



# Constitution of the Union of Clare Students

**Draftsman's Note:** Readers are advised to have regard to *Constitution 2004: The Constitution Explained* in interpreting this document.

## 1. The UCS

(1) The AMALGAMATED CLUBS shall hereafter be known as the UNION OF CLARE STUDENTS, hereinafter referred to as the UCS.

(2) In this Constitution, the expressions "Governing Body" and "Finance Committee" shall mean the Governing Body of Clare College and the Finance Committee of Clare College respectively; and the expression "affiliated to an external organisation" shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.

(2) Membership shall consist of all members of Clare College in statu pupillari and members of Clare College who are for the time being sabbatical officers of Cambridge University Student's Union. All members shall be entitled to fully participating membership (subject to electoral procedure).

(3) Alongside the UCS, the Middle Combination Room Committee shall have competence to represent graduate members of the UCS in their capacity as graduate students.

(4) Notwithstanding any provisions in this Constitution as to automatic membership of the UCS, any person who would by virtue of those provisions be a member of the UCS may by written notice served on the President declare that he or she does not wish to be a member.

(5) A member of the College in statu pupillari who exercises the right not to be a member of the UCS shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

(6) The Objects of the UCS shall be:

- (a) to protect the interests of the members;
- (b) to promote the general welfare of the members;
- (c) to provide general amenities and recreational facilities for all members;
- (d) to provide a channel of communication between the UCS and other members of Clare College, of the University of Cambridge and of any other body whose activities affect the interests of its members, and in particular to represent members' opinions and interests to the Governing Body, College Council and Finance Committee through the agency of members nominated by the UCS Committee;
- (e) to co-operate with any like association or organisation of students.

(7) The UCS has a legal duty to help secure freedom of speech within the law for all members of the College and for visiting speakers.

(8) The UCS has an obligation to prevent all attitudes or actions leading to the adoption of stereotyped or restrictive roles on account of gender, disability, sexual orientation, race, religion, or educational background. It particularly seeks to prevent the use of derogatory terms or abuse about any of its members on these grounds.

(9) The UCS shall work to create an atmosphere within College which promotes mutual respect. Subject to its legal duty to help secure Freedom of Speech the UCS aims to discourage such intolerant attitudes and to eradicate any prejudice that can create damaging tensions within the College's academic and social environment. This policy extends to UCS funded societies and the UCS newsletter. No posters, video machines or films which degrade real or fictional characters on account of their gender, disability, sexual orientation, race, religion, or educational background shall be displayed in any part of the college under UCS control.

(10) Specific complaints shall in the first instance be brought to the UCS Executive.

(11) This section shall provide no basis for the UCS to try to prevent the holding of a meeting, nor to prevent the publication of written material in any part of college outside UCS control.

(12) The UCS shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

(13) This Constitution shall be submitted to the Governing Body for approval and for review in accordance with the provisions of the Education Act 1994. This Constitution shall be submitted to the Michaelmas 1999 meeting of the Governing Body and for review at intervals of five years thereafter.

## **2. Open Meetings and Referenda**

(1) At the written request of at least 25 members the Committee must call an Open Meeting, to which the following rules shall apply:

(i) The President of the UCS committee shall give at least one week's notice of the date of an open meeting.

(ii) Motions must be handed in writing to the President by noon three clear days before the date of the Open Meeting excluding the day of the Open Meeting, except for emergency motions. No new motion may be proposed after the start of the Open Meeting, although items on the Agenda may be amended as specified in the Standing Orders.

(iii) The president shall advertise the agenda at least seventy-two hours before the start of the meeting.

(iv) Emergency motions must be handed in writing to the President before the start of the meeting. Emergency motions may not be amended after they have been submitted at an Open Meeting.

(iv) The president of the UCS Committee may call an emergency Open Meeting at 48 hours notice.

(v) The president shall advertise the agenda for the emergency Open Meeting at least 24 hours before the start of the meeting.

(vi) The emergency Open Meeting shall only cover the following business:

(a) any business that could not be discussed at the previous Open Meeting because that meeting was inquorate;

(b) any emergency motions;

(c) any matters of urgency.

(viii) A matter of urgency is a matter which is so pressing that it cannot be discussed at an ordinary Open Meeting and shall be included on the Agenda at the discretion of the president.

(ix) An emergency Open meeting shall in all respects be equivalent to an Open Meeting and shall be governed by the same Standing Orders.

(2) An Open Meeting shall be quorate if at least fifty members are present. Any decision taken while the meeting is not quorate shall not be binding on the UCS. An announcement must be made as soon as a meeting becomes inquorate, but the meeting may still continue.

(3) The Open Meeting shall be the sovereign body of the UCS, except that it shall be bound by decisions taken by Referendum, whether taken previously or subsequently. A Referendum shall be called by the committee:

(a) at its discretion; or

(b) at the written request of at least fifty members.

The Committee shall give at least forty-eight hours notice of a Referendum.

(4) Decisions by Open Meeting shall require a simple majority of those members present and voting except that:

(a) decisions amending the Constitution;

(b) decisions to wind up the UCS;

(c) decisions to remove a committee member from office;

(d) decisions which overrule, circumvent or vitiate any decision previously made by an Open Meeting in the same academic year;

(e) a vote of no confidence in the Chair;

shall require a two-thirds majority of those present and voting.

