

Royce Hall Constitution

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Introduction

Royce Hall is home to approximately 370 students in Loughborough University. Being a catered hall in the student village; Royce Hall is located centrally on campus. Managed, as all on-campus accommodation is, by Loughborough University Student Accommodation Centre, Royce is also affiliated with the HSF (Hall Student Federation), a subsection of Loughborough Students' Union.

Terms of Reference

- Days refers to calendar days not working days
- LSU, Students Union and Union refer to Loughborough Students' Union
- University refers to Loughborough University
- Hall refers to Royce Hall
- HSF refers to Hall Students' Federation
- IMS refers to the Intramural Sports of the University
- FREEC refers to Food, Residential, Ethical, Environmental and Campus Watch
- HGM refers to Hall General Meeting
- EGM refers to Emergency General Meeting

1. Membership of Hall

- 1.1 The academic membership of the hall consists of the following:
 - The warden team consisting of the Hall Warden and Sub-Wardens
 - Other Senior Members, including but not limited to: Tutors and Honorary Members
 - Student Members resident in the Hall
 - Associate Members and any Loughborough Student Members who have paid Hall subscriptions but are not living in hall.
- 1.2 All members of Hall are expected to maintain the well-being of the Hall, to uphold its prestige and to observe the rules designed for those purposes
- 1.3 Any members not paying Hall subscriptions cannot attend Hall functions, play IMS, use Hall equipment and facilities, vote in Hall elections and may be referred to the Warden if they do so
- 1.4 Any individuals living outside of Royce Hall, who wish to play in Royce's Sports fixtures, attend Hall functions, vote in Hall elections or use Hall equipment and facilities must pay an affiliate Hall subscription.
- 1.5 Associate members who have paid Hall subscriptions may vote in any election and propose or second nominees.

2. Hall Committee of student members in the Hall

2.1 Aims

The Committee shall exist to encourage a sense of community within The Hall and to represent the views and interests of members of The Hall. The Hall Committee also stands to promote The Hall internally and externally. The committee should adhere to University Regulation XIX.

2.2 Composition

The Hall Committee shall be elected from student members of the Hall as prescribed below:

- 2.2.1** The officers shall consist of:
- (i) Hall Chair
 - (ii) Vice Chair(s) (See Vice Chair(s) 2.4.2)
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Social Secretaries (x2)
 - (vi) Stash Representative
 - (vii) Sport Secretary (two male, two female)
 - (viii) Rag Representatives (x2)
 - (ix) Media Representatives (x2)
 - (x) FREEC Representative
 - (xi) Action Representative (x2)
 - (xii) Welfare Representative

2.3 Duties

- 2.3.1** The Committee shall organise Hall functions and generally act on behalf of the Hall members.
- 2.3.2** The Committee shall deal with complaints and suggestions from the students on Hall matters that are within its powers (See powers of Committee).
- 2.3.3** The Chair and Committee shall have power to enforce the Hall rules and regulations in addition to rules made by the Warden and Sub-Wardens and those made by the general consent of the students. The Committee shall have the power to ask members of the Hall if they consider their behaviour justifies such actions and prevents any incidents occurring which would be detrimental to the reputation of the Hall.
- 2.3.4** Representatives of the Committee shall be responsible for organising and helping with cleaning up immediately after Hall socials held in the Royce Hall Common room.
- 2.3.5** Committee members are expected to participate in a range of aspects of hall life, potentially including but not limited to Action, Rag, IMS and socials.
- 2.3.5.1** If a committee member is adjudged to have not complied with 2.3.5, then they can be reprimanded by the Hall/Vice Chair to their discretion.
- 2.3.6** No member of any Hall committee can take monetary gain from organising any social activity, or event. This is to include:
- 2.3.6.1** Singular, one off events
 - 2.3.6.2** Promotion of any kind, described by;
 - handing out flyers
 - Social networking
 - Electronic Communication
 - 2.3.6.3** The running or affiliation to any regular social activity or event
- 2.3.7** Promotion (**2.3.6.2**), as described above, is only acceptable when promoting a Hall event, and only to benefit the Hall.
- 2.3.8** Any financial benefits must be invested back into the Hall, otherwise see remark

- 2.3.9** Affiliation to external venues is acceptable for personal benefit if and only if it has no conflict of interests, for example:
- Bar work paid at the normal rate for normal work
 - Security paid at the normal rate for normal work
- 2.3.10** All Committee are treated as any other member in Hall in terms of payment for socials, unless they are involved with the organisation and/or running of the social
- 2.3.11** Anything bought by the Hall for the use of a Committee member should be passed on to the next member in that position.
- 2.3.12** The term of office of each Committee position shall be a maximum of three academic terms without re-election (see 2.6)

2.4 Duties of each individual member

2.4.1 Hall Chair

- 2.4.1.1** To call and chair Committee meetings.
- 2.4.1.2** To call and chair General Meetings (E.G.M. and H.G.M.).
- 2.4.1.3** To hold the casting vote at such meetings.
- 2.4.1.4** To attend Hall Student Federation meetings and represent Hall views to the best of his/her abilities.
- 2.4.1.5** To represent Hall students, at the discretion of the Committee, to the Warden.
- 2.4.1.6** To call an election for a new Committee with the consent of the current Committee (See Elections) and chair Hustings.
- 2.4.1.7** To organise and help Hall Committee to promote the well-being of the Hall.
- 2.4.1.8** To be a signatory for cheques concerning Hall finance
- 2.4.1.9** To help organise any hall sponsorship from external organisations.
- 2.4.1.10** Taking an impartial view on all matters and making sure that all sides of an argument are heard
- 2.4.1.11** To delegate duties and responsibilities to Committee members where necessary
- 2.4.1.12** To issue the job lists to the Committee via the Secretary where necessary.

