

# Constitution of Cambridge University Science and Policy Exchange

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# Constitution of Cambridge University Science and Policy Exchange

## 1. Name of the Society

The name of the Society shall be Cambridge University Science and Policy Exchange, hereafter referred to as “the Society” or “CUSPE”.

## 2. Objectives of the Society

The objectives of the society shall be:

- 2.1. to promote links and an exchange of knowledge between early-career researchers and policy makers;
- 2.2. to create opportunities for debating current topics at the intersection of science and key policy issues;
- 2.3. to influence policy from academia;
- 2.4. to encourage effective communication between early-career researchers and policy makers;
- 2.5. and to offer networking and career development opportunities for early career researchers.

## 3. Rules of the Society

- 3.1. The rules of the Society are set out in the Constitution.
- 3.2. The day-to-day operations of the Society shall be entrusted to the Society’s Committee.
- 3.3. The Society will be entirely managed by the Committee.
- 3.4. CUSPE is registered as a university-wide society within the University of Cambridge, in accordance to the Cambridge University Students’ Union’s requirements.
- 3.5. For so long as the Society shall be registered with the Junior Proctor at the University of Cambridge, it shall be the duty of the Committee to ensure that the Society complies with the requirements for registration as a University Society.
- 3.6. All members of the Society have the right to see a copy of the Constitution, which

shall be available on request.

- 3.7. The Committee shall have the power to set rules under which the Society operates. Such rules may be passed at any General Meeting or Annual General Meeting of the Committee provided that they do not conflict with the Constitution and that 2/3 of the Committee are present, including the President, Deputy President and Secretary.
- 3.8. At least one Annual General Meeting (AGM) must be held each year no later than the last day of June to hear the Management Team's reports of the past year's activities, to receive a statement of the Society's financial position, to elect the new Management Team, to review the composition of the Advisory Board, and to elect any new members of such as appropriate. The quorum for the AGM shall be 2/3 of the Committee and two weeks' notice shall be given of the AGM and of the business to be conducted.
- 3.9. General Meetings shall be held at least twice every term. The quorum shall be five members of the Committee, including the President, Deputy President or another member of the Management Team appointed as their representative.

#### **4. Membership of the Society**

The membership of the Society consists of the Committee (Management Team, Chairperson and other Committee Members), General Members, Science and Policy Exchange Chapters, Alumni, Honorary Members and the Advisory Board. Each of these categories is described below.

#### **5. Committee of the Society**

- 5.1. The Committee shall be composed of a Management Team (defined in Article 6), Chairperson (as defined in Article 9), and other Committee Members (determined by the outgoing Committee; as defined in Article 8).
- 5.2. The Committee shall be composed of students, post-doctoral researchers, and alumni of the University of Cambridge.
- 5.3. The Committee may elect Committee Members who are not affiliated to the University of Cambridge as long as such members do not make up the majority of the Committee.

5.4. The Committee has the right to remove any of its members (Management Team and other Committee Members) from their duties within the Society if they are not meeting their responsibilities as agreed upon at the beginning of their time in office. This can only be done at a General Meeting where 2/3 of the Committee members are present and a 2/3 majority vote is obtained.

## **6. The Management Team of the Society**

- 6.1. The Society's strategic direction shall be entrusted to the Management Team.
- 6.2. The Management Team of the Society is comprised of the President, Secretary and heads of each of the current teams in existence within the committee (determined by the outgoing Committee; as defined in Article 8). The current composition of the Management Team is listed in Appendix 1, which does not itself form part of the Constitution and may therefore be updated once each year without alteration to the Constitution or more than once if agreed by a 2/3 majority at a General Meeting.
- 6.3. The same person may hold no more than one Management Team post. An exception is the post of Deputy President, a role held by any member of the Management Team, other than the President, in addition to their primary role.
- 6.4. The President of the Society will preside and chair the General Meetings, Annual General Meeting, and all meetings of the Management Team. The President must be a student or a post-doctoral researcher from the University of Cambridge. The President will be responsible for:
  - a) setting the goals and strategic position of the Society for the academic year and ensuring that those goals are met;
  - b) ensuring the continuity of the Society through the formation of a new Committee for the following academic year;
  - c) defining the programme of activities for the year ahead in conjunction with the Committee;
  - d) allocating tasks to the Management Team or other Committee Members and following up on those tasks;
  - e) establishing, in conjunction with the other members of the Management Team, an organisational structure that allows him or her to meet the goals set out for

the academic year.

