

Pembroke College Junior Parlour Constitution

Michaelmas 2019

Contents

1. Description.....	2
2. Membership.....	2
3. The Junior Parlour Committee.....	3
4. Open Meetings.....	8
5. Referenda.....	9
6. Finance.....	10
7. Minutes.....	11
8. Affiliations.....	11
9. Indemnity.....	11
10. Interpretation.....	11
11. Grievances.....	12
12. Amendments.....	13
13. Elections.....	13

1 DESCRIPTION

1.1 There shall be an association of students, the name of which shall be “The Pembroke College Junior Parlour” (henceforth referred to as “the JP”). 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 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; and
 - b. Which its members, as students, need;
- iii. To act as a representative channel of communication between its members and the college, the University Students’ Union and other bodies;
- iv. To conduct itself with due respect and responsibility for the environment in which its members live; and
- v. To further these aims and objectives by use of its income and resources solely for purposes permitted by charity law.

2 MEMBERSHIP

2.1 Junior Members of Pembroke College (all under-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 they do not wish to become a member. This declaration must take the form of a written notice - physical or electronic - given to the President of the JP. (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).

2.2 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.

2.3 All members of the JP shall be entitled to:

- i. Vote in all JP Elections and referenda;
- ii. Hold any elected office in the JP;
- iii. Make use of all the facilities provided by the JP;
- iv. Attend, speak at and propose motions to all Open Meetings according to the regulations set out in Clause 4; and
- v. Propose and second nominees for posts on the Junior Parlour Committee

2.4 Non-Members of the JP shall be entitled to:

- i. Make use of all the facilities provided by the JP; and
- ii. Attend and speak at Open Meetings.

3 THE JUNIOR PARLOUR COMMITTEE

3.1 The Junior Parlour Committee shall consist of 20 elected officers. These officers shall fill the 20 offices listed and described below:

- President of the Junior Parlour
- Vice-President of the Junior Parlour
- Treasurer
- Entertainments Officer
- Food and Bar Officer
- Welfare Officer
- Green and Ethical Affairs Officer
- Women's Officer
- Information Technology and Communications Officer
- Two Access Officers
- Internationals Officer
- LGBT+ Officer
- Men's and Non-Binary Officer
- Women's and Non-Binary Officer
- Ethnic Minorities Officer
- Disabled Students Officer
- Charities Officer
- Sports Officer

3.2 All members of the JPC shall be elected by a secret ballot as set out in Clause 13.

3.3 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.

3.4 All officers should create a list of objectives for their term in office, based on their manifesto, within two weeks of having assumed the role.

3.5 The responsibilities of the twenty 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:
 - a. College;
 - 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
 - Overseeing the creation of list of objectivities by new JPC officers and monitoring their progress
 - Dealing with inquiries to the JP
 - Co-ordinating the organisation of Freshers' Week (student welcome packs, timetabling, club and society squashes, gowns, etc.)
 - Attending Consultative Committee Meetings
 - Being one of the undergraduate observers at College Governing Body
 - Liaising with College authorities
 - b. CUSU;