2.4.2 Vice Chair(s)

- 2.4.2.1** To assist the chair with their day-to-day tasks
- 2.4.2.2** To chair meetings (HGM, EGM and Committee) when the chair is unavailable
- 2.4.2.3** In the event of a call of no confidence against the Chair, then the vice chair shall hold the casting vote (see 2.6).
- 2.4.2.4** To help other members of Committee to be as effective as possible within their respective roles.

2.4.3 Secretary

- 2.4.3.1** To organise and report results of all Committee elections.
- 2.4.3.2** To record all of the minutes from every Hall and Committee meeting, this includes H.G.M. and E.G.M, and to make readily available to members of the Hall.
- 2.4.3.3** To help organise the Hall photograph and its distribution.
- 2.4.3.4** To be a signatory for cheques concerning Hall finance.
- 2.4.3.5** To issue job lists to the Committee as requested by the chair
- 2.4.3.6** To ensure the Hall Constitution is annually reviewed and amended when needed.
- 2.4.3.7** To be responsible for relevant email communication within the Hall

2.4.4 Social Secretaries

- 2.4.4.1** To organise a social event for the Hall at least once a month where possible/sensible to do so, keeping them varied and well organised, including sober socials which are organised with the Welfare Representative.

- 2.4.4.2 To organise special Hall events including, but not limited to, the Summer Ball, Christmas Ball, St. Fred's Day and Freshers' Week.
- 2.4.4.3 To liaise closely with other Committee Members for certain events.
- 2.4.4.4 To attend Social Secretaries meetings.
- 2.4.4.5 To assist the Hall Chair with arranging hall sponsorship.
- 2.4.4.6 To update the Social Boards, along with the Media Representatives.

2.4.5 Stash Representative

- 2.4.5.1 To attend stash meetings
- 2.4.5.2 Establish and maintain profitable connections and relationships with external suppliers
- 2.4.5.3 They are responsible for liaising with Committee in the design and ordering of Fresher T-shirts
- 2.4.5.4 Must liaise with the Hall treasurer before ordering Hall merchandise
- 2.4.5.5 They shall ensure that any sponsorship agreement is in the form of a written and binding contract and adheres to the terms of University Regulation XIX
- 2.4.5.6 Must design Hall stash.
- 2.4.5.7 Design T-Shirts for St. Fred's Day and Royce 100 (as well as any other events that the Hall Committee decides is needed).

2.4.6 Sport Secretaries

- 2.4.6.1 The Sports Secretaries shall be responsible for the organisation of all Hall sports and shall be responsible in seeing that the Hall is represented if possible by teams and individuals in all Intramural Sports and Games.
- 2.4.6.2 Attending the Intramural Sport Secretary meetings to ensure that they remain well briefed on all sport matters.
- 2.4.6.3 To organise and ensure fair trials and practices take place for Intramural teams.
- 2.4.6.4 To select captains for all the intramural sports and to aid their team selections.
- 2.4.6.5 To generally be involved in the promotion of sport from Intramural to recreational level
- 2.4.6.6 To update the IMS board to ensure Hall members know what's happening in Intramural Sport with the Media Representatives.

2.4.7 Rag Representatives

- 2.4.7.1 The RAG Representatives are responsible for the running of RAG fundraising within Hall, including the organisation of fundraising socials and RAG Raids.
- 2.4.7.2 To organise all aspects of Hall RAG Raids (with help from other members of Committee and RAG where required).
- 2.4.7.3 To ensure the submission of any relevant money to LSU RAG.
- 2.4.7.4 To attend RAG Council Meetings
- 2.4.7.5 To carry out any relevant LSU RAG responsibilities.
- 2.4.7.6 To organise RAG events and socials in RAG Week and throughout the year for Hall (such as, but not limited to, Mayor's Parade and Message to Garcia).
- 2.4.7.7 To update the RAG board to ensure Hall members know what's happening in RAG with the Media Representative.

2.4.8 Media Representative

- 2.4.8.1 The Media Representatives shall ensure publicity for all events held by the Hall and design/publicise any other material as and when the Committee requests where appropriate.
- 2.4.8.2 To ensure the Committee Notice Board is kept up to date.
- 2.4.8.3 The Media Representative shall be responsible for working with other members of the committee to update Hall notice boards.
- 2.4.8.4 To attend media meetings.

2.4.8.5 To produce content, video or otherwise, throughout the year, to promote the Hall.

2.4.9 FREEC Representative

2.4.9.1 To attend residential meetings and represent the best interests of Hall members to the relevant residential organisation.

2.4.9.2 To have responsibility for the reporting of maintenance issues to the appropriate party, concerning Hall equipment and the distribution and maintenance of Hall kitchen equipment.

