

FITZWILLIAM COLLEGE JUNIOR MEMBERS' ASSOCIATION
CONSTITUTION

[Approved by GB 16 Oct 2013]

1. OBJECTS

Fitzwilliam College Junior Members' Association (JMA) shall exist: (a) to collate, inform and express the opinions of the junior members of the College on matters relating to their participation in College life, and to co-operate with the Governing Body of the College on all such matters; (b) to provide, for the benefit of the Association, for the organisation of such extra-curricular, sporting, cultural and recreational activities as shall from time to time be considered by the Trustees of the Association to be an appropriate part of College life; and (c) to manage the assets of the Association for the benefit of current and future members of the Association.

2. MEMBERSHIP

(a) All junior members of Fitzwilliam College in residence shall be deemed, on payment of the appropriate subscription, to be members of the Association. They are entitled to use its facilities and to vote at general meetings and at the General Election. All members of the Association may belong to any of its constituent clubs or societies.

(b) Any junior member of the College not wishing to remain a member of the Association shall be entitled to opt out from membership by notification in writing to the Senior Treasurer, such notice to be given within seven days of the start of the Michaelmas term. In this event the junior member will be entitled to use the facilities of the Association, but may not vote at General Meetings or at the General Election.

3. TRUSTEES

Fitzwilliam College shall be the Trustees of the Association acting through its Governing Body.

4. DUTIES OF THE TRUSTEES

(a) All major financial transactions (the definition of major to be determined by the Trustees from time to time) shall be carried out by the Trustees, who shall also provide grounds and premises. No lands or buildings belonging to the Association shall be disposed of, nor any property be acquired, without the consent of the Trustees; nor may funds which they deem necessary for the maintenance in good order and repair of such lands and buildings now held, or hereafter to be acquired by the

Association, be withheld without their consent. Expenditure required for these purposes shall constitute a prior commitment on the funds available to the Association, and all subsequent provisions in this constitution shall be subject to this consideration. The Trustees shall also hold all deeds, and negotiate all contracts, respecting property, investments or the employees of the Association.

(b) The Trustees shall undertake the safekeeping and investment of the funds of the Association and shall be ultimately responsible for any maintenance, extension and improvement of the lands and buildings of the Association.

(c) The Trustees shall be responsible for providing a code of practice (Annex 2) and for bringing it to the attention of the members of the Association in accordance with the provisions of the Education Act 1994.

5. SENIOR OFFICERS

The Senior President, the Senior Vice-President, and the Senior Treasurer of the Association shall be appointed by the Trustees from among the senior resident membership of the College. The persons appointed shall be known as the Senior Officers of the Association and shall serve for no longer than six years consecutively in any one office.

6. SUBSCRIPTIONS

The Governing Body of the College shall determine the subscription for membership of the Association. The Trustees shall annually appoint auditors of the accounts of the Association.

7. CONSTITUENT BODIES

The constituent parts of the Association shall be:

- (i) the JUNIOR COMBINATION ROOM;
- (ii) the MIDDLE COMBINATION ROOM;
- (iii) the JMA CLUBS and SOCIETIES.

8. JUNIOR COMBINATION ROOM

(a) The Junior Combination Room (JCR) shall consist of all resident undergraduates who are members of the Association, excluding Affiliated Students. Affairs solely concerning such members of the Association shall be dealt with by the JUNIOR COMBINATION ROOM COMMITTEE (JCRC). In particular (but not exclusively):

(i) subject to rules 4(b) and 12 the JCRC shall maintain and improve, in co-operation with the Governing Body of Fitzwilliam College, the facilities provided for the JCR;

(ii) subject to rule 12 the JCRC shall organise extra-curricular, sporting, cultural and recreational activities for all undergraduate members of the Association not otherwise provided for by the Association;

(iii) the JCRC shall in matters solely concerning the undergraduate members of the Association select from its own membership such a number as it shall deem sufficient to represent the undergraduate members of the Association in all consultations with the Governing Body of the College.

(b) The JCRC shall be constituted as the JCR members shall from time to time determine, save that the Committee shall always include:

(i) a PRESIDENT of the JCR, who shall be a JCR member elected by all members of the JCR;

(ii) a VICE-PRESIDENT of the JCR, who shall be a JCR member elected by all members of the JCR;

(iii) a TREASURER of the JCR, who shall be a JCR member elected by all members of the JCR;

(iv) a SECRETARY of the JCR, who shall be a JCR member elected by all members of the JCR.

