

Constitution of the Cambridge University Gilbert and Sullivan Society

This version was passed by the Members present at the Annual General Meeting on 2nd March 2019. It was written by Harley Jones, Jake Humbles, Tiffany Charnley, Adam Fyfe, Eleanor Brug, Anna Smith and James Ireland.

PART I - The Society

§1 The Name of the Society

1. The Society shall be called "The Cambridge University Gilbert and Sullivan Society" hereinafter called "the Society."

§2 Objective

1. The objective of the Society shall be to encourage an active interest in the works of Sir W. S. Gilbert and Sir Arthur Sullivan.
2. In furtherance of this objective, the Society aims to give at least one public performance each year of a work by Gilbert and Sullivan, and provide for its Members:
 - a. a library of vocal scores and libretti which may, at the Committee's discretion, be borrowed by any Member of the Society, or by non-members on payment of a suitable fee to be determined by the Committee; and a store of costumes and props which may be borrowed by any show funded by the Society, or by other shows or individuals on payment of a suitable fee;
 - b. meetings throughout the year consisting of sing-throughs of the works of Gilbert and Sullivan at which any Member may sing;
 - c. other performances, events and activities that the governing Committee deems desirable, feasible, and consistent with the objective of the Society; and
 - d. electronic mailing lists, a website, and other means to inform the Society of the planned events.

§3 The Constitution

1. This Constitution is an overall framework for the running of the Society; the day-to-day business of the Society shall be managed by a governing Committee.
2. The Committee may, by Substantive Motion, pass, amend or repeal Bye-Laws of the Society to govern the day-to-day operations of the Society, provided that any Bye-Laws passed do not conflict with the letter or spirit of the Constitution, and do not run contrary to the interests of the Society and its Members.
 - a. Bye-Laws do not form part of the Constitution.
 - b. When a Bye-Law is passed, amended, or repealed, the Secretary shall inform the Society of the changes enacted by email.

- i. No Bye-law, nor any changes to any Bye-law, nor the repeal of any Bye-law, shall take effect until it is announced to the Society via the Society email list.
 - ii. A Bye-Law shall remain in force until such a time as it is repealed, by Substantive Motion or by Resolution; it does not expire when a new Committee is elected.
3. The Committee may from time to time produce other documentation advising on procedures and policies for itself to follow, in interpretation of this Constitution, provided that such documentation not conflict with the letter or spirit of this Constitution or any Bye-Laws that may be in force.
4. The Constitution, any Bye-Laws currently in force, and any other documentation advising on the interpretation of these documents shall be published by the Committee on the Society website, and must be kept up to date.
5. This Constitution may only be altered by Resolution at a General Meeting. Any three members may propose an alteration for consideration at a General Meeting by submitting their proposal to the Committee no later than 48 hours before the announced time of the General Meeting.
6. The Constitution shall be reviewed by the Committee every third academic year; the next such review shall occur during the term of the Committee that takes office in 2021. The Committee shall present changes, if any, at the Annual General Meeting.
 - a. Any amendments to the Constitution adopted outside of the three-year reviews shall not affect the timetable of constitutional reviews outlined above, unless such amendments explicitly modify the wording of this clause.
 - b. This constitutional review shall not prejudice the ability of the Membership to propose changes to the constitution.
7. The Constitution shall have effect subject, where relevant, to the Law of England, and to the provisions of the Statutes and Ordinances of the University of Cambridge.

§4 Membership

1. Membership of the Society shall be available to anyone studying, teaching, conducting research or working in any higher education institution in Cambridge, and to alumni of any such institution. It shall be open to other persons at the discretion of each incumbent Committee.
2. Membership shall last for life, or until it is resigned by the Member or duly revoked by the Committee pursuant to the mechanisms of Clause I.4.3.
 - a. A Membership shall be considered a Resident Membership if the Member generally resides, works, or studies within 10 miles of the City of Cambridge. Otherwise it shall be considered a Non-Resident Membership.
 - i. A student whose course of study at an institution in Cambridge incorporates a year abroad is deemed to be Non-Resident during such an

academic year.

