this provision, take comments to Food Committee meetings and follow up proposed changes, and deal with other matters related to food in College.
 - a. represent the student union in Health and Safety Committee meetings.
 - b. work with College to achieve a well-run bicycle shed.
 - c. administer the SU lockers.
 - d. manage the SU shop should there be one.
 - e. maintain and replace the furniture in the Junior Common Room and any new SU amenities.
 - f. make available to all SU members information regarding housing offered by the College, the City Council, OUSU, the NUS, and any other relevant bodies.
 - g. attend meetings of Governing Body, Liaison Committee, and other relevant College committees.
 - h. be responsible for organising, in a fair and democratic manner, the room ballots.
 - i. hold regular 'housing surgeries' to advise and assist students on welfare and housing matters.
9. The Technical Officer shall:
- . represent students in matters relating to College's provision of computer facilities.
 - a. attend Computer Committee and other relevant College committees.
 - b. maintain the provision of photocopying services in College.
 - c. maintain and administer the SU's technical equipment and technical amenities.
 - d. research and report back on the feasibility of the provision of new amenities to students when necessary, particularly in respect of the allocation of Sarah Lawrence grants to the SU.
 - e. organise the setting-up of technical equipment at bops and SU events.
 - f. ensure that the back-end of the SU website is updated and maintained.
10. The Access Officer shall:
- . compile, edit, produce and distribute the Alternative Prospectus and ensure its availability by the end of each Hilary Term.
 - a. work towards achieving a fair and unbiased admissions system at Wadham.
 - b. compile and provide information and statistics relating to education and admissions issues for the SU Committee and members of the SU.
 - c. liaise with representatives of OUSU's Target Schools programme and other similar schemes.
 - d. assist the Welfare and Equalities Officers and the Academic and Careers Officer with matters relating to the academic welfare of Wadham students.
 - e. help coordinate the interview hosts during Wadham's interview period.
 - f. assist College staff in the coordination of access events hosted at Wadham and elsewhere.
 - g. assist in the training and coordination of Wadham's 'student ambassadors'.
11. The Academic and Careers Officer shall:
- . provide advice and support to students on academic and career-related matters.
 - a. organise and promote career-related events and workshops.
 - b. represent the academic interests of students to College and attend relevant College committees.
 - c. arrange regular academic feedback sessions.

d. keep students updated on relevant work by OUSU and of any events or opportunities offered by OUSU related to career development or academic representation.

12. The Charities, Environment and Ethics Officer shall:

. keep a regular and accurate record of all charities accounts and publish them and present them to the Bursary each term.

a. maintain the SU's rotas for regular giving to charities.

b. organise the termly Charities Committee meetings.

c. oversee all deposits into and withdrawals from the Charities and External Donations Fund account.

d. ensure all SU members are aware of the current sum of the levies.

e. oversee and be responsible for the provision and maintenance of recycling facilities.

f. attend meetings of any relevant OUSU campaigns and inform the SU of opportunities for student involvement.

g. ensure that Wadham maintains its Fairtrade status.

h. help organise and publicise charity fundraising events.

i. organise relevant campaigns at Wadham.

13. The International Officer shall:

. represent the interests of overseas students within the SU and liaise with the Welfare and Equalities Officers and others in the interests of overseas students.

a. organise events and other activities for and with overseas students.

b. work to encourage the integration of overseas students into the student body, whilst promoting the importance of their cultural values.

14. The Entertainments (Entz) Officers shall:

. arrange social events and concessions for SU members.

a. compile an SU social diary jointly with the Bar and Social Officer.

b. ensure that SU facilities are properly prepared for functions and are returned to their previous state afterwards.

c. assist with and organise the clearing up after every SU social function.

d. ensure that the song 'Free Nelson Mandela' by The Special AKA is played at the end of every bop.

15. The Bar and Social Officer shall:

. liaise with the College authorities on all matters concerning the bar.

a. compile an SU social diary jointly with the Entz Officers.

b. assist the SU Treasurer in keeping regular account of all income and expenditure relating to social functions.

c. ensure that SU facilities are properly prepared for functions and are returned to their previous state afterwards.

d. work with College to ensure that licensing and other relevant legislation is adhered to at student-run events.

e. ensure the publication of Wadwords every term.

f. ensure that anyone who has opted out of inclusion in Wadwords is not featured.

16. The Sarah Lawrence Representative shall:

. send a fortnightly newsletter to all Sarah Lawrence students at Wadham containing information about SU events and campaigns.

a. produce a fortnightly report for the Director of the Sarah Lawrence programme so as to ensure effective liaison between the SU and Sarah Lawrence students.

b. ensure that Sarah Lawrence students are represented effectively on the SU Committee.

c. work to encourage the integration of Sarah Lawrence students into the student body.

