



# ***THE CONSTITUTION OF THE COMBINATION ROOM OF ST EDMUND'S COLLEGE***

(as approved in the General Meeting held on 30<sup>th</sup> April 2017)

## **1.0 NAME**

1.1 This Constitution shall apply to the Association of the Members of St Edmund's College Combination Room, hereinafter referred to as the Combination Room (CR) and it shall be an affiliated member of the Cambridge University Students Union, and the Cambridge University Graduate Union. Affiliation to the University Unions shall be continued without interruption except if the CR votes to disaffiliate under the guidance of 10.3. For the purposes of this constitution the term CR does not refer to any specific room in College and indicates no rights to nor control of any room in College.

## **2.0 AIMS AND OBJECTIVES**

2.1 The aims of the Association are:

(a) to represent all the members of the CR in all matters affecting their interest.

(b) to provide, in the interests of the social welfare of its members, facilities for recreation or other leisure time activity, being facilities which will improve their quality of life by enabling or assisting them to participate in the cultural, athletic, collegiate, intellectual, social and other activities of, or connected with the University.

(c) to provide a forum for discussion between the membership and its elected committee; who shall represent the views of the CR to the College authorities. It shall act as a channel of communication between its members, the University of Cambridge and bodies to which the CR is affiliated.

2.2 The above aims and objectives shall receive a fair and liberal interpretation by the members of the CR independent of any other part of this constitution



### **3.0 MEMBERSHIP**

3.1 Full membership depends on payment of a fee set by the Governing Body. All students and Visiting Scholars of this College and their spouses shall be deemed to enjoy the general rights of membership of this CR whether fee paying or not.

(a) All fee paying members shall be entitled to speak and vote in the CR meetings and in CR and University Elections. Fourth year students (and other students who are in the process of completing courses of study at St Edmund's) shall also be entitled to full voting and speaking rights in CR meetings, as shall Visiting Scholars, and shall be entitled to vote in CR elections.

(b) Non-fee paying members shall be entitled to attend CR meetings provided that the meeting agrees by a simple majority vote in favour of their presence. With regard to speaking and voting rights at that meeting, for non-fee paying members a similar vote will be necessary.

### **4.0 THE EXECUTIVE**

4.1 CR Committee Composition: The CR Committee consists of a Central Executive, an Extended Executive (composed of the Central Executive and other further specified positions) and a Non-Executive Welfare Team.

4.2 There shall be a Central Executive which shall consist of the President, the Vice-President, the Treasurer, the Secretary and the Welfare Officer(s).

(a) the above posts shall be known as the Central Executive and shall be responsible for the day to day running of the CR and the day to day matters of the CR. They shall be responsible for formulating, implementing and coordinating CR policy as laid down by a CR meeting.

(b) all actions taken in this respect shall be reported to a CR meeting to whom the Central Executive shall be accountable for its deeds.

(c) the Central Executive shall, with the External Officer, represent the CR on the relevant College and University Committees, as per section 4.9.

(d) the Central Executive shall meet at least once every two weeks in term time to coordinate its activities, ensure representation on College Committees is fulfilled and deal with matters as they arise. Minutes are not required unless it is thought by the Central Executive that they are necessary.

(e) Only members who are taking courses that last longer than one year can stand for these posts, as the term of office runs across two academic years. This means



that only those persons who are in a program which, in the normal course of events will continue into the next academic year, can run. No person may hold any of these positions for longer than two consecutive years.

(f) the quorum for the Central Executive shall be three, and has to stand at three throughout the course of the meeting.

(g) If a meeting of the Central Executive fails to take place for what ever reason this failure must be reported to the next CR meeting.

4.3 The Extended Executive shall consist of the Central Executive, the Bar Stewards, the IT Officer, the Librarian, the Entertainments Officers, the Sports Officer, the Environmental Officer, the Academic Officer, the Punt Admiral and the External Officer.

(a) the Extended Executive shall meet once every four weeks of term, to co-ordinate its activities, ensure that representation on College Committees is fulfilled, to execute business remitted to it by a CR meeting, and to discuss relevant matters as they arise. The Central Executive shall report to the Extended Executive all matters that have arisen or been dealt with since the last Extended Executive meeting. The Extended and Central Executives shall be representative bodies of the CR and accountable to that body for their actions.

(b) the quorum of the Extended Executive shall be a simple majority of its membership.

