

Archimedean Constitution

Adopted at the Constitutional General Meeting on Wednesday, 4th March, 1981,
amended at the Annual General Meeting on Wednesday, 3rd March, 1982,
at the Extraordinary General Meeting on Sunday, 10th June, 1984,
at the Annual General Meeting on Wednesday, 6th March, 1985,
at the Annual General Meeting on Wednesday, 8th March, 1989,
at the Annual General Meeting on Wednesday, 7th March, 1990,
at the Annual General Meeting on Wednesday, 6th March, 1991,
at the Extraordinary General Meeting on Sunday, 2nd May, 1993,
at the Annual General Meeting on Wednesday, 2nd March, 1994,
at the Annual General Meeting on Wednesday, 8th March, 2000,
at the Annual General Meeting on Wednesday, 7th March 2001,
at the Extraordinary General Meeting on Wednesday, 29th October 2003,
and at the Annual General Meeting on Tuesday, 2nd March 2004.

1 Interpretation

1. Where the masculine pronoun is used in this Constitution, it shall not be interpreted as gender-specific.
2. If any provision of the Constitution should be found to conflict with the then current Statutes and Ordinances and Regulations and Proctorial Edicts of the University then it shall be deemed void insofar as it does so conflict.
3. There shall be Standing Orders of the Society. Any provision of the Standing Orders shall govern the conduct of Members as if it were a provision of the Constitution, save that if it conflicts with any provision of the Constitution then it shall be void insofar as it does so conflict.
4. A copy of the Constitution and the Standing Orders shall be available on the Society's website. A definitive copy shall be deposited with the Junior Proctor.
5. In case of doubt, the Junior Proctor shall interpret the Constitution.

2 Name and Objects

1. The Society shall be called "The Archimedean".
2. The Objects of the Society shall be

- (a) to promote enjoyment and understanding of Mathematics among students of all disciplines, and to further the cause of Mathematics and Mathematicians in the University and elsewhere;
 - (b) to co-operate with and cause co-operation between the College Mathematical Societies;
 - (c) to co-operate with the Faculty of Mathematics in the University;
 - (d) to hold lectures and other events of interest to its Members;
 - (e) to publish two journals, which shall be called “Eureka” and “QARCH”, and other publications of mathematical interest;
 - (f) to operate a Bookshop for the benefit of its Members.
3. The activities of the Society shall have no unfair political, religious, racial or sexual bias.

3 College Societies

1. The Society may from time to time recognise affiliated College Societies, which shall be noted in the Standing Orders.
2. It shall be a condition of recognition as a College Society that it admit to its meetings as a guest both any Member who is a member of his own College Society as defined in the Standing Orders and any Honorary Member or Member of the University Faculty of Mathematics.
3. An affiliated College Society shall notify any change in its officers to the Archimedean not more than fourteen days after the relevant change, and when so doing shall also give notice of any changed contact details.
4. A College Society shall continue to be recognised until one of the following occurs:
 - (a) the Committee decides that the College Society shall not continue to be recognised as an affiliated College Society because of a failure to comply with one of the two previous paragraphs;
 - (b) it dissolves itself;
 - (c) it fails to hold a meeting during an academic year;
 - (d) it is disaffiliated by a General Meeting.

In any of these cases, it shall not continue to be recognised as an affiliated College Society, and its name shall be removed from the list of recognised College Societies in the Standing Orders.

4 Membership

1. The Society shall consist of Honorary Members, Ordinary Members and Associate Members.

2. Persons may be invited to Honorary Membership by the Committee at its discretion, or by the Society at a General Meeting. If the invitation is accepted, such Membership shall last for five years from the first day of October following the issue of the invitation.
3. Ordinary Members shall be those members of the University who hold a currently valid Membership subscription as defined in section 5.
4. The Committee may, at its discretion, allow non-members of the University to become Associate Members of the Society, for which the subscription shall be identical to that for Ordinary Membership.
5. Membership shall cease in each of the following circumstances:
 - (a) There ceases to be a category of Membership for which the person in question satisfies the requirements.
 - (b) The person in question resigns from the Society, by written notification to the Registrar.
 - (c) A General Meeting of the Society (see section 10) dismisses the Member from Membership.
6. Members, and only Members, may attend *any* meetings of the entire Society¹. Members of the University Faculty of Mathematics may attend without charge meetings of the entire Society at which no business is conducted. Other non-Members may be admitted to meetings of the entire Society at which no business is conducted, at the discretion of the Registrar², on payment of a sum to be decided by the Committee before each meeting.

