

Standing Orders of the Peterhouse Sexcentenary Club

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Standing Order I: Elections

A. Election Rules

1. This order must be read in conjunction with Section G of the Constitution.
2. A timetable of proceedings is to be published before the start of the Lent Term.
3. The Vice-President is elected according to the rules in H.
4. A form with the layout below is to be posted in the JCR for members to declare their candidacy:

<u>Post</u>	<u>Name of Candidate</u>	<u>Proposed By</u>	<u>Seconded By</u>
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5. Candidates are prohibited from campaigning for election to the JCR Committee. For the purposes of this section, 'campaigning' may include:
 - i. The dissemination of posters or leaflets
 - ii. The posting of messages online
 - iii. Going 'door to door' to disseminate information regarding the electionThe above list is non-exhaustive.
6. Any breaches of the rule in (5) shall be dealt with according to the discretion of the Returning Officer, and the Assistant Returning Officer. In most cases, a reprimand will be the most appropriate response. However, for serious or repeated breaches of the rule, the Returning Officers may elect to remove the candidate from the ballot.
7. Notwithstanding the rule in (5), candidates may if they so wish place a manifesto in the JCR. The candidate may also email the same manifesto to the Webmaster for uploading to the 'elections' page of the JCR website.
8. Any manifesto placed in the Upper Sex or submitted to the Webmaster under the rule in (7) must be no larger than one side of A4.
9. Nominations close at midnight on the Sunday before Hustings.
10. Manifestos can be posted for inspection in the Upper Sex upto a week before Hustings. An electronic copy may also be submitted by candidates for posting on the JCR website.

B. Hustings

1. Hustings will take place on the Monday following the posting of the manifestos.
2. Hustings may only be attended by members of the Sexcentenary Club.
3. Each candidate will have a maximum of 2 minutes in which to declare their intentions, during which time no interruptions from the floor are allowable. After each speech, a period of no longer than 1 minute is to be available during which time the candidate can answer questions.
4. If a candidate is absent, he or she is entitled to nominate a second to read the candidate's speech on behalf of that candidate, but written notice of such a course of action should be directed to the Assistant Returning Officer at least 24 hours before Hustings is due to start.
5. Hustings will be completed in one evening.

C. The Elections

1. The election will be held on the Tuesday following the posting of manifestos.
2. The election will be conducted under the system of the Alternative Vote.
3. The ballot will be held online.
4. The assistant returning officer is responsible for publicising the URLs for the election in advance of the ballot and whilst it is in progress.
5. All votes are counted electronically, immediately after the close of the ballot. The count will be checked by the Assistant Returning Officer
6. Once the ballot has closed, the results and full voting figures will be published in the Upper Sex by the Assistant Returning Officer.

7. In order to be valid, the results must be confirmed with the Returning Officer.

D. The Electoral Roll

1. The webmaster and assistant returning officer are together responsible for the maintenance of the online electoral roll.

Standing Order II: Room Allocation Policy for Junior Members of Peterhouse

A. Timescale of Allocation

In order that the worries and complications of room allocation might not become entangled with those of Tripos, the majority of the non-academic component of the Rooms Allocation should be completed by the end of the Lent Term. Thus:

1. The Rooms Committee Chair shall be appointed by the President of the Sexcentenary Club at the start of Lent Term. The Chair will then appoint the other members of the Rooms Committee and publish a timetable of the Rooms Allocation process.
2. The Rooms Committee is ultimately responsible to the Open Meeting, which may overturn its decisions.
3. The first round of applications for points should be completed before the start of Easter Term. At the end of Easter Term there will be a final opportunity for students to claim points for non-academic activities undertaken in that term. Late applications shall be dealt with at the discretion of the Rooms Committee.
4. At this stage points will only be awarded on the basis of non-academic achievements. (Points for academic achievements will be awarded after all examination results are published.) First-draft ballot orders will be drawn up and circulated by the beginning of Week Eight. There will be a period of a week following the posting of ballot orders for appeals, special case notification, etc., after which there shall be no amendments to ballots.
5. Final ballot orders, taking into account points for academic achievements, will be drawn up and listed on the JCR website after all Tripos and college examination results have been published.
6. Rooms will be allocated over the course of the Long Vacation using the system on the JCR website.

