

BA SOCIETY CONSTITUTION

1. Introduction

1. *Name* - The society shall be called the "Trinity College B.A. Society".
2. *Definitions* - Throughout this Constitution:
 1. "the Society" means the Trinity College B.A. Society.
 2. "the University" means the University of Cambridge; terms and phrases relating thereto shall be interpreted as in its Statutes and Ordinances.
 3. "the College" means Trinity College, Cambridge; terms and phrases relating thereto shall be interpreted as its Statutes and Ordinances.
 4. "Members" means Ordinary, Associate and Honorary Members of the Society as defined under paragraph 3.1.1 and 3.1.2 except where otherwise stated.
 5. "Open Meeting" means a meeting of the Ordinary Members of the Society convened in accordance with paragraph 8.2.1 below.
 6. "the prescribed amount" means the amount of money specified in the Standing Orders.
3. Throughout this Constitution pronouns and possessive adjectives of the masculine gender shall be taken to apply equally to members of the female sex.
4. If any provision of this Constitution be found to conflict with the then current Statutes, Ordinances, Regulations or Proctorial Edicts of the University, then it shall be deemed void insofar as it does conflict.
5. If any provision of this Constitution be found to conflict with the then current Statutes, Ordinances, Regulations or Proctorial Edicts of the College, then it shall be deemed to be void insofar as it does conflict.
6. There shall be Standing Orders of the Society. Any provision of the Standing Orders shall govern the Committee and the Society as if it were a provision of this Constitution, save that if it conflicts with any provision of this Constitution, then it shall be deemed void insofar as it does conflict. The Standing Orders shall stipulate:
 - the procedure at hustings for an Election
 - the procedural motions and matters of procedure at the Annual General Meeting and at an Open Meeting and shall stipulate the prescribed amount and rules for the usage of the BA Rooms and BA Sports equipment.
7. The Secretary shall ensure that a copy of this Constitution is posted on the Society web-page.
8. In case of doubt, the President shall interpret this Constitution, with the assistance of the Tutor for Advanced Students.
9. Membership of the Society assumes acceptance of the terms of this Constitution.

2. Objects

The objects of the Society shall be:

1. the promotion of the interests and welfare of all its Members at both College and University level.
2. the promotion of social and academic intercourse between its Members and between its Members and the College.
3. the management of the B.A. Rooms.

3. Membership

1. *Membership* - The Members of the Society shall be all and only people in one of the following categories:
 1. Ordinary Members - Ordinary Members shall be all and only members of the College in statu pupillari engaged in postgraduate study or research.
 2. Associate Members - Associate Members shall be all and only those undergraduate members of the College in statu pupillari who are in the fourth or further year of study towards a degree of more than three years in length, or fall

under categories of student listed in the Standing Orders, and all and only those members of College in statu pupillari who matriculated as mature students, and all and only those members of College in statu pupillari who matriculated as Affiliated Students

3. Honorary Members - Honorary Members shall be all and only those people who fit the criteria listed in the Standing Orders. An Honorary Member shall be neither an Ordinary Member nor an Associate Member.
2. Cessation of Membership
 4. A Member of the Society shall cease to be a Member of the Society if and only if the conditions of his membership as stipulated in 3.1 are no longer met.
 5. A Member of the Society shall have the right to withdraw from Membership of the Society should he so wish.
3. Rights of Members
 6. All Ordinary Members of the Society shall be entitled to participate in activities organised by the Society and to use the B.A. Rooms and its facilities.
 7. Members of the Society who abuse this entitlement (see 1.6) may be reported to and may be sanctioned by the College authorities.
 8. All and only Ordinary Members of the Society shall be entitled:
 - to nominate people for Election to the Committee
 - to stand for election to the Committee
 - to vote in an election or Society vote
 - to count for the quorum of an Open Meeting and
 - to count for the quorum of a referendum.
 9. The rights of Associate and Honorary Members of the Society shall be stated in the Standing Orders.
4. **Committee**
 1. The Committee
 10. The affairs of the Society shall be governed by a Committee.
 11. The Committee shall consist of eleven Ordinary Members, each of whom shall hold one of the following posts:
 1. President
 2. Treasurer
 3. Secretary
 4. Liaison and Pastoral Care Officer
 5. Catering Representative
 6. Sports Representative
 7.
 1. Entertainments Representative
 2. Entertainments Representative
 3. Entertainments Representative
 8. Computer Officer
 9.
 1. First Year Representative
 2. First Year Representative
 3. Each First Year Representative must, at the time of his election, be in his first year of ordinary membership of the Society.
 4. Each member of the Committee shall hold his post until the next Ordinary Election for his post (see 7.1), provided that he does not cease to be a Committee Member under the provisions laid out in paragraph 4.6 below, with the exception that, if elected to another Committee post in the next Ordinary Election, the First Year Representative may hold his post until the last day of the Full Easter Term of the academic year of his election. In the case of a Committee Member elected at a bye-election, he shall hold his post for the same period of time as all equivalent Committee Members.
 2. The Executive

