



# Sunday 27<sup>th</sup> November 2011

## Agenda

1. Apologies for absence or lateness
2. Announcement of the presence and purpose of guests
3. Approval of the presence and speaking rights of guests
4. Approval of the order of the agenda
5. Reading by the secretary on request by any member, amendment if necessary and approval of the minutes of any previous Open Meeting not yet accepted by an Open Meeting.
6. Matters Arising from the minutes
7. Reports from the Committee
8. Questions to the Committee
9. Extraordinary Motions
10. Ordinary Motions
  - a) CUSU Re-affiliation
  - b) Renewable Policy
  - c) Constitutional Reform
  - d) Presents for outgoing Chair/President
  - e) Sexual Harassment Policy
  - f) New refurbishment of the bar
  - g) Underwriting of May Ball 2012
  - h) Oversea's Christmas Breakfast
  - i) Posters in the party room
  - j) Removal of abandoned fridges
  - k) South Asian Cultural Society
  - l) Robinson College Ceilidh Dancing Society
  - m) Robinson College Cycling Club
11. Any other RCSA business

2. The RCSA is currently affiliated to CUSU, for the cost of £2707 yearly.
3. That CUSU's support, in terms of welfare, representation at university level and running of campaigns would be unsustainable at a college level.

**RCSA Believes:**

1. That its affiliation to CUSU is of major benefit to the college

**RCSA Resolves:**

1. To stay affiliated to CUSU.

**Proposed: Jimmy 'enjoying CUSU banter' Campbell**

**Seconded: Bryn 'at least I don't HAVE to go to CUSU council' Pickering**

### b) Renewable Policy

**RCSA Notes:**

1. That all policies on the Renewable Policy List lapse after 3 years.
2. That a number of these policies are due to lapse during the forthcoming year.
3. The constitutional requirement for such policies to be proposed for renewal at the first Open Meeting following the election of a new RCSA committee.

**RCSA Believes:**

1. That there are a number of such policies which we would not want to lapse.
2. That these policies continue to support the general aims and objects of the RCSA as set out by the constitution.

**RCSA Resolves:**

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## Ordinary Motions

### a) CUSU Re-affiliation

**RCSA Notes:**

1. According to the constitution a list of organisations that the RCSA is affiliated with should be submitted yearly for approval. (Chapter VI: section 41).

1. To renew the policy contained in the list in the addendum.

2. To expressly revoke any policy passed before 1st January 2008 and not contained within the renewable policy list.

**Proposed: RCSA Executive**

**c) Constitutional Reform**

**RCSA Notes:**

1. The last constitutional reform was in 2007.

2. The Constitution must be submitted for review by College Council every five years or upon amendment.

3. It has been 5 years since the last constitutional reform.

**RCSA Believes:**

1. That the constitutional reform proposals produced by the previous RCSA committee contain changes that may well be of great benefit to future RCSA members and officers.

2. That every RCSA member ought to be given fair opportunity to contribute their thoughts and opinions to these (and possibly other) changes before they are put to a referendum.

3. It is a requirement set by College.

**RCSA Resolves:**

1. To create a Constitution Sub-Committee that shall:

i. have the RCSA Chair as its chairperson;

ii. exist until (whichever is sooner):

a) the Sub-Committee is satisfied that the proposals are ready to be considered by the Executive, or

b) the last Ordinary Open Meeting of lent term;

iii. review, discuss and, if necessary, amend current proposals for constitutional reform;

iv. meet at least 3 times during the period in which it exists, at a time and place decided by the chairperson.

v. be open and advertised to all Members.

2. To mandate the RCSA President to bring the proposals of the sub-committee for consideration at an Open Meeting once they are complete and before they are officially considered by the Executive.

3. To mandate the Executive to consider the finished proposals from the Constitution Sub-Committee once they have been passed by an Open Meeting and decide whether or not to put these to a referendum.

**Proposed: Jimmy "reformed man" Campbell**

**Seconded: Bryn "re-constituted" Pickering**

**d) Presents for outgoing Chair/ President**

***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

**RCSA Notes:**

1. That it has become customary to purchase a present for the outgoing President and Chair of the RCSA

2. That, combined, £80 was spent on presents the previous 2 years

3. That the RCSA Committee think this is a great idea!

**RCSA Believes:**

1. That an allocation of £60 from the Open Meeting Budget for the president and £20 for the chair would enable the committee to purchase wonderful gifts for the outgoing President and Chair.

2. That these gifts should be purchased to thank the ex-president and ex-chair for their hard work and commitment to the RCSA.

