

CLARE COLLEGE GRADUATE SOCIETY

CONSTITUTION

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## C.C.G.S. CONSTITUTION

### **1. The Society.**

- (1) There shall be a body to be called the Clare College Graduate Society (informally called the Clare College Middle Common Room Society or MCR), and hereinafter referred to as the Society.
- (2) The following members of Clare College shall be eligible for membership of the Society:
  - (a) All resident graduate members of Clare College *in statu pupillari*
  - (b) Affiliated students holding a first degreeAny eligible person not wishing to be a member shall serve written notice to that effect to the President of the society, and shall not in consequence be unfairly disadvantaged with respect to provision of services or otherwise.
- (3) Only members of the Society shall be entitled to vote at General Meetings, Elections and By-elections of the Society. Only members of the Society shall constitute a quorum or be counted in the number of persons required to form a quorum.
- (4) The society shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

### **2. Functions of the Society.**

The functions of the Society shall be:

- (a) to organise and provide social and recreational facilities and activities for its members
- (b) to provide observers or representatives to attend the meetings of any Clare College or University body the constitution of which allows representation or attendance by graduate students, provided that this is judged to protect the interests and promote the general welfare of the members of the Society.

### **3. The Committee.**

- (1) The general management of the Society and the performance of the functions referred to in section 2 shall be vested in an Executive Committee (referred to in this Constitution as "the Committee"). The Committee shall act in accordance with relevant decisions taken by General Meetings.
- (2) The Committee shall consist of the following five officers, all of whom shall be members of the society:
  - (a) President
  - (b) Secretary
  - (c) Junior Treasurer
  - (d) Bar Manager
  - (e) Social Secretary
  - (f) Second Social SecretaryThese officers shall be elected as prescribed in Section 5.
- (3) The Committee shall appoint two of its number to act as its representative on the Committee of the Union of Clare Students (UCS)
- (4) The Committee may co-opt at any time any members of the Society as Observers to the Committee, to assist in the performance of its functions. Observers shall not have the status of elected officers, and may not vote at committee meetings.
- (5) At any committee meeting at least three officers shall be present.
- (6) There shall be no sabbatical or paid elected office in the Society.

### **4. General Meetings.**

- (1) The General Meeting shall be the sovereign body of the Society.
- (2) The following General Meetings shall be held each year:
  - (a) A Budget General Meeting, to be held in the Michaelmas term, and not later than the

division of the Michaelmas term.

- (b) An Annual General Meeting (A.G.M.), to be held in the Easter term, and not later than the division of the Easter term.
- (3) The Secretary shall give the Society at least fourteen days notice of these General Meetings, posting a notice clearly displayed in a place easily accessible to all members of the Society, and in the case of the Annual General Meeting shall call at the same time for nominations for the Committee.
- (4) The election of the Committee and the presentation of accounts shall take place at the A.G.M., in accordance with this Constitution and with Standing Orders.
- (5) The Secretary shall call a Special General Meeting of the Society to be held within twenty-one days of receiving a written request signed by not less than fifteen members of the Society.
- (6) The Committee may call a Special General Meeting at any time.
- (7) The Secretary shall give the Society at least fourteen days notice of any Special General Meeting, in the manner directed in section 4(3).
- (8) Motions to be moved at any General Meeting shall be proposed and supported by not less than three members of the Society.
- (9) Motions signed by the supporters shall be presented to the Secretary not less than three full days before the General Meeting.
- (10) Motions not received until after the deadline shall be included in a General Meeting as emergency motions if they
  - (a) comply with section 4(8), and
  - (b) are deemed by the General Meeting to be of sufficient importance not to await the next General Meeting.
- (11) The Secretary shall give not less than two days notice of the Agenda of a General Meeting, in the manner prescribed by section 4(3).

