

Pembroke College Graduate Parlour Constitution

1. Description

1.1 There shall be an association, to be called the Pembroke College Graduate Parlour (hereinafter referred to as the GP). The aims of the GP shall be:

- (a) To represent the interests of the members of the GP
- (b) To provide social activities and recreational facilities for its members
- (c) To nominate graduate representatives to appropriate College committees.

2. Membership

2.1 The following are entitled to be ordinary members of the GP:

- (a) Resident members of College not reading for an undergraduate degree, who are either in statu pupillari, or who are registered with the Board of Graduate Studies as a graduate student
- (b) Resident members of College who are Affiliated students reading for an undergraduate degree
- (c) Resident members of College who are over 25 years of age, or are determined to be Mature Students by the University Matriculation Board, and are not members of the Senior Parlour
- (d) The Lectrices or Lecteurs
- (e) Visiting Scholars who are not members of the Senior Parlour.

2.2 In addition, there shall be honorary members, who are not considered to be members for the purposes of voting or holding elected office, but who may enjoy the facilities of the GP. These are:

- (a) Senior members of the University who have in the past participated as ordinary members under 2.1
- (b) Any person who has qualified for ordinary membership at some time in the present academic year (1 October to 30 September)
- (c) Members of staff or employees of the University or its Colleges who are not resident members of any College but who have in the past qualified as ordinary members under another category
- (d) Anyone invited by the GP Committee.

2.3

(a) Notwithstanding the provisions of Sections 2.1 and 2.2 as to membership of the GP, any person who would by virtue of those provisions be a member of the GP may in any academic year, by written notice, declare that he or she does not wish to be a member. In that case, such a person (hereafter termed a non-member) shall not be a member of the GP for that academic year or part thereof. Such written notice shall be served on the President of the GP.

(b) Any member who exercises the right not to be a member of the GP shall not be unfairly disadvantaged with regard to the provision of services or otherwise. In this respect, the GP may accept funding from the College in order to provide services for students who have chosen to renounce their membership and, in determining the funding, the College will disregard any exercise of this right.

2.4

(a) All ordinary members of the GP shall be entitled:

- (i) To vote in all GP elections, with the exception of an election for Women's Officer in which only female members of the GP may vote, and with the exception of an election for LBGT Officer in which only self-declaring lesbian, gay, bisexual or transexual members of the GP may vote.
- (ii) To hold any elected office in the GP, with the exception of the office of Women's Officer, which only female members of the GP may hold, and with the exception of the office of LBGT Officer, which only self-declaring lesbian, gay, bisexual or transexual

- members of the GP may hold.
- (iii) To make use of all facilities provided by the GP
- (iv) To attend, speak at and propose motions to all Open Meetings
- (v) To nominate ordinary members for posts on the GP Committee.

- (b) Honorary members and non-members of the GP shall be entitled:
 - (i) To make use of all facilities provided by the GP
 - (ii) To attend and speak at Open Meetings.

3. The GP Committee: Officers

3.1 The affairs of the GP shall be managed by the GP Committee (hereinafter referred to as the GPC). All officers of the GPC shall be ordinary members of the GP. The primary officers of the GPC shall be:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Events Officer A
- (e) Welfare Officer

3.2 In addition, the secondary officers of the GPC shall be:

- (a) Secretary
- (b) External Officer
- (c) Events Officer B
- (d) International Officer
- (e) Women's Officer
- (f) LGBT Officer
- (g) Graduate Parlour Steward

3.3 The GPC may co-opt any additional ordinary members of the GP to assist in the execution of its functions.

3.4 Primary Officers of the GPC shall be expected to be in residence throughout their term in office.

3.5.1 The term of office for the following Officers shall commence on the 1 July and expires no later than one calendar year thenceforth:

- President
- Events Officer A
- Welfare Officer
- Secretary
- External Officer
- International Officer
- Graduate Parlour Steward

3.5.2 The term of office for the following Officers shall commence on the 20 November and expires no later than one calendar year thenceforth:

- Vice-President
- Treasurer
- Events Officer B
- Women's Officer
- LGBT Officer

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

4. The Committee: Elections

4.1 Appointment to positions in Sections 3.1 and 3.2 shall be by election in a secret ballot, in

which all ordinary members are entitled to vote. Re-Open Nominations (RON) shall be an option in all ballots.

4.2 An ordinary members of the GP, normally the President, shall act as Returning Officer (hereinafter RO). The RO may appoint Assistant Returning Officers (hereinafter ARO) to help them in the conduct of the elections, subject to the approval of the Committee. The RO and ARO may neither seek election to any office nor nominate any candidates.

