



## RCSA Open Meeting Agenda

Sunday, 26th November  
5pm  
JCR



### 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. Committee Reports and Resolutions
8. Questions to the Committee
9. Extraordinary Motions
10. Ordinary Motions
  - A) Brickhouse Theatre Company Constitution
  - B) Reimbursing Student Minds Robinson for use of J8 and receiving further funding.
  - C) Funding for replacement DJ equipment (buying a Pioneer XDJ-RX2)
11. Any other RCSA business

### Ordinary Motions

#### **A) Brickhouse Theatre Company Constitution (See Appendix A)**

RCSA Notes:

1. The Brickhouse Theatre Company needs a new constitution.

RCSA Believes:

1. The Brickhouse Theatre Company should have a new constitution.

RCSA Resolves:

1. To adopt the new Brickhouse Theatre Company constitution, as attached.

*Proposed by: Matt Kite*

*Seconder: Peter Curry (Brickhouse Theatre Company Comedy Representative '17-18; Editor, The Brick; Men's Officer 16-17; Educator, London Museum of Water and Steam; Undergraduate Student, Dept. of History, University of Cambridge; Educator, Acton Armenian Centre; Cycling coach, Hillingdon Slipstreamers; Graphic Designer,*

*“Memebridge”; Freelance Writer, “Lorters’ Pog”; Leading expert in the RBCB&BC; Hon. Member, Cambridge University Mixed Lacrosse Breakfast Social Club)*

## **B) Reimbursing Student Minds Robinson for use of J8 and receiving further funding**

RCSA Notes:

1. The Bridgemas Cookie Decorating event was a success and lots of students came.
2. Mental health orientated events form a fundamental part of welfare.

RCSA Believes:

1. That individual students should not have to organise this on their own and should be helped by the RCSA.

RCSA Resolves:

1. Refund the £30 spent on the hiring of J8 (from the committee budget).
2. Encourage and help Student Minds Robinson when they need it, especially by having the Welfare Team work with them to put on more events.

*Proposed by: Chyna Fairclough-Jones*

*Secunder: Natalie Johnson*

## **C) Funding for replacement DJ Equipment – buying a Pioneer XDJ-RX2**

RCSA Notes:

1. The current DJ equipment for bops includes two CDJs (music players) and a mixer, bought around summer 2012.
2. The DJ equipment used for bops is failing – key features such as play/pause button on one CDJ do not work, and there no absolutely no redundancies in case of further failure (two of four input channels are broken, two are needed).
3. The current equipment is more complicated to use or teach to new DJs due to the number of workarounds that must be used in place of broken features.
4. In the past, DJ equipment has been replaced at approximately 5 year intervals.
5. Between terms and for other functions, the equipment is used by other people who reconfigure the setup, which must then be set again before RCSA use.
6. Bops are attended by a reasonably large proportion of college members and available to all.
7. Bops cannot take place without this working equipment.

RCSA Believes:

1. It will be necessary to replace the equipment soon, before a critical failure.
2. Using digital equipment greatly improves flexibility for DJs in how they play the music.
3. More standardised equipment makes it easier to train new DJs, who can then also learn using Youtube videos (for example).

4. Buying from an established brand includes a full manufacturers' warranty, option for servicing, and easy availability of relevant software & updates to prolong the life of the equipment.
5. The chosen model of DJ decks provides the best deal for this application - all the required functionality, ease of use for new incoming DJs, and longevity.
6. Including a flight case to store the decks in prevents misuse by non-RCSA users, while leaving the old equipment available for their use – this would allow the ents committee to be more responsible for their condition.

RCSA Resolves:

1. To use money from the reserves to buy a Pioneer XDJ-RX2 for £1529.00 + a protective flight case for £110.00 – (Total £1639.00)

*Proposed by: Bradley Sawyer*

*Seconder: Joshua Efiog*

## Appendix

### **Appendix A: Constitution of Brickhouse Theatre Company Robinson College, Cambridge**

#### **CHAPTER 1: Names, Objects, Membership**

##### 1. NAME

(a) The name of the society shall be the Brickhouse Theatre Company (hereafter BTC).

##### 2. AIMS AND OBJECTIVES

(a) The aims of BTC shall be:

- i. To provide opportunities for members of Robinson College to take part in theatre.
- ii. To give students of Robinson College the opportunity to watch productions at the college.
- iii. To provide opportunities for those members of Robinson College with an interest in theatre to acquire and develop skills.

##### 3. MEMBERSHIP

(a) Members of BTC shall be those undergraduate and graduate members of Robinson College, in statu pupillari, who have been added to the BTC Members email list (soc-brickhouse-members@lists.cam.ac.uk).

(b) All Members have the right to have their email address removed from the BTC email lists, thereby resigning their membership.

(c) If a Member wishes to have their name removed from the list, they must inform the BTC President, who will remove their email address within 7 days.