(c) (i) Each office in 8(b) shall normally be filled by one undergraduate.

(ii) Additional offices, and the election of more than one undergraduate to a particular office, as may be required from time to time, may be proposed by the JCRC and approved by the ETC (Executive Trustees Committee) in advance of the election. Such changes may require corresponding alterations to the JCR Standing Orders.

(iii) A written job description for each office shall be provided by the JCRC and updated from time to time as necessary.

(d) The structure and procedures, including electoral procedure, of the JCR and JCRC shall be set forth in its own Standing Orders, whilst remaining subject to this constitution. Such Standing Orders, and any changes to them, must be approved by the JMA Executive Trustees Committee (ETC).

9. THE MIDDLE COMBINATION ROOM.

The Middle Combination Room (MCR) shall consist of all students pursuing a postgraduate course within the University and Affiliated students who are resident members of the Association. Affairs solely concerning such members of the Association shall be dealt with by the Middle Combination Room Committee (MCRC). In particular (but not exclusively):

(a) Subject to rules 4(b) and 12 the MCR shall maintain and improve the facilities provided for the MCR in co-operation with the Governing Body of Fitzwilliam College.

(b) Subject to rule 12 the MCR shall organise extra-curricular, sporting, cultural and recreational activities for all graduate members of the Association not otherwise provided by the Association.

(c) (i) The MCRC shall in matters solely concerning graduate members of the Association select from its own membership such a number as it shall deem sufficient to represent the graduate members of the Association in all consultations with the Governing Body of the College.

(ii) The MCRC shall be constituted as the MCR members shall from time to time determine, save that the Committee shall always include the President of the MCR, who shall be an MCR member elected by MCR members only.

(iii) The financial affairs of the MCRC shall be governed by rules 12 and 13.

(d) The structure and procedures, including electoral procedure, of the MCR and MCRC shall be set forth in its own Standing Orders, whilst remaining subject to this constitution. Such Standing Orders, and any changes to them, must be approved by the JMA Executive Trustees Committee (ETC).

10. THE JMA CLUBS AND SOCIETIES.

The JMA Clubs and Societies shall consist of those clubs and societies for which claims for recurrent or non-recurrent expenditure have been received in the current or previous years. Other College clubs and societies may be formally recognized by the JMA, provided their objectives are compatible with those of the JMA..

(a) The PRESIDENT OF CLUBS AND SOCIETIES and VICE-PRESIDENT OF CLUBS AND SOCIETIES shall be members of the JMA elected by all members of the JMA.

(i) The President of Clubs and Societies shall keep an up-to-date list containing the names of all Clubs and Societies. This list will be reviewed regularly by the ETC.

(b) Each club or society shall have a Captain or President and a Secretary or Treasurer (the Officers) chosen at the discretion of its active members. It shall be the responsibility of the officers to inform the President of Clubs and Societies of their positions on taking them up.

(c) If any member of the Association shall wish to form a new club or society a request in writing supported by at least five signatures of members of the Association shall be submitted to the President of Clubs and Societies. In the event the Club or Society wishes to apply for JMA funding, the request shall set out:

(i) non-recurrent expenditure initially necessary to establish such a club or society;

(ii) non-recurrent expenditure likely to be needed over the next three years for the expansion and improvement of the facilities to be offered by the projected club or society;

(iii) an estimate of the annual expenditure on current account (i.e. running expenses).

A request shall be posted on the JMA noticeboard or website for not less than seven days during which time objections may be sent to the President of Clubs and Societies. At the next convenient meeting the ETC shall consider the request, its financial implications and any objections. The decision of the ETC shall be final subject to an appeal to the Trustees of the Association against a refusal to form a new club or society and subject to the financial approval of the Trustees. The name of the new club or society shall be added to the list referred to in rule 10(a).

(d) If a Club or Society is inactive for two consecutive years the ETC may deem it to have ceased to exist. Its name shall be deleted from the list referred to under rule 10(a) and any unspent funds will revert to the JMA.