4.3 The RO shall advertise the poll to all ordinary members by email and in the GP, giving at least two weeks' notice. The RO shall give notification of the right to vote by proxy under Section 4.6 and shall invite nominations for Committee positions, which must be signed by a proposer, seconder and the nominee. Nominations will be received in person or by pigeon-hole mail to the RO from 9am on the Monday through to 12 midnight on the Thursday of the week preceding the election.

4.4 Within 24 hours of the close of nominations, notice of the elections, including candidates' names, shall be distributed to all ordinary members by email, and shall be posted in the GP.

4.5 There shall be two elections each academic year. The change of office shall occur:

- a) In the penultimate week of Easter Full Term 2009, this will be the election for all positions on the GPC. From and including the penultimate week of Easter Full Term 2010, this will be the election for the positions of President, Events Officer A, Welfare Officer, Secretary, External Officer, International Officer, Graduate Parlour Steward.
- b) In Week 6 of Michaelmas Full term. This will be the election for the positions of Vice-President, Treasurer, Events Officer B, Women's Officer, LGBT Officer.

Voting shall be done electronically, with anonymous ballot papers passed to the RO for counting. Voters shall be informed on the ballot papers of the restriction of Section 2.4(a)(i), but owing to anonymity, this restriction need not be policed. The ballot shall close at 12:00 on Wednesday, having been open for at least the previous 48 hours.

4.6 Any ordinary member of the GP who reasonably expects not to be able to vote may nominate a proxy to vote on his or her behalf, provided that this nomination is made in writing, briefly states the reason for the proxy, is witnessed by another ordinary member and is received by the RO before the polls open. Candidates may not be nominated as proxies, and no GP member may act as a proxy for more than one person.

4.7 The RO shall supervise the elections and, with at least two witnesses who are ordinary members of the GP, count the votes, advertise the result and retain the ballot papers for at least 14 days. Any ordinary member may inspect the ballot papers during this period, in the presence of the RO.

4.8 Ordinary members may hold only one GPC position.

4.9 For election to each GPC position, voters shall indicate an order of preference of candidates on the ballot paper. Counting of votes shall be by the Single Transferable Vote method as specified in the University Ordinances.

4.10 Results of the elections in Easter Full Term and Michaelmas Full Term shall be announced at the BA Dinner after the close of the polls, or by the end of the following day. In the event of a tie for a GPC positions, the successful candidate will be determined through a by-election held between those tied candidates only. Notice of the by-election shall be given within 24 hours of the announcement of the results. The by-election will then be held the following week in accordance with Section 4.5. Proxy votes will not be allowed in the by-election.

4.11 In the event of any post remaining vacant after the election, nominations for that post will remain open until it is filled. A nomination for a vacant post, in accordance with Section 4.3, may be delivered to the President in person or by pigeon-hole mail, or if the Presidency is vacant, to a nominated member of the GPC. On receipt of such a nomination, a by-election shall be held for that post, in accordance with Section 4.5. Until such time, members of

the GPC will be co-opted into any vacant primary office. Secondary offices may remain vacant.

4.12 In the absence of any GPC, a Graduate Tutor shall be invited to appoint a RO to supervise emergency elections.

4.13 Any complaint concerning malpractice shall be made in writing to the RO within seven days of the election. The RO will investigate the complaint and may order a new election if malpractice has occurred. Any complaint made against the RO shall be investigated by two GPC members.

5. The Committee: Procedure

5.1 Meetings of the GPC shall be held as often as the GPC considers necessary, and in any case not less than fortnightly during full term. Meetings will be chaired by the President, or in his or her absence, by another member of the GPC. Minutes shall be recorded, and shall be read and confirmed at the next meeting. Minutes shall be made available to any member on request.

5.2 All elected officers of the GPC shall be present at GPC meetings, unless apologies are sent. Co-opted members may attend GPC meetings but do not have voting rights.

5.3 Decisions of the GPC shall be made by consensus. In the event of a dispute, the matter will be decided by a simple majority vote. In the event of a tie, the President may exercise a casting vote.

5.4 The President shall be responsible to the Open Meeting and the Governing Body of the college for the collective decisions of the GPC and consequentially retains a veto over those decisions.

5.5 Any officer of the GPC may resign by giving written notice to the President, or in the event of the President's resignation, to the Vice-President. Any officer of the GPC failing to attend two consecutive meetings without reasonable excuse in the view of the rest of the GPC, shall be deemed to have resigned and shall be ineligible to re-stand for the position. The GPC shall then call a by-election for the vacant post, in accordance with Section 4.

6. Open Meetings

6.1 An Open Meeting of the GP is a meeting in which all members and non-members of the GP are invited, and at which ordinary members may vote. An Open Meeting may be called:

- (a) By the President
- (b) By a majority of the GPC
- (c) By means of a petition submitted to the President and displayed in the GP, signed by at least ten or 5% of the ordinary members of the GP, whichever is greater, stating the business to be discussed.

