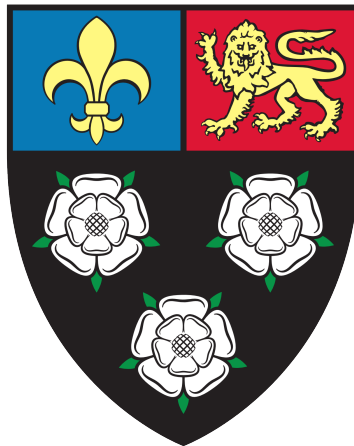


# KING'S COLLEGE GRADUATE SOCIETY

## Constitution and Standing Orders

K C G S



6<sup>th</sup> November 2017

# Constitution

## I. Preamble

1. The King's College Graduate Society shall be an association of graduate students at the King's College of Our Lady and Saint Nicholas in Cambridge.
2. Hereinafter King's College Graduate Society shall be referred to as KCGS or the Society, the King's College of Our Lady and Saint Nicholas in Cambridge as the College, graduate students of the College as College graduates, and the University of Cambridge as the University.
3. KCGS shall be a full and integral part of the College.
4. KCGS shall be a Students' Union and a Charity as defined in law, and governed as such.

## II. Objects

1. The Objects of KCGS shall be:
  - a. To be the official representative body of the graduate students of the College;
  - b. To operate fairly, democratically and transparently;
  - c. To foster and maintain a sense of community amongst graduate students, by supporting and promoting social, intellectual, academic, athletic and cultural interaction between members of the Society;
  - d. To oppose and eliminate all prejudice, discrimination and inequality within the College, including (but not limited to) racism, sexism, and heterosexism;
  - e. To ensure College graduates are properly represented on any College or University bodies should this further KCGS's other objects.

## III. Membership

1. Members of the Society shall be all those members of the College in statu pupillari who are:
  - a. Graduate students, including students undertaking postgraduate degrees, diplomas and certificates;
  - b. Mature undergraduate students, that is, members who are age 21 or older at the start of their current course of study;
  - c. Students in the clinical stage of medical or veterinary degrees;

2. Any Member may resign their Membership by given written notice to the KCGS Executive Committee. Those who resign their Membership shall not be unfairly disadvantaged by their decision. Any college graduate may reverse their decision to resign.
3. All Members of KCGS shall be entitled to:
  - a. Speak, vote and propose motions at its General Meetings, with the exception that the chairperson of the Meeting may have these rights restricted by the Standing Orders.
  - b. Vote on Society referenda.
  - c. Vote and stand as candidates in elections and by-elections for the Officers of the Society established by this Constitution.
  - d. Vote and stand as candidates in elections and by-elections for any Officers of the Society established by the Standing Orders, unless the Standing Orders specify more restrictive criteria for eligibility to vote or stand as candidates in elections and by-elections for certain of these Officers.
4. KCGS reserves the right to create additional categories of affiliation apart from full Membership, governed by the Standing Orders.

#### **IV. Workings and Structure**

1. KCGS shall be governed by this Constitution and such Standing Orders and Policy as it may create. In the event of a contradiction, the order of precedence shall be: the Constitution, the Standing Orders, and then Policy.
2. KCGS shall hold at least one General Meeting in each Term, to which all Members are invited. At least one week's notice of the date and time of all General Meetings shall be given to all Members.
3. Standing Orders may be created and amended by a two-thirds majority voting in favour of a motion a General Meeting; the quorum for the vote shall be 15 Members and at least two days' notice of any proposed changes shall be given to all Members.
4. Policy shall be created and amended by General Meetings, the Executive Committee, and any other democratic means as provided for by the Standing Orders. At General Meetings, Policy shall be changed by a simple majority voting in favour of a motion.
5. Policy shall be valid until the end of the Academic Year in which it was created and for three further Academic Years, or until it is explicitly rescinded. Policy enacted by a General Meeting takes precedence over Policy enacted by the Executive Committee, and may only be amended or overturned by a General Meeting.

6. The day-to-day running of KCGS, and the enactment of its Policy, shall be the responsibility of an Executive Committee, which shall consist of the following Officers of the Society:
  - a. The President;
  - b. The Secretary;
  - c. The Junior Treasurer;
  - d. The Junior Member of Council and Governing Body;
  - e. The Chair;
  - f. Any other Officers as specified in the Standing Orders.
7. The Officers of the Executive Committee shall be elected annually in a secret ballot under the direction of a Returning Officer. The Returning Officer, who shall not be a Member of KCGS, shall be the College Chaplain or another person appointed by College Council and agreed upon with the Executive Committee. The Standing Orders shall make provision for these elections, for removing incumbent Officers from their role and for holding by-elections when required.
8. College Council shall appoint a Senior Treasurer, agreed upon with the Executive Committee, who shall not be a Member of KCGS. The Senior Treasurer shall advise KCGS on finances and report to College Council. They shall have full access to all accounts, papers and meetings of KCGS.
9. The Junior Treasurer and the Senior Treasurer shall annually present audited accounts for KCGS to the relevant College authorities and the KCGS Membership. The Accounts for each accounting year of the Society shall be audited before the following complete Term; the accounting year of the Society shall be defined by the Standing Orders.

## **V. Responsibilities of the Executive Committee**

1. The Officers of the Executive shall be the Trustees of KCGS. The Senior Treasurer shall not be a Trustee.
2. The Trustees shall be individually and collectively responsible for:
  - a. Ensuring that KCGS pursues its Objects and fulfils its legal obligations as a Students' Union and a Charity.
  - b. Ensuring that KCGS, and all its societies and organisations, operate in accordance with this Constitution, the Standing Orders and Policy.
  - c. Maintaining full and accurate accounts;

3. The Trustees shall retain the authority over Policy and Standing Orders to prevent KCGS taking any action that would contravene their responsibilities. All such decisions must be made democratically by a simple majority of Trustees.