5 Subscriptions

1. Subscriptions to Ordinary or Associate Membership shall be available valid **either** until the seventh day of the second Full Michaelmas Term following payment if payment is made between the beginning of the Easter Term and the beginning of Michaelmas Full Term, or until the seventh day of the first Full Michaelmas Term following payment otherwise (“annual subscription”); **or** without expiry (“life subscription”).

The payment required for each of the categories of subscription shall be specified in the Standing Orders.
2. There shall be no subscription for Honorary Membership.

¹This excludes, for example, Committee meetings.

²See section 6.

6 Committees

1. The affairs of the Society shall be governed by a Committee consisting only of the following Officers, who must be Ordinary Members resident in the University³, and of whom the first five must be distinct:
 - (a) President,
 - (b) Vice-President,
 - (c) Secretary,
 - (d) Junior Treasurer,
 - (e) Registrar,
 - (f) Publicity and Entertainments Officer.
2. The President shall:
 - (a) uphold the Objects of the Society;
 - (b) chair all meetings of the Society (with the possible exception of Extraordinary General Meetings, and with the likely exception of Meetings of the Publications Subcommittee (see below), which shall be chaired by the Business Manager), or appoint a deputy to chair the meeting if unavoidably absent from the same;
 - (c) be responsible for the entertainment of any guests of the Society;
 - (d) be responsible for a Triennial Dinner of the Society⁴;
 - (e) seek contact with the mathematical societies of other universities;
 - (f) ensure the execution of the duties of any vacant Committee post until it is filled.
3. The Vice-President shall:
 - (a) be responsible for the booking of rooms and the obtaining of equipment for Meetings;
 - (b) oversee the functioning of any Subcommittees of the Society (and thus have right of attendance at any Subcommittee Meetings);
 - (c) be accountable to the Committee for the functioning of the Subcommittees of the Society, and, in particular, for the (non-)publication of the Society Journals (see section 7).
 - (d) be responsible for the provision of refreshments at Meetings;
 - (e) execute the duties of the post of President should it fall vacant, until it is filled.
4. The Secretary shall:
 - (a) invite external speakers to address Speaker Meetings;
 - (b) be responsible for the booking of overnight rooms for Speakers when necessary;

³During Full Term.

⁴If one has not been held in the past two years.

- (c) inform the Junior Proctor of the University, the Senior Treasurer, and the Officers, of changes in the Constitution and of changes of Officers;
 - (d) be responsible for keeping minutes of all meetings except Subcommittee Meetings (with the minutes of Business Meetings kept in a different book from those of other Meetings), or appointing a deputy to keep minutes of a meeting if unavoidably absent from the same;
 - (e) maintain the Annals of the Society⁵, and make them available to Members;
 - (f) be responsible for the Archives of the Society.
5. The Junior Treasurer shall:
- (a) answer to the Senior Treasurer for the financial affairs of the Society;
 - (b) keep true and accurate accounts of the Society;
 - (c) inspect on a regular basis on behalf of the Senior Treasurer all monies held in the name of the Society and managed by others (who shall be obliged to keep true and accurate accounts of such monies, and deliver them to the Junior Treasurer on request);
 - (d) answer to the Committee for the affairs of the Society Bookshop (see section 8).
6. The Registrar shall:
- (a) maintain Membership Lists and mailing lists;
 - (b) co-ordinate the recruiting of new Members;
 - (c) be responsible for the production of an Alternative Guide to Mathematics in Cambridge, and offer the Guide to Admissions Secretaries to distribute to new undergraduate Mathematicians;
 - (d) co-ordinate the Society's presence at a Freshers' Fair, should one take place in a Michaelmas Term;
 - (e) be responsible for the production and distribution of a Society Newsletter, which shall contain information about activities of the Society and of affiliate College Societies;
 - (f) co-operate in the distribution of other Society publications;
 - (g) ensure that the Society complies with Data Protection legislation.
7. The Publicity and Entertainments Officer shall:
- (a) co-ordinate, and manage, the advertising of Meetings of the Society through posters, entries in the Newsletter, and other suitable methods;
 - (b) be responsible for the maintenance of the Society's website;
 - (c) co-ordinate and arrange social events and other events than Speaker Meetings;

⁵The Annals of the Society shall provide a complete and accurate account of the activities of the Society, save for Speaker Meetings, which need only be minuted if there is a Member willing to take minutes.