2.4.9.3 To consult the relevant residential organisation over matters concerning the fabric and fixtures of the Hall.

2.4.9.4 To maintain all Hall equipment and all things inclusive in the Royce Common Room.

2.4.10 Action Representative

2.4.10.1 To inform the Hall of the existence of Action and the opportunities it offers.

2.4.10.2 Shall be responsible for Action activities in the Hall, and the organisation of such activities.

2.4.10.3 To attend Action Council.

2.4.10.4 To recruit Action volunteers from within the Hall.

2.4.10.5 To support existing Hall volunteers.

2.4.10.6 To advertise Action socials and events.

2.4.10.7 To update the Action Board with the Media Representatives.

2.4.11 Welfare Representative

2.4.11.1 To help organise sober social events throughout the year.

2.4.11.2 To ensure that there is the appropriate amount of sober fresher helpers during freshers' week.

2.4.11.3 To be advertise any university wide welfare events.

2.4.11.4 To attend Welfare meetings.

2.4.11.5 To organise and/or oversee any other welfare projects or events within the Hall.

2.4.12 Treasurer

2.4.12.1 To keep the books, Hall bank accounts, and petty cash up to date, reporting all expenditures in the ledger.

2.4.12.2 To prepare and make available the accounts.

2.4.12.3 Responsible for the collection of Hall Subs at the beginning of each academic year and throughout the year where appropriate.

2.4.12.4 The Treasurer shall also be one of the signatories for the Hall bank.

2.4.12.5 To reimburse Committee members when possible.

2.4.12.6 To assist with the organisation of Hall sponsorship.

2.4.12.7 To take responsibility for all financial transactions within the Committee.

2.4.12.8 Ensuring that all the money is collected and deposited in the bank promptly.

2.4.12.9 Must attend Hall Finance meetings and any training sessions provided by LSU.

2.4.12.10 To be aware of all relevant the cash transaction which occur in Hall.

2.5 Complaints Procedure

2.5.1 If a Hall member believes that another member of hall is not abiding to the Royce Hall Constitution then a complaint can be made

2.5.2 Complaints about the Committee or individual members should be submitted in writing to the Warden, Sub-Wardens or to the Chair.

- 2.5.3** The letter must contain the name and address of the author. Anonymous letters will not be accepted, but all letters will be kept confidential
- 2.5.4** The complainant should be invited to see the Warden and the Chairperson to discuss the complaint. If they still wish to complain then it will be added to the agenda of the next HGM
- 2.5.5** The complainant must be present and prepared to explain the nature of the complaint
- 2.5.6** The person(s) who are addressed in the complaint should be present and have the right to respond. If they are not present the complaint will continue as normal

2.6 Votes of no confidence

- 2.6.1** Any group of Hall Members (minimum number shall be nine) or committee members (minimum number shall be three) may through the Hall Chair (or the Vice Chair if the vote is targeted at the Hall Chair), bring a vote of no confidence in a committee member. The names of the group will not be disclosed to the relevant committee member
- 2.6.2** The reason for this motion must be provided in writing to the Hall Chair (or Vice Chair), who will raise the motion during the next committee meeting
- 2.6.3** A secret vote will be taken at this meeting and a majority decision will decide whether the vote is passed or rejected
- 2.6.4** The Hall Chair (or Vice Chair) reserves the right to reject the vote of no confidence if he/she believes there are insufficient grounds for such a vote

3. Elections

3.1 Election Period

3.1.1 Election Period 1: Semester 1, Week 9 or the nearest applicable date

3.1.1.1 The Committee Positions up for election during this period are as follows:

- 3.1.1.1.1 Male Sport Secretary
- 3.1.1.1.2 Female Sport Secretary
- 3.1.1.1.3 Social Secretary
- 3.1.1.1.4 Rag Representative
- 3.1.1.1.5 FREEC Representative
- 3.1.1.1.6 Stash Representative
- 3.1.1.1.7 Secretary
- 3.1.1.1.8 Media Representative
- 3.1.1.1.9 Action Representative

3.1.2 Election Period 2: Semester 2, Week 2 or the nearest applicable date

3.1.2.1 The Committee Positions up for election during this period are as follows:

- 3.1.2.1.1 Hall Chair
- 3.1.2.1.2 Treasurer
- 3.1.2.1.3 Social Secretary
- 3.1.2.1.4 Male Sport Secretary
- 3.1.2.1.5 Female Sport Secretary
- 3.1.2.1.6 Rag Representative
- 3.1.2.1.7 Action Representative
- 3.1.2.1.8 Media Representative
- 3.1.2.1.9 Welfare Representative

3.1.3 Hall Committee members must be elected from student members living in Hall at the time of the election who expect to be able to hold office, if elected for at least 12 months. These members of Hall must be committed to stay in Hall, following a successful application.

3.1.3.1 However should circumstances arise that they lose their place in Hall, their position on Committee becomes forfeited (with the discretion of the Warden).

3.1.4 Only those students who have paid their Hall Subs shall be eligible for nomination and retiring officers may be re-elected.

3.1.4.1 If a Committee Member wishes to stand for a different position on the Hall Committee

- 3.1.4.1.1 They must let the Hall Chair and Vice Chair know in writing five days prior to the opening of nominations.
- 3.1.4.1.2 The Committee member is not allowed to attend Committee meetings from the moment that the email is sent to Hall.
- 3.1.4.1.3 They are required to provide a handover to their replacement regardless of they win or lose the election for the position they are running for.

3.1.5 To be elected for a position on Committee, candidates must receive more votes than other candidates

3.1.6 The election and Hustings days shall be decided on by the majority of the Committee before each election.

3.1.7 In the case of committee retirement/removal the committee shall vote on how best to re-elect a replacement, either via committee vote or Hall election. In which the Hall Chair will cast the deciding vote

3.1.8 One Proposer and one Secunder will be required for each nomination. This Proposer or Secunder must be a student member of the Hall or an affiliated member and must not be a presently serving member of Committee and also not Proposing or Secundering another candidate.

