



Cambridge University Jewish Society Constitution

Standing Orders

1. NAME

- a) The name of the Society will be “Cambridge University Jewish Society”, hereafter referred to as “CUJS”.
- b) The CUJS canteen will be known as the “Jerusalem Café.”
- c) The non-Orthodox community will be known as the "Egalitarian Minyan".

2. OBJECTS

2.1 Aims

- a) CUJS's aims will be to ensure the well-being of all Jewish students.

2.2 Promotion of aims

2.2.1 General

- a) In pursuance of its aims CUJS will assist and encourage all Jewish students in Cambridge to take part in all aspects of Jewish communal life.
- b) It will primarily provide a forum for Jewish social activities with opportunities for common worship, for studying Judaism, Jewish history, literature and general culture, and for discussing matters of Jewish interest.
- c) A Solomon Schechter Memorial Lecture will be held annually under CUJS's auspices.
- d) Life members in residence who wish to receive notice of society programmes and general meetings should give their address and email to the CUJS Secretary. CUJS will charge an annual fee.

2.2.2 Meals

- a) A communal supper will be held every Friday night in Full Term.
- b) A communal lunch will be held every Saturday lunch time during Full Term.

3. AFFILIATIONS

- a) Affiliation to any organisation will not prejudice the independence of CUJS.
- b) The Synagogue will be independent of any outside body or authority, and will be known as the "Cambridge Synagogue".
- c) The Society will be affiliated to the Union of Jewish Students (henceforth UJS), and will send delegates to its Conference.
- d) The Society will wherever possible help the Israel Society, the Cambridge University Cholent Society, the Cambridge University Jews and Christians, the Cambridge University Faiths Forum, the EVE journal, individual college Jewish Societies, the annual Cambridge University Jewish Ball, the local Jewish Chaplaincy Board and other Jewish Societies within the appropriate UJS region.

4. CONSTITUTION

- a) In the event of any contradictions between the Constitution Standing Orders and the Appendix, the Standing Orders will prevail over the latter.
- b) In the event of any contradictions between Constitution Standing Orders, the former will prevail over the latter.
- c) In the event of any constitutional ambiguities the Secretary will have the final decision over the interpretation of the Constitution.
- d) A copy of the Constitution will be made available to every member of the Society on application to the Secretary, and fully amended copies thereof will be available at all General Meetings of the Society. A fully updated copy of the Constitution will be available on the CUJS website.
- e) All motions currently in force will be held by the Secretary and will be available to every member on application to the Secretary.
- f) The term "Residence" when applied to a student means as defined by the University; when applied to a non student means on or entitled to be on the electoral roll for elections to the Cambridge City Council.

- g) Any constitutional change will come into effect at the end of the meeting at which it is has been approved (or at the end of any balloting currently under way).
- h) Any Committee or General Meeting resolution will come into effect at the end of the meeting at which it has been approved unless otherwise explicitly stated.
- i) The procedure for constitutional amendment is as below, set out in 7.4.1(e).

5. MEMBERSHIP

5.1 Eligibility for membership

- a) Any student at an institution of Higher Education in Cambridge, including the Language Schools, will be eligible for membership, and on payment of a subscription will become a member.
- b) Jewish youths resident in or near Cambridge may become Associate Members of the Society with full rights, except as otherwise stated. Their subscription will be determined from time to time by the Committee.
- c) Any person may be made an Honorary Member at the discretion of the Committee. Wives or husbands of Life Members resident in Cambridge, who are not otherwise eligible for membership, will be deemed Honorary Members of the Society with full rights.
- d) Jewish residents in or near Cambridge will be sent on request, by providing their address and email to the CUJS Secretary, notices of all meetings and services. CUJS will charge an annual fee, to be determined by the Committee upon request of such a service.

5.2 Subscription

- a) Membership will consist of either life, annual, honorary, or associate membership.
- b) The subscription will be fixed annually by the Committee prior to Michaelmas Term. The rate for life membership may not be less than the equivalent of two years' membership fees and not more than the equivalent of three years' membership fees.
- c) Any member who has paid the equivalent of three years' membership, or more, or has subscribed to an offer of Life Membership, will be deemed a Life Member. Such a member, if still in residence, will have all the benefits of membership.

