

CONSTITUTION OF THE DARWIN COLLEGE STUDENTS' ASSOCIATION

(As of June 2005)

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1. Name

1.1 In accordance with the Statutes of Darwin College, there shall be a Darwin College Students' Association, hereafter called the DCSA.

2. Aims and Objectives

2.1 The objectives of the DCSA, as defined by the Darwin College Statutes and Ordinances, shall be pursued without distinction of race, nationality, disability, religion, sexual orientation and independent of any political party or religious body.

2.2 The objectives shall be as laid down in the College Statutes and Ordinances:

To promote the welfare and particular interests of DCSA members and act on their behalf and to that end to work in co-operation with the NUS and with other relevant student organisations on issues of relevance to DCSA members.

3. Membership

3.1 The membership of the DCSA shall be as defined by College Statute XVII, all graduate student members of Darwin College on the register maintained by the Admission Committee, but excluding any student who has by notice to the Dean under a procedure specified by College Ordinance opted not to be a member of the Association.

3.2 Fellows of Darwin College, former members, members with dining rights, all present employees of Darwin College and all spouses including those of full members shall be Associate Members of the DCSA. They shall not pay any subscription, nor have any voting rights, but may use the DCSA facilities, subject to the same rules and conditions as full members.

4. Accounts

4.1 The audited accounts shall be presented annually to the Michaelmas Term General Meeting for approval.

4.2 A report of the status of the DCSA accounts shall be presented to the college accountant by the treasurer of the DCSA on a termly basis (Michaelmas, Lent, Easter, handover Summer).

5. Government

5.1 The Constitution defines the framework for the general conduct of the DCSA.

5.2 The General Meeting shall have the power to enact Rules governing elections, finance, the conduct of General Meetings, the use of punts and the procedures for entertainments.

5.3 The day-to-day responsibility for interpreting the Constitution and Rules shall devolve to the Executive Committee subject to instructions from, and being answerable to, the General Meetings.

5.4 Proposed amendments to the Constitution must be raised as a motion at any quorate General Meeting, subject to the restrictions on motions as outlined in Rule 3 section D. The vote required to mandate the DCSA Committee to put the amendment to referendum at the next set of DCSA elections shall be a two-thirds vote in favour of the motion.

5.5 Amendments to the Constitution shall require two-thirds majority in a referendum to be announced at least one week before polling begins, the quorum being 20% of the full members. The referendum shall be held in concurrence with an ordinary DCSA election, and shall take place over a minimum of two days.

6. General Meetings

6.1 The DCSA General Meetings shall be the supreme policy making body of the DCSA.

6.2 General Meetings shall be held once an academic term and advertised to the DCSA membership at least one week in advance.

6.3 Minutes shall be kept of all General Meetings and be submitted for approval at the next General Meeting.

6.4 The quorum for a General Meeting shall be 15% of the full membership.

7. Extraordinary General Meetings

7.1 Extraordinary General Meetings must be called by the Executive Committee on the receipt of a written request from 10 DCSA members.

7.2 Notice for convening an Extraordinary General Meeting must specify a date not less than one week and not more than two weeks after the receipt of a request for an Extraordinary General Meeting.

7.3 No business shall be conducted at an Extraordinary General Meeting except the discussion of the motion or motions cited in the request on the basis of which the Meeting was convened.

8. The Executive Committee

8.1 The Committee shall consist of the following elected members and the Bar Chairperson (ex officio). At least 5 positions must be filled, 3 of which must be President, Secretary, Treasurer.

a) President

b) Secretary

c) Treasurer

d) Welfare Officee

e) External Officer

f) International Students' Officer

g) Sports Officer

h) Entertainments Officer

i) Admiral of the Punts

j) Communications Officer & 'River Rat' Editor

k) Green Officer

l) Women's Officer

m) Bar Chairperson

n) Any elected student members of the College Council who are also members of the DCSA

8.2 Executive Committee Meetings

a) The Executive Committee shall meet at least once per month during term time.

b) Notification and an Agenda of Committee meetings shall be placed on the DCSA noticeboard and/or webpage before the meeting.

- c) The quorum for an Executive Committee Meeting shall be 50% of Committee members serving and eligible to vote.
- d) An Ordinary Executive Committee Meeting may be called by the President or Secretary.
- e) An Extraordinary Executive Committee meeting may be called by any four members of the Executive Committee.
- f) Not less than 14 days notice shall be given of Ordinary meetings and not less than 3 days of Extraordinary meetings.
- g) Except by the specific consent of the majority of those present and eligible to vote at the meeting, no persons other than the Committee may be present at meetings and only the Committee can vote.
- h) Minutes of the committee meetings shall be made available to the membership and college officers, copies posted on the DCSA noticeboard and webpage, placed in the DCSA minute book kept in the College Study Centre and circulated to the appropriate officers either in hard copy or via email.

8.3 General responsibilities of the Executive Committee

The Executive Committee shall have the following powers, duties and functions:

- a) Be empowered to represent the DCSA or any member of the DCSA on matters relating to the objectives of the DCSA.
- b) Be responsible for the day to day running of the DCSA.
- c) Carry out mandates from General Meetings and ensure that DCSA policy is implemented.
- d) Make recommendations to General Meetings.
- e) Present a report to each General Meeting on their work, or once a term to the DCSA magazine 'River Rat'.
- f) Deal with the emergency business of the DCSA when appropriate within the bounds of this Constitution.
- g) Be empowered to appoint student members to non-statutory College committees.
- h) Exercise oversight over the budget and finances of the May Ball, requiring changes if necessary to prevent the eventuality of a net loss, for which the DCSA would be considered liable by the College, and against which possibility a reasonable sum is to be set aside.

