

**CONSTITUTION OF THE
POSTDOCS OF CAMBRIDGE (PdOC) SOCIETY
APPROVED 19 JANUARY 2017**

1. THE SOCIETY NAME

- a. The name of the Society shall be “The Postdocs of Cambridge (PdOC) Society” hereafter referred to as the Society.

2. AIMS & OBJECTIVES

- a. The Society’s aim is to address issues of interest to Postdocs at the University of Cambridge and University Partner Institutions (UPIs). In pursuance of its aim, the Society will:
 - I. Represent Postdocs from all Faculties, Schools and Departments at the University of Cambridge and University UPIs.
 - II. Facilitate communication and networking between Postdocs both within the Departments and across Faculties and the wider University community.
 - III. Provide information and support so that Postdocs can make the most of their time in Cambridge.
 - IV. Create a social and intellectual network for Postdocs throughout the University.
- b. We will pursue these aims in a spirit of inclusivity, democracy, approachability and active engagement.

3. THE MEMBERSHIP

- a. Postdocs include all research staff who have completed or are finishing a doctoral degree and hold a fixed term position at the University of Cambridge or its UPIs.
- b. Membership of the Society shall extend to all Postdocs associated with the University of Cambridge and its UPIs as defined in 3a regardless of how long they have been associated with the University. Membership of the Society under this rule expires when such status no longer exists.
- c. Membership shall not be refused on the grounds of age, race, sex, sexual orientation, religion or political views.
- d. The Committee may, however, expel any Member for behaviour likely to bring the Society or the University of Cambridge into disrepute.
- e. Any person who shares the interests of the Society, whether they are a Member as defined in 3a or not, may participate in the activities of the Society, at the discretion of the committee.

4. OFFICERS OF THE SOCIETY

- a. The day-to-day management of the Society's affairs shall be in the hands of the Committee, which shall normally be elected at the Annual General Meeting (AGM).
- b. The Committee shall consist of a President, a Vice President, a Secretary, a Treasurer, and a number of additional Officers. The roles and the titles of the additional Officers shall normally be defined and approved by the AGM.
- c. All Officers shall hold office for one year, until the subsequent AGM. Officers may be nominated for re-election and re-elected for up to four consecutive years.
- d. Only Members of the Society as defined in 3a may normally be elected as Officers. An exception may be made for the role of Secretary of the Committee which can be fulfilled by the University of Cambridge postdoc research staff co-ordinator, if approved by the AGM.
- e. The Committee may co-opt additional Committee Members where it perceives the need, or to fill Officer vacancies that may arise.
- f. The Committee may form subcommittees as needed. Subcommittees shall submit reports of their activity to the Committee. Membership of the Society as defined in 3a is not a prerequisite to joining subcommittees, at the discretion of the Committee.
- g. All acting on behalf of the Society, regardless of whether they are a member of the Management Committee, must adhere to the Code of Conduct. Non-adherence may lead to expulsion from the Society.

5. MEETINGS OF THE SOCIETY

- a. The Committee shall hold an AGM of all Members to be held in Cambridge no less frequently than every 15 months.
- b. The Committee shall give notice of at least one calendar month of the time and venue of the AGM.
- c. The AGM shall approve Minutes of the last General Meeting and the Society's accounts for the preceding year, elect the Committee for the year ahead and conduct such other business as is necessary.
- d. Candidates for election to office shall be proposed and seconded by two other Members of the Society. Every motion at an AGM shall be proposed and seconded by two Members. Voting and other decisions shall be reached on the basis of one person, one vote by simple majority of those voting. Only Members of the Society as defined in 3a may vote at the AGM. The Chairperson shall have the casting vote.
- e. Candidates for President must have served on the Society's committee for at least 6 months to be nominated for the role as President.
- f. Nominations for Committee posts, and items of business for discussion, must be received by the Secretary of the Committee at least two weeks before the AGM.
- g. An Extraordinary General Meeting (EGM) may be called at any time upon the request of three Members of the Committee or at the written request of at least 10 Members of the Society. Twenty-one days written notice shall be given to Members before an EGM is held. An EGM shall have the same powers as an AGM.
- h. The President shall take the Chair at any General Meeting. In the absence of the President, Vice President shall take the Chair. In the absence of both President and Vice-President, the Committee shall elect a Chair for that meeting. A written record of every General Meeting shall be kept.
- i. The quorum for a meeting of the Committee shall be one third of the total number of members in the Committee. A written record of every Committee meeting shall be kept. All decisions taken at a Committee meeting should be approved by majority and recorded.
- j. Meetings of the Committee shall be chaired by the President, or in their absence, the Vice President. In the absence of both President and Vice President, the remaining Members shall elect a Chair for that meeting.

6. MEMBERSHIP FEE

- a. The Society shall set the annual fee (if any) for membership at the AGM or at another General Meeting called for that purpose. In the absence of an annual fee, the Society shall agree a required financial overhead for operating the Society at the AGM or at another General Meeting called for that purpose.

7. FINANCIAL MATTERS

- a. The Society is a non-profit organisation and shall record its status as such with the University of Cambridge.
- b. The Society will manage its finances in accordance with University Financial Regulations for University Societies.
- c. A complete record of the financial transactions of the Society shall be maintained by the Society Treasurer and the current account balances (including remaining creditors and debtors) shall be presented at each Committee meeting. In accordance with 5c, the complete annual record (including any assets) shall be presented at the AGM.

8. CHANGES TO THE CONSTITUTION

- a. The Constitution shall only be amended at the AGM or at an EGM called for that purpose.

9. DISSOLUTION

- a. 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. 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. In the event of Dissolution, all assets of the Society after payment of debts, shall be donated to a society with similar aims, selected by the Committee, or if such a society cannot be identified donated to the Societies Syndicate of the University of Cambridge.