

# CONSTITUTION OF THE CUBING SOCIETY,

## ST JOHN'S COLLEGE

### GENERAL

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#### 1. TITLE AND OBJECTS OF THE SOCIETY

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The Society shall be called the Cubing Society. Its objects shall be the promotion of solving Rubik's cubes and similar puzzles, by providing Members with the opportunity to:

- i. Learn from each other
- ii. Try out new puzzles
- iii. Take part in speed-solving competitions

The promotion of the Society's objects shall be consistent with the Aims of St John's College as a place of education, religion, learning and research.

#### 2. MEMBERSHIP

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The Membership of the Society shall comprise the Senior Treasurer and the Members. All members of the College shall automatically be entitled to be the Members of the Society. No Membership subscription shall be levied without consent of the Committee of the Associated Societies, which consent may be reviewed from year to year.

#### 3. CONDUCT OF AFFAIRS

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- i. The Society shall be run by the Committee on behalf of the Members. The Committee shall have executive authority, but shall be subject to overruling by a majority decision of the combined Committee and Membership.
- ii. Its activities shall be primarily for the benefit of members of the College.
- iii. The Society shall have a bank account of which the Senior Treasurer must be one of the signatories and into which grants shall be paid. So far as the terms of the Society's banking contract may permit, the Society shall ensure that the authorisation of two Officers is required to make any payment from the bank account.
- iv. It shall maintain an up to date page on the College's web site.
- v. It shall maintain adequate and up to date handover notes to facilitate the conduct of the Society from one year to the next.
- vi. It shall not conduct any political campaign.
- vii. In the case of a Society which is authorised to make grants, then those grants shall be made in accordance with the terms of this Constitution, and any restrictions which may have been imposed by the Committee of the Associated Societies.
- viii. The conduct of the Society's affairs shall be consistent with the Constitution of the St John's College Associated Societies.

## THE GENERAL MEETING

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### 4. CALLING OF GENERAL MEETINGS

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- i. The President shall call an Annual General Meeting before the division of Lent Term.
- ii. The Committee may instruct the President to call a General Meeting at any time.
- iii. Upon a requisition signed by one third of the Members specifying the general business which it is intended to bring forward, a General Meeting shall be called by the President; at such a meeting no other business but that which for the meeting is called shall be transacted.

### 5. NOTICE OF MEETINGS

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Notice and agenda of General Meetings shall be posted on the Associated Societies notice board in the pigeon hole room, First Court, by the President. Notice of General Meetings shall also be sent by electronic mail to all members. Seven clear days' notice of all meetings shall be given.

### 6. QUORUM AT MEETINGS

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At all General Meetings one quarter of the membership shall form a quorum.

### 7. THE ANNUAL GENERAL MEETING

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The following matters shall be dealt with at the Annual General Meeting:

- i. Approval of the accounts of the Society;
- ii. Election of the Officers;
- iii. The hearing of annual reports from President and Treasurer;
- iv. The planning of policies and events for the coming year.

### 8. MOTIONS

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Any member intending to bring forward a motion at a General Meeting shall send a copy of the words of such a motion to the President, who shall send it by electronic mail to all Members at least three clear days before the meeting.

It shall be at the discretion of the Chair of the Meeting, having consulted the Committee members present, to accept a motion of which such notice has not been given, if in the Chair's view (i) there is adequate justification for the failure to comply with the provision of this clause, and (ii) no one would be unfairly prejudiced by the acceptance of the motion.

### 9. VOTING

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Motions shall be voted on by a show of hands, all Members present being entitled to vote. A simple majority shall suffice to carry a motion, save in the case of a motion to amend this Constitution, when the support of two thirds of the members present and voting shall be necessary.

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## THE COMMITTEE

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### 10. COMPOSITION

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The Committee of the Society shall consist of the Senior Treasurer and the Officers.

### 11. QUORUM

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For all business of the Committee, two shall be a quorum.

### 12. HOLDING OF MEETINGS

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In addition to the Annual General Meeting, the Committee shall meet not less than once per Term to discuss and transact any business affecting the Society, provided there is business to transact. Meetings shall be called by the President in consultation with the Senior Treasurer, the convenience of Committee members being taken into account.

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## OFFICERS

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### 13. THE OFFICERS

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The Officers of the Society shall comprise a Senior Treasurer, a President, and a Junior Treasurer.

