

Pembroke College Junior Parlour Constitution

Michaelmas 2012

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1 Description

1. There shall be an association of students, the name of which shall be “The Pembroke College Junior Parlour”. The aims and objectives of the JP shall be:
 - i. To advance the educational and social welfare of its members.
 - ii. To provide facilities:
 - a. Which will let its members participate in the intellectual, social and other activities of Pembroke College and the University of Cambridge, whether through the College Amalgamated Clubs or otherwise.
 - b. Which its members, as students, need.
 - iii. To act as a representative channel of communication between its members and the College, the University of Cambridge, Cambridge University Students’ Union and other bodies.
 - iv. To conduct itself with due respect and responsibility for the environment in which its members live.
 - v. To further these aims and objectives by use of its income and resources solely for purposes permitted by charity law.

2 Membership

1. Junior Members of Pembroke College (all under-graduate and graduate students in residence) are automatically entitled to membership of the Junior Parlour unless they chose to opt-out under the provisions of s. 22 (c) (i) of the Education Act 1994. A student wishing to opt-out of the Junior Parlour may, in any academic year, declare that (s)he does not wish to become a member. This declaration must take the form of a written notice give to the President of the JP within two weeks of the commencement of Michaelmas Term. (All mentions of the Junior Parlour in this document therefore refer to all under-graduate and graduate students in residence who have not exercised their right to opt-out).
2. A Junior Member of the College who exercises the right not to be a member of the JP must not be unfairly disadvantaged with regard to the provision of services or otherwise. In this respect, the Junior Parlour may accept funding from the College in order to provide services for students who have chosen to opt-out and, in determining the funding, the College will disregard any exercise of the right to opt-out.
3. All members of the JP shall be entitled:
 - i. to vote in all JP elections and referenda.
 - ii. to hold any elected office in the JP.
 - iii. to make use of all the facilities provided by the JP.
 - iv. to attend, speak at and propose motions to all Open Meetings according to the regulations set out in Clause 4.
 - v. to propose and second nominees for posts on the Junior Parlour Committee.
4. Non-members of the JP shall be entitled:
 - i. to make use of all the facilities provided by the JP.
 - ii. to attend and to speak at Open Meetings.

3 The Junior Parlour Committee

1. The Junior Parlour Committee shall consist of 18 elected officers. These officers shall fill the 18 offices listed and described below. Elected offices:
 - President of the Junior Parlour
 - Vice-President of the Junior Parlour
 - Junior Treasurer
 - Entertainments Officer
 - Hostels Officer
 - Food and Bar Officer
 - Welfare Officer
 - Green Officer
 - Publications Officer
 - Information Technology and Communications Officer
 - Senior Access Officer
 - Junior Access Officer
 - Internationals Officer
 - LBGT Officer
 - Men's Officer
 - Women's Officer
 - Ethnic Minorities Officer
 - Disabilities officer
2. All members of the JPC shall be elected by a secret ballot as set out in Clause 13.
3. The JPC shall be responsible for all detailed matters concerning the administration of the JP, subject to the direction of a referendum. The JPC shall also take such action as it deems necessary to meet the aims and objects expressed in Clause 1, subject to the conditions of the Constitution.
4. The responsibilities of the seventeen members of the JPC are as follows:
 - i. The President shall co-ordinate the activities of the JPC, and have general responsibility for all matters affecting the JP not specific to one of the other posts. These include:

JP and JPC

- the creation of JPC policy.
- ensuring adherence to the Constitution.
- ensuring that there is a chair for Open and JPC meetings.
- ensuring the work of the JPC is properly carried out.
- dealing with inquiries to the JP.
- co-ordinating the organization of Freshers' Week (student welcome packs, timetabling, club and society squashes, gowns, poster sale etc.)

College

- attending Consultative Committee meetings.
- being one of the undergraduate observers at College Governing Body.
- liaising with College authorities.

CUSU

- liaising with CUSU sabbatical officers.
- representing the JP at CUSU Presidents & Externals meetings and CUSU Council meetings

Other

- holding an ex-officio place on 1347 Committee.
- all other day-to-day problems arising.
- The President shall exercise plenary powers between JPC meetings, but shall be responsible to the JPC for any decisions taken or actions made.