## **VI. Affiliation**

1. KCGS may affiliate or disaffiliate to any external organisation by the decision of an Affiliation Referendum.
2. An Affiliation Referendum shall be called by the Executive Committee on the receipt of a petition calling for affiliation or disaffiliation signed by 5% of the Membership. So far as is possible, Affiliation Referendums shall be conducted in accordance to the same regulations as an Election to the Executive Committee. An Affiliation Referendum regarding any particular organisation may not be called more frequently than annually.
3. The Executive Committee shall annually present to a General Meeting for approval a list of any organisations with which KCGS is currently affiliated, including details of any subscriptions or donations made to these organisations. A simple majority of those present may decide to call an Affiliation Referendum regarding any organisation.

## **VII. Amending this Constitution**

1. Amendments to this Constitution shall only be adopted when passed by either:
  - a. a two-thirds majority at a General Meeting with a quorum of 30; or
  - b. a two-thirds majority on a Referendum in which at least 50 Members or one-fifth of the Membership, whichever is fewer, vote in favour of the amendment;

and also approved by the College Council. At least one week's notice of any proposed changes shall be given to all Members.

2. This Constitution shall be regularly reviewed by the Executive Committee, the Senior Treasurer and the College's Senior Tutor and First Bursar at intervals of not more than five years.
3. A proposal to dissolve KCGS shall be treated as a Constitutional Amendment. In the event of a dissolution, the total assets of KCGS shall be given over to the College to be used for the benefit of graduate students (e.g. for the formation of a successor association).

## **VIII. Interpretation**

1. In case of doubt, the Chair shall interpret this Constitution, the Standing Orders and Policy.
2. The Chair's ruling may be overturned democratically by at least a two-thirds majority of Trustees.

# Standing Orders

## I. The Executive Committee

1. **Composition.** The Executive shall consist of the Trustees explicitly enumerated in Article IV Section 6 – President, Secretary, Junior Treasurer, Junior Member of Council and Governing Body, and Chair (considered the principal administrative officers of the Society) – and the following Trustees:

1. Two, three or four Social Secretaries
2. Welfare Officer
3. Academic Affairs Officer
4. International Students' Officer
5. Domus Officer
6. Women's Officer
7. LGBT+ Officer
8. Equality Officer
9. Environmental Officer
10. Sports and Societies Officer
11. Computing Officer

2. **Definition of Vacancy.** A casual vacancy occurs if any Officer:

1. ceases to be a Member;
2. resigns by giving notice in writing to the Secretary;
3. dies or is incapacitated by mental or physical ill health;
4. is removed from office.

A casual vacancy also occurs if a position enumerated in Section 1 is not filled at the Michaelmas election, either due to no Member being nominated, or to the withdrawal of all candidates for the position before the Election. An Officer giving notice of their resignation may stipulate that it take effect upon a date in the four weeks following their notice. In this case, procedures specified by these Standing Orders to replace that Officer may be used immediately, but shall only take effect from the date of resignation.

3. **Vacancy Powers.** When a vacancy occurs among those Trustees not explicitly enumerated in Article IV Section 6, either the Executive or a vote at a General Meeting may appoint a Member to fill that vacancy. Any member so appointed shall serve until the new Executive takes office. No Member may be appointed to

fill a vacancy unless they would be eligible to stand as a candidate in a by-election to fill the same vacancy. For the purpose of this section, there are four Social Secretaries; if fewer than four Social Secretaries are elected at the Michaelmas election, then the Executive or a vote at a General Meeting may choose to appoint additional Social Secretaries, up to four in total.

4. **Vacancy of an Officer.** During the period between the vacancy arising and a new officer being elected, the President may either take on that officer's duties him/herself, or assign them to another willing officer. If the position of President is vacant, then the duties of vacant officers, including those of the President, may be assigned to other willing officers by the Executive Committee. However, the voting rights of the Junior Member of Council and Governing Body at college Council or Governing Body cannot be assumed by another officer. For this purpose, Section I.14 does not apply.
5. **Required By-election.** If the Trustee positions explicitly enumerated in Article IV Section 6 become vacant, such vacancies may only be filled through a by-election.
6. **Quorum.** For the purposes of determining a quorum for meeting or on-line votes, the number of Officers of the Society shall not include any Officer positions that are currently vacant or on a leave of absence.
7. **Leaves of Absence.** An Officer may take a leave of absence not exceeding 60 days duration, in the Research Term only, by making a written declaration to the Secretary setting out the start and finish dates of their leave. This shall be permitted only if the Officer expects to be away from Cambridge for the duration of the leave of absence. A leave of absence shall terminate on the date specified by the Officer or on the first day of Michaelmas term, whichever is soonest.
8. **Functions and Duties of Committee.** The Executive shall oversee the operation of the Graduate Bar and the use of the Graduate Suite.
9. **Functions and Duties of Officers.** The functions and duties of the Officers are defined in Appendix A, which forms part of these Standing Orders. Additionally, every Officer shall contribute to the organisation and running of Freshers' Week.
10. **Short-term Delegation of Functions and Duties** In the rare event that an Officer is unable to carry out the functions and duties assigned to them in Appendix A, for example due to temporary absence from Cambridge or pressing academic commitments, they may delegate them to another member of the Executive Committee on a very short-term basis, except that the Junior Member of Council and Governing Body is unable to delegate their attendance and voting rights at college Council or Governing Body, and the President is unable to delegate attendance at Governing Body. For this purpose, Section I.14 does not apply.