- Liaising with CUSU sabbatical officers
 - Representing the JP at CUSU Presidents & External meetings and CUSU Council Meetings
- c. Other;
- Holding an Ex-Officio Place on 1347 Committee
 - All other day-to-day problems arriving
 - 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 deputise for the President whenever the President is unable to attend or chair meetings and shall assist the President in their duties as necessary. The Vice-Presidents' responsibilities include:
- a. College
- Taking minutes of all JPC meetings and finalising 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
 - Organising the JPC handover dinners
 - Monitoring attendance of JPC meetings such that any member who does not meet the requirements set out in Clause 3.9 shall be deemed to have resigned
- b. External Matters
- Representing the JP at CUSU Presidents & External meetings and CUSU Council meetings
 - Reporting on CUSU council to the JPC and junior members
 - Updating CUSU's list of JPC contacts
 - Co-ordinating CUSU elections
 - Dealing with the press
 - Engaging in external correspondence
- c. Academic Affairs
- Liaising with college authorities regarding academic affairs issues
 - Liaising with CUSU on academic affairs issues and sitting on their committees by JP members
- iii. The **Treasurer** shall be responsible for:
- Being accountable, in conjunction with the President, to the College through the Bursar for the financial administration of the funds of the JP, the Junior Parlour Committee (JPC) account, and for the administration of the financial assets of the JP, the General Amenities Committee (GAC) account, as laid down in clause 6;
 - Providing a summary of JPC accounts at their discretion accessibly to the Members of college as reaffirmed in Clauses 6.4 and 6.7;
 - Ordering and cancelling newspapers; and
 - Maintaining the list of society presidents.
- iv. The **Entertainments Officer** shall be responsible for all aspects of JP entertainments (Freshers' Ents, bands, bops etc.), including publicity for events, liaison with College, and upkeep and security of the Junior Parlour, and must strive to maximise the number of events.
- v. The **Accommodation Officer** shall be responsible for:
- The running of the room ballot and choosing procedures
 - Ensuring that a hostels guide is available and kept up to date; and
 - Liaising with the appropriate College authorities on matters concerning College accommodation
- vi. The **Welfare Officer** shall be responsible for:

- Representing the interests, needs and welfare of all members of the JP at Pembroke JPC Meetings, Open Meetings and on a University level;
 - Providing sexual health supplies, information and guidance;
 - Liaising with other members of the Welfare team to ensure attendance of relevant CUSU training and campaigns;
 - Liaising with the CUSU Welfare Sabbatical Officer and attending relevant CUSU training;
 - Organising college families and the Freshers' Week "Welfare Chat"; and
 - Organising Welfare events (eg. Annual JPC picnic, alternative study spaces).
- vii. The **Food Officer** shall be responsible for:
- Liaising with the Catering Manager and Catering Staff;
 - The Running of Superhalls (e.g. Halfway Hall); and
 - The Co-Ordination of feedback to the Catering Manager, via online forms.
- viii. The **JP & Bar Officer** shall be responsible for:
- Liaising with the Catering Manager and bar staff;
 - The running of bar events;
 - The organisation of bar-art and any other student bar helper schemes; and
 - The games and drinks machines in the bar area;
- ix. The **Green & Ethical Affairs Officer** shall be responsible for:
- Encouraging all College members to be aware of their environment and to take responsibility for its upkeep;
 - Running a recycling scheme;
 - Encouraging fair trade;
 - Aiming to update the green constitution every year;
 - Publicising other green issues; and
 - Liaising with the CUSU Ethical Affairs Team.
- 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 their direction;
 - The running of the JP mailing lists. Specifically, the distribution of a fortnightly e-mail newsletter to all Junior Members of the college;
 - Keeping the mailing lists up to date;
 - Handling submissions from members of the college for the fortnightly e-mail newsletter;
 - Representing the JP at the college IT Committee;
 - Advising the JPC on matters relating to IT; and
 - 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; or
 - Single-handedly updating the website - this responsibility shall be shared across the JPC.
- xi. The **Access Officers** shall be responsible for the promotion of access to Pembroke College to all traditionally underrepresented backgrounds and to ensure that access and outreach remains a priority at all levels of college. Specifically, the Access Officers shall:
- Run the CUSU shadowing scheme within Pembroke. This includes getting as many student volunteers from within Pembroke as possible, working with the