(c) if a meeting of the Central Executive or the Extended Executive fails to take place for what ever reason this failure must be reported to the nearest CR meeting.

#### 4.4 The Non-Executive Welfare Team

The Non-Executive Welfare Team shall consist of the Women's Officer, the LGBT Officer, the International Officer and the Families Officer.

(a) Members of the Welfare Team shall report to the Welfare Officer(s). They shall attend meetings chaired by the Welfare Officer(s) twice a term to coordinate their activities, to execute business remitted to them by the CR and to discuss relevant matters as they arise. The Welfare Team shall assist the Welfare Officer(s) in running events as required. Attendance of members of the Welfare Team shall be required at CR meetings. They shall be invited but not required to attend regular CR Committee Meetings; if in attendance, they will have full voting rights.



4.5 A member of the Committee shall be deemed to have resigned:

(a) if the member gives written notice of this resignation to the Central Executive.

(b) if he or she ceases to be a fee paying member of St Edmund's College CR. In the case of a fourth year student he or she is entitled to remain in office if elected into office whilst in his or her third year.

(c) if he or she fails to attend three meetings of any executive body, or two CR meetings, or two College Committees during term time without providing a reason for his or her absence on at least one of those occasions, which is acceptable to a CR meeting.

(d) a committee member is deemed to have resigned if a motion of no confidence is passed as described in section 5.7(e).

4.6 Durations of positions Each position shall be elected for the period of one year.

(a) No person may hold more than one Central Executive post and no more than two Extended Executive or Welfare Team posts at one time.

(b) No person may hold the same post for longer than two consecutive years.

#### 4.7 Job Descriptions

(a) The President

- shall Chair the Central and Extended Executive and CR meetings.

- shall ensure the CR is represented on all College Committees which provide for student membership, as deemed necessary.

- shall have overall responsibility for communications between the CR and the Governing Body of the College.

- shall be jointly responsible with the Vice-President for the overall formulation and co-ordination of Executive business and responsible for the implementation of policies passed by a CR-meeting.

- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

- shall be responsible for producing an Annual Report of the CR's activities during the academic year.



(b) The Vice-President

- shall be jointly responsible with the President for the overall formulation and coordination of executive business and responsible for the implementation of policies passed by a CR meeting.

- shall sit on College Committees which provide for student membership as deemed necessary.

- shall chair all Executive and CR meetings when the President is unable to do so.

- shall deputise for the President when necessary.

- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

(c) The Treasurer of the Combination Room

- shall Chair the CR Finance Committee and shall be responsible for organising at least two meetings a term of this committee.

- shall sit on the Finance and General Purposes Committee and any other College Committees which provide for student membership as deemed necessary. - shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

(d) The Secretary

- shall be responsible for recording minutes of all CR meetings, executive meetings and their safe keeping. These minutes should be displayed in a public manner within one week of the minuted meeting. Acceptable means of display are: email of minutes to CR membership, posting of minutes on CR Website, distributing of minutes in all CR members' pigeonholes, and posting minutes on CR Notice Board. - shall be responsible for updating, organizing and sending out the bulletin twice a week.

- shall have joint responsibility with the President and Vice-President for communications, but will have sole responsibility for organising Executive and CR meetings.

- shall be responsible for the production of CR promotional material, excluding entertainments.



- shall sit on College Committees which provide for student membership as deemed necessary.

- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

- shall be responsible for review of records kept by each member of Central Executive at the end of each term and report to CR on compliance with record keeping of the Executive.

(e) The Welfare Officer(s) Note: The CR may appoint up to two Welfare Officers.

- shall be available to aid members in welfare matters and be responsible.

- shall be acquainted with all Welfare matters and be responsible for the communication of information on student welfare to the CR membership.

- shall liaise with the CUSU Welfare Officer on arranging for materials to be supplied and information to be given.

- shall be responsible for organising publicity and campaigns concerning welfare matters such as the annual Access Fund, housing advice and general health.

- shall liaise with the Rooms Tutor on housing matters as deemed necessary, and shall hold at least one meeting a year for all those students living out in order to supply housing advice leaflets, canvass opinions and become aware of the numbers and conditions of those living out of College, bringing such matters to the attention of the Central Executive.

- shall be responsible for distributing information pertaining to students with disabilities and representing the concerns of students with disabilities in the appropriate fora

- shall sit on College committees which provide for student membership as deemed necessary.

- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

- shall organise, with assistance from the Welfare Team, tea to be served in the CR every Sunday in Term time.

- shall chair all meetings of the Welfare Team and report back to the Extended Committee on any work and activities undertaken.



(f) The Bar Stewards

- shall be responsible for the day-to-day running of the bar, subject to the jurisdiction for the license holder, for all matters concerning the operation of the bar, and shall do his or her best to ensure that reasonable standards of behaviour are maintained.

- shall submit bar accounts to the Treasurer at the end of each term for discussion at the next CR Finance Committee Meeting and bring all relevant matters of importance to the attention of the Extended Executive.

- shall ensure that they delegate the responsibility of managing the bar during the summer term to someone deemed responsible.

(g) The IT Officer

- shall be responsible for all matters relating to the Computer Room and the facilities therein.

- shall be responsible for the CR website in liaison with the IT Office, including its maintenance, posting of minutes, and further innovations.

- shall report to the Extended Executive.

- shall set up and manage committee email addresses and CR mailing lists.

(h) The Librarian

- shall have responsibility for representing the CR in all matters relating to the library.

- shall report to the Extended Executive.

(i) The External Officer

- shall be responsible for relations and events with other Cambridge Colleges, including Formal Swaps, and for organising activities with St Edmund's sister Colleges at other Universities

- shall liaise with GU and CUSU officers and attend GU and CUSU meetings where required

- shall report to the Extended Executive.

(j) The Entertainments Officer(s) Note: The CR will generally find it necessary to have a minimum of two Entertainments Officers.

- shall be responsible for organising the entertainments for the CR and for publicising such events.



- shall take the lead role in planning and coordinating Freshers' Week activities.

- shall report to the Extended Executive.

(k) The Environmental Officer

- shall be responsible for liaising with College regarding the coordination and management of all matters pertaining to recycling, energy efficiency and ethical procurement of food and other materials.

- shall report to the Extended Executive

(l) The International Officer

- shall be responsible for planning events that involve and include international students or that are themed around international holidays and festivals.

- shall provide where appropriate support and advice for international students.

- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College.

- shall report to the Welfare Officer(s).

(m) The Punt Admiral

- shall be responsible the maintenance and winter storage of the College punts and for managing the online punt booking system in collaboration with the IT Officer.

- shall report to the Extended Executive

(n) The Sports Officer

- shall be responsible for liaising with Captains of College teams to participate in University events.

- shall be responsible for the communication of sporting activities available to members.

- shall report to the President and Treasurer on any budgetary matters concerning sports or sporting equipment.

- shall be responsible for the storage of sporting and gym equipment owned by the CR.

- shall be in charge of and represent the Executive concerning the College Gym Facilities.

- shall report to the Extended Executive.



(o) The Women's Officer

- shall seek to represent, advise and be accessible to all women members of the CR.

- shall sit on the CUWU Women's Council.

- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College.

- shall report to the Welfare Officer(s).

(p) The LGBT Officer

- shall be responsible for distributing information pertaining to LGBT matters to students - shall be responsible for organising events in College that are inclusive of those identifying as LGBT

- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College

- shall report to the Welfare Officer(s).

(q) The Families Officer

- shall be responsible for distributing information pertaining to family matters to students with families, bringing concerns of students with families to the appropriate fora, organising family-friendly events in College and liaising with the St Teddy's Club

- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College

- shall report to the Welfare Officer(s).

(r) The Academic Officer

- shall be responsible for organising academic-related events in College

- shall report to the Extended Executive

#### 4.8 Creating and Removing Positions

The CR may add new Committee positions or remove existing Committee positions via a motion requiring a two-thirds majority vote at a CR meeting. When new positions are created it must be stipulated whether they are Central Executive, Extended Executive or non-Executive Welfare positions. Committee position changes must be made permanent by a change to the constitution within 12 months, otherwise they will be considered invalid.



#### 4.9 Committee Representation

(a) Representation by the CR Executive on College Committees and Union Councils shall normally be as follows:

President- College Council, Finance and General Purposes, University Union Councils.

Vice President- Development Committee and Alumni Committee.

Treasurer- College Council and Finance and General Purposes, University Union Councils.

Secretary- Steward's Committee.

Welfare Officer(s) - Health and Safety Committee, Sub-Accommodations Committee.

External Officer- University Union Councils.