3. That Rosalyn and Ewan should be able to enjoy retirement in its fullest.

**RCSA Resolves:**

1. To allocate £60 from the Open Meeting Budget for the purchase of a present for Rosalyn Old, RCSA President 2010/11.

2. To allocate £20 from the Open Meeting Budget for the purchase of a present for Ewan McGregor, RCSA Chair 2010/11.

**Proposed: Bryn 'There better be a present for VP next year...' Pickering**

**Seconded: Jimmy 'Gift-aid' Campbell**

**e) Underwriting the May Ball**

**RCSA Notes:**

1. The May Balls in 2009, 2010 and 2011 were huge successes and were only possible due to the help of the RCSA.
2. College Council will only grant permission for a May Ball in 2012 if the RCSA once again accepts liability for any losses incurred by the proposed May Ball.
3. The May Ball is not asking for any money from the RCSA.
4. The May Ball is proposing the same contract with the RCSA as last 3 years. (The proposed contract in the addendum).

**RCSA Believes:**

1. That the May Ball was a great success last year and it would be a great disappointment to all members of the college if it were not allowed to happen again this year.
2. It is unacceptable for individual members of the May Ball committee to be liable for any losses incurred by the May Ball.
3. The attached contract is an adequate solution for both the RCSA and the 2012 May Ball committee.

**RCSA Resolves:**

1. To enter into an agreement by deciding to sign the attached contract between the RCSA and the May Ball Committee 2012 at the Open Meeting on 27/11/2011.

**Proposed: Heather "please don't make me pay" Holland**

**Seconded: Jimmy "May ball mad" Campbell**

**f) Zero Tolerance to Sexual Harassment**

**RCSA notes:**

1. That the Hidden Marks report, published in March 2010 by the NUS Women's Campaign, revealed that 68% of women students have experienced sexual harassment while a student at their current institution. Many women students reported experiencing persistent harassment in pubs and club nights, and reported that this kind of behaviour was seen as normal at such an event
2. That 16% of the incidents occurred in a learning environment such as a lecture theatre or library
3. That the NUS's definition of sexual harassment is as follows:

The defining characteristics of sexual harassment are that it is unwanted, persistent and of a sexual nature. Examples of unacceptable behaviour include:

- Unwanted sexual comments (including comments about your body or private life)
  - Unwelcome sexual invitations, innuendoes, and offensive gestures
  - Wolf whistling, catcalling or offensive sexual noises
  - Groping, pinching or smacking of your body, such as your bottom or breasts
  - Having your skirt or top lifted without agreeing
  - Someone exposing their sexual organs to you without consent
4. The zero tolerance to sexual harassment campaign was established by the NUS

Women's Campaign with the aim of helping unions create an environment where all students can enjoy their time at university without persistent and unwanted attention of a sexual nature

5. That a number of students' unions including Cardiff, Sheffield, Swansea, and Goldsmiths have already successfully implemented a zero tolerance policy in their Union

**RCSA believes:**

1. That no student at this institution should be forced to just 'put up' with sexual harassment, and that action must be taken to ensure all students are able to enjoy their time at university without experiencing sexual harassment

2. That sexual harassment should not be tolerated, and those who commit acts of sexual harassment should be stopped and disciplined for their actions

3. That although sexual harassment predominantly affects women students, the policy should and must be applicable to all students, regardless of gender, sexuality, or any other characteristic

**RCSA resolves:**

1. To adopt this zero tolerance to sexual harassment policy and work with CUSU in publically campaigning to challenge the normalization of sexual harassment

2. That the Women's Officer, Daisy Pope, work with CUSU to:

a) Ascertain what the appropriate pathway is for students to complain in the event of an incident of sexual harassment in college, and to improve the pathway if it is not appropriate

b) Make this pathway clear and accessible to all students

c) Get training for staff members working in bar environments and porters, on both the policy itself and the process for dealing with any incident that occurs

3. To put a description of the Zero Tolerance Policy on our RCSA website and include it in the freshers' guide for 2012.

4. To deal with every situation in a non-partisan way.

5. To take all accusations seriously, but take into account the level of harassment that has occurred in resolving the situation.

6. To try to resolve situations informally when possible, but to have disciplinary procedures in place to use when necessary

**Proposed by: Daisy "act like a" Pope  
Seconded by: Jacob "I was told I had to sign this" Waller**

**g) New Refurbishment of the Bar**

**RCSA Notes:**

1. The College Bar has recently been refurbished.

2. The "new" bar bears a strong resemblance to the red brick cafe.

3. There is now insufficient seating in the bar for groups of more than 10 people.

4. There is now coloured "mood lighting" above where the stalls used to be.

5. The wooden furniture in the refurbished bar is pine, and looks completely unfinished and is out of keeping with the wood of the rest of college (including all doors, cupboards, the library and the chapel).