- CUSU Access Officer to ensure the smooth running of the scheme in Pembroke, including accommodation, meals and timetabling;
- 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 ensuring all volunteers attend training sessions at CUSU;
 - Attend, and represent Pembroke at CUSU Access Forums organised by the CUSU Access Officer and feedback to college staff and students wherever necessary;
 - Work with the Schools Liaison Officers and the Admissions Office to share ideas and plans in order to create a cohesive approach to outreach activities within college;
 - Presenting access and outreach issues to the college, both students and staff;
 - Help out with Open Days and tours of college wherever possible;
 - Keep the Alternative Prospectus up to date so that it is the best possible reflection of life at Pembroke;
 - Liaise with relevant officers on relevant schemes;
 - Continue running Pembroke access forums, ideally twice a term; and
 - Engaging with access issues arising at College or University level.
- xii. The **Internationals Officer** shall be responsible for:
- Representing the interests, needs and welfare of international students at Pembroke JPC Meetings, Open Meetings and on a University level;
 - Publicising events from and liaising with iCUSU;
 - Contacting, welcoming and organising events for International Freshers;
 - Working with the Food Officer to run internationally themed formals (ideally once a term); and
 - Circulating information from different international societies
- xiii. The **LGBT+ Officer** shall be responsible for
- Representing the interests, needs and welfare of students who self-define as lesbian, gay, bisexual, transgender or any other sexual or gender minorities (LGBT+) at Pembroke JPC Meetings, Open Meetings and on a University level;
 - Upholding Pembroke's standards of zero-tolerance to homophobia, transphobia, or any other form of gender or sexual discrimination;
 - Keeping the college LGBT+ community informed of CUSU LGBT+ events;
 - Maintaining an inclusive environment for LGBT+ within Pembroke; and
 - Organising events for LGBT+ students at Pembroke a minimum of twice a term.
- xiv. The **Men's and Non-Binary Welfare Officer** shall be responsible for:
- Representing the interests, needs and welfare of male and non-binary students at Pembroke JPC meetings, Open Meetings and on a University level;
 - Providing sexual health supplies, information and guidance; and
 - Attending CUSU training and campaigns, relevant to the health, welfare and support of male and non-binary students within Pembroke.
- xv. The **Women's and Non-Binary Welfare Officer** shall be responsible for:
- Representing the interests, needs and welfare of female and non-binary students at Pembroke JPC meetings, Open Meetings and on a University level;
 - Providing sexual health supplies, information and guidance; and
 - Attending CUSU training and campaigns, relevant to the health, welfare and support of female and non-binary students within Pembroke
- xvi. The **Women's Officer** shall be responsible for:
- Organising and running consent workshops during Freshers' week;
 - Ensuring that the sexual harassment policy is up to date and followed;

- Promoting awareness and discussion of issues regarding gender; and
 - Organising and running an annual International Women's Day Formal for the 8th of March
- xvii. The **Ethnic Minorities Officer** shall be responsible for:
- Representing the interests, needs and welfare of students from African-Caribbean, Asian and other minority ethnic backgrounds at Pembroke JPC meetings, Open Meetings and on a University level;
 - Attending CUSU training and campaigns, relevant to the health, welfare and support of ethnic minority students within Pembroke;
 - Ensuring that improving representation of ethnic minorities within Pembroke College is continuously pursued by raising issues and solutions to the senior tutorial team;
 - Upholding Pembroke's standards of zero-tolerance to racial harassment; and
 - Raising awareness of the various University ethnic minority and cultural societies.
- xviii. The **Disabled Students Officer** shall be responsible for:
- Representing the interests, needs and welfare of disabled students at Pembroke JPC meetings, Open Meetings and on a University level;
 - Offering advice and support to any student at Pembroke who needs or wants to apply to the Disability Resource Centre; and
 - Attending CUSU training and campaigns, relevant to the health, welfare and support of students with disabilities within Pembroke.
- xix. The **Charities Officer** shall be responsible for:
- Running the JP Charity election in November;
 - Organising events to raise money for the JP Charity; and
 - Assisting members of the JP with their own charitable activities (e.g. volunteering or fundraising).
- xx. The **Sports Officer** shall be responsible for:
- Facilitating and giving advice regarding sport and exercise within college;
 - Promoting sport in Pembroke at both a College and University level;
 - Offering guidance on setting up a sports club and securing funding for students interested in sport;
 - Liaising with other colleges, when there is interest in a sport that we do not have enough numbers to sustain a Pembroke team; and
 - Co-operating with students and college to maintain the Pembroke gym.