5.3 Membership rights

- a) Only those members of CUJS currently in residence in Cambridge will be entitled to vote in elections or at General Meetings.

5.4 Termination of membership

- a) Membership (whether life or otherwise) of the society may be terminated in exceptional circumstances, where the continuation of that membership is deemed to have a detrimental effect to the operation or reputation of the society.
- b) Any student member of the society in *statu pupillari* in Cambridge may put in a request to the President(s) that a membership may be terminated. Such a request must include substantive reasons for such action being executed. The student member who puts in the request may choose to remain anonymous from anyone but the President(s) should they so wish.
- c) (i) The member(s) will be informed in writing of the substantive reasons for the proposed termination of their membership and will then be invited to put in writing the case for their continued membership. The Committee will hear both the substantive reasons for termination of membership, and the written defence of the member(s) in question.
(ii) The President must then put the request to the vote of the Committee. If the member falls under the category outlined in Section b), the vote must be unanimously in favour of removal, if the member is no longer a student, the vote must be approved by 75% of the Committee in attendance. d) A Committee majority must be present at both the hearing and vote.
- e) The affected member must then be informed in writing of the decision to terminate their membership. They will have 28 days to respond, before membership will be terminated.
- f) Stages b) to e) are to be dealt with in confidence.
- g) If the member objects to the decision of the Committee, they may request that the President call an EGM. The President is obliged to comply with this request. This EGM will give the opportunity for the member, or their chosen representative (who must be a member of CUJS), to put their case, and for the society to vote on the termination of the membership. Any other member of the society may present the case for membership removal.
- h) The EGM will vote on removal of membership. For membership to be removed, a simple majority of those present is required. The decision of the EGM is final.
- i) If the request to remove membership fails, then a repeat request regarding the particular member(s) cannot be made for 12 months.
- j) If the request succeeds, the individual cannot be reconsidered for membership for a period of 6 months for current students, and 36 months for all others, and then only after a Committee vote which must be passed by either 75% or 100% respectively of the attending Committee. This vote should be made only after due evaluation of past contributions of the individual to the society, and the actions that caused the membership to be revoked.
- k) This discussion and the following vote may, at the discretion of the President, or at the request of eight members of CUJS, be open to public attendance and input.

- l) If a further request fails, a further 6 or 36 month bar on further re-admittance applies.
- m) If a life member is reinstated, no further payment is required, but the member would be encouraged to make a financial or other contribution to the society. The member would then reassume all rights and privileges relevant to their status. Other categories of membership should incur no charge if re-admission occurs within the originally agreed period of membership.

6. CUJS OFFICERS

6.1 Committee

6.1.1 Committee Officers

- a) There will be a Committee consisting of the following members: President, President-Elect, Junior Treasurer, Canteen Manager, Secretary, Education Officer, Publicity Officer, Ents Officer, External Officer, Social Action Officer, Buildings & Security Officer, Development Officer, Interfaith Officer, and a First-Year Officer in the Easter and Michaelmas Terms.
- b) All posts, other than Junior Treasurer, Secretary and Buildings & Security Officer, may be held by one person or by two people acting jointly. No person may hold more than one post on the Committee, except that:
 - (i) the First Year Officer may be the President-Elect in the Michaelmas Term
- c) If a position is jointly held by 2 people, then each person is considered to be 1/2 a committee member independently of other post-holders. This applies for the purposes of voting only.
- d) For the purposes of quorum, even if a position is jointly held by 2 people, then each person is considered to be a committee member independently of other post-holders.

6.1.2 Eligibility of Committee Officers

- a) All members of CUJS in *statu pupillari* may hold Committee office in any position. Members of CUJS who are not in *statu pupillari* may not hold Committee office in any position.
- b) All Committee Officers will be members. The President-Elect will have been an Officer of CUJS or a member of a working group for one term, with the exception of a first year standing for President-Elect in Lent Term. Members not in *statu pupillari* will be ineligible to stand for any Committee post.
- c) Any CUJS officer who becomes in any respect unfit or unable to act, will on a resolution of the Committee passed by a two-thirds majority of a quorate Committee meeting be removed from his/her position. If necessary, a replacement should be appointed as described in clause 6.1.2d) below.
- d) In the event of a vacancy occurring in any post, except the President or President-Elect, the Committee will appoint a successor. An Extraordinary General Meeting (EGM) will be called, as hereinafter provided for, to appoint a President or President-Elect, in the event of there being a vacancy in either or both of these positions.

6.1.3 Terms of Committee Office

- a) Junior Treasurer, Development Officer, and External Officer will be elected annually at the TGM of Michaelmas Term to become Junior Treasurer Elect, Development Officer Elect and External Officer Elect respectively, and should hold office from the TGM of the Lent Term until the TGM of the following Lent Term. Interfaith Officer will be elected annually at the TGM of Michaelmas Term. First Year Officer will be elected at the TGM of the Lent term to hold office for the following Easter and Michaelmas terms.
- b) All other Officers except President will be elected termly at the TGM. Candidates holding elect positions, except in the case of President Elect, will not hold the status of an Officer until after the TGM at which they take over their full position.
- c) All Officers, except in the case of elect positions as detailed in clause 6.1.3b) above, will assume their posts immediately after the TGM at which they were elected. The President will be succeeded by the President-Elect after the TGM of his/her term of Presidency.

6.1.4 Committee Officer Powers and Duties

- a) The Buildings and Security Officer must ensure the compliance of CUJS with all health, safety and fire regulations as may be put in force from time to time. This includes overseeing maintenance checks on Fire Extinguishers and electrical testing where necessary.
- b) The Building and Security Officer must organise security rotas for Friday Night Dinners during term.
- c) The External Officer must not act without first being notified by/notifying the Presidents.
- d) The Interfaith Officer must act as one of the CUJS delegates to the Cambridge University Faiths' Forum (CUFF).
- e) The Junior Treasurer must assist the Canteen Treasurer in supervising the Canteen accounts.
- f) The Junior Treasurer must sit on the Development Group.
- g) The Secretary must ensure that the mailing-list is up to date.
- h) The Secretary must keep the Constitution and the file of motions up to date.
- i) The Secretary must take minutes at Committee Meetings and General Meetings.
- j) The Secretary must ensure that a paper copy of minutes of Committee meetings, General Meetings, together with Term Planners and other documents of potential historic interest will be filed by the Secretary. This file will be archived by the Secretary in the University Library at the end of each Lent Term.
- k) The Canteen Managers must ensure that cleanliness is maintained in the Jerusalem Café and that health and safety regulations are adhered to.
- l) The Canteen Managers must maintain the Canteen bank account in cooperation with the Canteen Treasurer

- m) The Development Officer must chair the Development group.
- n) The Development Officer must maintain a database of names and contact details of CUJS Alumni and to use this information to correspond with the Alumni when appropriate.
- o) The Development Officer must fundraise for CUJS from Alumni.

6.2 *Committee meetings and votes*

- a) The President must call four meetings of the Committee each Term, one of which must be prior to the start of Full Term. In addition to this, a Committee meeting must be called at the request of any four Committee members.
- b) Five Committee members will constitute a quorum.
- c) Committee meetings should preferably be held in Cambridge.
- d) Resolutions of the Committee will be passed by a simple majority of votes of Officers present.
- e) In all Committee votes, if a post is held by more than one person they will each be counted as a fraction of the number of people holding that post.
- f) If one person holds more than one position, they may only vote once.
- g) If the Committee divides evenly in a vote, then the President will have the casting vote.
- h) Decisions of the President may be over-ruled by a two-thirds majority in any Committee meeting.
- j) Any two Committee members (joint posts defined as with voting) may propose a resolution to put to a vote at Committee.
- k) There will be no voting by proxy at Committee meetings.
- l) Additional (non-Committee) posts may be created by a resolution of the Committee or a General Meeting stating their method of appointment and term of office. These posts may be elected, co-opted by the Committee or chosen by some other means. Holders of such posts will not be entitled to vote at Committee meetings.

