

## Constitution of the Trinity College Post-doctoral Society

### I. General

#### 1. Name

This Society shall be called ‘the Trinity College Post-doctoral Society’, and its members ‘members of the Trinity College Post-doctoral Society’.

#### 2. Terms used

In this constitution,

- i. the expression ‘the Society’ shall mean the Trinity College Post-doctoral Society;
- ii. ‘the University’ shall mean the University of Cambridge, its University Partner Institutions, and other university-affiliated institutions as College Council or the Presiding Fellow may determine;
- iii. ‘the College’ shall mean Trinity College, Cambridge, with terms and phrases relating thereto being interpreted as relating to its Statutes and Ordinances;
- iv. ‘the Committee’ shall mean the Executive Committee of the Trinity College Post-doctoral Society;
- v. ‘members’ means both ordinary and honorary members of the Society, except where otherwise specified, but membership of this Society does not entail membership of the College; and
- vi. ‘post-doctoral researcher’ means all research staff who have completed or are finishing a doctoral degree and hold a fixed term position, and other similarly-situated persons as College Council or the Presiding Fellow may determine.

#### 3. Purpose

- i. To provide a forum of social, cultural, and intellectual activities for post-doctoral researchers outside their immediate research environment.
- ii. To foster inter-disciplinary contact among members of the Society.
- iii. To develop post-doctoral involvement in collegiate Cambridge.

#### 4. Ordinary Membership

The ordinary membership shall consist of any person named on a list of new members approved by College Council, or by a College officer designated by College Council, provided that

- i. the tenure of membership is unexpired,
- ii. the person continues to meet the qualifications of membership, and
- iii. the person has not had their membership terminated.

#### 5. Tenure of Membership

Ordinary membership is valid for up to three years or until such date as College Council may decide.

#### 6. Qualifications of Membership

Ordinary members must be post-doctoral researchers who are:

- i. employed in the University, and

ii. not a current associate or affiliate of another Cambridge college.  
Any ordinary member who ceases to meet any one of the qualifications of membership ceases to be a member.

#### 7. Termination of Membership

- i. The Junior Bursar has the authority to suspend or terminate the membership of any member who is in arrears with respect to the annual administrative fee or any invoices or other charges levied by the college.
- ii. The Senior Tutor and Dean each have the authority to suspend or terminate the membership of any member.

#### 8. Honorary Members

The following shall be honorary members of the Society:

- i. Title A Fellows of the College,
- ii. Any other Fellow of the College upon request,
- iii. Senior Post-doctoral Researchers and Temporary Lecturers employed by the College,
- iv. The College Chaplains and the French Lecteur or Lectrice, and
- v. Any other person named by College Council, or by a College officer designated by College Council, for such time as College Council or its designee may decide.

#### 9. Presiding Fellow

The Presiding Fellow and Senior Treasurer of this Society will be the Fellow for Post-doctoral Affairs of the College.

## II. The Executive Committee

### 1. Purpose

The Committee shall be responsible for the administration and organisation of the Society's activities and to promote the welfare and interests of its members.

### 2. Composition

All officers of the Committee shall be members of the Society. The Committee shall consist of the following elected officers:

- i. President
- ii. Secretary
- iii. Treasurer

In addition, the Committee shall consist of the following co-opted officers:

- iv. Events Officer
- v. Catering Officer

The Committee may co-opt further members to act as officers with membership of the Committee, with such titles as the Committee may determine. The total number of Committee members at any one time, however, shall not exceed twelve. Co-option to office requires a two-thirds vote of the Committee. It is encouraged that a Title A Fellow serve on the committee, if one is willing.

3. Vice-President

The Vice-President shall be elected from within the Committee by majority vote of the Committee.

4. Tenure

The elected officers shall take their offices effective two weeks after elections have taken place, and the period in office of elected and co-opted officers shall last until two weeks after the elections the following year.

5. Resignation

Any officer of the Committee may resign by giving notice to the President. The President may resign by giving notice to the Committee and the Presiding Fellow.

6. Meetings

The President, the Vice-President in the absence of the President, the Presiding Fellow, or a majority of the members of the Committee may call a meeting of the Committee. The Committee shall meet at least twice per term.

7. Quorum

Three officers shall constitute a quorum of the Committee.