11. **Reporting.** All officers shall make a report to the Members of the Society at each scheduled General Meeting concerning their activities since the last scheduled General Meeting.
12. **Subcommittees.** The Executive reserves the right to form subcommittees as it sees fit, and to determine the composition, terms of reference and other conditions of these subcommittees.
13. **Removal of Officers.** Officers may be removed by calling a referendum putting the question: ‘Shall x be deprived of office?’, where x is the name of the Officer in question. Whenever such a referendum is requested or required, the Officer shall be given 24 hours’ notice in which to resign without the referendum being called. If the referendum is successful, the Officer is removed with immediate effect.
14. **Holding Multiple Positions Forbidden.** Members may not hold more than one position on the Executive Committee at any one time.
15. **Code of Conduct.** The President shall maintain a document called the Officer Code of Conduct (hereinafter referred to as the Code). The Code shall outline the standard of behaviour expected of Officers of the Executive, with particular regard to transparent use of Society funds, situations in which conflicts of interest may arise, and benefits received in the course of fulfilling the duties of Officer positions. Amendments to the Code shall be proposed by the President and ratified by the Executive, and shall be publicised to the Membership on ratification.
16. **Misconduct.** On determining that another Officer has breached the Code, the President must issue a Caution to that Officer; on determining that the President has breached the code, the Chair must issue a Caution to the President. Cautions shall be announced at the next Meeting of the Society, at which time they may be annulled by a vote of the Executive.
17. **Deterrents to Misconduct.** Should the same Officer be issued with a third Caution, the Executive must at the Meeting at which the third Caution is announced vote by secret ballot on whether to call a referendum to remove that Officer. Should no such referendum be held, and that same Officer be issued with a fourth Caution, a referendum to remove that Officer shall be called automatically. For these purposes, calling a referendum to remove an Officer shall reset the number of Cautions received by that Officer.

## II. Affiliates

1. **Definition.** Affiliates of the Society shall be as follows:
  1. Exchange students who are undertaking graduate study at the College, including lecturers and lectrices;

2. Undergraduate members of the college, in statu pupillari, in their fourth or higher year following their matriculation, or who were 21 years old or older at the start of the current Academic Year;
  3. Previous Members currently serving as sabbatical officers with the Cambridge University Students' Union or the Graduate Union, who have registered their details with the Secretary;
  4. Partners of Ordinary Members whose names have been registered with the Secretary;
2. **Rights.** Affiliates shall have a general entitlement to use the facilities of the Society and participate in events organised by the Society. This entitlement may be restricted in particular circumstances by KCGS policy.
  3. **Removal.** Any individual Affiliate may have their Affiliate status removed, or reinstated, by a vote of the Executive Committee. No Affiliate may have their Affiliate status removed unless they have been given the opportunity to make representations to the Committee in their defence, and the Committee have provided a reason for their expulsion, taking regard of relevant College rules, and seeking to promote a spirit of sociability.

### III. Meetings of the Society

1. **Executive Meetings.** There shall be at least three Executive Meetings per term. The Executive shall aim to meet fortnightly.
2. **General Meetings.** There shall be at least three General Meetings each year, one each in the Michaelmas, Lent and Easter Full Terms. The budget for the coming year shall be agreed upon at the Michaelmas General Meeting.
3. **Emergency Executive Meeting.** On receiving a request from a majority of KCGS officers, the Secretary shall arrange for an emergency meeting of the KCGS Executive, providing reasonable notice of the meeting, relative to the urgency of the situation.
4. **Special General Meetings.** The Executive may call a Special General Meeting at any time. The Secretary shall call a Special General Meeting upon receiving a written request signed by at least fifteen Members of the Society, or one quarter of the membership, whichever is fewer. Special General Meetings must be held not less than seven days after being called, and not more than twenty-one days after being called.
5. **Chairperson.** Meetings shall be chaired by the Chair. In the absence of the Chair, meetings shall be chaired by the President, or in his/her absence the Treasurer, or in the absence of both, by a person decided on by vote.

6. **Rulings of the Chairperson.** Rulings of the chairperson may be disputed, and will be decided by vote. If a ruling of the chairperson is disputed, they shall, while the issue is discussed, be replaced as chairperson in accordance with Section III.5.
7. **Powers of the Chairperson.** The chairperson of the meeting shall determine the order of business, the order of speakers, the duration of speeches and debate, when a vote shall be taken, and any other issues relating to the orderly functioning of the meeting. The chairperson shall, with the consent of the voting members present, determine when a Meeting will end.
8. **Agenda Proposals.** Agenda items may be proposed by any Member. Agenda items shall be submitted in writing to the Secretary, setting out a description of the motion or proposal and any associated costs or expenditures. Submissions for General Meetings must be received by the Secretary no less than three days before the scheduled date of the meeting, and submissions for Executive Meetings must be received no less than one day before. Once this deadline passes, the Secretary shall draw up the Agenda, which shall comprise the aforementioned items, their associated descriptions and the names of the members who proposed them.
9. **Scheduling.** A termly schedule of General and Executive meetings shall be drawn up by the Secretary and communicated to all Members before the start of Full Term. This may be amended by the Secretary with the consent of the Executive Committee. The Secretary shall give immediate notice to all Members of any amendments to the termly schedule.
10. **Further Notice.** The Secretary shall give further notice of an Executive Meeting and its agenda on the scheduled day. The Secretary shall give further notice of any General Meetings seven days prior to the meeting. The Secretary shall give two days' notice of the Agenda of a General Meeting.
11. **Voting Privileges.** At a meeting of the Executive Committee, only members of the Executive shall have the right to vote. At a General Meeting, all Members of the Society present shall have the right to vote.
12. **Voting.** All votes and decisions will be made via a simple majority of all those voting. The chairperson shall not vote, except that in the case of a tie, the chairperson will have a casting vote.
13. **Quorum.** Quorum for Executive Meetings shall be one half of the Officers of the Society, or five Officers, whichever is greater. The quorum for a General Meeting shall be one quarter of the membership, or fifteen members, whichever is fewer. If any meeting is not quorate no business shall be transacted except the receiving of reports.