6.2 An Open Meeting shall be held at least once every full term. In the event that an Open Meeting is not called through invoking Section 6.1, the GPC shall call an Open Meeting at a time of their choosing.

6.3 The Open Meeting shall be called within seven days of a request being received. The meeting will be advertised to all members by email and in the GP, giving at least five days notice. Motions for debate should be received by the President in writing at least 72 hours before the meeting. An agenda shall be published by email and in the GP at least 48 hours before the meeting.

6.4 Open Meetings shall be chaired by the President, except when he or she is contributing to the motion under consideration, in which case another member of the GPC will take the chair. The meeting will be considered quorate if at least thirty ordinary members are present.

6.5 Customary debating practice shall apply at the Open Meeting. Any ordinary member may

propose a motion or amendment to a motion, but no motion may be proposed on business that has not been publicised on the agenda before the meeting. Any other business may be considered, with the consent of the Chair, at the end of the Open Meeting.

6.6 The Open Meeting may pass any motion other than a constitutional motion by a two-thirds majority, and this decision will be binding on the GPC. Constitutional motions will be carried if they are supported by a three-quarters majority, and in this case the GPC will be bound to refer them to the Governing Body of the College.

6.7 Minutes shall be taken at the Open Meeting and shall be published by email and in the GP within 72 hours. Objections to the minutes may be lodged by means of a resolution signed by at least ten ordinary members of the GP who were present at the Open Meeting.

7. Finance

7.1 The financial year of the GP shall end on June 30.

7.2 The Committee shall agree on a budget for the coming academic year and submit it to the Bursar for his assent.

7.3 The Treasurer shall present quarterly accounts to the College (financial) office.

7.4 The Treasurer shall present annual accounts to Bursar and GPC at the end of the financial year, and make these available to the Governing Body and all members. They shall include details of any external organizations to which the GP has made donations, if applicable.

8. Affiliations

8.1 Currently the GP is affiliated directly with no external body.

8.2 Should the GP wish to become affiliated to any external body, notice shall be given to all ordinary members, and to the Governing Body, of this intention, stating the name of the organisation and details of any subscription or donation proposed to be paid, and a referendum shall be held on the issue. This shall take the form of a secret ballot, which shall take place on a given day in the GP. The poll shall be advertised to all ordinary members by email and in the GP, giving at least seven days notice. Polls shall be open at lunchtime and in the early evening, for a total of at least one and a half hours. The referendum shall be supervised by the President or another GPC member, and shall be carried by simple majority. Any affiliations shall be subject to annual review by ordinary members and the Governing Body in the form of a financial report, as set out in Section 7.4. If at least five per cent of the ordinary members of the GP so require, the question of continued affiliation to an organisation shall be decided upon by a referendum at which all ordinary members are entitled to vote.

9. Indemnity

9.1 Neither the GP nor any officer or appointee thereof shall be the agent of or have the authority to bind Pembroke College.

9.2 The officers of the Committee shall not be personally liable for any loss to the Committee or to the College, or for any injury to any individual arising from the negligence or fraud of any agent employed by the Committee, or by reason of any omission or mistake made in good faith, or by reason of any other matter or thing except willful or individual fraud or wrongdoing on the part of the officer whom it is sought to make liable, provided that the officer concerned has exercised reasonable care.

10. Interpretation

10.1 In the event of any dispute as to the interpretation of any part of the Constitution, the ruling of the President shall be sought, except in the case of a dispute as to the interpretation of Section 4, when the ruling of the RO shall be sought. This ruling shall be published in the GP. In the event of a challenge to the President's ruling, the President shall be obliged to refer the matter to

the Governing Body of the College.

11. Grievances

11.1 Any members or non members of the GP who are dissatisfied with their dealings with the GP or who claim to be unfairly disadvantaged by reason of having exercised their right not to be a member of the GP as set out in Section 2.3 may prefer a complaint to the President of the GP. An appeal shall lie from the President of the GP to the Tutor and the Bursar jointly, who may not delegate their responsibility for hearing the appeal. The Governing Body shall have the power to provide effective remedy, if any, as they consider appropriate, when a complaint is upheld.

12. Constitution

12.1 A copy of the Constitution together with any amendments shall be held by a Graduate Tutor, the Treasurer of the College and the President of the GP. It may be viewed by any member upon request.

12.2 No alteration shall be made to this Constitution without the approval of the Governing Body. No alteration shall be made to this Constitution except in accordance with the provisions of the Education Act 1994.

12.3 This Constitution shall be reviewed by the Governing Body of the College in the academic year 2000-2001 and in every fifth subsequent year, in accordance with the provisions of the Education Act 1994.