(d) All Members of BTC are entitled to:

- i. Inspect a copy of the BTC Constitution within a reasonable time following a request.
- ii. Submit ideas for productions to be produced or hosted by Brickhouse
- iii. Request funding supporting their role in theatrical events

#### **CHAPTER 2: The Constitution**

##### 4. AMENDMENTS

(a) Amendments to the contents of this constitution shall require the assent of a quorum of one quarter of all Members voting, with there being a two thirds majority voting in a referendum.

(b) Appendices to the Constitution may be amended subject to the consent of two thirds of the BTC Committee, and the approval of the members as laid down in parts (c, d & e).

(c) Members of BTC should be notified of all amendments made under parts (a & b), via the BTC Members Email List.

(d) Any Member may object to an amendment made to the Appendices of the Constitution under part (b) within 7 days of the amendment's circulation as described in part (c). In such a case, the amendment should go to a referendum, as laid down in part (a)

(e) If no objections are received within 7 days, the amendment to the Appendices will be deemed to have been approved by the members, and will take effect.

##### 5. INTERPRETATION

(a) All words and phrases relating to the College in the Constitution shall be interpreted according to the Statutes and Regulations of Robinson College.

(b) Whenever a fraction of a number of people is mentioned in a provision of the Constitution, it shall be taken to mean the smallest whole number which shall exceed the fraction.

- (c) In case of doubt, interpretations of the Constitution shall rest with the BTC Committee.
- (d) “Year” shall be taken to mean a period between two consecutive Annual Elections of the Committee.
- (e) “Day” shall be taken to mean a day of Full Term.
- (f) “Member” shall be taken to mean a Robinson College Undergraduate or Graduate whose email address has been added to the BTC Members email list.
- (g) “Concerned Member” shall be taken to mean a Member who is the Proposer, Second, or Opposer of a Motion, any signatory of a Petition, or a Candidate in an election.
- (h) “Current BTC Production” shall be taken to mean any production or event undertaken in the name of BTC.

#### 6. PREVIOUS CONSTITUTIONS

- (a) All previous constitutions of BTC are expressly revoked.

#### 7. REVIEW

- (a) The BTC Constitution must be reviewed by the BTC Committee every 5 years or upon amendment.

### **CHAPTER 3: Polls**

#### 8. SCOPE

- (a) This chapter shall be applied to all Elections and Referenda held by BTC.

#### 9. AGENTS

- (a) There shall be the following Returning Agents.
  - i. The Returning Agent
  - ii. The Assistant Returning Agent
- (b) The BTC President shall be the Returning Agent for all Elections and Referenda, unless:
  - i. otherwise determined by policy.
  - ii. he/she is a concerned member.
- (c) The Assistant Returning Agent shall be a member of the BTC Committee designated by the BTC President, who is not a Concerned Member. If this is not possible, the BTC President should request a member of the RCSA Committee to take on the role.

#### 10. RETURNING AGENT & ASSISTANT RETURNING AGENT

- (a) The Returning Agent and the Assistant Returning Agent shall never be a Concerned Member.
- (b) The Returning Agent shall oversee the Polls for Elections and Referenda.

#### 11. ELECTIONS AND REFERENDA

- (a) All Elections and Referenda held by the BTC shall be held by an Email Vote.

#### 12. EMAIL VOTE

- (a) Polling should take place via email.
- (b) Each Member shall have one vote for each position.
- (c) At the opening of the email vote, the Returning Officer shall send out a “Ballot Paper Email”.
- (d) Votes shall be cast by Members via an email from their own Cambridge Domain Email Address (@cam.ac.uk), sent to both the Returning Agent & the Assistant Returning Agent,
- (e) Valid votes shall be those received by the Returning Agent and the Assistant Returning Agent within a designated 24-hour period. (f) Votes shall be counted immediately on the Close of the Poll by the Returning Agent, the Assistant Returning Agent and other Members as designated by the Returning Agent, but excluding Concerned Members. Should either the Returning Agent or the Assistant Returning Agent become a Concerned Member, the Returning Agent must appoint another Member other than a Concerned Member.

(g) The Results shall be sent out to the BTC Members List by the Returning Agent as soon as they have been calculated according to the methodology of a Single Transferable Vote.

(h) All Email Votes may be inspected by Concerned Members, in the presence of the Returning Agent and the Assistant Returning Agent, for 1 hour after the announcement of the results.

### 13. MALPRACTICE

(a) Any complaints about malpractice during an Election or Referendum shall be submitted to the Returning Agent as soon as possible, and certainly not later than 24 hours after the announcement of the result, after which the result will stand.

(b) A claim of malpractice will be deemed to be upheld by a joint decision of the Returning Agent and Assistant Returning Agent.

(c) In the case of a claim of malpractice being upheld as listed under part (b) the election may be declared void.

## CHAPTER 4: THE COMMITTEE

### 14. OFFICERS

(a) Each Committee Member shall be bound by the duties declared in Chapter 5 and also by mandate of a Committee meeting.

(b) The Committee shall comprise:

i. The President

The Executive Officers:

ii. The Vice President

iii. The Treasurer

iv. The Secretary

v. Technical Director

The Non-Executive Positions

(c) The Non-Executive Positions shall comprise such roles as are decided by the President, and appointed either by election (as specified in section 15) or by a simple majority vote of the President and Executive Officers.