(b) Representation by the CR Executive on College Committees shall be mandatory, but flexible to the interests to the different officers of the CR Executive. The CR shall be notified at the next CR meeting and on the CR Website as to any changes of representatives on committees contrary to what is outlined in Section 4.5(a).

(c) The President shall be jointly responsible with the Vice President for ensuring that the CR is represented on all College Committees and University Unions where the CR is allowed representatives.

(d) All CR Executive Officers representing the CR on a College Committee shall report back relevant decisions to the Extended Executive as soon as possible. They shall further be required to produce a document, detailing dialogue with the CR, to be attached to Committee minutes when a Committee meeting has involved a subject which directly concerns the financial matters of CR members (such as rents) or that the Executive feels seriously effects social welfare of CR members (such as rooms use).

(e) CR representatives on College Committees shall be bound to keep a record of Committees they attend and matters arising concerning the CR and report back to the Extended Executive and the CR where necessary.



## 5.0 COMBINATION ROOM MEETINGS

5.1 The CR shall be the supreme decision-making body. The Central Executive and the Extended Executive shall be accountable to this body for all the decisions and actions taken in the name of the CR.

5.2 The CR shall meet twice a term and the dates of these meetings shall be printed in the College Calendar. These dates shall be flexible within a week to allow for Executive scheduling conflicts and other CR events. Meetings should if possible be scheduled so as to allow important decisions to subsequently be raised at the next College Council. Additional meetings of the CR may, when necessary, be called by the Central Executive provided notice is posted at least 7 days in advance on the CR noticeboard. The Secretary shall, at least seven days before the scheduled meeting, put up notices around the College advertising the event and calling for items/motions to be submitted for discussion.

5.3 Items/motions for discussion must be submitted at least 48 hours prior to the meeting to allow an agenda to be drawn up. The full agenda should be circulated to the CR at least 24 hours before the meeting. All motions will require the proposing and seconding by a CR member as defined in Section 3.1a).

5.4 There should be an agenda item 'Any Other Business' so that urgent items can be brought up at the meeting. A reason as to why the item was not entered as a full motion must be explained to the meeting before the meeting accepts it for discussion.

5.5 Any motions requiring financial support must be discussed in advance of the meeting with the CR Treasurer. This includes any matters arising under 'Any Other Business'. Where possible these items should be discussed well in advance of the CR Meeting to facilitate their discussion at the CR Finance Committee (held within 7 days prior to the CR meeting).

5.6 The agenda for the CR meeting shall be based on:

- (a) apologies for absence
- (b) Minutes of previous meetings
- (c) Matters arising from the Minutes
- (d) Executive Reports
- (e) Motions
- (f) Any Other Business

5.7 The Debate



(a) the President/Vice-President shall Chair the meeting. It shall be the duty of the Chairperson during speeches to see that the meeting is kept in order and that everyone has the chance to speak.

(b) If two or more members rise to speak at the same time, precedence shall be given to the member who first “catches the eye” of the Chairperson. Speakers will address the meeting solely through the Chairperson.

(c) amendments shall be proposed to motions and shall be debated and voted on prior to the vote on the main motion. If an amendment is carried it shall become part of the main motion. Both amendments and main motions shall require a simple majority of those present and eligible to vote.

(d) the quorum for the CR meeting will be 10% of fee paying members. The Senior Tutor shall notify the CR President of the number of fee paying members at the start of each term. If 10% fee paying members are not present, then the quorum will be a majority of the CR committee members.

(e) a motion of censure or no confidence in any Committee Member must be presented to the secretary for inclusion on the meeting agenda 48 hours prior to the meeting. This motion requires the signatures of 10 fee-paying CR Members. There will follow a debate; a vote in favour by a two-thirds majority of those present shall be necessary for the motion to pass.

(f) there shall be a guillotine on all CR meetings after three hours. A proposed extension shall require a vote in favour by a two-thirds majority of those present.

## 5.8 General

(a) Points of order: shall take precedence over all other business and shall be raised in between speeches. They must relate specifically to the conduct of the debate.

(b) Points of information: may be raised during speeches and must be phrased as a short question through the speaker.

(c) Voting: all motions except constitutional motions shall require a simple majority of those present and eligible to vote, normally by a show of hands or at the discretion of the Chairperson by a secret ballot. In the event of a count the President and Secretary shall count the votes. All votes must be counted and recorded.