#### IV. Reaching Decisions by On-line Voting

1. **Authorisation.** If a decision is required before the next scheduled Executive meeting, the Executive may make decisions by on-line voting.
2. **Quorum.** For a motion to be approved, it must receive the votes of a majority of Officers (that is, not just a majority of those voting). An Officer may indicate that they are abstaining from an on-line vote; if so, that Officer is removed from the quorum count for that vote.
3. **Reporting.** The Secretary shall report on the result of any decision made by on-line voting to the next meeting of the Executive. The report shall include a tally of votes for and against, any abstentions, and a summary of accompanying discussion.

#### V. Conduct of Elections and Referenda

1. **Returning Officer.** The Returning Officer shall be the College Chaplain, or a replacement appointed by the College Council. The Returning Officer shall be the final arbiter of all decisions relating to elections and referenda, including determining whether any individual has an interest in the outcome.
2. **Administration.** Elections and referenda shall be administered by an Election Administrator, who shall ordinarily be the Chair. Should the Chair have an interest in the outcome of the election or referendum (e.g. if intending to stand for re-election to the Executive), the Returning Officer shall appoint an alternative Election Administrator from among the disinterested Officers of the Executive. At the request of the Election Administrator, all other disinterested Officers of the Executive shall be obliged to assist with the administration of the election.
3. **Conduct.** The conduct of candidates, proponents of referendum outcomes, and election campaigns in general shall be governed by Appendix B, which forms a part of these Standing Orders.
4. **Hustings.** A hustings event shall be organised by the Election Administrator and shall take place no earlier than seven days before the commencement of voting, and no later than one day before the commencement of voting.
5. **Secret Ballot.** Voting shall take place by secret ballot.
6. **Type of Ballot.** Voting shall take place exclusively using the Cambridge University Student Union (CUSU) voting system.
7. **Duration of Voting.** Voting shall be open for forty-eight hours.
8. **System of Voting.** Voting shall be by standard (ERS) Single Transferable Vote as implemented on the CUSU voting software.

9. **Voting Eligibility.** All Members shall be able to vote for all Officer positions and on all referenda.
10. **Electoral Roll.** The electoral roll of the Society will be maintained by the Chair in collaboration with the Graduate Tutor's office and/or other relevant College officers.
11. **Verification of Votes.** The votes shall be verified by the Returning Officer. The results shall be deemed final only when verified by the Returning Officer.
12. **Publication of Results.** The Election Administrator shall give notice of the election results to all Members as soon as verification is complete.
13. **Disputes.** Any disputes regarding the entitlement to vote or the validity of a vote shall be resolved by the Returning Officer, whose decision shall be final.

## VI. Election of Officers

1. **Scheduling.** The election of a new Executive Committee shall take place before the last Thursday of Michaelmas Full Term each year.
2. **Women's Officer.** Only Members who self-define as women shall be eligible to stand as candidates for the Women's Officer.
3. **Quorum.** An election shall only be valid if the number of votes cast exceeds one-fifth of the number of Members eligible to vote. If the election is not valid, a further election shall be held at the earliest possible date. Whenever several elections are held concurrently, if (one of) the concurrent election(s) having the highest quorum burden achieves validity, then all of the concurrent elections shall also be valid; this provision does not apply for the elections which return members of the College Governing Body or Council, which must always achieve validity individually.
4. **Call for Nominations.** The Election Administrator shall issue a Call for Nominations at least fourteen days before the Close of Nominations. The Close of Nominations must be at least seven days before the date of the Election.
5. **Notice.** The Election Administrator shall give at least fourteen days' notice of the date of the Election, publicising the names of candidates at least six days before the date of the Election.
6. **Extended Nominating Period.** Should there be no nominations for certain positions at the Close of Nominations, the Election Administrator may re-open nominations for only these positions for a period of not more than seven days. The date of the Election shall be postponed until at least seven days after the new deadline for nominations. The new deadline for nominations and the new date of

the Election shall be announced by the Election Administrator when nominations are re-opened.

7. **Submission of Nominations.** Each candidate for election shall submit his or her own nomination, proposed and seconded by Members of the Society. No Member shall propose or second more than one candidate for any given position.
8. **Joint Nominations Restricted.** With the exception of the position of Social Secretary, joint nominations (that is, two or more Members nominating together for one position) are not permitted.
9. **Nominations for Social Secretary.** Nominations for the position of Social Secretary will be accepted only from groups of two, three or four Members nominating jointly. The election for this position will be contested between joint nominations, that is, between the groups of Members, rather than each of the Members individually.
10. **Nominating for Multiple Positions.** There shall be a separate ballot for each of the Officers of the Executive. Members are permitted to nominate for more than one position. Votes shall be counted for the positions in the order in which they are listed in Appendix A. Should a Member be elected, (s)he shall be disqualified from all further ballots.
11. **Re-Open Nominations.** For each position, there shall be a ‘candidate’ named Re-Open Nominations (RON). Should RON be ‘elected’, a by-election shall be held for that position within four weeks of the current election, and in accordance with these Standing Orders. Previous candidates for the position shall be eligible to stand for election again.
12. **Withdrawal from Election.** Any candidate wishing to withdraw from the election shall inform the Election Administrator or the Returning Officer in writing at least three hours before the start of the election.
13. **By-elections.** By-elections shall be governed in exactly the same manner as the annual election of the Executive, save for the following provisions:
  1. Section VI.1. does not apply;
  2. Section VI.9. does not apply when filling a single vacancy for Social Secretary;
  3. With the permission of the Returning Officer, the Election Administrator may reduce any length of time specified in Sections VI.4.-6. to a minimum of three days, except for by-elections which return members of the College Governing Body or Council where a minimum of 10 days’ notice of the Close of Nominations and the date of the by-election is required;

4. Except for by-elections which return members of the College Governing Body or Council, the quorum burden shall be reduced to 30 Members or one-sixth of the total membership, whichever is less.

