

# **APPENDIX I—ELECTION PROCEDURE**

## **Part One—General**

1. Regulations 2 to 18 shall apply to all elections except for the MCR Representative, who shall not be elected by the means laid out here, but shall instead be appointed from amongst the members of the MCR by the MCR Committee from time to time as they see fit.
2. Unless a candidate in the election, or for any other reason unable to act, the External Officer shall be the Returning Officer. If he or she is unable to act, the executive shall appoint a Returning Officer.

## **Part Two—Nominations**

3. Nominations shall open ten days and close three days prior to the date of the election.
4. On the day nominations open, the Returning Officer shall, by means of a notice on the ECSU board, announce:
  - i. the period during which nominations are open;
  - ii. the place from which nomination forms can be collected;
  - iii. the election date and the hours of polling.
5.
  - i. Any member of ECSU may propose or second a candidate, stand for nomination, and vote in any ECSU election for all positions on the executive except the Women's Officer and the Graduate Officer.
  - ii. Only female members of ECSU are eligible to propose or second a candidate, stand for nomination and vote in any ECSU election for the women's officer.
6. Nominations shall be in writing on an ECSU nomination form signed by candidate, proposer and seconder.
7. All candidates nominated shall be required to state their intended position on the Executive.
8. Any member of ECSU may stand for no more than two positions on the executive at any one election. With each position stood for requiring a separate nomination with different proposers and seconders.
9. The Returning Officer shall invalidate any nomination which does not fulfil the requirements of Regulations 5, 6, 7 & 8. He or she shall post on the ECSU board the names of all the candidates who have been validly nominated, and their proposers and seconders.

### **Part Three—The Ballot and the Count**

10. The Returning Officer shall ensure that a ballot paper is printed for the elections to each post.
11. 'Re-open nominations' shall be an option on all ballot papers and shall be treated as a candidate for the purposes of Appendix II. If 'Re-open nominations' receives the majority of the votes, then nominations to the post must be re-opened and a second election held.
12. On the election day, the Returning Officer shall ensure:
  - i. that the polling desk is open for a minimum of three hours and is properly manned;
  - ii. that each member, in receipt of their rightful ballot paper, signs the list of electors;
  - iii. that sufficient ballot papers are printed;
  - iv. that the members' right to a secret ballot is not infringed;
  - v. that a sealed box for completed ballot papers is provided.
13. At the close of poll the Returning Officer shall supervise the count, at which any member of ECSU, with the exception of candidates standing for election, shall be entitled to be present
14. When the count is completed, the Returning Officer shall post notice of the result on the ECSU board. However, where a candidate is successfully elected to two positions then they are required to select which position they wish to take up. (No member of ECSU may hold more than one full voting position on the Executive). Thereupon the candidate shall cease to be a candidate in the election for the other position (that they do not wish to hold) and the ballot for that position shall be re-counted with the votes they received in that election being reallocated to the next preference on the ballot slip. In this case the Returning Officer shall withhold posting the result until all positions are resolved. Upon resolution the Returning Officer shall be discharged of any further responsibilities.
15. Where any posts are unfilled after the annual elections then a by-election shall be held not more than 14 days after the start of Lent Term.
16. Objections to the conduct of an election shall be submitted to the President, together with a statement setting out the nature of the objection, not later than 48 hours after the result of the election has been declared. The Executive shall meet within 24 hours of an objection being received and shall be empowered to take appropriate action.

### **Part Four—Voting Schedule**

17. The top of the ballot paper shall carry the following instructions:

"There is one place available. Number the candidates in order of preference until you have no further preference. Write '1' against your first preference, '2' against your second and so on."

18. The count shall be conducted in accordance with Appendix II of the Constitution.

## **APPENDIX II—S.T.V. System**

1. In order to be elected, a person will need to achieve a "quota". This quota is the number of votes required by a candidate to get elected and is calculated using the following formula:

$$[\text{Number of valid votes}/(\text{Number of candidates to be elected}+1)] + 1$$

This applies to electing the named posts on the executive.