B. Ballot Order

Prospective First Year Undergraduates

In an effort to get an incoming generation of undergraduates more quickly, all Fresher accommodation should be located in SPT and WSB. Consequently, the Hostel will be reserved for second, third and fourth year undergraduate accommodation. The Rooms Coordinator will be required to allocate Fresher rooms almost immediately after conditional offers have been accepted by prospective first year undergraduates. Any rooms left by unsuccessful candidates should be used as a pool from which room complaints might be solved.

All Other Undergraduates

Ballots take place in the following order:

1. Third Year Ballot
2. Fourth Year Ballot
3. Second Year Ballot

A student undertaking a two-year course shall be entered in the Third Year Ballot for their second year.

C. Order within a Ballot

The ultimate order of room allocation is determined thus:

Within an individual ballot, rooms are allocated by rank: all undergraduates earn 'points' for both academic and non-academic achievements, which are then summed as according to section D to give a final total, with rooms then being allocated in descending order of points earned.

1. The awarding of points for non-academic achievements shall be made by the Rooms Committee during the Lent Term as described in Section A.
2. The awarding of points for academic achievement shall take place after Tripos and college examination results have been published.
3. Points shall not be awarded for achievements that were eligible for consideration in the previous year's rooms ballot, unless that achievement is ongoing.
4. If two or more people have the same number of points (which may be zero points), their order shall be randomised.

5. Where an Open Meeting passes a motion under E17 of the Constitution of the Sexcentenary Club, the Rooms Committee will be required to implement that motion, even if it results in the relevant member having a negative number of rooms points.
6. The Rooms Committee shall then post the final ballot order on the JCR website and inform each person concerned of their order in the ballot and the date and time of their time slot by e-mail.
7. Selection of rooms shall take place in ballot order over the course of the Long Vacation by each undergraduate logging on (using Raven) at any point from the beginning of their time slot.
8. The Rooms Ballot officially ends 1 hour after the beginning of the final time slot.
9. Anyone who has not selected a room at the end of the ballot shall be assigned (by JCR ballot administrators) the cheapest available single room in college unless they have informed the Webmaster in writing or by email that they do not intend to live in college for the relevant academic year.

Students may choose to enter the ballot as a group to ensure that they are ranked next to one another in the ballot. The group can contain up to five people. The group is then assigned the mean number of points of all its members and is ranked in the ballot as if it were a single member with this number of points. Each member of the group is then ranked within this group by their own number of points. Students must submit their entry as a group before results have been released, but can before the ballot can choose to split from this group and enter the ballot on their own.

To take a double set, two students from the same group must select this particular room in their slots.

D. The Points Scheme

In order to achieve this ranking, the academic points and non-academic points will first be weighted by the standard deviation of their set of points in that particular ballot. They will then be added with academic points weighted by another factor R . This is described by the following formula:

where a is the number of academic points achieved, n is the number of non-academic points achieved, σ_a is the standard deviation in that particular ballot's academic points, σ_n is the standard deviation in that particular ballot's non-academic points and R is a multiplicative factor.

R shall take the value of 1.2.

The standard deviation σ_a and σ_n shall be set on a date determined by the Room Points President. The date can be any date after all exam results have been released.

The points values of achievements and activities are laid out below:

1. Academic

- Points for an Exhibition can only be claimed in the year it is awarded.
- Students reading History and English will have College exams at the end of their first year which are at Tripos standard and graded accordingly so. These results will be made public just as Tripos exam results are. Therefore such students will be awarded room points accordingly.
- For students with an undifferentiated II in MVST, Natural Sciences and Classics, the Senior Tutor will provide lists of students who have obtained the equivalent of a II.1, based on the marks provided by the University.
- A student with an Academic Exhibition cannot also claim points for obtaining a II.1 in the same set of exams, i.e. they can claim a maximum of 36 points, not $36 + 30 = 66$.
- A student who obtains a First in his/her first-year exams (making him/her an Academic Scholar), but then obtains a II.1 in his/her second-year exams cannot claim points for being an Academic Scholar in the Prospective Third Year Ballot.
- In that a student receives DDH, the Rooms Committee should consult with the student's Director of Studies and Tutor to ascertain the amount of points that they should receive.