14. **Election of graduate students to the College Governing Body and Council.** All elections to the position of President shall also return the winning candidate to serve as a member of the College Governing Body. All elections to the position of Junior Member of Council and Governing Body shall also return the winning candidate to serve as a member of both the College Governing Body and the College Council. For the election of these two Officers, in case of an incompatibility between the procedure for electing Officers of the Executive as specified in these Standing Orders and procedure for electing junior members to the College Governing Body and Council as specified in the College's Statues and Ordinances, the procedure specified by College's Statues and Ordinances shall take precedence.

## VII. Referenda

1. **Trigger.** A referendum may be called by the Executive at any time. The Chair shall call a referendum upon the receipt of a written request signed by at least thirty members of the Society, or one quarter of the membership, whichever is fewer.
2. **Scheduling.** A referendum shall be held not more than fourteen days after being called.
3. **Notice.** The Election Administrator shall give at least seven days' notice of the date of the referendum.
4. **Withdrawal of Referendum Call.** The Executive may withdraw its call for a referendum at any point before voting commences. If a referendum has been called via a written request from Members of the Society, the original signatories may contact the Election Administrator in writing to withdraw their support for the referendum call, before voting commences. Once the number of signatories, reduced in this manner, drops below the stipulated numerical requirements, the referendum call shall be considered withdrawn. If a referendum call is withdrawn, the referendum will be cancelled and the Election Administrator will inform all Members of the Society that this has occurred.
5. **Quorum.** A referendum shall only be valid if the number of votes exceeds one-fifth of the number of Members eligible to vote and in residence
6. **Outcome.** For a referendum to succeed, at least two-thirds of votes cast must be in favour of the outcome that alters the status quo.
7. **Force.** Decisions of a referendum shall be considered Policy of a General Meeting.

8. **Affiliation Referenda.** An Affiliation Referendum shall be conducted in accordance with the provisions laid out in the Constitution.

## VIII. College Committees

1. **Appointment.** The Executive shall appoint suitable graduates to serve on those Committees of the College Governing Body or Council that allow a graduate member. All those Committee memberships not filled *ex officio* by members of the Executive Committee as specified in Appendix A shall be advertised and open to all Members. If a College Committee meets while a Committee representative position is vacant, and before the next scheduled KCGS meeting, then the Secretary may appoint a Member, who if possible shall be the previous representative, to attend the College Committee meeting, subject to the approval of the College Committee.
2. **Term.** Members shall serve for one calendar year (from 1 January to 31 December), but may be reappointed by the Executive for further terms.
3. **Vacancies.** Should a vacancy become available for any reason, the Executive shall appoint a replacement member.
4. **Reporting.** Subject to any obligations of confidentiality, graduate members of the Committees of Governing Body and Council shall report annually, at the Michaelmas General Meeting, on the activities of their Committee during the previous year, and at other times as the Executive shall determine.
5. **Other Committees.** The Executive shall appoint suitable graduates to serve on other College committees and working parties that allow a graduate member, where this is judged to be in the interests of the Society. College Committee representatives shall report on the meetings they attend to the KCGS Executive. Non *ex-officio* College Committee representatives serve at the pleasure of the Executive, and can be removed by a vote of the Executive.

## IX. Communication with Members

1. **Definition.** Where reference is made in the Constitution or Standing Orders to giving notice to Members of the Society, the notice shall be published via a mailing list to which all Members are automatically subscribed upon matriculation but to which Members have the opportunity to opt out.
2. **Publication of Minutes.** A copy of the minutes of Executive Meetings and General Meetings shall be made available to all Members, on a KCGS website or in another suitable manner. The minutes shall usually be published within ten days of the meeting.



3. **Surveys.** Any survey conducted by KCGS of its Members must be conducted in accordance with Appendix C, which forms a part of these Standing Orders.

## **X. Finance**

1. **Solvency.** The Executive shall ensure that the Society conducts its affairs in such a manner that its revenue shall be sufficient to meet its proper expenditure.
2. **Authorisation.** Only the Senior Treasurer, the Junior Treasurer, the President, and the Secretary shall be authorised to draw money from the bank account of the Society.
3. **Approval for drawing £1,000.** Drawing £1,000 or more from the bank account of the Society in a single transaction shall require the prior approval of the Senior Treasurer.
4. **Financial Instruments.** The Junior Treasurer will retain the chequebook of the Society. The Senior Treasurer and Junior Treasurer shall retain the login credentials to any online banking facility, except that when the Junior Treasurer will be absent for a period of time the other Executive members authorised to draw money will retain the chequebook and login credentials.
5. **Records.** The Junior Treasurer will keep the accounting records of the Society, including bank statements, invoices paid, and receipts. These records are to be held in a secure and private location. For this purpose, public college spaces, including the Graduate Suite, are not deemed secure and private. Records shall be available for the inspection of any Member by prior arrangement with the Treasurer.
6. **Executive Reporting.** The Junior Treasurer shall ensure that they are prepared, at any meeting of the Society, to report on the current bank account and cash balances of the Society and of any expenditure and funds credited since the time of the last meeting, should a request for such information be made by a Member present at that meeting.
7. **Termly Reporting.** The Junior Treasurer shall prepare a termly statement of the Accounts of the Society, to include all spending since the last such statement and funds available for further expenditure, to be presented at each termly General Meeting.
8. **Handover.** At the end of the Junior Treasurer's term of office, or upon the Junior Treasurer leaving office for any other reason, the outgoing Junior Treasurer shall prepare and provide his or her successor with a statement of the Society's accounts to the date he or she leaves office, along with the Society's accounting records.
9. **Budget Year.** The budget year for the Society shall be the year to 31 December.

