**The Constitution**

Cambridge University Chinese Debating Club

**Section 1: Name**

The name of the organisation shall be the Cambridge University Chinese Debating Club, which will be referred to as the Club hereinafter.

**Section 2: Aims and Objectives**

1. To promote Chinese debating among students in Cambridge.
2. To organize talks, frequent training sessions and social events for members.
3. To provide support and enable members to take part in Chinese debate competitions as representatives of Cambridge University Chinese Debating Club.
4. To foster a continuing dialogue, discussion and exchange of ideas among Chinese debaters around the world.

**Section 3: Membership and Subscription**

Full membership is open to all members of Cambridge University. Full members have the right to vote, hold office, attend and participate in any event organized by the Club. Full members are able to represent Cambridge University Chinese Debating Club in Chinese debate competitions. Full members have the right to enquire into and inspect the Club’s Accounts provided that 7 full term days’ notice is given to the Treasurer. Full membership can be subscribed annually or on a permanent basis (life member).

Associate membership is open to the alumni of Cambridge University. Associate members shall enjoy the benefits of participating in any event organized by the Club. Associate members will not be able to vote nor hold office in the Club. Associate members will not be able to represent the Club in competitions. Associate membership can only be subscribed on an annual basis.

Honorary membership will be awarded to distinguished personage or individual who has significantly contributed to the Club. The bestowal and removal of such membership is entirely and only at the discretion of the Executive Committee. However, a full member has the right to nominate for the bestowal or removal of an honorary member.

All members shall support and comply with the Constitution of the Association.

If in any case the Executive Committee feels that a member’s action contravenes with the aims and objectives of the Club, the Executive Committee reserves the right to suspend or expel the member concerned provided that two-thirds of the Executive Committee is in favour.

The membership fee shall be determined by the Executive Committee at a reasonable price.

**Section 4: The Executive Committee**

The day-to-day management of the Club’s affairs shall be in the hands of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM).

The Executive Committee shall consist of the President, Secretary, Junior Treasurer and Publicity Officer.

The President also has the right to appoint sub-committee members after consulting the Executive Committee should the need arises.

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 by the elected members of the Executive Committee and shall be ex officio a member of the Executive Committee.

In the event of a vacancy in the Executive Committee, the President reserves the right to appoint an Executive Committee member to fill that vacancy after consulting the Executive Committee. The Secretary shall inform the members within 14 full term days of the appointment.

The Executive Committee has the authority to receive and utilize financial resources on behalf of the Society and is responsible for the management of the Society.

Any Executive Committee member not attending three consecutive Executive Committee meetings shall automatically cease to be a member of the Executive Committee, unless a satisfactory explanation is given to the Executive Committee.

The Executive Committee has the powers to make and amend by-laws as demand fit for the routine management of the Society. Those by-laws shall be made available to all members of the Club by the Secretary.

**Section 5: The Sub-Committee**

The Executive Committee has the power to elect any sub-committee to assist the running of the Club. The duty and the number of the sub-committee is at the discretion of the Executive Committee.

**Section 6: Duties of The President**

The President oversees the running of the Club and chairs all the meetings of the Executive Committee.

**Section 7: Duties of The Secretary**

In the temporary absence of the President, the Secretary shall assume all authorities, duties and responsibilities of the President. If a vacancy should arise in the office of the President, the Secretary shall call a by-election within 14 full term days.

The Secretary is responsible for managing the Club’s correspondences, website and other online accounts. The Secretary is in charge of keeping a record of the data collected by the Club members, which will then be passed onto the next committee.

The Secretary shall co-ordinate the booking of rooms and by liaising with the Executive Committee, be aware of all society activities.

**Section 8: Duties of The Treasurer**

The Treasurer is in charge of keeping the Club bank account and producing annual Club budget. All the Club expenses have to be approved by the Treasurer and the President. The Treasurer shall be responsible for payments and collection of money owing to or owed by the Club. The Treasurer shall keep up to date records of membership payment and shall inform the Secretary of amendments when appropriate.

The Treasurer shall provide documents of the budgets, interim accounts and annual audited accounts of the Club’s Fund upon member’s request. The records of accounts shall be kept whole and complete for examination and inspection by the Senior Treasurer and the next Executive Committee.

The Treasurer is also responsible for coordinating all sponsorship and funding activities for the Club.

**Section 9: Duties of The Publicity Officer**

The Publicity Officer is responsible for all the publicity events including Fresher’s Week. Besides The President, the Publicity Officer is the point of contact for inter-university communications. The Publicity Officer also organizes social events for the Club members.

**Section 10: General Meetings (AGM and EGM)**

The President shall summon an Annual General Meeting (AGM) within the Lent Term for which a 14 Full Term days’ notice must be given.

An Extraordinary General Meeting (EGM) can be summoned by The President or any three of the Executive Committee Members. It may also be called by one-third of full membership, provided that a 14 Full Term days’ notice is given to the Executive Committee. It is the duty of the Executive Committee to inform all CUCDC members 7 Full Term days prior to the date of the EGM.

The new Executive Committee for the following year will be elected by the members present during the AGM/EGM. Voting shall be by secret ballot. A Single Transferable Vote system shall be used to count the votes. No person may, at any time, exercise more than one vote, transfer their right to vote to another individual. Each ordinary member shall have one vote, save that The President will have the casting vote in the event of an equality of vote.

**Section 11: Terms of Office**

All committee members shall serve for a period of one year. Officers wishing to extend their period of office must be re-elected.

The service period of the sub-committee member shall be subject to decision by the Executive Committee.

Any officer wishing to resign their post before the official expiry of their term of office must submit a letter of resignation to either The President or The Secretary within a week of being elected. The final decision is subject to the agreement of the Executive Committee.

In the event that an officer resigns, or is deemed to have resigned, the person with the second highest vote shall fill the vacancy.

Any committee members who fails to carry out the work allotted to their position or engages in activities of a nature damaging to the financial, social or legal status of CUCDC as to a satisfactory reason, shall be deemed by The President or The Secretary to have resigned with immediate effect.

**Section 12: Financial Matters**

The Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club’s funds.

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 Club.

The Senior Treasurer shall make arrangements for the Club’s Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances.

The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless he or she has personally authorized such a debt in writing.

For so long as the Club shall be Registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Club complies with the requirements for Registration as a University Society.

**Section 13: Amendments of The Constitution**

No part of the Constitution may be deleted or amended and no article or part thereof may be inserted without the agreement of the Executive Committee and two-third of the club members.

**Section 14: General Provisions**

Any article of part thereof that is inconsistent with any Act of Parliament, Statutory Instrument, By-law of the Cambridge City Council, By-laws of the University of Cambridge, or any regulation, statutory or otherwise, in relation to the conduct and discipline of members of the University, shall be suspended.

The Club shall be neutral in regard to any race, sex, religious belief or political inclinations in activities and events as well as members’ views. The Club shall not adopt any official stance or issue any official statement or recommendation on any issue irrelevant to the administration of the Club.

**Section 15: Disciplinary Processes**

The Club’s only disciplinary sanctions are to expel or to suspend a member whose actions are felt to be such as to bring the Club into disrepute, or to adversely affect the smooth running of the Club 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 Club within 7 days. He/she will not be entitled to any full or partial refund of annual subscriptions.

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.

Section 16: Dissolution

The Club may be dissolved at a General Meeting provided that at least Twenty-one days written notice of the intention to dissolve the Club 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.

Any motion for Dissolution of the Club 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.