1st 42; Exhibition 36; 2.I 30; 2.II 12; 3rd 6 :

2. Committees & Societies

- Membership of a university club or society, attending meetings, events, or dinners does NOT qualify for room points. To claim Room Points, you must either represent the society (e.g. Varsity match/competition) or hold an elected committee position.
- The amount of points awarded for being on the committee of a university or college society is discretionary as the amount of time commitment depends highly upon the particular society.

JCR President 20; JCR Officer/Representative 8; JCR Webmaster 8; University Board position 4; Faculty Board position 3; President of University/College Society 6-10; Committee Member of University/College Society 4-8; Major Chapel post 8; Minor Chapel post 2; May Ball Committee President 11; Member of May Ball Committee 9;

3. College Sport

- For the first three matches/appearances for a particular college sport, each match earns 1 point, whilst the following four matches each gain ½ point. Subsequent appearances for this particular sports team do not gain additional points (eg. two matches gains 2 points, five matches gains 4 points whilst seven or more matches gains 5 points).
- Points for separate sports are cumulative, and there are no limits upon the number of sports that can be claimed for.
- Points for captaining a sports team are additional to those for appearances and are also cumulative for separate sports.
- There is a total cap of 25 points for college sport.

Points per appearance for a sports team 1 (first three appearances), ½ (subsequent four appearances); captaining college sport 2-3;

4. University Sport

- Because performing sport at the university level requires a greater time commitment, it shall be dealt with separately to college sport.
- Additional points can be claimed for committee positions for any sport or captaining a sports team, this cannot take you past 15 points for that sport
- To earn more than 5 points a student must have played at least two matches or have been selected for a Varsity Team.
- The student must have participated for at least two terms to claim points for a university level sport, unless the sport does not run for more than one term, or unless participation for two terms is not possible (the student must detail why).
- Playing for separate sports are cumulative, and there are no limits upon the numbers of sports that can be claimed for
- Total cap of 25 points for university sport.

Playing for university sports team for a year (less than 4 hours training per week) 5; Playing for a half-blue designated university sports team (4-6 hours training per week) 7; Playing for a half-blue designated university sports team (more than 6 hours per week) 8; Playing for a full-blue designated university sports team 8; Earning second team colours/club colours 7-9; Earning half-blue status 10-13; Earning full-blue status 12-15; Additional points for captaining a sports club or 1st team 3; Additional points for captaining a 2nd's or below team 2; Additional points for committee positions (eg. secretary/treasurer) for any sport 2;

5. Rowing

- Rowing earns more Room Points than other sports as it requires a greater time commitment.
- Rowing in the first boat for a term earns an additional point (can be claimed once per term) as it is a greater time commitment.
- Rowing earns 4 Room Points for the first term, but only 2 points for the next two terms (so rowing all year earns 8 Room Points)
- All rowers, irrespective of status must compete in one race/regatta/event per term to qualify for Room Points
- Additional races/events (e.g. Queens' Ergs) do not qualify for additional points.
- Boat Club officers may claim additional points for rowing as well.
- Those who have helped the Boat Club by coaching and/or crew organising or by other means but do not hold a position should consider claiming points for this.

Rowing for one term 4; Rowing for two terms 6; Rowing for three terms 8; Rowing in a first boat for a term 1; Co-opted position on Boat Club Committee 2; Elected Boat Club Officer or Lower Boat Officer 3; Boat Club Captain 4;

6. Drama/Comedy/Film

- Points can be claimed per play and cumulative over productions up to 25 points.
- University drama receives more points due to the greater time commitment that it requires.
- Points should be claimed for each production separately.
- There is a limit of 15 points which can be claimed for music in drama/comedy if the student has reached the cap for music proper..