6.3 *Other Officers*

6.3.1 *Non-Committee Officers*

- a) In addition to the Committee, the Officers of CUJS will comprise the following non-Committee posts: Senior Treasurer, Canteen Treasurer, Orthodox Officer, Egalitarian Officer, Webmaster, Grad Rep and International Officer.
- b) These positions may not be held jointly with the exceptions of the Egalitarian Officer and Orthodox Officer.

6.3.2 *Eligibility of Non-Committee Officers*

- a) All Non-Committee Officers will be members of CUJS.
- b) The Senior Treasurer will be a person acceptable to the Junior Proctor of the University of Cambridge.

6.3.3 *Terms of Office for Non-Committee Officers*

- a) The Senior Treasurer will be elected annually at the TGM of the Easter Term, and s/he will hold office for the following academic year.
- b) The Orthodox and Egalitarian Officers will be appointed annually by the respective outgoing Officers. These nominations will be ratified by secret ballot at the Michaelmas TGM. For these positions 'Re-Open Nominations' will be the only other possibility.
- c) The International Officer and Grad Representative will be elected annually at the TGM of Lent Term, to hold office from the TGM of the Lent Term until the TGM of the following Lent Term.
- d) The Webmaster and Canteen Treasurer will be elected annually at the Michaelmas TGM.

6.3.4 *Non-Committee Officer Powers and Duties*

- a) These Officers may, should they wish, attend Committee meetings and should receive notice of all such meetings.
- b) However, they will not be entitled to vote at Committee meetings.
- e) The Senior Treasurer must audit the accounts of the Society.
- f) The Senior Treasurer must carry out such duties as are required by the Proctors or other University Authority.

6.4.1 *CUJS Representatives*

- a) The Committee or General Meeting resolution may designate CUJS members to serve on various bodies and organisations as its representatives as it sees fit.

6.4.2 *College Representatives*

- a) College Representatives will be ratified by the Committee.

6.4.3 *UJS*

- a) One member of the Committee will be appointed by a Committee resolution to sit on the UJS Regional Executive.

6.4.4 *Board of Deputies*

a) CUJS will elect a representative to the Board of Deputies of British Jews in accordance with the regulations of the Board, at times required by the Board. The Secretary will correspond with the Executive Director of the Board to ensure correct conduct in such elections. The Representative on the Board will be expected to resign, if:

- (i) S/he is not maintaining a reasonable attendance at Board meetings, or
- (ii) S/he should go out of residence of Cambridge.

6.4.5 CJC B

a) Three members of CUJS will be put forward as candidates to the Cambridge Jewish Chaplaincy Board (henceforth 'CJC B').

b) The three CUJS members to be put forward to the CJC B for inclusion amongst its members will be decided annually by election at the Michaelmas TGM. The students put forward as representatives to the CJC B will take up office at the CJC B AGM following the CUJS Michaelmas TGM and will remain in office until the CJC B AGM of the following year.

c) These students will be elected as follows:

(i) The rules for nominations and publicity for these elections will be the same as those for nominations and publicity for positions on the CUJS Committee.

(ii) The elections will be conducted by secret ballot and counted by Single Transferable Vote in accordance with the regulations as set out in the University Ordinances, except with regard to c) below.

(iii) The three highest scorers in the election will be put forward by CUJS to the CJC B, in accordance with the criteria set out by the CJC B.

d) The results of the election and the final list of CUJS representatives to the CJC B must be circulated by CUJS.

e) If a student member of the CJC B resigns, he/she may be replaced by a student chosen by the CUJS Presidents and ratified by the CUJS Committee by simple majority vote. All members of CUJS should be notified of any such replacement.

6.5 Working Groups

a) Working groups may be set up for a defined purpose, by a resolution of a General Meeting or the Committee. The resolution setting up a working group may include some members ex-officio; the President and President-Elect should always be so included. The appointment of other members of a working group will be ratified by a simple majority vote of the Committee.

b) Members of working groups will be appointed by the relevant Committee Member, and their appointment ratified by the Committee. Members of the Development Group, one of whom will be the Junior Treasurer, will hold their posts for one year.

c) Working group members will serve for a maximum of one year without re-ratification by the Committee. A working group will cease to exist a year after its formation or last renewal, unless its existence is renewed by the Committee or General Meeting.

