

# **The Constitution of the Combination Room of St Edmund's College**



## **1.0 NAME**

1.1 This Constitution shall apply to the Association of the Members of St Edmund's College Combination Room, hereinafter referred to as the Combination Room (CR) and it shall be an affiliated member of the Cambridge Students' Union. Affiliation to the Cambridge Students' Union shall be continued without interruption except if the CR votes to disaffiliate under the guidance of 10.3. For the purposes of this constitution the term CR does not refer to any specific room in College and indicates no rights to nor control of any room in College.

## **2.0 AIMS AND OBJECTIVES**

2.1 The aims of the Association are:

- (a) To represent all the members of the CR in all matters affecting their interest;
- (b) To provide, in the interests of the social welfare of its members, facilities for recreation or other leisure time activity, being facilities which will improve their quality of life by enabling or assisting them to participate in the cultural, athletic, collegiate, intellectual, social and other activities of, or connected with the University;
- (c) To provide a forum for discussion between the membership and its elected committee; who shall represent the views of the CR to the College authorities. It shall act as a channel of communication between its members, the University of Cambridge and bodies to which the CR is affiliated.

2.2 The above aims and objectives shall receive a fair and liberal interpretation by the members of the CR independent of any other part of this constitution.

## **3.0 MEMBERSHIP**

3.1 Full membership depends on payment of a fee set by the Governing Body in consultation with the CR. All students and Visiting Scholars of this College shall be deemed to enjoy the general rights of membership of this CR. Spouses of students and Visiting Scholars who have paid a reduced CR fee, as determined by the CR in consultation with the Governing Body, shall be deemed to enjoy the general rights of membership excepting voting rights. By default, spouses of students and Visiting Scholars living in College shall pay the reduced CR fee, but spouses not living in College accommodation may apply to do so according to a procedure to be determined in consultation between the CR and Governing Body.

- (a) All members shall be entitled to speak and vote in the CR meetings and in CR and University Elections. Fourth year students (and other students who are in the process of completing courses of study at St Edmund's) shall also be entitled to full voting and speaking rights in CR meetings, as shall Visiting Scholars, and shall be entitled to vote in CR elections.
- (b) Students who have disaffiliated with the CR shall be entitled to attend CR meetings provided that the meeting agrees by a simple majority vote in favour of their presence. With regard to speaking and voting rights at that meeting, for disaffiliated students, a similar vote will be necessary.

## 4.0 THE EXECUTIVE

4.1 CR Committee Composition: The CR Committee consists of a Central Executive and an Extended Executive (composed of the Central Executive and other further specified positions).

4.2 There shall be a Central Executive which shall consist of the President, the Vice-President, the Treasurer, the Secretary and the Welfare Officer(s).

- (a) The above posts shall be known as the Central Executive and shall be responsible for the day to day running of the CR and the day to day matters of the CR. They shall be responsible for formulating, implementing and coordinating CR policy as laid down by a CR meeting.
- (b) All actions taken in this respect shall be reported to a CR meeting to whom the Central Executive shall be accountable for its deeds.
- (c) The Extended Executive shall represent the CR on the relevant College and University Committees, as per section 4.9.
- (d) The Central Executive shall meet at least once every two weeks in term time to coordinate its activities, ensure representation on College Committees is fulfilled and deal with matters as they arise. Minutes are not required unless it is thought by the Central Executive that they are necessary.
- (e) Only members who are taking courses that last longer than one year can stand for the Central Executive, as the term of office runs across two academic years. This means that only those persons who are in a program which, in the normal course of events will continue into the next academic year, may stand. No person may hold any of these positions for longer than two consecutive years.
- (f) Only members who intend to be present in Cambridge during term time for the entirety of their term as CR Officer may stand for the Central Executive. Should a CR Executive Officer be required to Work Away unexpectedly, then he or she shall submit a temporary replacement plan to the Central Executive, which must then be approved by a majority vote. If it is not approved, then the position shall be considered vacant and the procedure in section 7.12 must be followed.
- (g) The quorum for the Central Executive shall be three, and must stand at three throughout the course of the meeting.
- (h) If a meeting of the Central Executive fails to take place for whatever reason this failure must be reported to the next CR general meeting.