Extra/Stage Hand for College production 1; Hair/Make-up/Sound/Lighting/set design/costumes/Publicity design for College production 2; Hair/Make-up/costumes/publicity design for University production 2-3; Appearance in smoker 2; Technical Role - Technical Director/lighting, set, sound designer/Stage Management/Editing for University production 4-5; Acting role in College production 3-5; Acting role in University production 4-6; Writing 4-6; College Director/Producer 5-6; University Director/Producer 6-7;

7. Music

- Points are claimed per term for university concerts.
- There is a total music cap of 25 points.
- Committee positions for a music group count for the music cap.

Choir 7; performing in a college concert 2; Performing in university concerts for an ensemble for a term 3-5;

8. Newspapers/Radio

- Each piece produced for any non-college paper gains ½ point up to a maximum of 5 points total for articles.
- Each piece produced for a college newspaper gains ½ point up to a maximum of 5 points a year.
- The editor of a college newspaper can claim points for articles for the college newspaper.
- One radio show counts as ½ point up to a maximum of 5 points a year
- Total cap of 25 points for newspapers.

Points per article ½ (up to 5 points); official editorial position on college newspaper 1 per issue (up to a maximum of 6); editor of college newspaper 2 per issue (up to a maximum of 8); deputy editorial position of university newspaper for a term 3-4; editorial position of university newspaper for a term 6; official editor of university newspaper 10;

9. Access

- Total cap of 25 points for access.
- Students may claim room points and be paid for relevant Access events.

Access event lasting one 1 hour or less ½; access event lasting between 1-4 hours 1; full day access event (>4 hours) 2; Cambassador 1 ½; 1 week full involvement shadowing scheme 3; 2 weeks full involvement shadowing scheme 5; 3 weeks full involvement shadowing scheme 6; Social media work ½ - 3 each term;

10. Other

- A senior position in a university military service unit (CUAS, CUOTC, CURNU) is valued at the same number of Room Points as a society committee. Membership of such a unit qualifies for 5 room points.
- Debating and mooting are considered as sports for the purpose of points claims
- “JCR whole-day event” is to be understood as an event organised and hosted by the JCR Committee, eg. the JCR Garden Party or a scheduled day during Freshers Week. “JCR sub-committee” is defined as a committee acting under a JCR Officer and elected by the JCR Committee. It is not possible to claim points for both membership of a JCR sub-committee and a JCR whole-day event if the event claimed for encompasses the duties of the sub-committee claimed for.
- Points claimed for “JCR sub-committee” or “JCR whole-day event” must have received prior approval from the JCR Committee. For a “JCR sub-committee” to be capable of garnering points claims, it must be approved by the Room Points Committee.
- Position of responsibility in University Military Service Unit (UMSU) 4-8; UMSU membership 5; Debating (minimum of two competitive debates per term, for a maximum of two terms) per term 5; volunteering will be judged on a case by

case basis with a cap of 15 per year;; Subject rep 1-2; RAG rep 2; Recycling Rep 2; Ski trip rep 1; Full involvement in JCR whole-day event 1; Fully involved member of JCR sub-committee 2

In exceptional circumstances, should an undergraduate feel that the amount of room points awarded for a particular extra-curricular activity does not reflect the time commitment, then they should be free to claim for an amount different to that detailed above. They must make their case upon their application form. The amount of points then awarded is at the Rooms Committee's discretion, but all undergraduates undertaking similar activities must be treated equally.

Should an undergraduate feel that an activity which they have undertaken is not represented in the scheme then they should make representations to the rooms committee. It shall be at the discretion of a majority vote on the rooms committee, with the advice and consent of the Sexcentenary Club committee, whether an activity shall be temporarily included in the points scheme and with what value of points in order that said activity be rewarded. Should anything be added to the scheme then it must be publicised in order that all applicants be made aware of the addition and allowances shall be made in that case for late points submissions with regards to any additional activity deemed points worthy. Any addition to the scheme shall last only for the duration of the ballot and shall hold no precedent on future ballots.

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.

The points scheme must be reviewed once every four years once the rooms ballot has been settled. This will next take place at the end of Lent term 2019.