- (d) co-operate with the Registrar in recruiting new Members.
8. The Committee may, having created such a post in the Standing Orders, appoint a willing Member to execute any of the duties for which a Committee Member is only defined to be responsible above. Members occupying such posts shall be known as Agents.
 9. The Committee shall meet upon the request of any Officer. A Subcommittee shall meet upon the request of any of its Members, or upon the request of the Vice-President.
 10. Each Member of the Committee or a Subcommittee shall be given at least 24 hours' notice of its Meetings, normally by the Vice-President, and a provisional agenda shall be made available at least 24 hours in advance of the meeting by the person responsible for taking minutes, unless all Members of the Committee or Subcommittee agree to meet with less notice.
 11. At a meeting of the Committee or a Subcommittee, each Member who holds at least one post in the relevant Committee or Subcommittee shall have exactly one vote. Decisions shall be made by simple majority, subject to the condition that three votes must be cast in favour of the decision at a Committee Meeting, and two at a Subcommittee Meeting.
 12. The Plenum shall contain:
 - (a) all Officers of the Society;
 - (b) all Subcommittee Members;
 - (c) all Agents;
 - (d) all those who have been Officers of the Society within the previous year, except those previous Officers who have opted out of Plenum membership under this category⁶;
 - (e) the Senior Treasurer;
 - (f) a representative from each College Society (mandated by the College Society);
 - (g) any other persons, at the invitation of the Committee.
 13. A Committee Member may invite any Member of the Plenum to a Committee Meeting. The Vice-President shall normally invite the entire Plenum to the following Special Committee Meetings:
 - (a) during the Lent Full Term, after the Annual General Meeting;
 - (b) during the first thirteen days of Easter Full Term, or on the day preceding them;
 - (c) during the first thirteen days of Michaelmas Full Term, or during the three days preceding them;
 - (d) after the division of Lent Term, before the Annual General Meeting.

⁶i.e. when an Officer leaves his post, he shall remain on the Plenum for a year unless he opts out of such Plenum membership

If the entire Plenum has been invited, with at least 24 hours' notice, to a Committee Meeting, then during that meeting a Plenum Meeting may be held. Plenum Meetings may not be convened in any other way. The only function of a Plenum Meeting shall be to consider and make changes to the Standing Orders (see section 12).

14. Simultaneous meetings of the Committee and/or Subcommittees may not take place, unless all those entitled to attend the multiple simultaneous meetings (whether by right or by invitation) consent.
15. A Committee Member, Subcommittee Member or Agent who produces a copyright work in the course of his service to the Society grants to the Society a non-exclusive, royalty free, perpetual world copyright licence to perform any act restricted by copyright in the work.
16. A Committee Member, Subcommittee Member or Agent who produces in the course of his service to the Society a work in which he holds database rights grants to the Society a non-exclusive, royalty free, perpetual world copyright licence to perform any act restricted by database right in the work.

7 The Society journals

1. There shall exist a permanent Publications Subcommittee of the Society. It shall consist of a Business Manager, a Subscriptions Manager, the Editors of Eureka and QARCH, the Eureka Assistant Editor and the Eureka Online Editor. Of these, the Business Manager shall be distinct from the Eureka and QARCH Editors.
2. The Business Manager shall:
 - (a) chair all meetings of the Publications Subcommittee, or appoint a deputy to chair the meeting if unavoidably absent from the same;
 - (b) deal with all correspondence relating to Eureka and QARCH that does not fall clearly inside the remit of another Member of the Publications Subcommittee;
 - (c) co-ordinate and be responsible for the production and printing of Eureka and QARCH;
 - (d) with the assistance of the Committee, distribute copies of Eureka and QARCH to those who have requested them other than by means of a subscription account held with the Society;
 - (e) make all reasonable efforts to attract advertising and sponsorship for Eureka and QARCH;
 - (f) manage the finances of Eureka and QARCH (in such a way that they comply with the relevant requirements in the Junior Treasurer's job description);
 - (g) be answerable to the Committee for the other Members of the Publications Subcommittee.
3. The Subscriptions Manager shall:

- (a) manage subscription accounts for Eureka and QARCH held with the Society;
 - (b) deal with requests from subscribers for back issues of the Society journals;
 - (c) on publication of an issue of Eureka or QARCH, take charge of its distribution to subscribers (including those entitled to free copies in the case of Eureka) with the assistance of the Committee.
4. The Editors of Eureka and QARCH shall:
 - (a) collect articles for their respective journals;
 - (b) have overall editorial control over their respective journals;
 - (c) be answerable to the Business Manager for the (non-)publication of their respective journals;
 - (d) have authority to grant licences for the reproduction of works in which copyright or database right is held by the Archimedean, in accordance with item 12 of this section.
 5. The Eureka Assistant Editor shall assist the Eureka Editor in the performance of his duties, and shall usually take minutes of Publications Subcommittee Meetings.
 6. The Eureka Online Editor shall endeavour to make past issues of Eureka available electronically, under the supervision of the Committee.
 7. An Honorary Member shall be entitled to receive free of charge all copies of Eureka published during his Honorary Membership.
 8. An Ordinary or Associate Member paying by annual subscription shall be entitled to receive free of charge, for each subscription paid, a copy of the next edition of Eureka to be published (and that he was not previously entitled to receive free of charge).
 9. An Ordinary or Associate Member paying by life subscription shall be entitled to receive free of charge a copy of the next three editions of Eureka to be published after the time of payment of the subscription.
 10. Ultimate responsibility for claiming free copies of Eureka shall lie with the Member in the case of Ordinary or Associate Membership. No claim to a free copy of Eureka shall be recognised more than one year after the date of the issue's publication. Entitlement to a free issue of Eureka shall not be transferable to any other issue.
 11. Members not resident in the University may only claim free copies of Eureka if they do so in person, or have left a forwarding address and advance payment of postage with the Eureka Business Manager.
 12. The Editors of Eureka and QARCH shall have authority to grant licences to perform specified acts restricted by copyright or database right relating to works, including changes to works and typographical arrangements, in which the Society owns or may acquire any copyright or database right (including prospective future copyright or database right on works or changes to works or typographical arrangements yet to be created), provided that:

- (a) The work has been accepted for publication in the journal under the editor's control;
 - (b) The licence is granted to the original author of the work (or, in the case of works with multiple authors, to any of the original authors of the work) only;
 - (c) The licence grant is non-exclusive⁷;
 - (d) The licence grant takes place not more than one year after the publication of the issue of the journal in which the work is included, and not more than five years after the acceptance of the work for publication;
 - (e) The licence grant only permits reproduction in accordance with the Objects of the Society.
13. The Committee shall have authority to grant licences to perform acts restricted by copyright relating to works in which the Society holds copyright, and to grant licences to perform acts restricted by database right relating to works in which the Society holds database right, only restricted by the provision that such grants must further the Objects of the Society.

8 The Society Bookshop

1. The Society Bookshop shall buy second-hand textbooks at rates above and sell second-hand textbooks at rates below those normally offered by town bookshops. The Bookshop shall only be available to Members.
2. The rates at which books shall be bought and sold shall be at the discretion of the Committee, and may be recorded in the Standing Orders.
3. The Society Bookshop shall be run by a Bookshop Manager, who shall manage the accounts and the stock of the Bookshop, and who shall be answerable to the Junior Treasurer. The Bookshop Manager shall make himself available at reasonable hours to purchase books from, and sell books to, Members.
4. The Bookshop Manager shall be (ex officio) an Agent of the Society, and must be a Member of the Society.

9 Election and tenure of Officers and appointment of Subcommittees

1. Unless otherwise terminated, the tenures of Officers shall last from the end of the Annual General Meeting (see next section) in which they are elected (or the time at which they are co-opted, if applicable) until the end of the following Annual General Meeting.

⁷it may be sub-licensable; particularly it may be sub-licensable to parties to whom the Editor is not permitted by this section to grant licences