17. The LGBTQ Officer shall:

- . promote the welfare of Wadham's lesbian, gay, bisexual, trans, and queer students.
- a. represent the views of LGBTQ students to the SU and the College.
- b. with the support of the Queer Week Committee, liaise with the Entz Officers, Bar and Social Officer, and other relevant SU officers and reps on the organisation of Queer Week.
- c. be responsible for the management of and delegation of tasks to the Queer Week Committee.
- d. attend relevant OUSU and College meetings.

18. The Arts Officer shall:

- . arrange a meeting to consider funding applications for arts productions in 8th week every term.
- a. ensure that funds are allocated in a fair and democratic manner and that any funds are used for the purposes agreed at the meeting.
- b. deal with any outstanding loans.
- c. coordinate Arts Week.
- d. act as a representative to any University arts societies and relevant external organisations and be an internal point of contact for students and College arts societies.
- e. publicise on a weekly basis arts-related events including auditions and performances.
- f. coordinate intercollegiate arts events including drama and dance cuppers.

19. The Sports Officer shall:

- . act as a representative to any University sport societies and relevant external organisations and be an internal point of contact for students and College sport societies.
- a. publicise on a weekly basis sport-related events including tryouts and matches.
- b. assist College sports societies in general, including by helping to coordinate intercollegiate events, organise representation at the Freshers' Fair, and maintain College equipment.
- c. arrange meetings of the full committee of the Amalgamated Clubs in the second week of every term.
- d. advertise full meetings of the Amalgamated Clubs by email to the student body and by posting a notice on the SU noticeboards at least a week in advance of the meeting.
- e. only accept requests for funding for full meetings of the Amalgamated Clubs if received at least twenty-four hours in advance of those meetings, submitted by pigeon post and signed by a President, Secretary or Treasurer of a Wadham club or society, or by any other person recognised by the Sports Officer as being responsible for submitting a bid.
- f. take minutes at Amalgamated Clubs meetings and distribute them to all club and society representatives prior to the next meeting.
- g. make minutes of any of the last three full meetings of the Amalgamated Clubs available to any SU member who requests them within 48 hours of receiving the request.
- h. keep details of the income and expenditure of the Amalgamated Clubs and make those details available to SU members.
- i. fulfil any other duties given to them by the Amalgamated Clubs' terms of reference.
- j. ensure that the allocation of Amalgamated Clubs funds is conducted in a fair and democratic manner.
- k. ensure that any funds allocated are used for the purposes agreed at the meeting.
- l. attend meetings of the Executive Committee of the Amalgamated Clubs.

20. The Tortoise Officer shall:
 - . provide adequate care for our reptilian comrade(s) during the term and vacation or make alternative arrangements to ensure care is provided.
 - a. organise regular opportunities for students to visit the tortoise(s).
 - b. enter the tortoise(s), if they are fit and well, into the annual Corpus tortoise fair.
21. The People of Colour / Racial Equalities (PoCRE) Officer shall:
 - . represent the interests of black and minority ethnic students and students of colour within the SU.
 - a. work together with the Women's Officer, LGBTQ Officer, and Welfare and Equalities Officer in recognition of the need for liberation campaigns to collaborate.
 - b. attend meetings of OUSU's Campaign for Racial Awareness and Equality.
 - c. attend relevant College committees, such as Equalities Committee.
 - d.
22. With the support of the Freshers' Reps, the Freshers' President shall:
 - a. organise Freshers' Week.
 - b. coordinate the involvement of other SU officers and reps in Freshers' Week.
23. The Disabled Students' Officer(s) shall:
 - a. represent the concerns of disabled students in Wadham SU.
 - b. provide support to any student who identifies as disabled.
 - c. publicise relevant issues and events within the University, the city, and the rest of the country.
 - d. attend OUSU's Disabilities Action Committee or organise for delegates to do so.
 - e. attend meetings of the Welfare Panel, the Equalities Committee, and other relevant committees.
 - f. be responsible for the reimbursement of prescription charges and Prescription Prepayment Certificates for all members of the SU, in accordance with the termly SU levy for prescription charges.
 - g. Be responsible for informing all students about the NHS Low Income Scheme, and run support workshops at least once per term for students who may wish to apply, or refer students to the Welfare Advisor.

C. Resignations and confidence

1. Upon the passage of a vote of no confidence in an officer or representative, they shall be deemed to have resigned.
2. If at an SU meeting the chair confirms that the Communications Officer failed without good reason to attend an OUSU Council meeting or refused to vote in accordance with SU policy, the officer shall be deemed to have resigned.

D. Temporary transfers of responsibilities

1. If the Presidency falls vacant, that post shall be filled by the Treasurer until a successful election is held. If the Treasurer is unwilling or unable to fill the post, it shall be filled by the next-numbered officer in the list of officers' roles.
2. If any office other than the Presidency falls vacant, the Vice President shall invite an SU officer to put themselves forward to fill the post until a successful election is held. If no officer is able and willing to fill the post, it shall be filled by the next-numbered officer in the list of officers' roles.
3. Officers may, for a specified period and with the agreement and permission of the SU Committee, delegate responsibilities to each other.
4. In the event of the Communications Officer being absent from any SU or SU Committee meeting, the Vice President shall take the minutes. If the Vice President is also absent, minutes shall be taken by the next-numbered officer in the list of officers' roles.

