

The Sedgwick Club Constitution

1) Name:

- a) The name of the society shall be “The Sedgwick Club” hereafter referred to as “the Club”.

2) Objects:

- a) The Club shall aim to promote and support the study of the Earth Sciences in all its aspects at Cambridge University.
- b) The Club shall organise academic seminars and field trips, and provide academic support to its members in pursuance of these aims.
- c) The Club shall seek to encourage a sense of community amongst all members of the Earth Sciences Department.

3) Membership:

- a) Membership of the Club shall be open to all members of the University and any others that have an interest in the study of Earth Sciences.
- b) Membership may be by a one-off life membership fee or by an annual membership fee on such terms as determined by the Club.
- c) The Club may offer Honorary Membership on such terms as it may decide.

4) The Sedgwick Club Committee:

- a) The day-to-day management of the Club’s affairs shall be in the hands of the Sedgwick Club Committee, which shall be elected by the membership.
- b) The Sedgwick Club Committee shall consist of a President, Vice-President, Secretary, Junior Treasurer, Talks Officer and Social Secretary. The roles of Talks Officer and Social Secretary may be reassigned as determined by the elected committee.
- c) The elected members of the Sedgwick Club Committee shall be full-time students of the University.
- d) Meetings of the Sedgwick Club Committee shall be chaired by the President, or in his or 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 Sedgwick Club Committee shall be three members and a written record of meetings shall be kept.

- e) Elections to the Sedgwick Club Committee shall normally be held at the end of Lent term, with handover to the new committee normally taking place at the start of Easter Term.
- f) Voting shall be by secret ballot and use Single Transferable Vote to rank candidates. Candidates may then choose their preferred committee positions in order of rank.
- g) For external matters the Executive Committee of the Club shall consist of the President, Vice-President, Secretary and Junior Treasurer.
- h) In addition, there shall be a Senior Treasurer, who shall be a resident 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) General Meetings:

- a) The Club shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Lent Full Term. All Recent Members (current active members of the University of Cambridge, and others who have left their contact details), other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen days' notice shall be given to members before the AGM.
- b) The AGM shall serve as a forum for discussion of the Club's affairs. The AGM shall approve minutes of the last General Meeting, approve the Club's Accounts for the preceding year and conduct such other business as is necessary.
- c) Every motion at a General Meeting shall be proposed and seconded by two members, with voting achieved by a show of hands unless otherwise requested. For a motion to be carried it must be supported by a majority of members present.
- d) 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 members. Seven days written notice shall be given to recent members before an EGM is held. An EGM shall have the same powers as an AGM. During the EGM, the Committee shall be clothed in university gowns and gaiters.
- e) General Meetings shall be chaired by the President, or in his or 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 shall be kept.

6) Financial Matters

- a) The Club shall maintain a banking account with a suitable Bank or Building Society to hold the Club's funds.
- b) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for and the Club's financial records are kept in good order.
- c) The signatories of the banking account shall be entitled to hold a chequebook and debit card on behalf of the Club.
- d) 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.
- e) The Senior Treasurer shall not be liable for financial debt or other obligation of the Club unless he or she had personally authorised such as debt in writing.
- f) 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 and a University Society.

7) Changes to the Constitution

- a) Amendments to the constitution must be approved at a General Meeting.
- b) Amendments must be submitted to the committee fourteen days before a General Meeting and to the membership seven days before.
- c) 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.

8) Disciplinary Processes

- a) 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 affected by a majority vote of all Executive Committee members, excluding the Senior Treasurer.
- b) 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 annual or life subscriptions.
- c) 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.

9) Dissolution

- a) 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.
- b) 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 Society's Syndicate.

Committee members (2017-18)

Carrie Soderman
President

Bethany Jackson
Vice President

Helen Gildersleeves
Secretary

Kevin Wong
Junior Treasurer

Ben Johnson
Social Secretary

Charlie Eardley
Talks Officer

Date: