

# The Constitution of the Peterhouse Sexcentenary Club

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## A. The Club

1. The Club shall be known as the Sexcentenary Club.
2. The aim of the Sexcentenary Club shall be the representation of the views and interests of its members.
3. The Sexcentenary Club shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.

## B. Membership

1. All undergraduate members of Peterhouse shall be full members of the Sexcentenary Club with full voting rights.
2. Any persons who would be members under the above rule, may cease to be so for an academic year by written notice to the President of the Sexcentenary Club.
3. Any person who exercises the right not to be a member of the Sexcentenary Club shall not be unfairly disadvantaged by this.

## C. Government

1. The affairs of the Sexcentenary Club shall ultimately be controlled by Open meeting.
2. All Officers shall be responsible to Open Meeting.
3. The daily administration of the Sexcentenary Club shall be delegated to its Officers.
4. The President of the Sexcentenary Club shall have residuary powers between Open Meetings.

## D. Committee Members

1. The elected Officers of the Sexcentenary Club Committee shall be:
  - President
  - Secretary and Communications Officer
  - Junior Treasurer
  - Vice-President and External Officer
  - Welfare and Academic Affairs Officer and Men's Representative
  - Welfare and Academic Affairs Officer and Women's Representative
  - Access and Equal Opportunities Officer
  - Amenities Officer
  - Bar and Buttery Officer
  - Charities, Campaigns and Environment Officer
  - Entertainments Officer
  - First Year Officer
  - International Officer
  - LBGTQ Officer
  - Women & Marginalised Genders Officer
  - Ethnic Minorities Officer
2. The Co-Opted Representative shall be:
  - Webmaster

3. The President shall have the power to interpret the provisions of the Constitution, but any such interpretations may be overruled by a majority at an Open Meeting.
4. The Junior Treasurer and one other Officer shall be the Sexcentenary Club representatives to the Amalgamated Clubs.
5. Either a deliberate breach of duties or a consistent failure to carry out responsibilities as detailed in Standing Order III shall render any Committee member liable to dismissal by a majority vote at an Open Meeting.
6. Either a deliberate breach of duties or a consistent failure to carry out responsibilities shall render a Co-Opted Representative liable to dismissal by majority vote of the Committee.
7. A member of the Committee who is dismissed will have any privileges they have received as a result of their position removed, and any room points they gained will be subtracted from their next year's room points total.

## E. Open Meetings

1. Open Meetings of the Sexcentenary Club must be convened by the President.
2. At least three Open Meetings must be held per year.
3. The President must convene an Open Meeting upon written request by any ten members of the Sexcentenary Club. This Open Meeting must be held within ten days of the request.
4. All Open Meetings must be announced in writing or by email to each member in advance.
5. The Secretary and Communications Officer shall prepare the agenda. Those members of the Sexcentenary Club wishing to propose a motion for consideration by the open Meeting should make their request to the Secretary in writing or by email no less than 24 hours before the meeting.
6. The President shall chair Open Meetings. In the absence of the President, the Vice-President shall chair the Meeting.
7. The Secretary and Communications Officer shall keep accurate minutes of Open Meetings and must ensure they are displayed upon the JCR Website within seven days.
8. At Open Meetings each member of the Sexcentenary Club shall have one vote.
9. The Chairman of the Open Meeting shall have the casting vote.
10. Motions shall be voted on by a simple majority of the members of the Sexcentenary Club present.
11. A secret ballot may be requested if a motion to that effect is passed.
12. The quorum of an Open Meeting shall be 15 members IN FAVOUR of the motion with 20 members PRESENT IN TOTAL.
  1. Note: this condition does not have to be met for a motion proposing a referendum (as per subsection 16).
13. A motion may be put at any time to censure any officer for misconduct or failure to perform duties. The Chairman cannot refuse to put this motion.
14. The Open Meeting may mandate any committee member to represent its view to any other body.
15. An Open Meeting may pass a proposal to amend this constitution as per N, or to amend the Standing Orders as per section O.
16. An Open Meeting may pass a motion to put a referendum forward to be voted upon by the entire club.
  1. Such a motion may be passed even if the quorum is not met at Open Meeting. However the referendum's results will only stand if at least 40 members (14%) vote.
  2. A referendum takes place online, using the CUSU online voting portal
1. An Open Meeting may pass a motion to alter the affiliation of the Sexcentenary Club to an external organisation (as per section L)
2. As according to section 22 of the Education Act 1994, the list of external organisations to which the Sexcentenary Club is affiliated should be approved once per each academic year.
3. An Open Meeting may pass a motion fining a member, or a signatory to the International Storage Agreement, a maximum of £50 for failing to abide by the terms of the International Storage Agreement (for which see Standing Order IV).