8.4 Individual Responsibilities of Executive Members

- a) The President shall have the following powers, duties and functions:-
 - i) Overall co-ordination of the DCSA.
 - ii) The supply to all officers of information concerning issues of student related problems.
 - iii) Spokesperson of the DCSA and chief representative of the DCSA to College.
 - iv) Will be ex officio one of the three Student Representatives on the College Council.
 - v) The President or his/her nominee shall chair General Meetings and Executive Committee Meetings.
 - vi) Will represent the DCSA on the Darwin Society Committee.
 - vii) Co-signatory (with the Treasurer or Secretary) on the DCSA account.

- viii) Will compile and send out the weekly Whatsup email bulletin.
- b) The Secretary shall have the following powers, duties and functions:-
- i) Responsibility for the daily administration of the DCSA.
 - ii) Become ‘Acting President’ if the elected President becomes incapable of doing so due to illness, absence or resignation.
 - iii) Dealing with the mail and enquiries, booking rooms in College and preparing posters and mail shots.
 - iv) Taking and circulation of the Minutes of General Meetings and Executive Committee Meetings.
 - v) Maintaining up-to-date files of the DCSA’s affairs, minutes and policy documents.
 - vi) Updating the DCSA Constitution when necessary, and ensuring the constitutionality of DCSA proceedings.
 - vii) Must stand for election for the Building and Grounds Committee.
 - viii) Co-signatory (with the President or Treasurer) on the DCSA account.
 - ix) Be chief moderator of the whatsup@dar.cam.ac.uk & dcsa-exec@dar.cam.ac.uk email lists.
- c) The Treasurer shall have the following powers, duties and functions:-
- i) Being the Senior Treasurer’s agent in collecting monies, keeping records and providing reports which shall be used as the basis of the Senior Treasurer’s termly reports to the Council.
 - ii) Responsibility for overseeing the finances of the DCSA.
 - iii) Preparing the annual budget at the beginning of the financial year.
 - iv) Responsibility for all payments in and out of the DCSA accounts.
 - v) Co-signatory (with the President or the Secretary) on the DCSA account.
 - vi) Observer on the College Finance Committee, representing DCSA members and reporting back to the Executive Committee the decisions made.
 - vii) Making recommendations and advising the Executive Committee and General Meetings on the financial implications of proposals and decisions.
 - viii) Must submit a termly financial report to the College Accountant.
- d) The Welfare Officer shall have the following powers, duties and functions:-
- i) Responsibility for promoting welfare issues, organising events and providing welfare information and advice to DCSA members.
 - ii) Represent the DCSA on inter-collegiate and university levels, including GU and CUSU meetings, in the absence of the DCSA president or secretary.
 - iii) Seek to increase the participation of the Darwin student body in GU and CUSU elections and initiatives.
- e) The External Officer shall have the following powers, duties and functions:-
- iv) Co-ordinate Formal Hall Exchanges to other colleges.
 - v) Liase with other Colleges on matters of interest to DCSA members.
- f) The International Students’ Officer shall have the following powers, duties and functions:-

- i) Responsibility for representing and furthering the needs of overseas members of College.
 - ii) Attempting actively to involve overseas students in the affairs of College.
 - iii) Bringing to the attention of the DCSA and College any problem which international students may encounter.
- g) The Sports Officer shall have the following powers, duties and functions:-
- i) Responsibility for overseeing and promoting sporting activities in College.
 - ii) Liasing with other Colleges' sports officers or their equivalent.
 - iii) Responsibility for the booking of sports facilities provided by the DCSA.
 - iv) Liasing with the sports officer or equivalent of Wolfson College, Oxford and organising the Annual Darwin-Wolfson Sports Day.
- h) The Entertainments Officer shall have the following powers, duties and functions:-
- i) Responsibility for co-ordinating and promoting the social and entertainment activities arranged by the DCSA.
 - ii) Responsibility for the creation of an Entertainment Committee to help with the work, which must include representatives of both the Bar Committee and the Disco workers, as laid down in the Entertainments Committee Constitution (Appendix 2).
 - iii) The Entertainments Officer or his/her nominee shall chair Entertainment Committee meetings and keep the DCSA Committee fully informed of its decisions.
 - iv) Responsibility with the Entertainment Committee for organising the Security Rota for events.
 - v) Responsibility for keeping DCSA Entertainment equipment maintained and functioning properly according to the appropriate guidelines.
- i) The Admiral of the Punts shall have the following powers, duties and functions:-
- i) Responsibility for the maintenance and use of the DCSA punts on a regular basis.
 - ii) Responsibility for issuing keys and application forms, and overseeing the return of keys at the end of the season.
 - iii) Organising helpers to maintain and repair punts during the winter.
 - iv) Purchasing appropriate materials and equipment.
 - v) Ensuring that the punts are not abused and that their security is adequate.
 - vi) Dealing with the Conservators of the River Cam, including the licensing of the punts.
- j) The Communications Officer & 'River Rat' Editor shall have the following powers, duties and functions:-
- i) Responsibility for preparing the monthly bulletin/diary, and the termly 'River Rat' with help from College members.
 - ii) Organising an Editorial committee to help with the various tasks on 'River Rat'.
 - iii) Responsibility for finding and dealing with printers for 'River Rat'.
 - iv) Responsibility for obtaining paid advertisements for 'River Rat' to help fund it.
 - v) Will be the DCSA Representative on the College Computer Committee.