8. Chairperson

The President shall act as Chair of the Committee. In the President's absence the Vice-President shall act as Chair. In the absence of both, the Committee shall decide an acting Chair for the meeting.

**III. Elections**

1. Date

Elections for the elected Committee officer positions shall be held no earlier than the end of the full Lent term and no later than the end of the full Easter term, at a date decided by the Committee.

2. Voting

Elected officers shall be selected at elections conducted by a secret ballot of the Society's ordinary members. Honorary members shall have no vote. The Committee shall appoint an Election Officer, who shall be a member of the Society and who shall not be a candidate in the election. The Returning Officer shall be the Presiding Fellow, or if unavailable, another Fellow of the College designated by the Presiding Fellow. The Returning Officer shall oversee the Election Officer, ratify the results, and adjudicate any disputes concerning the election or questions of interpretation that may arise.

### 3. Duties of the Election Officer

The Election Officer shall:

- i. Open nominations at least twelve, but not more than fifteen, days before the Election. All nominations must be proposed and seconded by other members of the Society, and the person nominated must confirm their willingness to stand.
- ii. Keep the Society informed periodically of current nominations while nominations are open.
- iii. Close nominations five days before the Election, but if there is no candidate for a particular office, extend the opening of nominations for that office by one day.
- iv. On the day following the closure of nominations, notify the Society of the candidates, and of who has proposed and seconded their nominations, of the time and manner of election, and, if any, of provisionally elected candidates and the procedures relating to them.
- v. Where the number of candidates for an office is exactly one, declare that candidate provisionally elected. Ordinary members shall have until the day before the originally scheduled election to request the Election Officer to re-open nominations, requests that shall be held in the strictest confidence. If fewer than ten requests to re-open nominations are received by the Election Officer, the Election Officer shall declare that candidate elected, and no election shall be held. If at least ten requests are received, an election shall be held.
- vi. When the candidates are two or greater or sufficient requests to re-open nominations have been received, hold an election. A paper balloting or a University or College online election system may be used, or both. An online election system, if used, shall be held open for at least eight hours. A paper balloting system, if used, shall be held open for at least two hours. A re-open nominations (RON) option shall be included. A candidate in a contested election may withdraw by informing the Election Officer up until two days before the election.
- vii. Use either the First Past the Post or Single Transferable Vote systems to hold an election; the method to be announced with the manner of election.
- viii. Count the votes and adjudicate on any unconventionally marked ballot papers.
- ix. Announce the results once ratified by the Returning Officer, or call a by-election if required.
- x. In the event of a tie, decide the winner by coin toss.

### 4. By-Elections

Should a vacancy in an elected officer position arise, a by-election shall be held under the above procedure as soon as possible.

## IV. Open Meetings

### 1. Status

The Open Meeting of the Society is the highest decision-making body within the Society. The powers of the Committee are delegated to it by the Open Meeting through the Constitution and schedules. All decisions made at an Open Meeting in accordance with the Constitution and schedules are binding until the Open Meeting shall decide otherwise.

2. Frequency

An Open Meeting of the Society may be called by the Committee or by the Presiding Fellow. An Open Meeting must be called by the Committee within two weeks of its receipt of requests for an Open Meeting by 15 ordinary members of the Society.

3. Quorum

The quorum of an Open Meeting shall be 15 ordinary members of the Society unless the Open Meeting is discussing amendments to the Constitution or votes of no confidence in a member of the Committee, for which motions the quorum shall be 20 ordinary members of the Society.

4. Publicity

The date, time and location of an Open Meeting shall be publicised at least one week in advance. Motions must be submitted to the Secretary not less than three days, and publicised not less than two days, in advance of the Open Meeting. Proposed constitutional amendments, however, must be publicised at least one week in advance.

5. Chairperson

The President if present shall act as Chair of the Open Meeting, unless a motion of no-confidence in the President has been put forward. If the President is unable to take the Chair, the Vice-President shall act as Chair. In the event of the Vice-President's absence, the remaining officers of the Committee shall elect a Chair from among themselves.

6. Voting

Honorary members shall have no vote. Voting shall be by a show of hands unless a motion to hold a vote by another method shall be made and agreed to. Amendments to the Constitution require a two-thirds vote; for all other votes, a simple majority is required.

7. Votes of no confidence

Any member of the Committee may be removed from office by a simple majority of ordinary members at an Open Meeting. Such a vote shall be held by secret ballot on the request of a single ordinary member.