(e) An existing or a prospective club or society can apply for 'senior status'. The club or society submits to the JMA Senior Treasurer a medium-term funding plan (typically of 3-5 years duration) for capital and recurrent costs. At the next convenient meeting the ETC shall consider the request, its financial implications and any objections. The decision of the ETC shall be final subject to an appeal to the Trustees of the Association against a refusal to form a new club or society and subject to the financial approval of the Trustees. To be eligible clubs or societies must:

(i) appoint for the duration of the proposed period of funding a Senior Treasurer from the Fellowship;

(ii) have a current bank account, with the Club or Society Senior Treasurer as the signatory. Additional signatories are allowed but must be from the Fellowship;

(ii) supply to the JMA Senior Treasurer an annual statement of income and expenditure approved by the club or society Senior Treasurer and, if requested by the JMA Senior Treasurer, copies of bank statements. Annual payments will not be made until these documents are received and approved by the JMA Senior Treasurer.

Once approved, funding according to the plan will be paid annually by the JMA for the duration of the plan, subject to the above conditions. Adjustments to funding to account for inflation will be at the discretion of the Senior Treasurer of the JMA. No other alterations to the plan and no additional funding from the JMA clubs and societies budget will normally be considered. The JMA Senior Treasurer will provide written guidance on establishing and running a senior club or society to any member of college on request.

11. JMA JUNIOR PRESIDENT

(a) The office of JMA Junior President shall be filled by the JCR President from January through June and by the MCR President from July through December.

12. JMA EXECUTIVE TRUSTEES' COMMITTEE

(a) The JMA Executive Trustees' Committee (ETC) shall consist of:

(i) the senior officers of the Association as appointed by the Governing Body;

(ii) the executive trustees of the Association as appointed by the Governing Body;

(iii) the JCR President and JCR Treasurer, who shall be non-voting members;

(iv) the MCR President and MCR Treasurer, who shall be non-voting members;

(v) the President of Clubs and Societies, who shall be a non-voting member;

(vi) optionally, up to two co-opted non-voting members appointed by the ETC for one year at a time, who must be senior or junior resident members of College.

(b) Ultimate responsibility for financial affairs shall, subject to the provisions of rule 4, be vested in the ETC.

(c) Any matter concerning the JCR, MCR or any JMA club or society, which the members of these bodies feel should be placed before the ETC may be presented to it by:

(i) the President of the JCR for the JCR;

(ii) the President of the MCR for the MCR;

(iii) the President of Clubs and Societies for any club or society.

(d) (i) The JMA Senior President if present at a meeting of the ETC shall preside, failing whom the JMA Senior Vice-President shall preside, failing whom the JMA Senior Treasurer shall preside.

(ii) At meetings of the ETC four senior voting members shall form a quorum.

(iii) The Senior President of the Association shall within ten days of the start of each Full Term call ordinary meetings of the ETC. There shall be at least one meeting in each Full Term.

(iv) The agenda for the meetings of the ETC shall be drawn up by the JMA Senior Treasurer in consultation with the presiding officer. The JMA Senior Treasurer shall act as secretary and take the minutes.

13. EXPENDITURE OF FUNDS

Responsibility for financial affairs shall, subject to the provisions of rule 4 be vested in the ETC. The financial year shall run from 1 July in each year to the next succeeding 30 June.

(a) JCR and MCR Funds.

No later than one week before the division of the Michaelmas term, the JCRC and MCRC shall submit to the JMA Senior Treasurer statements (budgets) of estimated income and expenditure during the year. This statement will become part of the JMA budget presented to the ETC by the JMA Senior Treasurer (rule 13b,ii).

(b) Estimates and Expenditure.

The ETC may consider financial matters at any meeting and may at its discretion review income and expenditure to date at any time in the financial year. It shall, however, be an obligation on the ETC to arrange one meeting in Michaelmas term at which special attention shall be given to finance.

(i) No later than the division of the Michaelmas Term the ETC shall meet to receive and consider the audited accounts for the previous year and, in the light of these accounts and on grounds of general policy, shall decide whether to give instructions or advice about the preparation of estimates of expenditure for the year.