- ii. The Vice-President shall deputize for the President whenever the President is unable to attend or chair meetings and shall assist the President in his or her duties as necessary. The Vice-President's responsibilities include:

College

- taking minutes of all JPC meetings & finalizing the agenda for JPC and Open meetings
- informing JPC members in advance of all JPC meetings.
- chairing Open Meetings.
- being the second undergraduate observer at the College Governing body.
- organizing the JPC handover dinners.

External matters

- being a JP representative at CUSU council.
- reporting on CUSU council to the JPC and junior members.
- updating CUSU's list of JPC contacts.
- co-ordinating CUSU elections.
- distributing CUSU membership cards to the junior members.
- dealing with the press.
- engaging in external correspondence.

Academic Affairs

- liaising with college authorities regarding academic affairs issues.
 - liaising with CUSU on academic affairs issues and sitting on their committees for JP members.
- iii. The Junior Treasurer, in conjunction with the President, shall be accountable to the College through the Bursar for the financial administration of the funds of the JP and for the administration of the financial assets of the JP as laid down in Clause 6. The Junior Treasurer should provide a summary of JP accounts at his/her discretion accessible to the Members of College. The Junior Treasurer shall also be responsible for ordering and cancelling newspapers, and for maintaining the list of society captains.
- iv. The Entertainments Officer shall be responsible for all aspects of JP entertainments (Freshers' ents, bands, bops &c.) including publicity for events, liaison with College, and upkeep and security of the Junior Parlour pa, and must strive to maximize the number of events. The Entertainments Officer can form an Ents Committee, of which (s)he shall be the Chair, to assist in the planning and running of events.
- v. The Hostels Officer shall be responsible for the running of the hostels ballot and choosing procedures, ensuring that a hostels guide is available, and kept up to date and for liaison with the appropriate College authorities on matters concerning College accommodation and hostels.
- vi. The Welfare Officer shall have the following duties:
- publicising University welfare schemes.
 - publicising College hardship funds.
 - liaising with the CUSU Welfare sabbatical.
 - organization of Freshers' Week's "Welfare Chat" and exam term welfare events (eg. annual JPC picnic).

The Welfare Officer shall be responsible for co-ordinating its activities in order to campaign against all forms of discrimination on the grounds of gender, race, nationality, religion, age, disability and sexual preference. (S)he will also, in co-operation with the relevant elected representative of the Equal Opportunities Committee, ensure liaison with, and attendance of meetings regarding any CUSU campaigns that fall within the remit of Equal Opportunities (e.g. the LBGT Campaign, the Women's Campaign, the International Students Campaign or the Black Students Campaign).

- vii. The Food and Bar Officer shall be responsible for:
- liaising with the Catering Manager, catering and bar staff. the running of bar events and Superhalls (eg. halfway hall), the co-ordination of feedback to the Catering Manager, through a Comments Book, food reports and the like.
 - the organization of bar-art and of any student bar helper schemes.
 - the games and drinks machines in the bar area.
- viii. The Green & Ethical Affairs Officer shall be responsible for the JP's environmental concerns. (S)he shall encourage all College members to be aware of their environment and to take responsibility for its upkeep and shall run a recycling scheme. (S)he shall encourage fair trade and aim to update the green constitution every year. (S)he shall also publicize other green issues and liaise with the CUSU Green Officer.
- ix. The Publicity Officer shall be responsible for the production and business management of the JP newsletter, including its printing, and the organization of any advertising in the newsletter. (S)he shall also be responsible for the general management of JP publicity, including notice boards, sorting the JPC post, election publicity and any other general publicity. (S)he shall also have the option of co-opting a committee.
- x. The Information Technology and Communications Officer shall be responsible for
- The maintenance and development of the JP website. Other JPC members should produce content for the site at his/her direction. The running of the JP mailing lists. Specifically; the distribution of a weekly email newsletter to all Junior Members of the college; keeping the lists up to date; handling submissions from members of the college for the newsletter.
 - Representing the JP at the college IT committee.
 - Advising the JPC on matters relating to it.
 - Providing a point of contact for members of the college to make requests pertaining to the college's IT systems.