- vi) Will be responsible for liaising with the Computer Officer to maintain the DCSA Website (with input from other DCSA committee members).
- k) The Green Officer shall have the following powers, duties and functions:-
 - i) Responsibility for the co-ordination and implementation of environmentally friendly policies.
 - ii) Organising a Green Committee to help run an environmentally friendly collection and sorting system in College.
 - iii) Liaising with CUSU and GU on environmental issues.
 - iv) Emptying recycle bins placed around college in the Study Centre, college foyer and Television Room.
- l) The Women's Officer shall have the following powers, duties and functions:-
 - i) Responsibility for promoting welfare issues, organising events and providing welfare information and advice to female DCSA members.
 - ii) Responsibility for representing and furthering the needs of female members of College.
 - iii) Oversee and organise the activities of the Women's Group to focus on gender-related concerns and propose policy to the Executive and General meetings.
- m) The Bar Chairperson shall have the following powers, duties and functions:-
 - i) As laid down in the Bar Committee Constitution (Appendix 1).
- n) The College Council representatives shall have the following powers, duties and functions:-
 - i) Represent the DCSA on the College Council.

9 Other Elected Positions

9.1 In accordance with College Statutes the DCSA President shall be ex officio a member of the College Council, and two other students shall be elected as members of the Council.

9.2 The student members shall represent the views and needs of the students to College Council.

9.3 There shall be elections of all student members of the non-statutory College Committees.

9.4 The DCSA Committee shall have power to make appointments to fill casual vacancies in student membership of non-statutory College Committees. The members so appointed shall have tenure until the next elections of student members.

9.5 Other DCSA Officers and Representatives may be elected, for specific purposes, as and when required. The tenure of such Officers and Representatives shall not exceed one year. The need to appoint such Officers and Representatives shall be decided by the Executive Committee.

9.6 In order to create greater liaison between the DCSA Committee and other College Committees, all members of the DCSA Committee shall stand for election to the Committee that corresponds most closely to their area of responsibility.

10. Terms of Office

10.1 Executive Committee Members shall serve for a period of one year.

10.2 The President, Secretary, Treasurer, Entertainments Officer, Sports Officer, College Council representatives and Welfare Officer shall serve from no later than 1 August of the year of their election (taking into account a reasonable handover period).

10.3 The External Officer, Women's Officer, Communications Officer, International Officer, Admiral of the Punts and Green Officer shall serve from no later than 10 November of the year of their election.

10.4 Any officer wishing to resign his/her post must put their resignation in writing to the President or Secretary.

11 Removal of a Committee Member or Representative

11.1 Any Committee member or Representative who

- a) fails to carry out the work allotted to their position, or
- b) fails to attend 2 or more consecutive meetings which by their job description they are obliged to attend, or
- c) engages in activities of a nature damaging to the financial, social or legal status of the DCSA without notifying the President or Secretary as to a satisfactory reason, shall be deemed by the President or Secretary to have resigned and the President or Secretary will thus propose a motion of no confidence at the next General Meeting.

11.2 A member of the Committee shall cease to hold office upon the passing of a motion of no confidence at a DCSA General Meeting.

11.3 Any Committee Member who ceases to hold office under this clause shall not be eligible to stand in any further DCSA election.

11.4 Sub-Clauses 11.1, 11.2 and 11.3 shall not apply to the Bar Chairperson.

12. Co-option

12.1 In the event that an officer of the DCSA resigns or is deemed to have resigned, the Executive Committee shall have the power to co-opt a person to fill the vacancy, only until such time as a by-election can be held.

13. Indemnity

13.1 Every Committee member of the DCSA shall be entitled to be indemnified out of the assets of the DCSA against losses or liability which maybe sustained or incurred in or about the execution of their duties or otherwise in relation thereto, and no Committee member shall be liable for any loss damage or misfortune which may happen to be incurred by the DCSA, providing that nothing in this clause shall affect their liability for the consequences of negligence on their part.

14 Clubs and Societies

14.1 All clubs and societies who wish to obtain funding from the DCSA and/or to include the name Darwin College in their title (unless otherwise approved by College Council or Governing Body) shall be put forward for recognition as DCSA affiliates following,

- a) The production of a list of signatures of 15 DCSA members who wish to start the club or society.
- b) The production of a workable constitution which must include those clauses which appear in the DCSA draft Societies Constitution (Appendix 3), a copy of which must be lodged with the DCSA

14.2 Upon the fulfilling of the criteria in sub-clause 14.1, the DCSA Committee shall, subject to their discretion, ratify the club or society whereupon it shall become eligible for funding.

14.3 All clubs and societies so ratified may have associate members from other colleges, but these should not number more than 30% of the total membership, and DCSA members should have priority in activities involving the use of DCSA funds. Only full DCSA members may fill the three minimum posts required under clause 14.1(b) of President, Secretary and Treasurer.