- b. All the rights of Resident Membership may be granted to any persons who would not otherwise be entitled to Resident Membership by means of Substantive Motion or Resolution. This category of Membership shall be referred to as Special Membership. The Special status of Membership shall last until resigned or revoked.
 - i. The Committee shall maintain a list of Special Members and review them from time to time.
 - ii. Save in this clause, the term 'Resident Member' shall refer equally to Special Members throughout this Constitution.
 - c. All Members shall have the right to attend Society functions, to perform in any shows, and to vote at any Annual General Meeting or Extraordinary General Meeting. Resident Members shall additionally have the right to stand for election to the Committee.
 - d. The payment of a subscription fee shall be the only condition of Membership apart from those stated in Clause I.4.1. The Committee shall decide annually the subscription fee for Membership.
3. Membership of any category may, at any time, be revoked or refused by Substantive Motion or Resolution. The person in question shall immediately be notified of this decision.
- a. The person in question shall have a right to appeal the decision.
 - i. Such an appeal shall be heard by an Appeal Panel consisting of the Senior Treasurer as chair, the President of the Society, or their deputy, one other representative of the Committee, and two Members of the Society who have not served on the Committee, one selected by the Senior Treasurer and one by the appellant.
 - ii. The person in question shall be permitted to state their case before the Appeal Panel. They shall have the right to be accompanied to the hearing by a person of their choosing, who shall also be permitted to speak.
 - iii. After hearing from the person in question and from any other individuals concerned, the Appeal Panel shall by a two-thirds majority vote decide whether to uphold the Committee's decision. Having completed this task, it shall be dissolved.
 - iv. The decision of an Appeal Panel shall be binding and not subject to further appeal; if the Appeal Panel rules in favour of the person in

question, no attempt may be made to expel the person until a new Committee has been elected and has taken office.

§5 Expenditure

1. No payment shall be made to any Member for goods or services, except if that Member is acting in a professional capacity and the Committee was aware of any potential conflicts of interest when they were employed, or if that Member is being reimbursed for any goods or services which they were requested by the Committee to purchase on behalf of the Society.
2. The Society shall be required to reimburse an individual who makes an expenditure from personal accounts on behalf of the Society if the Committee has approved that expenditure by Substantive Motion.
3. With the exception of reimbursements required under Clause I.5.2, no expenditure of any kind shall be made from the Society accounts unless the Committee has approved that expenditure by Substantive Motion or the expenditure is permitted by a Society Bye-Law.
4. For the purposes of Section I.5, approval of a production budget shall constitute Committee approval of all and only the expenditures detailed therein.
5. The Senior Treasurer has the right to be consulted in the drafting of any production budget if they deem it necessary.

§6 Dissolution

1. If the Committee decides that it is necessary or advisable to dissolve the Society, it shall call a General Meeting, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have the power to realise any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other societies with similar aims, to be determined at this General Meeting, subject to the approval of the Senior Treasurer.

Part II - The running of the society

§7 The Committee

1. The Committee shall consist of the Officers of the Society, Representatives, and General Members.
 - a. With the exception of the Senior Treasurer, nobody may serve on the Committee who is not a Resident Member of the Society.