The Information Technology and Communications Officer shall not be responsible for:

- The provision of technical support to members of the college.
 - Single-handedly updating the website – this responsibility shall be shared across the JPC.
- xi. The Access Officer shall have as an overall responsibility the promotion of access to Pembroke College to all traditionally underrepresented backgrounds and to ensure that access remains a priority at all levels of college. Specifically, the Access Officer shall
- Co-ordinate the Target Campaign within Pembroke College. This includes running a recruitment drive for volunteers, ensuring that all volunteers' details are submitted to CUSU, and running training for all volunteers.
 - Run the CUSU Target Campaign Shadowing Scheme in Pembroke. This includes organizing as much accommodation as possible for visiting students, recruiting undergraduate volunteers to look after visiting students and working with CUSU over the shadowing weekend(s) to ensure that the event runs smoothly.
 - Organize the CUSU Target Open Day in Pembroke.
 - Sit on the Costs and Access Committee alongside the President and Junior Treasurer.
 - Represent Pembroke at CUSU Access meetings.
 - The Access officer shall form a committee to aid running and organization of the access initiatives with Pembroke of both CUSU and college origin. The posts within the committee are to be determined and assigned as desired but to include:

(a) School Liaison Officer (Arts and Social Sciences) and (b) School Liaison Officer (Science and Engineering), who shall be selected by the Access Officer in Michaelmas term in coordination with college. In addition, the Anti-Racism officer will attend these meetings as Pembroke's geema representative. The committee will address issues such as Open Days, the Alternative Prospectus and online admissions information.

The results of these meetings are to be conveyed by the Access Officer to college via the Costs and Access Committee.

- Be responsible for organizing the Access Road Show to extend access initiatives into Pembroke's link counties of Bedfordshire, Northamptonshire and Luton.
- Take an active interest in any access issues which arise at either college or university level.

1 The JPC shall be responsible for producing estimates of expenditure by the Amalgamated Clubs (excepting expenditure on fixed overheads) each academic year as laid down in Clause 6.

2 The JPC shall ensure that all the money available to it shall, regardless of the source of the funds, be spent solely in order to further the aims and objects of the JP and in accordance with the conditions laid down in Clause 6.

3 The JPC shall have the power of co-option of ex-officio members with no voting rights, and of establishing accountable sub-committees of the JPC when necessary. Specifically, there must be the following subcommittees of the JPC:

- i. The Event Committee appointed at the discretion of the JPC, the Event Committee may be formed to organize a May Week ball or event in College. Its officer(s) must report to and liaise with the JPC. Responsibility for the actions and the accounts of this committee shall lie with the President of the JP, who may attend meetings of the Event Committee, or delegate a representative to do so, in an ex-officio capacity. The JPC shall enjoy a right of veto over decisions of the Event Committee which might otherwise have been harmful to college members.
- ii. The Entertainments Committee appointed at the discretion of the JPC, on the recommendation of the Ents. Officer, the Ents. Committee may be formed to plan, organize and steward entertainments for members of the JP. JPC members will be expected to steward at college bops unless they find a replacement. The chair shall be the JPC Ents. Officer, who shall be responsible for liaison with JPC. The JPC shall enjoy a right of veto over decisions of the Ents. Committee which might otherwise have been harmful to college members. The Ents Officer will be responsible for all college ents.
- iii. The Equal Opportunities Committee chaired by the Welfare Officer. This committee shall consist of the following elected officers:
 - LGBT Officer (representing the interests of lesbian, bisexual, gay, transsexual and transgender students in Pembroke).
 - Ethnic Minorities Officer.
 - Women's Officer.
 - Men's Officer.
 - International Students Officer.
 - Disabled Students Officer.

