

Standing orders of the Trinity College BA Society (to be approved)

1. Procedure at hustings for an Election:

- The hustings shall take place in the week preceding the elections. Manifestos shall be displayed for at least three days prior to the hustings, and shall be displayed in the venue for the hustings during the hustings.
- The hustings shall have a chair and deputy chair, normally the President and Secretary, except in such circumstances as prevent the President and/or Secretary fulfilling the roles of chair and deputy chair impartially. In such cases, a chair and deputy chair shall be selected from the other members of the committee, by a vote of Committee Members in advance of the hustings.
- Candidates shall speak in turn, in an order decided by random selection made by the deputy chair during the meeting. The chair shall invite each candidate to speak, and no candidate shall speak before receiving such an invitation.
- The candidates for all posts save that of President shall speak for a maximum of three minutes. They shall be informed by the chair when thirty seconds of the allotted time remains. Candidates for all posts save that of President shall also be required to answer three questions posed by members of the Society speaking through the chair. See below.
- The candidates for the post of President shall speak for a maximum of five minutes. They shall be informed by the chair when one minute of the allotted time remains, and when thirty seconds of the allotted time remains. Candidates for the post of President shall also be required to answer five questions posed by members of the Society speaking through the chair. See below.
- The chair shall be responsible for protecting the candidates' freedom of speech, in accordance with the University Statutes thereon. The chair shall have the power to eject from the hustings any persons whose conduct is deemed by the chair to be affecting the free speech of any or all of the candidates. This shall extend to all candidates. Any candidates so ejected from the hustings before he has husted shall be allowed to re-enter the hustings only for the duration of his husting.
- The chair shall be responsible for inviting those members of the Society who wish to put a question to candidates to take the floor. The chair shall not permit any questions to the candidates of a personally abusive nature, nor shall the chair allow any questions which simply demand that a candidate repeat a part of his hustings address without giving any further information, though a question may be permitted which demands that the candidate clarify a point in his hustings address. The chair may also take points of information during the time allowed for questions to the candidates. Any member of the Society may ask a question to the candidates, except that the candidates for one particular post may not put any questions to the other candidates for that post, and that the chair may not put any questions to the candidates.
- The deputy chair shall be responsible for minuting the hustings, and clarifying any constitutional points raised during the hustings. The deputy chair shall

publish the minutes of the hustings within 72 hours of the hustings having taken place.

2. **Voting procedure and announcement of results**

The Single Transferable Vote system shall be employed to determine the results of all Elections (see paragraph 7.2.2). The Single Transferable Vote system shall be implemented in accordance with *The Statutes and Ordinances of the University of Cambridge* (2002), Chapter I 'The Chancellor and Government of the University', namely that:

- a. Voters rank any number of candidates in order of preference, as instructed on their ballot paper.
- b. x is the number of posts to be filled by this Election. For all the posts bar Entertainment Representatives and First Year Representatives, $x = 1$. For Entertainment Representatives and First Year Representatives, $x = 2$.
- c. Ballots are removed one by one and assigned to its highest-ranking Candidate (where the first preference is the highest-ranking candidate, the second preference the second highest etc.)
- d. The number of votes sufficient to secure the election of a candidate, the 'quota', is determined by establishing the total number of valid ballot papers, and dividing this number by $x + 1$.
- e. A Candidate is deemed elected when he has obtained the quota, and his the surplus of his votes (if any) above the quota are transferred to the continuing candidates next in order of the voters' preference.
- f. When this has occurred, the candidate with the smallest number of votes is excluded from the poll and his votes are similarly transferred. If this transfer results in a surplus, the surplus votes are in turn transferred and so on until x Candidates are elected.
- g. Each transfer, whether of the surplus votes of an elected candidate or of the total votes of an excluded candidate is to be deemed to constitute a further stage of the count.

The results of the Elections shall be announced no later than twelve hours after the close of the Elections. The results shall be posted on the noticeboard in the B.A. Rooms on the morning following the Elections by the Returning Officer and shall be made available to members electronically both on the Society website and by an e-mail to the Society e-mail list (see paragraph 7.2.7). The results posted on the noticeboard of the B.A. Rooms and distributed electronically will consist of the names of the newly elected officers only. A breakdown of the count will be made available to society members in the library, where they will be filed with BA Society minutes.

3. **Matters of procedure at the Annual General Meeting (AGM):**

- The agenda for an AGM of the Society shall be as follows:
 - a. Minute of the previous Open Meeting of the Society (if any);
 - b. Matters arising;
 - c. Committee reports;
 - d. Questions to the Committee;
 - e. Motions submitted;
 - f. Any Other Business.