#### **5. Election of Committee.**

- (1) The Election of the Committee shall take place at each A.G.M. in accordance with Standing Orders.
- (2) Any member of the Society shall be eligible to hold any office as described in section 3.
- (3) The ballots shall be counted in the following order:
  - (a) President
  - (b) Secretary
  - (c) Junior Treasurer
  - (d) Bar Manager
  - (e) Social Secretary
  - (f) Second Social SecretaryAny candidates eliminated in a given ballot shall be eligible to be elected to any remaining offices for which they are a candidate in the election.
- (4) An elected committee member shall hold office until the conclusion of the next A.G.M., or until he or she resigns, whichever is the sooner.
- (5) On the occasion of a vacancy arising on the Committee, owing to the resignation of an elected officer, a by-election shall be held in accordance with Standing Orders, unless the vacancy occurs within three weeks prior to an A.G.M., when no action shall be taken to fill the vacancy until the A.G.M.

#### **6. Decisions Taken by General Meetings.**

- (1) No General Meeting shall be quorate unless one quarter of the membership or fifteen members, whichever is the fewer, shall be present. Decisions taken at quorate General Meetings shall be binding on the Committee and all the members of the Society.
- (2) Decisions other than those concerning the election of the Committee, shall be valid only if a meeting is quorate, as defined in 7(1).
- (3) Decisions at General Meetings shall be taken in accordance with Standing Orders.

## **7. Motions to Amend the Constitution**

Notwithstanding sections 4 and 6, the following shall apply to all motions to amend the Constitution:

- (1) Within twenty-one days of the Secretary of the Society receiving written notice from not less than fifteen members of the Society, or from the Committee, of a proposed amendment to this Constitution, the Committee shall hold a General Meeting.
- (2) A General Meeting called to amend the Constitution shall take place during Full Term.
- (3) The Secretary of the Society shall give the Society at least fourteen days notice of all proposed amendments to the Constitution, posting a copy of the amendments, clearly displayed in a place easily accessible to all members of the Society.
- (4) Any proposed amendment receiving the support of not less than two-thirds of the members present at a quorate General Meeting shall become valid from that date, subject to section 7(6).
- (5) Voting on amendments to the Constitution shall take place in accordance with Standing Orders.
- (6) Any amendments to this constitution shall be submitted to the Governing Body of Clare College for approval, and must be in accordance with the provisions of the Education Act 1994.

## **8. Motions to Wind Up the Society.**

Notwithstanding sections 4 and 6 above, the following shall apply to all motions to wind up the Society.

- (1) Within twenty-one days of receiving written notice from not less than fifteen members of a motion to wind up the Society, the Committee shall hold a Special General Meeting.
- (2) A General Meeting called to wind up the Society shall take place during Full Term.
- (3) The Secretary of the Society shall give at least fourteen days notice to the members of any motion to wind up the Society posting a notice clearly displayed in a place easily accessible to all members of the Society.
- (4) Voting on a motion to wind up the Society shall be in accordance with Standing Orders. A motion to wind up the Society shall require the agreement of at least two thirds of the members present at a quorate General Meeting.

## **9. Subscriptions and Entitlements.**

- (1) All graduate students of Clare College shall be entitled to the facilities provided by Clare College in the Middle Common Room (MCR) financed from capitation fees, and to any other facilities also financed from capitation fees.
- (2) The Society may invite its members to pay a termly subscription, at a rate fixed from time to time by any General Meeting of the Society, into the Junior Treasurer's account (see section 11(1)).
- (3) Payment of this subscription will entitle members to use the facilities financed by the Junior Treasurer's account, in addition to those rights mentioned in 9(1) above.
- (4) The officers of the society may also grant entitlement to the rights defined in 9(3) to any member who is
  - (a) not resident in Cambridge in the term in question.
  - (b) judged by them to be unable to pay, due to financial hardship.
- (5) The Committee shall write to all new graduate students of Clare College at the start of the academic year, explaining the above situation with regard to membership, entitlements and subscriptions.
- (6) Unless a reply is received to indicate that a member of the Society does not wish to pay the subscription, it shall be charged to his terminal bill.