- i. Should a member of the Committee cease to be Resident during the term of their Committee, they shall be deemed to have resigned.
- b. No person, other than the Senior Treasurer, may hold the same Office of the Society for more than two years, whether consecutively or otherwise, unless the General Meeting approves that person's candidacy by Resolution in advance of the election in which they propose to stand for the third or subsequent time.
- c. The Committee, having been duly elected under section 8 of this Constitution, shall take up their positions at the end of a hand-over meeting including members of the both the outgoing and incoming Committees, or at the end of the Lent Term in which they were elected, whichever is the sooner.
- d. With the exception of the Senior Treasurer, members of the Committee shall hold office until not later than the end of the first Lent Term to commence after their appointment, unless they leave the Committee by means of death, resignation, or expulsion.
 - i. In the event of an Office becoming vacant during the term of the Committee, the Committee may take one of two courses:
 - 1. The Committee may promote to the vacant Office a person who was a Committee member at the moment the Office was vacated. In this case, the member in question shall be deemed to have resigned their lower position. All elected and co-opted members of the Committee shall be eligible for promotion. The Committee shall elect one of these candidates by single transferable vote.
 - 2. The Committee may call an Extraordinary General Meeting for the purpose of a by-election, in which any Resident Member of the Society may stand.
 - ii. In the event that a Representative's or General Member's seat on the Committee becomes vacant, whether by death, resignation or otherwise, or remains vacant following the Annual General Meeting, the Committee may either co-opt a Member to fill this position by Substantive Motion or call an Extraordinary General Meeting for the purpose of a by-election.
 - 1. If done by co-option, the Committee shall announce their intention to appoint following the vote, and give a period of two weeks' notice during which time Members may submit any objections they may have by email to the Committee.
 - a. If objections are received from any three Members then this co-option will have effect only if ratified by Resolution at a General Meeting.

- iii. Any member of the Committee, other than the Senior Treasurer, shall be deemed to have resigned from the Committee following absence from two successive Meetings of the Committee, provided that:
 - 1. Each Meeting was called in accordance with this Constitution;
 - 2. The member did not provide apologies for either of the missed Meetings;
 - 3. The member was warned of this clause after the first missed Meeting.
 - iv. A Committee member may only be involuntarily removed from office by Resolution at an Extraordinary General Meeting, or at a Committee Meeting by a unanimous vote of every other member of the Committee including the Senior Treasurer. Any Committee member not present at such a Meeting, except the member whose removal is proposed, shall be deemed to have voted against removing them.
2. The Officers of the Society shall be the President, the Secretary, the Junior Treasurer, the Social Secretary, and the Senior Treasurer.

a. The President

- i. The President shall, wherever possible, preside over all Meetings and business of the Committee, and all General Meetings.
- ii. The President shall, where possible, be present at all social events and meetings organised by the Society.
- iii. The President shall represent the Committee to the Society, and the Society to the University of Cambridge and the wider public.
- iv. The President shall present a President's Report of the Society's activities over the past year at the Annual General Meeting.

b. The Secretary

- i. The Secretary shall keep minutes of all Meetings of the Committee and maintain a record of information of substantive use to the Society, including the contact details of the committee.
- ii. The Secretary shall be responsible for the publication of new correspondence on behalf of the Society, and for communication of important information to its Members, including but not limited to current versions of this Constitution, current versions of Bye-Laws, newsletters (electronic or otherwise) and social media.

- iii. The Secretary shall be responsible for communicating all substantive motions passed, all amendments to the Constitution, and any bye laws passed or repealed, in good time, by email, to the Society at large.
- iv. If the Secretary is not able to attend a Committee Meeting, another Committee Member present shall be appointed to take the minutes for that Meeting.
- v. The Secretary shall preside over any Meeting of the Committee or General Meeting at which they are present, but the President is not.

c. The Junior Treasurer

- i. The Junior Treasurer shall keep the Society's accounts and shall be responsible for the collection and distribution of monies on behalf of the Society.
- ii. The Junior Treasurer shall provide a statement of the Society's finances to the Committee within seven days of a request for said statement.
- iii. The Junior Treasurer shall present to the Annual General Meeting a report of the Society's accounts.
- iv. The Junior Treasurer shall be responsible for providing any financial information that may from time to time required by an external financial authority.
- v. The Junior Treasurer shall preside over any Meeting of the Committee or General Meeting at which they are present, but neither the President nor Secretary is.

d. The Social Secretary

- i. The Social Secretary shall be ultimately responsible for the organisation of the Society's social events, including but not limited to an annual dinner and at least termly sing-throughs of the works of Gilbert and/or Sullivan.
- ii. The Social Secretary shall be responsible, in liaison with the Show Contact and Producer, for encouragement of the social aspect of any Society production including but not limited to post-rehearsal trips to public houses, DVD screenings and reunion dinners.
- iii. The Social Secretary shall preside over any Meeting of the Committee or General Meeting at which they are present, but the President, Secretary, and Junior Treasurer are all absent.