7. GENERAL MEETINGS

7.1 General Meeting timings and requirements

a) A Termly General Meeting (TGM) will be held within the last fortnight of each term. Other Extraordinary General Meetings (EGMs) will be held at the discretion of the President, or at the request of eight fully paid-up members of CUJS, or at the request of four Committee members (subject to voting definition), such requests are to state the object for which the Meeting is required.

b) At least two weeks' notice will be given of each TGM, and at least one day for each EGM. Notice of the time of meeting, including time of voting if necessary, will be sent to all members.

c) The Presidents must email the Committee, notifying them of the EGM and its agenda, at least 12 hours before the rest of the CUJS membership list.

d) At every General Meeting ten members will form a quorum, of who at least two must be members of the Committee. No member will vote by proxy.

e) The Secretary will post in the Student Centre two days before the TGM (one day before an EGM) a complete agenda for the Meeting, including any motions received. In addition, the agenda will be e-mailed to the CUJS e-mail list at least a day before the TGM (or EGM).

f) The Secretary will take minutes. The minutes will be e-mailed to the CUJS e-mail list no later than two weeks after the TGM.

g) When giving a report, standing for election or discussing a motion, the speaker must wear a silly hat. The TGM or EGM may rule by a simple majority on whether any hat is suitably silly.

7.2 Chair

a) In these Standing Orders the word "Chairperson", wherever the context so permits, will mean the Chairperson of the Meeting for the time being. The Chairperson will be the President, or any person delegated by him/her for this purpose, or, failing this, a Chairperson will be elected by simple majority at the meeting.

b) The Chairperson's ruling on all matters will be final, subject to a vote of no confidence in the Chairperson's ruling. No member will criticise the Chairperson, except on a relevant procedural motion.

c) The Chairperson at a General Meeting will have a casting vote only.

- d) When the Chairperson rises in the course of a General Meeting, any member on his/her feet must resume his/her seat, and the Meeting must be silent. Any member who is not silent when the Chairperson is on his/her feet will be asked by the Chairperson to be silent. In the event of the member refusing to fall silent or being asked for a second time within the same meeting, a vote on expulsion will immediately be taken. If passed, by a simple majority, this will cause the member to be expelled for the duration of the meeting.
- e) No member may speak without invitation from the Chairperson, except in the case of bringing a relevant procedural issue to attention.

7.3 Reports

- a) In order to ensure continuity, every Committee member (with the exception of President-Elect), representatives on the CJC and the Development Officer will keep a file containing records of their post. Before the TGM each Officer must write a brief report of their term's endeavours, outlining particularly any problems or advice that the next incumbent may find useful to know. The Committee and Jerusalem Café Treasurer will present their reports at the TGM, those of the Junior Treasurer and Jerusalem Café Treasurer including written accounts.
- b) The Junior Treasurer will submit annual accounts to the Junior Proctor of the University. These accounts will be audited by a person acceptable to the Junior Proctor of the University. This auditor may be the Senior Treasurer, but, if this is not the case, the Senior Treasurer must approve the accounts.
- c) At the discretion of the Chairperson, members should be allowed to question Committee members following their reports.