2. The tenures of Subcommittee Members and Agents shall last until the end of the second Lent Special Committee Meeting, unless terminated beforehand.
3. Subcommittee Members and Agents shall be appointed by the Committee.
4. Any Member of the Society shall be eligible to hold a Subcommittee post.
5. There shall be an election of Officers at the Annual General Meeting (see next section). These Officers shall assume responsibilities immediately after the closure of the Annual General Meeting.
6. Nominees for election as Officers shall be Ordinary Members resident in the University, and shall be proposed and seconded by different Ordinary Members (who must also be resident in the University). Nominations shall be made in writing to the Secretary at least twenty-four hours in advance of the commencement of the Annual General Meeting, accompanied by the signatures of the candidate and his proposer and seconder, and shall indicate the candidate's willingness to stand, understanding of the duties entailed and agreement to be bound by the Constitution and the Standing Orders.
7. Nominations may be withdrawn at any time before the election takes place, but only by the candidate, in writing and to the Secretary.
8. Twenty-four hours before the commencement of the Annual General Meeting, the Secretary shall publish a list of the valid nominations received. In the event that there are no valid nominations for an Office within twenty-four hours of the election, the requirement that nominations be submitted in advance shall be waived for that Office.
9. Those eligible for election to an Office may stand for election to more than one Office, and retiring Officers who remain Ordinary Members resident in the University may stand for re-election. However, if at the time of election for an Office there is a candidate whose election would contravene any provision of this Constitution, then that candidate shall be disqualified.
10. In the event of more than one nomination for election to any Office, there shall be a secret ballot to be conducted in accordance with the University's Single Transferable Vote regulations as altered in the appendix to this Constitution. Only Ordinary Members resident in the University shall be eligible to vote in elections.
11. Elections of Officers and appointments of Subcommittee Members and Agents shall occur in the order in which the Offices and posts are first mentioned in section 6⁸, and shall take place after the results of the previous election or appointment have been declared.
12. Candidates for each election or appointment shall have left the room during the voting for that election or appointment.

⁸for posts that are mentioned in section 6; appointments to such posts should be prior to other appointments

13. If an Office is not filled during a General Meeting and falls vacant at the end of it, or if an Office falls vacant at any other time, then the remaining Officers shall meet within seven days of Full Term to co-opt a willing Ordinary Member resident in the University to that Office. If a Subcommittee post falls vacant at any time other than at the end of the second Lent Special Committee Meeting, then the Officers shall meet within seven days of Full Term to appoint a willing Member to that post.
14. In addition to the above, Officers shall cease to serve on the Committee under each of the following circumstances:
 - (a) the Officer resigns in writing to the President (or, in the case of the President, to the Secretary);
 - (b) the Officer ceases to be an Ordinary Member resident in the University;
 - (c) the Officer is dismissed from Office at an Extraordinary General Meeting (see next section);
 - (d) the Officer is requested to resign by all the other Officers at a Committee Meeting, having been given notice of the intention to serve this request at least 72 hours before the meeting.
15. In addition to the above, Subcommittee Members and Agents shall cease to serve on a Subcommittee or as an Agent under each of the following circumstances:
 - (a) the Subcommittee Member or Agent resigns in writing to the Vice-President;
 - (b) the Subcommittee Member or Agent ceases to be a Member of the Society;
 - (c) the Subcommittee Member or Agent is relieved of his post by the Committee;
 - (d) the Subcommittee Member or Agent is dismissed from his post by an Extraordinary General Meeting (see next section).

10 General (Business) Meetings

1. Only Ordinary Members resident in the University shall be eligible to vote at General Meetings.
2. The Annual General Meeting shall usually be held in the afternoon of the penultimate Wednesday of the Lent Full Term within the University precincts. If necessary, the Committee may alter this date by up to five days (earlier or later). The date of the Annual General Meeting shall have been advertised in the Newsletter, and its time and venue shall have been advertised at least fourteen days in advance.
3. The business of the Annual General Meeting shall be conducted in the following order:

- (a) reading, amendment if necessary, and acceptance of all minutes not already accepted of any General Meeting held prior to the day of the Annual General Meeting;
 - (b) presentation and acceptance of annual reports, to include:
 - i. a general report by the President on the functioning of the Society over the previous year;
 - ii. an interim report for the current financial year by the Junior Treasurer, to include Society accounts, consolidated accounts covering the Bookshop, and a provisional budget for the next financial year;
 - iii. an audited set of accounts for the previous financial year, including consolidated Society accounts, and a comparison of the budget to actual expenditure;
 - iv. a report by the Business Manager on the Society journals;
 - v. a report from the Bookshop Manager;
 - (c) any other business specifically designated to be conducted at a General Meeting by this Constitution;
 - (d) election of Officers for the coming year;
 - (e) any other business.
4. An Extraordinary General Meeting shall be held between fourteen and twenty-eight days of Full Term after the Committee shall have passed a resolution to hold such a meeting, or the Secretary shall have received a petition to hold such a meeting from at least ten Members, or the largest integer less than or equal to the square root of the number of Ordinary Members who are undergraduates of the University, whichever is smaller. It shall be held within the University precincts, at a time and place calculated to be to the convenience of Ordinary Members resident in the University, and shall be advertised at least fourteen days in advance.
5. At the beginning of an Extraordinary General Meeting, the Members present shall appoint somebody to chair the meeting from those Members present and willing to chair the meeting. The person chairing the meeting shall then appoint a willing Member to take minutes.
6. An Extraordinary General Meeting may conduct any Society Business, including that listed below.
7. The following business may be conducted by General Meetings, and may not be conducted in any forum other than as specified in this Constitution:
- (a) dismissal from Membership of any Member;
 - (b) reinstatement to Membership of any person previously dismissed from Membership;
 - (c) election of any person to Honorary Membership;
 - (d) dismissal from Office of any Officer;
 - (e) dismissal from a post of any Subcommittee Member;
 - (f) amendment of the Constitution or Standing Orders.