6. The banisters at the edges of where the stalls used to be exclude people from group conversation.

7. The blades won by the College's 1st boats have disappeared.

8. The position of the quiz and game machines are such that people trying to use them interfere with people trying to play pool.

9. The ledge for placing drinks on by the pool table restricts pool players' shots.

10. Consultations with wider college over the refurbishment were extremely limited.

**RCSA Believes:**

1. The bar is an essential part of student's welfare.

2. The red brick cafe is nice, but bars are not the same as cafes nor should they be.

3. A bar should be a social place where people may interact easily. The mixing of large groups people is important. People should not be limited from conversing because they are sinking into a sofa which only 4 people can squeeze onto anyway.

4. The coloured "mood lighting" is horrible and disrupts the atmosphere of the bar.

5. The bar should be in keeping with the rest of college.

6. The quiz and game machines should be moved and the height of the ledge altered.

7. The symbols of this College's finest sporting achievements should be displayed where all can see them.

8. The bar's users should have been consulted prior to such a drastic and expensive change.

**RCSA Resolves:**

1. To instruct the Catering and Amenities Officer to lobby for:

a. More suitable seating for a bar environment (ie decent tables, stalls, capacity for larger groups around a table etc)

b. The switching off of the moodlighting on ordinary bar evenings.

c. The banisters to be removed, the games machines to be moved and the rest of the wood

stained/replaced so that the bar actually looks like it is in Robinson.

d. The return of the College's blades to where they belong, the bar.

e. The relocations of the quiz and game machines and an adjustment in the height of the ledge.

2. To ensure that in future, before such a drastic change, a far greater part of College and specifically the Graduate and Undergraduate members of the RCSA be included in the decision making process.

**Proposed: Ewan "disa-pint-ed" McGregor**

**Seconded: Alex "sofa-so-bad" Biondini**

**h) Oversea's Christmas Breakfast**

***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

**RCSA Notes:**

1) That the 'Overseas Breakfast' during Freshers' Week was successful and well-attended, and that it gave overseas students the opportunity to meet new people.

2) That there are not enough events of this kind targeted specifically at overseas students.

3) That organising an 'Overseas Breakfast' event for 15-20 people costs about £50 (sum of money used for Overseas Freshers' Breakfast 2011).

**RCSA Believes:**

1) That not all overseas students find it easy to make new friends, and it is harder for them to do so due to the lack of events targeted at them.

2) That such events allow overseas students to spend time together where in other circumstances this would be difficult.

3) That organising a second 'Overseas Breakfast' would give the students who are still trying to adapt a second chance to make friends, and would generally be a great opportunity to bring people together.

### **RCSA Resolves:**

- 1) To organise a Christmas-themed breakfast before this term ends.
- 2) To target the event towards overseas students, but make it open to all, in order to help overseas students interact with home students.
- 3) To allocate £50 from the RCSA reserves to purchase food and Christmas decorations.

**Proposed: Mimi 'HoHoHo' Kyprianou**  
**Seconded: Daisy 'Welshy' May Pope**

### **i) Posters in the party room** ***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

#### **RCSA Notes:**

1. The current decoration of the party room is inadequate and tacky – the Pegasus painted on the wall looks poorly done and uniform black does not look good on its own.
2. There are not enough posters stuck up around the room to give it a sense of being like a club, rather than a school disco.
3. Posters cannot be stuck up on their own as this proves a fire risk, so any posters put up must be either laminated or framed.

#### **RCSA Believes:**

1. That the addition of some more laminated and framed posters around the party room would improve the look of the place, and encourage more people to take it seriously as somewhere worth going.
2. It could also be an effective way of advertising other ents events taking place.

#### **RCSA Resolves:**

1. To allocate £140 worth of funds toward the purchase of some high-quality posters, but also toward the cost of laminating these, and toward

purchasing one or two frames to frame some Ents-related posters.

**Proposed: Toby 'I'm too cool for a nickname' Hayward-Butcher**  
**Seconded: William 'Don't make me play the race card' Nyerere Plastow**

### **j) Removal of fridges from college** ***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

#### **RCSA Notes:**

1. There are six fridges in the trunk room which shouldn't be there.
2. Three of these need to be removed.
3. There is a fridge in the RCSA office which shouldn't be there, and needs to be removed.
4. Four fridges are a health and safety risk. There is a fixed charge of £50 to have a fridge removed.

#### **RCSA Believes:**

1. The fridges should be removed as soon as possible.
2. Tracking down the owners and getting money from them will take time.