4.3 The Extended Executive shall consist of the Central Executive, the Academic Officer, BAME Officer, the Bar Stewards, the Charity Officer, the Entertainments Officers, the Environmental Officer, the External Officer, the Families Officer, the International Officer, the IT Officer, the LGBTQ+ Officer, the Music Officer, the Punt Admiral, the Sports Officer, the Women's and AFAB Officer.

- (a) The Extended Executive shall meet once every four weeks of term, to co-ordinate its activities, ensure that representation on College committees is fulfilled, to execute business remitted to it by a CR meeting, and to discuss relevant matters as they arise. The Central Executive shall report to the Extended Executive all matters that have arisen or been dealt with since the last Extended Executive meeting. The Extended and Central Executives shall be representative bodies of the CR and accountable to that body for their actions.
- (b) The quorum of the Extended Executive shall be a simple majority of its membership.
- (c) If a meeting of the Extended Executive fails to take place for whatever reason this failure must be reported at the nearest CR General Meeting.
- (d) Only members who intend to be present in Cambridge during term time for the entirety of their term as CR Officer may stand for the Extended Executive. Should a CR Officer be required to Work Away unexpectedly, then he or she shall submit a temporary replacement plan to the Central Executive, which must then be approved by a majority vote. If it is not approved, then the position shall be considered vacant and the procedure in section 7.12 must be followed.

4.5 A member of the Committee shall be deemed to have resigned:

- (a) If the member gives written notice of this resignation to the Central Executive;
- (b) If he or she disaffiliates from St Edmund's College CR;
- (c) If he or she fails to attend three meetings of any executive body, or two CR general meetings, or two College committees during term time without providing a reason for his or her absence on at least one of those occasions, which is acceptable to a CR meeting;
- (d) If he or she must leave Cambridge during term time, whose temporary replacement plan is not approved by the Central Executive, as per 4.2(f) and 4.3(d);
- (e) A committee member is deemed to have resigned if a motion of no confidence is passed as described in section 5.7(e).

4.6 Durations of positions. Each position shall be elected for the period of one year.

- (a) No person may hold more than one Central Executive post and no more than two Extended Executive posts at one time.
- (b) No person may hold the same post for longer than two consecutive years.

#### 4.7 Job Descriptions

##### (a) The President

- shall Chair the Central and Extended Executive and CR meetings;

- shall ensure the CR is represented on all College Committees which provide for student membership, as deemed necessary;
- shall have overall responsibility for communications between the CR and the Governing Body of the College;
- shall be jointly responsible with the Vice-President for the overall formulation and co-ordination of Executive business and responsible for the implementation of policies passed by a CR-meeting;
- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer;
- shall be responsible for producing an Annual Report of the CR's activities at the end of the one year term.

(b) The Vice-President

- shall be jointly responsible with the President for the overall formulation and coordination of executive business and responsible for the implementation of policies passed by a CR meeting;
- shall sit on at least two College committees which provide for student membership as deemed necessary;
- shall chair all Executive and CR meetings when the President is unable to do so.
- shall deputise for the President when necessary;
- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

(c) The Treasurer of the Combination Room

- shall be responsible for maintaining the CR's financial accounts;
- shall Chair the CR Finance Committee and shall be responsible for organising at least two meetings a term of this committee;
- shall sit on the Finance and General Purposes Committee and any other College committees which provide for student membership as deemed necessary;
- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer;
- shall liaise with the catering service to arrange for Sunday tea with cake to be provided in the CR.

(d) The Secretary

- shall be responsible for recording minutes of all CR general meetings and their safe keeping. These minutes should be circulated to all CR members within one week of the meeting. Acceptable means of display are: email of minutes to CR membership, posting of minutes on CR website, and posting minutes on CR Notice Board;
- shall be responsible for updating, organizing and sending out (via email to all CR members) the bulletin at least once a week;
- shall be responsible for the front end of the website;

- shall have joint responsibility with the President and Vice-President for communications, but will have sole responsibility for organising Executive and CR general meetings;
- shall be responsible for the production of CR promotional material, excluding entertainments;
- shall sit on College committees which provide for student membership as deemed necessary;
- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer;
- shall be responsible for review of records kept by each member of Central Executive at the end of each term and report to CR on compliance with record keeping of the Executive.

