

# Constitution of the Cambridge University Hungarian Society



Adopted on 1 May 2017

## **Article I**

## **Introduction**

- (1) The Society shall be called the “Cambridge University Hungarian Society”.
- (2) The Society shall be referred to in the Hungarian language as “Cambridge-i Egyetemi Magyar Társaság”.
- (3) The Logo of the Society shall be as represented on the title page of this Constitution.
- (4) Throughout this Constitution, the words “Member”, “Membership” and “Committee” shall be understood in context of the Society.

## **Article II**

## **Aims of the Society**

The Society shall aim to

- (1) promote the understanding of and interest in Hungary, Hungarians, and Hungarian culture amongst all Members of the University of Cambridge, Cambridge, U.K. (hereafter referred to as the “University”);
- (2) offer support and a social scene for Hungarian students of the University and other universities in the city of Cambridge, U.K.;
- (3) encourage and support secondary school leavers in Hungary in applying to the University;
- (4) represent and promote the interests of Hungarian students of the University and of all universities of the United Kingdom in Hungary and the United Kingdom.

## **Article III**

## **Membership**

- (1) All Members of the University may join the Society as may others at the discretion of the Committee.
- (2) The Committee may by majority vote require Members to pay a subscription fee from time to time.
- (3) The only disciplinary sanctions of the Society 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.
  - (a) Such expulsion or suspension can only be effected by a majority vote of all Members of the Committee, 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 seven days. They shall not be entitled to any refund of subscriptions.
  - (c) If the excluded or suspended Member wishes to appeal the decision, that appeal shall be made to the Senior Treasurer, who shall consider all the facts, and whose decision shall be final. An appeal to the process of exclusion, but not for a further investigation of the facts, may be lodged with the Junior Proctor of the University.

## Article IV

## Committee

### *Title I*

### *Composition of the Committee*

- (1) The day-to-day management of the Society's affairs shall be in the hands of the Committee, elected at the Annual General Meeting for a term of one year.
- (2) The Committee shall consist of at least a President, a Secretary and a Junior Treasurer who shall be undergraduate or postgraduate students of the University.
- (3) The Committee shall aim to include through election a Vice President, an Access Officer and two Events Officers.
- (4) The majority of all elected members of the Committee shall be undergraduate or postgraduate students of the University.
- (5) The Committee may by majority vote create other Committee positions to assist them as appropriate. The Committee shall appoint willing Members to such positions.
- (6) The Committee may by majority vote appoint willing General Members and Freshers' Representatives to assist them as appropriate.
- (7) A willing Member of the Regent House of the University (or, with the permission of the Junior Proctor of the University, an other Member of the University) shall be appointed as Senior Treasurer by majority vote of the Committee. The Senior Treasurer shall have indefinite tenure which may be terminated by
  - (a) majority vote of the Committee to appoint a new Senior Treasurer;
  - (b) resignation from the position;
  - (c) termination of Membership of the Regent House (or revocation of the Junior Proctor's permission to their nomination if not a Member of the Regent House).

In cases (b, c), the Committee shall be responsible for appointing a new Senior Treasurer as soon as possible.

### *Title II*

### *Duties of Committee Members*

- (8) The President shall
  - (a) be answerable on all matters affecting the Society;
  - (b) ensure that the aims of the Society as set out in Article II are achieved;
  - (c) ensure that actions of the Society and the Committee adhere to this Constitution;
  - (d) normally preside at General Meetings of the Society and at Committee Meetings;
  - (e) compile and submit the Annual Report to the Society at the Annual General Meeting as set out in §V(2)(a).
- (9) The Vice President shall
  - (a) substitute the President for all purposes when the President is unavailable;
  - (b) ensure that the aims of the Society as set out in Article II are achieved;
  - (c) organise the work of the Committee for the benefit of the Society;
  - (d) assist the President in compiling the Annual Report to the Society;

