

The Constitution of the Cambridge University Sikh Society

1. Name

The name of the Society shall be “Cambridge University Sikh Society”, hereafter referred to as “the Society”

2. Aims and Objectives

1. To connect Sikhs around the university together, allowing them to widen their network of people with a similar background
2. To teach people about Sikhism, and to raise the profile of Sikhs in Cambridge University, as well as the city of Cambridge
3. To host events, that support Sikhs and non-Sikhs in the way of their religious/spiritual development, social endeavours, and health and wellbeing
4. To uphold the values of Sikhism within the Society, which includes, but is not limited to:
 - a. ensuring no one is discriminated against based on their backgrounds, beliefs, gender, sexual orientation, disability or any other unimportant metric
 - b. serving those who are less fortunate, and raising money for charitable causes
 - c. helping society members of all faiths (or none) to become better people, and guide them on their spiritual journey
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

3. Membership

1. Standard membership of the Society shall be open to all students of the university, irrespective of faith
2. The types of membership for this society shall be:
 - a. 1 year – formal affiliation to the Society until the end of the current academic year (end of Easter term)
 - b. Lifetime – formal affiliation to the Society until the member leaves the university
 - c. Honorary – granted membership to the Society for people who are not students, but express a strong commitment to the Society – these shall be appointed after a committee vote, and their membership shall also end at the discretion of the committee
3. There shall be a fee associated with becoming a member of the Society. The fees for membership shall be determined by the committee by a majority vote at a meeting
4. Members may be removed from the Society at the discretion of the committee – the member’s fee will not be refundable. Any person expelled shall have the right to appeal to the Senior Treasurer (see section 13 for ‘Disciplinary Processes’)

4. The Executive Committee

1. The day-to-day management of the Society's affairs shall be in the hands of the Executive Committee, referred to as, "the committee", which shall normally be elected following the Annual General Meeting (AGM)
2. The committee shall consist of a:
 - a. President
 - b. Vice-President / Secretary
 - c. Computing and Publicity Officer
 - d. Junior Treasurer
 - e. Events Officer
 - f. Welfare Officer
 - g. Religion and Interfaith Officer
3. If not all the committee positions can be filled, members of the committee should take on the additional responsibilities, and non-executive members of the Society may step up to take on committee roles
4. In addition to the roles given in section 4.2, 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
5. Aside from the Senior Treasurer, all members of the committee shall be full-time undergraduate/postgraduate students of the University
6. If a member of the society wishes to call a vote of no confidence in a committee member, they may form a petition, requiring either 10 signatures, or a quarter of society members (whichever is fewer), and hand this in to another executive committee member, including the senior treasurer

5. Committee Meetings

1. The committee shall meet in whole at least every two weeks, unless the President and Secretary both deem a meeting futile, in which case it can be cancelled or postponed
2. Meetings of the Executive Committee shall be chaired by the President, or in his/her absence the Vice-President. If neither the President nor Vice-President is present, 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, as detailed in section 7
3. An official meeting can be called by the president, or any two members of the committee, provided three days' notice have been given.
4. All members of the committee must be present at all official meetings. If a member of committee misses 3 meetings without letting the secretary know in advance, the rest of committee shall vote on whether the member should retain his/her position on committee
5. A motion shall pass at a committee meeting with a majority vote of all who are present

6. General Meetings

1. The Society shall hold an Annual General Meeting (AGM) during full term, each academic year. The AGM shall be held in Cambridge during Lent Term. All Members shall be entitled to attend and vote at any General Meeting
2. At least fourteen days written notice shall be given to members before the AGM – this may be in the form of emails and Facebook posts

3. The AGM shall approve minutes of the last AGM and the Society's accounts for the preceding year, discuss the roles of the executive committee for the year ahead and conduct such other business as necessary
4. AGMs shall be chaired by the President, or in his/her absence the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a chairperson for that meeting. The quorum for a general meeting shall be five members and a written record of every general meeting shall be kept, as detailed in section 7
5. Every motion at a General Meeting shall be proposed and seconded by two members of the Society
6. A motion shall pass at a general meeting with a majority vote of all who are present (this includes the committee, but excludes the chairperson and Senior Treasurer)
7. Only full members of the Society may speak and vote at General Meetings. Other people may be present but cannot vote and shall only speak on the invitation of the chairperson. Every voter has one vote for each motion, and can vote either for, against or choose to abstain from the motion at hand
8. The Secretary of the Society shall be responsible for the production of minutes of all meetings. The Secretary shall also be responsible for ensuring that at every General Meeting a copy of the constitution and schedules shall be present; without which the meeting shall not be in order