(e) The Welfare Officers: The CR shall appoint two Welfare Officers, who:

- shall be available to aid members in welfare matters;
- shall be acquainted with all welfare matters and be responsible for the communication of information on student welfare to the CR membership;
- shall liaise with the Cambridge Students' Union Welfare Officer on arranging for materials to be supplied and information to be given to students;
- shall be responsible for organising publicity and campaigns concerning welfare matters such as the annual Access Fund, housing advice and general health;
- shall liaise with the Rooms Tutor on housing matters as deemed necessary, and shall hold at least one meeting a year for all those students living out in order to supply housing advice leaflets, canvass opinions and become aware of the numbers and conditions of those living out of College, bringing such matters to the attention of the Central Executive;
- shall be responsible for distributing information pertaining to students with disabilities and representing the concerns of students with disabilities in the appropriate fora;
- shall sit on College committees which provide for student membership as deemed necessary;
- shall keep a record of all duties, particularly pertaining to organisation of CR and Executive, representation of CR to College and University bodies, and any other matters of said office, to be passed on to next elected officer.

(f) The Academic Officer

- shall be responsible for organising academic-related events in College, including the annual Academic Conference, to be held in Lent Term;
- shall report to the Extended Executive.

(g) The Black, Asian, Minority Ethnic (BAME) Officer

- shall seek to represent, advise and be accessible to all self-identifying BAME members of the CR;
- shall be responsible for distributing information pertaining to BAME matters to students;
- shall be responsible for organising events in College that are inclusive of those identifying as BAME;

- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College;
- shall report to the Extended Executive.

(h) The Bar Stewards: The CR shall appoint two Bar Stewards, who:

- shall be responsible for the day-to-day running of the bar, subject to the jurisdiction for the license holder, for all matters concerning the operation of the bar, and shall do his or her best to ensure that reasonable standards of behaviour are maintained;
- shall submit bar accounts to the Treasurer at the end of each term for discussion at the next CR Finance Committee Meeting and bring all relevant matters of importance to the attention of the Extended Executive;
- shall ensure that they delegate the responsibility of managing the bar during the summer term to someone deemed responsible.

(i) The Charity Officer

- shall have responsibility for determining worthy charitable causes for donations from the CR budget, and shall liaise with the CR Treasurer to make said donations;
- shall report to the Extended Executive.

(j) The External Officer

- shall be responsible for relations and events with other Cambridge Colleges, including Formal Swaps, and for organising activities with St Edmund's sister Colleges at other Universities;
- shall liaise with Cambridge Students' Union officers and attend meetings where required;
- shall report to the Extended Executive.

(k) The Entertainments Officers: The CR shall appoint two Entertainments officers, who

- shall be responsible for organising the entertainments for the CR and for publicising such events;
- shall liaise with the Bar Stewards as necessary for events requiring alcoholic beverages;
- shall ensure that all events are conducted complying by health and safety regulations;
- shall report to the Extended Executive.

(l) The Environmental Officer

- shall be responsible for liaising with College regarding the coordination and management of all matters pertaining to recycling, energy efficiency and ethical procurement of food and other materials;
- shall report to the Extended Executive.

(m) The Families Officer

- shall be responsible for distributing information pertaining to family matters to students with families, bringing concerns of students with families to the appropriate

fora, organising family-friendly events in College and liaising with the relevant member of Tutorial;

- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College;
- shall report to the Extended Executive.

(n) The International Officer

- shall be responsible for planning events that involve and include international students or that are themed around international holidays and festivals;
- shall provide where appropriate support and advice for international students;
- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College;
- shall report to the Extended Executive.

(o) The IT Officer

- shall be responsible for the CR website in liaison with the IT Office, including its maintenance, posting of minutes, and further innovations;
- shall set up and manage committee email addresses and CR mailing lists;
- shall liaise with the CR Secretary to maintain the back end of the website;
- shall report to the Extended Executive.

(p) The Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Officer

- shall seek to represent, advise and be accessible to all self-identifying LGBTQ+ members of the CR;
- shall be responsible for distributing information pertaining to LGBTQ+ matters to students;
- shall be responsible for organising events in College that are inclusive of those identifying as LGBTQ+;
- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College;
- shall report to the Extended Executive.

(q) The Music Officer

- shall be responsible for organising music-related events in College;
- shall be responsible to represent the CR in matters regarding the music room of the college;
- shall report to the Extended Executive.