## **10. General Financial Duties.**

- (1) Excluding sums specifically approved by motions passed at General Meetings of the Society, and excluding sums necessary to make arrangements approved by such motions, the Committee shall not incur expenditure from the Junior Treasurer's account in excess

- of twenty percent of the income derived from members' subscriptions paid during its term of office.
- (2) At the Budget General Meeting (section 4(2)) the Society shall agree a budget for the coming accounting year (section 11(2)) and submit it to the Governing Body of Clare College for approval.
  - (3) The facilities and activities provided by the Society are available to all members, subject to 9(3), and no specific allocations are made to groups or clubs within the Society.
  - (4) The Society shall so conduct its affairs that its revenue shall be sufficient to meet the charges properly chargeable thereto, taking one year with another.

#### **11. Duties of the Junior Treasurer**

- (1) The Junior Treasurer shall manage the affairs of the Society in accordance with section 10. In particular he shall keep and administer the funds described in 9(2) above, in an account to be called the Junior Treasurer's account.
- (2) The retiring Junior Treasurer shall present for the approval of the A.G.M. a statement of annual income and expenditure and the balance sheet, for the accounting year of office, defined as starting on the 1st May, relating to the Junior Treasurer's account. The statement shall include details of any donations made by the Society to external organisations in the period to which it relates.
- (3) The annual income and expenditure statement shall also be presented to the Governing Body of Clare College.
- (4) A copy of the annual income and expenditure statement and the balance sheet of the Junior Treasurer's account of the Society shall be made available by the Junior Treasurer for inspection by the members of the Society, not less than two days prior to the A.G.M.
- (5) The Junior Treasurer shall present such annual income and expenditure accounts, balance sheet, and any other relevant material to the Senior Treasurer before the beginning of the Easter term, in order that they shall be audited prior to the A.G.M.
- (6) The Junior Treasurer shall present termly accounts to the Senior Treasurer.

#### **12. Duties of the Senior Treasurer.**

- (1) The Finance Committee of Clare College, after consulting with the Committee, and in agreement with the Governing Body, shall appoint a Senior Treasurer, who shall be a fellow of Clare College.
- (2) The Senior Treasurer shall keep and administer an account called the Senior Treasurer's Account for the funds not described in 9(2) and 11 above, and a Long Term Capital Account as defined in section 12(7).
- (3) Any compulsory fees received by the Society from or on behalf of its members shall be paid into the Senior Treasurer's Account.
- (4) Expenditure from the Senior Treasurer's Account shall require authorisation by one of the following:
  - (a) A quorate General Meeting of the Society.
  - (b) The Committee, up to a maximum in any academic year of ten percent of the income to the account for that year.
  - (c) The Committee and Senior Treasurer jointly, for expenditure to assist an individual member of the Society, or to refund capitation fees, in cases of hardship.
  - (d) The Committee and Senior Treasurer jointly, for transfers to the funds of the Union of Clare Students dedicated to expenditure on the annual estimates of that body.
- (5) Expenditure from the Long Term Capital Account shall require authorisation from a quorate General Meeting of the Society subject to 12(6). Further, the Senior Treasurer may veto any such expenditure if in his opinion it is not of long term benefit to graduate students of Clare College.
- (6) The Senior Treasurer may veto any expenditure if, in his opinion:
  - (a) it would be of dubious legality.
  - (b) it would be for a purpose not approved by the public bodies that pay some members' capitation fees.
  - (c) it would violate the constitution of the Society.

If such a veto is applied, both the Senior Treasurer and the Committee shall have the right to refer the matter to the Finance Committee for a final decision.

- (7) At the end of the accounting year the Senior Treasurer shall, after discussion with the Committee, transfer all or part of any moneys remaining to the Long Term Capital Account.

### **13. Affiliation to Organisations**

- (1) In this constitution 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 Clare College.
- (2) If the Society decides to become affiliated to any external organisation, it shall publish to all graduate students of Clare College, and to the Governing Body of Clare College, 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.
- (3) The Society shall publish annually to all graduate students of Clare College, and to the Governing Body of Clare College, 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.
- (4) Upon the request of at least three per cent of its members, the Society shall submit for the approval of its members a list of the organisations to which the Society is affiliated. If at least five 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.