Notice of such business must have been given seven days in advance of the meeting, unless motions are amendments of previous motions, or deemed called-for by the chair as a result of the dismissal of previous motions. It may only be transacted with a quorum of Members eligible to vote equal to the smaller of ten and the greatest integer less than or equal to the square root of the number of Members eligible to vote, and shall require a majority of at least two thirds of those present and voting.

8. Unless otherwise specified, voting on matters of dispute at General Meetings shall be by a simple majority of those present and voting. The person chairing the meeting shall have a casting vote only in the event of a tie, and shall not have a vote otherwise.

11 Indemnity

1. The Society shall have a Senior Treasurer who shall be ex officio an Honorary Member. Should the post of Senior Treasurer fall vacant, within fourteen days of Full Term the Committee shall invite a willing Member of the University Faculty of Mathematics to accept the post.
2. The Senior Treasurer shall audit the Society's accounts, and shall be responsible for the financial affairs of the Society as required by the Statutes and Ordinances and Regulations and Proctorial Edicts of the University.
3. No Member other than the Senior Treasurer shall be held responsible for debts incurred on behalf of the Society. No debt shall be incurred on behalf of the Society without the approval of at least four Officers including the Junior Treasurer and with the written consent of the Senior Treasurer. The Society shall not be held responsible for debts otherwise incurred.
4. Members of the Society may be reimbursed for reasonable expenses incurred on behalf of the Society, at the discretion of the Committee. No Officer, Subcommittee Member or Agent shall be paid any fee for any service.
5. The Society shall be responsible in all circumstances for Eureka, QARCH, and the Bookshop. The back numbers of all Society publications, the stock of the Bookshop, the collection of magazines and books owned by the Society in the care of the Bookshop Manager, and any monies in the cash reserves or bank accounts of these concerns, shall be the property of the Society.
6. Such controversial opinions as may be expressed in any publication of the Society shall not be deemed to be those of the Committee.

12 Amendment

1. The Constitution may be amended only at a General Meeting. The notice to be given to all Voting Members may just outline the nature of the proposed changes provided that they shall have been published in full for at least the seven days of Full Term preceding the General Meeting.

2. The Standing Orders may be amended at a Plenum Meeting. Amendment shall be by simple majority of those present and voting; each person present who is a member of the Plenum shall have exactly one vote.

Appendix: Single Transferable Vote procedure for the election of Officers

(Adapted from the University Ordinances, 2003)

1. Every elector in giving his or her vote:
 - (a) must enter on the voting paper (see diagram), against the figure 1, the name of the candidate to whom he or she gives first preference;
 - (b) may in addition enter on the voting-paper, against the figures 2, 3, and so on, the names of any other candidates in order of preference.

Order of preference	List the candidates in order of preference
1	
2	
3	
4	
5	
6	
7	
8	

2. A voting-paper shall not be valid unless the elector's first preference is legibly and unambiguously expressed.
3. There shall be made available the following instructions:

Enter against the figure 1 the name of the candidate to whom you give first preference.

You may also enter, against the figures 2, 3, and so on, the names of other candidates in the order of your preference for them, continuing until you are indifferent. The order of your preferences is crucial. A later preference can be considered only if an earlier preference has been excluded because of insufficient support.
4. *Counting of votes: the first stage*
 - (a) The voting-papers shall be sorted into parcels according to the first preferences recorded for each candidate, any invalid papers being set aside.
 - (b) The number of first preference votes for each candidate and the total number of valid votes (i.e. voting-papers) shall be determined.
 - (c) The returning officer shall then determine the number of votes sufficient to secure the election of a candidate (the 'quota'), by dividing the total number of valid votes by 2, the result being rounded up to the next whole number above, if it is not an exact whole number.