E. Procedure for complaints about the conduct of the Room Points President

In the event of a complaint about the **conduct** of the Room Points President - defined as a complaint which goes beyond a disagreement based purely on points, has already been addressed by the room points committee and has still not been resolved - the current JCR President and previous JCR President together will assess the situation and decide an appropriate course of action. They will consult the JCR Committee about their suggested action. The action may or may not involve suggested reallocation of points, depending on the case in hand.

It is important to note that this mechanism aims to make the RPP accountable, not to undermine their allocation decisions, and should only apply to serious cases where the complainant feels their treatment has been unfair in ways completely aside from the terms of the Standing Orders - e.g. discrimination issues.

Standing Order III: Structure and Job Descriptions of the Committee

A. Structure of the Committee

1. The Officers form the main Committee, have voting rights and are obliged to attend Committee and open meetings. They are:
 - 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
 - Charities, Campaigns and Environment Officer
 - Bar and Buttery Officer
 - Entertainments Officer
 - First Year Officer
 - International Officer
 - LGBTQ Officer
 - Women's Officer
 - Ethnic Minorities Officer
2. The Amalgamated Club President may attend Committee meetings but does not have a vote.
3. In addition there is the following co-opted position
 - Webmaster
4. All co-opted members may attend Committee meetings but have no voting rights.
5. The following Officers shall report to the External Officer concerning their work in general:
 - International Officer
 - LGBTQ Officer
 - Women's Officer
 - Ethnic Minorities Officer
 - Charities, Campaigns and Environment Officer
6. The following Officers shall report to the Welfare Officers concerning their welfare capacities:
 - LGBTQ Officer
 - Women's Officer
 - Ethnic Minorities Officer

B. Job Descriptions

The following job descriptions are not exhaustive and may be developed as appropriate. A common requirement for all Sexcentenary Club Officers is that they should provide support and assistance to other Officers as necessary.

1. President

- Chair Committee and Open Meetings
- Coordinate all Sexcentenary Club activities

- Coordinate with Senior Members of College
- Coordinate with the Housekeeping Department
- Coordinate with the Maintenance Department
- Coordinate with the Amalgamated Clubs President
- Must have and publish a weekly surgery hour
- Attend Governing Body Briefings
- Attend Coordinating Committee Meetings
- Attend Health and Safety Committee Meetings
- Represent the Sexcentenary Club members at CUSU Council
- Actively seek to improve the life of the Sexcentenary Club members
- Maintain communication with all the Sexcentenary Club Committee members
- Ensure that the constitution is adhered to
- To coordinate the selection of the May Ball Committee President and Vice-President according to Standing Order V

2. Secretary and Communications Officer

- Ensure communication between the Sexcentenary Club members and the Committee (using pigeon holing, email, white board, quiet room boards and posters throughout college)
- Advertise Committee Meetings
- Write and circulate Committee meeting Agenda to the Committee
- Advertise Open Meetings as required by constitution
- Write and circulate Open Meeting Agenda as required by constitution
- Write and circulate Minutes so that they are available upon the JCR website
- Receive and sort Sexcentenary Club general mail
- To communicate college news to student newspapers wherever appropriate.
- Assist in communication within and outside college (e.g. press releases, the alternative prospectus, communication with upcoming freshers)
- Actively seek ways of improving communication of information within and without the college

3. Junior Treasurer

- Coordinate with the Senior Treasurer
- Coordinate with the Amalgamated Clubs Treasurer
- Produce Budgets, Accounts as Required by Constitution
- Deal with Bills and Receipts as Required
- Communicate with Sexcentenary Club Officers requiring JCR money
- Manage all the JCR amenities
- Inform all Sexcentenary Club members of the college amenities and how they are used
- Investigate and purchase new amenities for the JCR as appropriate
- Coordinate with the Amalgamated Clubs Committee with regard to the Gym
- Ensure the Upper Sex remains in as good a condition as possible
- Be responsible for stocking and looking after the coffee machine

4. External Officer

- Assist and stand in for the President in any way necessary

- Maintain communication with the President
- Act as Chair's Aide at Open Meetings
- Represent the Sexcentenary Club members at CUSU Council, and circulate information about meetings to the College
- Brief the President as necessary about CUSU Council
- Manage liaison between the Sexcentenary Club and CUSU and NUS
- Attend CUSU External Officer meetings
- Distribute NUS and CUSU identification as necessary
- Manage all CUSU referenda and elections within the College (acting for the MCR as well).
- Attend CUSU P&E meetings.