(5) Decisions by Referendum shall be taken by a simple majority of those members returning ballot papers except that:

(a) decisions amending the Constitution;

(b) decisions to wind up the UCS;

(c) decisions to remove a committee member from office shall require a two-thirds majority of those members returning ballot papers;

and that:

(d) decisions which overrule, circumvent or vitiate any decision previously made by an Open Meeting or Referendum in the same academic year shall require a simple majority, provided that there are at least 80 votes in favour of overturning the previous decision.

In Referenda which require a two-thirds majority there must be twice as many 'yes' votes as 'no' votes, provided at least half the ballot papers returned are 'yes' votes, for the motion to be passed.

The question of a Referendum reviewing a previous decision of an Open Meeting or Referendum shall be worded in the same way as the previous motion or Referendum question as appropriate.

(6) When an Open Meeting or Referendum comes to a decision, the Committee shall immediately publish that decision and shall not adopt that decision for 48 hours. If within that time any members take the steps necessary for the calling of an Open Meeting or Referendum to review that decision, then that decision shall be subject to that review. If that review confirms that decision it shall be adopted forthwith.

(7) Any matter which is the subject of a decision taken by a Referendum which overrules, circumvents or vitiates a decision previously taken in the same academic year by an Open Meeting or Referendum, shall not be subject to further review by referendum before the end of that academic year.

(8) A decision by Open Meeting which overrules, circumvents or vitiates a decision by another Open Meeting in the same academic year, shall not be further reviewed by Open Meeting or Referendum in the same academic year, except as described in 2(6) above.

(9) Open Meetings and Referenda must be conducted according to the Standing Orders. The Committee shall make such standing orders as are necessary for the conduct of the business of the UCS. To be valid they must be previously ratified by a simple majority of Open Meeting or Referendum. Standing orders shall be consistent with this Constitution.

### **3. Officers and Representatives of the UCS**

(1) The UCS shall appoint a "UCS Executive", also referred to as "the Executive", "the Committee", "the Executive Committee" and "the Exec".

(2) The UCS Executive shall include the following **Executive Officers who hold major union offices** in accordance with Section 22(2)(d) of the Education Act 1994:

(i) **President:**

- The President shall be the principal officer of the UCS and its Executive.
- All Officers and Representatives of the UCS shall be answerable to the President in their official capacity.
- The President's duties shall include the convening of UCS Open Meetings in accordance with the Constitution and the convening of meetings of the Executive Committee within three days if requested by three or more Committee members.

(ii) **Vice-President:**

- The Vice-President's duties shall include dealing with all matters relating to CUSU and NUS, and he or she shall be one of the Clare College representatives on CUSU Council.
- The Vice-President may stand in for the President when appropriate

(iii) **Treasurer, also referred to as “Junior Treasurer”:**

- The Treasurer shall have responsibility for all matters relating to the finances of the UCS, its members, subsidiaries and affiliated societies
- The Treasurer shall be responsible to the UCS for keeping account of such funds as are not dedicated to expenditure on the Senior Budget (known as “the Junior accounts”). The Treasurer must produce these accounts upon the request of any member of the UCS.
- The Treasurer must produce a reconciliation of the Junior accounts upon the request of the nominee of Governing Body.
- The Treasurer shall be responsible for administering the Junior accounts and ensuring that spending from the Junior accounts is in line with the decisions of Open Meetings and Referenda.
- The Treasurer shall assist the Senior Treasurer in keeping account of the funds dedicated to expenditure on the Senior Budget.

(iv) **Secretary:**

- The Secretary's duties shall include keeping and publishing minutes of all Committee meetings, Referenda, Open Meetings and any other business as is appropriate.
- The Secretary shall work to ensure that there is good communication between the Executive and members of the UCS.

(3) In addition, the Executive shall include a number of **Executive Officers** (who do not hold major union offices in accordance with Section 22(2)(d) of the Education Act 1994) in such numbers and for such purposes as the UCS may by Standing Orders prescribe.

(4) All members of the UCS shall be entitled to stand for election to the UCS Executive provided that they are not in their final year of study at the time of their election.

(5) In any election for the appointment of the UCS Executive:

- (a) all members of the UCS shall be entitled to vote; and
- (b) voting shall be by secret ballot.

(6) Elections shall take place in the second half of the Lent term. Members of the Executive shall serve from the beginning of Easter term for one year; or until their resignation; or until forced to stand down by the decision of a quorate Open Meeting or Referendum - whichever is the shorter.

(7) On the occasion of a vacancy for the place of an elected UCS Executive Officer a by-election shall be held within three weeks unless such a vacancy occurs within three weeks prior to the annual elections.

(8) In addition to the UCS Executive, there shall be **Non-Executive Officers**, appointed in such numbers for such purposes and in such manner as the UCS may by Standing Orders prescribe.

(9) The UCS Executive shall appoint **Representatives** in such numbers and for such purposes as the UCS may by Standing Orders prescribe.

(10) All Officers and Representatives of the UCS must abide by and comply with any directions, decisions and mandates arrived at by the UCS and its Executive in any officially constituted meetings and Referenda.

(11) Nothing in section 3(10) shall be read as contravening College Statues, in particular Statute 6(6): "Each Student Member [of the Governing Body, Council and Finance Committee] shall exercise an independent judgement in respect of every matter of unreserved business and shall not in respect of any such matter act upon the direction of any other members of the College in statu pupillari".

## 4. UCS Finances

(1) The Committee shall administer the affairs of the UCS in the best interests thereof. In particular it shall decide and administer the UCS finances by the following means:

(i) By consulting with the Senior Treasurer who shall be appointed annually by the Governing Body. The Senior Treasurer shall:

(a) consult with and advise the Committee through the Junior Treasurer about the annual budgets;

(b) co-ordinate with the College Finance Committee;

(c) keep and administer those accounts which are dedicated to expenditure on the Senior Budget;

(d) ensure that the Senior Budget is audited annually by an auditor appointed by the Governing Body.

(ii) By requiring the authorised officer of every College club or society (or any other party) desiring an allocation of funds in the Annual Budgets to submit between the first Monday in June and the second Monday in October a written, detailed review of the group's activities and accounts over the past year. A written proposal for activities over the next academic year with estimates of income, expenditure and the funding required from the UCS shall be submitted to the Junior Treasurer by the third week of the Michaelmas term.

(iii) By preparing the Senior Budget for the current year and taking it to the second Open Meeting of the Michaelmas term for approval.

(iv) By giving approval before any division of the budget is allowed to exceed its allocation.

(v) By honouring all such undertakings as may have been entered into by the UCS and in particular by continuing to make available from its funds dedicated to expenditure on the Senior Budget such sums as may be

necessary to pay the wages, insurance and pension contributions of any and all college boats-staff and grounds-staff.

(vi) By maintaining a record of the Junior accounts for submission upon request to the members of the UCS or the nominee of the Governing Body

(vii) By submitting the Senior Budget to the Governing Body of the College for approval in accordance with s.22(2)(g) of the Education Act 1994.

(viii) By setting down in writing, and making freely accessible to all student members of the College and to the Governing Body, a statement of procedure for allocating resources to groups and clubs, ensuring that such procedure is fair.

(ix) By such other action as it sees fit, subject to the conditions governing the Junior Budget and the allocations of the Junior Budget.

(2) The funds from which the allocations in the Senior Budget may be drawn are solely for expenditure upon:

(a) allocations to College clubs and societies where such allocations are consistent with the objects of the UCS; and

(b) other grants, rebates and allocations in respect of University clubs or societies or similar organisations, provided that such grants, rebates or allocations are consistent with the objects of the UCS.

Any expense in excess of the amounts allocated to any club or society or any other party by the Committee constitutionally administering the annual budgets must be authorised before the expenditure is made; otherwise the officers of such a body may themselves be liable to pay the excess.

(3) The funds from which the allocations made in the Senior Budget may be drawn shall be:

(a) provided by compulsory subscriptions from undergraduate members of the UCS which shall be payable in such amount as shall be decided from time to time by the Committee in consultation with the College Finance Committee, these subscriptions being dedicated to such funds;

(b) provided by a sum payable from the compulsory subscriptions of graduate members and affiliated members of the UCS, such sum to be decided annually by the Committee, the MCR Committee, the Senior Treasurer of the UCS, the Senior Treasurer of the MCR and, in the case of failure to agree, by the Governing Body. The compulsory subscriptions of graduate members and affiliated members are to be decided from time to time by the MCR in consultation with the College Finance Committee;

(c) all such monies as may be made by levies on members or clubs. The raising of such monies shall require the prior ratification of an Open Meeting and the approval of the Senior Treasurer; and

(d) such other monies as may be dedicated by any person or authority to such funds.

(4) Those funds which are not the funds from which the allocations in the Senior budget may be drawn may be spent for any purpose in bona fide pursuit of the objects of the UCS.

Funds not expressly dedicated by their donor to uses for which the allocations in the Senior Budget may be solely drawn upon for expenditure shall be assumed not to be the funds from which the Senior Budget may be drawn.

(5) The Junior accounts shall comprise those funds which are not the funds from which the allocations in the Senior Budget may be drawn upon solely for expenditure.

(6) The following conditions governing the Junior accounts shall apply:

- (i) The Junior accounts shall be administered by the Junior Treasurer in consultation with the committee.
- (ii) The Junior accounts shall be made available to any member of the UCS upon request.
- (iii) The Junior accounts shall be made available to the nominee of the governing body upon request.
- (iv) The Junior accounts must balance.

(7) The following actions of the Committee shall not require the prior ratification of an Open Meeting or Referendum:

- (i) Expenditure from funds dedicated to expenditure on the Senior Budget not in excess of £200.

(8) The UCS shall publish annually to all students of the College a financial report, which shall also be presented to the Governing Body. The report shall include details of any donations made by the UCS to external organisations in the period to which it relates.

(9) The UCS undertakes to indemnify its officers and agents in respect of any expenditure they may undertake, contracts they may enter into or liabilities of any kind they may incur whilst in performance of their official duties in accordance with the provisions of the Constitution and the Standing Orders thereto.

## **5. The UCS Constitution**

(1) Subject to the provisions of Section 22(2)(b) of the Education Act 1994 interpretation of this constitution shall rest with a properly constituted Open Meeting or Referendum of the UCS.

(2) Insofar as any provision in the previous Amalgamated Clubs Constitution (or in any appendices of the previous constitution) conflicts with this document or is additional to the provisions in this document, that provision shall be invalid; the former Amalgamated Clubs Constitution (and any appendices) is rescinded in its entirety and replaced by this Constitution.

(3) UCS policy not incorporated in the Constitution or Standing Orders, agreed by Open Meeting or Referendum, and not subsequently overruled, circumvented or vitiated by Open Meeting or Referendum, shall remain active for a period of not less than three years from the date of its adoption. The policy will lapse at the conclusion of the first quorate Open Meeting following the three year span, unless renewed at that Open Meeting.

(4) Before the three year policy is over, the Committee shall review the policy that is due to lapse, and may decide to submit a motion for the renewal of that policy to the next Open Meeting. If it does not so decide, the Committee

must post details of that policy on the screens at least two weeks before the next Open Meeting, to give other members a chance to submit a renewal motion.