1. The Executive shall consist of the President, the Treasurer and the Secretary.
 2. At least one member of the executive must approve any events organised by the Society at which the expenditure is expected to be in excess of the prescribed amount.
 3. Should the Executive resign or be removed from the Committee en masse, the remaining Committee Members shall have the right to elect an Acting Executive from amongst themselves to fulfil the roles of the Executive until such time as a bye-election for the Executive posts may be held.
 3. Attendance - Each member of the Committee shall be expected to attend each Committee Meeting of which he shall have received notice. He shall inform the Secretary directly or by proxy at the Committee Meeting if he is unable to attend.
 4. Voting rights - Each Committee member present at a Committee Meeting (with the exception of appointed members, see paragraph 5.11 below) shall be entitled to one vote, except that the chair of the meeting shall have only a casting vote. A motion shall be passed if and only if a majority of those voting vote in favour, a quorum being present. The vote shall be by show of hands, except that a Committee member may propose that a motion be voted on by secret ballot, in which case, should a majority of those Committee members present agree, the vote shall be by secret ballot, the chair acting as Returning Officer for such a vote.
 5. Conduct of business at Committee Meetings
 1. The quorum necessary for conduct of business at a Committee Meeting is set at five members of the Committee, including one member of the Executive (see paragraphs 4.2 and 4.5.3), save that in meetings where business falls under the provision of paragraphs 10.6 and 10.7, the Treasurer must be present for the meeting to be deemed quorate.
 2. The secretary shall ensure that all Committee Members are given at least seventy-two hours notice of a Committee Meeting.
 3. If there is no member of the Executive or Acting Executive present at a Committee Meeting, or if there are insufficient Committee Members present at a Committee Meeting to form a quorum, then the Committee Meeting shall be postponed.
 4. The President shall act as chair at all Committee meetings at which he is present. If the President is absent from a Committee Meeting, then an acting chair shall preside. The acting chair shall be that Committee Member appointed as such by the President, except that if no acting chair shall have been appointed by the President or if the acting chair so appointed is not present, then the acting chair shall be any member of the Executive present decided by consensus of those Committee Members present.
 6. Cessation of Membership of the Committee - A Member of the Committee shall cease to be a Member of the Committee if and only if at least one of the following clauses is satisfied:
 1. He ceases to be a Member of the Society.
 2. He submits his resignation from the Committee to the President or, if there is no President, to the Tutor for Advanced Students or, in the case of the President resigning, he submits his resignation to the Tutor for Advanced Students.
 3. He is absent without an apology acceptable to the Committee from three consecutive Committee Meetings of which he has been given due notice and the Committee votes to accept this as proof of de facto resignation.
 4. He does not stand for re-election or is not re-elected to a seat on the Committee at an Ordinary Election for that post.
 7. The Committee shall meet at least four times during each graduate (i.e. twelve-week) term, including the Long Vacation term.
5. **Duties**
1. General duties