- 6.5. The Deputy President shall assist the President in their role, mission and everyday tasks as agreed by the President and Deputy President. The Deputy President will preside and chair the General Meetings and the Management Team meetings in absence of the President and take over their role in case of long-term absence or emergencies.
- 6.6. The Secretary is required to keep the Society's official electronic files. They shall help maintain and be otherwise familiar with the Constitution in conjunction with the President, Deputy President and Chairperson; will maintain and make accessible as required the Society's membership list; will take, produce and make available minutes of General Meetings and the Annual General Meeting of the Committee; will maintain an internal calendar of events, deadlines and meetings accessible to all Committee Members; will maintain the internal Committee mailing lists; will maintain a system of internal records to ensure the institutional memory of the Society; and will maintain a written set of internal committee procedures, including a current set of Society rules as defined in Article 3.

## **7. Election of the Management Team**

- 7.1. The outgoing Committee shall define the number and description of teams within the committee and therefore Management Team posts available for appointment beyond that of President and Secretary.
- 7.2. The Management Team of the Society shall be elected at the Annual General Meeting (AGM) to be held no later than the end of June. Nominations and manifestos for each post must be submitted to the outgoing President, or an appointed representative not standing for election, no later than a week in advance of the AGM.
- 7.3. The Committee shall open the period of nominations for Management Team posts no later than the beginning of June. This shall be duly communicated to the membership of the Society.
- 7.4. Any member of the Society who is a Cambridge University student, post-doctoral researcher or alumni may be nominated by themselves or any other member of the outgoing Committee for any Management Team post. Any nomination must

- be seconded by at least one Member of the outgoing Committee.
- 7.5. The post of President shall be open only to those Members who have previously served on the Society's Committee. If there are no candidates who have previously served on the Society's Committee, the post of President shall be open to current students or post-doctoral researchers from the University of Cambridge.
  - 7.6. Only candidates for Management Team posts who expect to be resident during full term throughout their expected term of office may stand for appointment, unless by consent of the outgoing Management Team.
  - 7.7. Only members of the Committee shall be allowed to vote and each member shall have one vote.
  - 7.8. Votes shall be counted by two other persons chosen at the AGM who are not themselves candidates for Management Team posts.
  - 7.9. A simple majority voting system will apply for a member of the Management Team to be elected.
  - 7.10. Re-election of any of the Management Team posts, excluding that of President, may be possible for up to two consecutive academic years.
  - 7.10. Candidates for Management Team posts shall declare their major time commitments and possible conflicts of interest when submitting manifestos.
  - 7.11. Each Member of the Management Team must, on relinquishing their appointment, promptly hand to their successor (or to another member of the Society nominated by the Committee) all official documents and records belonging to the Society, together with any other property of the Society which may be in their possession; and must complete any requirements to transfer authority relating to control of the Society's bank accounts, building society accounts, or other financial affairs.

## **8. Other Committee Members**

- 8.1. Other Committee Members who are not included in the Management Team or the Chairperson are part of the Committee as set out in Article 5.
- 8.2. The outgoing Committee shall define the number and description of Committee Member posts available for appointment, which must include a Treasurer, no later than the beginning of June. The period of nominations for these posts shall start

immediately after and be duly communicated to the membership of the Society.