(d) Constitutional motions: Motions proposing a constitutional amendment must be proposed at least 48 hours prior to CR meetings, in order that the CR Membership can be made aware of the clause to be changed. They shall require a two-thirds majority of those present who are eligible to vote and must be passed in two consecutive CR meetings. Constitutional amendments may also be made by



referendum. If a change is passed, it does not become active until such a time as the new constitution is agreed by the College Governing Body as outlined in Section 9.

(e) The Chair shall have the authority to rule on the length of time a person shall speak in the debate. As a guide, speeches should be no longer than two minutes. If a debate continues longer than thirty minutes, a majority vote in favour shall be required for the debate to continue.

(f) Proxy votes: any fee paying member can attend a CR meeting with a proxy vote from another fee paying member to vote on a motion which has previously been publicised. Notice must be given to the Chair in advance of the beginning of the meeting, and the member must have a written notice of proxy signed both by the person who is absent and by themselves.

(g) Extraordinary meetings: can be called if 10% or more fee paying members petition for an emergency CR meeting. It shall be held within seven days of the petition being presented to a member of the Central Executive. The Central Executive shall then be responsible for organising this meeting and publicising its venue and timing. 24 hours notice for the meeting must be given to members.

#### 5.9 Combination Room Committees

- There shall be a number of permanent CR Committees listed below. The CR can create further committees should the need arise. This can be done by passing a motion at a CR meeting agreeing to the formation of the required committee.

##### (a) The Combination Room Finance Committee

- This will be chaired by the CR Treasurer and will consist of the following: the President, the Secretary, the Sports Officer, the Bar Stewards, three full CR members. Its purpose will be to review the CR finances and budget, and suggest to the CR ways and means of using CR resources for the good of the whole CR. It will have a quorum of five. Its primary purpose is to advise on finance and generally to assist the CR Treasurer. The election of the three CR fee-paying members to this committee will take place at the same time as the Central Executive according to regulation 7.0 below. A Fellow appointed by the Governing Body shall be invited to attend all meetings of the CR Finance Committee as a non voting observer who will be able to offer guidance and advice to the Committee. If necessary, the Chair can separate the agenda into an unreserved section, to which all members of the Finance Committee are invited, and a reserved section, to which only CR members are invited.



## 6.0 CR SOCIETIES

6.1 The CR shall, as part of its aims and objectives (Section 2), welcome the establishment of College Societies which shall be part of the activities of the CR and registered with the CR.

6.2 Each CR Society should produce a registration document indicating the following information:

- (a) Name of the Society
- (b) Aims and Objectives of the Society
- (c) Arrangements for the Internal Management of the Society
- (d) Arrangements for membership of the Society

6.3 New society registration must be submitted to the CR Treasurer or the CR Secretary and should be presented to the following CR meeting for approval. Once approved by the CR, these should then be taken to the next meeting of College Council for final approval.

6.4 Registration of each CR Society shall lapse at the end of each academic year (30 September). Each Society shall be eligible to re-register at the beginning of each academic year. Registration of a CR Society may be withdrawn for good reason by the Central Executive of the CR and the College Council.

6.5 Each CR Society shall operate within the provisions of the Statutes and Ordinances of the College and the CR Constitution.

6.6 Meetings of CR Societies shall conform to the requirements of Section 43 of the Education (No 2) Act 1986 and the College's Code of Practice for the organisation of meetings held on College premises.

6.7 Membership of each CR Society shall be open to all members and alumni of St Edmund's College. No application shall be refused on grounds of race, sex, sexuality or religion.

6.8 The nature of the arrangements of the internal management of each CR Society and for membership shall be determined by each Society.

6.9 Each Society shall be eligible to apply for financial support for its activities to the CR Finance Committee (subject to reference of item above) as outlined in Section 9 and shall be entitled to raise funds by appropriate subscription charges to Society members and voluntary collections held at society events.

6.10 Each CR Society shall submit a report at the last CR meeting in the Easter Term on its activities to the CR Central Executive including a financial statement.



Details of the financial activities of CR Societies shall form part of the audited CR accounts.

6.11 The accounts of each CR Society shall be examined upon request by the CR Finance Committee. Any remaining funds at the end of the academic year allocated in the annual budget will be returned to CR General Funds for use in other areas unless otherwise agreed with the CR Treasurer on a per case basis.