14.4 The DCSA Executive Committee shall set out the proposed allocation for each club and society in the DCSA budget at the Michaelmas Term General Meeting. The General Meeting shall have the right to amend and alter allocations to clubs and societies within the constitutional limits. When new clubs and societies are ratified between General Meetings, the DCSA Executive Committee shall allocate funding, subject to the approval of the next General Meeting. Clubs and societies which require more financial support during the year than asked for at the Michaelmas Term General Meeting should approach the DCSA Executive Committee who will decide, subject to the approval of the next General Meeting, whether or not to grant the request.

14.5 No club or society shall be given and or loaned funding of more than 10% of the annual DCSA budget in any one financial year.

14.6 Where two clubs or societies exist to serve the specific sexes who otherwise undertake the same activity, the two clubs shall be considered as one in calculating the budget allocation as stated in 14.5

DCSA Rule 1: Election Regulations

A Executive Committee

1. In accordance with College Statutes and Ordinances there shall be elections for all posts on the Committee, except that of the Bar Chairperson who as laid down in the Bar Committee Constitution shall be elected by the outgoing Bar Chairperson after consultation with the DCSA President and subject to the approval of the Licensee.
2. Elections shall be held during:
 - a) the first half of Easter Term (before July 1) for the President, Treasurer, Secretary, Sports Officer, Entertainments Officer, Welfare Officer and College Council positions.
 - b) the first half of Michaelmas Term (before November 10) for the remainder of the Executive Committee.
3. Nominations shall be submitted in writing, either by letter or email, to the Secretary or President at least three days before polling.
4. Each nomination must contain
 - a) The name and signature of the candidate
 - b) The Office for which the candidate is standing
 - c) The name and signature of the proposer and seconder. The candidate, proposer and seconder must all be current members of the DCSA.
5. The President/Secretary shall inform all candidates of the names of all candidates after nominations close.
6. As laid down by the Statutes, at least 14 days notice shall be given of any election.

B Returning Officer

As laid down in Statutes, a nominee of College Council shall act as returning officer.

C Hustings

Candidates for all posts shall be required to give a speech outlining the reasons he/she wishes to stand and then answer both written and oral questions.

D Publicity

1. Each candidate for a post shall submit a brief (no more than 200 words) document. These will be compiled into a booklet which will be available from the Executive, and by the ballot box, and distributed by e-mail.
2. No candidate shall put up more than 3 posters in the main buildings of College by way of publicity. These posters must not be larger than A4.
3. No candidate shall put up more than 1 poster in each college house or hostel by way of publicity. These posters must not be larger than A5.
4. Other than as allowed in the preceding clauses no printed, photocopied or electronically mailed material pertaining to the elections is to be distributed by candidates.

E Voting

1. In elections for all posts except the Women's Officer, all members of the DCSA shall be eligible to vote. The electorate for the post of Women's Officer shall be as defined in Section F.
2. Voting shall be by secret ballot.

3. In event of candidates standing unopposed the ballot paper shall ask for a positive/negative vote for the candidate, and shall be required to obtain a simple majority of positive votes. For this purpose abstentions shall be ignored.
4. Where there are more than two candidates for any position, voting shall be by single transferable vote, with an option to re-open nominations.
5. Voting shall take place over 3 days.

F Women's Officer

1. The election for Women's Officer shall be open to self-defining female members only.

G By-Elections

1. By-Elections shall be called at the first opportunity after a position becomes vacant.
2. In the case of a vote of no confidence being passed, notice of a by-election shall be given at the General Meeting during which it was passed.
3. Regulations for elections shall apply except that nominations shall be handed in to the Secretary during a period specified by the executive Committee.

DCSA Rule 2: Financial Regulations

- A) The DCSA Treasurer shall be appointed by the Senior Treasurer to be responsible for the preparation and maintenance of all DCSA financial records, estimates and accounts; for ordering all supplies of stationary and receipts, including control and custody of unused stocks; for receipts of all monies dues to the DCSA for all payments; and for providing reports which shall be used as the basis of the Senior Treasurer's termly reports to the Council.
- B) The Treasurer shall keep detailed invoices relating to all expenditure of the DCSA, including travel and other personal expenses incurred on behalf of the DCSA.
- C) All payments shall be made by cheque.
- D) The Treasurer shall use the book-keeping system of monthly income and expenditure with monthly balances shown.
- E) All cheques shall be signed by any two of the following Officers, the Treasurer, President, or Secretary: the cheque numbers shall be recorded on the corresponding invoices by the Treasurer. The Senior Treasurer is authorised to act as sole signatory when required.
- F) The Treasurer shall issue official numbered receipts for all cash received. Each receipt should indicate the services to which the cash relates.
- G) Cash received shall be paid gross to the bank by the Treasurer.
- H) The Treasurer shall prepare a bank reconciliation statement at regular intervals and shall complete all books and accounts for audit before the Michaelmas Term General Meeting.
- I) The books and accounts of the DCSA shall be annually audited and the DCSA shall provide the auditors with all information required by them in the discharge of these functions. These audited accounts shall be presented to the Michaelmas term General Meeting.
- J) The Treasurer shall make available to the President and Secretary records detailed in paragraphs B & H of this rule when required to do so by the Senior Treasurer so and such records shall be made available for the membership.
- K) The financial year shall run from July 1st to June 30th.
- L) The Treasurer shall submit a financial statement at every Executive Committee Meeting.