4. An Open Meeting may pass a motion to remove 10 room points from a signatory to the International Storage Agreement, who fails to abide by the terms of the said Agreement.
5. Changes to the standing orders regarding room points or other matters concerning the room points system should be limited to one Open Meeting per academic year, to be applied only to the following year's cycle of room points claims.

## F. Committee Meetings

1. The role of the Committee is to formulate policy on issues arising.
2. The Committee is responsible to the Open Meeting.
3. Meeting composition:
  - All elected officers of the Sexcentenary Club Committee have full voting rights and are obliged to attend Committee and open meetings.
  - The Co-Opted Representatives of the Sexcentenary Club Committee are also obliged to attend Committee and Open Meetings, but have no voting rights.
  - The Amalgamated Clubs President is not a member of the Sexcentenary Club Committee but is permitted to attend any and all Committee meetings. He or she may only speak on issues relevant to his or her position and has no voting rights.
4. Decisions upon policies must be made by a majority vote of the elected Officers.
5. The President has the casting vote.
6. Any person may be invited to attend a Committee meeting by the President.
7. The Committee may mandate any co-opted or elected member to represent its view to any other body.
8. Minutes of each meeting must be published and displayed in the Upper Sex or Quiet Room within seven days of the meeting.
9. At the first Committee meeting of the academic year the committee must approve its budget, as per section K.

## G. Elections

1. The elected Officers of the Sexcentenary Club must be elected by secret ballot.
2. All members of the Sexcentenary Club may cast votes in the election.
3. The Senior Tutor shall be the Returning Officer.
4. The outgoing President shall be the Assistant Returning Officer unless he/she is standing in the elections in which case the outgoing Committee will elect the Assistant Returning Officer from among its members which are not standing in the elections.
5. The elections must be held in the first two weeks of the Lent term.
6. If the post of an elected member falls vacant or is not filled at the time of election, it must be filled by election (according to the rules in G) within two weeks of the vacancy arising. However, this is provided there is at least one acceptable written application to the President within that time period. Current Officers or Representatives may stand for the position: if an Officer is successful they must leave their previous Officer position. If the post falls vacant and there is only one applicant to fill it then they may be elected by majority vote at an Open Meeting.
7. The President must give one week's notice of any election. If any acceptable written application is made in the second week after the situation described in G6 arises, the President has the authority to defer the election until seven full days' notice has been given to all members of the Sexcentenary Club.
8. Nominations shall be valid when the candidate has:
  1. been proposed and seconded by members of the Sexcentenary Club
  2. confirmed the nomination in writing or by email to the Assistant Returning Officer at least 24 hours before the ballot is due to take place.

9. All Sexcentenary Club members may only propose one candidate and second one (different) candidate in a set of elections, provided the two candidates are not running for the same post.
10. Only members of the Sexcentenary Club able to complete three full academic terms in office are permitted to stand in the elections
11. A member may only stand for one position in each election.
12. An office may only be held by one person at any given time. As such, two or more members are not permitted to run jointly for the same position. Similarly, members are not permitted to run jointly for different positions
13. Only men may stand for the position of Welfare and Academic Affairs Officer and Men's Representative. Only women may stand for the position of Welfare and Academic Affairs Officer and Women's Representative
14. All elections must be conducted under the system of Alternative Vote (See Standing Order I).
15. Provision shall be made on the ballot sheet in the election of each Officer for the reopening of nominations.
16. The elected Committee shall take office one week after election.
17. There shall be no sabbatical or paid elected office in the Sexcentenary Club.
18. All elections must be conducted under the guidelines laid out in Standing Order I

## H. Co-Opting the Co-Opted Representatives

1. The Co-Opted Representatives should be co-opted by the new Committee before the committee takes office and should take office immediately.
2. A request for volunteers for the Co-Opted Representative positions must be made at least one week before the Representatives are co-opted.
3. Volunteers will be considered once they have expressed their intention to volunteer in writing or by email to the President before the co-opting takes place.
4. Volunteers are co-opted by a majority vote of the Officers at a Committee meeting.
5. All Sexcentenary Club members (including those who are already member of the Sexcentenary Club Committee) may volunteer for a Representatives position so long as they define themselves to be from the minority group represented.
6. If a suitable Representative does not volunteer from within the Sexcentenary Club a Representative may be co-opted who is not a member of the Sexcentenary Club.

