

# **THE UNIVERSITY OF CAMBRIDGE COMPETITIVE PROGRAMMING SOCIETY**

## **CONSTITUTION**

### **1. NAME:**

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

### **2. OBJECTS:**

The Society’s aims shall be to promote Competitive Programming and Computer Science, and to increase the interest in and knowledge about the existence of contests such as the ACM-ICPC<sup>1</sup> among undergraduates and postgraduates of the University of Cambridge, as well as to create venues and opportunities for practising Competitive Programming and meeting other people interested in Computer Science in Cambridge.

### **3. MEMBERSHIP:**

- (1) Membership of the Society shall be open to all members of the University and any others that have an interest in the Society or the activities arranged by the Society;
- (2) The Executive Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 10, and is subject to confirmation at the next General Meeting of the Society. Any person expelled shall have the right of appeal to the Senior Treasurer.

### **4. THE EXECUTIVE COMMITTEE:**

- (1) The day-to-day management of the Society’s affairs shall be in the hands of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM);
- (2) The Executive Committee shall consist of a President, Secretary, Junior Treasurer, Contests Manager, Publicity Officer and Events Officer who shall be elected by the members as in 6(3). 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

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<sup>1</sup> The Association for Computing Machinery International Collegiate Programming Contest is an international computer programming competition for university students. Details can be found at <https://icpc.global/> (accessed 1st October 2020)

Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be *ex officio* a member of the Executive Committee;

- (3) A majority (three or more) of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University of Cambridge;
- (4) Meetings of the Executive Committee shall be chaired by the President or, if in absence, the Secretary. If neither the President nor Secretary 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;
- (5) There shall be exactly 6 members of the executive committee, as described above, and their roles shall encompass the duties described in section 5 below;
- (6) The committee shall meet fortnightly during Full Term, in person or remotely, and outside of term at least as frequently as monthly, remotely. Further meetings may be called by committee members.

## **5. ROLES OF THE COMMITTEE MEMBERS:**

- (1) The President will chair meetings of the executive committee as well as the AGM. The President shall be responsible for the overall direction of the Society's activities;
- (2) The Secretary will organise meetings of the executive committee and AGMs, as well as recording minutes for such meetings;
- (3) The Treasurer will manage the Society's accounts and the spending for Society events. In addition, they shall be responsible for communication with the Society's senior treasurer;
- (4) The Contests Manager will oversee contest organisation, ensuring that problem setters are working to a reasonable schedule and that test cases are prepared on time, are strong, and are correct;
- (5) The Publicity Officer will manage the SRCF mailing list and website, and will be responsible for advertising the society to first year students each Michaelmas term;

(6) The Events Officer will organise all non-contest events, such as lectures by external speakers, and will deal with non-technical aspects of contests held by the Society, such as providing refreshments.

## **6. GENERAL MEETINGS:**

(1) The Society shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge, or online if it's not feasible to have it in Cambridge, during *Easter Full Term*. All Members shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM;

(2) The AGM shall approve Minutes of the last General Meeting and the Society's Accounts for the preceding year, elect the Executive Committee for the year ahead and conduct such other business as is necessary;

(3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at a General Meeting shall be proposed and seconded by two members. 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, then voting shall be by Single Transferable Vote, as outlined in Section 7;

(4) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge, or online, and may be called by the Executive Committee or at the written request of at least ten members. 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;

(5) The President or, if in absence, the Secretary shall take the Chair at any General Meeting. In the absence of the President and Secretary the meeting 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.

## **7. SINGLE TRANSFERABLE VOTE PROCEDURE FOR THE ELECTION OF OFFICERS**

(1) Every member with the right to vote may write the names of as many candidates as they wish on the voting ballot;

(2) If a voting member decides to vote for multiple candidates, the candidates' names should be ordered by descending order of preference;

(3) At any stage in the counting of votes, either a candidate will be elected and the vote will be finished, or exactly one candidate will be excluded;

(4) The number of valid ballots at any stage is the number of ballots with at least one candidate who has not yet been excluded. The number of votes for a specific candidate at any stage is the number of ballots upon which the candidate in question is listed first (the most preferred) among those who have not yet been excluded;

(5) At each stage of voting, if a candidate has received more than half of the valid votes, then this candidate shall be deemed to be elected and the vote is finished. If no such candidate exists, then the candidate with the smallest number of votes in this stage shall be excluded from the vote, and the process repeated;

(6) If there is more than one candidate having the smallest number of votes, then the candidate who had the smallest number of votes at the earliest stage in which the number of votes differed shall be excluded. If no candidate can be excluded in this way, because a selection of two or more candidates had the same number of votes at every stage so far, then the candidate to be excluded should be determined by lottery from this selection.

## **8. 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. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;

(3) The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by themselves, or by some other person approved under University Ordinances;

(4) The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless they personally authorised such a debt in writing;

(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.

## **9. CHANGES TO THE CONSTITUTION:**

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present. 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.

## **10. DISCIPLINARY PROCESSES:**

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 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 Society within 7 days. They 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 of 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.

## **11. 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. 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;

(2) Any motion for Dissolution of the Society 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.