7.4.1 Motions

- a) Motions will be in the format commonly used by the NUS and CUSU, consisting of sections stating what the society should note, believe and resolve.
- b) No motion that has been disposed of at the Meeting, nor any other motion substantially to the same or contrary effect may be brought forward to the Meeting.
- c) Motions approved of by the Committee will have priority of discussion.
- d) For convenience, several closely allied motions may be grouped together for discussion, at the discretion of the Chairperson. Not more than one substantive motion may be brought before the meeting at any time.
- e) Motions to make, rescind, amend or suspend clauses of the Constitution or Standing Orders must directly refer to the clauses and sub-clauses in the Constitution or Standing Orders that they intend to add to, remove from, amend or suspend. These motions should be worded in keeping with the language of the Constitution. Such motions will require a two-thirds majority of those voting to be passed, abstentions not being counted as votes.
- f) Motions to alter Synagogue ritual will require the support of two thirds of those voting at a General Meeting, abstentions not being counted as votes.
- g) Other motions will require a simple majority.
- h) All motions requiring a two thirds majority other than procedural motions may only be put at a TGM, except where the President deems such motions as being of immediate importance to the running of the Society.
- i) Notice of motions other than procedural and emergency motions will be sent to the Secretary no less than three days previous to the Meeting. All motions must be proposed and seconded by members of the society.
- j) Motions will stand until overruled by a subsequent quorate meeting.
- k) Emergency Motions: Motions whose substance has arisen within the preceding 72 hours may be introduced as Emergency Motions by the leave of the Meeting. The Proposer of the motion may give his/her reason for the introduction of such a motion, and the motion for leave of introduction will be put to the vote immediately. A two thirds majority of those voting will be required for leave of introduction, abstentions not being counted as votes. No motion may be debated except in the presence of the Proposer and/or Secunder.
- l) No motion may be debated except in the presence of the Proposer and/or Secunder.
- m) The Proposer of a motion may withdraw the motion at any time before it is put to vote.

7.4.2 Debate

- a) There is a guillotine on debate of motions of 10 minutes unless a vote in favour of extending the guillotine for a specified time is passed by a simple majority or unless deemed necessary by the Chairperson.
- b) The Proposer of the motion will have the right to speak first, in proposition of the motion. In the event of the Proposer not wishing to speak, the right will pass to the Secunder of the motion and then to any member chosen by the Chairperson.
- c) The debate will then proceed with speeches being made alternatively against and for the motion. Questions to the proposer of the motion may be made at any time, on invitation of the Chairperson.
- d) A point of information may be raised by any member rising to his/her feet, providing the speaker holding the floor has signified his/her intention of giving way. It must consist of information offered to, or asked from, the speaker. No point of information will be offered to the Proposer during his/her summing up.
- d) Once the debate has ended, due to an unwillingness of any member to speak on the required side of the motion; the guillotine having fallen; a motion to immediately vote having been passed, or some other reason, the original Proposer will then be allowed to sum up the motion.
- f) Points of Order, which will have precedence over all other business, and upon which there will be no discussion, may be raised by any member rising to his/her feet. They must be framed as a question to the Chairperson and be related to the conduct of the meeting.

g) With the exception of the proposer, it is not expected that any member will speak more than once during the course of the debate. It is also desired that members will not repeat material previously mentioned in the debate, with the exception of the summing-up speech of the Proposer.

7.4.3.1 *Procedural motions*

a) Procedural motions only apply as to how the meeting itself is being run.

7.4.3.2 *Procedural motions – No confidence & expulsion*

a) All motions in 7.4.3.2 require a two-thirds majority to be passed.

b) Motions of no confidence in the Chairperson. The Chairperson will hand over the Chair to their aide (a CUJS member of their choosing) while this motion is heard. If the motion is passed, the Chairperson will not take the Chair again for the duration of the meeting.

c) Motions of no confidence in a Chairperson's ruling. The Chairperson will hand over the Chair to their aide while this motion is heard. If the motion is passed, the ruling will not stand.

d) Motion for expulsion of a named person from a Meeting. If this motion is passed, the named person will leave and not return for the duration of the Meeting.

7.4.3.3 *Procedural motion – Simple majority required*

a) All motions in 7.4.3.3 require a simple majority to be passed.

b) That a motion be taken in parts. Any motion (other than a procedural motion) may be taken in parts if its structure so permits. If this procedural motion is passed, each part of the substantive motion that is passed will stand irrespective of the other parts of the motion.