(ii) No later than the division of Michaelmas Term the ETC shall meet to receive from the JMA Senior Treasurer a statement (budget) of estimated income and expenditure during the year, this statement to be based on estimates of expenditure, both recurrent and non-recurrent, submitted on behalf of the JCRC, the MCRC and the clubs and societies. Clubs and societies with 'senior status' need not present a budget annually, but only when they seek renewal of a 3-5 year budget. The officers of the clubs and societies shall be entitled to make written representations in support of

the estimates of their own clubs and societies. Exceptionally on request and in agreement with the Senior President, they may be invited to attend the meeting to present their case, but not to vote, and they may be required to withdraw before their evidence is discussed. The ETC may also call before it such other evidence, in person or in writing, or in both, as it may wish. Thereafter the ETC shall at its discretion decide to accept or revise or amend or reject, in whole or in part, the statement of estimated income and expenditure for the year. In all cases the estimate of income and expenditure is subject to the approval of the Trustees of the Association.

(iii) In the event of rejection or amendment of the whole or any part of the estimates a special meeting of the ETC may be requested, in writing, by one or more of the following whose estimate has been so rejected or amended: the President of the JCR, the President of the MCR, or an officer of a club or society. They may give evidence in support of their original estimates, in writing or in person or in both, to the special meeting of the ETC but may be asked to withdraw before their evidence is discussed. Such a special meeting shall be held within seven days of the request for it. The decision of the ETC at this meeting shall be final.

(iv) The finally determined funds of the current account for the forthcoming year, allocated by the ETC to the JCRC, the MCRC and, if it shall have so requested, to each constituent club or society, shall not be withheld or withdrawn by the ETC unless evidence of mismanagement or misappropriation of such funds comes to its notice. Similarly estimates of non-recurrent expenditure shall be so protected with the same reservation. In all cases the allocation of major funds is subject to final approval by the Trustees of the Association.

(c) Accounts

(i) There shall be an annual audit of the Association's accounts by auditors appointed under rule 6. An audited statement of income and expenditure during the previous year of the Association and its constituent parts, of the Association's reserve funds, if any, of its liabilities and assets and of any donations made to external organisations shall be posted on the JMA noticeboard and website by the division of the Michaelmas Term and shall remain there for at least fourteen days. The accounts shall be subject to final approval by the Trustees of the Association.

(ii) The accounts of the Association shall at all times be open to inspection by any member of the Association by appointment with either the Senior Treasurer or the Junior Treasurer.

(d) Affiliations

If the ETC agrees to affiliate the Association to an external body, the JMA Junior President shall inform all the members of the Association of its decision together with the amount of any subscriptions thus incurred. The Senior Treasurer shall similarly inform the Trustees.

14. COMPLAINTS

(a) In the event of a complaint being received in writing by the Junior President on any aspect of the Association's affairs or on the conduct of its elected officers or committee members that complaint shall be considered by the ETC at its next meeting. In the event of such a complaint being upheld appropriate measures shall be taken by the ETC.

(b) A written statement of the current practice for dealing with complaints against the Association or on the conduct of its elected officers or committee members shall be available on request from the JMA Senior Treasurer.

(c) Should a complaint be rejected by a meeting of the ETC appeal may be made to the Trustees of the Association. Such a request must be made in writing to the JMA Senior President within seven days of the meeting of the ETC at which the complaint was discussed. The Trustees in such instances may at their discretion appoint an independent person to investigate and report on the complaint.

15. GENERAL MEETINGS

(a) A General Meeting may be called by the JMA Junior President who shall give at least seven days' notice of any such meeting. Such a meeting may be requested on a demand supported by not fewer than 20 signatures of members of the Association. The agenda and minutes shall be emailed to members of the Association and displayed on the JMA noticeboard and website.

(b) No General Meeting shall have power to instruct the ETC to take or not to take any action, but it may make recommendations to the ETC.

(c) The JMA Junior President shall preside at all General Meetings of the Association.

(d) Voting shall be open unless the presiding officer directs that it shall be by other means. Each member shall have one vote.

(e) All General Meetings shall be conducted according to the guidelines for meetings in Annex 1.

(f) At General Meetings forty shall form a quorum.

16. JMA ELECTIONS.

(a) The rules in this section apply to JMA, JCR, and MCR elections generally. Specific rules are given in section 17 and the JCR and MCR Standing Orders, respectively.

(b) For JCR elections, the Junior Returning Officer shall be the retiring JCR President or as otherwise determined according to the JCR Standing Orders. For MCR elections, the Junior Returning Officer shall be the retiring MCR President or as otherwise determined according to the MCR Standing Orders. For all other elections, the Junior Returning Officer shall be the JMA Junior President. In the event of a dispute with the Junior Returning Officer, an appeal can be made to the Senior Returning Officer, a Senior Member of the College, normally the JMA Senior Treasurer, appointed by the Executive Trustees, who shall have final authority in making a decision.

(c) A notice inviting candidates to announce an intention to stand for election shall be posted on the appropriate noticeboard and website at least 25 days before the end of Full Term. This notice shall state clearly the date on which the list of candidates will close. The list shall be open for not less than 7 and for not more than 14 days.

(d) All candidates must confirm their intention to stand for election in writing to the Junior Returning Officer not later than 2 days after the closing of the list.

(e) Any candidate may withdraw an intention to stand in writing to the Junior Returning Officer at any time before the opening of the poll.

(f) The poll shall be held within ten days of the closing of the list and shall be by secret ballot or by an electronic balloting system approved by the ETC. It shall last for at least two days, including at least two weekdays (that is, days which are neither Saturdays, Sundays, nor bank holidays).

(f) No election shall be held outside Full Term.

(g) The election shall be conducted on a single transferable voting system.

(h) Any ballot papers shall be counted by tellers who shall be elected members of the JCRC or MCRC but who shall not be candidates in the election. Results of electronic balloting shall be determined by the Junior Returning Officer.

(i) In the event of a tie, the Senior Returning Officer shall be consulted, who may direct that another election be held immediately between the candidates concerned, under rules 16 (f), (g) and (h).

(j) Any candidate for any office to be filled at these elections may place a statement of their views and intentions on the appropriate noticeboard and website. No other form of written canvassing for votes shall be permitted.

(k) In the event of an interim vacancy at least seven clear days' notice of an election shall be given. If the vacancy occurs within the last eight days of full term the election shall take place as early as possible in the following full term. All other provisions of this rule (a to j above) that are not inconsistent with this limited period of notice shall apply to such interim arrangements.

17. ELECTION OF JMA JUNIOR OFFICERS

(a) This section deals with the election of the following officers: President of Clubs and Societies and Vice President of Clubs and Societies.

(b) Elections to the posts listed in 17(a) shall be held in the Michaelmas Full Term. Candidates may stand for one post only.

(c) (i) The JMA Junior President shall act as Junior Returning Officer.

(ii) The Junior Returning Officer shall draw up a set of rules for the conduct of the election and such rules shall be made known in advance to the candidates at the time of the announcement of the election by posting on the JMA noticeboard and website.

(iii) The Senior Returning Officer shall have the power to disqualify any candidate for any breach of rule 16 or the rules mentioned in 17 (c) (ii).

(iv) If in the view of the Senior Returning Officer a minor breach of the rules relating to the election has occurred, the Senior Returning Officer shall have discretion to determine whether such a breach warrants disqualification of the candidate concerned.

(d) Any member of the Association expecting to be in residence for three consecutive terms following election may be a candidate for the offices of President or Vice-President of Clubs and Societies. A retiring President or Vice-President of Clubs and Societies who has served a full term of office shall not be eligible for re-election to the same office.

(e) All elected officers shall enter office on the first day after the end of the Michaelmas Full Term in which the election is held. They shall hold office for one year.

18. LEGISLATION

(a) At meetings of the ETC, the JCRC, the MCRC, and at all General Meetings of the Association, the presiding officer shall be sole interpreter of this constitution.

(b) No alteration to this constitution in whole or in part shall be made except by a resolution of the ETC posted on the JMA noticeboard. This notice shall indicate and contain any clause(s) of this constitution as amended which it is proposed to delete, amend, replace or add to (hereinafter referred to as the alterations) and shall contain in full the new proposed clause(s).

(i) Opposition to any or all of the proposed alterations shall be signified in writing and supported by twenty signatures and shall be given to the JMA Junior President within fourteen days of full term.

(ii) Alterations (whether forming whole or part of the proposals) to which no such objections are made shall go forward to the Trustees for ratification. In any case the Trustees shall review the constitution as a whole at intervals of not more than five years.

(iii) In all other cases whatsoever, such alterations shall be made only by the verdict of a referendum of the whole membership of the Association. The decision of such a referendum to alter the present constitution or the present constitution as duly amended shall be subject to ratification by the Trustees at their absolute discretion.

