

Constitution of Christ's College Film Society

6 March 2003

1 General

1.1 Name

The name of the Society shall be Christ's College Film Society.

1.2 Membership

All members of Cambridge University shall be deemed to be Members of the Society.

1.3 Object

The object of the Society shall be to present films on a regular basis for the entertainment of its Members.

1.4 Interpretation

In the event of any dispute as to the provisions of this constitution, the ruling of the Master of Christ's College shall be final.

2 CCFS Committee

2.1 Purpose

The Society shall be administered by the CCFS Committee in accordance with this constitution.

2.2 Composition

The Committee shall consist of named posts and ordinary posts. The named posts shall be the following:

- President
- Treasurer
- Secretary

No Member shall hold more than one named post. There shall not be more than eight ordinary posts.

It is expected that ordinary members shall take responsibility for an aspect of the running of the Society and will be given titles accordingly, such as Technical Manager, Publicity Manager. More than one Ordinary Post may hold the same title.

2.3 Candidature

All Members of the Committee shall be Members of the Society. The President, Treasurer, and Secretary shall all be Junior Members of Christ's College. A majority of Members of the Committee shall be undergraduates.

2.4 Elections

Before the end of Lent Term, an Annual General Meeting (AGM) shall be held to elect the Committee. The date of the AGM shall be advertised at least seven days beforehand. Candidates for both named and ordinary posts must be nominated by a Member of the outgoing Committee, and seconded by a Member of the Society. Nominations must be submitted to the Chairperson (see 2.10) at least forty-eight hours before the start of the AGM. In the event that there are no candidates for a post, nominations may be submitted up to, and including at, the AGM. Nominations for posts where there are already candidates received after the deadline may be admitted at the Chairperson's discretion. No Member shall be nominated for more than two named posts. All candidates for both named and ordinary posts shall attend the AGM. (See 2.7.2).

2.5 Vacant Posts

If, for any reason, a named post falls vacant, or is not filled at the AGM, the Committee may decide (see 2.7.3) to call an EGM, giving at least seven days notice, with the purpose of electing a Member of the Society to fill the post provided conditions 2.2 and 2.3 are satisfied. The election shall be conducted as at an AGM (see 2.7.2).

If, for any reason, an ordinary post falls vacant, or is not filled at the AGM, the Committee may elect a Member of the Society to fill the post provided conditions 2.2 and 2.3 are satisfied. (See 2.7.3).

2.6 Tenure

Once elected, Members of the Committee shall take their posts at the end of the meeting, and hold them until the next Lent Term AGM. A Committee Member may resign at any time,

and must resign on ceasing to satisfy conditions 1.2 or 2.3. The committee may require any Member of the Committee to resign immediately by passing a Vote of No Confidence in that Member (see 2.7.3).

2.7 Voting

Voting shall be conducted according to the following rules:

2.7.1 Constitutional Amendments

The proposed Constitutional Amendment shall be submitted to the Committee, who shall decide (see 2.7.3) whether or not to hold an Extraordinary General Meeting (EGM) to debate the motion. The date and purpose of the EGM shall be advertised at least seven days beforehand. The motion shall be carried by a two-thirds majority of those Members of the Society present at the EGM.

2.7.2 Elections at the AGM

Nominees shall be elected to both named and ordinary posts by a simple majority of those Members of the Society present at the AGM. Voting shall be by secret ballot if requested by any Member. In the event of a tie, the Committee shall hold a private ballot, in which the Chairperson (see 2.10) shall have the casting vote.

2.7.3 Voting at Committee Meetings

Votes of No Confidence shall be passed by a two-thirds majority of those Members of the Committee present at the Meeting. All other motions shall be passed by a simple majority of those Members of the Committee present at the Meeting.

2.8 Calling of Committee Meetings

A Committee Meeting shall be held within seven days of the receipt of a written request from a Member of the Committee. Committee Members shall be given notice of every Committee Meeting at least 24 hours before the Meeting. All Meetings shall be held during Full Term.

2.9 Minutes

Minutes of all Meetings shall be taken by the Secretary and distributed to Members of the Society on request.

2.10 Quorum

The Quorum of Committee Meetings shall be four Members of the Committee. The Quorum for the AGM or an EGM shall be ten Members of the Society. The President, or his/her nominee, who should be a Member of the Committee, shall be Chairperson at all Meetings.

3 Admission

Admission shall be restricted to Members of the Society and their accompanied guests, not to exceed two per Member. Members may be required to produce proof of Membership prior to admission. The Committee shall retain, at all times, the right to refuse admission to, or to eject, any Member of the Society or any guest of any Member of the Society.

4 Finance

4.1 Raising Money

It shall be the joint responsibility of the Committee to raise money from the Members of the Society to cover the running costs of the Society and to provide for the depreciation and replacement of the assets of the Society. These moneys shall be raised by way of weekly raffles or the like.

4.2 Rôle of the Treasurer

The finances of the Society shall be administered by the Treasurer, who is required to record all financial transactions. The Treasurer is required to present to the Committee a Statement of Account within seven days of receiving a written request from a Member of the Committee. The Treasurer will normally be required by the Committee to provide a detailed Statement of Account at the AGM. In addition, a Statement of Accounts shall be submitted, on request, to the CCSU Junior Treasurer before the first finance meeting of the Financial Committee of Christ's College in the Michaelmas Term.

4.3 Senior Treasurer

The Committee shall appoint a Senior Treasurer, who shall be a Senior Member of Christ's College. He or she shall audit the accounts at least once a year.

4.4 Approval of Expenditure

All expenditure is subject to the approval of the Committee. The signatures of at least two Members of the Committee shall be required to transfer money to and from accounts held by

the Society. The signatories of the accounts shall be the President, Treasurer and Secretary. This may be altered by the unanimous decision of the Committee.

4.5 Termination of the Society

The Society may be wound up on the unanimous decision of the Committee. In this event, moneys and assets of the Society shall be placed under the control of the Finance Committee of Christ's College.