1. Each Committee Member shall endeavour to help all Members of the Society within their capacity as Committee Member.
 2. All Committee members shall be expected to co-operate in the organisation of any events organised by the Committee on the Society's behalf.
 3. All Committee members shall be expected to provide guidance to their successors in their respective posts (see 7.5)
2. The President
1. The President shall uphold this Constitution.
 2. The President shall act as chair at all Committee Meetings and Open Meetings at which he is present. He shall endeavour to appoint an acting chair from the Committee to preside at any Committee Meeting or Open Meeting which he cannot attend.
 3. The President shall attend meetings of all College committees which he is entitled to attend, and of which he has received due notice, and shall represent the interests of the Society at all such meetings. Should he be unable to attend any such meeting, he shall appoint a proxy from the Committee to attend in his absence.
 4. The President shall represent the interests of the Society in the Graduate Union and in the Cambridge University Students Union, and shall be regarded as the External Officer of the Committee. Should he be unable to attend any such meeting, he shall appoint a proxy from the Committee to attend in his absence.
 5. The President shall liaise with the Trinity College Student Union on behalf of the Society.
 6. The President shall be responsible on behalf of the Society for the welfare and entertainment of any guests of the Society.
3. The Treasurer
1. The Treasurer shall account to the Committee and to the Senior Treasurer (see paragraph 10.2 below) for all expenditure out of the funds of the Society, and for all receipts of the Society.
 2. The Treasurer shall, on request of any member of the Committee, present the accounts as they stand to the Committee at the Meeting of the Committee following receipt of the request for their presentation. The Treasurer shall be obliged to respond to any such request only if it has been made at a meeting of the Committee.
 3. The Treasurer shall present a report of the accounts to the Annual General Meeting of the Society (see paragraph 8.1.2 below). The report shall include details of any expenditure yet to come.
 4. The Treasurer shall present the accounts of the Society for the Financial Year during which he holds office to the Senior Treasurer for approval.
 5. The financial year of the Society shall end on June 30. The incoming and outgoing Treasurer shall jointly prepare a report of the accounts of the Society for the ending financial year. The incoming Treasurer shall submit a copy of this report to the Senior Treasurer and the Secretary of the College Council, and shall place a copy of this report in the B.A. Society folder in the College Library.
 6. The Treasurer shall be responsible for preparing an application to College Council for the annual grant to the BA Society, with the assistance of the outgoing Treasurer. (see 10.4)
4. The Secretary
1. The Secretary shall keep minutes of all Committee Meetings and all Open Meetings, and shall ensure that a copy of the minutes of each Committee Meeting is posted via pigeonhole or e-mail to each Committee Member within seventy-two hours of that meeting having been held, and shall ensure that a copy of the minutes of each Committee Meeting, once approved in accordance with the provisions of paragraph 9.2 below, is available for perusal by all

Members of the Society, except in the case of circumstances outlined in paragraph 9.3.2 below. He shall further ensure that each Committee Member receives a copy of the minutes of each Open Meeting within seventy-two hours of that Open Meeting having been held, and that the minutes of each Open Meeting, once approved in accordance with the provisions of paragraph 9.2 below, are placed in the B.A. Society folder in the College Library within seventy-two hours of the Open Meeting having been held.

2. The Secretary shall bring copies of minutes from all preceding Committee Meetings and Open Meetings held during his term of office to each Committee Meeting and to each Open Meeting.
3. The Secretary shall be responsible for obtaining a copy of all minutes of all Committee Meetings and Open Meetings held during the preceding Committee Year. He shall keep these minutes for the duration of his term in office, and bring them to all Committee Meetings and Open Meetings.
4. The Secretary shall be responsible for bringing a copy of this Constitution to all Committee Meetings and all Open Meetings.
5. The Secretary shall be responsible for the production of the termcard and other publications of the Society. See paragraph 11.1 below.
5. The Liaison and Pastoral Care Officer
 1. The Liaison and Pastoral Care Officer shall attend all meetings of the College Liaison Committee and College Pastoral Care Committee of which he has received due notice, and shall represent the interests of the Society at all such meetings, save that, if he is unable to attend any given meeting, he shall appoint a proxy, who shall be a Committee Member.
 2. The Liaison and Pastoral Care Officer shall provide information to Members of the Society in relation to those pastoral issues in which the Trinity College Student Union Welfare Officer is deemed unable to provide assistance to Members of the Society.
 3. Insofar as the Cambridge University Student Union and Cambridge University Graduate Union distribute information to Welfare Officers of college Middle Common Room committees, the Liaison and Pastoral Care Officer shall be regarded as the Welfare Officer of the Committee.
6. The Catering Representative
 1. The Catering Representative shall represent the Society in all dealings with the Catering Department.
 2. The Catering Representative shall monitor all food and drink served at B.A. Dinners.
 3. The Catering Representative shall assist the Entertainments Representatives in organising such events as involve food and drink.
7. The Sports Representative
 1. The Sports Representative shall be responsible for the upkeep of all sporting equipment owned by the Society.
 2. The Sports Representative shall liaise on behalf of the BA Society with the Field Club, Boat Club, and all officers and staff attached thereto and with College authorities on sports-related issues.
 3. The Sports Representative shall organise sporting activities for the Members of the Society.
8. The Entertainments Representatives
 1. The Entertainments Representatives shall organise social activities for the Members of the Society, at both College and University level. Insofar as the Cambridge University Graduate Union sends out information to MCR Social Secretaries, they shall count as equivalent to such MCR officers.
9. The Computer Officer

