

Cambridge University Italian Society

Constitution

1. NAME

The name of the Society shall be 'Cambridge University Italian Society', hereafter referred to as 'the Society'.

2. OBJECTS

The Society's aims shall be:

- a) To promote knowledge and understanding of Italian culture, history and language.
- b) To facilitate interaction and dialogue between members of the University who share an interest in Italy, by promoting and providing meetings, informal lectures and other events.
- c) To serve as a network of support and friendship for Italian students at Cambridge University.
- d) To establish connections with Italy and its official institutions, as well as with other Italian communities in the United Kingdom and around the world.

3. MEMBERSHIP

- 1) Membership of the Society shall be open to all members of the University and any others who may apply to the Committee.
- 2) There shall be an annual fee for membership, which shall be determined by the Committee from time to time. Life Membership may be gained at the discretion of the Committee, according to such fees as the Committee may determine.
- 3) The Committee may offer Honorary Membership for life (free) to any person as it sees fit. Presidents Emeriti shall be Honorary Members for life.
- 4) The Committee shall not refuse an application for membership on the grounds of race, sex, sexual orientation, religion or political views. The Committee may, however, 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.
- 5) In matters of membership, the decision of the Committee is final (except as specified in § 3.4 above)
- 6) All members, whether Ordinary, Life or Honorary, shall have full voting rights at General Meetings of the Society.

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) Nominations for the Committee must be submitted to the Secretary at least three Full Term days before the election. Any members of the Society may be nominated for any Committee post by any member of the Society, including themselves. Nominees may decline any nomination. There may be hustings at the AGM at the discretion of the President.
- 3) Votes shall be counted by the Secretary. If the Secretary is seeking election to any post, the votes for that post shall be counted by the outgoing President or Vice-President, or the Chairperson of the meeting, in that order of preference, or by a person nominated by the meeting for this purpose.

- 4) The election and count may be conducted by secret ballot within one Full Term week of the AGM. If there are more than two candidates for a post, the voting shall be by Single Transferable Vote.
- 5) The Committee may hold elections to a single post at any Ordinary Meeting, if they so choose. The Committee may also, at its discretion, co-opt additional Committee members.
- 6) The Executive Committee shall consist of at least a President, Vice-President, Secretary and Junior Treasurer, with the following specific roles:
 - a) The President shall be responsible for the overall running and management of the Society, and for providing leadership to the rest of the Committee. The President shall uphold the principles by which the Society was founded, and act in the best interest of the Society and its members.
 - b) The Vice-President shall assist the President in his duties, as the President sees fit.
 - c) The Secretary shall be responsible for keeping the official files of the Society, and for maintaining a list of its membership. The Secretary shall also be responsible for taking minutes of Committee meetings, the AGM, and any Extraordinary General Meeting.
 - d) The Junior Treasurer shall be responsible for managing the accounts of the Society, as well as undertaking initiatives to acquire sponsorship and financial resources for the Society.
- 7) In addition there shall be a Senior Treasurer, who shall be a resident member of the Senate 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 members of the Executive Committee.
- 8) A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University.

5. 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 shall be entitled to attend and vote at any General Meeting. At least seven 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) Every motion at a General Meeting shall be proposed and seconded by two members. Voting may be conducted by means of acclamation in the form of show of hands, or by secret ballot.
- 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 give to members before an EGM is held. An EGM shall have the same powers as an AGM.
- 5) The President or, in his 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 written record of every General Meeting shall be kept.

6. COMMITTEE MEETINGS

- 1) A Committee Meeting shall be convened at least once each Term.

- 2) The President or the Secretary shall compile the Agenda for each Committee Meeting, which should be distributed to the Committee Members prior to that meeting. Every Committee Meeting must first approve the minutes of the last Committee Meeting, before continuing to other matters.
- 3) Meetings of the Committee shall be chaired by the President or, in his or her absence, by the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a Chairperson for that meeting.
- 4) The quorum for a meeting of the Executive Committee shall be three members and a written record of each 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 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 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 (except those laid down as the responsibility of the Senior Treasurer in § 7.3 and 7.4).

8. CHANGES TO THE CONSTITUTION

- 1) Amendments to this Constitution may be proposed by any three members of the Society, and must be submitted to the Secretary in writing, at least three Full Term days before a General Meeting. This Constitution may only be amended at an AGM, or an EGM called for that sole and express purpose.
- 2) The quorum for an Amendment to the Constitution shall comprise no less than seven members of the Society (including Honorary and Life Members), of half of the total membership of the Society, whichever may be the lesser.
- 3) The amendments shall be passed by a two-thirds majority vote, which must take place at the General Meeting.

9. DISSOLUTION OF THE SOCIETY

- 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. The quorum for such a meeting shall be of at least ten members of the Society. At least two-thirds of those present and voting at the General Meeting must vote in favour of the motion for the Dissolution for it to be effective.
- 2) Any motion for the Dissolution of the Society shall provide that the assets remaining after all liabilities have been met shall be transferred either to the Societies Syndicate, or to any other Registered University Society that the meeting shall nominate and approve.