(5) No alteration shall be made to any part of this Constitution except with the approval of the Governing Body. No alteration to this Constitution shall be made except in accordance with the Education Act 1994.

(6) This constitution may only be amended by a constitutional amendment supported by a two-thirds majority of those present and voting at an Open Meeting or a two-thirds majority of a Referendum. The rules for Open Meetings and Referenda shall apply to constitutional amendments except that no constitutional amendment shall be taken by way of an emergency motion.

## **6. Affiliation to Organisations**

(1) The UCS may affiliate with any organisation, except insofar as this affiliation conflicts with the objects of the UCS. If the UCS decides to become affiliated with any external organisation, it shall publish to all students of the College, and to the Governing Body, 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.

(2) The UCS shall publish annually to all students of the College, and to the Governing Body of the College, a report containing a list of all the external organisations to which the UCS is currently affiliated to and the details of any subscription or similar fee paid, or donations made, to such organisations in the past year.

(3) The UCS shall annually, or upon the request of at least three percent of UCS members, submit for the approval of its members a list of the organisations to which the UCS is affiliated. At intervals of not more than a year, if at least five percent of members so require, the question of continued affiliation to any particular organisation shall be decided upon by secret ballot at an Open Meeting.

## **7. Power to create Honorary Life Members**

(1) The UCS may, by way of an Open Meeting motion, appoint any person to the status of "Honorary Life Member of the UCS". This power shall be exercised where the person in question is considered to have made an outstanding contribution:

- (a) to the welfare to the members of the UCS;
- (b) to the welfare of students in general; or
- (c) to the pursuance of the UCS's objectives as outlined in this constitution.

(2) Honorary Life Members of the UCS shall be admitted to that status for life unless a subsequent Open Meeting decides otherwise.

(3) Unless they are also members of the UCS by virtue of section 1 (2), Honorary Life Members of the UCS shall not be entitled to any of the ordinary privileges of UCS membership.

## **8. Grievances**

(1) All members of the UCS, groups of such members or members of the College who are dissatisfied in their dealings with the UCS, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the UCS, may refer a complaint to the President of the UCS. An appeal shall lie from the President of the UCS to the Senior Tutor. The Governing Body of the College shall have power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

## **9. Definitions**

(1) Unless explicitly defined otherwise, all days on which Union business shall be held are to be days in full term.

(2) In any commitment of the Executive Committee to hold a meeting or to execute some action within a set number of days of a reference event that number of days shall be reckoned as contiguous days of full term starting with the day of the reference event if that reference event occurred on a day in full term.

(3) In any commitment of the Executive Committee to hold a meeting or to execute some action within a set number of days of a reference event that number of days shall be reckoned as contiguous days of full term starting with the first day of full term which immediately follows that reference event if the reference event occurred outside full term.

(4) The provisions of this section shall not prevent the Executive Committee from meeting outside full term but such meetings shall not be reckoned towards the required number of Executive Committee meetings per term.

# **Standing Orders**

## **Order A: Elections**

(1) Articles 15 and 16 of the Constitution shall apply. Voting shall be by secret ballot.

(2) The President shall be the returning officer for all elections except for the annual elections or a by-election for the Presidency.

(3) The retiring President shall be the returning officer for the annual elections. In a by-election for the Presidency, if the President is still in office at the time of the ballot and is not standing for re-election the President shall be the returning officer.

(4) In any circumstance when the position of returning officer for an election is unfilled, the Committee shall chose one of the Committee to be the returning officer.

(5) For the annual elections the election officers shall be the returning officer and those retiring Committee members who are not standing for re-election. The Election officers shall be responsible for the administration of the elections, and shall be directed by the returning officer.

(6) For all elections other than the annual elections the election officers shall be the returning officer and the members of the existing Committee who are not standing in the election. The Election officers shall be responsible for the administration of the elections, and shall be directed by the returning officer.

(7) At least two weeks' notice shall be given of elections.

(8) Nominations shall be handed or emailed to the returning officer not later than a week before the elections. If email is used then the returning officer must reply to confirm the identity and veracity of the nomination.

(9) Each candidate must be nominated and seconded by a member of the UCS. No member may nominate and second more than one candidate.

(10) The returning officer shall publish a list of candidates not later than 24 hours after the close of nominations. Candidates themselves will be responsible for all further publicity on the UCS notice board under the direction of the returning officer.

(11) Every voter must sign opposite his or her name on the college list before receiving ballot papers, or authenticate themselves electronically with a system equally or more secure than Raven. The election officer or software shall then ascertain for which classes of candidate the voter is entitled to vote and shall supply him or her with ballot papers accordingly. In any dispute regarding entitlement to vote in any or all classes, the returning officer shall act as arbitrator.

(12) Voting shall be by the Alternative Vote system as defined by the UCS Standing Orders. Voters shall write the number 1 against the candidate of their first preference and successive numbers against other candidates in order of preference until they are indifferent to all remaining candidates. **These instructions shall be printed on all ballot papers.**

(13) In any election the ballot papers shall contain the names of all the nominated candidates plus the "Re-Open Nominations [RON]" candidate. Each candidate shall have a box next to their name. All boxes and

typesetting must be uniform. The order of nominated candidates shall be decided at random at a meeting to which all nominated candidates are invited to attend and observe, or at random each time an electronic ballot paper is generated. The RON candidate will appear last.

