

The CAMBRIDGE STUDENTS' RAG APPEAL Society

CONSTITUTION

1. Name:

The name of the Society shall be "Cambridge Students' RAG Appeal" ("RAG" or the "Society").

2. The Objects:

The aim of RAG shall be to collect and distribute as much money as possible for charitable purposes each year.

3. Membership:

- i. General Membership of the society shall be open to all members of the University;
- ii. 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 9, 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:

- i. The day-to-day management of the Society's affairs shall be in the hands of the Executive Committee, which shall be comprised of individuals elected at the Annual General Meeting (AGM);
- ii. The Executive Committee shall have the following members:

A Senior Treasurer,
Two Co-Chairs,
A Junior Treasurer,
A Secretary,
A Charities and Outreach Coordinator,
A Big Events Coordinator,
A Small Events Coordinator,
A Bucket Collections Coordinator,
A Reps Liaisons Coordinator,
A Publicity Coordinator.

The Two Co-Chairs, the Treasurer and the Secretary shall be elected by the General Committee members as in 4(i). 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, when there is a change to the role, by the elected members of the Executive Committee and shall be ex officio a member of the Executive Committee;

- iii. The entirety of the elected members of the Executive Committee shall be undergraduate or postgraduate students of the University;

iv. Meetings of the Executive Committee shall be chaired by the Co-Chairs or in their absence the Secretary. If neither are available, 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;

v. The Co-Chairs will act as the heads of the organisation, and if they are unable to enact any duty associated with the office, the responsibility for enacting such duties shall pass to the Treasurer, and if he or she is also unable to enact those duties, to the Secretary.

5. The General Committee (“Central”):

i. Central shall oversee the activities of RAG for the promotion of its Objects;

ii. Central shall consist of the Executive Committee and any members who apply to be on the committee as far as this is necessary or desirable to further the objects of RAG;

iii. A member of Central who is not a member of the Executive Committee may be removed from their position by the Executive;

iv. Any member of Central who is not a member of the Executive Committee may resign their position in writing to the Co-Chairs. The member has seven days in which they may in writing to the Chair retract their letter of resignation. After this they will no longer be a member of Central.

6. General Meetings:

i. The Society shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Lent term. All Executive and General Committee 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;

ii. The AGM shall elect two new Co-Chairs, one Secretary, and one Treasurer for the following Committee Year;

iii. Candidates for election to office shall be proposed and seconded by two other 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. Any member of the General or Executive Committee who is unable to attend a General Meeting should send apologies to the Secretary prior to the meeting. They may, at their discretion, nominate a proxy to attend the meeting in their place, provided that this proxy is not already a voting member of the Committees. Their proxy shall count towards quorum and be permitted to vote on their behalf. They may also send an email vote to the Secretary. Each college team of Representatives will get one vote per College;

iv. 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 General Committee 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;

v. General Meetings shall be chaired by the Co-Chairs. If the Co-Chairs are not present within fifteen minutes of the time appointed for the meeting another member of the Executive Committee shall chair the meeting. The quorum for a General Meeting shall be fifteen members of the General and Executive Committees, and a written record of every General Meeting shall be kept.

7. Financial Matters:

i. The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds. Where bank and other accounts are operated on behalf of RAG, those who are authorised to sign on the account or accounts shall be the Co-Chairs, Senior Treasurer and Junior Treasurer;

ii. 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;

iii. 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;

iv. 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;

v. 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:

i. 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. He/she will not be entitled to any full or partial refund of expenses on behalf of RAG;

ii. 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;

ii. A motion of no confidence in a Member of the Executive Committee must be presented to the Secretary and have at least ten signatures from members of the Executive and Central Committees. The Secretary must call an Extraordinary General Meeting (an "EGM") within one week and the EGM must be held within three weeks. Alternatively, such a motion may be proposed at a General Meeting that has been called for other purposes, in which case it must be seconded before being voted upon. A simple majority of those entitled to vote and who are present and voting in accordance with this Constitution is required to remove the member from their position.

10. Dissolution:

i. 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;

ii. 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.