10. **Accounting Year.** The accounting year for the Society shall be the same as the budget year.
11. **Audit and Presentation of Accounts.** The Junior Treasurer in office when the accounting year ends shall prepare the accounts for audit and participate in this audit; if this is impossible, the Junior Treasurer currently in office shall fulfil these duties. The accounts for the previous year are to be submitted for audit by the College by the end of Lent Term. The Junior Treasurer currently in office shall present the audited accounts at the next General Meeting. Audited accounts may be kept for ease of reference by the Society for up to four years, and thereafter shall be deposited with the College Archives department.
12. **Annual Budget.** Expenditure of the Society shall be governed by the Annual Budget. The Annual Budget shall include estimates for all Projected Income and allocations to all Ordinarily Expendable budgets (i.e. the General Executive Budget, Officer Discretionary Budgets, and Project Discretionary Budgets). All remaining unallocated funds shall be designated in the Annual Budget as Reserve Funds. Funds brought forward from underspent Ordinarily Expendable budgets in the previous Budget Year shall be listed under Projected Income for reallocation; Funds brought forward as Reserve Funds shall remain as Reserve Funds. The names of Members given responsibly for each Project Discretionary Budget shall be clearly indicated.
13. **General Executive Budget.** Funds allocated to the General Executive Budget may be spent or reallocated by a vote of the Executive Committee.
14. **Discretionary Budgets.** Funds allocated to Officer Discretionary Budgets may be spent or reallocated at the discretion of the relevant Officer(s). Officers shall inform the Junior Treasurer of any desired reallocations from their Discretionary Budget. Funds allocated to Project Discretionary Budgets may be spent, but not reallocated, at the discretion of any of the Members holding responsibility for the budget.
15. **Reserve Funds.** Funds designated as Reserve Funds shall only be spent if the expenditure is intended to benefit the Society over a period exceeding one year, and must be authorised by a two-thirds majority vote of the Executive. Should the proposed expenditure be over one-fifth of the total Reserve Funds available, the expenditure must be approved by the Senior Treasurer.
16. **Adoption of Annual Budget.** A draft Annual Budget to govern expenditure in the following Budget Year shall be submitted by the Junior Treasurer for approval at the Michaelmas General Meeting. A copy of the Annual Budget shall be sent to the Senior Treasurer within one week of its approval; should the total funds allocated to Ordinarily Expendable budgets exceed Projected Income, the Senior

Treasurer may amend the approved Annual Budget to balance these totals by reducing the funds allocated to any Ordinarily Expendable budget.

17. **Exceptional Payments.** The Junior Treasurer is entitled to make any single payment from the General Discretionary Budget, to a maximum value of fifty pounds, without prior approval from the Executive, provided that the Junior Treasurer believes, in good faith, that such expenditure would be approved by the Executive. The Junior Treasurer is required to report any such payments at the next Executive Meeting.
18. **Changes to Annual Budget.** The Junior Treasurer may update the Annual Budget with authorised reallocations between budgets, and with adjustments to Projected Income in the light of income received or new information; such updates shall be announced at the next Meeting of the Society. Any other changes to the Annual Budget must be authorised by a vote at a quorate General Meeting, or via a referendum. The Senior Treasurer must approve any changes to the Annual Budget which cause the total funds allocated to Ordinarily Expendable budgets to exceed, or further exceed, Projected Income.
19. **Reimbursement.** The Junior Treasurer will only accept reimbursement claims for expenses authorised by a valid vote at an Executive or General Meeting, or disbursed from Discretionary Budgets at the discretion of the responsible Officers or Members. In all cases, proof of expenditure must be presented.

## **XI. Subsidiary Societies**

1. **Establishment and dissolution.** KCGS may establish Subsidiary Societies by Standing Order, or by vote of a General Meeting, and may dissolved Subsidiary Societies by repeal of the relevant Standing Order, or subsequent vote of a General Meeting, as applicable. The assets of Subsidiary Societies shall revert to the possession of KCGS on dissolution.
2. **Requirements of Subsidiary Societies.** Subsidiary Societies must:
  1. comply with the College's regulations for College Societies;
  2. have a Constitution approved by the KCGS Executive Committee;
  3. have a president, secretary and junior treasurer (or equivalent offices), who must be Members of KCGS; and
  4. have a Senior Treasurer, who must be a Fellow of the College.
3. **Executive Control.** The officers of Subsidiary Societies shall exercise ordinary control over the operation of their society. However, the KCGS Executive shall retain ultimate responsibility, and hold ultimate authority over all Subsidiary Societies.

4. **Finance and reporting.** KCGS may financially support Subsidiary Societies by allocating funds to them from their Annual Budget. Every year in the Lent Term, all Subsidiary Societies must submit to the Executive Committee their accounts and full list of their officers. The Junior Treasurer of KCGS may require any Subsidiary Society with a bank account to provide bank statements covering the most recent six month period before disbursing funding to that Society, and may refuse to disburse funds to that Society until these statements are provided.
5. **Register of Subsidiary Societies.** The Sports & Societies Officer must maintain an up-to-date register of Subsidiary Societies, along with the names and contact details of their officers, and ensure that this register is available to all KCGS Members.
6. **Dormant Subsidiary Societies.** Subsidiary Societies which cannot comply with the requirements of Subsidiary Societies as set out above, or which, in the judgement of the Sports & Societies Officer, are not currently active shall be deemed to be dormant. Dormant Societies shall revert to the direct control of the Executive, via the Sports & Societies Officer, who shall maintain the dormant society until it can be reactivated or dissolved.