- (e) ensure that the interests of all Members are taken into account in Committee decisions.
- (10) The Secretary shall
- (a) keep Minutes of all meetings and ensure their agenda is acted upon;
  - (b) ensure that all correspondence are recorded and acted upon;
  - (c) manage subscriptions to the mailing list of the Society;
  - (d) keep accurate records on the Membership of the Society;
  - (e) ascertain whether any Person is a Member or a Member of the Committee upon request of the Committee;
  - (f) publish Minutes of all Meetings appropriately and otherwise keep all Members fully briefed on all matters affecting the Society;
  - (g) keep close and continuing liaison with all relevant bodies, societies and organisations on matters affecting the Society;
  - (h) ensure that the handling of personal data and any other information by the Society complies with English law, in particular with the Data Protection Act 1998.
- (11) The Junior Treasurer shall
- (a) keep financial records of the Society together with the incumbent President and the previous Junior Treasurer;
  - (b) ensure that Membership fees and all other monies handled by the Society are properly banked and accounted for;
  - (c) collect subscriptions and keep a record of all paid-up Members together with the Secretary;
  - (d) collect the cost of events from attending Members;
  - (e) ensure that all liabilities of the Society are duly paid for;
  - (f) present the audited accounts of their tenure to the Society at the Annual General Meeting as set out in §V(2)(a).
- (12) The Access Officer shall
- (a) maintain and distribute up-to-date information to prospective students and offer holders on the University and the application process thereto;
  - (b) organise the undergraduate outreach programme of the Society with the inclusion of Members. This shall include an annual Freshers' Camp and presentations about the University in secondary schools.
  - (c) create a network for prospective graduate students which shall provide information on the University and the application process thereto;
  - (d) ensure that questions regarding application to the University are answered;
  - (e) organise accommodation for and otherwise support interviewees during their interviews with the help of the Members.
- (13) The Events Officer shall
- (a) organise the customary major events of the Society together with the President and the Junior Treasurer;
  - (b) organise minor events for Members from time to time during Term;

- (c) publicise events of the Society via the Society website and mailing list;
  - (d) survey the popularity of events and the feedback of Members on them;
  - (e) inform the Committee on Members' preferences regarding events;
  - (f) assist the Access Officer in organising outreach events during and outside Term.
- (14) The Freshers' Representative shall
- (a) publicise the events of the Society to first year students and otherwise aim to include them into the life of the Society;
  - (b) assist the Access Officer in school outreach activities;
  - (c) assist with all functions of the Committee as requested by Committee Members.
- (15) The Senior Treasurer shall audit the Society's accounts and shall not be liable for any financial debt or other obligation of the Society, unless the Senior Treasurer has personally authorised such a debt in writing.
- (16) The Committee shall define the responsibilities of additional Committee positions created under §IV(5) to a level of detail comparable to §IV(8–14) upon creation.
- (17) General Members shall assist with all functions of the Committee as requested by Committee Members.

*Title III    Decisions of the Committee*

- (18) There shall be at least two Committee Meetings each term, at a day and time chosen by the Committee.
- (19) The Chair of a Committee Meeting shall be the most senior Committee Member present, as determined by the list below. If none of the listed Committee Members are present, the Meeting shall be postponed.
- (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Junior Treasurer
- (20) Any decision that requires the majority vote of the Committee under this Constitution shall normally be made on a Committee Meeting. In addition, a Member of the Committee may request that the Committee vote on any question on which a formal decision of the Society is necessary.
- (a) There shall be a Quorum of at least one half of Committee Members who are not General Members, and at least one of the Committee Members listed in §IV(19).
  - (b) An unambiguous yes–no question shall be presented to the Committee for decision.
  - (c) Voting shall be by show of hands unless a Committee Member requests secret ballot.
  - (d) Votes of all Committee Members, including General Members, shall be equal. The Senior Treasurer shall not have a vote.
  - (e) The question shall be decided according to the plurality of votes. In case of an equal number of Yeas and Nays, the Chair of the Meeting shall make the final decision.
  - (f) The Secretary – or in their absence, any other Committee Member – shall record in the Minutes



