

THE CAMBRIDGE UNIVERSITY COMPETITIVE PROGRAMMING SOCIETY

CONSTITUTION

Things required

- +a. the name of club or society
 - +b. its aims
 - +c. the eligibility for membership and voting
 - d. the procedure for election of the officers and any other members of the executive committee
 - e. the powers and duties of the officers and executive committee
 - f. the frequency and method of convening business meetings, e.g. the Annual General Meeting or any Extraordinary General Meeting
 - +g. the procedure for constitutional amendment
 - +h. the level of subscriptions (if any)
 - +i. the arrangements for the management of finances and for audit.
 - +j. the arrangements for dissolving the club or society and disposing of any assets
 - +k. disciplinary processes and form of appeal.
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- +Society should be open to everyone.
 - Members should elect officers and other members of the executive committee
 - +Members should be responsible for amending the constitution
 - The powers and duties of the officers should be laid down, as should the timing and frequency of management meetings and the method of convening them
 - +The executive committee must have a majority of members who are current CU undergraduate or postgraduate students or are members of the Regent House, and the majority of principal officers, e.g. President, Secretary and Junior Treasurer must be current students.
 - Records of members (annual and life) should be kept. If kept on computer, this data may be subject to be entered onto the Information Assets Register for GDPR (2018). If data is held on computer the club/society becomes a Data User and may need to register with the General Data Protection Registrar. Advice on this and registration can be obtained from the University Data Protection Officer, (tel: (3)32306).
 - Clubs and societies should ensure that they have in place – preferably as part of their constitution – an appropriate complaints or grievance procedure that is published and readily accessible to members and other parties
 - encouraged to publish constitution somewhere
 - +It is therefore desirable that the constitution of a club or society should expressly provide that the Senior Treasurer shall not be liable for any debt or other obligation of the club or society, except where they have personally authorised it in writing.

Left to do:

- membership fee?
- procedure for election of the officers
- powers and duties of the officers and executive committee
- frequency and method of convening business meetings
- gdpr - how are members and contact details stored
- complaints procedure
- vice-president?
- specify exactly what should be dealt with at AGM

1. NAME:

The name of the Society shall be “The Cambridge University Competitive Programming Society” hereafter referred to as “the Society”.

2. OBJECTS:

(1) The Society’s aims shall be to promote Competitive Programming and Computer Science and increase the interest and knowledge about the existence of contests such as ICPC among undergraduates and postgraduates in Cambridge, as well as to create venues and opportunities for practicing Competitive Programming and meeting other people interested in Competitive Programming in Cambridge;

3. MEMBERSHIP:

(1) Membership of the Society shall be open to all members of the University and any others that have an interest in the Society or the activities arranged by the Society;

(2) There shall be an annual fee for membership which shall be determined by the Society from time to time. (*This can be taken out if you are not charging fees*);
Determined by general meeting?

(3) The Society may offer Life Membership and Honorary Membership on such terms as it may decide;

(4) The Executive Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 8, and is subject to confirmation at the next General Meeting of the Society. Any person expelled shall have the right of appeal to the Senior Treasurer.

4. THE EXECUTIVE COMMITTEE:

(1) The day-to-day management of the Society's affairs shall be in the hands of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM);

(2) The Executive Committee shall consist of a President, Secretary, Treasurer, Contests Manager, Publicity Officer and Events Officer who shall be elected by the members as in 4(1). In addition there shall be a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Junior Proctor. The Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be *ex officio* a member of the Executive Committee;

(3) A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University of Cambridge;

(4) Meetings of the Executive Committee shall be chaired by the President or if in absence the Secretary. If neither the President nor Secretary is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.

(5) There shall be exactly 6 members of the executive committee, as described above, , and their roles shall encompass the duties described in section 5 below.

(6) The committee shall meet weekly during Full Term and outside of term at least as frequently as fortnightly, remotely. Further meetings may be called by committee members.

5. ROLES OF THE COMMITTEE MEMBERS:

(1) The President will chair meetings of the executive committee as well as the annual AGM. The President shall be responsible for the overall direction of the society's activities.

(2) The Secretary will organise meetings of the executive committee in addition to AGMs and will record minutes for such meetings.

(3) The Treasurer will manage the society's accounts and the spending for society events. In addition they shall be responsible for communication with the society's senior treasurer.

(4) The Contests Manager will oversee contest organisation, ensuring problem setters are working to a reasonable schedule and ensuring test cases are prepared, are strong, and are correct.

(5) The Publicity Officer will manage the SRCF mailing list and will be responsible for advertising the society to first year students each Michaelmas term.

(6) The Events Officer will organise all non-contest events, for example lectures by external speakers, and will deal with non-technical aspects of contests held by the society, such as providing refreshments.

6. GENERAL MEETINGS:

(1) The Society shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge, *or online if it's not feasible to have it in Cambridge*, during *Easter Full Term*. All Members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM;

(2) The AGM shall approve Minutes of the last General Meeting and the Society's Accounts for the preceding year, elect the Executive Committee for the year ahead and conduct such other business as is necessary;

(3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at a General Meeting shall be proposed and seconded by two members. Voting shall be by secret ballot and if there are more than two candidates for a post or more than two options on a motion, voting shall be by Single Transferable Vote *(are options ruled out one by one?)*;

(4) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Twenty-one days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM;

(5) The President or if in absence the Vice-President shall take the Chair at any General Meeting. In the absence of the President and Vice-President the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be five members and a written record of every General Meeting shall be kept.

(6) *Specify what questions should be dealt with at a General Meeting? Grant the Executive Committee discharge?*

7. FINANCIAL MATTERS:

- (1) The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds;
- (2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Society's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;
- (3) The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by themselves, or by some other person approved under University Ordinances;
- (4) The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless personally authorised such a debt in writing;
- (5) For so long as the Society shall be Registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Society complies with the requirements for Registration as a University Society.

8. CHANGES TO THE CONSTITUTION:

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge.

9. DISCIPLINARY PROCESSES:

The Society's only disciplinary sanctions are to expel or to suspend a member whose actions are felt to be such as to bring the Society into disrepute, or to adversely affect the smooth running of the Society in a major way. Such expulsion or suspension can only be effected by a majority vote of all Executive Committee members, excluding the Senior Treasurer. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days. They will not be entitled to any full or partial refund of annual subscriptions;

If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision

will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

10. DISSOLUTION:

(1) The Society may be dissolved at a General Meeting provided that at least Twenty-one days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective;

(2) Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Societies' Syndicate.