## I. Room Allocation

1. Room allocations must be conducted under the rules laid out in Standing Order II.

## J. Finance

1. The Sexcentenary Club shall keep an account to be known as the "Ordinary Account".
2. The Ordinary Account shall draw revenues from the Amalgamated Clubs according to the constitution of the Amalgamated Clubs.
3. The budget for the coming academic year must be agreed unanimously by the Sexcentenary Club Committee or by majority at Open Meeting by the end of week three of Michaelmas term, and displayed upon the JCR website. The JCR committee must address any complaints made by Sexcentenary Club members.
4. The Senior Treasurer shall be the fellow of Peterhouse appointed to the position by the Senior Tutor of Peterhouse.
5. The Senior Treasurer and the Junior Treasurer shall co-operate to ensure the effective discharge of the Junior Treasurer's duties.

6. Annually the Junior Treasurer must present the accounts for the previous year to the Senior Treasurer, for submission to the College Auditors and the Governing Body of Peterhouse.
7. Any changes to the allocation of the money within the Ordinary Account during an academic year must first be approved by the Amalgamated Clubs.
8. These annual accounts shall be available on request to any and all undergraduate members of Peterhouse. The accounts shall include details of all expenditures and donations.
9. If a member of the Sexcentenary Club Committee incurs any expense without the authorisation of the Junior Treasurer, such member shall be responsible for that expense.

## K. Affiliation to External Organisations

1. If the Sexcentenary Club decides to become affiliated to an external organisation, it shall publish to all undergraduate members of the College, and to the Governing Body of Peterhouse, a notice of this decision stating the name of the organisation and the details of any fee/donation to be paid to the organisation.
2. 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.
3. The list of affiliated external organisations should be submitted to approval by Open Meeting each year.
4. A referendum upon the question of continued affiliation to an external organisation can be called by written request by 5% or more of members of the Sexcentenary Club. A year must pass after a referendum on a particular external organisation before another referendum upon that same organisation can be held.
5. The annual accounts compiled under Section K shall incorporate the name of any external organisation to which the Sexcentenary Club is affiliated, and details of any sum paid or proposed to be paid to the organisations within the year concerned
6. Affiliation to external organisations may be altered by the passing of a Motion at an Open Meeting..

## L. Grievances

1. All undergraduate members of Peterhouse or groups of such members who are dissatisfied in their dealings with the Sexcentenary Club, may make a complaint to the President of the Sexcentenary Club. Where the complainant is unsatisfied by the action taken by the President in relation to the complaint, a right of appeal shall exist to the Chairman of the Co-ordinating Committee of Peterhouse. The Governing Body of Peterhouse shall provide an effective remedy promptly and fairly when such a complaint is upheld.

## M. The Constitution of the Sexcentenary Club

1. At least seven days' notice of any proposed amendments to this Constitution must be given to the members of the Sexcentenary Club before the Open Meeting at which the amendment is proposed.
2. Even if the Open Meeting accepts the amendment, no alteration can be made to any part of this Constitution without the approval of the Governing Body of Peterhouse. Nor shall any alteration contravene the provisions of the Education Act 1994.
3. This Constitution shall be submitted to the Governing Body of Peterhouse for review at intervals of not more than five years starting from November 2000.

## N. Standing Orders of the Sexcentenary Club

1. Standing Orders, or amendments to the same, shall only be valid if passed by majority vote of the Sexcentenary Club at Open Meeting.

2. Standing Orders, or amendments to the same, do not require the approval of the Governing Body of Peterhouse, and shall be fully valid upon passage by majority vote at Open Meeting, subject to subsections 5 and 6 below.
3. The President of the Sexcentenary Club must notify any planned additions or amendments to the existing list of Standing Orders to the Senior Tutor at least 3 days before the Open Meeting at which the relevant changes will be proposed.
4. Changes not notified to the Senior Tutor in accordance with subsection 3 above will be invalid, even where passed by majority vote at open meeting.
5. Where the Senior Tutor is notified of planned additions or amendments to the existing list of Standing Orders, he may in turn notify the President of the JCR that he wishes to obtain the consent of the Governing Body of Peterhouse to the proposals.
6. Where the Senior Tutor makes a notification to the President under subsection 5, the approval process outlined in subsections 1 and 2 will not apply. Instead, the relevant proposals will only become valid where,
  - i. They are passed by majority vote at Open Meeting, and
  - ii. They are approved by the Governing Body of Peterhouse
7. Where proposals subject to the approval procedure outlined in subsection 6 are not approved by the Governing Body of Peterhouse, the President must request a meeting to discuss the reasons for the rejection of the proposals. The President must provide a report of this meeting to the Club at the next Open Meeting.
8. In any case, Standing Orders will not be valid where they in substance operate to override, amend, or supplant the provisions of this Constitution, or otherwise operate so as to place the Governing Body of Peterhouse in breach of section 22 of the Education Act 1994.