DCSA Rule 3: Standing Orders for General Meetings

A Attendance & Quorum

1. All full members of the DCSA are entitled to attend, propose & second motions, and vote at General Meetings. Fellows and other associate members of the DCSA may attend General Meetings.
2. The Quorum for a General Meeting, as laid down by clause 6.4 of the DCSA Constitution shall be 15% of the full membership.

B Agenda

1. The Executive Committee shall set the General Meeting Agenda which must include the following items:
2. The Chairperson shall have a casting vote only.
3. At the beginning of each meeting the Chairperson shall appoint tellers who shall retain their voting rights.
4. The Chairperson shall have power to change the order of business subject to the approval of the General Meeting.
5. The Chairperson shall be responsible for keeping the meeting to order. She/he shall not participate in debate but shall ensure that all remarks are relevant to the debate and factually correct.
6. The Chairperson may leave the chair to speak on any topic in which case a member of the Executive shall take the Chair.
7. If, in the opinion of the Chairperson, orderly debate of the business has become impossible, the Chairperson shall declare the meeting adjourned until order is restored.
8. Interpretation of the Constitution and regulations during General Meetings shall be the responsibility of the Chair.

C Motions

1. Motions may only be proposed or seconded by members of the DCSA and must be handed to the Secretary by two hours before the start of the General Meeting.
2. The Executive Committee shall determine the order in which tabled motions shall be considered. The order may be challenged by the General Meeting by a simple majority vote.
3. The Executive Committee via the Chairperson of the Meeting shall have the right to recommend any motion which it considers to be of immediate urgency.
4. Every motion shall have a proposer and seconder. The proposer shall propose the motion – it shall thereafter be open for discussion, with a speech against the motion following the proposer.
5. The proposer of the motion shall have the right to a summation speech, after which the vote shall immediately be taken.
6. If there are no other speakers on a motion, the Chair shall direct the proposer to move straight to the summation speech.

D Amendments

1. Amendments to a motion may be put at any time.
2. Amendments which are accepted by the proposer and seconder of the substantive motion shall be incorporated into the substantive motion without debate or vote.

3. If an amendment which is not acceptable to the proposer of the motion is subsequently carried, the proposer of the amendment becomes the holder of the substantive motion and the rights of the proposer pass to him/her.
4. Discussion on amendments shall be in the same form as that for motions.
5. The proposer of the original substantive motion shall have the right to speak first against an amendment not acceptable to him/her.
6. The Chair shall rule out of order any amendment which is not directly relevant to the motion under discussion.

E Emergency motions

1. Emergency motions may be submitted only on matters or events occurring after the final time for the submission of motions.
2. Under no circumstances shall failure to submit motions by the specified closing time constitute grounds for their inclusion as an emergency motion.
3. The Executive Committee shall decide the validity of such motions and the position of valid motions on the agenda of the Meeting.
4. Motions which the Executive rule out of order as emergency motions but which may be of interest to the General Meeting may be given as information by the Chair.

F Motions of “No-confidence”

1. A motion of “no-confidence” in an officer of the DCSA or student member of the College Council must be put in the form of a motion with a proposer and seconder.
2. An officer of the DCSA shall cease to hold office and the office be declared vacant upon the passing of a vote of “No-confidence” in him/her by a two thirds majority of those present and entitled to vote at a General Meeting. The Meeting must be Quorate.
3. In the event of an officer ceasing to hold office under this clause they will become ineligible to stand in any future elections of the DCSA.
4. If a motion of “no-confidence” is passed, a record of the motion must be kept on file, and will not be subject to policy lapse.

G Procedural Motions

1. The Procedure for Motions of all kinds shall be as follows. To prevent circularity, once any stage has been passed it shall be impossible to return to any earlier stage of the procedure. These stages in descending order shall be as follows i.e. once stage (a) is passed, it may not be returned to:
 - a) Vote of Censure
 - b) That the motion be voted on in parts
 - c) That the motion lie on the table
 - d) That the motion now be put
 - e) That the motion not be put
 - f) A challenge of the Chair’s Ruling
 - g) A vote of no confidence in the Chair

H Voting

1. Voting at an General Meeting shall be by show of hands.

2. A recount may be called by 10 members. During a recount members who did not vote in the original count may vote.
3. No votes shall be recorded on behalf of members not present.
4. The Chairperson shall act as teller and have the casting vote.

I Executive Reports

1. Verbal reports of the Executive Members shall be presented by the executive Member responsible who will questions. All reports presented to General Meetings shall be formally accepted by the General Meetings.

DCSA Rule 4: Use of DCSA Punts

- A) The DCSA punts shall be for the use of all College members and their guests only. The members shall be required to register with the Admiral of the Punts before using the punts.
- B) College members shall not allow guests or acquaintances to borrow punts in their absence.
- C) There shall be a booking log placed in College, in which College members must sign their names when using a punt. It shall be possible to book a punt in advance in this log.
- D) Individual College members may borrow a punt for up to two hours per day only, or 5 hours in the case of certain designated punts. Punts must be returned promptly at the end of any session to ensure that those waiting next to use that punt are not inconvenienced.
- E) Punts must be kept clean and bailed, with litter and water etc. being removed after use.
- F) The punts and their equipment (paddles, cushions, duckboards, and punt poles) must be treated with care.
- G) Punts shall be adequately secured by means of chains and padlocks, and members must ensure that these are used correctly.
- H) Breach of the above clauses may lead to members being barred by the Admiral of the Punts from using the punts (both booking punts in their name, and accompanying other members when using punts) and/or being fined for damage caused.