2. The ballot papers shall be arranged according to first preferences and counted. If, when this is done, no-one achieves the quota, the person with the least votes is eliminated. If two candidates have the same least number of votes, the candidate who has the smallest number at an earlier stage shall be eliminated. If such candidates had the same number of votes at all stages, the Returning Officer shall determine by lot which candidate to exclude. The votes of those eliminated are redistributed amongst the other candidates depending on their next available preference. All papers where a next available is not indicated are disregarded. This process is continued until someone achieves the quota or 're-open nominations' achieves the quota.
3. If only two candidates remain and neither achieved the quota then the person with the higher number of votes wins.
4. In the case of a draw, the candidates with the most first preference votes wins.

## **APPENDIX III—CLUB AND SOCIETY GROUPS**

For the purpose of Article 18, Section III, Section IV and Appendix III, the following Clubs and Societies have received allocations from the Amalgamated Clubs Account in the current financial year:

Badminton  
Chess  
Christian Union  
Cinema  
Emmanuel Boat Club  
Emmanuel College Students' Union  
Emmanuel College Middle Combination Room  
Environmental Society  
Geographical Society  
History Society  
Medical Society  
Men's Basketball  
Men's Cricket  
Men's Football  
Men's Hockey  
Men's Rugby

Mixed Lacrosse  
Mountaineering  
Music Society  
Netball  
Photographic Society  
Poetry Appreciation  
REDS  
Swimming / Water Polo  
Table Tennis  
Tennis Club  
Women's Basketball  
Women's Football  
Women's Hockey  
Women's Rugby

## **APPENDIX IV—FINANCIAL REGULATIONS**

### **Part One—General**

1. The financial year shall be from 1 October to 30 September.
2. Funds in any ECSU account unnecessary for immediate transactions may temporarily be put on deposit at the discretion of the Treasurer and Senior Treasurer. The original account shall ultimately receive any interest earned.
3.
  - i. All monies required by law to be paid by Local Authorities on behalf of students as fees for a Students' Union or similar body, and all such fees required by the College to be paid by students on their own behalf, shall be paid into the ECSU Subscriptions Account.
  - ii. The Senior Treasurer, Treasurer and President shall authorize the Bursary to make payments from the Amalgamated Clubs account, with the exception that the Senior Treasurer may authorise payments alone in the University Vacation.

### **Part Two - Amalgamated Clubs Account**

4.
  - i. All Clubs and Societies eligible for and seeking financial assistance from the Amalgamated Clubs Account via the Allocation Committee shall submit the following information to the Treasurer by a date publicised according to Article 22(2): a breakdown of their estimated expenditure in the coming financial year, bank statements for the previous ECSU financial year, and their full bank account details. Failure to provide this information, and any other information deemed necessary by the Allocation Committee, will be grounds enough to deny the club a grant from the Amalgamated Clubs Account, unless exemption from this requirement is sought under Article 4(iii).

- ii. The Treasurer shall make available for inspection by ECSU members, on request, all information he/she receives under Regulation 4(i), unless doing so contravenes the Data Protection Act (1998).
- iii. A formal Allocation Procedure shall be agreed by the Allocation Committee in consultation with the Senior Treasurer. The Treasurer shall convene a meeting of the Allocation Committee, in order to discuss the claims made by each member club.
- iv. The Assistant Treasurer, in consultation with the Treasurer, Senior Treasurer and College Bursar shall draw up the budget for the Contingencies Account for the coming ECSU Financial Year, based on the current balance of the account and estimated expenditure for the remainder of the current year and for the following year, with suitable margins for error.
- v.
  1. The Assistant Treasurer shall prepare a paper, which shall include the following:
    - a) the budget for the Amalgamated Clubs Account, which shall cover the liabilities of Regulation 4(v)(6);
    - b) a commentary on the budget, which should describe any items of major expenditure and explain any unusually high or low figures;
    - c) the provisional itemised Clubs and Societies Account accounts for the current year, including the contingencies allocations.
  2. This paper shall be presented to an Executive Meeting before the end of the Easter Term. Amendments to the paper may be made by the Executive, provided that they comply with these regulations. Whether amended or not, the paper shall be approved by the Executive as soon as possible after presentation.
  3. In order to implement the decisions of the Preliminary Estimates meeting of the Master & Tutors Committee, the Treasurer shall hold further Allocation Committee meetings and meetings with Senior Treasurer as required.
  4. The Treasurer shall lay before the first Open Meeting of the Michaelmas Term the Budget for the Amalgamated Clubs Account as approved by the Executive under Regulation 4(v)(2). The Open Meeting shall have powers to alter this budget, subject to the decisions of the Master & Tutors Committee.
  5. The final Budget of the Amalgamated Clubs Account shall be given to the Bursar for presentation at the Governing Body Estimates meeting.
  6. The Amalgamated Clubs Account shall pay in decreasing order of priority:
    - a) The wages of the Boatman and Groundsman and contributions towards their pensions, which shall be dealt with by the Bursar and