(r) The Punt Admiral

- shall be responsible for the maintenance and winter storage of the College punts and for managing the online punt booking system in collaboration with the IT Officer;
- shall report to the Extended Executive.

(s) The Sports Officer



- shall be responsible for liaising with Captains of College teams to participate in University events;
- shall be responsible for the communication of sporting activities available to members;
- shall be responsible for the storage of sporting and gym equipment owned by the CR;
- shall be in charge of and represent the Executive concerning the College Gym Facilities;
- shall report to the Extended Executive.

(t) The Women's and AFAB Officer

- shall seek to represent, advise and be accessible to all self-identifying women and AFAB (Assigned Female at Birth) people of the CR;
- shall sit on relevant councils and committees;
- shall aid the Welfare Officer(s) where necessary in holding events and services that serve the general welfare needs of all students in College;
- shall report to the Extended Executive.

(u) The Disabilities Officer

- shall seek to represent the needs and concerns of students declared with disabilities of the CR, liaising with the Fellows, College staff, CUSU and Disability Resource Centre (DRC) on all relevant issues;
- shall attend the relevant college committees;
- shall aid the Welfare team where necessary in holding events and services that serve the general welfare needs of all students in college;
- shall report to the Extended Executive.

#### 4.8 Creating and Removing Positions

The CR may add new Committee positions or remove existing Committee positions via a motion requiring a two-thirds majority vote at a CR meeting. When new positions are created it must be stipulated whether they are Central Executive or Extended Executive positions. Committee position changes must be made permanent by a change to the constitution within 12 months, otherwise they will be considered invalid.

#### 4.9 Committee Representation

(a) Representation by the CR Executive on College Committees and Union Councils shall normally be as follows:

- President: College Council, Finance and General Purposes, Cambridge Students' Union, Equality Diversity and Inclusivity;
- Vice President: Development and Alumni Committee, Careers and Enterprise Committee, Estates Committee;
- Treasurer: College Council, Finance and General Purposes, Works of Art Committee.
- Secretary: Steward's Committee, Works of Art Committee;
- Welfare Officer(s): Wellbeing and Safety Committee, Accommodation Committee;
- BAME Officer: Equality Diversity and Inclusivity;
- External Officer: Cambridge Students' Union;
- LGBTQ+ Officer: Equality Diversity and Inclusivity;

- International Officer: Equality Diversity and Inclusivity;
  - Women’s and AFAB Officer: Equality Diversity and Inclusivity;
  - Disabilities Officer: Equality Diversity and Inclusivity.
- (b) Representation by the CR Executive on College Committees shall be mandatory, but flexible to the interests to the different officers of the CR Executive. The CR shall be notified at the next CR meeting and on the CR Website as to any changes of representatives on committees contrary to what is outlined in Section 4.5(a).
- (c) The President shall be jointly responsible with the Vice President for ensuring that the CR is represented on all College Committees, Cambridge Students’ Union and all other committees where the CR is allowed representatives.
- (d) All CR Executive Officers representing the CR on a College Committee shall report back relevant decisions to the Extended Executive as soon as possible. They shall further be required to produce a document, detailing dialogue with the CR, to be attached to Committee minutes when a Committee meeting has involved a subject which directly concerns the financial matters of CR members (such as rents) or that the Executive feels seriously effects social welfare of CR members (such as rooms use).
- (e) CR representatives on College Committees shall be bound to keep a record of Committees they attend and matters arising concerning the CR and report back to the Extended Executive and the CR where necessary.

## **5.0 COMBINATION ROOM GENERAL MEETINGS**

5.1 The CR shall be the supreme decision-making body. The Central Executive and the Extended Executive shall be accountable to this body for all the decisions and actions taken in the name of the CR.

5.2 The CR shall meet twice a term and the dates of these meetings shall be printed in the College Calendar. These dates shall be flexible within a week to allow for Executive scheduling conflicts and other CR events. Meetings should if possible be scheduled so as to allow important decisions to subsequently be raised at the next College Council. Additional meetings of the CR may, when necessary, be called by the Central Executive provided notice is posted at least 7 days in advance on the CR noticeboard and circulated to all CR members through email. The Secretary shall, at least 7 days before the scheduled meeting, give notice to all CR members through email, advertising the event and calling for items/motions to be submitted for discussion.