1. The Computer Officer shall be responsible for the maintenance of the BA Society website and e-mail lists, and for the sending of e-mail updates at least weekly during full term.
 2. The Computer Officer shall liaise with the College Computer Officers concerning provision of computing facilities to members of the Society.
10. The First Year Representatives
1. The First Year Representatives shall represent the interests of all Members in their first year of membership of the Society.
11. Floating Responsibilities
1. There shall be floating responsibilities which are duties that an officer of the Committee shall volunteer to take on, or shall be asked to take on by the President, in addition to their responsibilities as described in the relevant section of the Constitution.
 2. Following the election of a male Liaison and Pastoral Care Officer, a female member of the Committee shall volunteer, or be asked by the President, to be 'Woman's Officer'. If there are no female members of the Committee, the President shall ask female members of the Society to apply for the role. If there are several such applications, the Committee shall take a vote and the candidate with the largest number of votes shall be appointed to the role.
 3. Following the election of a Liaison and Pastoral Care Officer who does not identify as LGBT+, an LGBT+ member of the Committee shall volunteer, or be asked by the President, to be 'LGBT+ Officer'. If there are no LGBT+ members of the Committee, the President shall ask members of the Society who identify as LGBT+ to apply for the role. If there are several such applications, the Committee shall take a vote and the candidate with the largest number of votes shall be appointed to the role.
 4. Following the election of the Committee, an officer shall volunteer, or be asked by the President, to be responsible for any environmental issues that may arise during the year of office.
 5. Members of the Society appointed by the Committee to fill the roles of 'Woman's Officer' and 'LGBT+ Officer' shall be invited to Committee meetings, but will not have voting rights.
6. **Motions of no confidence**
1. Motions of No Confidence moved within the Committee
 1. Any three Committee Members may present a motion of No Confidence in any other Committee Member. The motion must be presented to a meeting, at which at least three-quarters of the Committee are present, including the movers of the motion and the Committee member against whom the motion is being presented.
 2. The Committee shall be notified of the intention to present the motion of No Confidence during the time set aside for Any Other Business at a Committee Meeting- The motion shall then be placed on the agenda for presentation at the next Committee Meeting.
 3. The procedure for the debate of such a motion shall be detailed in the Standing Orders.
 4. Should a No Confidence motion be passed, the Committee Member concerned shall have the right of appeal to an Open Meeting.
 2. Motions of No Confidence moved by Members of the Society
 1. Any fifteen members of the Society may present a motion of No Confidence in a Committee Member to an Open Meeting of the Society.
 2. Any forty Members of the Society may present a motion of No Confidence in the Committee as a whole to be presented to a meeting of the Society as a whole.

3. Any motion of No Confidence presented by Members of the Society will require the backing of a two-thirds majority of those Members present at the meeting at which it is debated in order to be passed.