DCSA Rule 5: Discos and Live Bands Organised by the DCSA Entertainments Committee

A)

- 1 The following regulations shall relate to the holding of discos or live bands (henceforth referred to as an event) organised by the DCSA Entertainments Committee.
- 2 Apart from Private Parties/Discos, all discos and live bands must be organised under the auspices of DCSA Entertainments Committee.

B)

- 1 The Organiser, normally DCSA Entertainments Officer, or designated members of the DCSA Entertainments Committee must be responsible for the supervision of the event, the security staff on duty and complying with these rules.
- 2 The Organiser, or designed deputy, must be present from the setting up of the event to its finish.
- 3 The Organiser may close the event at any time to prevent disorder or a breach of any College rules. In addition, the College porter on duty has the authority to close the event at any time if he/she believes that the behaviour of those present gives reasonable cause for concern or that College property may be endangered.
- 4 The Security Staff and Organiser shall have the right, in consultation with the porter on duty, to take action as seems fit, to restrict entry or eject individuals in breach of these or other College rules.
- 5 The Organiser shall be responsible for reporting any incident to the Porter and DCSA President.

C) Security Personnel

- 1 The Entertainments Committee is responsible for organising, maintaining and paying a rota of Entertainments staff to oversee the security of events.
- 2 There will be a minimum of 4 staff at each event. These 4 staff may include the Entertainments Officer. Shift times will normally be 9.30- 11.30pm and 11.30-1.30pm. The Organiser shall oversee security before 9.30pm.
- 3 Staff shall be paid a specified amount per hour determined by the DCSA Entertainments Committee in consultation with the DCSA Executive Committee.
- 4 Names of the staff working at any event and their shift times must be given to the Porters and the DCSA President at least 24 hours before the start of the event. If not enough people can be found to work any shift by that time, the event shall be cancelled.
- 5 Responsibility of the Security Staff include:
 - a) Overseeing the Main entrance to events, checking the identity of all people entering the event, ensuring all members and guests are signed in and turning away non-College members. There must always be 2 people on the door, placed in such a position that they can see all the entrance hall after the parlour has been closed. They are responsible for ensuring both sets of doors remain closed and locked after being locked by the Porter.
 - b) Ensuring the external door of the Common Room remains closed and unlocked.
 - c) Ensuring no gatecrashers enter the event through either the back doorway by the bar or the external door of the Common Room.

d) Ensuring fire escape routes are unimpeded, in particular that any queue does not obstruct the corridor or the entrance area in front of the porters' lodge.

6 All security staff must be familiar with and comply with these regulations.

D) Suitable provision must be made at the end of the event for checking the College for the safety and security of the premises, the locking of doors and windows and switching off of lights, the return of moved furniture and fittings (including the television), and for ensuring that no guests are left unattended on College premises.

E) To comply with Fire and Safety regulations the Organiser must ensure that no more than 150 people are present in The Common Room/Bar area at any one time.

F) The number of guests admitted at the door with any one member may be limited by the Organiser to none. Both members and guests must sign in at the door and pay any fee. Members shall be responsible for the actions of their guests and must ensure their guests leave the event when they themselves leave.

G) All members must show identification to prove their identity as members of the DCSA.

H) The bar on event nights shall open until 12 midnight. Music may continue up to 1 am, although the Organiser must ensure the volume is reduced after 12 midnight to avoid inconvenience to neighbours and other members.

I)

1 An event (disco and live bands) may only be held once a fortnight. Two events may be organised in successive weeks if only there has been, or will be, three weeks without an event organised by the Entertainments Committee in College.

2 The Organiser shall make a booking for the event with the Bursar's Secretary, after consulting the DCSA President.

3 No event may be held on the same day as the Darwin Dinner, The Annual Commemoration Dinner, or a College Guest Night.

4 The live-in maintenance staff in the flat above the bar must be informed in advance of any event, and due consideration for them must be observed.

J) If an event is organised jointly with a body other than a Darwin College body, a list of those wishing to attend from that body, not exceeding 50 must be received by the Organiser not later than 6.00pm on the day of the event.

K) One event date a term shall be set aside for an event organised by and/or for a Darwin Society or Club. Such an event must follow these rules, although the benefiting Society or Club must provide the security staff. Clubs wishing to benefit from a disco shall apply to the DCSA Executive Committee (not the DCSA ENTS Committee). In the event of multiple applications the choice of the benefiting Society shall be determined by the DCSA Executive Committee.

Appendix 1: DCSA Entertainments Committee Constitution

As per the Darwin College Constitution, the elected Entertainments Officers are authorised to form the Darwin Entertainments Committee (henceforth referred to as the DEC), to help them in all Entertainments related duties. The following are the formal operational and functional regulations for the DEC, as decided upon by the Entertainments Officers for the year 2003.