7.5 *Elections*

a) The Nominations' Book will be opened two weeks before the TGM and closed at 2pm one day before the meeting. Any member, as defined in Standing Orders, may stand.

b) Two members wishing to hold a post jointly must submit a joint nomination.

c) A candidate may stand for more than one Committee post, but must state in writing the order of his/her preference, in the event of his/her election to more than one such post.

d) All nominations must be proposed and seconded by fully paid-up members of the society and must be countersigned by the nominee. They should be given to the Secretary, who will be responsible to see that they are in order and to enter them into the Nominations' Book.

e) The Nominations' Book will be available for inspection by members during the two weeks before the TGM.

f) Where no nominations are received, the Chairperson may take nominations at the Meeting.

g) Candidates may submit a manifesto of 1 side of A4 to the Secretary. The manifestos will be submitted by close of nominations. The manifestos will be displayed in the student centre from close of nominations. If a candidate does not submit a manifesto a notice saying 'This candidate did not submit a manifesto' will be displayed with the other manifestos.

i) The election will be held over a specified period of at least four hours from the beginning of the TGM. The election will be by secret ballot. The method of voting will be by the single transferable vote. For all positions "Re-open nominations" will be a possibility.

j) The President(s) must appoint one Returning Officer, in addition to the Secretary (serving *ex officio* as a Returning Officer) for the election of Officers.

k) The Returning Officers will be appointed at least 24 hours in advance of the open of nominations, and will be responsible for the counting of the votes and declaring the results.

l) A Returning Officer must stand down should they be successfully nominated for any elected position at the TGM over which they are presiding.

m) The Returning Officers will have overriding responsibility for the conduct of the elections and nominations, subject to a vote of no confidence in their ruling and subject to the electoral rules described above.

n) The Chairperson will not vote in elections, but will have a casting vote.

o) The names of successful candidates will be posted in the Student Centre by the outgoing Secretary.

p) No form of inducements will be offered to members by candidates as enticements to vote a particular way. Any candidate found to be doing so will be scratched from the ballot paper. This clause will only apply until the conclusion of voting. The Secretary will have the final say in this matter.

8. FINANCIAL MATTERS

a) CUJS will maintain a banking account with a suitable Bank or Building Society to hold the Society's funds.

b) The Society will have separate accounts for charitable and non-charitable funds.

c) No Officer may incur any expenses pertaining to CUJS without the prior agreement of the Junior Treasurer.

d) No Officer will contact sponsors, advertisers, funders or Community organisations without the prior consent and full knowledge of the Development Officer.

e) The Canteen Treasurer will be entitled to a 10% discount on all meals.

f) Those in the elected positions of Canteen Managers will not be charged for meals provided.

g) No Officer of the Society will be personally liable for any financial obligations or debts of CUJS.

Appendix A

The roles of the following Committee and non-Committee positions, if they exist, will be:

Committee Positions

Buildings & Security Officer:

- To ensure that the premises at the Student Centre are in full working order and to organise for repairs when they fall necessary.
- To maintain the stocks of tissue supplies for the lavatories.
- To make sure the CUJS Gallery of past members is preserved and updated annually.
- To ensure, with the full co-operation of the Committee, that adequate security measures are taken at all CUJS events.
- To organise, index and, where funds are available for this purpose, purchase books for the CUJS library.

External Officer:

- To maintain close relations with CUSU and UJS and co-ordinate the response to any threats towards Jewish students that may occur in Cambridge.

Education Officer:

- To be responsible for the organising and planning a range of educational and cultural events sufficiently diverse to be acceptable to all members of the Society.
- To coordinate with the Director of the Culanu centre on educational events of interest to CUJS.

Ents Officer:

- To plan, in conjunction with the President, social events for the term.
- To be responsible for the organisation and running of such events.

First Year Officer:

- To ensure the welcome of First Years into CUJS.
- To encourage participation of First Years in CUJS.
- To hold pre-Freshers' events and organise Freshers' week.
- To produce a Freshers' Guide.

Interfaith Officer:

- To maintain good relations with other faith societies and to organise at least one interfaith event per term.

Junior Treasurer:

- To maintain the various bank accounts of CUJS.
- To provide advice on budgeting for members of the Committee.
- To advise the Development Group on the current and projected financial status of the Society.