5.3 Items/motions for discussion must be submitted at least 48 hours prior to the meeting to allow an agenda to be drawn up. The full agenda should be circulated to the CR at least 24 hours before the meeting. All motions will require the proposing and seconding by a CR member as defined in Section 3.1(a).

5.4 There should be an agenda item 'Any Other Business' so that urgent items can be brought up at the meeting. A reason as to why the item was not entered as a full motion must be explained to the meeting before the meeting accepts it for discussion.

5.5 Any motions requiring financial support must be discussed in advance of the meeting with the CR Treasurer. This includes any matters arising under 'Any Other Business'. Where possible these items should be discussed well in advance of the CR Meeting to facilitate their discussion at the CR Finance Committee (held within 7 days prior to the CR meeting).

5.6 The agenda for the CR meeting shall be based on:

- (a) Apologies for absence
- (b) Minutes of previous meetings
- (c) Matters arising from the Minutes
- (d) Executive Reports
- (e) Motions
- (f) Any Other Business

5.7 The Debate

- (a) The President/Vice-President shall Chair the meeting. It shall be the duty of the Chairperson during speeches to see that the meeting is kept in order and that everyone has the chance to speak.
- (b) If two or more members rise to speak at the same time, precedence shall be given to the member who first “catches the eye” of the Chairperson. Speakers will address the meeting solely through the Chairperson.
- (c) Amendments shall be proposed to motions and shall be debated and voted on prior to the vote on the main motion. If an amendment is carried it shall become part of the main motion. Both amendments and main motions shall require a simple majority of those present and eligible to vote.
- (d) The quorum for the CR general meeting shall be 10% of members. The Senior Tutor shall notify the CR President of the of members at the start of each term. If 10% fee paying members are not present, then the quorum will be at least three members of the Central Executive Committee and five members of the Extended Executive Committee.
- (e) A motion of censure or no confidence in any Committee Member must be presented to the secretary for inclusion on the meeting agenda 48 hours prior to the meeting. This motion requires the signatures of 10 CR Members. There will follow a debate; a vote in favour by a two-thirds majority of those present shall be necessary for the motion to pass.
- (f) There shall be a three-hour guillotine on all CR meetings. A proposed extension beyond three hours shall require a vote in favour by a two-thirds majority of those present.

5.8 General

- (a) Points of order: shall take precedence over all other business and shall be raised in between speeches. They must relate specifically to the conduct of the debate.

- (b) Points of information: may be raised during speeches and must be phrased as a short question through the speaker.
- (c) Voting: all motions except constitutional motions shall require a simple majority of those present and eligible to vote, normally by a show of hands or at the discretion of the Chairperson by a secret ballot. In the event of a count the President and Secretary shall count the votes. All votes must be counted and recorded.
- (d) Constitutional motions: Motions proposing a constitutional amendment must be proposed at least 48 hours prior to CR meetings, in order that the CR Membership can be made aware of the clause to be changed. They shall require a two-thirds majority of those present who are eligible to vote and must be passed in two consecutive CR general meetings. Constitutional amendments may also be made by referendum. If a change is passed, it does not become active until such a time as the new constitution is agreed by the College Governing Body as outlined in Section 9.
- (e) The Chair shall have the authority to rule on the length of time a person shall speak in the debate. As a guide, speeches should be no longer than two minutes. If a debate continues longer than thirty minutes, a majority vote in favour shall be required for the debate to continue.
- (f) Proxy votes: any member can attend a CR meeting with a proxy vote from another member to vote on a motion which has previously been publicised. Notice must be given to the Chair in advance of the beginning of the meeting, and the member must have a written notice of proxy signed both by the person who is absent and by themselves.
- (g) Extraordinary meetings: can be called if 10% or more members petition for an emergency CR meeting. It shall be held within seven days of the petition being presented to a member of the Central Executive. The Central Executive shall then be responsible for organising this meeting and publicising its venue and timing. 24 hours' notice for the meeting must be given to members.

## 5.9 Combination Room Committees

There shall be four permanent CR Committees: the CR Academic Committee, the CR Finance Committee, the May Ball Committee, and the Freshers' Week Committee.