e. The Senior Treasurer

- i. The Senior Treasurer shall be a senior member of the University of Cambridge.
 - ii. The Senior Treasurer shall hold office until death, resignation, or expulsion from the Committee by means of Resolution at a General Meeting.
 - iii. Should the post of Senior Treasurer become vacant, a replacement shall be elected, by Statutory Motion or by Resolution.
 1. If done by Statutory Motion, the Committee shall announce their intended appointee to the Society, by email, following the vote, and give a period of two weeks' notice during which time Members may submit any objections they may have by email to the Committee.
 - a. If objections are received from any three Members then this co-option will have effect only if ratified by Resolution at a General Meeting.
 - i. The candidate need not be present at such a meeting.
 2. Should there be more than one candidate for the post of Senior Treasurer, an election shall be held at a General Meeting in the same way as for any other Officer.
 - iv. The Senior Treasurer shall advise the Committee on financial matters at any time when asked to do so, or when they shall see fit to do so.
 - v. The Senior Treasurer shall have the power of veto over any expenditure of the society.
 - vi. The Senior Treasurer shall be responsible for ensuring that the Society's accounts are audited annually.
3. There may be elected to the Committee Representatives, namely a Technical Representative, an Instrumental Musicians' Representative, and a Publicist.
- a. The Technical Representative shall represent the interests and concerns of all people who assist in technical matters and stage management in Society productions.
 - b. The instrumental Musicians' Representative shall represent the interests and concerns of all people who perform in the orchestras of Society productions, and all people who accompany auditions, rehearsals and sing-throughs for the

Society.

- c. The Publicist shall have overall responsibility for publicising the society and its productions to Members, prospective members, and the public, and shall liaise with individual production teams in furtherance of this aim.
4. There shall be no fewer than one, and no more than five, General Members.
 - a. The General Member(s) shall represent the interests of the Members of the Society.
 - b. One, two, three, or four General Members shall be elected at an AGM under section 8 below.
 - c. One General Member may be co-opted by the Committee, by Substantive Motion, not earlier than the first day of the full Michaelmas term following their election.

§8 Elections to the Committee

1. Elections to the Committee shall be held at an Annual General Meeting.
2. The election of Committee members is a Resolution of the Society which takes place by particular methods described in this section and Appendix 2.
3. Intentions to stand for election to the Committee must be given to an Officer of the incumbent Committee in advance of the election commencing.
 - a. The presiding officer at a General Meeting at which elections are to happen shall, before the election commences, announce and allow a short period for those present to declare their intention to stand .
 - b. Any Resident Member may stand for election to any post, subject where relevant to clause 7.1b, provided that they became a Member of the Society not less than fourteen days before the General Meeting at which they propose to stand.
 - c. Members may stand for more than one named post.
 - d. Any candidate for a named post shall also be considered as a candidate for the post of General Member, unless they state explicitly otherwise.
4. The election shall be conducted as separate, secret ballots. The order of election shall be as follows:
 - a. President,
 - b. Secretary,
 - c. Junior Treasurer,