3.1.9 Seven days notice of Resignations must be submitted in writing to the Chair and the Vice Chair

3.1.9.1 Except under the exceptions stated in 3.1.4.1.

3.1.10 For the purpose of continuity, all retiring committee members (whilst having handed in their resignation) will continue to be in office until a new officer is elected.

- 3.1.10.1 Unless if they have retired from their position to run as a candidate in another election.
- 3.1.11 An email shall be sent out to the Hall at least one day prior to the nomination period opening. The email shall
 - 3.1.11.1 describe the election process,
 - 3.1.11.2 contain a list of positions up for election,
 - 3.1.11.2.1 And contain an outline of each position as listed in the constitution.
 - 3.1.11.3 Contain a copy of the Election Pack
- 3.1.12 No member of Hall shall be permitted to nominate more than one candidate for any one position in any one election.
- 3.1.13 The day after an election campaign is over, all election campaign posters must be removed by the candidates responsible.

3.2 Hustings

- 3.2.1 There will be two rounds of Hustings. The first will comprise of a short speech from each Proposer and Seconder saying why they proposed/seconded the nominee and the candidates making a speech and asked questions from the current officer, then questions may be asked from the floor. After the questions, challenges will be set for the candidates.
 - 3.2.1.1 Candidates must make a speech with a maximum duration of 2 minutes.
 - 3.2.1.1.1 With the exception of candidates running for the position of Hall Chair who will be allowed 3 minutes.
 - 3.2.1.2 The Warden, Subwardens and Hall Chair must approve challenges set by the current officer prior to the first round of Hustings.
 - 3.2.1.3 All questions must apply to all candidates and the Chair must disallow any question that is not applicable to all candidates or that is irrelevant to the conduct of the election.
 - 3.2.1.4 Whether or not the candidate is absent, their proposer (or seconder) must speak on their behalf.
- 3.2.2 A second round of Hustings shall take place. This will comprise of each candidate showing how they completed their challenges set and any relevant and approved forfeits.
 - 3.2.2.1 The second round must be carried out a minimum of 5 days after the Hustings challenges/tasks have been set allowing time for the candidates to complete their challenges/tasks.
 - 3.2.2.2 At the end of the second round of Hustings, members of the Hall will be advised that the voting period has started. Members of the Hall may vote immediately after the Hustings (if the committee elect to open the polling station at this time) or at any of the lunches or dinners in the subsequent 3 working days.

3.3 Campaigning

- 3.3.1 Campaigning is defined as, and not limited to, putting up posters, canvassing and the handing out of literature.
- 3.3.2 No campaigning shall occur until after the first round of Hustings.
- 3.3.3 All publicity shall be in support of the candidate and their campaign, and not negative against another candidate.
- 3.3.4 No canvassing or intimidation is permitted within earshot or eyesight of the ballot box.
- 3.3.5 It is not permitted for anyone to pressure an individual in order to ascertain how a person has voted.
- 3.3.6 It is not permissible to wilfully deface, remove or obscure election publicity.
- 3.3.7 No campaigning against a section of society, such as racism or sexism, is allowed.

3.4 Voting

Voting may either be carried out using the Student Unions' online voting system or via the method described below. It is the Hall chair and secretary's responsibility to inform the Union of the names of candidates or to produce ballot slips for an in-house election

- 3.4.1** A poster shall be displayed at the ballot box declaring that the ballot is secret and any violation of regulations may lead to disqualification of votes.
- 3.4.2** A "no candidate", or "RON", alternative will be provided for a voter to register the fact that they have no confidence in any of the candidates. This shall be proposed and/or seconded by the Hall Chair or Vice Chair in every election and must be entered on the ballot slip.
- 3.4.3** Committee members will sit at the polling station. It is the responsibility of the ballot box sitters to inform the electorate of how they can vote.
 - 3.4.3.1** Ballot box sitters must be impartial and are not permitted to encourage hall members in how they vote.
- 3.4.4** A hall list shall be supplied to the ballot box sitters and voters shall be ticked off the list.
- 3.4.5** The candidates running in the election will have the chance to vote after the second round of Hustings or via email to the hall warden. Once a Candidate has voted they must not be in eyesight or hear sight of the ballot box whilst the polling station is open.
- 3.4.6** Each student or associate member of the Hall may complete only one ballot slip for each post in each election.
- 3.4.7** If a student or Associate member of Hall is absent on the day of an election then they may vote by proxy.
- 3.4.8** When possible, a ballot box shall be sourced from the Union
 - 3.4.8.1** No ballot slips shall be held in the ballot box between voting sessions.
 - 3.4.8.1.1** Votes will be placed in a sealed envelope which is clearly marked with the time and date of the election slot and handed to a member of the Warden Team or an appointed Committee Member.
- 3.4.9 The count**
 - 3.4.9.1** The count shall be carried out by the warden team.
 - 3.4.9.2** During the count the "no candidate", or "RON" box will be treated as if it were a candidate. In the event of the "no candidate" box polling either greater in the election than any candidate for any one post, the election for the post in question shall be declared void and a new election shall be called as soon as possible. The election must follow the rules stated in section 3. Elections, however the time period for initial applications may be reduced to a minimum of 4 days.

3.5 Vice Chair(s)

- 3.5.1** Any member of the committee can run for Vice Chair position(s) apart from the Hall Chair.
- 3.5.2** The committee will vote for the Vice Chair approximately 2 weeks after the elections in which the Vice Chair(s) stand(s) down from their position.
- 3.5.3** The Vice Chair can step down from the Vice Chair Position and keep their original position if they feel they cannot for fill the roll effectively, however they cannot stand down from their original position and continue to be Vice Chair.
- 3.5.4** The Committee will hold a secret ballot to vote for Vice Chair, in which the Chair will have the casting vote.