## **7.0 ELECTION PROCEDURE**

7.1 Elections for the Central Executive and Extended Executive, except for offices identified in paragraph

7.3 shall take place in the Lent Term. The following positions run from February to February:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary
- (e) Up to two Welfare Officers
- (f) IT Officer
- (g) Two Bar Stewards
- (h) A minimum of two Entertainments Officers
- (i) Librarian
- (j) External Officer
- (k) Environmental Officer
- (l) LGBT Officer
- (m) Punt Admiral

7.2 The elections for the Central Executive shall take place before the Division of Lent Term. Those elected shall “shadow” the officers they are due to replace to learn their jobs over a two-week period. During this period the incumbent Central Executive shall maintain its duties. The elections for any other positions that are elected in Lent Term shall follow two weeks after the Central Executive elections; these positions will immediately take office. At the same time elections for any CR or College Committees shall take place.



7.3 In order to accommodate and include one-year students on the St Edmund's CR committee and allow them to be included in formulating the shape and direction of the College, several non-executive positions run from Michaelmas term instead of February to February. Elections are held in the first few weeks after Freshers' Week for the positions of:

- (a) Women's Officer
- (b) A minimum of one Entertainments Officer
- (c) Academic Officer
- (d) Sports Officer
- (e) International Officer
- (f) Families Officer

7.4 A CR Returning Officer shall be appointed at the first CR meeting of Lent Term prior to the Lent Elections being called.

(a) That person will be responsible with the college appointed officer (outlined in Section 8.6) for the fair running of CR elections and any elections of affiliated organisations. They will be responsible to the CR for their actions.

(b) A nomination for the position shall be made by the Central Executive and should be included in the agenda for the CR meeting.

(c) The term for this position is one year and as such, any nominee must be able to demonstrate a reasonable expectation to be in College for the next academic year.

(d) The Returning Officer is also responsible for the correct interpretation of the CR Constitution. If there is any further doubt after their ruling, the final decision of interpretation of the constitution lies with the College-appointed Returning Officer or, in their absence, the Senior Tutor.

(e) If the Returning Officer is unable to fulfil their duties, a new officer may be appointed at the next CR meeting.

7.5 Nominations will be opened one week before the date of the election and will close after five days. On the night before the election day there will be a hustings chaired by either the CR or the College-appointed Returning Officer which all candidates must attend. Nomination for any posts will require the support of two fee paying members of the CR.

7.6 At the hustings each candidate will be allowed to make a two minute speech followed by questions.



7.7 In respect of all the above posts the voting procedure shall be that voters shall place numbers 1, 2, 3 etc. by the candidates names on the ballot paper in order of preference desired. In these elections the counting shall be by means of the Alternative Transferable Vote System (as specified in the University Statutes and Ordinances).

7.8 Voting will be in the form of paper ballot and /or online voting. Paper voting will be from 8.00 a.m. to 7.00 p.m. and electronic voting from 12.00 a.m. – 10.00 p.m. giving an opportunity to all fee paying members to vote. A notice of the results shall be displayed in a prominent place. The count shall take place after Dinner. The candidates or their representatives can be present at the count which should take place in a closed room. Counters will be selected by the Returning Officer. In the event of a tie there shall be another vote after one week has elapsed but before the end of Full Term. The result shall be declared orally and afterwards a notice of the results shall be displayed in a prominent place.

7.9 Where, at the closing of nominations in this election, no nomination has been received to fill a vacancy, the Returning Officer shall give notice that the vacancy exists and that nominations have re-opened for 48 hours. If the post is again empty it will be administered by other Executive positions until the next planned set of elections when it will be reopened for election.

7.10 Where an office within the Committee exists only to represent a specific minority within the CR, only CR members of that minority or who identify with that minority may vote for that office, in accordance with University Union Constitutions.

7.11 Only full fee paying members of the CR shall be allowed to stand and vote in all elections (as described in Section 3.1(a)).

7.12 In case of a vacancy in the Committee, by-elections during term time will be conducted. During the interim period of the resignation or removal of the incumbent and the by-election, an existing CR member can be co-opted to the position by the Central Executive.

7.13 All CR elections and by-elections must take place during Full Term. By-elections must be called within three weeks (full term) of the resignation. If there is a scheduled election planned for this position within that period, by-elections are not necessary.

7.14 Each CR Committee position will have only one incumbent. Under exceptional circumstances, by the approval of the CR Extended Executive, two people may run jointly for a post.