7. Minutes

1. At all general and committee meetings, minutes shall be taken, and circulated to the members of the committee within 48 hours of the close of the meeting. If no objections are made to the minutes within a further 24 hours, the minutes shall be deemed confirmed. If an objection is made, the minutes shall be corrected and confirmed at the following committee meeting
2. Copies of the confirmed minutes shall be posted on the Society website as soon as possible after confirmations

8. Elections

1. Candidates for election to office shall be proposed and seconded by two other members.
2. 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 – CUSU's framework for this shall be used wherever possible
3. The President shall be the returning officer for all elections unless the committee decides otherwise, in which case they shall appoint another member of the committee. The returning officer shall be responsible for the good conduct of elections, and shall submit a report thereon to the Senior Treasurer
4. The term of office of the committee shall be for one year from the first Saturday following the end of Full Lent Term
5. The elections for the executive committee shall take place annually on the Friday of week 6 of Full Lent Term
6. Elections shall take place electronically via the CUSU website, and the ballot will be open for 24 hours, opening at 10:00am on Friday morning, and closing at 10:00am on Saturday morning

7. The date of the election, a list of the posts to be contested, and a copy of this section of the constitution shall be posted on the Society's Facebook group, on the website, and sent via email to current members of the Society, by the Friday of Week 3 of Full Lent Term
8. Nomination forms must be submitted to the returning officer by midnight on the Sunday preceding the election
9. No candidate may stand for more than one named officer post (excluding President) in the same election, but any candidate contesting a named officer post may at the same time stand for President. Candidates must submit separate nomination forms for each post that they are contesting. No candidate may submit more than one manifesto for each position. If elected to a post, a candidate who is contesting more than one post will be deemed to have withdrawn from the ballot for less senior posts. For the purposes of this clause, the order of decreasing seniority shall be President, then other Committee posts
10. Candidates are only allowed to campaign via their A4 manifesto, and direct form of communication with voters. The returning officer can choose to disqualify a candidate, or reject a manifesto, if they are in breach of this rule, at their own discretion
11. No candidate may stand for election for a post for which they have already been in office
12. The returning officer shall publicise the arrangements of the elections and make sure that all full members of the Society are able to vote if they wish
13. Any full member of the Society may stand for election to any position, with the following exception:
 - Only Sikhs may stand for the role of Interfaith/Religion officer
14. All full members of the Society may vote in the elections
15. Voting shall normally be by electronic direct record voting. e-Voting 'papers' shall bear the name of each candidate and the office being contested. Voting papers shall bear the name of each candidate and the office being contested. RON (Re-Open Nominations) shall be included as a Candidate on every 'e-Voting Paper', by which members of the Society can vote to re-open nominations for a particular post. The ballot box used will be open for voting for a minimum of 4 hours. Membership and eligibility to vote shall be proved electronically by Raven authentication
16. The result shall be announced and publicised immediately after the completion of the count, and displayed on the Society website within 24 hours of the announcement
17. If any of the committee posts fall vacant a by-election shall be arranged by the returning officer. Subsections 1-3, 8-16 of this section shall apply. The by-election shall be held within two full Term weeks of the post falling vacant. The returning officer shall give notice of the by-election at least four days before the close of nominations

9. 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 Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society
4. The Senior Treasurer shall arrange for the Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances
5. 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

6. The Society shall hold a bank account in the name of 'Cambridge University Sikh Society'. There shall normally be three authorised signatories:
 - a. The President
 - b. The Junior Treasurer
 - c. The Senior Treasurer
7. Cheques must be signed by two of the authorised signatories. Where payments are made by electronic transfer, such payments must be subject to dual authorisation where signatories are both using an authentication card issued in their name
8. The committee shall present audited accounts for the past accounting year at the last general meeting preceding its election
9. The committee shall present a proposed budget for the following accounting year at the first general meeting following its election

10. Referenda

1. Referenda may only be called by general meeting
2. No referenda may be held outside Full Term
3. A referendum motion to change the constitution shall be passed if at least 70% of current society members have voted, and at least two-thirds of those voting have voted for the motion. A referendum motion other than to change the constitution shall be passed if a simple majority have voted for the motion

11. Changes to Constitution

1. The Constitution may be amended at a General Meeting, via a referendum (governed by section 11), except that 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
2. A general meeting shall be the sole body competent to amend the constitution
3. No alteration of the constitution shall be effective without the approval of the Senior Treasurer

12. Disciplinary Processes

1. 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 made effective by a majority vote of all 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 shall not be entitled to any full or partial refund of annual subscriptions
2. If an excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who shall consider all the facts, and whose decision shall 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

13. Interpretation

14. Dissolution

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
2. 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
3. Any motion for dissolution of the Society shall provide that any assets remaining after all liabilities have been met shall be transferred either to another registered university society, or to the Societies' Syndicate