3.6 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.

3.7 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 objectives of the JPC and in accordance with the conditions laid down in Clause 6.

3.8 The Welfare Team will consist of the Welfare Officer, Men's Officer, Women's Officer, LGBT+ Officer, Ethnic Minorities Officer, Internationals Officer and Disabled Students Officer. The Welfare Team shall be responsible for:

- Aiding and co-ordinating events and initiatives with the other members of the welfare team;
- Providing confidential support to members of the JP who seek it. This confidentiality should be maintained at the discretion of the officer in line with their welfare officer training. However, if they feel the issue is beyond their remit or of a degree of

urgency, it is advisable to disclose information to other members of the welfare team for support; and

- Publicising and signposting college, University and National welfare schemes and sources of support.

3.9 The JPC shall not meet fewer 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 half.

3.10 Any member of the JPC who misses three meetings during their term of office, without their apologies being accepted, shall be deemed to have resigned. Any member who misses a JPC meeting - regardless of apology - must read through the minutes at their earliest convenience and confirm with the Vice-President that they have done so.

3.11 In the event of a motion of no-confidence in any elected official of the JP being passed by a referendum, they shall be deemed to have resigned.

3.12 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 and expenditure produced in accordance with Clause 3.6
- ii. Policy to be adopted by the JPC in its relations with the College, the University and other external bodies.

3.13 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.

3.14 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 1944.

4 OPEN MEETINGS

4.1 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; or
- 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.

4.2 The agenda shall be circulated via email before the open meeting. Any other business may, with the consent of the Chair, be considered at the end of the open meeting.

4.3 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.

4.4 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, they shall appoint a member of the JPC to take the chair.

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

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

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

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

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

- i. Vote of no confidence in the Chair
- ii. Challenging the Chair's ruling
- iii. That the motion not be put
- iv. That the motion now be put
- v. That the motion be voted on in parts
- vi. That the matter lay on the table

4.10 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 JPC 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.

4.11 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

5.1 A referendum may be called

- i. By the JPC, on any issue; or
- ii. By an Open Meeting, on any specific issue of policy. The result of such a referendum shall be binding on the JPC.

5.2 The JPC shall be responsible for drawing up the question 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 to be 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, they 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 the conditions of this clause.

5.3 Where an Open Meeting and a referendum are called on the same issue, the Open Meeting shall be held first.

5.4 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.

5.5 The President shall be Returning Officer for all referenda, and the JPC shall be Assistant Returning Officers.

5.6 The ballot shall be conducted in accordance with the regulations laid down in Clause 13.

5.7 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

6.1 The JPC shall maintain and operate not more than two current accounts with the College's bankers:

- i. The JPC current account, to be used for the aims of the committee as set out in clauses 1 and 3, the signatories on which shall be the treasurer and the Vice President.
- ii. The GAC Account, the signatories on which shall be the President, Treasurer, Bursar and a representative of the Bursar. Further signatories may be added subject to the approval of the Bursar.

6.2 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 organisation may apply to the JPC for annual funding by the College via the GAC account.

6.3 Claims may be made through the JPC to the GAC account according to the following procedure:

- i. Each club or society within the Amalgamated Clubs shall nominate one representative to submit a claim for the following academic year. Their names should be given to the 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 Treasurer shall 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 in consultation with the President. The budget agreed upon will then be put forward to the College Bursar for amendment and approval as is specified in clause 6.4 below.
- iv. Once the allocations have been finalised 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.

- v. The GAC allocation is supplemented by the Peter May Fund. Expenditure allocated to this source of funding shall be reimbursed by bank transfer to the claimant by the College's finance officer. It is the responsibility of the Treasurer to inform the college finance officer of the details of the reimbursement and receipts are to be kept as specified in Clause 6.6 below.

