

Constitution of the Cambridge University Scientific Society

1. The Society

- 1.1. The society shall be known as 'The Cambridge University Scientific Society' abbreviated as 'SciSoc', hereafter referred to as 'the Society'.
- 1.2. The aim of the society is to promote all branches of science within the university and to make science accessible to all members of the university.
[1]

2. Activities of the Society

- 2.1. The society organizes regular talks open to society members free of charge and to non-members at a small non-refundable fee.
- 2.2. Occasionally, the society organizes visits to places of scientific interest in the UK and abroad.
- 2.3. The society organizes social events.
- 2.4. The society organizes an Annual Founders' Dinner.
- 2.5. Some of the events may be held in collaboration with other Cambridge societies.

3. Membership and Subscriptions

- 3.1. Membership of the society is regardless of race, sex, religion, sexuality, disability or political belief.
- 3.2. Membership is open to all members of the university. People from outside the university may acquire membership at the discretion of the committee.
- 3.3. Membership is divided into:
 - a) Life membership
 - b) Honorary membership
- 3.4. Life membership is acquired for a non-refundable fee. Life membership shall last indefinitely or may be terminated as outlined in 3.6 and 3.7.
- 3.5. Honorary Membership is granted at the discretion of the committee, which shall elect honorary members either at a committee meeting or a general meeting. All patrons of the society shall be granted honorary membership.
- 3.6. Members may request to have their membership revoked at any time.
- 3.7. Any member that has behaved disruptive or disrespectful to the society may have their membership revoked. This shall be decided upon by a committee vote.

4. Governing and Advising Bodies

- 4.1. The Society shall be governed by the Executive Committee (hereafter referred to as EC) which is split into a core committee and an extended committee.
- 4.2. The EC is supported by the General Committee (hereafter referred to as GC).
- 4.3. The Society shall be advised by the Academic Advisory Board (hereafter referred to as AAB).
- 4.4. The core EC shall consist of the following positions: President, Vice President, Secretary, Junior Treasurer.
- 4.5. Responsibilities of the core EC:
 - a) The President (and in their absence the Vice President) chairs the meetings of the Society and represents the Society. The President may

appoint any member of the EC to act on their behalf on appropriate occasions.

- b) The Secretary is responsible for the formal proceedings of the Society. This includes the taking and timely distributing of minutes of Society meetings.
 - c) The Junior Treasurer shall be in charge of the funds of the Society. They shall maintain the accounts and on request shall inform any member of the EC about the financial situation of the Society. Further requirements are outlined in detail in section 10.
- 4.6. The extended EC shall consist of the following positions: Director for Sponsorship, Director for Publicity, Director for Events and Logistics, Director for Membership Affairs, Director for IT.
- 4.7. Responsibilities of the extended EC:
- a) The Director for Sponsorship shall liaise with existing and possible sponsors of the Society to secure sufficient funding for the Society.
 - b) The Director for Publicity shall publicise all events via all mediums they judge to be suitable and also prepare the relevant advertising material.
 - c) The Director for Events and Logistics shall liaise with possible speakers of the Society and aim to provide a diverse range of events for each term of their tenure. They shall be in charge of the practical organisation of each event.
 - d) The Director for Membership Affairs shall be responsible for maintaining an up-to-date record of all members of the Society and also for resolving any issues a member might raise with respect to their membership.
 - e) The Director for IT shall be responsible for managing the Society's website, the Society's mailing lists and any other technical issues relevant to the Society.
- 4.8. Members of the GC shall assist the EC Officers in their functions to allow the Society to run smoothly as the EC sees fit. [2]
- 4.9. The AAB consists of senior members of the scientific community who are willing to take up this role. Its purpose is to provide continuity of the Society over multiple years and to act in an advisory capacity when the EC is unsure about something.

5. Election and tenure of the members of the Executive Committee

- 5.1. The members of the EC (both the core committee and the extended committee) are elected at the elections held at the Annual General Meeting in Lent Term.
- 5.2. Any person who is a member of the University and the Society can run for a position. The candidate has to be proposed by any member of the Society (possibly by themselves) and seconded by one member of the EC.
- 5.3. The candidate needs to submit a manifesto which will have to be published by the EC to all members of the Society at least one week before the elections take place. They need to be present at the elections to take questions of the members of the Society, unless in the case of exceptional circumstances, subject to judgment of the EC.
- 5.4. Any member of the Society who is present at the elections is eligible to vote in the elections. [3]
- 5.5. For the elections, the EC shall appoint a returning officer to count the

votes and announce the results of the elections.