(14) The ballot paper shall be printed with the sign and name of the UCS, the name of the post which is being elected, the date of the ballot, the instructions for voting and the names of all the candidates with boxes next to their name. Nothing else should be printed on the ballot paper.

(15) Each eligible voter shall be given a stamped ballot paper and shall sign their name against their entry on the electoral roll. Authentication by Raven or at least equally secure system in conjunction with the voting software shall be an adequate electronic equivalent to this.

(16) Nominations for any positions left unfilled shall close five days thereafter.

(17) The elections for the vacant positions shall take place within the next ten days after the "Re-Open Nominations [RON]" candidate was elected.

(18) Any ballot papers not completed in accordance with the instructions printed on them may be declared spoilt at the discretion of the returning officer. The returning officer may chose to declare valid any paper which is not completed in accordance with the instructions printed on it but for which there is an unambiguous expression of preference between candidates.

(19) The count shall take place immediately after the close of the poll in a private place. The count shall be conducted by the election officers under the scrutiny of the returning officer. They and the candidates shall be the only persons present at the count.

**(21) The method of counting shall be as follows:**

- (a) Sort ballot papers by category.
- (b) For each category: Validate ballot papers (check for union stamp). The returning officer shall declare any improperly issued papers (unstamped or believed fake) invalid and should remove them from the category. If the returning officer believes there are an unreasonable number of improper papers they should conduct an immediate investigation.
- (c) Set up a table based upon the following template, substituting candidates as appropriate and allowing for several rounds of potential transfers:

<b>Round</b>	<b>1</b>	<b>Transfer from Candidate X</b>	<b>2</b>	<b>Transfer from Candidate Y</b>	<b>3 ...</b>
Candidate (first on ballot paper)	35 31 20 20	0 0 20	55 31 eliminated 40	elected	

...					
R.O.N. (last on ballot paper)	-	10			
	-	1	1		
	106	11	106		
Transferable Papers					
Non Transferable					
Round Total					
Valid Papers	106		Quota	53.5	
Spoilt Papers	3				
Total Papers	109				

- (d) Count total papers in the category and record under 'Total Papers'
- (e) Check Papers: all those not completed in accordance with the instructions printed on them (in particular those which do not have a '1' next to one candidate and one candidate only) shall be separated and submitted to the returning officer to be declared spoilt or valid. Count and record total numbers of spoilt and unspoilt papers separately ('Spoilt' and 'Valid') and check that they add up to the total papers in the category.
- (f) Divide 'Valid Papers' by two and add 0.5: record this as the 'Quota'. This must be exceeded in any round (save the last) for a candidate to be elected.
- (g) First Round of Ballot: Sort the papers based on which candidate the '1' or first preference is against. Count and record the number of papers against each of the candidates (in the first round column). CHECK the totals add up (record as 'Round Total') with 'Valid Papers'.
- (h) If number of votes for one of the candidates EXCEEDS quota then they are elected outright. Record 'Elected' next to their name. End of ballot for this category. Otherwise proceed to next round.
- (i) Next Round: Select the remaining candidate with the lowest number of votes from the ballot to be eliminated.
- (j) Transfer their votes to the remaining candidates according to the second highest preference. If the next preference is for an eliminated candidate go straight to the third preference etc. Count and record the number of votes transferring against the candidates (in the 1st round transfer column). Any ballot papers without a clear next highest preference are 'Non-transferable' and are removed from the ballot. Count and record these in the same transfer column and check that the number of transferred and non-transferring papers adds up to the votes for the candidate who was eliminated on this round.
- (k) Add the number of transferred votes for each candidate to their previous round vote and record this under the next Round column.
- (l) Check if one of the candidates have exceeded the quota, and if they have declare them elected.
- (m) If not and there are more than two candidates remaining, proceed to the next round (repeat steps (i) to (l))

(n) If at any stage of the count the "Re-Open Nominations [RON]" candidate exceeds the quota required the returning officer shall declare unfilled that post and end the ballot for that category.

(o) If there are only two candidates left, neither having achieved quota, the candidate with the highest number of votes (all transfers having been made) is declared elected.

(p) If there are only two candidates left and they have exactly equal final votes then the election is a tie. If none of the tying candidates is R.O.N. then another ballot should be held within ten days with THE SAME candidates (since R.O.N. hasn't won). If one of the tying candidates is R.O.N. then nominations should be re-opened for a period of at least three days and another ballot held within ten days.

(q) If in any round there are two candidates with equal, lowest number of votes and eliminating one of the candidates will not lead to any other candidate exceeding quota then that candidate shall be eliminated in that round and their votes transferred. Otherwise the returning officer should decide which of the candidates to eliminate or whether the election is too close to call. The latter should only be called if it is impossible to distinguish between two or more candidates (any of which could be elected) by interpreting the expressed preference of the voters: for example if the election results depends on an arbitrary selection of which candidate to eliminate.

(22) The returning officer shall announce the results of the poll to the candidates present immediately they are known and publish them forthwith. If the ballot is to be re-run then the returning officer should publish this fact and either the details of nominations and elections procedures if they have been determined by the Executive or when these will be known.

(23) No member of the UCS shall interfere or attempt to interfere with the running of the poll or make or offer any improper payment or make any threat to a voter. In the event of a candidate doing so they shall be disqualified. In the event of any member doing so, acting on behalf of a candidate, that candidate may be disqualified at the discretion of the returning officer.

(24) A single candidate may stand for more than one post if the elections are not at the same time. Candidates may not stand in more than one election if the positions are being elected at the same time.