6.4 Annually, by the division of Michaelmas Term the JPC shall agree a budget for the coming academic year for the GAC account and submit it, with the claims as detailed in Clause 6.6, to the Bursar for assent. A summary document of this budget should be made available to the JPC and Bursar by the Treasurer.

6.5 The Treasurer shall, at the end of every Term, present the JP GAC account to the College Finance Office for audit.

6.6 The Treasurer shall keep and maintain financial records for the JPC GAC account (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 6.5 for audit purposes.

6.7 The treasurer shall maintain a running budget of expenditures and the state of the JPC account, which shall be made available to any member of the JP and the bursar upon request.

7 MINUTES

7.1 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 JPC website before the next meeting.

7.2 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 discussion in which they participate. A copy or true confirmed summary of all minutes and notes shall be posted as soon as possible on the JPC website,

8 AFFILIATIONS

8.1 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.

8.2 Affiliation to an external organisation must be ratified by a quorate Open Meeting.

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

8.4 The JP shall annually subject affiliations to external organisations 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.

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

9 INDEMNITY

9.1 Neither the Junior Parlour 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 JPC shall not be personal 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 their 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.

9.3 Without prejudice to 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

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 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 JPC website and circulated via e-mail, 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

11.1 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.

11.2 Any member of the JP can speak to the President or Vice-President if they have a grievance with a JPC officer.

- i. This will result in a meeting with the President, Vice-President and the officer in question.
 - a. If the issue is with either the President or Vice-President, the Treasurer shall replace the officer in question.

- b. If the issue is regarding a specific topic, the President or Vice-President may be substituted for a more relevant officer.
- ii. A follow-up meeting should be held after two weeks (or any other appropriate length of time decided upon in the first meeting). In the follow-up meeting, it needs to be determined whether the issue has been dealt with, or if further action is necessary. If further action is deemed to be necessary, the Senior Tutor should be notified.
- iii. If further action is not deemed necessary, but a further grievance with the same officer arrives, the issue can be taken directly to a JPC meeting or the Senior Tutor.

11.3 At the discretion of the officers holding the meeting, this may result in a meeting with all of the JPC; the officer in question must be present. In this meeting, the relevant circumstances should be explained and the officer in question given a chance to represent and defend themselves. A secret ballot should then be held on the continuation of the officer's involvement in the JPC, with a three-quarter majority in favour of non-continuation resulting in the officer being deemed to have resigned.

- i. If the issue has not been resolved (as determined by the two officers who held the initial meetings), it can be taken to an Open Meeting or the Senior Tutor (whichever is deemed more appropriate).

11.4 At the discretion of the officers holding the meeting, this may result in an Open Meeting.

11.5 If the grievance is deemed serious enough, the above procedure can be bypassed and the matter can be taken straight to the Senior Tutor.

12 AMENDMENTS

12.1 Amendments to the clauses of the Constitution may be proposed by an Open Meeting or by the JPC.

12.2 If an amendment is proposed by Open Meeting, it shall require the support of 2/3 of those voting in a referendum on the amendment.

12.3 If an amendment is proposed by the JPC and unanimously agreed upon by those present in a JPC meeting, the President shall send an e-mail to all members of the JP detailing the precise wording of the proposed amendment. If a total of 10 or more responses are received either objecting to the proposed amendment or calling for it to be discussed at an Open Meeting within 1 week, the amendment must be debated at an Open Meeting called within 1 week of the 10th objection being received. If fewer than 10 objections are received, the Amendment will be inserted into the Constitution.

12.4 Clause 12.3 must under no circumstances be used to insert policy provisions into the JP Constitution or to amend or remove this sub-clause.

12.5 No alteration shall be made to any part of this Constitution without the approval of the Governing Body.

12.6 No alteration shall be made to this constitution except in accordance with the provisions of the Education Act 1994.