5. *Election of a candidate*

If at any stage of the count a candidate is credited with a number of votes equal to or exceeding the quota he or she shall be deemed to be elected, except that, if the number of candidates attaining the quota is greater than the number of places to be filled, the two candidates who attained the quota at the most recent stage of the count shall be deemed not to be elected, and the returning officer shall proceed to the next stage of the count.

6. *Counting the votes: subsequent stages*

Subsequent stages of the count shall be conducted as follows. The candidate with the smallest number of votes shall be excluded from the poll, and his or her votes shall be transferred to the continuing candidates next in order of the voters preference, in accordance with the provisions of Regulations 7 and 8. Each transfer shall be deemed to constitute a further stage of the count.

7. *The exclusion of a candidate*

If a vacancy is not filled as a result of the first preferences recorded, the candidate or candidates credited with the smallest number or numbers of votes shall be excluded from the poll, as follows:

- (a) The two or more candidates credited with the smallest number of votes shall be excluded together if the total number of votes of such two or more candidates does not exceed the number of votes credited to the candidate with the next smallest number of votes.
- (b) Otherwise, the candidate credited with the smallest number of votes shall be excluded if the number of votes of such a candidate does not exceed the number of votes credited to the candidate with the next smallest number of votes.
- (c) If the two or more candidates credited with the smallest number of votes have each the same number of votes, the candidate who had the smallest number at the earliest stage at which they had an unequal number shall be excluded. If such two or more candidates have been credited with the same number of votes at all stages of the count, the returning officer shall determine by lot which candidate to exclude.

8. The exclusion of a candidate or candidates from the poll shall be effected in the following manner:

- (a) The voting-papers of the candidate or candidates to be excluded shall be sorted into parcels according to the next available preferences for continuing candidates, any papers on which no next available preference is expressed being set aside.
- (b) The returning officer shall determine the number of the papers in each parcel, and the number of the non-transferable papers.
- (c) Each continuing candidate shall be credited with the number of any papers transferred to him or her, and the number of any non-transferable papers shall be added to the previous non-transferable total.

- (d) After the transfer of the parcels of papers, the returning officer shall ascertain which candidates (if any) are deemed to be elected in accordance with the provisions of Regulation 5.

9. *The final stages*

- (a) When the proposed exclusion of a candidate or candidates would reduce the number of continuing candidates to one, the continuing candidate shall be deemed to be elected.
 - (b) When the vacancy can be filled under this regulation, no further transfers of votes shall be made, and the remaining continuing candidate or candidates shall be formally excluded from the poll.
10. In publishing the result of the election the returning officer shall include a notification of any transfer of votes made under these regulations, and of the total number of votes credited to each candidate after any such transfer.
11. Any candidate or any candidate's representative may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes, request the returning officer to re-examine and recount the papers of any or all candidates (not being papers set aside at a previous transfer as finally dealt with), and the returning officer shall forthwith re-examine and recount the same accordingly; the returning officer shall also have discretion to recount votes either once or more often in any case in which he or she is not satisfied as to the accuracy of any previous count; provided that nothing contained in this regulation shall make it obligatory for the returning officer to recount the same votes more than once.
12. If any question shall arise in relation to any transfer of votes, the decision of the returning officer, whether expressed or implied by his or her acts, shall be final.
13. For the purposes of these regulations an Ordinary Member who is not standing in any election, appointed by the person chairing the meeting at which the elections are held, shall be the returning officer.
14. In these regulations:
- (a) 'valid voting-paper' means a voting-paper on which a first or an only preference is legibly and unambiguously expressed;
 - (b) 'invalid voting-paper' means a voting-paper on which no first preference is expressed, or on which any first preference is void for uncertainty;
 - (c) 'continuing candidate' means a candidate not yet elected and not excluded from the poll;
 - (d) 'next available preference' means the next preference in order, passing over any earlier preferences for candidates who have already been excluded;

- (e) 'transferable paper' means a voting-paper on which a next available preference for a continuing candidate is legibly and unambiguously expressed;
- (f) 'non-transferable paper' means a voting-paper on which no next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.