#### **RCSA Resolves:**

1. To allocate £200 from the reserves to have the dangerous fridges removed.
2. To mandate the Catering & Amenities Officer to contact the owners of the two named fridges to recover the costs.

**Proposed: Mary "the trunk room looks like Narnia" Hughes**  
**Seconded: Curtis "fridge-tastic" Bonnel**

### **k) South Asian Cultural Society** ***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

**RCSA Notes:**

1. That there is no society for the appreciation of South Asian culture.

2. That there is widespread interest in South Asian culture.

**RCSA Believes:**

1. That there is a need for a South Asian Cultural Society to promote the appreciation of South Asian culture.

**RCSA Resolves:**

1. To form the Robinson College South Asian Cultural Society (RCSACS). The RCSACS agree to be bound by the constitution of the RCSA.

2. To amend Appendix 1 of the constitution to include the South Asian Cultural Society.

3. The aim of the RCSACS shall be: to promote the appreciation of South Asian culture within the College and the University.

4. To approve the RCSACS constitution (see addendum).

**Proposed:** Toni "I think I'm Indian" Jokinen

**Seconded:** Shonit "Let's just humour Toni" Shah

**I) Robinson College Ceilidh Dancing Society**

***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

**RCSA Notes:**

1. There is no society for the appreciation of Ceilidh dancing in Robinson.

2. People like dancing.

3. Everyone can enjoy Ceilidhs regardless of their dancing skill.

4. That at weekends there is not much to do in the evenings.

**RCSA Believes:**

1. That there is a need for a Ceilidh Dancing Society, to facilitate the appreciation and enjoyment of Ceilidh dancing.

**RCSA Resolves:**

1. To form The Robinson College Ceilidh Dancing Society (RCCDS). The RCCDS agree to be bound by the constitution of the RCSA.

2. To amend Appendix 1 of the constitution to include The Ceilidh Dancing Society.

3. The aims of the RCCDS shall be to introduce the College to the joys of Ceilidh dancing without having to venture outside into the real world.

4. To approve the RCCDS constitution. (see addendum)

**Proposer:** Mary "Happy Feet" Hughes

**Seconded:** Katy "I could have danced all night" Taylor

**m) Robinson College Cycling Club**

***THIS MOTION REQUIRES A TWO THIRDS ASSENT TO PASS***

Robinson College Cycling Club

**RCSA Notes:**

1) There is not an RCSA cycling club.

2) Cycling is fun and good for you.

3) Robinson College annually enters University Cuppers without a college club.

4) The majority of Robinson Students own a bicycle in Cambridge.

5) Though very flat, Cambridgeshire has some very nice places to explore on a bicycle.

**RCSA Believes:**

1) It would be good for Robinson to have a cycling club.

2) RCSA members would like a cycle club.

**RCSA Resolves:**

- 1) To found the Robinson College Cycle Club (RCCC). The RCCC agree to be bound by the Constitution of the RCSA.
- 2) To amend Appendix I of the Constitution to include the "Robinson College Cycling Club".
- 3) The objects of the RCCC shall be to:
  - i. To improve the quality of life of Robinson College members through cycling.
  - ii. To be a democratic club.
  - iii. To win University cycling cuppers.

4) To approve the RCCC constitution provided as an addendum.

5) To temporarily instate the proposer of this motion as president until RCCC elections are organised and a permanent committee is formed.

**Proposed: Alex "I want to ride my bicycle" Walmsley**

**Seconded: Nick "because Cambridge really needs more cyclists" Francis**



## **Ammendums**

- 1. Renewable Policy List**
- 2. May Ball Agreement**
- 3. Report on the removal of fridges**
- 4. South Asian Cultural Society Constitution**
- 5. Robinson College Ceilidh Dancing Society Constitution**
- 6. Robinson College Cycling Club**

### **1. Renewable Policy List**

#### **RCSA Reserves**

(October 16th 2005 - Renewed January 27th 2008)

1. That RCSA reserves can be used for the continuing development and improvement of the RCSA.

#### **Constitution & Open Meetings**

(February 12th 2006 - Renewed November 26th 2008)

1. That all members of the RCSA Committee should have a working knowledge of the RCSA constitution
2. That attendance at Open meetings is important.

#### **RCSA Song**

(November 26th 2006 - Renewed November 26th 2008)

1. That an adapted version of Simon & Garfunkel's "Mrs Robinson" is the official song of the RCSA.
2. That the RCSA is in favour of this becoming the official college song.

#### **Wifi**

(November 26th 2006 - Renewed November 26th 2008)

1. That students should have access to an effective wireless internet service
2. That where needed the RCSA supports the improvement of this service, particularly to the same standard as conference facilities.