## **Order B: Executive Officers**

(1) Section 3(3)-(7) of the Constitution shall apply. In addition to the Major Officers, there shall be a number of other Executive Officers whose titles and roles are specified in this Standing Order.

(2) Only one person may be elected to any Executive Officer position.

(3) There shall be a Male Welfare and Equal Opportunities Officer (also referred to as **Male Welfare Officer**). This officer shall be responsible for the pastoral support provision of the UCS alongside the **Female Welfare Officer**,

working with the College on such issues, Equal Opportunities, and advising the UCS on privacy and health-related concerns amongst the UCS membership. This officer shall liaise with the College nurse and deal confidentially with the welfare problems of members on a case-by-case basis.

(4) There shall be a Female Welfare and Equal Opportunities Officer (also referred to as **Female Welfare Officer**). This officer shall be responsible for the pastoral support provision of the UCS alongside the **Male Welfare Officer**, working with the College on such issues, Equal Opportunities, and advising the UCS on privacy and health-related concerns amongst the UCS membership. This officer shall liaise with the College nurse and deal confidentially with the welfare problems of members on a case-by-case basis.

(5) There shall be a **Buildings Officer**. This officer shall be responsible for UCS policy concerning, accommodation, gardens, land use issues and structures, public areas, and shall be the UCS safety officer.

(6) There shall be a **Services Officer**. This officer shall be responsible for liaison with the College about the general provision of food to members, and any services provided by the UCS to its members (eg. the UCS photocopier, vending machines, UCS owned facilities in communal rooms and Punts) or provided by the College to students.

(7) There shall be a **Social Secretary**. He or she shall be responsible for the organisation of all UCS social events and activities that fall outside the remit of Clare Ents. He or she shall also be the UCS Charities Officer.

(8) There shall be an **Academic Affairs Officer**. This officer shall be responsible for casework and working with the College on issues concerning members' academic lives, shall liaise with faculty representatives and the CUSU Academic Affairs campaign, and formulate UCS policy on any other academic issues.

(9) There shall be an **Access Officer**. This officer shall have responsibility for encouraging application to Clare by students from non-traditional backgrounds. He or she shall assist the College, the University and CUSU in the organisation of any campaign to encourage access from such backgrounds.

(10) There shall be an **Ethical and Environmental Affairs Officer**. They shall be responsible for UCS policy concerning environmental and ethical affairs including but not limited to: ethical investment; recycling; reducing the College's carbon footprint and promoting related CUSU campaigns. In addition, they shall convene an Ethical and Environment Affairs sub-committee at least twice per term.

(11) There shall be a **First-Year Officer**. His/her duties shall include promoting the interests of first year UCS members and communicating information relevant to them. He or she shall be elected during the sixth week of the Michaelmas Full Term each academic year and the elected Officer will serve until the end of the Lent Full Term of the same academic year. Only members

who are in their first year of study at the time of election may stand for the First-Year Officer. Only members who are in their first year of study at the time of election may vote for the First-Year Officer. He or she shall attend meetings of the Executive on the same basis as the other Executive Officers.

(12) The returning officer for a referendum outlined in Standing Order B(9) shall be the retiring President.

## **Order C: Non-Executive Officers**

(1) Section 3(8) of the Constitution shall apply. The Executive shall be supported by a number of Non-Executive Officers whose titles and roles are specified in this Standing Order.

(2) With the exception of the MCR Officers, all Non-Executive Officers may attend one meeting of the Executive in each term (or more, at the request of the President), at which they may give account of their activities since the last meeting they attended.

(3) There shall be a **Women's Officer**, who shall raise awareness of and addresses women's issues in College. She shall represent the UCS to CUSU Women's campaign by attending CUSU Women's Council. She shall be elected by and from the self-identifying women members of the UCS.

(4) There shall be an **Ents President**. He or she shall be responsible for the overall management of Clare Ents and anything associated with Clare Ents. He or she shall appoint and organise an Ents Committee. He or she shall be elected at the same time as the Executive Officers by a ballot of all UCS members.

(5) There shall be a **Bar President**. He or she shall be responsible for the overall management of Clare Bar and anything associated with Clare Bar (including the running of the JCR on behalf of the UCS). He or she shall organise and appoint a Bar Committee in the manner specified in the Bar Constitution. He or she shall be appointed by a Committee that includes the UCS President and at least one other member of College, subject to this appointment being ratified by the Licensee of Clare Bar and the incumbent Bar President.

(6) There shall be a **Newsletter Editor**. He or she shall produce a newsletter weekly during Michaelmas and Lent Full Terms and weekly during Full Term up to the division of Easter Full Term. He or she shall be elected at the same time as the Executive Officers by a ballot of all UCS members.

(7) The Clare College Middle Combination Room (MCR) may, at any time, appoint up to two members of the MCR to sit as **MCR Officers**. They shall attend meetings of the Executive on the same basis as the Executive Officers, save that they shall have no voting rights.

(8) No Executive Officer or Representative of the UCS shall be simultaneously a Non-Executive Officer.

## Order D: Representatives

(1) Section 3(9) of the Constitution shall apply.

(2) As soon as is practicable, the Executive shall appoint members of the UCS to serve as Representatives (Reps) in the following roles:

(a) **Fourth-Year Rep** who shall address issues that particularly concern members of the UCS that are in their Fourth Year. Answerable to the Vice-President.

(b) **Computer Rep** who shall assist the UCS and its members with computing support and manage the technical side of the UCS website. Answerable to the Secretary.

(c) **LGBTQ Rep** who shall raise awareness of and address issues that particularly concern lesbian, gay, bisexual, or transgender members of the UCS, and members of the UCS who are questioning their sexuality. Answerable to the Welfare Officer.

