

Standing Orders of the Peterhouse Graduate Society

1. Electoral Procedures

1.1 Preparation of the Ballot Papers

Each person shall have as many preferences as there are candidates for a particular office. Every ballot should also include an option to re-open nominations (RON). The vote is cast by putting one, two, three, etc. beside the names of candidates in order of preference. Voters shall have the right to declare only one preference if they so choose, this preference must be indicated by placing either a 1 or a tick or a cross next to the candidate's name and leaving the remaining candidates fields blank.

1.2 Counting of Votes

Each ballot represents a single, transferable vote that is initially allocated to the first-choice candidate and then transferred to other candidates, in the order stated on the ballot, should said first choice candidate, or the subsequent candidates, be eliminated. All ballots not marked as declared above shall be discarded. All the first preference votes shall then be counted. The candidate with more than 50% of the votes cast for a particular office shall be deemed elected. In the event of no single candidate receiving more than 50% of the first preference votes cast, the candidate at the bottom of the list shall be eliminated and his or her second preferences shall be distributed among the remaining candidates. (In the case of two or more candidates at the bottom of the list having the same number of votes, the procedure for ties shall be followed.) In the event of a second or lower preference having been given to a candidate already eliminated, the next preference is used. If all these have already been eliminated, or no further preferences are given, the ballot is to be discarded. This process is to continue until there are only two candidates left. The higher placed of the two shall be deemed elected (see also Ties).

1.3 Ties

In the event of two or more candidates receiving the same number of ballots after all those candidates below them have been eliminated, a tie shall be declared. Ties shall be resolved by the casting of lots.

1.4 Electronic Votes

Electronic ballots shall be prepared as described above and counted in the same way, treating them equal to paper ballots. All rules applying to paper ballots shall also apply to electronic ballots except for where their application is impossible due to the electronic nature of the ballot. When using a mixed system of electronic and paper ballots it must be ensured that no voter can cast his or her vote twice.

1.5 Campaigning

Candidates shall be allowed to post one A4 poster in addition to their manifesto on the Common Rooms notice board. The manifesto shall also be limited to one A4 page. Furthermore, each candidate may send one email to the MCR mailing list for campaigning purposes. At the Secretary's discretion the manifestos may also be placed on the Graduate Society website, if the candidates so desire. No further campaigning in written form shall otherwise be allowed by the candidates. Candidates shall be allowed to question other candidates in the same manner as any other full member of the Society.

2. Committee Officers' Job Descriptions

2.1 President

The President shall bear overall responsibility for the Committee's fulfillment of its tasks. He or she shall be allowed to delegate tasks to committee members with the aim of evenly distributing the workload across the entire committee. He or she shall also set dates for committee meetings, to be called at regular intervals as and when necessary. He or she shall set the agenda for such meetings but is required to add all reasonable agenda item requests by committee members to the agenda. In case of ties at committee votes he or she shall have the casting vote. He or she shall chair committee meetings and General Meetings of the Society. He or she shall be required to attend Coordinating Committee meetings as and when called by the Governing Body's representative. He or she shall be required to meet with the Tutor for Graduate Affairs or the Senior Tutor to represent the Graduate Society's interest in matters discussed by Governing Body relating to the Society or its members. He or she shall also be required to meet with other College officials as and when necessary. He or she shall be required to attend GU Council meetings unless a committee member agrees to carry out this duty for him or her.

2.2 Secretary

He or she shall keep minutes of all committee meetings and General Meetings of the Society. He or she shall make the latter available to members of the society and the Ward Librarian. In the absence of the President he or she shall fulfill his or her duties. He or she shall act as administrator of the Society's website and email list. He or she shall be responsible for the Common Room's inventory. He or she shall be in charge of organising the Graduate Symposium.

2.3 Treasurer

He or she shall be required to maintain the Society's accounts and handle expense claims in a timely manner.

2.4 Social Secretaries

The Social Secretaries shall be responsible for arranging at least one Superhall per term as well as at least two Grad Halls per term. They shall also arrange exchange dinners with other colleges and organise the Annual Dinner as well as the Annual Garden Party. Furthermore, they shall arrange a Christmas Dinner as well as a Burns Supper. These events may be replaced by events deemed by the committee to be equivalent in nature. It will also be their responsibility to arrange for a professional photographer to take pictures of the outgoing committee at the Annual Dinner. They are to inform the Ward Librarian of the photo being available should he or she wish to include it in the College archives.

2.5 Welfare and Equal Opportunities Officer

The Welfare and Equal Opportunities Officer shall make him or herself available to members of the Society in matters relating to their welfare. He or she shall keep matters raised at such occasions in confidence, unless where they are legally obliged to disclose such information.

The Welfare and Equal Opportunities Officer(s) shall make themselves/him or herself available to members of the Society in matters relating to their welfare, physical or mental. They or He or She will keep matters raised at such occasions in confidence, unless where they are legally obliged to disclose such information. In their capacity as representatives for encouraging equal opportunities, they/he or she shall seek to address specific welfare matters or concerns pertaining to underrepresented groups in college such as self-identified women; members of the LGBT+ community; Black, Minority, and Ethnic students; students with visible and invisible disabilities; students from disadvantaged socio-economic backgrounds;

student parents/carers; mature students, etc. When welfare matters concerning a collective body of student members, including but not limited to underrepresented student groups, arise, the welfare officer(s) should strive to address concerns through consultation. This may include, but is not limited to, consultation with the respective affected members of the MCR, the MCR committee, the specialised welfare officers in the JCR and/or Graduate Union, or the appropriate college staff or officers such as the Dean, the chaplaincy, the College Nurse, or the College Counsellor. Potential welfare responsibilities may include, but are not limited to, confidential discussion, referral of students to appropriate college and university services, and the organization of events that promote welfare and equal opportunities (examples may include, for example, events that do not centre around alcoholic consumption, family-friendly events, LBGT+ swaps or physical activities such as yoga classes) as they are needed or requested. If any member of the Committee has an advocacy issue about which they are particularly passionate, they shall make this known publicly so members know to whom they may address their concerns should members not feel comfortable with approaching the welfare officer directly. In these instances, the same principles of confidentiality expected of the welfare officer shall be extended.

2.6 First-Year Graduate Representative

The First-Year Graduate Representative shall represent the first-year students' interest on the committee and be in charge of organising a Freshers' Week. It shall be expected that he or she attend all events during the Freshers' Week.

2.7 General Notes

The committee shall jointly be responsible for hosting all social events and organising further ones, in addition to the ones described above. These job descriptions shall not preclude the possibility of the committee agreeing to delegate tasks to other committee members or to people not sitting on the committee; ultimate responsibility however resides with the individual named in the job description.