Additional representatives may be co-opted at the discretion of the JPC or following a resolution of an open meeting. The concerns of the Equal Opportunities Committee shall be represented by the Welfare Officer. at Pembroke JPC meetings. In addition, they may be invited to attend any intervening JPC meeting at the discretion of the JPC. The representatives shall have no voting rights on the JPC. Each Equal Opportunities representative shall promote all aspects of the welfare of the students in Pembroke College who fall within their remit and raise awareness of the specific situations which these students are in within the college in particular and the university in general. Specifically each Equal Opportunities Representative shall:

- Maintain contact with the officers of the relevant CUSU campaigns.
- Represent the welfare and opinions of those students who fall within their remit at Pembroke JPC Meetings and Open Meetings.
- Promote campaigns initiated by the relevant CUSU campaign as far as is consistent with JPC Policy.
- Make adequate provisions for any student in Pembroke College that wishes to talk to them in confidence.

8. The JPC shall meet not less than six times in the Michaelmas and Lent terms, and not less than four times in the Easter term, and in any case not less than once a fortnight. The quorum shall be seven.

9. Any member of the JPC who misses three meetings during his or her term of office, without his or her apologies being accepted, shall be deemed to have resigned.

10. In the event of a motion of no confidence in any elected official of the JP being passed by a referendum, (s)he shall be deemed to have resigned.

11. The JPC shall not act on any matter of general policy without consulting an Open Meeting. In particular, an Open Meeting shall be consulted on the following matters:

i. Estimates of expenditure produced in accordance with Clause 3

(6) above.

ii. Planned expenditure by the JP over and above that made necessary by unforeseen circumstances. If a motion involving the expenditure of more than £100 of JP assets is put to an Open Meeting then that motion will not have been carried unless:

a. it is carried at two successive Open Meetings, or

b. it is carried at a single Open Meeting at which at least 40 full members of the JP vote on the motion.

iii. Policy to be adopted by the JPC in its relations with the College, the University and other external bodies.

12. The President and the JPC shall not take action on any matter which is the subject of an Open Meeting or referendum until after the Open Meeting or referendum has been held, when action shall be taken in accordance with Clauses 4 and 5.

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

4 Open Meetings

1. Open Meetings shall be held for the purpose of discussion between the members of the JP and the JPC. An Open Meeting of the JP may be called:

- i. by the President, who must call at least two each term.
- ii. by a majority of the JPC.
- iii. by means of a resolution signed by twenty full members of the JP, calling for an open meeting on a specific agenda. The President shall call the Open Meeting within 72 hours of receipt of the resolution.

1 The agenda shall be published on the JP notice board before the Open Meeting. Any other business may, with the consent of the Chair, be considered at the end of the Open Meeting.

2 The President and Vice-President shall attend all Open Meetings. JPC officers shall attend all Open Meetings where the agenda include any topic related to their posts.

3 The Vice-President shall normally take the chair at Open Meetings. The Open Meeting may, at their discretion, allow the Vice-President to speak from the chair. Otherwise if the Vice-President wishes to speak on any agendum, (s)he shall appoint a member of the JPC to take the chair.

4 The Chair shall adhere to the standing orders and constitution that governs how open meetings are to be run at all times.

5 Each agendum need not necessarily entail a motion to be put to the meeting, but may take the form of a discussion.

6 Any member of the meeting may propose a motion or amendment to a motion on a particular agendum during a meeting. The acceptance of more than one motion or amendment on any agendum is at the discretion of the Chair.

7 The JPC shall take note of the feelings of an Open Meeting before taking any action on any matter which has there been discussed.

8 The following procedural motions may be put and shall take precedence over other motions:

- i. Vote of no confidence in the Chair.
- ii. Challenge the Chair's ruling.
- iii. That the motion be not put.
 - That the motion be now put.
 - That the motion be voted on in parts.

- vi. That the matter lie on the table.

If procedural motions (i) or (ii) be put, the Chair shall hand over the chair to another member of the JPC. If the motion be carried, the Chair shall not resume the chair during that meeting.

10. Prior to the Open Meeting, the Chair shall nominate a member of the JPC to take the minutes of the Open Meeting. A verified copy of the minutes shall be published on the JP notice board and website. Objections to the minutes may be lodged by means of a resolution signed by at least 10 full members of the JP who have been present at the Open Meeting.