### (a) The Combination Room Academic Committee

- CR Academic Committee shall be chaired by the CR Academic Officer and will consist of the following: the President, the Treasurer, the Secretary, the Undergraduate Committee member, Graduate Committee member and Postgraduate Committee member.
- Its purpose will be to co-ordinate with the Von Hügel and Woolf Institutes to provide academic events with CR students in participant. The Committee Members will jointly aid the CR Academic Officer who leads in organising the Annual Student Conference.
- It will have a quorum of five. The election of the three CR Committee members to this committee will take place at the same time as the Extended Executives during Michaelmas Term, according to regulation 7.0 below.

- A Fellow appointed by the Governing Body shall be invited to attend all meetings of the CR Academic Committee as a non-voting observer who will be able to offer guidance and advice to the Committee. If necessary, the Chair can separate the agenda into an unreserved section, to which all members of the Finance Committee are invited, and a reserved section, to which only CR members are invited.’

(b) The Combination Room Finance Committee

- CR Finance Committee shall be chaired by the CR Treasurer and will consist of the following: the President, the Secretary, the Sports Officer, the Bar Stewards, two full CR Finance Committee Members.
- Its purpose will be to review the CR finances and budget, and suggest to the CR ways and means of using CR resources for the good of the whole CR.
- It will have a quorum of five. The election of the three CR members to this committee will take place at the same time as the Central Executive according to regulation 7.0 below.
- A Fellow appointed by the Governing Body shall be invited to attend all meetings of the CR Finance Committee as a non-voting observer who will be able to offer guidance and advice to the Committee. If necessary, the Chair can separate the agenda into an unreserved section, to which all members of the Finance Committee are invited, and a reserved section, to which only CR members are invited.
- Any members of the CR can attend the meeting as non-voting observers.

(c) The May Ball Committee

- The May Ball Committee shall be chaired by the May Ball President and shall report to the CR Committee and to the Governing Body.

(d) The Freshers’ Week Committee

- The Freshers’ Week Committee shall be chaired jointly by the Welfare Officers and will meet in Easter Term and periodically throughout the Summer to prepare entertainment and informational sessions during Freshers’ Week. It shall liaise with Tutorial to set a joint calendar for Freshers’ Week events and to determine the division of responsibilities.

(e) Creation of Committees

- The CR may create further committees should the need arise. This can be done by passing a motion at a CR meeting agreeing to the formation of the required committee.

## 6.0 CR SOCIETIES

6.1 The CR shall, as part of its aims and objectives (Section 2), welcome the establishment of College Societies which shall be part of the activities of the CR and registered with the CR.

6.2 Each CR Society shall produce a registration document indicating the following information:

(a) Name of the Society

- (b) Aims and Objectives of the Society
- (c) Arrangements for the Internal Management of the Society
- (d) Arrangements for membership of the Society
- (e) A budget proposal for the year
- (f) A description of the society's activities during the previous academic year (if active)

6.3 New society registration must be submitted to the CR Treasurer or the CR Secretary.

6.4 Registration of each CR Society shall lapse at the end of each academic year (30 September). Each Society shall be eligible to re-register at the beginning of each academic year. Registration of a CR Society may be withdrawn for good reason by the Central Executive of the CR.

6.5 Each CR Society shall operate within the provisions of the Statutes and Ordinances of the College and the CR Constitution.

6.6 Meetings of CR Societies shall conform to the requirements of Section 43 of the Education Act 1994 and the College's Code of Practice for the organisation of meetings held on College premises.

6.7 Membership of each CR Society shall be open to all members and alumni of St Edmund's College. No application shall be refused on grounds of race, sex, sexuality or religion.

6.8 The nature of the arrangements of the internal management of each CR Society and for membership shall be determined by each Society.

6.9 Each Society shall be eligible to apply for financial support for its activities to the CR Finance Committee as outlined in Section 9 and shall be entitled to raise funds by appropriate subscription charges to Society members and voluntary collections held at society events.

6.10 The accounts of each CR Society shall be examined upon request by the CR Finance Committee. Any remaining funds at the end of the academic year allocated in the annual budget will be returned to CR General Funds for use in other areas unless otherwise agreed with the CR Treasurer on a per case basis.

## **7.0 ELECTION PROCEDURE**

7.1 Elections for the Central Executive and Extended Executive, except for offices identified in paragraph 7.3 shall take place in the Lent Term. The following positions run from February to February:

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary
- (e) Two Welfare Officers
- (f) Two Bar Stewards

7.2 The elections for the Central Executive and all other positions elected in Lent term shall take place before the Division of Lent Term. Those elected shall "shadow" the officers they

are due to replace to learn their jobs over a one-week period. During this period the incumbent Central Executive shall maintain its duties.