#### **CCTV Data Storage**

(November 9th 2008)

1. That the RCSA believes that the College should store CCTV data for a maximum of 14 days.

#### **Open Meeting Budgets**

(November 9th 2008)

1. That the Open Meeting budget will be divided equally between the eight ordinary Open Meetings specified in the constitution.

2. That any money unspent from the Open Meeting budget at a particular Open Meeting shall be made available to the next Open Meeting (with the exception that funds from the Budget meeting cannot rollover).

3. That no single motion may request financial assistance in excess of 12.5% of the Open Meeting budget without also complying with the conditions in article 11f of the constitution.

#### **Cafe Opening Hours**

(November 29th 2008)

1. That the RCSA supports the opening of the Red Brick Cafe on Saturdays.

## 2. May Ball Agreement

### **Agreement between Robinson May Ball Committee (“the Committee”) and the Robinson College Students’ Association (“the Association”) for the provision of financial support in respect of the 2012 Robinson College May Ball (“the Ball”)**

Clause 1: this agreement is intended by the parties to govern their duties towards each other in respect of the provision of financial support by the Association to the Committee in respect of the Ball. All references to “the Ball” in this agreement refer only to the Robinson College May Ball to be held in 2012, and shall be constructed as such.

#### Duties of the Parties

Clause 2: the Association undertakes

- 1) That should at any time the Committee have insufficient cleared funds to meet in a timely manner any liabilities to third parties incurred by the Committee in respect of the Ball, the Association will, on request of the Committee, provide such funds as may be necessary to enable the Committee to meet said liabilities in a timely manner, and the Association shall not require payment by the Committee of any charge or interest whatsoever in respect of said funds.
- 2) That it shall not demand repayment of any funds provided under clause 2(1) unless at that time the Committee has sufficient funds to meet such a demand

Clause 3: in consideration of these undertakings, the Committee undertakes:

- 1) That it shall repay on demand by the Association, any funds received under clause 2(1), provided that at that time the Committee has sufficient cleared funds to meet such a demand
- 2) To permit the Treasurer of the Association to inspect the accounts of the Committee at any time and to provide such he as he may reasonably require to do this
- 3) That it shall not voluntarily incur any financial liability in respect of the Ball, which it does not at that time, have sufficient cleared funds to meet, unless the Committee has obtained the express written agreement of both the President of the Association and the Treasurer of the Association.

#### Termination of Agreement

Clause 4: this agreement shall terminate automatically upon written confirmation by Senior Treasurer of the Association and the Senior Treasurer of the Committee that they are satisfied that all outstanding liabilities incurred by the Committee in respect of the Ball have been discharged

#### Applicable Law and Acceptance of Agreement

Clause 5: this agreement shall be governed by English Law and by signing, the parties indicate that they have read and accepted the terms of this agreement.

The Association Date

The Committee Date

## 3. Report on the removal of the fridges

There are at present six fridges in the trunk room, one of which is unnamed. There is also one in the RCSA office, which needs removing.

Of the ones in the trunk room, three are being checked today (Tuesday) and I will know by the meeting if we need to remove them as well. Two of those fridges belong to people in college, who I have contacted and which will hopefully be dealt with without any problems. The other apparently working fridge possibly belongs to Dan Fisher, who left a few years ago and is happy for the fridge to be passed on to someone else. He also does not remember owning a fridge. There is also another name on the fridge, Anne Dupont Anderson, who I am contacting.

The other three fridges are unusable and will have to be removed. The charge for removing fridges is set at £50, and I am investigating the process for doing so. Two of them are named, Lauren Horsley and Ricky Edison, who I am contacting.

I would like to remove the fridges as soon as possible, and so would like the RCSA to cover the removal cost. I will still attempt to get the money back from the owners, but I anticipate that may take some time, and I would like to get on with clearing out the trunk room in the meantime.

Getting rid of these fridges will benefit all of college as it will create more space in the trunk room for storing things, and is the first step in clearing out all the resident junk in the trunk room. In addition, getting rid of these will prevent another incident like the one two years where we had to have a special disposal unit in to remove a leaking fridge. I'm sure everyone who was here remembers it; they had everyone evacuated out at an ungodly hour of the morning for two hours! And, seeing as there are four very suspect fridges among the ones I am dealing with, it would be in the interests of everyone to get rid of them to avoid repeating the situation.

This was not accounted for in the budget meeting as I only began in this role a week ago.

## **4. South Asian Cultural Society Constitution**

### **CHAPTER I: TITLE**

#### SECTION 1:

The name of the Society shall be 'Robinson College South Asian Cultural Society' (RCSACS).