## **XII. Graduate Bar**

1. **Establishment.** There shall be a Subsidiary Society of KCGS called the King's Graduate Bar, the purpose of which shall be to operate a bar for the graduate community.
2. **Graduate Bar Committee.** There shall be a permanent sub-committee of the Executive called the Graduate Bar Committee. The members of the Graduate Bar Committee shall be the officers of the King's Graduate Bar.
3. **Rules and Operating Procedures.** The King's Graduate Bar shall have a constitution called the Rules and Operating Procedures (hereinafter referred to as the "Rules and Ops"). The Rules and Ops shall:
  1. Set out the workings of the King's Graduate Bar as a society in compliance with this Standing Order, the College's regulations for societies, and any other relevant regulations, including any such further terms of reference for the Graduate Bar Committee as may be required, and
  2. Contain all necessary instructions for the operation of the King's Graduate Bar in compliance with the law and to the satisfaction of the Executive, the College's Designated Premises Supervisor (hereinafter referred to as the DPS), and the College Council.

4. **Committee Composition.** The Graduate Bar Committee shall comprise the bar's Manager (who shall be chair), a secretary, a treasurer, and any further officers as may be established according to the Rules and Ops.
5. **Officer Appointment and Dismissal.** The Rules and Ops shall provide for the annual appointment by the Executive of the Manager from among the Members of the Society, and for appointment or co-option of all other members of the Graduate Bar Committee. All members of the Graduate Bar Committee shall serve at the pleasure of the Executive, and may be dismissed by the Executive.
6. **Finance.** The King's Graduate Bar shall be entitled to keep a float to meet operational expenses and replenish stocks, up to a maximum value specified in the Rules and Ops. The Rules and Ops shall provide for the transfer of funds held in excess of this float to the Society at least once per year. The King's Graduate Bar shall be audited annually by the College, concurrently with KCGS and in a similar manner. Following the audit, the treasurer of the King's Graduate Bar shall submit to the Executive an annual financial statement.
7. **Executive Control.** The Graduate Bar Committee shall exercise ordinary control over the operation of the King's Graduate Bar; however, the Executive shall retain oversight and hold ultimate authority over all matters relating to the King's Graduate Bar, and shall hold final responsibility for the King's Graduate Bar. The Executive and the Graduate Bar Committee shall be jointly responsible for ensuring compliance with the Rules and Ops.
8. **Amendments to the Rules and Ops.** The Executive shall retain the authority to amend the Rules and Ops, but shall ordinarily delegate this authority to the Manager; amendments made by the Manager shall only take effect once presented at an Executive Meeting, at which the Executive may veto the amendment. So long a Manager remains in office, the Executive shall not amend the Rules and Ops without consulting the Manager.
9. **College Oversight.** The operation of the King's Graduate Bar shall be subject to the supervision of the DPS, and shall comply with all applicable regulations promulgated by the College Council and the instructions set out in the Rules and Ops. The Rules and Ops shall be readily available for inspection by the DPS, and shall be submitted for approval to the DPS annually during the Long Vacation. The Manager and the Executive shall be jointly responsible for amending the Rules and Ops to retain the confidence of the DPS and the College Council.

### **XIII. Use of The Graduate Suite**

1. **Access.** The Graduate Suite shall in general remain open to all Members and Affiliates at all times, with the exception of the times of the King's Mingle, the King's Affair, and other similar events.

2. **Events.** The Graduate Suite may be used for events or meetings organised or approved by the Executive, and such events shall have priority over the facilities in the Suite, but the Suite shall remain open to all Members during such events.
3. **Restrictions.** The Graduate Suite shall not be used for supervisions, nor may rooms be booked for the private use of Members.

#### **XIV. Affiliation**

1. **Notice.** If the Society decides to become affiliated with any external organisation, the Secretary shall give notice of this decision to all Members and the College Council, including details of any subscriptions or similar fees paid, or donations made.
2. **Records.** The Secretary shall maintain a list of all external organisations to which the Society is affiliated, including details of any subscriptions or similar fees paid, or donations made. The Secretary shall present this list each year at the Michaelmas General Meeting, and shall make it available to any Member on request.
3. **Definition.** For the purposes of this Standing Order, affiliation to an external organisation includes any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.
4. **Restrictions.** The Society may only become affiliated with external organisations concerned with further or higher education and related issues, or to organisations or campaigning alliances who are primarily campaigning on such issues that the Society is permitted to campaign for itself, as described in Standing Order 14.
5. **University Affiliations.** The Society shall, until it deems otherwise via an Affiliation Referendum, affiliate as a matter of course to the Cambridge University Students' Union and the Cambridge University Graduate Union, and pay any such affiliation fees as they arise.

#### **XV. External Causes**

1. **Permitted Activities.** The Society is permitted to promote or support campaigns on matters which directly affect present and future Members of the Society as students of the College.
2. **Impartiality.** The Society may promote and support student publications and student political societies in College, and may support or organise academic events such as debates, seminars and talks, as long as these are dealt with in an impartial manner.

3. **Forbidden Activities.** The Society may not promote or support, via the use of Society funds and facilities, matters that do not directly affect present and future Members of the Society as students. Examples of such issues would be industrial disputes, general environmental issues or the treatment of political prisoners.
4. **Political Neutrality.** The Society may not promote or support any party political demonstration, nor attempt to influence members of the public to vote for or against any candidate in local or national elections.
5. **Fundraising.** The Society may raise funds for external organisations and causes through the collection of donations from members of the Society and the public, as long as these funds pass directly to the organisation or cause for which they were collected.
6. **Facilities Hire.** The Society is permitted to hire facilities owned by the Society to Members for purposes other than those stated in Paragraph 2, but a proper commercial rate must be charged.

# Appendix A: Functions and Duties of the Officers

## 1. President

- a. To be the senior Officer of the Society;
- b. To represent the Society and its Members when appropriate;
- c. To attend meetings of the College Council, and to represent the views and interests of graduate students of the College at the Council;
- d. To serve as a member of the College Governing Body;
- e. To maintain the Officer Code of Conduct, to ensure a copy of the Code is accessible to the Membership on the Society website, and to propose any amendments to the Code necessary for it to retain the confidence of the Membership;
- f. To to enforce the Officer Code of Conduct, ensuring all Officers are made aware of the Code on their election and issuing Cautions to any Officers who breach the Code.