5. Welfare and Academic Affairs Officers

- Attend CUSU Welfare meetings
- Attend Health and Safety Committee Meetings
- Coordinate with the College Nurse
- Ensure facilities are in place to safeguard the security and welfare of the Sexcentenary Club members
- To be a point of contact for any undergraduate with a question/problem in relation to their academic studies. This might involve discussing the matter with a Director of Studies on behalf of the student, or going with them to speak to their Director of Studies about the matter.
- Meet with the Tutors, Dean, Chaplain, college nurse, and Senior Tutor to discuss undergraduate welfare generally, and bring specific issues to the attention of college authorities. Such meetings should take place at least once a term.
- To provide information about exam stress relief, or study skills courses etc. run through CUSU.
- To appoint Subject Reps for the academic year.
- Assist Undergraduates with Welfare issues as required
- Must have and publish a weekly surgery hour

6. Men's Representative Only

- Represent the views of those that self-define as men to the Equal Opportunities Officer and the Committee as necessary
- Contact and be available to talk to self-defining male undergraduates in college about problems and help as necessary

7. Women's Representative Only

- Represent the views of self-defining women to the Equal Opportunities Officer and the Committee as necessary
- Contact and be available to talk to self-defining female undergraduates in college about problems and help as necessary

8. Access and Equal Opportunities Officer

- Ensure that all Sexcentenary Club members are provided with equal opportunities
- Assist Sexcentenary Club members with Equal Opportunities issues as required, particularly those from minorities, such as disabled students, those from ethnic minorities etc; and to contact them for this purpose
- Publicise and maintain Peterhouse's Alternative Online Prospectus
- Recruit volunteers to go back to their old schools to give talks on applying to Peterhouse.
- Recruit volunteers to take part in the Target scheme, either to go to schools to talk about applying to Cambridge, or to show prospective applicants around the College. The Target officer should also run a training workshop on how to give a talk to a Target School.
- Recruit volunteers for the Shadowing scheme, where a Sixth Form student spends a weekend "shadowing" an undergraduate, to see what life in Cambridge is like.

9. Charities, Campaigns and Environment Officer

- Maintain recycling facilities within the college (paper, glass, metals, printer cartridges, envelopes)

- Promote recycling facilities and the responsible use of resources, particularly at the start of Michaelmas term
- Appoint recycling representatives for each staircase (or house, as appropriate) at the start of each academic year, and administer the recycling representative system
- Liaise with the college housekeeper regarding rubbish collections from student rooms, and with the council regarding recycling collections from college houses
- Raise awareness of ethical issues, for example fair trade and unethical brands
- Liaise with Sexcentenary Club Committee with regard to environmental / ethical issues to decide whether full college support should be given or sought.
- Raise awareness of, and actively seek ways of reducing the negative environmental impact of the college - including kitchens, bar, new constructions and events such as May Balls)
- Liaise with other green reps, and the RAG rep as appropriate
- Deal with all Charity related information and coordinate undergraduate fund-raising
- Run CUSU or college campaigns as appropriate and agreed by the Sexcentenary Club Committee (e.g. rents, top-up fees) (N.B. The External Officer shall run CUSU campaigns in preference if (s)he wishes)
- Ensure any charity, campaign or environment-related concern raised by a Member is investigated and, where appropriate, acted upon

10. Bar and Buttery Officer

- Coordinate with the Kitchen Manager
- Coordinate with the Steward
- Manage the food suggestions of the Sexcentenary Club members
- Organise Superhalls as demand requires
- Ensure fair pricing of food
- Organise regular small entertainments (e.g. bar quiz, pool competition)
- Liaise with the Bar Manager
- Advertise bar promotions and other bar information
- Liaise with the Entertainments Officer