**V. Financial Matters**

1. Treasurer

The finances of the Society shall be supervised by the Treasurer, who shall keep the Society's accounts in good order.

2. Financial Year

The financial year of the Society shall run in tandem with the College's financial year, currently from the 1 July in any year until 30 June in the following year.

3. Submission of Accounts

After the close of each financial year, the Treasurer shall submit annual accounts to College Council once they have been signed off on by the Presiding Fellow.

4. Funds

Funds provided to the Society by the College are to be spent by the Committee on events for members of the Society that are consistent with the Society's purposes, or on items for common use in any common room provided for the Society by the College. Funds to be spent for any other purpose require the prior authorization of the Presiding Fellow.

5. Budget

The Society may annually collect from the College a sum to be called the Budget, specified in the schedules. The Society may not collect the Budget from the College until after College Council has approved the submission of the previous year's accounts.

**VI. Members**

1. Privileges

The privileges of membership are delineated in the schedules.

2. Annual Administrative Fee

Ordinary members shall be responsible for paying an annual administrative fee, of an amount specified in the schedules.

3. Conduct

- i. While members of the Society are not formally Members of College, as defined by the College's White Book, members of the Society are expected to adhere to the same codes of conduct described therein.
- ii. Members may have their privileges as delineated in the schedules suspended by the Dean, in whole or in part, for such time as the Dean may decide.

## VII. Constitution and Schedules

### 1. Status

This Constitution represents the rules of the Society and is subordinate to the Statutes and Ordinances of the College, while the schedules delineate the scope of the Society and the privileges of its members and are subordinate to this Constitution. The Committee or Open Meeting may adopt standing rules for the Society provided that they do not conflict with the Constitution or schedules.

### 2. Schedules

Schedules may be adopted or amended by College Council at any time, provided that they do not conflict with this Constitution.

### 3. Constitutional Amendments

This Constitution may be amended in one of three ways:

- i. The Committee may, by two-thirds vote, propose a Constitutional amendment after consultation with the Presiding Fellow. The Amendment must then be approved by an Open Meeting and then submitted to College Council for ratification.
- ii. Twenty members may submit a proposed Constitutional Amendment to the Presiding Fellow. If the Presiding Fellow approves, an Open Meeting must then be called within fourteen days. If approved by the Open Meeting, the Amendment must be submitted to College Council for ratification.
- iii. College Council may amend this Constitution after consultation with the Committee and Presiding Fellow.

### 4. Review

The Committee shall undertake a general review of this Constitution at least once every five years.

### 5. Dissolution

This Society and its Constitution may be dissolved by College Council, with any funds then held by the Society reverting to the College.

## Schedules

### I. Financial Matters

- Annual Administrative Fee: £50 for 2016-2017, £75 thereafter
- Budget: £2500

### II. The Society

- Regular dinners in Hall at dates agreed by the Committee and Catering Manager, to be held on Wednesdays (during Term) with such number of guests as the Committee and Catering Manager may decide. Menus are to be decided by the Committee and approved by the Catering Manager. Dinners may continue outside term (but not in August), in consultation with the Catering Manager.
- Use of public rooms by the Society (not individuals) at the internal rate, with events in College other than dinners in hall requiring the prior authorization of the Junior Bursar.

### III. Privileges of Membership

- Purchasing of cafeteria meals and bar items at graduate student rates at any time when the service is available.
- Use of the College bar.
- Access to services in Chapel.
- College Punts at old college members' rate.
- The right to participate in College Societies and Clubs (e.g. the Boat Club, Trinity Singers), subject to the payment of any further joining fee payable separately to that organisation (i.e. the membership fee for the TC Post-Doctoral Society does not cover such fees).
- Some borrowing rights at the College Library (i.e. books in the LL category; some desk-space may be available in the Long Vacation but not during Term; the usual external readership regulations apply for accessing special collection items from the Wren).

#### **Facilities *not* available**

- Booking of Guest Rooms (neither Fellows' nor students').
- College Accommodation.
- Voting in the elections of the TC Student Union and TC BA Society, nor in such other elections as may be organised by the Master and Fellows.
- Computing (note that Eduroam is available in the College's public areas).
- Governing Body membership.
- High Table rights.
- Parking on College Premises.