

# THE CAMBRIDGE CHINESE CLASSICS SOCIETY CONSTITUTION

## 1. NAME:

The name of the Society shall be “Cambridge Chinese Classics” hereafter referred to as "CCC" or “the Society”.

## 2. OBJECTS:

The Society’s aims shall be:

To study, practice and promote Chinese classics

In pursuance of its aims the Society will

- (1) Organise reading and discussion sessions on Chinese Classics,
- (2) Organise Chinese culture related activities, such as seminars, tea ceremony, etc.,
- (3) Organise social events.

## 3. MEMBERSHIP:

- (1) Membership of the Society shall be open to all members of the University, and others, who have an interest in the Chinese classics or would like to contribute to the Society by any means by applying to the Executive Committee for membership.
- (2) There shall be an annual fee, or life fees for membership which shall be fixed by the Executive Committee.
- (3) The Society will award Life Membership and/or Honorary Membership at its discretion.
- (4) The Executive Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be subject to confirmation at the next General Meeting of the Society.

## 4. THE EXECUTIVE COMMITTEE:

- (1) The day-to-day management of the Society’s affairs shall be the responsibility of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM).
- (2) The Executive Committee shall consist of the President, Vice-President, Secretary, Senior, and Junior Treasurers, who shall be elected by the members as in 4(1). 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.
- (4) Meetings of the Executive Committee shall be chaired by the President or in his or her absence the Vice-President. If neither the President nor Vice-President 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. RESPONSIBILITIES

President:

- (1) Shall be the spokesperson and manage the general operation of the society
- (2) Shall co-ordinate activities of the Executive committee

Vice-President:

- (1) Shall stand in as acting President whenever the president is not available.
- (2) Shall deal with the day-to-day operational aspects of the Society.

Secretary:

- (1) Shall organise the meetings of the Society, the General and Extraordinary General Meetings.
- (2) Shall keep and update the lists of members
- (3) Shall co-ordinate the publishing and writing of agendas and minutes of each meeting and activities.

Senior Treasurer:

- (1) Shall provide essential continuity in the society's administration, and sign the annual accounts before they are submitted to the Junior Proctor.

Junior Treasurer:

- (1) Shall deal with all financial matters of the Society
- (2) Shall manage the funds, expenses and keep accurate and up-to-date accounts of the society.
- (3) Shall make details of the accounts available to the President or Secretary within a reasonable time after a request to do so.
- (4) Shall ensure that the accounts are audited annually and shall present audited accounts (if appropriate) at the AGM.

## **6. GENERAL MEETINGS**

- (1) The Society shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Easter Full Term. All Members, other than Honorary Members (may they not even attend a GM?), 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 previous Annual General Meeting and the Society's Accounts for the preceding year, elect the Executive Committee for the year ahead and conduct such 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.
- (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, in his or her 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.

## **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 all monies received are properly accounted for and that the Society's financial records are kept in good order.

- (3) The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by himself or herself, 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 he or she has personally authorised such 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.

## **9. DISSOLUTION:**

- (1) The Society may be dissolved at a General Meeting provided that at least Twenty-one days written notice of such 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 Society's Syndicate.