### **14. Grievances**

- (1) All graduate students of Clare College or groups of such students who are dissatisfied in their dealings with the Society, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the Society, may prefer a complaint to the President of the Society. An appeal shall lie from the President of the Society to a Fellow of Clare College nominated by the Governing Body of Clare College, who shall investigate and report to the Governing Body of Clare College on any such complaint. The Governing Body of Clare College shall have power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

### **15. Record of the Constitution.**

- (1) The original of the constitution together with any amendments shall be held by the Senior Treasurer.
- (2) The Committee shall hold a copy of the constitution, which shall be accessible to any graduate student of Clare College on request.
- (3) This constitution supersedes every previous constitution of the Society.
- (4) Subject to the requirements of the Education Act 1994, any disagreement over the interpretation of this constitution shall be resolved by a vote of the elected officers of the Society, the President having an additional casting vote in the event of a tie.
- (5) This constitution shall be submitted to the Governing Body of Clare College for their approval on 13th November 1995 and for review at intervals of five years thereafter.

## STANDING ORDERS FOR THE M.C.R.

### **1. Election of Committee.**

- (1) The Returning Officer for the Election shall be the Senior Treasurer or his Nominee.
- (2) Those retiring Committee members who are present at the Annual General Meeting and are not candidates for election shall be the Election Officers, and shall be responsible for the administration of the election, under the direction of the Returning Officer.
- (3) A candidate for election shall be proposed and seconded by members of the Society. No member shall propose or second more than one candidate. Nominations shall be handed to the Secretary not later than one week before the General Meeting.
- (4) Any candidate who decides to withdraw from the election shall inform the Secretary or the Returning Officer in writing before the start of the General Meeting.
- (5) Voting shall be by secret ballot.
- (6) (a) There shall be a separate ballot for each of the five posts described in Section 3(2) of this constitution.  
(b) The ballots shall be conducted in accordance with section 5(3) of the Constitution of the Society.
- (7) Notwithstanding standing order 1(5), any member of the Society who is unable to vote in person may vote by either:
  - (a) Sending to the Secretary a set of sealed written instructions.
  - (b) Nominating, to the Secretary, a proxy who may vote in person on his behalf.In each case; the written instructions must reach the Secretary not less than one hour before the ballot first opens.
- (8) Any question regarding entitlement to vote or the validity of a vote shall be resolved by the Returning Officer whose decision shall be final.
- (9) Any ballot paper not completed in accordance with the instructions printed on it shall be deemed spoilt.
- (10) Voting shall be by Single Transferable Vote, as described in Annexe 'A' to these Standing Orders. Voters shall write the number 1 against the name of the candidate of first preference and successive numbers against the names of any other candidates for whom they wish to vote, in order of preference. These instructions shall be printed on all ballot papers. The Ballot shall be open for at least the following periods: 12 noon to 2 p.m. and 6.30 to 7.15 p.m. on the day of the AGM, (except that a period shall not be compulsory if it ends after the scheduled starting time of the AGM), and for 15 minutes during the AGM.
- (11) A count shall be taken in a private place immediately after the close of the poll. The count shall be conducted by the Election Officers and shall be supervised by the Returning Officer. Only the Election Officers, the Returning Officer and the Candidates shall be present at a count.
- (12) The result of the poll shall be announced and published by the Returning Officer at the AGM.
- (13) The new committee shall assume office at the instant the A.G.M. is closed.
- (14) No candidate shall interfere with the running of the poll, nor shall a candidate make any improper payment or threat to any voter. In the event of such interference the candidate shall be disqualified from the Election.

### **2. By-Elections.**

The By-election shall take place in accordance with the Standing Orders for the Election of Committee above, with the following exceptions:

- (1) A Special General Meeting shall be called in the event of a By-election.
- (2) The Returning Officer shall be the Senior Treasurer or his Nominee.
- (3) All other Committee members shall be election officers.

