

.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 degree

Any 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. If the committee is incapable of acting the general meeting may exercise any of its powers, and the Senior Treasurer shall be empowered to call general meetings for this purpose.

(2) The Committee shall consist of the following seven officers, all of whom shall be members of the society:

(a) President

(b) Vice-president

(c) Secretary

(d) Junior Treasurer

(e) Bar Manager

(f) Social Secretaries (2)

These officers shall be elected as prescribed in Section 5.

(3) The president shall undertake liaison with the Union of Clare Students (UCS), or shall delegate another elected member of the Committee to undertake this task.

(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) The quorum for a committee meeting shall be whichever is the smaller of three or all of the officers holding office at the time of the meeting.

(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 to be held no later than the Friday following the division of the Easter Term. The Society's accounts shall be presented to the Annual General Meeting.

(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.

(4) The election of the Committee shall take place on the Friday following the division of the Easter Term. The election shall be held in accordance with this constitution and any standing orders approved under.

(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. If fewer than three committee members are in office, the remaining officers may call a special meeting. If there are no remaining officers, the Senior Treasurer may call a special meeting in accordance with section 3(1).

(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 and any by-election shall take place in accordance with Standing Orders approved under this constitution.

(2) Any member of the Society shall be eligible to hold any office as described in

section 3(2). No member of the Society may be a candidate for more than one such office.

(3) An elected committee member shall hold office until the conclusion of the next AGM, or until he or she resigns or otherwise becomes incapable of holding office, whichever is the sooner.

(4) On the occasion of a vacancy arising on the Committee, a by-election shall be held in accordance with standing orders, unless the vacancy occurs within three weeks prior to the AGM, when no action shall be taken to fill the vacancy until the AGM.

(5) Additional committee members, noted as Observers in section 3.4 above, can be co-opted by a vote of a simple majority of the elected officers named in section 3.2. The procedure cannot be used to fill a vacancy in the slate of elected officers: vacancies are to be handled in strict accordance with the Standing Order on by-elections. Co-opted Observers shall not have the right to vote on committee business. Like elected members, Observers shall serve until the conclusion of the next AGM, or until he/she resigns, whichever is sooner.

#### 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 Tutorial Bursar for approval on behalf of the Governing Body of Clare College.
- (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 organizations in the period to which it relates.

(3) The annual income and expenditure statement shall also be presented to the Tutorial Bursar acting on behalf of 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 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. 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(1) above, and a Long Term Capital Account.

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 authorization 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 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, or

(b) it would be for a purpose not approved by the public bodies that pay some

members' capitation fees, or

(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 Organizations

(1) In this constitution the expression "affiliation to an external Organization" shall include any form of membership of, or

formal association with, an Organization whose purposes are not confined to purposes connected with Clare College.

(2) If the Society decides to become affiliated to any external Organization, 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 Organization 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 Organization.

(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 organizations 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 organizations 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 organizations 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 Organization 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 make a complaint to the President of the Society. Any appeal against the decision of the President of the Society shall be made 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. 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 19th May 2003 and for review at intervals of five years thereafter.

#### 16. Standing Orders.

(1) There shall be a set of standing orders to govern the conduct of:

- a) The election of the committee;
- b) By-elections;
- c) General meetings;
- d) Committee meetings.

(2) A copy of all standing orders shall be attached to the constitution.

(3) Changes to standing orders may be made by one of the following:

- a) A simple majority at a General meeting;
- b) The majority of the committee with the agreement of the Senior Treasurer,

whenever, in their opinion, a delay in making such changes would be detrimental to the good governance of the society.

Changes made under section 16(3)(b) shall be reported to the next general meeting and shall not continue in force beyond that meeting unless approved by a simple majority at that meeting.

First written and approved: 14th February 2003

Amended: 19th May 2003

#### Election of Committee Members

1. The election shall be held by secret ballot in which all members of the society shall be entitled to take part, on the date of the Annual General Meeting (AGM) of which at least 4 weeks notice must be given.

2. The Returning Officer for the election shall be the Senior Treasurer or his Nominee. In these Standing Orders, references to the Returning Officer shall have application to any such Nominee.

3. Those retiring committee members who 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. The Returning Officer may appoint additional Election Officers.

A list of members of the Society eligible to vote shall be posted in the MCR by the Returning Officer not later than two weeks before the start of the AGM, and may be corrected by the Returning Officer at any time before the start of voting.

A candidate for election shall be proposed and seconded by members of the Society. No member shall propose or second more than one candidate for any one post. Nominations shall be handed to the Returning Officer no later than three weeks before the start of the AGM.

Any candidate who decides to withdraw from the election shall inform the Returning Officer before the start of the AGM.

All duly nominated candidates shall be sent confirmation of the candidate status in writing (via the internal College pigeon holes) by the Returning Officer no later than two weeks and six days before the start of the AGM. This notice shall also advise each candidate to submit a "manifesto" to be displayed in the MCR.

Any "manifesto" submitted by a candidate for this purpose shall not exceed one side of A4 and shall be handed to the Returning Officer no later than two weeks and two days before the start of the AGM.

The ballot shall be held on the day of the AGM between 11:30am and 7:00pm in the MCR. At least two Election Officers shall be present during the entire voting period. The Election Officers shall issue

one ballot paper to each voter, recording that fact on the list of members of the Society.

(a) There shall be a separate ballot for each of the six offices described in Section 3.2 of this constitution.

(b) The ballots shall be counted in accordance with section 5 of the Constitution of the Society.

Voting shall be conducted using the first-past-the-post, plurality electoral system analogous to the Westminster voting system. Elections for all officers covered in Section 3.2 of the Constitution will include the option to re-open nominations (RON). The winner of an election shall be the person with a plurality or an absolute majority of the votes cast by the membership of the Society. For offices with multiple posts (Social Secretary), the winners shall be the two candidates receiving the greatest and second-greatest shares of the vote.

Any question regarding entitlement to vote or the validity of a vote shall be resolved by the Returning Officer whose decision shall be final.

The counting of votes shall take place in the presence of the candidates and the Returning Officer.

The result of the poll shall be announced and published by the Returning Officer at the AGM.

The new committee shall assume office at the closure of the AGM.

No candidate shall interfere with the running of the election, nor shall a candidate make any improper payment, or threat to any voter. In the event of any such interference the candidate shall be disqualified from the election by the Returning Officer, who shall decide whether the matter should be reported to the College Council.

## 2. By-elections

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

1. A Special General Meeting shall be called in the event of a By-election and for references to the AGM as Part I of these Standing Orders there shall be substituted a reference to such Special General Meeting.

Those continuing Committee members who 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. Proxy votes

Any member of the Society who is unable to participate in the ballot on the date of the AGM by reason of being absent from Cambridge, may apply to the Returning Officer for a postal vote not less than two weeks before the date of the AGM. If the Returning Officer is satisfied with the reason he shall inform the voter not less than one week before the date of the AGM. The voter may then

nominate in writing a proxy who may vote on their behalf. Such written nomination must be handed to the Returning Officer not less than two days before the start of the AGM.

#### 4. 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

Either Social Secretary  
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 presented by 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.

Master copy of the Constitution, amended 19th May 2003