#### SECTION 2:

The aim of the Society shall be to promote the appreciation of South Asian culture within the College and the University.

#### SECTION 3:

Membership of the Society shall be open to any Member of Cambridge University or Anglia Ruskin University. Any eligible person shall become a Member of the Society on signing their name to the official Membership list of the Society.

#### SECTION 4:

Amendment of this Constitution of the Society shall require the assent of two thirds of the Members of the Society present and voting in a General Meeting.

#### SECTION 5:

In case of doubt interpretation of this Constitution of the society shall rest with College Council.

### **CHAPTER II: GENERAL MEETINGS**

SECTION 1:

There shall be an Annual General Meeting called by the Committee during Lent Full Term neither earlier than ten months nor later than fourteen months after the previous Annual General Meeting. There shall have been three and only three Annual General Meetings within any period of three years. Every Member of the Society shall be entitled to attend and shall have been given one week's written notice.

SECTION 2:

There shall be an Extraordinary General Meeting at the call of the Committee or on petition to the Secretary signed by one tenth of the total number of Members of the Society. Every Member of the Society shall be entitled to attend and shall have been given three days' written notice.

SECTION 3:

The quorum for General Meetings shall be one fifth of the total number of the Members in the Society.

**CHAPTER III: THE COMMITTEE**

SECTION 1:

The Committee shall consist of the following six Officers in order of seniority:

- i) President;
- ii) Vice President;
- iii) Treasurer;
- iv) Secretary;
- v) Publicity Officer;
- vi) Technical Officer.

SECTION 2:

No person shall hold more than one office at any time.

SECTION 3:

Each Officer shall serve on the Committee from the end of the General Meeting at which he or she shall have been elected until the earliest of the following conditions:

- i) The end of the next Annual General Meeting;
- ii) He or she shall cease to be a Member of the Society;
- iii) He or she shall have published written notice of resignation;
- iv) He or she shall have been challenged by the signatures of one sixth of the total number of Members of the Society.

SECTION 4:

Elections shall only be held at General Meetings. There shall be the annual election of all Officers at the Annual General Meeting. A bye-election shall be held at an Extraordinary General Meeting neither fewer than seven days nor more than 14 days following the resignation or challenge of the Officer to be replaced.

SECTION 5:

After every election the Secretary of the RCSA shall be notified of the names of each of the holders of all the Offices of that association.

#### **CHAPTER IV: DUTIES**

##### SECTION 1:

A Committee Meeting shall be allowed to be called for any time and any place by either the President or a majority of the Officers.

##### SECTION 2:

The quorum for Committee Meetings shall be half of the Officers.

##### SECTION 3:

The President shall have overall responsibility for the Affairs of the Society. The President shall chair all Meetings of the Society, unless decided otherwise by the Committee.

##### SECTION 4:

The Vice President shall assume the duties of the President should the President be absent or unable to fulfil their duties. Where a conflict of interest may arise, the Vice President will assume chair of the Meetings of the Society.

##### SECTION 5:

The Treasurer shall present to the Annual General Meeting a written report detailing the financial position of the Society and explaining income and expenditure since the previous Annual General Meeting.

##### SECTION 6:

The Secretary shall maintain a list of Members of the Society which shall be available for inspection by any Member of the Society. The Secretary shall give notice of each General Meeting and each Committee Meeting to those entitled to attend. The Secretary shall keep minutes of each General Meeting and each Committee Meeting which shall be available for inspection by any Member of the Society. The Secretary shall invite nominations for elections.

##### SECTION 7:

The Publicity Officer shall be responsible for promoting the Society and advertising events.

##### SECTION 8:

The Technical Officer shall be responsible for maintenance of the technical equipment of the Society.

#### **CHAPTER V: POLLS**

##### SECTION 1:

A valid nomination for an election shall consist of a note declaring the Office for which the nominee shall be a candidate bearing the signature of a Member of the Society indicating his or her willingness to stand and agreement to abide by the Constitution together with the signatures of two other Members of the Society.

##### SECTION 2:

Any Member of the Society shall be allowed to be nominated for more than one Office and retiring Officers shall be allowed to stand for re-election.

##### SECTION 3:

The close of the nominations shall be noon on the day before the General Meeting at which the election is to be held. At the close of nominations the Secretary shall prepare ballot papers and shall advertise all the Candidates to each Member of the Society.

**SECTION 4:**

The elections will be held in the order of seniority of the Officers to be elected. A person already elected to an Office shall not be eligible for an inferior Office at the same General Meeting.

**SECTION 5:**

Each nominee shall be allowed to withdraw his or her nomination from any election before the poll for that election.