11. An Open Meeting may call for a referendum on any specific issue of policy. This will be held in accordance with Clause 5, and the result shall be binding on the JPC.

5 Referenda

1. A referendum may be called:
 - i. by the JPC, on any issue.
 - ii. by an Open Meeting, on any specific issue of policy. The result of such a referendum shall be binding on the JPC.
2. The JPC shall be responsible for drawing up the questions to be included in a referendum, subject to the following conditions:
 - i. An Open Meeting calling a referendum on any issue may determine the question(s) to be put on that issue.
 - ii. The President shall publish a list of the questions to be put, and a summary of the issues of policy involved before the intended date of the ballot. Where a question is not decided by an Open Meeting, the question is open to objection: if the President receives within 24 hours of the publication of the questions, written objections from at least ten members of the JP, (s)he shall postpone the ballot on that question. The JPC shall then either:
 - a. call an Open Meeting, at least 72 hours after the receipt of the objections, to set the question, or
 - b. amend the question and call a new referendum subject to all the conditions of this clause.
- 1 Where an Open Meeting and a referendum are called on the same issue, the Open Meeting shall be held first.
- 2 A referendum called by an Open Meeting shall be held within seven Full Term days of the Open Meeting, unless another date is agreed at the Open Meeting.
- 3 The President shall be Returning Officer for all referenda, and the JPC shall be Assistant Returning Officers.
- 4 The ballot shall be conducted in accordance with the regulations laid down in Clause 13.
- 5 Where a referendum has been called by an Open Meeting the JPC shall act as soon as possible to implement the wishes of the JP as expressed in the referendum.

6 Finance

- 1 Annually, by the division of Michaelmas Term the JP shall agree a budget for the coming academic year and submit it, with the other claims as detailed in Clause 6(7), it to the Bursar for assent.
- 2 The Junior Treasurer shall, at the end of every Term, present the JP accounts to the College Finance Office for audit.
- 3 The JPC will publish annually to all undergraduate members of the College, and to the Bursar, a financial report. This will also report the names of all the external organizations to which the JP 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 The JPC shall maintain and operate not more than two current accounts with the College's bankers, the signatories on which shall be the President, Junior Treasurer, Bursar and a representative of the Bursar, two signatories to be required for any transaction. Further signatories may be added subject to the approval of the Bursar.
- 5 The Junior Treasurer shall keep and maintain financial records (including receipts for transactions), and prepare termly accounts and statements, in a form acceptable to the Bursar and College Auditors and shall make them available as described in Clause 6 (2) for audit purposes.
- 6 Funds provided by the College in accordance with Clause 2 (2) and otherwise for furtherance of the aims and objects of the JP shall be placed in an account to which Clause 6(4) refers, and accounted for in accordance with Clause 6(5).
- 7 The clubs, societies and other organisations known collectively as the Amalgamated Clubs or other organisation of the members of the JP which can show evidence of responsible organization may apply to the JPC for annual funding by the College.
- 8 Claims may be made through the JPC according to the following procedure:
 - i. Each club or society within the Amal. Clubs shall nominate one representative to submit a claim for the following academic year.

Their names should be given to the Junior Treasurer by the end of the Easter Full Term where possible, and if not then by the start of the Michaelmas Full Term. Any club that does not do this will not be entitled to claim.

- ii. At the start of the Michaelmas Full Term, the Junior Treasurer shall put a notice on the JP notice board and directly contact society representatives, requesting detailed claims to be submitted to the JPC within 14 days. These claims should include details of forecast income and expenditure.
- iii. Once all claims have been received, society allocations will be decided by the JP Treasurer, President, and Vice-President. The budget agreed upon will then be put forward to the College Bursar for amendment and approval.

Once the allocations have been finalized then the treasurer will be responsible for informing society representatives of their allocations.

To claim its allocation, a society must first spend its own reserves or that of its representatives. The JPC will issue cheques retrospectively to reimburse those concerned, but only when valid receipts for expenditure are provided by the society, and the expenditure remains within that society's funding allocation for the academic year.