E. SU Committee meetings

1. The SU President may call an SU Committee meeting at any time provided 48 hours notice is given.
2. SU Committee meetings shall be chaired by whichever officer present is highest-numbered in the list of officers' roles.
3. All disputes at SU Committee meetings shall be settled by a simple majority vote, with the chair having the casting vote.

F. Restrictions on the privileges and powers of officers and reps

1. Any change to the power of an SU officer or rep shall take effect at the next election for that position.
2. No member of the SU Committee shall enjoy remuneration for performing a constitutional duty.
3. No SU officer or representative shall benefit from a privileged position on the room ballot.

G. Subcommittees

1. The following committees may be convened by their chairs as necessary:
 - a. the Entz Committee, consisting of the Bar and Social Officer, the Bar and Social Rep, the Technical Officer, the Technical Rep, and the Entz Officers, who shall chair the committee.
 - b. the Freshers' Committee, consisting of the Freshers' Reps, the SU President, and the Freshers' President, who shall chair the committee.
 - c. the Welfare Committee, consisting of the BME/POC Officer, International Officer, the LGBTQ Officer, the Welfare and Equalities Reps, the Women's Officer, and the Welfare and Equalities Officers, who shall chair the committee.
 - d. the Domestic Committee, consisting of the Amenities Rep, the Food Rep, the Housing Rep, and the Domestic Officer, who shall chair the committee.
2. Each SU officer shall have the right to appoint a subcommittee for the length of their term or a portion thereof and delegate powers to them. The membership of such a subcommittee must be approved as a group by a vote at an SU meeting on a motion proposed by the officer and seconded by the SU President.

5. Complaints procedure

A. Grounds for a complaint

1. Any student may make a complaint to the SU if they are dissatisfied with the actions of any officers, representatives or committees of the SU or feel that they have been unfairly disadvantaged as a result of exercising their right to opt out.

B. Complaints panel

1. The complaints panel will be composed as follows:
 - a. Should a complaint be made, the SU President shall convene and chair a panel formed of three ex-officers or ex-chairs of the SU, the MCR President, and themselves.
 - b. Should the SU President or MCR President be the subject of such a complaint, the responsibility will then fall to the Vice President. If both are subjected to a complaint, then the Treasurer will sit on the panel instead.
 - c. If three or more of the above individuals are subjected to a complaint, the complaint will then be heard by the persons who comprise the first appeal panel, as specified in 5.C.1.
 - d. The panel shall convene within 48 hours.

2. The panel shall decide whether to uphold the complaint and decide an appropriate remedy.
3. The parties involved shall have the right to present evidence to the panel and to attend with a friend or representative.

C. First appeal

1. If either party is dissatisfied with the panel's decision, they may appeal to a panel comprised of the SU Chair, the MCR Chair, the Domestic Bursar, two College Counsellors. This panel shall convene within a week of the appeal request and shall make a decision within two weeks.

D. Second appeal

1. Should either party be dissatisfied with the second panel's decision, they may appeal to an independent person, appointed by Governing Body in consultation with the SU, who shall investigate the complaint and report back to Governing Body.

6. Wadham SU Banner

A. Use of the banner

1. Any member of the Wadham SU may use the banner, subject to approval.
 - a. Wherever possible, any use of the SU banner should be approved through an ordinary SU motion. Use of the banner should be in the 'resolves' section of a motion.
 - b. If permission for the use of the banner cannot be brought as a motion, an emergency poll can be called by any member of the SU, if approved by the SU President, Vice President and the Chair. Alternatively, the proposer of the poll can present a petition signed by 20 members of the SU.

B. Emergency poll procedure

1. The poll should be carried out by the RO under the following procedure:
 - a. Email notification of the poll must be sent out to the student body as early as possible. The email should clearly set out the opening and closing times of the poll, which under normal circumstances shall be 8am to 8pm on the day for which the poll is called.
 - b. If the poll cannot be conducted within the time frame of a day, then the poll must be open for at least two hours.
 - c. Both sides must be given an opportunity to present an argument. At least two hours before the poll is started, an email requesting arguments for both sides shall be sent out, and the first argument received for each side will be used.
 - d. In an extraordinary situation, the two hours may be waived and no persuasive pieces will be distributed.
 - d. The email containing the link to the poll must not contain any persuasive or factual information relating to the use of the banner.
 - e. A separate email may be sent out including persuasive pieces for both sides of the poll.
 - f. The RO may not be one of the individuals to present the case. If they feel unable to do this, they may pass on RO responsibilities to the Chair.
 - g. Three people must be justify the necessity of an emergency poll at the next SU meeting.