President:

- To ensure, with the co-operation and assistance of the Committee, the successful organisation of the term.
- To encourage participation of as many students as possible in the activities of the Society.
- To provide leadership for the Committee and for the Society.
- To co-operate with the Development Group.
- To assist Jewish students who may be having a difficult time at Cambridge, whether academic, social or other.
- To ensure that Jewish students know that they can speak to him or her at any time, and that any discussions will be entirely confidential.
- To refer the student to a suitable person or organisation where assistance of this kind is needed.
- To be responsible for reporting in general terms to the Committee difficulties students may face with the society.
- To be responsible for seeking to ensure that CUJS embraces the full diversity of Jews in the community and avoids marginalizing any particular groups of Jews. Practical measures should be taken to achieve this result.

President-elect:

- To plan for the following term.
- To select and organise speakers and College representatives for the following term.
- To deputise for the President where necessary, with the consent of the President.
- To actively participate in the work of at least one working-group.

Publicity Officer:

- To publicise all CUJS events in any way deemed necessary, in close cooperation with all relevant members of the Committee.

Secretary:

- To ensure that the Office is fully supplied with such stationery or other office equipment as may be necessary.
- To ensure that any equipment in the Office is in full working order.
- To fulfil their duties with respect to the holding of Elections as detailed in Standing Order Clause 4.

Social Action Officer:

- To organise events to encourage members of CUJS to be more socially aware and to raise money for charities.
- To encourage other Committee members to be socially aware in the activities they run.

Development Officer:

- To be collectively responsible with the Development Group for the raising of funds, long-term planning and the long-term financial security of the Society.
- To be solely responsible for links with donors, advertisers, sponsors and similar persons.

Canteen Manager:

- To oversee the day-to-day running of the Jerusalem Café.

Committee members are collectively responsible for the running of CUJS.

They will attend, to the extent that it is reasonable, CUJS events and meetings and will provide assistance to other members of the Committee as required. They will encourage the participation of others in the Society. They will provide leadership for their working-groups and for the Society.

Non-Committee Officers

Canteen Treasurer:

- To maintain the accounts of the Jerusalem Café and to assist the Canteen Managers with organising the financial affairs of the Jerusalem Café.
- To co-operate with the Junior Treasurer to ensure the financial stability of the Jerusalem Café.

Webmaster:

- To maintain the operation of Society e-mail lists for publicity, etc. and to establish any new lists which may come about. Also to maintain the Society's World Wide Web pages as that Officer sees fit.
- To aid and encourage the efficient distribution of Society publicity through email and Internet.

International Officer:

- To create links with foreign associations of Jewish students
- To further the integration of International students within CUJS, in association with the Fresher's Officer and the Ents Officer

Grad Rep:

- To keep information flowing between CUJS and Grad students around Cambridge.
- To arrange Grad oriented events

Senior Treasurer:

- To assist Officers of the Society by providing information, advice and assistance.

Orthodox Representative:

- To ensure that CUJS caters for Orthodox Jews in every aspect of its work, both in terms of leadership and specific provision of services, especially religious services – the Orthodox Community Services – and educational events, wherever possible by working with appropriate committee members.
- To liaise with external bodies relevant to the Orthodox community; to work towards creating a communal atmosphere – such as by organising informal social events, both in the context of the Orthodox community and its integration as a vital part of CUJS.

Egalitarian Representative:

- To ensure that CUJS caters for non-Orthodox Jews in every aspect of its work, both in terms of leadership and specific provision of services, especially religious services – the Egalitarian Community Services – and educational events, wherever possible by working with appropriate Committee members.
- To liaise with external bodies relevant to the egalitarian community; to work towards creating a communal atmosphere – specifically by organising informal social events – both in the context of the egalitarian community and its integration as a vital part of CUJS.

Non-Committee roles without the status of Officer

College Representatives:

- To assist with publicising events to each college and to encourage members of their college to participate in CUJS events.

Representatives to the CJCB:

- At least once a term to e-mail all members of CUJS asking for feedback about important issues that the CJCB is dealing with and about the work of the Chaplaincy in Cambridge.
- Regularly to convey to the Chaplain feedback about his work.