7 Minutes

1 Minutes shall be taken in all JPC Meetings, which shall be read and confirmed at the next appropriate meeting. A copy or true, confirmed, summary of the minutes shall be posted as soon as possible on the JP notice board and website before the next meeting.

2 Minutes or notes shall be taken at all Open Meetings. The Vice-President shall make notes of all committee meetings, formal or otherwise, and of all discussions in which (s)he participates. A copy or true confirmed summary of all minutes and notes shall be posted as soon as possible on the JP notice board and website.

8 Affiliations

1 The JP's affiliation to the Cambridge University Students' Union is to be ratified on an annual basis by the majority vote of an Open Meeting held within the first two weeks of Lent Full Term.

2 Affiliation to an external organization must be ratified by a quorate Open Meeting.

3 If the JP decides to become affiliated to any external organization, it shall publish to all Junior Members of the College, and to the Bursar, 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.

4 The JP shall annually subject affiliations to external organizations to review by the Junior Members and the Bursar. This review shall take the form of the presentation of a financial report as set out in Clause 6 (3).

5 If at least five per cent of the members of the JP so require, the question of continued affiliation to any organization shall be decided upon by a referendum at which all members of the JP are entitled to vote.

9 Indemnity

1 Neither the Junior Parlour nor any officer or appointee thereof shall be the agent of, or have the authority to bind, Pembroke College.

2 The officers of the JPC shall not be personally liable to the JPC or to the College or to any individual for any loss arising by reason of anything done or not done by an officer of the JPC in his or her capacity as an officer of the JPC unless the acts or omissions in question involved wilful fraud or wilful wrongdoing, in which case that officer may be held liable.

3 Without prejudice to the extent of the JPC's liability to any individual in contract or restitution, the JPC will not be held liable to the College or to any individual for any loss arising from the acts or omissions of the JPC unless the acts or omissions in question involved wilful fraud or wilful wrongdoing, in which case the JPC may be held liable.

10 Interpretation

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 Clause 13, when the ruling of the Returning Officer shall be sought. If no Returning Officer has been appointed, the President's ruling shall be sought instead. This ruling shall be published immediately on the JP notice board, and may be challenged by members of the JP or the JPC, who may call an Open Meeting in accordance with Clause 4 (1) (ii) or (iii). In the event of a challenge to the President's ruling, the majority decision of a referendum called by the Open Meeting shall be final.

11 Grievances

1. All Junior Members of College or groups of such individuals who are dissatisfied in their dealings with the JP, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JP as set out in Clause 2 (1), may prefer a complaint to the President of the JP. An appeal shall lie from the President of the JP to the Senior Tutor and the Bursar jointly, who may not delegate their responsibility for hearing the appeal. The Governing Body shall have power to provide effective remedy if any as they consider appropriate when a complaint is upheld.

12 Amendments

- 1 Amendments to the Clauses of the Constitution may be proposed by the JPC or by an Open Meeting, and shall require the support of two thirds of those voting in a referendum on the proposed amendment.
- 2 No alteration shall be made to any part of this Constitution without the approval of the Governing Body.
- 3 No alteration shall be made to this Constitution except in accordance with the provisions of the Education Act 1994.
- 4 This Constitution shall be submitted to the Governing Body for review, in accordance with the provisions of the Education Act 1994, on October 1995 and at intervals of five years thereafter.

13 Elections

13.1 Main Elections

1. i. Elections shall only be held in Full Term.
 - ii. There shall be two elections in each academic year. The change of office shall occur:

- a. within three weeks of the end of Full Term in the Michaelmas Term. This will be the election for the positions of President, Treasurer, Publications Officer, Food and Bar Officer, Entertainments Officer, and it & Communications Officer.

- b. in the second half of the Lent Term. This will be the election for the positions of Vice-President, Welfare Officer, Hostels Officer, Green Officer and Access Officer and the Equal Opportunities committee.

- iii. The incumbent JPC shall select the date for the next election, and the date of the change of office.

- a. The JPC shall appoint a Returning Officer (RO) for each election, before the Notice of Election is published. The incumbent President shall be the RO except where:

- I. (S)he is, or is likely to be, seeking re-election or election to any other office.