- 5.6. The results of the elections will be published to all members of the Society. [4]
- 5.7. A candidate is elected when they receive the simple majority of all votes cast for the position they are running for.
- 5.8. If, after the elections, any of the positions on the core and extended EC remain unfilled, a second round of elections may take place on the same day as the first round. Any candidate that did not get elected, or any other member of the Society, may then be invited by the EC to run for any unfilled position. All members of the Society attending this round of the elections are eligible to vote.
- 5.9. After the elections the retiring EC and the incoming EC shall decide when the actual handover to the new EC will take place. [5] On this day the retiring EC and incoming EC will get together to officially pass on the responsibilities and the documents of the Society.
- 5.10. The formal tenure of a member of the EC will be from Easter Term till the next Lent Term. A member of the EC takes office at the handover and remains a member until
 - a) the handover to the next EC takes place (see 5.11)
 - b) the EC decides to revoke the membership (see 5.12)
- 5.11. There are no restrictions on the number of times a member of the Society can stand for election to the EC. However, no member of the Society may occupy the same post on the executive committee for more than two consecutive terms of office unless no other candidate is elected to fill the post.
- 5.12. Any member of the EC who does not fulfill the duties of their role or acts in a manner that is obstructive to the goals of the Society can be dismissed by a joint decision of the senior treasurer and the majority of the EC.
- 5.13. Any change in the format of the EC may be proposed and voted for or against by the members of the Society at a general meeting, provided that any change may be reviewed at any subsequent general meeting.
- 5.14. Furthermore, any proposed change may not result in the removal of any of the following posts from the EC: President, Vice-President, Junior Treasurer and Secretary. However after the elections, the incoming president and vice-president may decide to opt for co-presidency. The retiring EC and the incoming EC shall vote to decide whether the amendment is accepted.

6. Appointment and tenure of members of the General Committee

- 6.1. Any member of the University and the Society can be proposed by an EC member and appointed as a member of the GC by a joint decision of the EC.
- 6.2. A member of the GC remains a member until
 - a) the member indicates they no longer wish to be a member of the GC
 - b) the EC decides to revoke the membership (see 6.3)
 - c) the member leaves the University
- 6.3. Any member of the GC who does not fulfill the duties of their role or acts in a manner that is obstructive to the goals of the Society can be dismissed by a joint decision of the President and the majority of the EC.

7. Invitation and tenure of members of the Academic Advisory Board

- 7.1. Only the EC can decide to invite a person to the AAB.
- 7.2. A member of the AAB remains a member until
 - a) the member indicates they no longer wish to be a member of the AAB
 - b) the EC decides to revoke the membership (see 7.3)
- 7.3. Any member of the AAB who does not fulfill the duties of their role or acts in a manner that is obstructive to the goals of the Society can be dismissed by a joint decision of the President and the majority of the EC.
- 7.4. The members of the EC shall consult the AAB at least once in person, during their tenure.

8. Amendment of the constitution

- 8.1. Amendments to the constitution of the Society may only be proposed at a General Meeting by a member of the EC. This amendment will have to be proposed as a motion at least two days before the General Meeting takes place.

9. Dissolution of the Society

- 9.1. If the EC decides that it is necessary or advisable to dissolve the Society, it shall call a General Meeting. At this meeting a vote shall decide whether the Society should be dissolved.
- 9.2. Upon dissolution the EC shall have power to realise any or all assets held on behalf of the Society to satisfy any proper debts and liabilities. Any assets remaining shall be given or transferred to such educational charity or charities as the EC may determine or, failing that, shall be applied for some other charitable purpose.

10. Accounts and Expenses

- 10.1. All expenses incurred by the Society shall be such that they benefit the aims of the Society. This includes the reimbursement of reasonable travel costs and the provision of dinner to speakers.
- 10.2. Any expenditure on the Society's accounts shall be agreed upon by the President and the majority of the EC in advance.
- 10.3. Members of the Committee may be reimbursed for expenses incurred on behalf of the Society. The Junior Treasurer shall keep records of any reimbursements made in this way and make them available to any member of the EC upon request.
- 10.4. The funds of the Society alone shall be liable for any debts or obligations incurred. In particular, no member of the Society shall be held personally responsible.
- 10.5. The Committee shall appoint a Senior Treasurer who acts as an auditor of the Society's accounts and ensures that they comply with the regulations imposed by the University. The Junior Treasurer shall make the accounts available to the Senior Treasurer upon request and ensure that they are checked by the Senior Treasurer at the end of the Junior Treasurer's tenure.
- 10.6. Cheques issued by the Society must be signed by the Junior Treasurer or the Vice President.

11. Meetings

- 11.1. The Society shall hold an Annual General Meeting (AGM) during Lent Term.
- 11.2. An extraordinary General Meeting shall take place at the request of at least two members of the EC or 20 members of the society.
- 11.3. Any General Meeting is open to all Members of the Society. The date and venue of any General Meeting shall be announced at least one week in

advance.

- 11.4. Any member of the Society may submit a motion to be discussed at a General Meeting. The motion must be submitted to the Secretary within two days after the announcement of the General Meeting and publicised at least two days before the General Meeting.
- 11.5. A motion at a General Meeting shall be passed if it is supported by a two-thirds majority of all votes cast, as long as at least 30 votes have been cast.
- 11.6. The EC shall hold regular Committee Meetings which are open to the members of the EC and the GC.
- 11.7. An extraordinary Committee Meeting shall take place at the request of any member of the EC.
- 11.8. The date and venue of any Committee Meeting shall be communicated to the members of the EC and the GC at least 24 hours in advance.
- 11.9. In case a member of the EC is unable to attend a Committee Meeting, they should inform the Secretary in advance.
- 11.10. Minutes of all meetings shall be recorded, archived and made available upon request to any member of the Society.

Annotations

[1] Arts as well as science students simultaneously.

[2] By doing so, GC members shall gain insight into the various roles on the EC. This should prepare them to stand for elections for the EC in the subsequent year.

[3] When an online voting system has been installed, this may have to be amended.

[4] Preferably this happens within a week after the elections.

[5] Preferably this happens within two weeks after the elections.