11. Entertainments Officer

- Organise college parties (at least one per term)
- Liaise with CUSU Entertainments Manager
- Advertise CUSU events in college
- Liaise with First-Year Officer over parties for freshers' week

12. First Year Officer

- Plan and arrange freshers' week
- Raise and allocate money for this purpose
- Assign College Parents to incoming freshers
- Be responsible for first year welfare, particularly at the start of the year
- Organise First Year Dinner and Half-Way Hall
- Act as Deputy Entertainments Officer outside of Freshers' Week

13. International Representative

- Contact international undergraduates and assist them with any problems as appropriate
- Help undergraduates from overseas with vacation problems (such as transport, luggage storage or accommodation)

- Arrange vacation storage for international undergraduates, and administer the vacation storage system, requiring all those wishing to store their belongings to sign the form laid out in Standing Order IV
- Report to the External Officer and represent the views of international undergraduates to the Committee as necessary
- Liaise with the CUSU International Officer
- Must hold fortnightly surgery hours in Michaelmas term. Must hold surgery hours in Lent and Easter if requested by international students, but if no requests are received the International Rep may hold them at their own discretion.

14. LBGTQ Representative

- Contact lesbian, bisexual, gay and/or transgender undergraduates and assist with any LBGTQ related problems as necessary.
- Be available for all Sexcentenary Club members to discuss LBGTQ issues.
- Report to the External Officer and represent the views of lesbian, bisexual, gay and/or transgender undergraduates to the Committee as necessary
- Advertise LBGTQ events within college as appropriate
- Attend LBGT CUSU meetings
- Must have and publish a weekly surgery hour

15. Women and Marginalised Genders' Officer

- Attend Women's Forum
- Liaise with the CUSU Women's Officer
- Be available for all Sexcentenary Club members to discuss women's issues.
- Act as contact person for the CUSU Women's campaign
- Advertise women's events within college as appropriate
- Must have and publish a weekly surgery hour
- Report to the External Officer and raise women's concerns to the Committee as necessary

16. Ethnic Minorities Officer

- Act as contact person for the CUSU Black & Minority Ethnic (BME) Campaign
- Attend BME CUSU meetings
- Be available for all Sexcentenary Club members to discuss ethnic minority issues.
- Advertise ethnic minority events within college as appropriate
- Must have and publish a weekly surgery hour
- Report to the External Officer and represent the views of ethnic minorities to the Committee as necessary

17. Webmaster

- Responsible for maintaining the JCR Website: updating the hall menus on the website, putting correct Committee names and photos on the website, putting minutes on the website, emailing the correct list when the website is updated
- Shall act as the first port of call for any JCR member with computer problems which have not been resolved by the College Computing Officers
- Responsible for managing JCR email lists
- Shall represent students to the Computing Office
- Shall inform students when the Computer Office proposes to change computer facilities in College
- Shall endeavour to write comments upon code that they write for the Sexcentenary Club and documentation explaining how to use the code they have written to their successors
- Assist college clubs and societies in publishing material on the web where possible
- Shall manage the Rooms Ballot on the JCR Website

Standing Order IV: International Storage Form

All undergraduates wishing to store their belongings in a room provided by the JCR are to be required to sign the following form before commencing to store their belongings:

JCR – Peterhouse

International Representative

Storage for International and EU students during the Vacation

6. The Selection Panel shall choose the May Ball Committee President and Vice-President by the end of the Michaelmas term five terms before the relevant May Ball.
7. Nominations should be in the form of an email to the President of the Sexcentenary Club and should include a resumé
8. The President of the Sexcentenary Club shall keep nominations open for two weeks.
9. The Selection Panel must interview all candidates before deciding upon the positions.
10. The Selection Panel must choose the May Ball Committee President and Vice-President from the candidates that have applied for the roles.
11. Candidates may run for both May Ball Committee President and Vice-President
12. The roles of May Ball Committee President and Vice-President cannot be simultaneously held by the same person.