### 15. ELECTIONS (To be read in conjunction with Chapter 3)

(a) Dates

i. The annual poll for the election of the BTC President and Committee shall be held on a day at least 14 days after the start and at least 7 days before the end of the Lent Full Term.

ii. The incumbent BTC President shall decide and announce the date of the annual poll for the election of the President and Committee, subject to the article above.

(b) Nominations

i. Nominations shall open 10 days before the date of the poll, and shall close at midnight 3 days before the date of the poll. Members shall be informed of this via the BTC Members Email List.

ii. A Candidate for a Committee position must be a Member of BTC.

iii. A Valid Nomination is one which is received on paper, or via email, by the Returning Officer, before the close of nominations and shall include:

- The full name and Cambridge email address of the candidate.
- A manifesto indicating his or her willingness to be a candidate.
- The agreement of the candidate to be bound by the BTC Constitution.
- The full names and Cambridge email addresses of a proposer and a

second, both of whom must be Members.

iv. The Returning Agent shall rule about Valid Nominations and shall circulate all Valid Nominations via the BTC Members Email List, not less than 2 days before the Poll, and not more than 3 days before the Poll.

v. Only the Candidate shall be allowed to withdraw his or her Valid Nomination in writing to the Returning Agent at any time before the Opening of the Poll.

vi. Each Member shall be entitled to be nominated for a maximum of two offices provided they are eligible for the post. In the event that they should be elected to both an Executive Position and a Non-Executive position, they must take up the Executive Position.

vii. If no Valid Nominations are received for the office of President then nominations shall be reopened, and the poll postponed for seven days.

(c) All BTC Elections shall include the option to Re-open Nominations (RON).

#### 16. TERM OF OFFICE

(a) The President and each Officer shall serve on the committee throughout the year following the Annual Election of the Committee, unless s/he resigns, or is deemed to have resigned under article (18).

#### 17. RESIGNATION

(a) Any member of the Committee may resign by giving notice in writing to the BTC President.

(b) Following a resignation, a cooling-off period of 48 hours will be observed, during which time the resignation may be withdrawn in writing.

(c) Any Committee Member will be deemed to have resigned, with the right to appeal to the BTC President, in the following circumstances:

i. They have failed to attend three consecutive Committee meetings in a term, and their apologies for absence were non-existent.

ii. They have had their tenure successfully challenged in a motion made at a Committee Meeting, and passed by a two-thirds majority of the BTC Committee.

#### 18. BYE-ELECTIONS

(a) In the event of any Committee Office (with the exception of the office of President) becoming vacant due to article (18) or any other reason, a bye-election for the post shall be held within two weeks of the resignation, taking place at a time and date to be determined by the President, or the next most senior officer still in office.

(b) All bye-elections shall be conducted in the manner as Annual Elections, with the exception of the date.

(c) Any Member elected in a bye-election shall serve on the Committee throughout the Year until the next Annual Election of the Committee, unless they themselves resign or are deemed to have done so.

(d) In the event of the resignation of the President, the Vice-President shall be asked to take up the post, and a new Vice-President shall be elected as laid down in parts (a, b & c). If the Vice-President does not take up the office of President, the position shall be elected as laid down in parts (a, b & c).

#### 19. COMMITTEE MEETINGS

(a) Committee meetings shall endeavour to reach decisions by consensus, but in the case of a dispute, each officer shall have one vote, with the exception of the Chairperson who shall have no vote. The matter shall be decided by simple majority. In the event of a tie, the chairperson will cast the deciding vote.

- (b) The quorum for a Committee meeting shall be 5. A meeting may only begin when a quorum is present.
- (c) The President shall take the chair at the start of all Committee meetings. In his or her absence, the next most senior officer present shall take the chair, with the exception that the Secretary shall never take the chair.
- (d) The Secretary shall keep the minutes of all Committee meetings. Minutes of the Meetings shall be circulated to the committee within 7 days after the meeting.
- (e) Decisions of the Committee shall be Resolution of the Committee, and shall become the decision of BTC.

## **Chapter 5: BTC Productions**

### **21. NUMBER OF PRODUCTIONS**

- (a) BTC shall aim to present not less than one major productions in each year. (b) There shall be no upper limit to the number of productions presented by BTC.

### **22. CHOICE OF PRODUCTION**

- (a) The BTC President shall invite applications for shows to be submitted for consideration by the BTC Committee. This invitation shall be sent out on the BTC Email Lists, as well as on the email lists of any other groups which the President deems may be interested.
- (b) The BTC shall publicise the deadline for receipt of Applications.

### **23. REIMBURSEMENT FOR PRODUCTION EXPENSES**

- (a) The Treasurer shall be responsible for ensuring the reimbursement of expenses incurred on behalf of the BTC.
- (b) Disputes which arise relating to the reimbursement of expenses shall be resolved by a simple majority vote of the President, Vice-President, and Treasurer.

## **Chapter 6: DUTIES**

### **24. SPECIFICATION OF DUTIES**

- (a) The duties of the members of the Brickhouse Committee shall be specified in the standing orders of the society.