









The Secretary shall ensure that the Minutes of all Committee meetings are taken, and circulated to all members of the Committee and others present, within one week of the meeting. The Minutes of all meetings shall be publicized on both the MCR notice board and on the MCR website, and they shall also be made available to any member of the Society upon written request to the Secretary. The Secretary shall be responsible for the preservation of the Minutes in hard copy from one year to the next.

### **15. Voting**

In the instance that a consensus cannot be found during a meeting of the committee, then a vote may be called by the Chairperson. In the event that the committee is evenly divided, the matter shall be referred to the President who shall hold the casting vote.

## **III. Elections**

### **1. Date**

The elected officers of the Committee shall be elected by members of the Society not more than five weeks before the end of University Full Lent Term each year.

### **2. Candidature**

No person may stand for, or be elected to, a position on the Committee who is not a member of the Society. In particular, the President shall be a member of the College in good standing, and shall expect to remain a member of the College until the end of their full period in office. For those pursuing one year degrees, evidence of intention to continue as a graduate student of the University and member of the College will be required.

### **3. Voting**

Elected officers shall be appointed in a secret ballot in which all members of the Society are entitled to vote, and at which a Fellow of the College shall act as Returning Officer. The Fellow acting as Returning Officer shall be assisted by a member of the Society, called the Election Officer, not standing in the election and appointed by the Committee for the purpose and to whom may be delegated specific duties. An online voting system may be applied in addition to the traditional ballot system, and the Returning Officer will be responsible for proving the security of the system. Provisions shall be made, upon request, for absentee voting for any member of the Society who is bona fide unable to attend or to vote via the online voting system if applied.

### **4. Election Officer**

The Election Officer shall assist the Returning Officer in the election arrangements. The Election Officer may, as necessary, appoint assistants who shall not be candidates in the election or byelection and to whom may be delegated their duties and responsibilities.

- i. Open a nominations book at least 12 days before the date of the election and close it five days before the election.
- ii.

has been exercised may stand again for the position in question, but anyone whose candidacy is successfully opposed by RON in two consecutive elections shall not be eligible for that position for six months from the date of the second election.

- xiii. Publicise the results by declaring elected the winning candidate or candidates, or calling a new election if necessary.
- xiv. In the event of a tie for any post, determine the result by drawing lots among the tying candidates unless one or more of these candidates objects. In this case there shall be another election between tying candidates only, to be held as soon as possible.

## **6. By-elections**

If an elected office falls vacant for any reason, a by-election shall be held as soon as possible under the above procedure.

# **IV. Open Meetings**

## **1. Status**

The Open Meeting of the Society is the highest decision making body within the Society. The powers of the Committee are delegated to it by the Open Meeting through the Constitution. All decisions made at an Open Meeting in accordance with the Constitution are binding until the Open Meeting shall decide otherwise.

## **2. Frequency**

An Open Meeting of the Society may be called by resolution of the Committee. An Open Meeting must be called within 10 days of the receipt by the Committee of a written request for an Open Meeting signed by 20% of the membership of the Society.

## **3. Quorum**

The quorum of an Open Meeting shall be 18 members of the Society unless the Open Meeting is discussing amendments to the Constitution, Standing Orders, or votes of no confidence in any member or members of the Committee, for which motions the quorum shall be 25 members of the Society.

## **4. Publicity**

The date, time and location of an Open Meeting shall be publicised via the Society's emailing list and by announcement on the Society's noticeboard in the MCR at least seven days in advance. Notice of motions must be submitted to the Secretary not less than six days in advance for constitutional motions and not less than three days in advance for ordinary motions. Motions shall be publicised via the Society's emailing list

The President shall act as Chairperson of the Open Meeting. In their absence the Vice--President shall act as Chairperson. In the event of the Vice-President's absence, the remaining voting officers of the Committee shall elect a Chairperson from among themselves.

## **6. Standing Orders**

Open Meetings shall be carried out in accordance with Standing Orders.

## **7. Minutes**

The Secretary shall ensure that the Minutes are taken and made available to all the Members of the Society within one week of the Open Meeting. The Minutes shall be preserved in hard copy from one year to the next.

## **8. Voting**

Voting shall be by a show of hands. The Chair shall appoint two tellers from the Committee. A recount shall be held if the tellers disagree on the decision, or the Chair deems it necessary. Amendments to the Constitution or to Standing Orders require a 75% majority of those present and entitled to vote for other votes, a simple majority of those voting is required.

## **9. Votes of no confidence**

Any member of the Committee may be removed from office by a simple majority of members at an Open Meeting quorate for such a motion. The officer or member may appeal to the members of the Society to convene a second Open Meeting within four days, otherwise the member shall be deprived of office effective from the fifth day after the motion of no confidence. If they get the support of at least 20% of the membership of the Society a second Open Meeting shall be held. The vote of no confidence is then repeated. A simple majority of those voting in this second Open Meeting will again suffice. There will be no further appeal. Following a second successful vote of no confidence the Committee member is immediately deprived of office. A byelection is called following a successful vote of no confidence.

# **V. Representation**

## **1. Nominations for Representation**

The Committee shall, when necessary, nominate members of the Society, normally officers of the Committee, to sit on committees requiring the representation of the Society's members.

## **2. GB**

Up to two representatives of the committee, including the President, shall act as the Society's representatives on GB, when duly elected by that body (in accordance with Statute B, Chapter III of the Statutes of the College), and report back to the Committee.

## **3. Graduate Liaison Committee**



This committee shall be the primary mechanism for interaction between the Society and the College. The Society's representatives shall be those three voting officers of the Committee best able, in the view of the Committee, to represent the Society on the matters to be discussed, but normally the President, Treasurer and one other. A report shall be made to the Committee following each meeting of the Graduate Liaison Committee.

#### **4. CCSU Executive Committee**

The Society's representative on the CCSU Executive Committee may be any elected officer of the Committee. The representative shall attend CCSU Executive Committee meetings when relevant matters are to be discussed.

#### **5. CCSU Liaison Committee**

At least once a term, representatives from the Committee shall meet with representatives from the Christ's College Junior Combination Room Executive Committee to discuss matters of mutual interest and concern, thereby promoting good relations between the undergraduate and graduate members of CCSU and coordinating policy where necessary and appropriate. There shall be a minimum of two and a maximum of five representatives from the Society for any one meeting.

#### **6. Cambridge University Student Union**

Ordinarily the President shall act as the Society's representative on the Cambridge University Student Union and report back to the Committee. In the event of the President being unable to attend any meeting, a representative may be chosen by the Committee.

#### **7. Other Committees**

Representatives of the Society shall be appointed by the Committee to any other College committee which specifically require graduate representation. Any member of the Society is eligible to sit on these committees and report back to the Committee.

#### **8. Banners**

Any banner which might be interpreted as representing the Society shall only be 1(m(A)5(ny banne)8(r)-3



## **2. Annual report**

The Society shall annually make available to all those eligible for membership of the Society, and to the Graduate Liaison Committee, a report stating the names of all the external organisations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made, to the organisations within the year covered by the report.

## **3. Challenge to continued affiliation**

Upon request of at least 4% of its members, the Society shall submit for the approval of its members a list of the organisations to which the Society is affiliated. If at least 4% of the members so require, the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

# **VIII. Grievances**

## **1. Procedure**

All those eligible for membership of the Society or groups of such members who are dissatisfied in their dealings with the Society, or dissatisfied with the Society's expenditure, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the Society, may refer a complaint to the President of the Society for a decision. Any appeal may be made to the Master within a period of 14 days and the Master shall appoint a Fellow for this purpose, who may not delegate their responsibility for hearing the appeal. The GB shall have power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

# **IX. Constitution.**

## **1. Status**

- i. This Constitution represents the Rules of the Society. Nothing in any previous Constitution shall retain any validity or effect once this Constitution has been ratified by GB.
- ii. This Constitution is a revised version of that passed by GB on 2 March 2010 and amended 6 March 2012. It shall have full force and effect when it shall have been passed by the GB at a meeting during the academic year of 2014 2015.
- iii. The Constitution shall be resubmitted to the GB for review at intervals of not more than five years.

## **2. Amendments**

- i. The Committee is responsible for drawing up any changes to the Constitution that might be considered desirable, having due regard to the wishes of the members of the Society.

- ii. Any changes to these Rules shall be submitted to an Open Meeting for approval, as outlined in §IV above.
- iii. No alteration shall be made to any part of this Constitution without the approval of the GB.
- iv. No alteration shall be made to any of this Constitution except in accordance with the provisions of s. 22 of the Education Act 1994.

Last Amended by an Open Meeting held on 30th October 2021, and approved by the Governing Body on 29th June 2021