

CUSAGC Constitution as it stands (February 2007)

General

1. The Club shall be called the Cambridge University Scout and Guide Club. The club shall be a Student Scout and Guide Organisation (SSAGO) member club.
2. The aims of the Club shall be those of the Scout and Guide Associations, in essence: 'to promote the physical, spiritual and mental development of young people so that they may take a more constructive role in society.' To this end, the Club shall attempt to provide:- a. A basis for social interaction between its Members, b. Opportunities for the physical development of its Members, including outdoor activities, c. Service to the local Scouting and Guiding community, for example the provision of leaders to local groups, whether on a temporary or a permanent basis, and organisation of activities for Members of the Associations. d. Service to the local community. The Club shall provide for all of its Members, including those who are not Members of the University.

Membership

3. Ordinary Membership shall be open to any Member of the University of Cambridge, or any other person studying full time in or near Cambridge, or any such person as the Committee shall at its discretion decide, who shall subscribe to the aims of the Club.
4. Honorary Membership shall be conferred on any person at the discretion of the Committee, and may be terminated by the Committee at any time. Notwithstanding the provisions of Sections 28 and 30, Honorary Members who additionally hold another category of Membership shall be eligible to receive notice of and attend all General Meetings of the Club.
5. A Knighthood shall be conferred on any Member for outstanding service to the Club at the discretion of the round table. A knighthood shall be removed on death or dishonour, which shall include ceasing to be a Member of the Club. The round table shall consist of all Knights and damsons of the Club. The number of knights at any one time shall be at the discretion of the round table. Knights and damsons of CUSAGC may use their full titles at any CUSAGC event, and may wear swords and armour on occasions specified by the round table. They shall be treated with due deference by ordinary Members.
6. The Senior Members of the Club shall be the President, the Vice President(s) and the Senior Treasurer, all of whom shall normally be Senior Members of the University of Cambridge
7. The rates of Subscription shall be determined by the Committee; Honorary Members and the Senior Members shall not be required to pay any subscription.
8. A person's Membership shall commence on payment of his first subscription, and each subsequent subscription shall be due on the first day of the following Michaelmas Full Term. If the subscription is not paid within thirty days of it becoming due, that person's Membership shall lapse. Members of the same address may be eligible for a 'Family' Membership of reduced subscription, at the Junior Treasurer's discretion.
9. Membership of the Club shall not require Membership of the Scout or Guide Associations, nor shall it confer such Membership, except as provided in the rules of these Associations

The Officers and Committee

10. The affairs of the Club shall be managed by the Committee, subject to this constitution and to control of the Club at a General Meeting. While Committee Members keep ultimate responsibility for areas covered by their role, they are encouraged to delegate to other Members of the Club where appropriate.
11. The Committee shall consist of the President, the Senior Treasurer, the Chairman, the Secretary, the Junior Treasurer, the Adventurous Activities Co-ordinator, the Scout and Guide Liaison Officer, the Social Secretary, the SSAGO Liaison Officer and the Quartermaster, together with such persons as the Committee shall co-opt.
12. The quorum of the Committee shall be 2/3 of the committee or 3 people, whichever is the higher.
13. The Members of the Committee shall be elected individually at The Annual General Meeting in the order in which they appear in sections 6 and 11. All the Members of the Committee shall take office on the last day of the Full Lent term in which they were elected, and shall hold office until the last day of the following Full Lent Term. All Members of the Committee shall be eligible for re-election.
14. Should any vacancy occur on the Committee during the year, the Committee must endeavor to appoint some other Member to fill that vacancy within 30 days of full term. Should a post not be filled during the Annual General Meeting, the Committee may at its discretion appoint some other Member to fill that vacancy. Any vacancy should be advertised to the whole club.

15. The President shall have the right to take the chair at all meetings of the Club or Committee.
16. The Chairman shall be responsible for the executive business of the Club, and shall present a report to the Annual General Meeting. He shall take the chair, in the absence of the president, at all meetings of the Club or Committee at which he is present. In the absence of both the Chairman and the President, the meeting shall elect its own chairman. No person who has not been a Member for at least six months shall hold the office of Chairman. The chairman shall be responsible for the co-ordination of all events.
17. The Secretary shall keep the minutes of all General Meetings of the Club, and of all meetings of the Committee. These minutes should be published within two weeks of the meeting. Minutes shall be open to inspection by Members on two weeks notice. Where required to do so, he shall notify the Junior Proctor and local Scout and Guide Commissioners of all changes in the Officers and Constitution of the Club. The Secretary shall be responsible for the general administration associated with the running of the Club.
18. The Treasurers shall be responsible for all monies belonging to the Club. They shall keep accounts of all income and expenditure, which shall be open to Members on two weeks notice, and which shall be audited annually. The Junior Treasurer shall present a report on the Club's financial position to the Annual General Meeting each year. The Junior Treasurer shall be responsible for liaising with such insurers as the Committee sees fit.
19. The Adventurous Activities Co-ordinator shall be responsible for the organisation of the Club's outdoor and similar activities.
20. The Scout and Guide Liaison Officer shall be responsible for the organisation of the Club's service activities, for maintaining contact with the local Scout and Guide movements and for keeping Members informed of local Scout and Guide activities which are likely to interest them. The club shall aim to provide a range of activities to different age groups in local Scouting and Guiding.
21. The Social Secretary shall be responsible for co-ordinating the term's social events.
22. The committee shall be responsible for the recruitment of new members, maintaining a list of members, communication with all members of the Club, the maintenance of the website and the maintenance of the email lists. Where possible, each of these responsibilities and any others that the committee deem necessary will be delegated to one or more nominated members of the Club.
23. The SSAGO liaison officer (SLO) shall work towards improving the benefits to CUSAGC of membership of SSAGO via the SSAGO executive and other member clubs. The holder should, where possible, be a student
24. The Quartermaster shall be responsible for arranging the maintenance and storage of Club property, including the punt. They shall also be responsible for the maintenance of records of use of equipment, particularly the ropes and the punt. When appropriate, the Quartermaster shall advise and, subject to the committee's agreement, carry out the purchase of new equipment.
25. The Editor is a non-committee post that shall be elected at the AGM as a post with responsibility for the production of the Club magazine. If no editor is appointed at the AGM the committee may appoint a member to fill this post.