**SECTION 6:**

The President shall act as Returning Officer for the elections. Where the President intends to be a candidate in any election, a Returning Officer, who is not a candidate in any election, shall be appointed by the Committee.

**CHAPTER VI: FINANCE**

**SECTION 1:**

The Committee shall decide how funds at the disposal of the Society shall be disbursed in pursuance of the objects of the Society.

**SECTION 2:**

The RCSA Treasurer shall have the power to inspect all documents pertaining to financial transactions conducted on behalf of the Society.

**SECTION 3:**

The Treasurer of the Society shall appoint a person independent of the Society as auditor who shall check the financial statement presented by the Treasurer to the Annual General Meeting

**CHAPTER VII: DISSOLUTION**

**SECTION 1:**

The Society may be dissolved by a majority vote of its Committee at a General Meeting. The Society may also be dissolved by decision of the RCSA.

**SECTION 2:**

On dissolution of the Society, its assets shall become the property of the RCSA.

## **5. Robinson College Ceilidh Dancing Society Constitution**

### **Article 1 Name of the Society**

The name of the Society shall be the Robinson College Ceilidh Dancing Society (RCCDS), hereinafter referred to as 'the Society'.

### **Article 2 Aims of the Society**

The aims of the Society shall be to introduce the College to the joys of Ceilidh dancing without having to venture outside into the real world.

### **Article 3 Membership**

3.1 Membership is open to all members of Cambridge University, even those who cannot dance. Any eligible person shall become a member of the Society on signing their name to the official membership list of the Society.

3.2 Membership entails a positive and enthusiastic attitude towards Ceilidhs, because they are awesome, and far cooler than barn dances.

### **Article 4 The Committee**

4.1 A committee shall conduct the business of the Society.

4.2 The committee of the Society shall be elected at an Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.

4.3 The committee shall consist of the following members:-

- I. The President
- II. The Chairman
- III. The Treasurer
- IV. The Secretary
- V. The Music Maestro
- VI. The Liason Officer
- VII. The Photographer
- VIII. The Staff Relations Officer
- IX. The Irish Officer
- X. The English Officer
- XI. The Welsh Officer
- XII. The Scottish Officer

The Cultural Team will consist of the cultural representatives (office ix to xiii)

All members of the committee shall be required to be members of the Society.

#### **4.4 President**

The President shall have overall responsibility for the affairs of the Society. He/She shall chair all meetings of the Society, save where decided otherwise by the committee or where otherwise provided for in this constitution.

#### **4.5 Vice President**

The Vice President shall assume the duties of the President should the President be absent or unable to fulfill his/her duties. Also where a conflict of interest may arise, the Vice President will assume chair of the meetings of the Society.

#### **4.6 Treasurer**

The Treasurer will manage the financial affairs of the Society, in consultation with all members of the committee. He/She will maintain the financial records of the Society. He/She will prepare and present to the Society and the College the end of year accounts and treasurers report for the Society.

#### **4.7 Secretary**

The Secretary shall keep the non-financial records of the Society, including the official membership list, and manage the correspondence of the Society and submitting the end of year report.

#### **4.8 Music Maestro**

The Music Maestro will manage the provision of musical accompaniment for the events organised by the society.

#### **4.9 Liason Officer**

The Liason Officer shall be responsible for advertising the meetings and events of the Society.

#### **4.10 Photographer**

The Photographer shall be responsible for ensuring quality Facebook coverage of the events held by the society.

#### **4.11 Staff Relations Officer**

The Staff Relations Officer ensures that all members are fulfilling their duties as per the constitution and maintains inter-departmental relations.

#### **4.12 The Cultural Team**

The Cultural Team will ensure the proper representation of cultural traditions in the events organised by the society.

#### **4.13 Committee Meetings**

4.13.1 Meetings of the committee shall be held at least once termly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

4.13.2 The quorum for a meeting of the committee shall be six committee members.

4.13.3 Meetings of the committee shall be convened by the President or Secretary. At least two days' notice of a committee meeting shall be given by the President or Secretary to the members of the committee.

#### **4.14 Term of Office of the Committee**

The committee shall hold office from the end of an AGM at which they were elected until the close of the AGM three years following.

### **Article 5 General Meetings**

#### **5.1 Annual General Meeting**

5.1.1 The Annual General Meeting of the Society shall take place in the month of October, at a date and time to be determined by the President of the Society.

The date and time of the A.G.M. shall be advertised by public notice within the College.

#### **5.2 Extraordinary General Meetings**

5.2.1 An Extraordinary General Meeting of the Society may be convened to:



- (i) Decide on a new officer to fill a vacancy on the committee, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Society;
- (iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- iii) On foot of a submission to the committee of the Society of a petition signed by not less than 10 members of the Society.