- At the AGM, the President shall present a report of the Committee's work that year to all members of the Society present at the AGM. The chair shall be responsible for keeping the meeting in order. Members wishing to speak shall raise their hand and shall speak only if invited to do so by the chair. Members speaking shall give their names to the Secretary for the purpose of minuting the meeting.
- Any motions submitted shall be debated and voted on in accordance with the provisions for such matters at Open Meetings. See below.

4. **Matters of procedure at Open Meetings of the Society:**

- Only members of the BA Society may speak and vote at Open Meetings. Other people may be present but cannot vote, and shall speak only on the invitation of the chair.
- The Secretary shall be responsible for minuting all Open Meetings in accordance with paragraph 5.4.1. The Secretary shall be responsible for bringing a copy of the Constitution to all Open Meetings (including the AGM). The Secretary shall be responsible for advertising all Open Meetings, and shall give details of how to submit a motion, and the deadline for the submission of motions. The Secretary shall produce the agenda for the Open Meeting, and ensure that there are sufficient copies of that agenda, as well as of the previous minutes to be approved and of motions to be discussed.
- The agenda shall be as follows:
 - a. Minutes of previous Open Meeting of the Society (if any);
 - b. Matters arising;
 - c. Questions to the Committee;
 - d. Motions submitted;
 - e. Any Other Business.
- The President shall take the chair at Open Meetings. If he is absent or relinquishes the Chair it shall be taken by another member of the Executive nominated by the President, except in the case of the passing of Procedural Motion (a), for which, see below.
- The chair shall be responsible for keeping order, but shall not otherwise participate in the debate. When the chair speaks, all other members shall be silent.
- Members wishing to speak shall raise their right hands and shall speak only if invited to do so by the chair. The chair shall decide right of priority in speaking. Members speaking shall give their names to the Secretary for the purpose of minuting the meeting.
- Each member shall have one vote. The chair shall have a casting vote only.
- There shall be no proxy votes at Open Meetings.
- Motions shall be submitted to the Secretary at least 24 hours before the start of the Open Meeting. The Secretary shall post a list of motions to be discussed on the BA noticeboards on the morning of the Open Meeting.
- Every motion shall have a proposer and a seconder. The proposer shall propose the motion initially; it shall then be open for discussion and may only be withdrawn with the consent of the meeting.

- At the start of each motion, the chair shall set a guillotine for debate of the motion.
- The proposer of the motion shall also have the right to sum up after the guillotine has fallen. The chair shall also offer the right for an opposing summation that shall come before the proposer's summation. There shall be no new information of points or information during the summations.
- Once the motion has been proposed, the chair shall invite questions to the motion, points of information concerning the motion, and speeches against the motion. No new speeches in favour of the motion may be taken until there has been a speech against the motion.
- In the absence of any discussion, the chair shall appeal for further speeches and then put the motion to a vote.
- If a proposer wishes to amend the motion, he must do so at the Open Meeting, by declaring the amendment at the start of his speech.
- The meeting may also amend the motion. Any member present may propose an amendment to the motion. If the proposer accepts the amendment, it shall be put to a vote, which shall be carried by a simple majority. Any such vote need not be quorate. The proposer of an amendment shall have the right to sum up before the vote on the amendment.
- In the event of an amendment being passed which the proposer did not accept, the proposer shall have the right, if he chooses, to relinquish the proposing of the motion; should avail himself of this right, the motion shall be proposed by the proposer of the amendment.
- The following procedural motions may be put:
 - a. A vote of no confidence in the chair;
 - b. A challenge to the chair's ruling;
 - c. That the motion not be put;
 - d. That the motion now be put;
 - e. That the meeting be temporarily adjourned for a specific length of time;
 - f. That the motion be remitted to the BA Committee or appropriate subcommittee;
 - g. That the motion be referred back for investigation or re-examination.
 - h. That the meeting be adjourned;
 - i. That the motion be voted on in parts;
 - j. That the guillotine be extended for a specific period.
- Any member of the Society present may move a procedural motion. Procedural motions shall be debated in the order of priority laid out in the Standing Orders,
- If procedural motion (a) be put, the chair shall hand the chair to another member of the Executive. The proposer shall state his case; the person who has just vacated the chair shall reply, and the matter shall be put straight to a vote. In the event of the motion being carried, he shall not resume the chair for the rest of the meeting. The meeting shall then vote to accept the new chair as chair.
- In the event of any situation arising not being covered by the Standing Orders, the chair shall rule on the procedure to be adopted. Such ruling shall be the subject of any challenge under procedural motion (b) above.

5. **The prescribed amount:**

- The prescribed amount shall be £100.
- If the quorate committee wishes to expend an amount exceeding this sum, they may pass a motion in the absence of the treasurer, expressing their intention this motion will be regarded as authorised if and when the Treasurer confirms his agreement to it either in writing or via email to all committee members upon publication at the minutes of the meeting.