(c) Such a referendum may only be called by the JMA Junior President, who shall call such a referendum on receipt of a written request to him/her for such a referendum, supported by no less than 20 signatures of the Association. Within 3 days of the receipt of such a request the Junior President shall give in writing on the JMA noticeboard and website at least 3 and not more than 5 days' notice of such a referendum. When the JMA Junior President shall propose a referendum on his/her own initiative, 4 days' notice shall be similarly given.

(d) The voting shall be by secret ballot held on any one day, being open at least from 12 noon to 2pm and 6pm to 8pm.

(e) The voting paper shall clearly state those clauses of this present constitution which it be

proposed to delete, amend, replace or add to and the proposed new clauses which shall replace amend or add to the old shall be given in full.

(f) Where applicable the machinery of this rule shall be used to pass a vote of no confidence or censure on any elected officer of the Association. If the referendum pass such a vote the officer(s) concerned shall resign forthwith and a new election take place under rule 17 (n). Except that such a vote may only be called by the JMA Junior President if requested in writing and supported by no less than 20 members of the Association. In the case of a vote of no confidence in the Junior President, a referendum may be called by 5 members drawn from the JCRC and MCRC. The request shall be given in writing on the JMA noticeboard and website and supported by no less than 20 members of the Association.

(g) The JMA Junior President shall, if so requested in writing by at least 20 members of the Association, call a referendum on the continuation of the Association's affiliation to an external body. Such a referendum shall be conducted in accordance with the machinery of this rule and its result shall be binding on the ETC.

(h) The decision of all referenda shall be by simple majority and no decision shall be adopted unless at least one third of all the members of the Association vote.

(i) The tellers shall be officers of the Association not subject to a vote of no confidence or of censure or if none are available shall be appointed by the returning officer.

Annex 1

GUIDELINES ON ALL OPEN MEETINGS INCLUDING HUSTINGS

1. Restrictions of Racist or Sexist Abuse

Anyone making a remark deemed by the presiding officer to be racist, homophobic, sexist, or in any other way bigoted shall be asked by the presiding officer to withdraw it and, if they fail to do so, to stop speaking. At the presiding officer's discretion, they may be removed.

GUIDELINES SPECIFIC TO OPEN MEETINGS

1. Motions for open meetings

Motions to be presented to open meetings should be submitted in writing via the JMA suggestions box or to one of the officers directly at least four days in advance of the publicised time of the open meeting. Such motions should be supported by the signature of a proposer and seconder both of whom should be members of the Association.

2. Amendments

Amendments to motions should be submitted in writing via the JMA suggestions box or to one of the officers directly at least 12 hours before the publicised time of the open meeting. Such amendments should be supported by the signature of a proposer and seconder as above.

3. Conduct at Open Meetings

The JMA Junior President shall preside, or if absent then the presiding officer shall be the JCR or MCR President not in post as JMA Junior President. The presiding officer shall not participate in the debate but it shall be the duty of the presiding officer to see that the meeting is in order and that remarks are relevant to the matter under debate.

The proposer of a motion shall have 5 minutes in which to do so, and also shall have the right of reply immediately before the vote is taken, save that no new subject matter shall be introduced in such replies.

No speaker shall be intimidated, be it through interruption, heckling abuse or any other form as determined by the presiding officer.

Members shall be called to speak by the presiding officer to whom all remarks shall be addressed and whose responsibility it shall be to ensure a balanced debate.

A member deemed to be out of order shall be requested by the presiding officer to withdraw a remark or to remain silent.

After a first warning the presiding officer has the right to expel from the meeting any

member who has on two occasions been out of order.

Voting shall be open and a decision taken by a simple majority. Only members of the Association shall be entitled to vote.

40 shall form a quorum for any vote.

4. Points of Order

Points of order may be raised in the pauses between speakers and shall take precedence over the business in hand.

The following motions may be moved on points of order:

- (i) A request for a ruling by the presiding officer.
- (ii) A challenge to a ruling by the presiding officer.
- (iii) A motion that the presiding officer leave the chair for the rest of the meeting.

Following the point of order the presiding officer shall have right of reply, which shall be followed immediately by a vote.

5. Procedural Motions

Procedural motions may be raised in the pauses between speakers, providing at least one speech for and one against has been heard.

The following motions may be moved:

- (i) That the motion be voted on in parts.
- (ii) That the motion be voted on as a whole.
- (iii) That the matter be referred back to the proposer for more consideration.
- (iv) That the motion not be put.