(d) **International Rep** who shall raise awareness of and address issues that particularly concern members of the UCS who consider themselves to be international students. Answerable to the Welfare Officer.

(e) **Gardens Rep** who shall represent the UCS to Gardens Committee. Answerable to the Buildings Officer.

(f) **Punts Rep** who shall manage the UCS punts. Answerable to the Services Officer.

(g) **GEEMA Rep** who shall organise the Clare branch of the Group for Encouraging Ethnic Minority Applications. Answerable to the Access Officer.

(h) The Access Officer shall also appoint one or more Reps to assist him/her with the running of the Access campaign in Clare. He or she will decide what the duties and title of the Rep, or Reps, will be before the job is advertised.

(i) **Charities Rep** who shall promote all charity work within the University. They shall also assist and advise any UCS member who is conducting charity work within college. Answerable to the Environmental and Ethical Affairs officer.

(j) **Bike Rep** who shall be in charge of assisting UCS members with using the College bike toolkits. Answerable to the Services Officer.

(3) The Executive shall appoint as many persons to each position specified in Standing Order D(2) as it considers necessary.

(4) If they consider it necessary, the Exec may create Representative posts in addition to those specified in Standing Order D(3).

(4) No Officer of the UCS shall be simultaneously a Representative. No person shall hold two Representative positions.

## **Order E: Meetings of the Executive**

(1) The Executive shall meet at least eight times in every term and at intervals of not more than ten days. Meetings shall be convened by the President.

(2) Executive meetings may be chaired by any member of the Executive. The chair of each Executive meeting shall be decided by the Executive at the preceding meeting or will automatically fall to the President. If the Secretary chairs the meeting, he or she shall appoint a deputy to take the minutes.

(3) A meeting shall be inquorate if:

(a) both Chair and President are absent.

(b) fewer than seven members of the Executive, including the Chair, are present.

No decision shall be taken and no discussion minuted if the meeting is inquorate.

(4) No decision concerning the Senior Budget fund may be implemented without the authority of the Senior Treasurer.

(5) Executive Officers must attend all Executive meetings unless unavoidably prevented from so doing and having given notice to the Secretary (or the Secretary's deputy) to this effect. If an Executive Officer fails to attend three consecutive meetings without such a cause, that member shall be deemed to have resigned. Resignations from the Executive must be submitted to the President in writing and accepted by the Executive. A resignation shall become effective from the Executive meeting following its acceptance.

(6) The Executive shall reach its decisions either by consensus or by simple majority of those present and voting. The Chair shall be entitled to vote and shall have an additional casting vote in the event of a tie.

(7) Any member of the UCS may attend a meeting of the Executive with the consent of the President.

(9) Adequate notice must be given of all Executive meetings to all Executive Officers.

(10) The Executive may use its discretion in releasing information discussed in the Executive meetings, but may not release information pertaining to College meetings and certain welfare issues which has been designated "confidential" or "reserved" business.

## **Order F: Open Meetings**

(1) Section 2 of the Constitution shall apply.

(2) The Chair of the Open Meeting shall be decided by the Executive no later than one week before the meeting. Any Executive Officer may chair the

Open Meeting. It will be the Chair's duty to keep order. Those wishing to speak must indicate their wish to the Chair who shall then invite them to speak in turn. Any person speaking out of turn shall be out of order. The Chair has discretion to rule an individual member out of order if he or she is acting in a manner which is:

(a) unconstitutional

(b) obstructive to the purposes of the Open Meeting.

The Chair should tell the member to come to order, or else be expelled from the meeting for its duration. A move to expel the member from the meeting can only be overturned by a 2/3 majority of those present, or through a vote of no-confidence in the Chair.

(3) Any amendment proposed by a member and supported by one other member present shall be voted on (unless withdrawn) providing that it directly concerns a matter on the agenda (see Article 8(vi) of the Constitution). The Chair shall be the final judge of whether an amendment is valid in this respect.

(4) (i) Discussion of any particular topic should last twenty minutes unless the Chair decides otherwise.

(ii) If the Chair decides that discussion of any particular topic should last more than twenty minutes the Chair shall review this decision after every further ten minutes of the debate.

(iii) The Chair shall decide when a vote shall be taken.

(iv) The Chair shall declare the meeting closed when there is no further business to discuss or when the meeting has become inquorate, or when the Chair rules the meeting out of order.

(v) If at any stage the Chair appears to be acting unreasonably, a vote of no confidence in the Chair must be called if it is proposed by ten members present. If the vote is passed the Chair shall stand down and a new Chair for the meeting shall be selected by the old Chair from the Executive.

(5) Voting shall be either by division or by show of hands, at the discretion of the Chair. Voting shall be counted individually by two members of the Executive, and the Chair shall be satisfied that the counts tally. Only members of the UCS shall be eligible to vote in Open Meetings.

(6) If, when the motion is first read, the total number of members present is less than fifty, an announcement must be made immediately, declaring the meeting to be inquorate. The Open Meeting may proceed as usual, but all decisions taken shall not be binding.

(7) The Agenda shall consist of those items proposed by :

(a) the Executive;

(b) a petition of two members of the UCS, or more.

Motions shall be taken in the order previously published by the President unless this order is amended by the Open Meeting, and subject to Order F(10) below.

(8) The minutes of an Open Meeting shall be deemed to have been approved unless any member makes an objection in writing to the Secretary within a week of their publication. In the event of such an objection being made, the objector will be invited to appear before the Executive at their next meeting when they will make amendments as they see fit.