7. **Conduct of Elections**

1. Election of the Committee
 1. The Ordinary Elections for the posts of the Committee, except the posts of First Year Representatives, shall all be held on a single weekday before the last Friday of Full Easter Term. The date of the Elections shall be decided by the Committee.
 2. The Ordinary Elections for the two First Year Representatives shall both be held on a single weekday before the last Friday of Full Michaelmas Term. The date of the Elections shall be decided by the Committee.
3. Referendums
 1. The quorum necessary for the conduct of a referendum of the Society shall be forty members of the Society with full voting rights.
 2. Motions passed by Referendum shall be binding on the Committee and all Members of the Society.
3. Voting procedure and announcement of results
 1. Voting for all Elections and Referendums shall be by secret ballot. There shall be no proxy votes in any Society Election or Referendum.
 2. The Single Transferable Vote system shall be employed to determine the results of all Elections.
 3. The results of all Referendums shall be determined by a simple majority vote either "For" or "Against" the proposition.
 4. Re-Open Nominations shall be offered as an alternative to all candidates standing in all Elections.
 5. Voting shall take place for a total period of between four and twenty-four hours between 12 a.m. and 11:59 p.m. on the day appointed for the Elections or Referendum.
 6. Elections or Referendums may either be conducted electronically via a secure website (such as that provided by the University of Cambridge Graduate Union (GU)), or in the manner described in paragraph 7.2.6 below:
 7. Members shall be notified of the exact date, time and voting method for the Election or Referendum electronically both on the Society website as described in paragraph 11.3 and by an e-mail to the Society e-mail list as described in paragraph 11.2.
 8. If voting in the Election or Referendum is to be conducted in person then voting shall take place between 10 a.m. and 8 p.m. on the day appointed for the Elections or Referendum and the Voting Station shall be in the Screens passageway outside Hall, the College Bar or the BA Rooms, where practically possible. Members shall be notified of the exact location and operating times of the Voting Stall electronically both on the Society website as described in paragraph 11.3 and by an e-mail to the Society e-mail list as described in paragraph 11.2.
 9. In the case of an exact tie between candidates, the tied candidates shall draw lots for the post. If a candidate ties with Re-Open Nominations, nominations shall be re-opened.
 10. The results of the Elections or Referendum shall be announced no later than twelve hours after the close of the Elections or Referendum. The results shall be posted on the noticeboard in the B.A. Rooms on the morning following the Elections or Referendum by the Returning Officer and shall be made available to members electronically both on the Society website as described in paragraph 11.3 and by an e-mail to the Society e-mail list as described in paragraph 11.2.
4. Returning Officer
 1. The Returning Officer for all Elections and Referendums shall be the President.

2. If the President is unable to act as Returning Officer, an alternative Returning Officer shall be appointed on the advice of the Committee.
3. The Returning Officer shall not be a candidate in any Election for which he is acting as Returning Officer.
4. The Returning Officer shall be permitted to vote in any and all Elections for which he is acting as Returning Officer.
5. Notice of Elections and Candidature
 1. The Secretary shall ensure that a notice of any Election calling for nominations is displayed on the noticeboard in the B.A. Rooms and distributed electronically both via the Society website as described in paragraph 11.3 and by an e-mail to the Society e-mail list as described in paragraph 11.2 for at least seven consecutive days before the close of nominations for that Election.
 2. If more than one Election is to be held on the same appointed day, then a Member may stand in only one of those Elections, save that he may stand for President and one other Committee post, and that if both Entertainments Representatives are to be elected, then a candidate for Entertainments Representative shall automatically be a candidate for both Entertainments Representative posts, and that if both First Year Representatives are to be elected, then a candidate for First Year Representative shall automatically be a candidate for both First Year Representative posts.
 3. If a Member is standing for both President and another Committee post and is then elected as President he shall be considered ineligible for the election of the other Committee post and his votes received for this election shall be redistributed as if he had been eliminated in accordance with the Single Transferrable Vote system mentioned in section 7.2.2.
 4. No Member shall be a candidate for an Election for a Committee post if that Member is certain to cease to be a Member before the duration of his term of office has ended, as laid out in paragraph 4.1.4 above. The President shall be responsible for checking the eligibility of all candidates. Any ineligible candidate shall not be permitted to stand.
 5. A Member shall give notice of his candidacy by submitting to the President or Secretary a manifesto in both electronic form and hard copy in duplicate, signed by his proposer and seconder, by midnight of the day five days prior to the day appointed for the Election. The Secretary shall display all such manifestos on the noticeboard in the B.A. Rooms and distribute them electronically both via the Society website as described in paragraph 11.3 and by an e-mail to the Society e-mail list as described in paragraph 11.2 from four days prior to the day appointed for the Election until voting has ceased.
 6. There shall be hustings for candidates two days prior to the day appointed for the Election unless this day is a Friday or a Saturday in which case the hustings shall be held on the preceding Thursday. The procedure for the conduct of the Hustings shall be fixed in the Standing Orders.
 7. All canvassing for election, excluding the display and electronic distribution of manifestos by the Secretary, shall be verbal only.
 8. Any candidate failing to abide by these regulations may be disqualified at the discretion of the Committee.
6. Handover of Responsibility