- 8.3. The Treasurer shall be in charge of maintaining and updating the Society's annual budget and accounts. They shall also be responsible for the correct and efficient use of the Society's funds. They shall maintain an accounts book or an electronic equivalent recording all transactions involving funds of the Society, which shall be available for inspection by the Junior Proctor or the Senior Treasurer on giving reasonable notice. The Treasurer shall be responsible for establishing a respectful and efficient working relationship with the Senior Treasurer.
- 8.4. Committee Members shall be formally appointed by the newly elected Management Team at a General Meeting to be held no later than two weeks after the Annual General Meeting.
- 8.5. Committee Member posts (excluding President and Chairperson) may be held by the same person for up to two consecutive academic years.

## **9. Chairperson**

The Chairperson will promote knowledge transfer, help with the transition from one Committee to the next, and contribute to building a strong network of contacts for the benefit of the Society. In addition, the Chairperson will help resolve any potential conflicts that may arise within the Society. The post of Chairperson shall be renewed each year and will be held by the outgoing Presidents of the Society following the end of their term. The post of Chairperson is therefore unelected and the Chairperson shall not hold another position in the Committee. If the President is unable or unwilling to take on the role of Chairperson, the post will be offered to the outgoing Deputy President. If the outgoing Deputy President is unable or unwilling to take on this role, it will become an elected post and only members of the outgoing Management Team will be eligible. The election shall take place at an Annual General Meeting and a simple majority voting system will apply. If all of the above candidates are missing, the post will be declared vacant for the year.

## **10. Resignations and Co-options**

- 10.1. Any Member of the Committee may resign their post by giving not less than two weeks' notice to the Management Team. The Management Team may co-opt a

new Committee Member to fill the vacated post until the next selection of the full Committee.

- 10.2. Members may not be co-opted to Management Team. In the event of resignation of a Management Team member, an *ad hoc* election will be held at a General Meeting within the next two weeks following the resignation. The election shall follow the principles described in Article 7.3 to 7.10.

## **11. General Members, Science and Policy Exchange Chapters, Alumni and Honorary Members**

- 11.1. General Members are all those who attend or benefit from the Society's events or activities and who have consented to be on the membership list.
- 11.2. Science and Policy Exchange Chapters are independent chapters of CUSPE in other universities that share the same objectives and vision of the Society. CUSPE shall provide clear guidelines as to who may open and operate a Science and Policy Exchange Chapter in another university or country and how this should be done.
- 11.3. Alumni are former members of the Committee who have actively contributed to the Society for a period of at least three months. The Committee must strive to maintain strong links with the Alumni of the Society. Alumni are entitled to use their former CUSPE affiliation in their CV's or resumes.
- 11.4. Honorary Members are prominent people in their respective fields who may be elected as such by the Committee. A simple majority voting system will apply and a quorum of 2/3 of the current Committee shall be required at a General Meeting for Honorary Members to be elected.

## **12. Advisory Board**

- 12.1 The Committee will strive to build a strong Advisory Board comprised of prominent academics, policy-makers, civil servants or private sector representatives who endorse and support the activities of the Society.
- 12.2 The Advisory Board's mission is two-fold: a) to review annual effectiveness of CUSPE with regards to published high-level aims and b) to identify key areas of interest or discussion for policy-makers for the forthcoming year.
- 12.3 The Management Team shall organise at least one annual meeting with the

Advisory Board. Other Members of the Committee may be invited to this meeting at the discretion of the Management Team. In addition, the Management Team will keep members of the Advisory Board informed of any major decisions or developments throughout the academic year. Members of the Advisory Board shall be invited to the Society's events and be featured in the Society's website and advertising materials.

- 12.4 The composition of the Advisory Board will be reviewed annually. Any member of the Committee may submit a motion for the addition or removal of an Advisory Board member at the Annual General Meeting. A simple majority voting system will apply for either decision and a quorum of 2/3 of the current Committee shall be required at an Annual General Meeting for the composition of the Advisory Board to be altered.
- 12.5 With consent for the Management Team, the Chairperson shall be responsible for the relationship with the Advisory Board.

