



CONSTITUTION

The Suffolk Cambridge Society ('the Society') is the Cambridge University alumni group for Suffolk and is a member of the University of Cambridge Alumni Group Network. The Society is an independent 'not for profit' Unincorporated Association.

OBJECTS

The Objects of the Society are to;

- Organise regular events and initiatives with the aim of providing an opportunity for alumni and their partners and guests to: continue their education, offer their skills, expertise and networks to other alumni or the wider community, and encourage greater social interaction. The Society will typically organise 3 to 5 events per year.
- Provide a congenial point of social contact for all who support the interests and welfare of the University of Cambridge ('the University').
- Associate with similar organisations having like Objects.

MEMBERSHIP

Membership of the Society is open to any resident in or near the County of Suffolk who is, or was, a member of the University, or has associations with it and its welfare.

- The Committee will actively encourage alumni to join the Society without discrimination or prejudice.
- Members are expected to assist the Committee to facilitate its welfare and administration. This may include the recruitment of new members, suggesting ideas for the Society's programme of events and initiatives, and for volunteering to host meetings.

POWERS

The Society has the following powers to permit it to promote its Objects;

- To arrange events, talks and outings for its members, partners and their guests.
- To hold and employ its own funds, including retaining sufficient to provide reserves against future expenditure and to levy a modest enrolment fee to join the Society to cover the cost of administration. The enrolment fee will be reviewed and agreed by the Committee each year.
- To set up and operate its own independent Bank Account, administered by the Treasurer and with designated signatories, as decided from time to time by the Committee.
- To do such things within the law that will promote the Objects.

ADMINISTRATION

The Society is managed by a Committee which is charged with responsibility for carrying out its Objects.

- Membership of the Committee is drawn by invitation from members of the Society who are prepared to volunteer their services. There is no fixed term of membership. The Committee will have a minimum of 3 members.
- The Committee selects annually from within its body a Chairman, a Treasurer and a Secretary. The posts of Secretary and Treasurer may be held by the same person. The Secretary will also act as the primary contact with the University's Development and Alumni Relations office and ensure compliance with their requirements.
- The Committee meets to arrange the Society's programme as often as is necessary each year. Minutes of its meetings are kept and electronic copies are available for members' inspection on request from the Secretary.
- The Chairman communicates with members on an annual basis to report on the Society's progress over the past year and to outline the forthcoming programme of events.
- The Treasurer is responsible for maintaining the financial accounts and for ensuring the Society remains financially self-sustainable. Electronic copies of the financial accounts are available for members' inspection on request from the Treasurer.
- The Committee is authorised to act as the body to deal with any disputes arising within or against the Society.
- The Committee takes out insurance to cover the Society's assets and activities as deemed necessary and to insure the Committee and Society against personal liability claims relating to the Society's activities.
- The Committee will take proper care of all personal data held by the Society and comply with all applicable laws in respect of that personal data.

GENERAL MEETINGS

- The Society has no tradition for holding an Annual General Meeting, but an Extraordinary General Meeting (EGM) may be called when requested by a minimum of five members.
- At least one month's notice must be given to all members of the calling of an EGM: this notice must include an agenda, an outline explanation of the issues to be considered, and a provision for members unable to attend to indicate their wishes and delegate their vote. It will be the Committee's responsibility to make all arrangements for holding it.
- A quorum for any EGM is 8 members.

DISSOLUTION

- The Society may be wound up by resolution at an EGM passed by a majority of those present.
- The resolution to wind up must be accompanied by a decision over the disposal of the assets of Society, which should fall within the terms of the Society's Objects. They may not be distributed among its members.

Adopted by resolution of the Suffolk Cambridge Society Committee – 12 January 2017