### 3. General Meetings.

- (1) The Chairman of a General Meeting shall be the first of the following present at the start of the General Meeting:
  - (1) President
  - (2) Secretary
  - (3) Junior Treasurer
  - (4) Either Social Secretary
  - (5) Senior Treasurer or his Nominee.
- (2) Subject to decisions taken upon any procedural motions, the Chairman of the General Meeting shall determine the following:
  - (a) the order of speakers
  - (b) the duration of speeches and of debates
  - (c) when a vote shall be taken
  - (d) when a General Meeting shall end.
- (3) Any procedural motion or amendment proposed by a member and supported by three other members present at the meeting shall be voted on providing that it shall directly concern a matter on the Agenda. The Chairman shall be the judge of whether a motion is valid in this respect.
- (4) Voting shall be by a show of hands, unless a division is requested by any member present.
- (5) If, when the motion is first read, the number of members present is not sufficient to form a quorum, a General Meeting shall be declared closed by the Chairman.
- (6) The Agenda shall consist of items for discussion proposed by:
  - (a) The Committee, or
  - (b) A petition of three members of the Society.Motions shall be taken in the order of the published Agenda, unless the order is amended by the General Meeting, subject to 3(8), below.
- (7) The minutes of a General Meeting shall be made available to any member on application to the Secretary, and shall be deemed to have been approved unless a member has presented a written objection to the Secretary before the next General Meeting. In the event of an objection, the objector shall be invited to attend the next meeting of the Committee, at which such amendments as the Committee see fit shall be made to the minutes.
- (8) Emergency Motions, as defined in section 5(10) of the Constitution of the Society, shall be the first item on the Agenda, unless the General Meeting decides otherwise.

### 4. Committee Meetings.

- (1) The President or, in his absence, the Secretary shall chair any Committee Meeting.
- (2) Any Committee Meeting from which two or more members are absent shall be deemed inquorate. At an inquorate meeting, no minutes shall be kept and no decisions taken.
- (3) The Committee shall reach decisions by consensus or by a simple majority of those present. In the event of a tie, the President or, in his absence, the Secretary shall have an additional casting vote.
- (4) Observers to the Committee may only attend committee meetings with the consent of all Officers present at the Meeting.
- (5) All Committee Members shall be given adequate notice of all Committee Meetings.
- (6) The Committee may appoint such sub-committees as it sees fit. A sub-committee shall consist of members of the Society, with any other person whom the sub-committee considers necessary to the performance of its functions.



## ANNEXE A - STV FOR MCR AND UCS ELECTIONS

These rules are intended to summarise previous practice, and should be taken as definitive before counting starts. The steps below should be followed for each electoral vacancy, starting with President.

- (1) Count the number of signatures on the list of students.
- (2) Calculate the number of ballot papers issued.
- (3) Count and scrutinise the ballot papers, and determine the number of valid ballot papers. A paper is valid (for the first round) if either
  - (i) it has a number '1' opposite precisely one candidate, or
  - (ii) it has an 'X' or similar mark opposite one candidate, and nothing else on the paper.
 For example, a paper marked

C1	1
C2	2
C3	3
C4	3
C5	-

would be valid for the first transfer (to C2) but not thereafter.

- (4) Compare the numbers obtained in 1-3 above. If the returning officer decides agreement is good enough, then proceed. Otherwise, look under the carpet!
- (5) Calculate the quota for the first round from the formula
 
$$Q = V / (N + 1)$$
 where V is the number of valid papers, and N is the number of vacancies in the particular election. (i.e. N=1 for president, 3 for most other posts.) Work here, as always, to the nearest 0.01 votes.
- (6) Sort papers into piles according to first preference votes.
- (7) There will now (in general) be elimination and election of candidates. If any candidate(s) have more votes than the quota, then they are elected. See Sections 11-13. Alternatively, if no candidate attains the quota, then someone is eliminated. See Sections 8-10.
- (8) Elimination. Eliminate the candidate with the least number of votes. If there are two or more candidates at the bottom with an equal number of votes then both should be eliminated, UNLESS if by so doing there will be fewer candidates remaining than there are places. In this case a decision should be made by looking at the number of first preference votes of the candidates concerned, (then 2nd pref., etc.), or if this is not decisive, by drawing lots.
- (9) Transfer the papers from the eliminated candidates to their next preference. If this candidate has already been elected or eliminated then pass to the next choice. If no transfer is possible then put the paper in a pile marked 'non-transferrable votes'. These papers take no further part in the action. In the following example there are five candidates for three posts. 80 valid votes have been cast, and so the quota is  $80 / (3 + 1) = 20$ .