6. **BA Rooms Usage Policy**

- Usage of the BA Rooms must be in accordance with rules laid out in the White Book.

Access to the BA Rooms

- The BA Rooms may be accessed by all Members of the Society as per section 3.3.1 of the BA Society constitution.
- Access to the BA Rooms is granted by university card only. The door to the rooms is not to be propped open at any time.

Booking the BA Rooms

- The BA Kitchen and the BA Television Room may be booked by Ordinary and Associate Members of the society using the online booking system accessible via the Society website.
- The BA Common room area may not be booked and shall be available for use by Ordinary and Associate members at all times, save that it may be booked by the Committee for official Society functions and access limited to those attending the function.
- Bookings are only to be made for private social functions held by members and for official BA Society events.
- Societies are not permitted to book or use the rooms for meetings or functions without explicit permission from the Committee where it is felt that such meetings would be relevant and beneficial to members of the BA Society.
- All bookings must be made by an individual member and must contain the following information:
 - Name of the member making the booking
 - Brief description of the event
 - Email address of the member making the booking
 - Contact mobile phone number of the member making the booking
- Any booking not containing all of the above information will be considered invalid and will be removed by the Committee.
- The member making the booking must be present in the BA Rooms for the entire duration of the booking.
- The following rules apply to all bookings made:

All rooms:

- Restore all items of furniture to their original location
- Dispose of rubbish in bins
- Wipe surfaces
- Clean up any mess

BA Kitchen:

- May be booked for a maximum of 4h
 - Nothing may be removed from the kitchen
 - All dishes must be washed before leaving
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- The rooms must be tidied to an acceptable state before 8am the following morning in order that the bedmakers may clean the room.
 - Official BA Society events shall take priority over other bookings. Where there is a clash, the Member responsible for the conflicting booking shall be notified as early as possible to allow adequate time for rescheduling.

Responsibility and disciplinary action.

- The Member who made the booking will be held responsible for ensuring the rooms are tidy and that the rules set out here are observed. Any damage should be reported to the BA Committee as soon as possible.
- The BA Committee reserves the right to disable Members' access to the rooms should they fail to observe the above rules. Members shall receive one official warning before such action is taken unless it is decided by the Committee that immediate action is required to prevent further misuse of the rooms.
- If any serious damage, vandalism or theft is observed the Committee will report this to the college authorities who may then take further action.

7. Categories of Student and Associated Rights

Ordinary Members

- Ordinary Members of the Society are as defined in paragraph 3.1.1 of the constitution but generally consist of those registered for the following degrees:
 - Doctor of Philosophy (PhD), including PhD by part-time study
 - Doctor of Veterinary Medicine (Vet MD)
 - Bachelor of Medicine and Bachelor of Surgery (MB BChir)
 - Master of Advanced Study (MAst)
 - Master of Education (MEd)
 - Master of Laws (LLM)
 - Master of Letters (MLitt)
 - Master of Philosophy (MPhil)
 - Master of Research (MRes)
 - Diploma in Economics
 - Diploma in International Law
 - Diploma in Legal Studies
 - Any other University Diploma
 - Any Certificate of Postgraduate Study
 - Any Other University Certificate
- Ordinary Members shall have access to all facilities provided by the Society and shall, subject to availability, be entitled to book a member's ticket for each BA Formal Hall and any other MCR event, and guest tickets, if any.

Associate Members

- Associate Members of the Society are as defined in paragraph 3.1.2 of the constitution but generally consist of those registered for the following degrees (provided the conditions laid on in paragraph 3.1.2 of the constitution are met):
 - Master of Engineering
 - Master of Mathematics
 - Master of Science (MSc)
 - Master of Studies (MSt)
 - Bachelor of Music (MusB)
- Associate Members shall have access to all facilities provided by the Society and shall, subject to availability and only after Ordinary Members have been allowed to book tickets for a period of time agreed by the Committee, be entitled to book a member's ticket for each BA Formal Hall and guest tickets, if any. Guest tickets and member's tickets for other MCR events may from time to time be made available to Associate Members at the discretion of the Committee.
- Associate members shall not be entitled to vote at General Meetings or Open Meetings or in elections or bye-elections and may not propose motions for General Meetings or amendments to the Constitution. Associate members shall be entitled to attend and speak at General Meetings and Open Meetings.
- Associate members may not be candidates for election to any Committee position.

Honorary Members

- Honorary Members of the Society consist of students who have been recommended for membership of the Society by their tutors and who have subsequently been granted this membership status at the discretion of the Committee.
- Honorary Membership of the society shall terminate after a period of one year but may be applied for again annually as in the paragraph above.
- Honorary Members shall, subject to availability, be entitled to book a member's ticket for each BA Formal Hall and guest tickets, if any. Guest tickets and member's tickets for other MCR events may from time to time be made available to Honorary Members at the discretion of the Committee.