5.2.3 No less than three days' notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be advertised by public notice within the College.

#### **Article 6 Election of the Committee**

6.1 The committee of the Society shall be elected at the Annual General Meeting.

6.3 All members of the Society shall be eligible for election to the committee.

6.4 Candidates for each position on the committee of the Society must be proposed and seconded by members of the previous committee at the A.G.M.

6.5 All members of the Society shall be entitled to vote in the election of the committee.

6.6 The election of members of the committee shall take place at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

#### **Article 7 Resignations from the Committee**

7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the President.

#### **Article 8 Management of Finance**

8.1 The finances of the Society shall be managed by the President and Treasurer of the Society.

8.2 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.

#### **Article 9 Amendments to the Constitution**

9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Society.

#### **Article 10 Dissolution of the Society**

10.1 The Society may be dissolved by a two thirds majority vote of its committee at a General Meeting. The Society may also be dissolved by decision of the RCSA.

10.2 On dissolution of the Society, its assets shall become the property of the Robinson College Porters.

## **6. Robinson College Cycling Club Constitution**

### **Chapter I: THE SOCIETY**

#### Section 1: Title

The society shall be called the “Robinson College Cycling Club” (aka “RCCC”)

#### Section 2: Motto

The Society shall have a motto determined by Policy.

#### Section 3: Objects

The Objects of the Society shall be to:

To improve the quality of life of Robinson College members through cycling.

#### Section 5: Membership

Any Member of Robinson College may become a Member of the Society.

#### Section 6: Amendment

Any member can propose an amendment to the constitution and if at least the two thirds of the society members support it, then it becomes part of the constitution.

#### Section 7: Schedules

Schedules will be determined by the society members in the future.

#### Section 8: Policy

Policy will be determined in the first meeting of the society.

### **Chapter II: MEETINGS**

#### Section 1: Annual meeting

The first annual meeting will take place at 28th of November, 2011. After it the members have to agree on the last meeting of the Easter Term about the next year's annual meeting.

#### Section 2: General meeting

Every member has the right to call a general meeting in any general or annual meeting. The committee members have the right to call a general meeting anytime, but they cannot pass any Amendment or Policy Changing decision on those meetings.

### **Chapter III: The Executive**

#### Section 1: The Executive Committee

The Executive Committee shall consist of the following three democratically elected Officers

in order of seniority:

- i. the President;

- ii. the Treasurer;
- iii. the Vice President

and up to three additional Officers whose portfolios shall be determined by the Schedules.

#### Section 2: Eligibility

Only one natural individual who is also a Member shall hold any office. Every member can hold at maximum one position at any time.

#### Section 3: Term

Each Officer shall hold office for a term of one year from that date on which he or she enters service, provided that:

- i. the Officer may, for violation of the Constitution or Schedules be removed from office by impeachment;
- ii. the Officer may resign his office;
- iii. if the Officer should cease to be a Member of the Society then he or she shall be considered to have automatically resigned his or her office;
- iv. a petition of no fewer than half of the total number of Members shall call a re-election of those Officers stipulated in the petition.

#### Section 4: The Presidential Oath

The President shall make the following oath, in the presence of other Members, before assuming his or her office "I do solemnly affirm that I will faithfully execute the office of President of the Robinson College Cycling Club, and will to the best of my ability, preserve, protect and defend the Constitution of the Society."

#### Section 5: Election

Elections shall only be held at General Meetings. There shall be the annual election of all Officers at the Annual General Meeting. A bye-election shall be held at an Extraordinary General Meeting neither fewer than seven Days nor more than fourteen days following the resignation or petition of the Officer(s) to be replaced.

### Chapter V: Polls

#### Section 1: Valid Nominations

A valid nomination for an election shall consist of the verbal or written consent of the nominee indicating his or her willingness to stand and agreement to abide by the Constitution and Schedules together with the agreement of one other Member.

#### Section 3: Order of Elections

The elections will be held in the order of seniority of the Officers to be elected. A person already elected to an office shall not be eligible for an inferior office at the same General Meeting.

#### Section 4: Withdrawal

Each nominee shall be allowed to withdraw his or her nomination from any election before the poll for that election.

#### Chapter VI: Finance

##### Section 1:

The Committee shall decide how funds at the disposal of the Society shall be disbursed in pursuance of the Objects of the Society.

##### Section 2:

The students' Association treasurer shall have the power to inspect all documents pertaining to financial transactions conducted on behalf of the Society.

##### Section 3:

The RCSA has the right to check the account anytime.