These shall be voted on immediately.

Both points of order and procedural motions shall require the support of 10 Members before being considered.

Annex 2

FITZWILLIAM COLLEGE JMA CODE OF PRACTICE

1. In this code of practice the expression "GB" shall mean the Governing Body of the College and the expression "affiliation" to an external organisation shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.

2. (i) No alteration to any part of the constitution shall be made without the approval of the GB.

(ii) No alteration to any part of the constitution shall be made except in accordance with the provisions of the Education Act 1994.

(iii) In the event of any conflict between any provision of the Constitution and any provision of this code, the provision of this code shall prevail.

3. The Constitution shall be submitted to the GB for review, in accordance with the provisions of the Education Act 1994, by the division of the Michaelmas Term 1995 and at intervals of not more than five years thereafter.

4. The JMA shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

5. (i) Notwithstanding any provisions in the constitution as to automatic membership of the JMA, any person who would by virtue of those provisions be a member of the JMA may in any academic year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the JMA for that academic year. Such written notice shall be served on the Junior President within one week of the commencement of the Michaelmas Full term.

(ii) A Junior member of the College who exercises the right not to be a member of the JMA may not participate in the democratic procedures of the JMA but will otherwise be entitled to make use of the facilities of the JMA to the same extent as its members.

6. Appointment to the major offices of the JMA shall be by election in a secret ballot in which all members of the Association are entitled to vote, and at which a Senior Member of the College shall act as Senior Returning Officer. Appointment to the major offices of the JCR and MCR shall be by

election in secret ballots in which all members of the respective Combination Room are entitled to vote, and at which a Senior Member of the College shall act as Senior Returning Officer.

7. There shall be no sabbatical or paid office in the Association elected by the Junior Members.

Finance

8. By the division of every Michaelmas Term the ETC shall agree a budget for the coming academic year and submit it to the Trustees for approval.

9. The Senior Treasurer shall present to the ETC before the division of the Michaelmas Term the audited accounts for the previous year.

10. The JMA shall publish annually to all Junior Members of the College a report which shall also be presented to the Trustees. This report shall include details of any donations made by the JMA to external organisations in the period to which it relates.

11. The JMA shall set down in writing and make freely accessible to all Junior Members of the College and to the Trustees, a statement of the procedure for allocating resources to groups and clubs and societies, ensuring that the procedure is fair.

Affiliations to Organisations

12. If the JMA decides to become affiliated to any external organisation, it shall publish to all Junior Members of the College and to the GB, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation.

13. The JMA shall publish annually to all Junior Members of the College and to the GB a report stating the names of all the external organisations to which it is affiliated and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation within the year covered by the report.

14. Upon the request of at least 3% of its members the JMA shall submit for the approval of its members a list of the organisations to which the JMA is affiliated. If at least 5% of the members so require the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

Grievances

15. All Junior Members of the College or groups of such members who are dissatisfied in their dealings with the JMA or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JMA may prefer a complaint to the Junior President. An appeal shall lie from the Junior President to a Senior Member of the College appointed for the purpose by the GB who is not an officer of the JMA. The GB shall have the power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

DUTIES OF THE PRESIDENT AND VICE-PRESIDENT OF CLUBS AND SOCIETIES

The purpose of having two officers representing the Clubs and Societies is to reflect the diverse nature of these bodies. It is envisioned that one of these officers will have an interest in representing the many sports clubs, while the other will focus on musical, artistic, and scholarly societies.

The President of Clubs and Societies shall

1. Represent the interests of Fitzwilliam College Clubs and Societies on College Committees and elsewhere
2. Attend Executive Trustees Committee meetings
3. Maintain a list of official Fitzwilliam College Clubs and Societies
4. Liaise with College officers regarding the JMA Clubs and Societies
5. Choose to assume the title and responsibilities of Junior President of the Fitzwilliam College Amalgamated Clubs, or otherwise to delegate this role to the Vice-President of Clubs and Societies

The Vice-President of Clubs and Societies shall

1. Represent the interests of Fitzwilliam College Clubs and Societies on College Committees and elsewhere
2. Liaise with College officers regarding the JMA Clubs and Societies
3. Assume the title and responsibilities of Junior President of the Fitzwilliam College Amalgamated Clubs in the event the President of Clubs and Societies does not wish to do so