	1st Pref	Transfer from C5	Total
C1	18	7	25
C2	17	2	19
C3	17	-	17
C4	15	2	17
C5	13		ELIMINATED
Non-transf.	-	2	2
Total	80	(13)	80

- (10) Return to Section 7. (but see Sec. 15)

- (11) Election. If the elected candidate has M votes and the current quota is Q, then a total of M-Q votes are transferred. Each ballot paper of the elected candidate is revalued at (M-Q)/M of its previous value (which is usually one. See Section 14 for the exception.) For example, if a candidate has 25 votes, and the quota is 20, then all 25 papers are revalued at 5/25 = 0.2 votes. All these papers are then resorted into piles according to the next preference (if any). These piles must be paper-clipped together and 'n @ 0.2' written on the top, where n is the number of papers in the pile. This means that each paper in that pile is worth 0.2 votes from then on. If the pile is broken up at a later stage, then each sub-pile must have '@ 0.2' written on it. FAILURE TO OBSERVE THIS INSTRUCTION WILL RESULT IN DISASTER, as you will end up with more votes than you started with.

The piles are then transferred to the other candidates; in the above example this might give:

	Total	Transfer	Total	
C1	25	-25 @ 0.2 = -5.0	20	ELECTED
C2	19	10 @ 0.2 = 2.0	21.0	
C3	17	8 @ 0.2 = 1.6	18.6	
C4	17	6 @ 0.2 = 1.2	18.2	
C5	Eliminated			
Non -trans.	2	1 @ 0.2	2.2	
Total	80		80	

- (12) The quota must now be recalculated. If T is the total number of votes in the last round (T=V originally), Q is the quota, and NT is the number of votes that have become non-transferrable since the quota was last calculated, then there are VN=T-Q-NT votes still in circulation, and N-1 places still free. Thus the quota 'drips' to the new value  $QN=(T-Q-NT)/((N-1)+1)$  [1]

This formula is altered in an obvious way for later vacancies; after each election the quota is

$$\frac{(\text{No. of valid votes still available})}{(\text{No. of places remaining} + 1)}$$

In this system the quota is only recalculated when someone is elected, and at no other time. This can make a difference. In the above case the quota is recalculated after C1 is elected, when there are  $80-20-2.2 = 57.8$  valid votes still in circulation. As there are two places still unfilled the new quota is  $57.8/3 = 19.27$ . Thus the next step is to elect C2, and transfer the surplus of  $21.0-19.27 = 1.73$  to C3 or C4 as appropriate (and if possible).

- (13) Return to Section 7. (But see Sec. 15)

- (14) Double Transfers. Votes may be revalued twice. For example, suppose a candidate has 100 full votes + 10 @ 0.2, i.e. 102.0 in total; and the quota is currently 90. There is a surplus of 12, and so each full vote is revalued at  $12/102 = 0.1176 = 0.12$  votes. The 100 full votes are transferred at this value, and the other 10 are revalued to  $0.2 \times 0.12 = 0.024 = 0.02$  votes each. All the papers in the paper-clipped pile are revalued thus. Triple transfers are impossible if the electorate is fairly small (as in MCR and UCS elections), as the value would fall below 0.01 votes.

- (15) Usually, every candidate elected will attain the current quota. However, if votes have become non-transferrable since the quota was last calculated, then this may not be

[1] The quota will not change if no votes have become non-transferrable since the quota was last calculated.

possible; in this case, candidates should be eliminated until only one is left for the final vacancy.

- (16) These notes attempt to cover all eventualities, but there are occasions when common sense and/or coin tossing may be needed. In such cases the Returning Officer's decision is final. If anyone foresees any situations not covered by the above, they should say so before counting starts!

February 1982 (revised January 1985).