(9) A petition of 10 or more members of the UCS shall qualify as an emergency motion if:

(a) the subject matter of the petition concerns events occurring between the time by which normal motions must be handed to the President and the time that an Open Meeting starts.

(b) the petition is of such urgency that it cannot reasonably be deferred to the next Open Meeting

(c) the President does not judge the emergency motion invalid on the above grounds.

(10) Emergency motions shall be taken first on the Agenda, unless the Open Meeting decides otherwise.

## **Order G: Senior Budget Meeting**

(1) The Senior Budget shall be allocated at an Open Meeting dedicated only to the allocation of the Senior Budget, and which shall be held between the fourth and sixth weeks of the Michaelmas term. The procedure for the allocation of the Senior Budget shall be:

(i) A valid application shall be handed in to the UCS Junior Treasurer, by the end of the third week of the Michaelmas term. An application shall be considered "valid" if it contains:

(a) A costed item by item breakdown of the funds requested by a club or society. This breakdown should be split into two parts: the first containing those costs deemed essential and recurring (for example, Cuppers fees, grounds costs, insurance, conservation costs); the second shall list those costs judged to be extraordinary or discretionary (for example, extra kit, additional equipment, expansion costs).

(b) A statement of expenditure in the previous academic year, along with the current bank balances of the club or society.

(ii) A preliminary meeting shall be held in the week preceding the Open Meeting at which the Senior Budget will be allocated, during which all clubs and societies captains and presidents shall meet with the Junior Treasurer, in order to discuss claims from the Senior Budget. Following this meeting, the Junior Treasurer shall draft a budget showing the proposed allocation of the Senior Budget, as set out in (iv) below. A motion to pass this budget will be presented at the Open Meeting.

(iii) A ballot of all the groups submitting a valid application shall be held before the Open Meeting; the order in which groups are drawn in the ballot shall be the order in which they are presented at the Open Meeting.

(iv) The allocation of the budget shall then be split into four parts:

(a) the provisional Senior Budget;

(b) the provisional allocation of funds to the New Societies' Budget;

(c) the provisional allocation of funds from the Clubs and Societies Budget to cover essential and recurring costs;

(d) the provisional allocation of funds from the Clubs and Societies Budget to cover extraordinary or discretionary costs.

The sum of provisional allocations to the New Societies' Budget, from the Clubs and Societies Budget to cover essential and recurring costs and from the Clubs and Societies Budget to cover extraordinary or discretionary costs shall not exceed the Senior Budget allocation in the provisional Senior Budget. Any residual amount arising should be allocated in the Open Meeting by amendment of the relevant motion proposing the Senior Budget allocations.

(v) A motion shall be presented to pass the New Societies Budget.

(vi) A motion shall be presented to pass the allocation of funds from the Clubs and Societies Budget to cover essential and recurring costs. There will be a 10 minute limit on discussion of the allocation, extendible at the discretion of the Chair.

(vii) A motion shall be presented to pass the allocation of funds from the Clubs and Societies Budget to cover extraordinary and discretionary costs. There will be a 10 minute limit on discussion of the allocation, extendible at the discretion of the Chair. The order of societies is that determined by the ballot.

(viii) Either the New Societies Budget, Essential and Recurring costs or Extraordinary and Discretionary cost motions may be amended; amendments shall only be considered individually. An amendment shall only be considered valid if it keeps the residual budget as a non-negative amount.

(ix) When all of the groups have been considered, one final motion shall be passed to adopt the provisional budget as the annual budget for each part, and to allocate any residual budget to the New Societies' Budget.

## **Order H: Referenda**

(1) Section 2(5)-(9) of the Constitution shall apply.

(2) The President or the President's nominee shall act as returning officer.

(3) Voting shall take place within the times specified in Standing Order 8 or as determined by the returning officer.

(4) In any dispute regarding entitlement to vote, the returning officer shall act as arbitrator.

(5) Voters shall signify their choice by placing an X in the appropriate box on the ballot paper. A box for abstentions shall be provided.

(6) Any ballot papers not completed in accordance with the instructions printed on them may be deemed spoilt at the discretion of the returning officer.

(7) The count shall take place immediately after the poll. The count shall be conducted under the scrutiny of the returning officer.

(8) The returning officer shall publish the results forthwith.

## **Order I: Grievances**

(1) Section 8 of the Constitution applies.

(2) Any UCS members who are dissatisfied with their dealing with the UCS should initially discuss their concerns with the President or a member of the Executive. If they are unable to receive a satisfactory explanation as to the operations of the UCS they can make a complaint to the President. Similarly for any members of college in statu pupillari or groups of such members who feel disadvantaged with regard to services or otherwise.

(3) The President shall acknowledge any complaints received within 48 hours and raise any such complaints at the next Executive meeting. If they feel that the complaint is serious or urgent they should convene a meeting of the Executive to discuss it. The member bringing the complaint should be invited to put their complaint to the Executive, should they wish.

(4) The Executive should determine whether the complaint is to be upheld and if so what action to take.

(5) The President shall give a full reply to the complaint, detailing any action to be taken, to the member concerned within ten days of their complaint.

(6) Should the member feel that their concerns have not been addressed, and when appropriate, they should be invited to table questions or a motion at the next Open Meeting.

(7) If the member bringing the complaint feels either that the issue was not satisfactorily dealt with at the Open Meeting, or is of an unsuitable nature to bring to an Open Meeting, they should lodge an appeal with the Senior Tutor (including relevant correspondence) and inform the President.