7.15 No proxy votes are permitted in any CR election.



## **8.0 PROVISIONS OF THE EDUCATION ACT 1944**

8.1 In this Constitution the expression 'Governing Body' (GB) shall here and hereafter mean the Governing Body of St Edmund's College, and the expression 'affiliation to an external organisation' shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.

8.2

(i) No alteration shall be made to any part of this Constitution without the approval of the GB.

(ii) No alteration shall be made to this part of this Constitution except in accordance with the provisions of the Education Act 1994.

(iii) In the event of any conflict between any provision of this Constitution and any provision of this Part of this Constitution, the provision of this Part shall prevail.

8.3 This Constitution shall be submitted to the GB for review, in accordance with the provision of the Education Act 1994, on 24 April 1995 and at intervals of five years thereafter.

8.4 The CR shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

8.5

(i) Notwithstanding any provisions in this Constitution as to automatic membership of the CR, any person who would by virtue of those provisions be a member of the CR may in any academic year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the CR for that academic year.

(ii) A member of the College who exercises the right not to be a member of the CR shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

8.6 Appointment to major CR offices shall be by election in a secret ballot in which full members of the CR are entitled to vote, and at which the Senior Tutor or another member of the GB delegated by the Senior Tutor shall act as returning officer.

8.7 There shall be no sabbatical or paid elected office in the CR contrary to the provisions of s.22(2)(f) of the Education Act 1994.



## 9.0 FINANCE

9.1 A proposed CR budget will be drawn up annually by the CR Treasurer in collaboration with the CR Finance Committee. This budget should be presented to the first CR meeting in Michaelmas term for approval. It will then be submitted to the subsequent meeting of Council for approval. Any society is able to request financial support from the CR by submitting a request to the CR Treasurer prior to the commencement of full Michaelmas term. After this time, requests should be made to the CR Treasurer for presentation to the next CR Finance Committee meeting.

9.2 The CR Treasurer shall:

(a) present the current accounts to the CR Finance Committee at every Finance Committee meeting. These should include the current bank balance.

(b) The CR Treasurer shall present a full set of accounts, receipts and other relevant documents to the Bursar annually for auditing. This should occur within one month of the end of the CR Financial year.

9.3 The CR Treasurer shall produce an annual financial report reviewing expenditure and income for the previous financial year. After approval by the CR Finance Committee, the report should be presented to the first CR meeting of Michaelmas term and should include details of any donations made by the CR to external organisations. The report should also be presented to Council and the College Governing Body.

9.4 The CR Treasurer and President shall have joint responsibility for the finances of the CR. Both shall be signatories on the CR bank account. One signatory will be required to sign.

9.5 The CR Financial Year will run from 1st September - 31st August.

9.6 The CR Treasurer is permitted to make individual transaction payments of up to £500 within the constraints of the CR budget. Expenses up to £1,000 must be approved by the CR Treasurer and President jointly and any expenses above this level must be approved by the CR Finance Committee.

9.7 The CR shall hold a savings account to facilitate long-term projects and protect against unexpected expenditure. Any expenditure from this account should initially be proposed to the CR Finance Committee and shall require the approval of either:

- (i) the CR Finance Committee and a CR meeting
- (ii) two consecutive CR meetings.



9.8 The CR Finance Committee shall meet at least twice a term. A meeting should be held no more than 7 and at least 2 days before each CR meeting scheduled in the College Calendar for that term. Any additional meetings can be scheduled as required.

## **10.0 AFFILIATION TO ORGANISATIONS**

10.1 If the CR decided to become affiliated to any external organisation, it shall publish to all members of the College, and to the GB, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.

10.2 The CR shall publish annually to all members of the College, and to the GB, a report stating the names of all the external organisations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made or proposed to be made, to the organisations within the year covered by the report.

10.3 Upon the request of at least five per cent of its members, the CR shall submit for the approval of its members a list of the organisations to which the CR is affiliated. If at least ten per cent of the members so require, the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

## **11.0 GRIEVANCES**

11.1 All student members of the College or groups of such members who are dissatisfied in their dealings with the CR, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the CR, may prefer a complaint to the President of the CR. An appeal shall lie from the President of the CR to a Senior Tutor of another College nominated by the GB, who may not delegate the responsibility for hearing the appeal. The GB shall have power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

## **12.0 STANDING OF THIS CONSTITUTION**

12.1 No part of this Constitution should be construed as contradicting or superseding the Statutes and Ordinances of the College.