Senior Treasurer.

- b) The rates and services for the college ground and boathouse. Included in the Budget will be a breakdown of expenses incurred in the previous year and an estimate of the expenses likely to be incurred in the current year in this category, prepared by the Bursar.
  - c) A transfer into the reserve fund of 4% of the total annual income from subscriptions. Grants from the fund may be made at the discretion of the Senior Treasurer and Treasurer for major items of non-recurrent expenditure.
  - d) Such payments to the Central Athletics committee and the Societies syndicate as are required.
  - e) A payment to the ECSU General Account, and to the MCR. At this point money from the bar account may be used to cover remaining expenditure in the event of a shortfall, the money being transferred at the discretion of the Executive with prior approval from the Bursar, the Senior Treasurer, the Treasurer and the Bar Managers. The intention to make such a transfer must be clearly indicated on the report given in Article 5.
  - f) A payment to the Clubs and Societies Account equivalent to the estimated Contingencies Payments less any other income to the account for the coming year.
  - g) Payments to individual clubs and societies in the proportions determined by the Allocation Committee.
7. Allocations under Regulation 6 shall be paid as soon as possible after the Allocation Committee and the Senior Treasurer have agreed final allocations. This should be no later than the end of Fifth Week of Michaelmas Term.
- 8.
- a) The Contingencies Committee shall be entitled to authorize expenditure in the following circumstances:
    - i. to assist members to participate in University clubs and societies, provided that claims are made in the academic year in which the expense was incurred and that the total grant to any individual does not exceed 10% of that individual's annual subscription to ECSU. The Guidelines to which the Committee shall work in considering such claims are the Contingencies Account Guidelines;
    - ii. to assist any club or society which in the course of the year is formed or reformed after the Allocation Committee has already paid Clubs and Societies their funds;

- iii. to assist any club or society which in the course of the year, for reasonable cause, exceeds its allocation and requires financial aid;
  - iv. to refund part or all of the subscription of any member suffering from financial hardship. Applications for such refunds must be made by the member's tutor.
  - v. to grant funds to the ECSU general account.
  - vi. to grant funds to the MCR account.
- b) The Clubs and Societies Account shall not be permitted to run into deficit.
  - c) The Contingencies Committee shall meet as soon as is possible whenever expenditure is requested, and shall prepare after each meeting a list of expenditure approved. This shall be confirmed by the Executive on the recommendation of the Treasurer. Payments should then be made as quickly as possible.
  - d) The Treasurer should also announce and convene one meeting of the Contingencies Committee in each of the Lent and Easter Terms, to encourage individuals, Clubs, and / or Societies who would otherwise not apply for Contingency Payments to seek such Payments.
9. The Executive may empower a Club or Society to hold its own bank account, provided that any payment by cheque from such an account requires the signature of at least two persons and the Club or Society complies with the relevant sections of the ECSU constitution and its Appendices. The club or society shall keep the Senior Treasurer informed of where the account is held and of the names of those people who are entitled to sign cheques.