## 2. Secretary

- a. To call Executive Meetings and General Meetings and prepare agenda for the meetings;
- b. To take the minutes of Executive and General Meetings;
- c. To be responsible for the correspondence of the Society and the Society's notice boards;
- d. To serve as an administrator of the Society's e-mail lists;
- e. To coordinate the appointment of graduates to College committees.
- f. To regularly distribute mail delivered to the Society's College pigeonhole to the pigeonholes of the appropriate Officers or individuals.

## 3. Junior Treasurer

- a. To maintain the accounts of the Society, to report on such accounts and participate in the audit, in accordance with the Constitution and Standing Orders;
- b. To serve as the graduate member of the College Finance Committee.

## 4. Junior Member of Council and Governing Body

- a. To serve a member of both the College Governing Body and the College Council;
- b. To attend meetings of the CUSU Council and the Graduate Union Council, holding the vote of the Society on each of those bodies.



## **5. Chair**

- a. To impartially chair meetings of KCGS and the Executive.
- b. To interpret the Constitution, these Standing Orders and Policy, as stipulated in Article VIII.
- c. To issue Cautions to the President, should they breach the Officer Code of Conduct.
- d. To serve as the Election Administrator of elections and referenda of the Society, unless a replacement is appointed by the Returning Officer.

## **6. Social Secretaries**

- a. To organise the weekly Grad Drinks event, or ensure that another Officer of the Executive does so;
- b. To coordinate graduate Formal Halls;
- c. To organise or coordinate other social events for members of the Society;
- d. To coordinate Freshers' Week events with the assistance of the rest of the Executive;

## **7. Welfare Officer**

- a. To campaign for and support matters concerning the welfare of graduate students;
- b. To serve as a point of contact for any graduates with welfare concerns;
- c. To publicise welfare support available for Members in the College, the University and Cambridge;
- d. To ensure that welfare supplies are available for Members.

## **8. Academic Affairs Officer**

- a. To campaign on and promote issues concerning the academic progress of graduate students, and to represent the academic interests of Members;
- b. To serve as a point of contact for students with concerns related to academic matters;
- c. To coordinate the journal subscriptions of the Society.

## **9. International Students' Officer**

- a. To campaign on and promote issues affecting international students at the College, and to represent the interests of such students;
- b. To serve as a point of contact for international students and for prospective international students.

**10. Domus Officer**

- a. To maintain a working relationship with those in the College responsible for accommodation and domus matters, and to campaign on and promote the interests of graduate students in such matters;
- b. To serve as a point of contact for any graduates with concerns regarding accommodation;
- c. To serve as the graduate member of the College Buildings and Safety Committee.

**11. Women's Officer**

- a. To campaign on and promote women's issues amongst the graduate students and the wider College community, and to represent the interests of women at the College;
- b. To organise King's Women's Event in March (the Women's Dinner and the various events surrounding it) together with the Development Office, the KCSU Women's Officer, and the Tutorial Office.

**12. LGBT+ Officer**

- a. To campaign on and promote issues concerning LGBT+ students at the College, and to represent the interests of such students;
- b. To organise social events for LGBT+ students in the College;
- c. To collaborate with the CUSU LGBT+ campaign to provide information and support for LGBT+ students.

**13. Equality Officer**

- a. To campaign on and promote issues concerning equality amongst Members and amongst all members of the College;
- b. To represent the interests of all Members concerning equality matters, and to represent the general interests of those Members who are members of a minority group;
- c. To serve as the graduate member on the College Equal Opportunities Committee.

**14. Environmental Officer**

- a. campaign on and promote environmental issues concerning the Society and the College;
- b. To sit on any College committee or working party that may be constituted primarily to discuss environmental matters.

**15. Sports and Societies Officer**

- a. To campaign on and promote issues relating to the sports and societies that are available to graduate students;
- b. To serve as a point of contact for graduates with concerns or enquiries relating to sports and societies;
- c. To publicise the sports and societies available to graduate students.
- d. To serve as the voting graduate member of the King's College Gym Club Committee.

**16. Computing Officer**

- a. To campaign on and promote issues relating to computing and technology;
- b. To serve as a point of contact for graduates with concerns or enquiries relating to computing and technology;
- c. To moderate Society e-mail lists;
- d. To administer the Society website;
- e. To serve as the graduate member of the College Computing Committee.

## Appendix B: KCGS Code of Conduct for Elections and Referenda

No person may:

1. engage in personal attacks in their campaign;
2. make any false claims in their campaign;
3. use existing email lists to promote their candidature or support for a referendum outcome, other than as part of official KCGS election communications;
4. abuse official positions in KCGS;
5. break the rules of the Statutes and Ordinances of King's College or Cambridge University in their campaign;
6. act in such a way so as to contravene the Constitution or Standing Orders of KCGS;
7. bribe or intimidate people so as to win elections or achieve referenda outcomes.

The Election Administrator shall be responsible for communicating these guidelines, as well as overseeing adherence. The Election Administrator, with the approval of the Returning Officer, may enforce appropriate sanctions against violators of this Code of Conduct. Appropriate sanctions are vote docking and expulsion from the election.

## Appendix C: KCGS Surveys

1. Before completing a survey all respondents must agree to the following:

*This is a voluntary survey created on behalf of the KCGS committee. By completing this survey and checking this box you agree to allow your responses to be used by members of the KCGS committee and KCGS representatives within the college. Your responses will be disassociated from your CRSID, but please be aware you may identify yourself or others in your responses. All information provided will be stored in accordance with the University's Survey Data Protection Policy.*

2. The Committee must act in accordance with the above.