7.3 In order to accommodate and include one-year students on the St Edmund's CR committee and allow them to be included in formulating the shape and direction of the College, Extended Executive positions run for the length of the academic year beginning in Michaelmas term. Elections are held before the division of Michaelmas term for the positions of:

- (a) Academic Officer
- (b) BAME Officer
- (c) Charity Officer
- (d) Two Entertainment Officers
- (e) Families Officer
- (f) International Officer
- (g) Music Officer
- (h) Sports Officer
- (i) Women's and AFAB Officer
- (j) External Officer
- (k) Environmental Officer
- (l) IT Officer
- (m) LGBTQ+ Officer
- (n) Punt Admiral
- (o) The Disabilities Officer
- (p) Two Finance Committee Members
- (q) Three Academic Committee Members (One Undergraduate, One Graduate, and One Postgraduate)

7.4 A CR Returning Officer shall be appointed at the first CR meeting of Lent Term prior to the Lent Elections being called.

- (a) The CR Returning Officer will be responsible, in coordination with the College-appointed Officer if necessary, to the CR for the fair running of CR elections and any elections of affiliated organisations. He or she is responsible, in liaison with the CR Secretary, for advertising the CR Elections widely and for verifying that no officer stands for election beyond a second consecutive term in violation of 4.6(b).
- (b) A nomination for the position of CR Returning Officer shall be made by the Central Executive and should be included in the agenda for the CR General Meeting.
- (c) The term for this position is one year and as such, any nominee must be able to demonstrate a reasonable expectation to be in College for the next academic year.
- (d) The CR Returning Officer is also responsible for the correct interpretation of the CR Constitution. If there is any further doubt after their ruling, the final decision of interpretation of the constitution lies with the College-appointed Officer or, in their absence, the Senior Tutor.



- (e) If the CR Returning Officer is unable to fulfil their duties, a new officer may be appointed at the next CR General Meeting.

7.5 Nominations will be opened one week before the date of the election and will close after five days. On the night before the election day there will be a hustings chaired by either the CR Returning Officer or the College-appointed Officer which all candidates must attend. Nomination for any posts will require the support of two members of the CR.

7.6 At the hustings each candidate will be allowed to make a two minute speech followed by questions.

7.7 In respect to all the above posts the voting procedure shall be that voters shall place numbers 1, 2, 3 etc. by the candidates names on the ballot in order of preference desired. In these elections the counting shall be by means of the Alternative Transferable Vote System (as specified in the University Statutes and Ordinances).

7.8 Voting will be in the form of online voting. Voting will be from 12.00 a.m. – 10.00 p.m. giving an opportunity to all members to vote. In the event of a tie there shall be another vote after one week has elapsed but before the end of Full Term. The result shall be declared orally, circulated by email and afterwards a notice of the results shall be displayed in a prominent place.

7.9 Where, at the closing of nominations in this election, no nomination has been received to fill a vacancy, the Returning Officer shall give notice that the vacancy exists and that nominations have re-opened for 46 hours (this includes all positions). If the position remains vacant beyond the 46 hours, the CR extended committee may appoint an 'acting officer' by majority vote and on receipt of a statement of interest from said CR member. If there are no candidates nor a majority reached by the CR extended executives, the duties shall be administered by the CR central executives. In either case, this position will reopen for the next election round as a by-election position.

7.10 Where an office within the Committee exists only to represent a specific minority within the CR, only CR members of that minority or who identify with that minority may file candidacy for that office, in accordance with Cambridge Students' Union Constitution.

7.11 Only members who have not disaffiliated from the CR shall be allowed to stand and vote in all elections (as described in Section 3.1(a)).

7.12 In case of a vacancy in the Committee, by-elections during term time will be conducted. During the interim period of the resignation or removal of the incumbent and the by-election, an existing CR member can be co-opted to the position by the Central Executive.

7.13 All CR elections and by-elections must take place during Full Term. By-elections must be called within three weeks (full term) of the resignation. If there is a scheduled election planned for this position within that period, by-elections are not necessary.

7.14 Each CR Committee position will have only one incumbent. Under exceptional circumstances, by the approval of the CR Extended Executive, two people may run jointly for a post.