### 14. APPOINTMENT OF SENIOR TREASURER

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The Senior Treasurer shall be invited by the Committee to stand. In the event of the Senior Treasurer ceasing to act during the year, the Committee shall approach the Senior Tutor so that he or she may appoint an acting Senior Treasurer.

### 15. ELECTION OF OFFICERS

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- i. With the exception of the Senior Treasurer, the Officers of the Society shall be elected, or re-elected, annually at the Annual General Meeting.
- ii. Candidates for election shall be proposed and seconded on a nomination sheet delivered to the President. Nominations shall close 24 hours before the meeting. Candidates may circulate election manifestos among the Members before the meeting. If there are no candidates, nominations can be accepted at the Annual General Meeting at the Senior Treasurer's discretion.
- iii. If a vote is necessary, it shall be by a show of hands.
- iv. The period of office of each Officer shall begin one week after the date of the Annual General Meeting. In the event of an Officer ceasing to act during the year, the Committee shall, after taking advice from the Senior Treasurer, either appoint an acting Officer or call a bye-election.
- v. In the case of a society whose objects include the making of grants, the appointment of all officers shall be subject to the approval of the society's Senior Treasurer.

## 16. DUTIES OF THE SENIOR TREASURER

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- i. To provide general oversight and guidance to the Society in the planning of its policies and in the operation of its events.
- ii. To act as Chair at the General Meeting of the Society.
- iii. To audit annually the accounts of the Society and to deliver the audited accounts to the Secretary of the Associated Societies by the end of Easter term.
- iv. In the case of a Society making grants to make payment of any such grants.
- v. Upon ceasing to act, to inform the Secretary of the Associated Societies of the identity of his or her successor. If a Senior Treasurer ceases to act without appointing a successor, the Senior Treasurer of the Associated Societies shall take her/his place.

## 17. DUTIES OF THE PRESIDENT

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The duties of the President shall be:

- i. To ensure the Society carries out its activities consistently with its objects, and in the best interests of the Society and the College.
- ii. To be responsible for the long-term direction of the Society.
- iii. To act as a spokesperson for the Society to the College.
- iv. To Chair Committee meetings, other than General Meetings. To call General Meetings of the Associated Societies, and meetings of the Committee, and to keep minutes of the business done at such meetings.
- v. To transact any business of the Associated Societies under the direction of the Committee or of the General Meeting.
- vi. To keep up to date a Register of Officers and Members of the Society.

## 18. DUTIES OF THE JUNIOR TREASURER

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The duties of the Junior Treasurer shall be:

- i. To keep detailed accounts of the financial affairs of the Society.
- ii. To make no payment from the Society's fund that is not for the proper objects of the Society.
- iii. To lay before the Annual General Meeting of the Society, for approval, a duly audited statement of accounts for the previous year.
- iv. To liaise with the Senior Treasurer.
- v. To deliver estimates of expenses for the coming year to the Secretary of the Associated Societies by such date as the Secretary shall determine.
- vi. To supply, when requested by the Secretary of the Associated Societies, details of the Society's activities during the previous twelve months, and of its planned activities in the twelve months to follow; detailed accounts of the Society's financial affairs; and an updated copy of the handover notes of the Society.
- vii. To inform the Secretary of the Associated Societies of any changes in the Societies scope, or constitution if any.
- viii. Upon any Officer ceasing to act, to inform the Secretary of the identity of her or his successor.
- ix. To appear before the Committee of the Associated Societies when requested to do so to discuss any matter of concern to that Committee in regard to that society.
- x. To provide an updated entry to the Register of member societies of the Associated Societies and their Officers by the end of Easter term.

- xi. To inform the Secretary of the Associated Societies of any grants made by the society.

## GENERAL

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### 19. INTERPRETATION AND AMENDMENT OF THIS CONSTITUTION

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This Constitution shall be interpreted consistently with the provisions of the Constitution of the Associated Societies, and the Statutes and Standing Orders of St John's College. It shall be void to the extent of any irreconcilable inconsistency with those provisions.

Any question which may arise as to the interpretation of this Constitution or as to the resolution of any problem not apparently covered by its provisions shall be determined by the Senior Treasurer who shall, if he or she sees fit, consult the Committee of the Associated Societies.

Any proposed amendment to the terms of this Constitution must be first approved by the Committee of the Associated Societies before it may take effect.

24<sup>th</sup> February 2016