- 3.5.5** It is to the discretion of each Committee as to whether they elect one Vice Chair or two.

3.6 Voting on a Replacement

- 3.6.1** If the committee decide to vote on a replacement rather than going to a Hall election then candidates must be put forward by current committee members or the Warden
- 3.6.2** The committee will then vote on who they feel will be best fill the position, in the case of equal votes the Hall Chair will have the casting vote

4. Rooms in Hall

- 4.1 As demand for returner's rooms may exceed supply, the warden's team try to allocate rooms to those students who are active in and contribute to Hall life. They will also recognise any particular individual student needs, which should be considered

5. Hall Finance

- 5.1 Hall's Funds are for the benefit of all Hall Members and whilst they may be used at the Committee's discretion to pay for damage done at official Hall functions, there shall be no call on such funds for other damage however caused
- 5.2 Any student member of the Hall may examine the accounts by arrangement with the Treasurer
- 5.3 There will be three signatories for the Hall bank accounts; the Treasurer, Hall Chair and Secretary.
- 5.4 Accounts of all expenditure must be put forward at Committee meetings when requested.
- 5.5 Expenditure of Hall funds shall be decided on a majority agreement of the Committee over issues over £500.
- 5.6 The Warden has the power to impose a monetary fine on any student member of hall who has breached Royce Hall rules.
- 5.7 Expenditure by Committee members for Hall activity will not be reimbursed through Hall funds unless they have sought prior approval for such expenditure from the Student treasurer. A receipt and claims form must be filled out before payment is made and such forms kept as a record by the Student Treasurer.

6. Meetings

6.1 Committee Meetings

- 6.1.1 The Committee shall meet weekly during the academic semester to discuss Hall business. The Committee can only discuss Hall matters if 50% of its current members are present at the meeting to form a quorum
- 6.1.2 If a member is unable to attend a meeting they are to give notification to the Chair, Vice Chair or Secretary three days before the meeting (when possible) and to submit a written report to be read out at the meeting if necessary.
- 6.1.3 If a member misses a meeting they are expected to find out the details from the Chair, Vice Chair or Secretary.
- 6.1.4 Who can attend
 - 6.1.4.1 Committee Members
 - 6.1.4.2 Anyone else who is agreed by the chairperson (e.g. Warden/Sub-Warden)
- 6.1.5 Agenda
 - 6.1.5.1 Apologies
 - 6.1.5.2 Reports from each Committee member when necessary on their present activities
 - 6.1.5.3 Matters arising
 - 6.1.5.4 Any other business
- 6.1.6 Committee members must not miss more than 3 meetings in a row or attend less than 50% without adequate reason. Failure to comply with this can result in removal from Committee

6.2 Hall General Meetings

- 6.2.1 The Hall Chair will call a General Meeting at least once a term. 7 days notice must be given.
- 6.2.2 **Submission of motions**
 - 6.2.2.1 Other than procedural motions every proposal to be submitted to the H.G.M. should be made available to hall members at least 7 days before the H.G.M.
- 6.2.3 The constitution must be updated within 30 days, if necessary, after each H.G.M
- 6.2.4 **Quorum**
 - 6.2.4.1 At an H.G.M. a quorum shall consist of 25% members of Hall, excluding Finalists in their final term
 - 6.2.4.2 The waiting period before declaring a meeting inquorate shall be at the Chair's discretion provided that it is at least 15 minutes
- 6.2.5 **Agenda**
 - 6.2.5.1 Order of agenda
 - 6.2.5.2 Apologies for absence
 - 6.2.5.3 Minutes of last meeting - to be taken as read provided that they were published at least one week before hand
 - 6.2.5.4 Matters arising from the above minutes
 - 6.2.5.5 Reports from officers of the Committee and business there from
 - 6.2.5.6 Other business submitted by the Secretary
 - 6.2.5.7 Motions proposed
 - 6.2.5.8 Any other business
 - 6.2.5.9 A record should be kept of the proceedings of every Hall meeting. They shall be open for inspection by any Member of Hall by arrangement with the Secretary.

6.3 Standing Orders

6.3.1 People entitled to attend Hall General Meetings

6.3.1.1 Student members of Hall and associate members. Any other person approved by Committee e.g. Union Executive Officer

6.3.2 Speaking rights and order of speeches

6.3.2.1 Every speaker shall address himself or herself to the Chair. People shall indicate to the Chair when they wish to speak by raising their hand and the Chair will decide in what order people will speak

6.3.3 Points of order

6.3.3.1 Any member may interrupt another member's speech by calling the Chair's attention. The Chair shall consider the objection and if he/she finds it sustained he/she will call the defaulting member to order

6.3.4 Relevance

6.3.4.1 The Chairman shall have the right to terminate a member's speech if its style or content is unintelligible or irrelevant to the matter under discussion

6.3.5 Voting

6.3.5.1 Any motion except as otherwise specified shall be passed by a simple majority on a show of hands. The Chair shall only have a casting vote. The Chair shall have the power to order a secret ballot to be taken where he/she considers such a course to be warranted by the circumstances

6.3.5.2 A majority vote is defined as more than 50% of people present

6.3.6 Motions

6.3.6.1 The Chair may call a vote when he/she decides the point has been adequately discussed. The proposer of the motion has a right of reply immediately prior to the vote. Speakers shall observe a time limit if one is fixed by the Chair