- d. Social Secretary,
 - e. Representatives,
 - f. General Members.
5. The Presiding Officer shall appoint two people who are not candidates in any election at that General Meeting as returning officers.
6. The Presiding Officer shall remind the Members that re-opening nominations is an option in any election.
7. All elections for Officers and Representatives shall be decided by single transferable vote, as described in Appendix 2.
 - a. In the event that no candidate for an Officer position is elected by this method, nominations shall be reopened for the position.
8. Any candidate who is elected to any post but is also a candidate in a subsequent ballot shall cease to be a candidate in that subsequent ballot.
9. The election of General Members who are not Representatives shall be decided by approval voting, as described in Appendix 2, unless only one General Member position is available, in which case it shall be determined by single transferable vote.
10. If there is only one candidate for a ballot, each Member eligible to vote shall be allowed to cast one vote only, between that candidate and re-opening nominations.
11. The method of any by-election at an Extraordinary General Meeting shall be as described in this section, but with ballots only for vacant positions.
12. In the event of nominations being reopened for any Officer position or insufficient Committee Members being elected to form a quorate Committee, the Members present shall by Resolution determine a date and time as soon as is deemed possible for an Extraordinary General Meeting at which a by-election shall take place.
13. Should there be no candidate for any particular Representative position, or should no candidate be elected for any particular Representative position, then an additional General Member position shall become available.
 - a. This shall apply to all Representative positions severally, such that if no candidate is available or none elected for any of the three Representative positions there shall be four General Member positions available in total.
 - b. No candidate who was rejected for a Representative position that was not contested by another Society Member shall be allowed to stand for a General Member position.

§9 Meetings

1. Meetings of the Committee

- a. A Meeting of the Committee is when members of the Committee physically meet in person simultaneously in the same place, having been duly called thither under Clauses 2 or 6 below.
- b. Meetings of the Committee may be called by any Officer, or any two Committee members, by email with at least 48 hours' notice.
- c. Meetings of the Committee must occur within 16 full term days (carrying over across vacations) of the previous meeting.
- d. The Secretary shall communicate to the Society at large, by email, in advance of all Committee Meetings, requesting items for discussion and informing the membership of the date set for the Meeting.
- e. Should the Committee fail to meet in accordance with the above, any one Member of the Society may call an Extraordinary General Meeting.
 - i. This right shall expire upon any subsequent announcement of a Committee Meeting or General Meeting.
- f. The President, any two Officers, or any five Committee members may, in exigent circumstances, call a Meeting with less than 48 hours' notice.
- g. A Meeting of the Committee shall be quorate only if four Committee Members, or half of the membership of the Committee rounding up, whichever is the greater, be present, provided that two or more of the Officers be present.
 - i. Should the number of Committee members present at any stage fall below quorum, the Meeting shall be deemed to have closed.
- h. The Committee may invite other persons to attend Committee Meetings, but no such other persons shall be permitted to vote on Substantive Motions, unless they belong to a Sub-committee that has been empowered to pass the Substantive Motion in question under 10.5, below.

2. General Meetings

- a. A General Meeting is a meeting to which all Members of the Society have been invited, by email and other reasonable means.

- i. General Meetings shall be held within three miles of the Church of St. Mary the Great, Cambridge.
- ii. General Meetings shall not be held outside Full Term.
- iii. A quorum at any General Meeting shall be ten Resident Members including at least three members of the Committee, one or more of whom must be Officers, and including five Members who are not members of the Committee.
- iv. The Secretary shall be responsible for notifying all Members of the Society of the date, time and place of the Annual General Meeting, giving at least twenty days' notice, and of any Extraordinary General Meeting, giving at least seven days' notice.
 - 1. The requirement of seven days' notice for an Extraordinary General Meeting may be waived if it is in the interest of the Society to do so, provided that such a waiver is approved by the Senior Treasurer.
- b. The Annual General Meeting of the Society shall be held during the Lent Term of each academic year and shall consider *inter alia* the following business: the confirmation of the minutes of the previous Annual General Meeting, and of any Extraordinary General Meetings for which the minutes have not been approved; the presentation of accounts; the President's Report; and the election of a new Committee.
- c. An Extraordinary General Meeting may be called at any time by Substantive Motion of the Committee, or by a petition to the Committee made by ten Members of the Society.