The outgoing Committee Members shall hand over responsibility for the fulfilment of the duties of their posts to the incoming Committee Members at an agreed date falling after the election results are confirmed and before the last day of Full Easter Term. They shall also be responsible for providing assistance to the new committee members as stated in 5.1.3 and 5.3.3.
7. Bye-Elections
 1. If a post of the Committee other than a First Year Representative falls vacant, then a bye-election to fill the post shall be held at the first available opportunity,

except that if an Ordinary Election for that post is to be held or could be held within twenty-eight days, then the said Ordinary Election shall take place within that twenty-eight day period, and the post shall remain vacant until then.

2. If a post of First Year Representative falls vacant, then a bye-election to fill that post shall be held at the first available opportunity, except that, if the post falls vacant after the last day of Full Easter Term, then the post shall remain vacant until the next Ordinary Elections for First Year Representative.
3. If a post of the Committee falls vacant, then the duties of that post shall be performed by the rest of the Committee until the post be filled, except that, if there are no Committee Members, then the duties shall be performed by nominees of the Tutor for Advanced Students.
8. No Candidates
 1. If there are no candidates for a post or posts at an Election, then the Committee shall call a second Election for those posts which remain unfilled within twenty-eight days of the first Election for those posts.
 2. If there are still no candidates for those posts, the Committee shall appoint eligible Members to the posts.

8. Public Meetings

1. Annual General Meeting
 1. There shall be an Annual General Meeting of the Society in the month preceding the Ordinary Elections in Easter Term. It shall be held not fewer than fourteen days before those Elections.
 2. At the Annual General Meeting, the Committee shall present a report of the activities of the Society as overseen by the Committee during the course of the Committee's year in office. The report of the accounts shall be presented to the Society by the Treasurer in accordance with paragraph 5.3.3 above. The Treasurer's report shall form part of the minutes of the Annual General Meeting. The Committee shall invite motions from Members of the Society to be discussed and voted on at the Annual General Meeting.
2. Open Meetings
 1. There may be Open Meetings of the Society, which may be convened under the following circumstances:
 1. The Committee may convene an Open Meeting of the Society in order to present to the Society as a whole a matter or matters, in relation to which the Committee deems it necessary to consult with the membership of the Society as a whole before a decision regarding that matter or matters may be taken;
 2. An Open Meeting may be convened on presentation to the Committee of a petition signed by at least fifteen Members of the Society, detailing a motion which those Members wish to present to the Society as a whole, save that in the case of a motion of No Confidence in the Committee as a whole and in the case of a motion proposing amendment to the Constitution, the petition must be signed by forty Members. See paragraphs 6.2 and 13.1.
 3. An Open Meeting may also be convened should a motion of no-confidence be passed against a Committee member and he wishes to exercise his right of appeal as stated in 6.1.4.
 2. If an Open Meeting is convened, the Committee shall give at least seven days notice of the date and time of that Open Meeting. The Committee shall invite Members of the Society to submit motions to be discussed at the Open Meeting. All motions submitted shall have a proposer and a seconder who are ordinary members of the Society. Motions shall be submitted to the Secretary at least forty-eight hours before the Open Meeting is to be held, and posted in the BA Rooms.