### **Part Three—The ECSU General Account**

- 10.
- a) At least a week before the first scheduled open meeting of the term the Shop Manager and Entertainments Officer shall supply to the Assistant Treasurer (or Treasurer in the Michaelmas term) the budgets for the Shop Account and Entertainments Account for that term. These shall include major areas of expenditure, in particular detailing any transfers felt to be necessary between these accounts and the General Account. They shall also submit details of their expenditure for the previous term, identifying and explaining any large deviations from the budget for the previous term.
  - b) On the basis of this information the Assistant Treasurer (or Treasurer in the Michaelmas Term) shall prepare, prior to the first scheduled open meeting a budget for the Entertainments Account, for the Shop Account and for the ECSU General Account for that

term. This will be presented to the Executive for their approval. Once this approval has been found payments may be made from these accounts. The Treasurer shall also prepare details of the expenditure made from all three accounts in the previous term, and these details of expenditure must be approved by the Executive.

11. The Executive shall lay before the first Open Meeting of each term the budget it has approved for the General Account under Regulation 10. Amendments to the budget may be made by resolution of the Open Meeting, providing that the amendment complies with Article 25, and does not affect expenditure which has already been made. Details of expenditure as outlined in 10(b) must also be submitted for approval of the Open Meeting.
12. After the first scheduled Open Meeting of each term, the Executive may, if necessary, amend the budget for the General Account, but only if such amendments comply with Article 25, and neither contravene resolutions of the Open Meeting. Otherwise the amendment shall be referred to the next Open Meeting, whose powers shall be those of Regulation 11.
13. The Shop Account shall be the responsibility of the Shop Manager and shall be reviewed termly by the President and the Treasurer for the approval of the Executive. The Shop Manager shall endeavour to set the prices of shop goods competitively such that they neither make a loss nor excessive profit. Any annual profit from the Shop Account may be donated to a charity or charities nominated by ECSU.

## **APPENDIX V - REGULATIONS FOR REFERENDA**

### **Part One—General**

1. The External Officer shall be the Returning Officer. If he or she is unable to act, the Executive shall appoint a Returning Officer.
2. Referenda shall be held not less than three nor more than seven days after requisition under Articles 39 or 41.
3. Upon receipt of a requisition for a referendum the Returning Officer shall, by means of a notice on the ECSU board, announce the referendum date and the hours of polling.
4. The Returning Officer shall prepare a list of those entitled to vote.

### **Part Two—The Ballot and the Count**

5. The Returning Officer shall ensure that one ballot paper is printed for each referendum.
6. On the referendum day, the Returning Officer shall ensure that:

- i. the polling desk is open for a minimum of three hours, and is properly manned;
  - ii. each member, in receipt of their rightful ballot paper, signs the list of electors;
  - iii. sufficient ballot papers are printed;
  - iv. the members' right to a secret ballot is not infringed;
  - v. a sealed box is provided for completed ballot papers.
7. At the close of the poll, the Returning Officer shall supervise the count, at which any member of ECSU shall be entitled to be present.
  8. When the count is completed, the Returning Officer shall post notice of the result on the ECSU board and shall thereupon be discharged of any further duties.
  9. Objections to the conduct of a referendum shall be submitted to the President, together with a statement setting out the nature of the objection, not later than 48 hours after the result of the referendum has been declared. The Executive shall meet within 24 hours of an objection being received and shall be empowered to take appropriate action.

## **APPENDIX VI - REGULATIONS FOR CO-ORDINATING ENTS**

### **Part One - Ents Co-ordinator**

1. Entertainment Events organised by ECSU shall have a co-ordinator to fulfil the following roles:
  - a) Produce a rota for door duty in accordance with Article 6(22).
  - b) Oversee the transfer of surplus takings to Porters Lodge.
2. The Co-ordinator shall be nominated by the Ents Officer and shall be a member of the Ents Committee or Executive. A different Coordinator can be nominated for different ents.
3. The Co-ordinator is responsible for ensuring that the Ents Code of Practice, which details security and safety arrangements are adhered to. The Ents Code of Practice shall be reviewed at the start of the Lent term by the Senior Tutor, Head Porter and Executive.