§10 Transactions of Society business

1. The following list of transactions shall require authorisation by either a Substantive Motion of the Committee, or a Resolution at a General Meeting:
 - a. Appointing a Director, Producer or Musical Director, or revoking those appointments;
 - b. Approving, amending, or revoking a show budget;
 - c. Approving any other expenditure;
 - d. Choosing a show, where possible;
 - e. Electing a new Senior Treasurer;
 - f. Co-opting new members to the Committee;
 - g. Passing, amending or repealing Bye-Laws;
 - h. Granting Special Membership;
 - i. Revoking or refusing Membership;
 - j. Creating a Sub-Committee and devolving powers thereto;
 - k. Blocking a casting decision;

- I. Any other matter which the presiding officer considers to require a vote.
 2. A Substantive Motion can only be passed by a vote of the Committee, except as provided under Clause 6 below.
 - a. Votes on Substantive Motions can only be made:
 - i. at any quorate Meeting. In this case the Substantive Motion requires a $\frac{2}{3}$ majority of those Committee members present and voting; or, if the vote is to decide between a number of options, by method to be decided at the time by the person presiding at such Meeting;
 - ii. by email. In this case an Officer shall be responsible for counting votes. An email vote shall be deemed closed when:
 1. everybody eligible to vote has voted, or;
 2. the required majority of voters have voted for a particular option.
 - a. Inside Full Term, a vote by email shall require unanimity amongst the whole Committee with the exception of the Senior Treasurer, who may abstain or not vote.
 - b. Outside of Full term, a vote by email shall require a $\frac{2}{3}$ majority of the whole Committee.
 3. Any member of the Committee can call upon the Officer responsible for counting votes to pause a vote carried out in this way; this may happen if, for example, they have further information relevant to the subject under consideration. Voters may change their vote until voting is closed; it is the responsibility of the Returning Officer to take this into account.
- b. Matters that inform Substantive Motions may only be discussed by the Committee in Committee meetings, meetings of relevant Sub-Committees, or by email.
3. A Resolution may be passed at any quorate General Meeting.
 - a. Resolutions that are not based on a choice between several options shall require a simple majority of the persons present and voting to pass.
 - b. If the vote is to choose between several options, the method for electing Committee members shall be used, or a similar method to be devised by the presiding officer.

- c. The following may only be passed by Resolution, not by Statutory Motion:
 - i. The election of Committee members;
 - ii. Changes to this Constitution.
 - d. Any three Members may propose a Resolution for a General Meeting to consider by submitting it by email to the Committee not less than 48 hours before the meeting.
 - e. At any General Meeting at which a Resolution is to be voted upon, Members have the right to speak for and against any candidate or proposal for at least 1 minute before any voting occurs.
4. The Committee may at any time devolve, by Substantive Motion, any of its powers to a Sub-Committee, and appoint a member of the full Committee as chair thereof.
- a. Members of the Society who are not Committee members may serve on Sub-committees, with the Committee's approval, and their own agreement.
 - b. Sub-committees may be empowered to pass particular Substantive Motions by the full Committee.
 - c. Should any member of the Committee have a financial or other conflicting interest in a Substantive Motion, a Sub-Committee is formed automatically, having as its members the rest of the Committee and any other persons the Committee may think fit.
 - i. Non-financial conflicts of interest include but are not limited to being or having an outstanding application to be the director, producer, or musical director of a production affected by the Substantive Motion.
 - ii. The Committee at large may deem that one or more of its other members have conflicts of interest by a simple majority vote. Members may also choose to recuse themselves.
 - iii. If a Committee member deemed to have a conflicting interest in a Substantive Motion disputes this claim, the Senior Treasurer shall decide whether the member should be excluded from decision over the Substantive Motion.
 - d. A quorum of a Sub-Committee shall be one half of its total membership or three members, whichever is the greater.
5. There shall be appointed by Resolution or Substantive Motion a Librarian, Archivist, and Webmaster.
- a. These positions may be held by members of the committee in addition to their existing role, or by any Resident Member.

- b. These positions may be revoked at any time by Resolution or Substantive Motion; they do not expire at Annual General Meetings.
- c. The Librarian shall be responsible for books, music and scores owned by or lent to the Society.
- d. The Archivist shall be responsible for maintaining a record of the activities of the Society and curating archival material including, but not limited to, recordings, programmes, and publicity materials.
- e. The Webmaster shall be responsible for maintaining the structure and content of the Society's website.