6.3.6.2 All motions will be declared void if not acted upon in that academic year

6.3.6.3 All motions must be financially viable at the time of the motion or alternative method of fund-raising decided before the motion is passed

6.3.6.4 Anyone proposing a motion must sign with their own name, and must be proposed by one individual only

6.3.7 Amendments

6.3.7.1 If after discussing a motion it is thought to require amendment a vote shall be taken on amending the motion and then the amended motion voted on. The Chair may refuse to accept an amendment if its purpose can be fulfilled by the rejection of the original motion

6.3.7.2 Any motion or amendment having been proposed and seconded may be withdrawn only with the consent of the meeting

6.3.8 Order of Precedence of Motion

6.3.8.1 This is to be decided by the Chairman before the meeting. This order may be challenged at the very beginning of the meeting

6.4 Procedural Motions

6.4.1 A motion that the question be now put (a vote to put the motion to a vote)

6.4.2 A motion to postpone or adjourn the matter to a later specified meeting

6.4.3 A motion to refer the matter to the Committee or sub-committee for examination

6.4.4 A motion to refer to the matter back to the Committee or sub-committee for re-examination

6.4.5 A motion to temporarily suspend the standing orders

6.5 Matters arising under "Any Other Business"

6.5.1 A matter under "Any other business" may not be voted for

- 6.5.2 A matter may not be brought up if it is intended to result in a formal reprimand of any person and that person has not had adequate opportunity to make representation on his/her own behalf

6.6 Discipline

- 6.6.1 Where a person refuses to accept proper and reasonable direction from the Chair or persistently disregards speaking rights, the Chair shall warn him/her that the continuance of such behaviour will result in removal from the meeting. At that time after such a warning the Chair can order the removal of any such person whose behaviour continues to give cause to the previous complaint
- 6.6.2 When the proper conduct of the meeting is no longer being maintained the Chairman may order the meeting to be abandoned or adjourned

6.7 Suspension and amendment of standing orders

- 6.7.1 No suspension or amendment of standing orders shall be effective unless approved by a majority of those members of a properly convened and quorate meeting

6.8 Emergency general meeting for student members of hall

- 6.8.1 An Emergency General Meeting (E.G.M.) can only be made by Committee members in which no change may be made to the constitution or hall finance (unless deferred from an H.G.M.).
- 6.8.2 There must be at least 2 days notice of an Emergency General Meeting

7. Fresher Helpers

- 7.1 The Hall Chair will send out the Freshers Helper Application in the Summer term and will allow a week for applications
- 7.2 The Chair and Vice Chair(s) will then pick the appropriate number of Helpers (usually around 30) of which no more than 15 can be in Halls (This is the maximum number of returners that the accommodation centre will allow for early move in).
- 7.3 The helpers must be students during Freshers Week and adhere to Regulation XIX
- 7.4 The helpers must attend all events during Freshers Week unless mitigating circumstances apply and the Hall Chair and/or Warden are contacted in advance.
- 7.5 Fresher helpers are expected to carry out one sober duty during the week
- 7.6 The Chair or Vice Chair has the right to dismiss any helper they feel are not committed to the role or do not adhere to Regulation XIX
 - 7.6.1 This includes not following instructions set by the hall committee

8. Freshers week

- 8.1 All committee members and fresher helpers are expected to adhere to the sober duty rules set by both the University and Union.
- 8.2 Fresher Helpers and Committee must pay hall subscriptions prior to the moving in day of the freshers.

9. Amendments

Any changes to the constitution should be recorded here and in the text followed by the date.

- Introduction: Changed from outlining process of changing the constitution to being an introduction about Royce Hall
- Terms of Reference: 5 definitions of initialisms to improve clarity of the body of the constitution
- 1.1: Slight changes of wording
- 1.2: Slight changes of wording
- 1.3: Removed clause due to Hall Subscriptions are no longer mandatory
- Due to removal of original 1.3, renumbering of the rest of the section
- 1.4, now 1.3
- 1.5, now 1.4
- 1.6, now 1.5
- 2.1: Slight changes of wording
- 2.2.1: addition to this section - treasurer, 2nd media representative, 2nd action representative and welfare representative. Also added a reference point to the vice chair role.
- 2.2.2: removed
- 2.2.3: removed
- 2.2.4: removed
- 2.2.5: removed
- 2.3: renamed section from "Duties" to "General Committee Responsibilities"
- 2.3.4: specified that only some members of committee are required to organise and clean up socials
- 2.3.5: slight changes of wording
- 2.3.7: slight changes of wording
- 2.3.10: specifying that committee members involved in organisation and/or clean up do not necessarily have to pay for socials
- 2.3.12: addition of this clause, specifying the duration of term of office.
- 2.4.1.6: changes so that when the Chair calls for an election, the committee must consent.
- 2.3.1.9: slight changes of wording
- 2.3.1.10: slight changes of wording
- 2.3.1.12: addition of this clause, specifying that the Chair can issue job lists to the Committee via the Secretary
- 2.4.2: slight changes of wording
- 2.4.2.4: no longer a signatory for cheques. Clause replaced by ensuring that other committee members are supported
- 2.4.3.2: official minutes book has been removed and it is now the Secretary's responsibility to make minutes available to the hall
- 2.4.3.5: slight changes of wording
- 2.4.3.6: changes to how the Constitution should be kept and reviewed
- 2.4.3.7: addition of this clause, making the Secretary responsible for relevant email communications within the Hall
- 2.4.4.1: adding that there must be sober socials organised alongside the Welfare Representative
- 2.4.4.2: slight changes of wording
- 2.4.4.6: adding that the social boards can be updated with the help of the Media Representatives
- 2.4.5.4: slight changes of wording
- 2.4.5.7: adding that the Stash Representative is also responsible for designing T-Shirts for Royce 100 as well as other events.
- 2.4.6.2: slight changes of wording
- 2.4.6.6: adding that the IMS boards can be updated with the help of the Media Representatives
- 2.4.7.2: slight changes of wording and clarifying that RAG Representatives can ask for help with RAG Raids from other members of committee.
- 2.4.7.3: slight changes of wording
- 2.4.7.5: slight changes of wording
- 2.4.7.6: slight changes of wording