Conduct of Meetings

26. General meetings of the Club shall be open to all Members except honorary Members. 33% of the current Membership, or twenty Ordinary Members, whichever is the lesser shall form a quorum.
27. The Annual General Meeting shall be held not less than seven days before the end of the Full Lent Term each year, upon a date to be determined by the Committee. Should the Annual General Meeting be inquorate, the Meeting may proceed nevertheless to the receipt of the financial report and the Chairman's report and the election of officers only. Any decision made by such a meeting shall be subject to ratification by a quorate General Meeting.
28. The Committee may summon a Special General Meeting at anytime subject to the provisions of Sections 29 and 30.
29. If the Secretary shall receive a requisition stating a subject to be brought before a general Meeting and signed by not less than twelve Members of the Club, he shall forthwith inform the Chairman (or if the Chairman is absent from Cambridge the officer next in order of Section 11 who is present in Cambridge) who shall appoint a date for a Special General Meeting. This meeting shall take place not more than thirty days after the receipt of the requisition, or if the meeting would thus be held outside full term, not more than fourteen days after the beginning of the Full Term immediately following.
30. No General Meeting of the Club shall be held outside of Full term or outside Cambridge.
31. The Secretary shall send to each Member (except Honorary Members) notice of the Date, Place and Time of the General Meeting and of any subjects to be discussed at that meeting not less than

seven days before that meeting. If notice of such business be given to the secretary not less than fourteen days before the meeting, then the Secretary shall be responsible for giving notice to the Members. The accidental omission to any Member entitled to receive such notice shall not invalidate anything done at that meeting.

32. The elections for Members of the Committee shall be conducted as laid down in Section 13. No person may offer himself as a candidate for election to the Committee, unless they comply with any requirements in this Constitution for the post concerned and, unless they are a candidate for the post of President, Vice President or Senior Treasurer, are an Ordinary Member. Candidates may be nominated in advance of the meeting, provided that the nomination be given in writing to the chairman or Secretary. Such nominations must bear the name of the candidate, the office for which he is nominated, the names of the proposer and seconder (who shall be Ordinary Members) and be countersigned by the candidate. Alternatively, a candidate may be nominated verbally at the meeting up to the beginning of the election in which he is to be a candidate. A proposer and a seconder and the candidate's consent are required. No Member of the Committee shall be allowed to propose or second a candidate who is standing for his particular post as his immediate successor. Voting in the election shall take place by a secret paper ballot using the single transferable vote system (candidates will be allowed to vote). This system shall apply to all officers. In the event of a tie, the Chairman shall have a casting vote, as specified in section 34. The Chairman shall be empowered to appoint as many tellers as he deems necessary, from the Members present to count the votes. The voting system shall be explained to all Members present if any require it.
33. The procedure for voting on motions in General Meetings and meetings of the Committee shall be as follows: each motion shall require a proposer and seconder. If there is opposition, then after discussion a vote shall be taken by a show of hands, each person having one vote.
34. Except as otherwise directed by this constitution, the conduct of meetings shall be governed by a set of standing orders, except in so far as that all Committee Meetings shall be brought to a close with a voluntary group hug. The conduct of the Punt Joust shall be governed by a set of rules.
35. The chairman, for the time being, of any meeting of the Club or Committee, shall be the sole interpreter of this constitution for the purpose of that meeting, subject to an appeal to the President, whose ruling shall be final. Notwithstanding the provisions of sections 31 and 32, the chairman of any meeting shall have a casting vote in the event of the equality of votes for and against any motion or election.
36. The Chairman of the Club may call a meeting of the Committee at any time, provided that each Member of the Committee be given three days notice of the date, time and place of the meeting. At the request of any four Committee Members, The Chairman shall summon a Committee meeting to take place within seven days.

Miscellaneous

37. All Club bank accounts shall require a minimum of two signatories, and each shall have at least three possible signatories. These are to be as follows:- Main Account - Junior Treasurer, Chairman and Secretary. Training Account - Adventurous Activities Co-ordinator, Junior Treasurer and Chairman. Service Account - Scout and Guide Liaison Officer, Junior Treasurer and Chairman. Equipment Account - Quartermaster, Junior Treasurer and Chairman. Any other account the Club may open shall require a minimum of two signatories, and shall have at least three signatories, to be determined by the Committee.

Constitutional

38. No words or word in this Constitution, shall be taken to imply any discrimination between Members or Persons eligible for Membership on the grounds of sex.
39. Except as provided in Section 34, the interpretation of this constitution rests with the Committee, subject to an appeal made to the President, whose ruling shall be final. Any appeal made under this section or section 34 shall be made before the passage of fourteen days of Full Term, from the time of the Chairman's original ruling.
40. This constitution or the rules of Punt Jousting, may be altered, repealed or suspended only by a motion passed at a General Meeting of the Club, two thirds of the Members voting either for or against the motion having voted in favour of that motion. The text of the motion must be sent to each Member (except honorary Members) not less than seven days before the meeting. The text of an amendment to that motion need not be circulated in advance. The last two sentences of section 28 shall apply.