Part III - Productions

§11 General Considerations

1. For each fully and semi-staged production, the Committee shall do everything within its power to appoint in good time a director, producer and musical director, as appropriate.
 - a. These posts shall be advertised on the Society's website and main electronic mailing list, on the CUADC directors & producers electronic mailing list, on camdram.net, and in any other place deemed appropriate.
 - b. The director, producer, and musical director shall be responsible for organising every matter relating to the production, including casting and appointment of other production roles.
 - c. A director, producer, or musical director having been appointed, the Committee retains the right to revoke any of these appointments, or any appointments to other production team positions, by Substantive Motion. Any person subject to such a Motion shall have the right to reply prior to a vote being taken on the motion. Such replies may be made in person at the Committee Meeting to decide the Motion.
2. The Committee shall designate one of its members as the Show Contact for each production funded by the Society. The Show Contact shall have particular responsibility for supporting and advising the director, producer, and musical director of the production, shall act as a liaison between the Committee and the director, producer, and musical director, and shall give a report on the show to the Committee when requested.
3. Any member of the Committee applying for the post of director, producer or musical director of a given Society production shall not be permitted to interview candidates for that post.

4. For all Society productions, the producer and the Junior Treasurer shall in good time bring a production budget before the Committee for approval, and no expenditures will be reimbursed until such a budget is approved.
5. All members of the cast, production team, and technical crew of a Society production shall be required to become Members of the Society.
6. Auditions shall be held for all Society productions. Should circumstances require all or some of a cast to be appointed without having been auditioned, the Committee shall be informed as soon as is reasonably possible of the situation, and have the power to block any such casting by Substantive Motion.

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Appendix 2: Election method

Ballot Papers

The positions and candidates are listed as follows:

President

List of candidates applying to be president, including RON

Secretary

List of candidates, including RON

Junior Treasurer

List of candidates, including RON

Social Secretary

List of candidates, including RON

Technical Representative

List of candidates, including RON

Instrumental Musicians' Representative

List of candidates, including RON

Publicist

List of candidates, including RON

General Member

List of candidates applying to be general member, plus all candidates applying for any position, plus RON

Members are asked to rank each candidate for each position. They should rank every candidate, including RON. This goes for every position, including general member.

Counting votes

Votes for **President** are considered first.

Each elector casts a single vote according to their preference order (ie their first choice)

If any candidate receives $(n/2)+1$ votes (where n is the number of electors), or more, they have won the election.

If no candidate has reached this threshold, the candidate with the lowest number of votes is eliminated.

Once a candidate is eliminated, the votes are recounted according to the preferences of the electors (ie if your top choice was eliminated, you cast a vote for your second choice)

Repeat this until a candidate reaches the threshold of $(n/2)+1$ votes.

After the President has been elected, the successful candidate is eliminated from all other ballots (ie if they also ran for Secretary, they are eliminated from that list)

The remaining Officer positions are filled, using the same method, in the order: **Secretary, Junior Treasurer, Social Secretary**. In each case, the successful candidate is eliminated from subsequent elections.

The next position to be filled is the Representative position which has the fewest number of eligible candidates remaining, after all those elected to Officer positions have been eliminated.

The candidate successfully elected as this Representative is eliminated from subsequent ballots.

Once this Representative position has been elected, the next position to be filled is the Representative position which has the fewest number of eligible candidates remaining, and so on.

Once all Representative positions have been elected, the General Members are considered.

The number of available General Member positions is 1 plus the number of Representative positions which were not filled (either through lack of applicants, or RON winning).

On each ballot, the General Member section will consist of a list of all candidates who ran for anything at all (plus RON) and a ranking of all of them.

Any candidate who has been elected to a position in a previous round is eliminated from the list.

For each ballot paper, the elector casts X votes in order of their preference, where X is the number of available General Member positions. (ie a ballot paper lists A>B>C>D>E. B and D are eliminated following election in a prior round, there are 2 General Member positions available, and so the elector casts a vote for A and a vote for C)

If any candidate receives $X/(X+1)$ votes, or more, they are elected as a general member.