- 2.4.7.7: adding that the RAG boards can be updated with the help of the Media Representatives
- 2.4.8.1: slight changes of wording
- 2.4.8.4: removed clause due to FACT magazine no longer being circulated
- Due to removal of original 2.4.8.4, renumbering of the rest of the section
- 2.4.8.5, now 2.4.8.4
- 2.4.8.6: now 2.4.8.5. Clause made more general so that the Media Representative is clearly responsible for more than just two videos
- 2.4.9.1: slight rewording
- 2.4.9.3: slight rewording
- 2.4.10.3: slight rewording
- 2.4.10.7: adding that the Action boards can be updated with the help of the Media Representatives
- 2.4.11: replacing the Finalist Representative with a Welfare Representative.
- The following clauses were written with respect to this role replacement:
- 2.4.11.1 To help organise sober social events throughout the year.
- 2.4.11.2 To ensure that there is the appropriate amount of sober fresher helpers during freshers week.
- 2.4.11.3 To be advertise any university wide welfare events
- 2.4.11.4 To attend Welfare meetings
- 2.4.11.5 To organise and/or oversee any other welfare projects or events within the Hall.
- 2.4.12.1: changed so tho specify that the expenditure is recorded into the ledger. Also removal of the monthly financial report
- 2.4.12.2: slight changes of wording
- 2.4.12.3: slight changes of wording
- 2.3.12.9: slight changes of wording
- 2.4.13: removal of this role
- 2.5.2: slight changes of wording
- 2.6.5: removal of clause. Content however is now mentioned in the new clause 2.3.12
- 3.1.1: restructure of this section. Addition of the positions of Media and Action Representatives
- 3.1.2: restructure of this section. Addition of the positions of Treasurer and Welfare Representatives
- 3.1.3: restructure of this section
- 3.1.4: slight changes of wording
- 3.1.4.1.1: changes to time frame of resignation to run for another position
- 3.1.6: slight changes of wording
- 3.1.8: addition that the Proposer and Seconder cannot be affiliated with another candidate
- 3.1.9.1: addition of this clause for clarification
- 3.1.11: restructure of this section
- 3.1.12: removal of the nominations for committee list
- 3.2: changes to the timeline of Hustings, Proposers and Seconders will now speak at the first round. Candidates now have a maximum of 2 minutes for their speech, apart from those going for Hall Chair who will have a maximum of 3 minutes. The second round of Hustings will now take place at least 5 days after the first (i.e: Sunday - Friday).
- 3.3.1: slight changes of wording
- 3.3.2: campaigning is now restricted until after the first round of Hustings
- 3.3.3: the addition that campaigning cannot be negatively aimed at other candidates
- 3.3.5: slight changes of wording
- 3.3.7: slight changes of wording
- 3.4.2: slight changes of wording
- 3.4.3: slight changes of wording
- 3.4.5: removed clause due to its content being previously specified
- Due to removal of original 3.4.5, renumbering of the rest of the section
- 3.4.6, now 3.4.5
- 3.4.7, now 3.4.6
- 3.4.8, now 3.4.7
- 3.4.9, now 3.4.8. Slight changes in wording
- 3.4.10, now 3.4.9. Slight changes in wording
- 3.5.5: addition of clause allowing there to be 2 Vice Chairs at the discretion of the Committee
- 5.3: change of signatories to be Chair, Treasurer and Secretary

- 5.4: accounts of expenditures must be available upon request rather than monthly
- 5.5: raising the amount from £200 to £500 before seeking committee approval
- 5.8: removal of clause due to the inconsistency of use of the Hall Cash Card.
- 6.1.2: slight changes in wording
- 6.1.3: adding of the Secretary to the list of people an absent member may seek information from
- 6.1.7: removal of this clause due to the timing of committee meetings not always making this possible.
- 6.2.2.1: slight changes in wording
- 6.2.5.9: slight changes in wording
- 7.2: change from 30 Helpers to the appropriate number of helpers to allow for flexibility in future when needed
- 7.4: addition to consider mitigating circumstances

All the above amendments 08/04/2018

Appendix

1. Elections Pack

Elections Pack 2012

This pack has been put together to aid candidates running in committee elections. It describes what is expected from candidates and the existing committee as well as providing an overview of the election process in Royce.

Candidates are welcome to ask the Hall Chair or Vice Chair any questions they may have with regards to the election process and are encouraged to speak with current committee members about their roles.

Election Process

Announcement Email

The Warden Team must send out an email to the hall, on behalf of the committee, to state that the election period is starting. This email will contain:

- The dates of the election period - including nominations, Hustings and voting.
- A list of the positions available in the election, with descriptions of each role
- Details of the nomination process
- Information about the voting process
- A copy of this Elections Pack

Nominations Period

After the Announcement Email has been sent the nomination period shall commence. The nomination period will last for a minimum of 4 days.