## Article V                    General Meetings and Elections

- (1) The Society shall hold an Annual General Meeting (hereafter referred to as the “AGM”) in Lent Full Term of each academic year at a date, time, and place specified by the Committee. Fourteen days’ notice during Full Term shall be given.
- (2) The AGM shall
  - (a) consider the Annual Report of the Committee and the audited accounts of the Society;
  - (b) include Hustings where all candidates shall present their agenda;
  - (c) elect the Committee for the subsequent academic year.
- (3) In order to stand for election, Members shall
  - (a) submit a manifesto to the Secretary at least three days before the AGM. This manifesto shall be published to the general public.
  - (b) be proposed and seconded by two other Members;
  - (c) participate in Hustings during the AGM.
- (4) A Member may run for election as President together with a Vice President. No Member shall run for election as Vice President as a single position.
- (5) Members shall run for election as Events Officers in pairs. Exception may be made at the discretion of the Committee if there is only a single candidate.
- (6) The procedure of Committee elections shall be as follows.
  - (a) All Members shall have equal and secret voting rights.
  - (b) Each Member shall have a single, non-transferable vote.
  - (c) Votes may only be cast in person during the AGM.
  - (d) For all positions, the option of re-opening nominations (hereafter referred to as “RON”) shall be up for election.
  - (e) Votes shall be counted by a Person chosen at the AGM who is not a candidate for any Committee position.
  - (f) Each position shall be assumed by the candidate who received the largest number of valid votes. If two or more candidates receive an equal number of votes, lots shall be drawn to determine the winner. If RON receives an equal number of votes to another candidate or candidates, it shall be eliminated.
- (7) If there are no candidates standing for the position of President, Junior Treasurer, Secretary, Access Officer, or Events Officer on the AGM, or RON is elected for at least one of them, an Extraordinary General Meeting (hereafter referred to as the “EGM”) shall be called as early as reasonably possible to fill the vacancies.
  - (a) Outgoing Committee members without elected successors shall aim to find suitable candidates.
  - (b) The election on the EGM shall be conducted as described in §V(3–6), with the exception of §V(6)(d).
  - (c) If the position of the President, Junior Treasurer, or Secretary remains vacant, this procedure shall be iterated until a candidate is elected. The Committee may appoint a willing Member for the position of Access Officer or Events Officer after one failed attempt at election.





## Article VIII

## Closing provisions

- (1) The Committee shall act according to its interpretation of the Constitution or at its discretion in all matters on which this Constitution is silent. If the Committee cannot come to an agreement in matters of interpretation of the Constitution, the final interpretation shall be made by majority vote.
- (2) No words or construction in this Constitution shall be taken to imply any discrimination whatsoever with regard to race, sex, sexuality, religion, nationality or political views.
- (3) This Constitution was written in consultation with Members of the Society and was adopted by unanimous vote of the Committee on this first day of May two thousand and seventeen. This Constitution shall repeal and replace all provisions of any previous Constitutions of the Society on this same day.

## Article IX

## Summary of Amendments

- (1) 5 January 2018  
Proposed by Marcell Fekete (President) & Attila Szabó (Vice President)  
Amendments to bring the Constitution in line with University regulations.  
Creation of the role of Freshers' Representative.
  - (a) §III(3): Disciplinary procedure as set out by University regulations.
  - (b) §IV(2), §IV(4): Majority of Committee Members are to be students of the University.
  - (c) §IV(6), §IV(14): Creation of the role of Freshers' Representatives.
  - (d) §IV(7): Exceptionally, not only Members of the Regent House can be appointed Senior Treasurer: made explicit.
  - (e) §IV(20)(d): The Senior Treasurer has no Committee vote: made explicit.
  - (f) §IV(22): Executive Committee members can represent the Society on their own.
  - (g) §VI(6): No amendments intended to change the status of the Senior Treasurer.
  - (h) §VII(3): Final disposal of assets in accordance with University regulations.