- II. In the opinion of the JPC, as confirmed by an internal vote, (s)he is likely to fail to act impartially as RO, in such a way as to obstruct the fair conduct of the election.

- b. If the incumbent President is not an acceptable RO then the Vice-President shall be RO except where (I) or (II) in this sub-clause apply to him or her. In the excepted case the JPC shall hold an internal vote to select an RO from within the incumbent JPC to whom a. (I) or (II) in this sub-clause are not applicable.

- c. The RO, once appointed, may not seek election to any office, nor may (s)he vote in the election, nor may (s)he propose or second the nomination of candidates for office.

- d. The RO shall be responsible for the fair conduct of the elections, in accordance with the regulations laid down in this clause.

- e. The remaining JPC members to whom a. (I) or (II) in this sub-clause aren't applicable will be appointed as Assistant Returning Officers (AROs) to help the RO in the conduct of the ballot and the counting of votes. AROs may vote but not be candidates in the election and are required to preserve the strictest impartiality when presiding over the ballot.

- iv. All members of the JP are entitled to vote in elections for the JPC. Votes for a representative on the Equal Opportunities Committee should be cast by members who self define as part of the community represented by that representative. All members of the JP must be free and able to vote for any equal opportunities position without challenge.

2. The RO shall publish a Notice of Election, together with a copy of this clause, on the JP notice board, at least one week before the election. They shall also indicate where on the JP notice board, by means of a heading or otherwise, a prominent position of candidates' manifestos may be placed.

3. Any full member of the JP, with the exception of the RO and any AROs that (s)he may appoint, may stand for election to an office on the JPC if proposed and

seconded by two members of the JP, and they can be in residence in Cambridge, UK, for the duration of their office. It is highly desirable but not essential that candidates for the Equal Opportunities Committee self define as members of the community that they intend to represent.

4. All candidates must notify the RO of the post for which they intend to stand, either by email or pigeon hole, naming their proposer and their seconder. The RO shall then satisfy himself or herself that the candidates are fully conversant with the regulations governing the election, and the responsibilities of the office being sought, not later than 5 p.m. on the second day before the election. Having notified the RO candidates may pin their manifesto to the JP noticeboard in the position indicated. The manifesto must be not more than one sheet of A4 paper, which should bear a photograph of the candidate and may be either typed or hand-written. All manifestos should be posted in one place, and should be near the ballot box for the full duration of the election.

5. The manifesto, as specified in Clause 13.1 (4), shall be the only form of canvassing, other than spoken canvassing, allowed to any candidate. No other canvassing of any sort or financial expenditure whatsoever shall be permitted to any candidate, or to any person acting on a candidate's behalf, whether or not the candidate be ignorant of such canvassing. If, in the opinion of the RO, such canvassing has taken place, the RO shall disqualify the candidate from the election. The RO may, if definite proof exists that some person has canvassed illegally with the express intent of obtaining the disqualification of a candidate, allow that candidate's nomination to stand.

6. All votes are to be cast on the internet using a secure system. Eligibility to vote will be automatically determined from the College's student records and voters will be identified by their Cambridge Raven Login and Password. The system will make available to the RO a list of those deemed to be eligible, which the RO will have the power to amend. Each member of the JP will be able to vote once only. The poll shall be open for at least 36 hours, with timings at the discretion of the RO.

- i. If it proves impossible or impractical to cast votes on the internet using a secure system, voting shall be by secret ballot and completed papers shall be placed in a box provided. Ballot papers shall be obtained from the RO or ARO by countersigning a list of full members of the JP. The poll shall be open for at least six hours between 8.30 a.m. and 10 p.m. at the discretion of the RO. A system must be in place to ensure only one vote per voter is cast.

7. No candidate shall stand for more than one post on the full JPC. Candidates standing for the post of Welfare Officer may also stand as a candidate for one position on the Equal Opportunities Committee. The election for the two posts are independent. No candidate may stand for more than one position on the Equal Opportunities Committee.