Potential candidates may nominate themselves by emailing the Hall Chair their name and their Proposer and Secunder's names. (Candidates require both a Proposer and a Secunder)

- The Proposer and Secunder must be a student member of the Hall or an Affiliated member and must not be a presently serving member of Committee.

During the nomination period, the Hall Chair will contact the candidates and confirm their eligibility to run in the elections, prior to adding them to the Election List. Candidates may start campaigning for their position (e.g. putting up posters) once they have heard from the Hall Chair.

The Election List shall be displayed in the dining hall throughout the nomination period. The list shall be updated daily.

This will be followed by a minimum period of 24-hour, during which no further nominations can be made. At the end of this time, the first round of Hustings will be held.

Hustings Round 1

At the first round of Hustings, the candidates shall be called onto the stage where they are to give a speech. The speech is to be at least 2 and at most 5 minutes in length. If a position is contested

each candidate shall make his or her speech in turn, whilst the other(s) are stood outside the room and out of earshot.

After the speech the current committee member will ask the candidate(s) questions and then questions shall be taken from the floor.

- Questions must be applicable to all candidates and relevant to the position

Following the questions the current committee member will give the candidate(s) challenges to complete before the second round of Hustings.

Hustings Round 2

The second round of Hustings will be carried out a minimum of 4 days after the challenges have been set. This allows candidates a reasonable time frame to complete and document their challenges.

At the second round of Hustings candidates will be called to the stage with their Proposer and Seconder. The Proposer and Seconder will each give a short speech (minimum length of 30 seconds) as to why they are supporting the candidate and why they believe that the candidate will do a good job. The candidate will then be expected to show proof of completion of the challenges that they were set.

At the end of the second round of Hustings, members of the hall will be advised that the voting period has started. Members of the hall may vote immediately after the Hustings (if the committee elect to open the polling station at this time) or at any of the lunches or dinners in the subsequent 3 days.

Voting

Voting may either be carried out through the Student Unions' online voting system or via ballot box, as described below.

Each position shall also have an option for "no candidate".

- Definition of No Candidate: An option available for voters to indicate disapproval of all of the candidates running for the position

The polling station shall consist of a ballot box that will be set up in the dining hall and staffed by two committee members. A poster advising voters that the election is confidential must also be clearly displayed. The committee members are strictly prohibited from influencing the voters, especially while sat at the ballot box.

Voters will be asked if they understand the voting process as well as the difference between not voting and voting no candidate. Committee are required to inform voters of their voting rights and explain the difference between no candidate and not voting, if needed.

The committee members looking after the ballot box should ensure that voters are crossed off the hall list prior to being given a ballot slip. They must also ensure that the candidates running in the election do not loiter in the vicinity of the ballot box.

At the end of each voting session the votes will be placed into an envelope with the date and time of the session written on the outside. This will then be sealed and given to a member of the Warden Team or a designated committee member.

Members of the hall can only vote once.

Candidate Expectations

1. Candidates must have a Proposer and a Seconder, otherwise they will not be allowed to stand for election
2. Candidates must attend both rounds of Hustings - unless unforeseen circumstances prevent them from doing so (in this case, a member of committee must be informed as soon as possible)
3. Candidates must give a speech of at least 2 minutes (and at most 5 minutes) at the first round of Hustings
 - a. If a candidate is unable to attend their Proposer may make a speech on their behalf
4. Candidates are expected to complete all challenges set by committee members to the best of their ability
 - a. Candidates must provide proof of challenge completion in video or photo format
 - b. Candidates have the right to question a challenge if they believe it is not appropriate or if there is a personal conflict. This must be taken to the Hall Chair or Vice Chair within 24 hours of the challenge being set; it will then be dealt with accordingly by committee
5. Candidates are expected to create and put up posters
6. Candidates are encouraged to take their campaigning seriously and conduct it in a professional manner
7. Candidates are encouraged to invoke as many members of the hall as possible within their campaign. This will aid the candidates promote themselves and will encourage members of the hall to vote for them.

Committee members running in the election

If a committee member wishes to run for a different position or the same position again, they must inform the Hall Chair and Vice Chair 5 days prior to the announcement email being sent. This is so that their current position can also be included in the election.

Committee members who do run for (re-)election are not allowed to attend committee meetings from the moment the announcement email is sent out and will be considered as candidates. They must adhere to all the normal candidate rules in this document as well as those set in the hall constitution.

The committee member will be allowed to continue their current role up until the announcement email is sent.

Committee Expectations

1. Each committee member is expected to promote and advertise all elements of elections throughout the course of the elections period
 - a. Block rounds
 - b. Posters (Media and Webmaster)
 - c. Social media and emails
2. Committee are expected to know the voting process and must advise voters of their options including explaining the difference between no candidate and not voting as well as the impact of 'no voting' candidates
3. Committee members must be impartial and cannot have any elections related contact with candidates during elections apart from for official matters
4. Committee members are not allowed to Propose or Second any candidates running in the elections
5. Committee members are expected to sit at the polling station for at least one voting session
6. Retiring committee members are required to provide a handover for their replacement once the elections are complete

Notes:

- Voters should expect of candidates that the candidates run a campaign which includes putting up posters and doing shout-outs and/or block rounds [should be made clear that this is NOT a requirement of candidates but rather a valid expectation voters can have]
- Committee should attempt to make it known to the hall that they are entitled to expect candidates to put forth a decent effort whilst campaigning, regardless of being uncontested