3. The President shall act as chair at all Open Meetings, except that if he is unable to attend an Open Meeting, or if the business of the Open Meeting shall compromise his position as Chair, an acting chair shall be appointed on the advice of the Committee.
 4. All Members present at an Open Meeting shall be entitled to one vote, except that the chair of the meeting shall have only a casting vote. There shall be no proxy votes at Open Meetings.
 5. The quorum necessary for conduct of business at an Open Meeting shall be set at thirty members of the Society with full voting rights.
 6. Votes shall only be held on those motions which have been submitted to the Secretary in accordance with paragraph 8.2.2 above, save that any Member present may move a procedural motion. Procedural motions shall be detailed in the Standing Orders.
 7. Voting shall be by show of hands, except that any Member present may move that a secret ballot be held, in which case, if a majority of those present are in favour, a secret ballot shall be held, with the chair acting as Returning Officer for that ballot.
 8. Motions shall be carried if and only if a simple majority of those Members present vote in favour, except in the case of a motion of No Confidence, which shall be carried if and only if two-thirds of those Members present vote in favour as stated in paragraph 6.2.3 above.
 9. The vote of an Open Meeting is binding on the Committee, except where it deals with a proposed amendment to the Constitution, which must be passed by a referendum of the Society as a whole, in accordance with paragraph 13.1 below.
9. **Approval and publication of minutes of meetings**
1. The Secretary is responsible for keeping minutes of all Committee and Open Meetings, as stated in paragraph 5.4.1 above.
 2. Approval of minutes:
 1. Once the secretary has posted the minutes of a Committee Meeting to the members of the Committee in accordance with paragraph 5.4.1, the members of the Committee shall have forty-eight hours to raise objections to the minutes as they stand. If any member of the Committee has such an objection, he shall inform the Committee as a whole within this forty-eight hour period, and approval of the minutes shall be delayed until the next Committee Meeting.
 11. The minutes of an Open Meeting shall be displayed on the noticeboard in the B.A. Rooms and shall be made available to members electronically both on the Society website as described in paragraph 11.3 and by an e-mail to the Society e-mail list as described in paragraph 11.2. Members of the Society who were present at the Open Meeting shall have forty-eight hours after display of the minutes to object to the minutes as they stand. A Member of the Society who objects to the minutes shall inform the Secretary of his objection or objections, and shall be invited to attend the next Committee Meeting, at which the Member shall explain his objection or objections and the Committee shall vote whether to amend the Minutes accordingly. If, after a vote by the Committee, the Member still objects to the minutes, he shall be asked to pursue his objection or objections at an Open Meeting of the Society, as detailed in paragraph 8.2.1.2.
 2. If no such objection is raised within the forty-eight hours, the minutes shall be deemed to have been approved.
 3. Publication of minutes:
 1. Once the minutes have been approved, the Secretary shall ensure that a copy is placed in the B.A. Society folder in the College Library. A copy shall also be posted on the BA Society website. The minutes shall be made available to the Society as a whole at least seventy-two hours before the next Committee

- Meeting or Open Meeting, except where either technical problems or the mechanism for approving the minutes makes this impossible.
2. The minutes shall be published in full, save that the Committee may, at any Committee Meeting, vote that the minutes relating to the discussion of any matter may be withheld from immediate publication, if the Committee deems that the matter under discussion is either too sensitive for minutes relating to it to be published at that time, or requires fuller discussion such as would make the publication of the minutes of any discussion of that matter at that time counter-productive.
 3. In such cases where the Committee votes to withhold a section of the minutes, the minutes relating to that matter must be published in full once discussion of that matter is concluded, or has reached a stage where a majority of the Committee decides it appropriate to publish those minutes.
10. **Financial dealings of the Society**
1. The monies of the Society are intended to fund activities which benefit and are open to all Members of the Society, in accordance with the aims of the Society as stated in chapter 2.
 2. **Senior Treasurer**
The Society shall have a Senior Treasurer. The Committee shall invite a Fellow of the College to act in this capacity. The Senior Treasurer shall act in a purely advisory capacity, save that the report of the accounts of the Financial Year must be approved by the Senior Treasurer. The Senior Treasurer shall not be liable for any debt or other obligation of the Society except where he or she has personally authorized it in writing.
 3. **Society Bank Account**
The Society shall have an account at a bank or building society. The President, Treasurer, and Senior Treasurer shall register their names and signatures at the bank at which the Society holds its account, and only the President, Treasurer, and Senior Treasurer shall have their names and signatures so registered.
 4. **Proposed Budget**
The President and Treasurer shall prepare a proposed budget and a supporting application to College Council. This shall be presented for approval first to the Committee and then to the Senior Treasurer. On obtaining the approval of the Senior Treasurer, they shall present it to the Junior Bursar. The time period for this process shall be stipulated in the Standing Orders.
 5. **Financial Report of the Financial Year**
The President and Treasurer shall present a report of the accounts for the year of their term of office to the Committee and then to the Senior Treasurer for his approval before they present it to the Annual General Meeting (see paragraph 8.1.2 above)..
 6. **Approval of expenditure**
 1. All expenditure in excess of the prescribed amount must be approved by a consensus vote of the Committee. The Treasurer must be present for any such vote.
 2. No Committee Member shall promise Society funds to another party without first obtaining approval via a consensus vote of the Committee. The Treasurer must be present for any such vote. Any promise made without the backing of such a vote is non-binding on the Committee.
 7. **Expenditure by Committee Members on behalf of the Society**
 1. Reimbursement of expenses incurred by Committee Members on behalf of the Society shall only be made on production of receipts detailing that expenditure. An itemised telephone bill shall count as a receipt. The Treasurer shall be responsible in all cases, and shall keep all receipts pertaining to such reimbursements.