8. In the election for any post, voters shall be offered the option of requesting the RO to reopen nominations. This is done by including a dummy candidate RON in the list of candidates. In the counting, RON is treated exactly as other candidates. If RON is elected then a bye-election for that post shall be called in accordance with the provisions of Clause 13B.

9. The Single Transferable Vote system shall be used to determine the result of the election as follows:

Voters list the candidates for each post in order of preference on the ballot paper. For each election there is a quota (q) of votes equal to the next integer above $n/2$ where n is the number of votes cast in that election, e.g. q is 51 if n is 100 or 101. A candidate receiving the quota of votes is elected.

The counting of votes is done in a series of rounds. Initially only first preference votes are counted. If no candidate reaches the quota then the candidate with the least number of votes is eliminated, and his ballot papers are transferred to the candidates next in preference on the ballot papers at a value equal to a/b , where a is the eliminated candidate's initial vote tally from the first round, and b the eliminated candidate's total value of papers (including any not listing any further preference). Any papers not giving a further preference are eliminated. A new count is taken, the quota remains the same. This reallocation continues until (a) a candidate reaches the quota in which case (s)he is elected, or (b) only one candidate remains uneliminated, in which case (s)he is elected even if the quota has not been reached. If RON wins the election, then a bye-election shall be held for that post as soon as possible in accordance with Clause 13.2. Where several posts are being voted for, each post shall be counted to completion in turn.

10. The votes shall be counted by the RO and the AROs immediately after the closure of the poll. Any candidate may attend, but may not participate.

11. The RO's decision on any spoilt ballot papers shall be final, although any candidate present during the counting of votes may see all the papers deemed to be spoilt and raise objections, if there be any, through the procedure detailed in Clause 13.1 (14) below.

12. The names of all newly elected candidates shall be announced in an email from the RO and published as soon as possible on the JP notice board. The ballot data shall be retained by the RO for 48 hours after the election, and may be examined by any candidate in the presence of the RO during this period.

EXAMPLE:

Election for one post:

Quota: next integer above $(196/2) = 99$

Candidate	Round 1	Round 2	Round 3	Round 4
B.L. Zeebub	61	61	79.31	-
Hugo First	53	55	-	-
Tim Burr	78	79	98.27	ELECTED
RON	4	-	-	-
Discarded (No further preference)	0	1	17	-
Total	196	196	-	-

Round 1

First preference votes

Round 2

Eliminate RON

BLZ	HF	TB	No further preference	Total
0	2	1	1	4

Distributed in ratio 4/4=1

Round 3

Eliminate Hugo First

BLZ	TB	No further preference	Total
19	20	16	55

Distributed in ratio 53/55=1

BLZ	TB
18.31	19.27

Round 4

Eliminate B.L. Zeebub

Tim Burr is the only remaining candidate. TIM BURR elected.

N.B. Had Tim Burr reached, say, 101.12 in Round 2, he would have been elected without any further rounds of counting, because he would have received over the quota of votes, i.e. 99 or above.

13. In the event of an objection by a candidate, or at least 10 full members of the JP, to the conduct of the election being submitted to the RO within 48 hours of the election, the RO shall call an Open Meeting as soon as possible, where the objection shall be discussed and the ballot papers, if necessary, examined. If the objection is sustained by a vote at the Open Meeting, the retiring JPC shall call a referendum as soon as is practicable to decide the issue. If the Open Meeting has passed a vote of no confidence in the appointed RO, the meeting shall appoint a new RO.

14. In the event of an election being declared void, the RO shall call a new election as soon as practicable, for which no new nominations shall be allowed.

15. In the event of a tie, a By-election shall be held between those candidates involved only, in accordance with Clause 13.2.

13.2 By-Elections

1 If a vacancy should arise for any of the offices of the JPC, a By-election shall be held.

2 The JPC, whether quorate or not, shall select the date for the By-election within ten days of the vacancy arising, and shall appoint an RO, in accordance with the regulations of Clause 13.1 (1) (iii).

3 The RO shall immediately give notice of a By-election on the JP notice board together with a copy of this Clause. The notice and regulations shall be published at least five days before the By-election.

4 In all other respects, the By-election shall be held in accordance with the regulations of Clause 13.1.