1. The D.E.C shall be represented in DCSA meetings by its chair(s), the elected Entertainments Officer(s), who shall bear the voting power as per the constitution. However, as the DEC representatives, the Officer(s) shall be required to vote as per DEC exigencies, on Entertainments related issues only.
2. ALL the dealings of DEC and the DCSA shall take place through the Entertainments Officer(s) only, unless there occur extenuating circumstances such as the DCSA President or the Treasurer or the College Bursar requesting a meeting with the full DEC
3. The size and functioning of the DEC shall be independent of the DCSA itself; however, it shall officially be a sub-committee under the DCSA itself and its chair shall possess voting power as member(s) of the DCSA on other non-Entertainments related issues as well.
4. The budgeting and the annual calendar shall be at the discretion of the DEC, such that:
 - 4-1: The Budget as allocated by the Bursar shall be administrated to the DEC representative in the DCSA, i.e. the Entertainments Officer(s), through the elected Treasurer. Under this system:
 - a- The DEC through its DCSA representative, i.e. the Entertainments Officer(s) shall be answerable to the Treasurer only for the funds requirements and expenditure.
 - b- The Entertainments Annual Budget shall be held in trust for the DEC by the DCSA Treasurer, who shall be responsible for the providence of the same funds as per requirement by the DEC
 - c- In case, there is a disagreement between the Treasurer and the DEC on budget and/or expenditure related issues, the DCSA President and the Entertainments Officer(s) shall act as mediators.
 - 4-2: The Annual Entertainments Calendar shall be prepared at the discretion of the Entertainments Officer(s) and the DEC itself, such that:
 - a- The calendar shall be subject to approval by the College Bursar and the Bar Chair both. The calendar may also be discussed in the DCSA and changes made at the express discretion of the Entertainments Officer(s).
 - b- For the Freshers Week Events only, the requests of the Sports Officer shall over-rule those of the Bar chair, the DCSA and the D.E.C all.
 - 4-3: The budget requirements for the Freshers Week Events and the Entertainments presence during the College Freshers Fair shall be fulfilled from the annual Entertainments Budget itself; for this purpose, the DEC shall allocate the desired amount for the forth-coming year and the DCSA Treasurer shall administer it accordingly.
5. The handling of all the cash shall take place via the Cash Box, and shall be undertaken by the DEC members under the supervisory authority of the Entertainments Officer(s) or any nominated representative thereof, such that:
 - 5-1: The representative is duly approved by or a current member of the DEC itself.

5-2: In events other than of a Bop or any similar, or otherwise, activity where the DEC charges entrance fee, the Cash Box may only be accessed by the DCSA Treasurer and the Entertainments Officer(s) only, and within the intelligence of each other and at least one of the DEC member(s).

5-3: In event that either or all of the personnel allowed access to the Cash Box, remove any cash from it, they must inform the DEC members of it as soon as possible, and vice versa.

5-4: It is the responsibility of the Entertainments Officer(s) and/or the nominated authority thereof, to keep a record of all the cash present inside the Cash Box, both before and after, any such event wherein the Cash Box is utilized, such that:

a- All the details of any and every gross transaction(s) has to be recorded, in the event the DCSA Treasurer requires the knowledge thereof.

b- At the end of each event/bop, the transaction summary and any cash in the Cash Box, over the amount of £100, is to be turned over to the DCSA Treasurer, who will keep it in trust for the DEC as part of the Entertainments Budget.

6. The structure of the DEC shall be based on the discretion of the Entertainments Officer(s), such that:

6-1: The DEC shall always function as a separate entity from the DCSA; however, officially it shall be counted as a sub-committee thereof.

6-2: The DEC shall always comprise the following chairs:

I. The Entertainments Officer who shall serve as the DEC Chair

II. The Joint Entertainments Officer

III. The Bar Chair

IV. The Security/Disco Workers Representative

V. Honorary Chair of DCSA represented by either of the International, Welfare and External, Women's or LesbiGay Officers.

6-3: The post of DEC Treasurer shall always be occupied by the first of the elected Entertainments Officer(s).

6-4: The overall responsibility of the DEC equipment stored in the Bar Cellar shall lie with the Entertainments Officer(s); they may appoint another DEC member to act in their lieu as a caretaker deputy.

6-5: All the other Entertainments related tasks, such as acting as contact for DJs, liasing with the Clerk of Works, Catering Manager etc. etc. maybe undertaken by the DEC Chair itself, or delegated to any member of the DEC as per Chair discretion.

Appendix 2: DCSA draft Societies' Constitution

Constitution of the Darwin College

1. Name

1.2 In accordance with the Statutes of Darwin College, there shall be a Darwin College.....Society, hereafter called the DC.....

2. Aims and Objectives

2.3 The objectives of the DC..... shall be pursued without distinction of race, nationality, disability, religion, sexual orientation and independent of any political party or religious body, but positive discrimination in favour of any disadvantaged section of society shall be permissible.

2.4 The objectives shall be to promote the welfare and particular interests of DC..... members and act on their behalf.

3 Government

3.1 The Constitution defines the framework for the general conduct of the DC..... insofar as it does not conflict with College Statutes and Ordinances or the DC.... Constitution and Rules.

3.2 The day to day responsibility for interpreting the Constitution and regulations shall devolve to the Executive Committee subject to instructions from, and being answerable to, General Meetings.

4 General Meetings

4.1 The DC..... General Meetings shall be the supreme policy making body of the DC.....

4.3 General Meetings shall be held once an academic year.

4.4 Minutes shall be kept of all General Meetings and be submitted for approval at the next General Meeting and to the DC.....

4.5 The quorum for a General Meeting shall be 50% of the full membership.

4.6 Decisions of an inquorate General Meeting shall be of an advisory and not binding nature.

5 Extraordinary General Meetings

5.1 Extraordinary General Meetings must be called by the Executive on the receipt of a written request from 5 DC.... members.