7.15 No proxy votes are permitted in any CR election.

## **8.0 PROVISIONS OF THE EDUCATION ACT 1994**

8.1 In this constitution, Combination Room (CR) will hereafter mean an organisation as defined by Section 20 of the Education Act of 1994.

8.2 In this Constitution the expression 'St Edmund's College' will be defined as Establishments in accordance with Section 21 of the Education Act of 1994.

8.3 Section 'Governing Body' (GB) shall here and hereafter mean the Governing Body of St Edmund's College, and its functions will be in accordance with Section 22 of the Education Act of 1994.

8.4

- (i) No alteration shall be made to any part of this Constitution without the approval of the GB.
- (ii) No alteration shall be made to this part of this Constitution except in accordance with the provisions of the Education Act 1994.
- (iii) In the event of any conflict between any provision of this Constitution and any provision of this Part of this Constitution, the provision of this Part shall prevail.

8.5 This Constitution shall be submitted to the GB for review, in accordance with the provision of the Education Act 1994, on 24 April 1995 and at intervals of five years thereafter.

8.6 The CR shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

8.7

- (i) Notwithstanding any provisions in this Constitution as to automatic membership of the CR, any person who would by virtue of those provisions be a member of the CR may in any academic year by written notice within the first week of Michaelmas term declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the CR for that academic year.
- (ii) A member of the College who exercises the right not to be a member of the CR shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

8.8 There shall be no sabbatical or paid elected office in the CR, nor any office contrary to the provisions of s.22(2)(f) of the Education Act 1994.

## **9.0 FINANCE**

9.1 A proposed CR budget will be drawn up annually by the CR Treasurer in collaboration with the CR Finance Committee. This budget shall be presented to the first CR meeting in Michaelmas term for approval. It will then be submitted to the subsequent meeting of Council for approval. Any society is able to request financial support from the CR by submitting a

request to the CR Treasurer prior to the commencement of full Michaelmas term. After this time, requests should be made to the CR Treasurer for presentation to the next CR Finance Committee meeting.

9.2 The CR Treasurer shall:

- (a) present the current accounts to the CR Finance Committee at every Finance Committee meeting, including the current bank balance;
- (b) present a full set of accounts, receipts and other relevant documents to the Bursar annually for auditing within one month of the end of the CR Financial year.

9.3 The CR Treasurer shall produce an annual financial report reviewing expenditure and income for the previous financial year. After approval by the CR Finance Committee, the report should be presented to the first CR meeting of Michaelmas term and should include details of any donations made by the CR to external organisations. The report should also be presented to Council and the College Governing Body.

9.4 The CR Treasurer and President shall have joint responsibility for the finances of the CR. Both shall be signatories on the CR bank account. One signatory will be required to sign.

9.5 The CR Financial Year will run from 1st September - 31st August.

9.6 The CR Treasurer is permitted to make individual transaction payments of up to £500 within the constraints of the CR budget. Expenses up to £1,000 must be approved by the CR Treasurer and President jointly and any expenses above this level must be approved by the CR Finance Committee.

9.7 The CR Finance Committee shall meet at least twice a term. A meeting should be held no more than 7 and at least 2 days before each CR meeting scheduled in the College Calendar for that term. Any additional meetings can be scheduled as required.

## **10.0 AFFILIATION TO ORGANISATIONS**

10.1 If the CR decided to become affiliated to any external organisation, it shall publish to all members of the College, and to the GB, 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.

10.2 The CR shall publish annually to all members of the College, and to the GB, 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 or proposed to be made, to the organisations within the year covered by the report.

10.3 All affiliations to external organisations shall be reviewed in the first CR general meeting of Michaelmas term and voted either to continue affiliation or to disaffiliate.

## **11.0 GRIEVANCES**

11.1 Any member of the CR who has any dispute or concerns with conduct or decision of a CR Committee member may file a complaint to the CR President or Vice President. An investigation regarding the complaint shall be made and the complainant shall be informed of the outcome within 14 days. If the complainant is dissatisfied with the decision, they can lodge a complaint to the Senior Tutor of the College.

## **12.0 STANDING OF THIS CONSTITUTION**

12.1 No part of this Constitution should be construed as contradicting or superseding the Statutes and Ordinances of the College.