2. No Committee Member shall undertake expenditure on behalf of the Society if the amount he is owed by the Society exceeds twice the prescribed amount, unless that expenditure has been approved in advance by a consensus vote of the Committee. The Treasurer must be present for any such vote.

11. **Information and Publications**

1. Termcard

1. The Society shall, four times yearly, produce and distribute, both in hard copy and electronically via e-mail and on the website as detailed in the paragraphs below, a termcard, detailing the names of all Committee Members, the dates and menus of forthcoming B.A. Dinners, a calendar of events planned by the Committee, and any other information which the Committee deems it necessary to provide to Members. The Secretary shall be responsible for producing the termcard in accordance with paragraph 5.4.5.

2. E-mail List

1. An e-mail list comprising the addresses of members of the Society shall be maintained by the Computer Officer.
2. Only Committee Members shall be permitted to post to this e-mail list.
3. Any member of the Society may remove his address from this e-mail list upon application to the Computer Office.
4. The provision of any additional e-mail lists shall be described in Standing Orders.

3. Website

The Society shall have a website, which shall be maintained by the Computer Officer.

4. Information for New Members

The Committee shall produce a booklet giving such information as may prove useful to new Members, and shall distribute this booklet to new Members on, or before, their arrival at the College. The Secretary shall have responsibility for producing this booklet in accordance with paragraph 5.4.5.

12. **Sub-committees**

1. Formation of Sub-Committees

The Committee shall have the facility to form Sub-Committees for the purposes of discussing and conducting any business which it deems fit to delegate to such a Sub-Committee.

2. Membership of Sub-Committees

1. The Committee shall have the facility to co-opt on to any Sub-Committee any Member which it sees fit to invite to sit on such a Sub-Committee.
2. The President and Treasurer shall be ex officio Members of all Sub-Committees.

13. **Amendment**

1. Amendment to the Constitution

If any forty Members sign a submission to the Secretary proposing an amendment to the Constitution, or if the Committee deems it necessary to amend the Constitution outside the five-year review period (see paragraph 14.1 below), then a Society Vote shall be held on a motion to adopt the proposed amendment at an Open Meeting convened not more than fourteen days after the receipt by the Secretary of the said submission. If the motion is passed, the proposed amendment shall be put to a referendum of the Society as a whole. Procedure for a referendum shall be the same as for an Election, in accordance with Paragraphs 7.2 and 7.3. If the proposed amendment is backed by that referendum, it shall be binding.

2. Amendment to the Standing Orders

The Standing Orders may be amended at any Committee Meeting and may be amended only at a Committee Meeting. A proposed amendment to the Standing Orders shall take effect when and only when a motion to adopt the proposed

amendment has been passed. The said motion shall be proposed either by writing in advance to the Secretary or during the time set aside for Any Other Business at a Committee Meeting. If the proposed amendment is backed by a majority Committee vote, it shall be considered binding.

14. **Review**

1. Review of the Constitution
The Constitution shall be reviewed at least every five years by the Committee.
2. Review of the Standing Orders
The Standing Orders shall be reviewed annually.

15. **Enactment**

Constitution shall come into effect when and only when both the following conditions shall have been satisfied:

1. A motion to adopt this Constitution is passed by a referendum of the Society as a whole. Procedure for a referendum shall be the same as for an Election, in accordance with Paragraphs 7.2 and 7.3.
2. This Constitution is approved by the College Council.