12.7 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

- 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, Food and Bar Officer, Entertainments Officer, Access Officer, Green Officer, Sports Officer, Charities Officer, Women's Officer and IT & Communications Officer; and
 - b. In the Second half of the Lent Term. This will be the election for the positions of Vice-President, Welfare Officer, Accommodation Officer, Access Officer, LGBT+ Officer, Ethnic Minorities Officer, Women's and Non-Binary Officer, Men's and Non-binary Officer, International Students Officer and Disabled Students Officer.
- iii. The incumbent JPC shall select the date for the next election, and the date of the change of office.
- iv. 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:
 - a. They are, or are likely to be, seeking re-election or election to any other office.
 - b. In the opinion of the JPC, as confirmed by an internal majority vote, they are likely to fail to act impartially as RO, in such a way as to obstruct the fair conduct of the election.
 - c. If the incumbent President is not an acceptable RO, then the Vice-President shall be RO except where Clauses 13.1.iv.a or .b apply to them. In the excepted case the JPC shall hold an internal vote to select an RO from within the incumbent JPC whom Clauses 13.1.iv.a or .b are not applicable.
- v. The RO, once appointed, may not seek election to any office, nor may they vote in the election, nor may they propose or second the nomination of candidates for office.
- vi. The RO shall be responsible for the fair conduct of the elections, in accordance with the regulations laid down in this clause.
- vii. The remaining JPC members to whom Clauses 13.1.iv.a or .b aren't applicable will be appointed as Assistant Returning Officers (AROs) to help the RO in the conduct of the ballot. AROs may vote but not be candidates in the election and are required to preserve the strictest impartiality when presiding over the ballot.
- viii. All members of the JP are entitled to vote in elections for the JPC.
- ix. The RO shall publish a Notice of Election, together with a copy of this clause, via email, 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.
- x. Any full member of the JP, with exception of the RO and any AROs that they 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.

- xi. All candidates must notify the RO of the post for which they intend to stand, by email, naming their proposer and their seconder. The RO shall then satisfy themselves that the candidates are fully conserving with the regulations governing the election, and the responsibilities of the office being sought, not later than 5pm on the second day before the election. Having notified the RO, candidates may pin their manifesto to the JP notice board in the position indicated. The manifesto must not be 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.
- xii. The manifesto, as specified in Clause 13.1.xi, 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.
- xiii. 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.
 - a. 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 8.30am and 10pm at the discretion of the RO. A system must be in place to ensure only one vote per voter is cast.
- xiv. No candidate shall stand for more than one post on the JPC.
- xv. 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 by-election for that post shall be called in accordance with the provisions of Clause 13.2
- xvi. 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 their 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 total value of papers (including any non 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 they are elected, or (b) only one candidate remains uneliminated, in which case they are elected even if the quota has not been reached. If RON wins the election, then a by-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.

An example of this system is shown on the following page.

- xvii. 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 website. 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.
- xviii. 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 practical 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.
- xix. 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.
- xx. In the event of a tie, a By-election shall be held between those candidates involved only, in accordance with Clause 13.2.
- xxi. If no nominations have been put forward for a position, the current officer will remain in the role until a new officer is elected, unless they choose to resign (in which case the post will be empty). Nominations will be reopened every week until a new officer is elected.

13.2 By-Elections

- i. If a vacancy should arise for any of the officers of the JPC, a By-election shall be held.
- ii. The JPC, whether quorate or not, shall select the date for the By-election, and shall appoint an RO, in accordance with the regulations of Clause 13.1.iii.
- iii. The RO shall immediately give notice of a By-Election via email together with a copy of this Clause. The notice and regulations shall be published at least five days before the By-election.
- iv. In all other respects, the By-election shall be held in accordance with the regulations of Clause 13.1

EXAMPLE OF SINGLE TRANSFERABLE VOTING SYSTEM:

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.