5.2 Notice for convening an Extraordinary General Meeting must specify a date not less than one week and not more than two weeks after the receipt of a request for an Extraordinary General Meeting.

5.3 No business shall be conducted at an Extraordinary General Meeting except the discussion of the motion or motions cited in the request on the basis of which the Meeting was convened.

6 The Executive Committee

6.1 The Committee shall consist of at least the following 3 members

- a) President
- b) Secretary
- c) Treasurer

6.2 Executive Committee Meetings

- a) The quorum for an Executive Committee Meeting shall be 50% of Executive serving and eligible to vote.
- b) Reasonable notice shall be given to all members of the time and place of Ordinary and Extraordinary meetings.
- c) Except by the specific consent of the majority of those present and eligible to vote at the meeting, no persons other than the Committee and a DC.... representative maybe present at meetings and only the Committee can vote.
- d) Minutes of the committee meetings shall be made available to the membership, and DC....

6.3 General responsibilities of the Executive Committee

- a) Be empowered to represent the DC.... or any member of the DC.... on matters relating to the objectives of the DC....
- b) Be responsible for the day to day running of the DC....
- c) Carry out mandates from General Meetings and ensure that DC.... policy is implemented.
- d) Make recommendations to General Meetings.
- e) Deal with the emergency business of the DC.... when appropriate within the bounds of this Constitution

6.4 Individual Responsibilities of Executive Members

- a) The President shall have the following powers, duties and functions:-
 - i) Overall co-ordination of the DC....
 - ii) Spokesperson of the DC.... and chief representative of the DC....to College
 - iii) Liaison with College and the DC....
 - iv) The President or his/her nominee shall chair General Meetings and Executive Committee Meetings.
- b) The Secretary shall have the following powers, duties and functions:-
 - i) Responsibility for the daily administration of the DC....
 - i) Taking and circulation of the Minutes of General Meetings and Executive Committee Meetings.
 - ii) Maintaining up-to-date files of the DC....'s affairs, minutes and policy documents.
- c) The Treasurer shall have the following powers, duties and functions:-
 - i) Responsibility for overseeing the finances of the DC....
 - ii) Preparing the annual budget at the beginning of the financial year.
 - iii) Responsibility for all requests for payments in and out of the DC....accounts.
 - iv) Making recommendations and advising the Executive Committee and General Meetings on the financial implications of proposals and decisions.

7 Terms of Office

- 7.1 Executive Committee Members will serve for a period of one year.

7.2 Any officer wishing to resign his/her post must put their resignation in writing to the President or Secretary.

8 Removal of a Committee Member or Representative

8.1 Any Committee member or Representative who

- a) fails to carry out the work allotted to their position, or
- b) fails to attend 2 or more consecutive meetings which by their job description they are obliged to attend, or
- c) engages in activities of a nature damaging to the financial, social or legal status of the DC.... without notifying the President or Secretary as to a satisfactory reason, shall be deemed by the President or Secretary to have resigned and the President or Secretary will thus propose a motion of no confidence at the next General Meeting.

8.2 A member of the Committee shall cease to hold office upon the passing of a motion of no confidence at a DC.... General Meeting.

9 Co-option

9.1 In the event that an officer of the DC.... resigns or is deemed to have resigned, the Executive Committee shall have the power to co-opt a person to fill the vacancy, only until such time as a bye-election can be held.

10 Indemnity

10.1 Every Committee member of the DC.... shall be entitled to be indemnified out of the assets of the DC.... against losses or liability which maybe sustained or incurred in or about the execution of their duties or otherwise in relation thereto, and no Committee member shall be liable for any loss damage or misfortune which may happen to be incurred by the DC...., providing that nothing in this clause shall affect their liability for the consequences of negligence or of overspending of the DC.... budget, on their part, or on the part of their membership.

Appendix 3: DCSA Societies' Budget Claim Form

1. Name of Club/Society: _____
2. Name of Captain/President: _____
3. Person in charge of Club/Society: _____
4. Approximate number of members or affiliates who were involved in club activities in the last term (if applicable): _____
5. How many members or affiliates were from Colleges other than Darwin? _____
6. Which Colleges? _____
7. How often do club activities occur? _____
8. Does your club require grounds, etc. which have to be paid for? _____
9. If so, is there one yearly payment or are grounds etc. rented as needed? _____
10. Amount received from DCSA Budget in the last academic year (if applicable): _____
11. Total spent out of allotted budget: _____
12. Approximate expenditure per member in the last academic year (if applicable): _____
13. Were funds obtained from other sources, e.g. sponsorships, loans, fundraising events? _____
14. If so, please state from where the funds came and how much they amounted to: _____
15. Amount claimed for 200_ -200_ including the breakdown of probable spending: _____

This questionnaire and claim form is used by the DCSA Committee to judge allocations for the coming year. Failure to complete this form will result in the DCSA Committee having to judge your allocation on incomplete information and may result in allocation problems.

N.B. Please note that under the DCSA Constitution all Clubs and Societies must fill in an approved Constitution for ratification by the DCSA Committee, and general Meeting. Failure to do so means that the DCSA cannot allocate your Club or Society any money.

I understand that if I give information which is inaccurate or incomplete, it may adversely affect the club/society claim. I declare that the information given on this form is correct and complete.