### **13. Senior Treasurer**

A Senior Treasurer shall be appointed by the Committee each academic year in order to audit the Society's accounts in accordance with the Cambridge University Students' Union's requirements. The Senior Treasurer 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. The Senior Treasurer may be reappointed for another term (academic year) if the Committee so decides. The Senior treasurer must be a member of the Regent House, or another person specified by the Junior Proctor. Preferably, the Committee will ensure that the appointed Senior Treasurer is a prominent Cambridge University academic who may be featured in the Society's website. The Committee shall meet with the Senior Treasurer at least twice during the academic year.

### **14. Public Lectures and Programme of Activities**

- 14.1 Each year the Society will organise public lectures, in accordance with the objectives set out in Article 2 and as long as the Society's resources, both human and financial, permit. The Committee shall decide on the topics and

speakers that best help meet those objectives.

- 14.2 The Committee shall decide which other events and activities are best suited to meet the Society's objectives set out in Article 2. These shall be agreed by the Committee and in accordance to objectives of the Society specified in Article 2. These events may include, but are not limited to, workshops and publications.
- 14.3 The Committee shall maintain an electronic record of registrations for each event organised by the Society. This record will constitute the database of General Members (as long as these have given their consent to be considered as such) and shall be maintained and updated as required.

## **15. Public Visibility**

- 15.1 The Society is the sole owner of its logo.
- 15.2 The Society will operate its own website, which may be administered, updated and edited by the Committee or any other persons authorised to do so on their behalf.
- 15.3 The Society will maintain and update an active social media presence (e.g. LinkedIn, Twitter, Facebook).
- 15.4 Events shall be advertised, referring to the Society as being the main organiser, through various channels including, but not limited to, CUSPE's website, partners' websites, emailing lists, social media, posters, etc. The history and milestones of the Society shall be kept visible on its website.

## **16. Finance**

- 16.1 The Society's income may include, but is not limited to, donations from sponsorship, registration fees and attendance fees.
- 16.2 The Society shall not be responsible for any expenditure made by any Committee Member should this amount exceed £5 or cause the amount owed by the Society to a single organisation to exceed that amount unless with the explicit permission of the President or Treasurer.
- 16.3 In the event the Society disbands, any funds which the Society may hold shall be distributed to the source of the funds, in proportion to income received

over the last round of sponsorship (corresponding to the last academic year), up to the limit of the original amount received. Any remaining funds will be distributed to another University society of the Committee's choosing or to the Societies Syndicate for redistribution.

- 16.4 Funds should only be used for purposes consistent with the Society's objectives.
- 16.5 Only the President and Treasurer may have the power to sign cheques on behalf of the Society.
- 16.6 All expenses beyond £1,000 incurred by a member of the Committee on behalf of the Society shall require prior approval in writing by the President or Treasurer in order for reimbursement of such expenses to be assured.
- 16.7 All legally binding agreements with third parties must be approved in writing by the President and another member of the Management Team.

## **17. Amendments to the Constitution of the Society**

- 17.1 Amendments to this Constitution and the logo of the Society, excluding its name and objectives, may be proposed by any two members of the Society or any Committee Member and must be submitted to the President and the Secretary in writing.
- 17.2 The Constitution and the logo of the Society may only be amended at a General Meeting specifically called for that purpose where a 2/3 majority of the Committee members are present, including the President and the Deputy President.
- 17.3 Seven days' notice of such a meeting shall be given.
- 17.4 A 3/4 majority shall be needed to agree a change.

## **18. Cases of Dispute**

- 18.1 Any Member of the Committee or the Advisory Board of the Society shall be able to request investigation by the President, the Secretary or the Chairperson into the action of any other Committee Member, or the decisions of the Committee, or the whole Society, relating to any matter of Society business.
- 18.2 If any serious dispute arises, the matter may be referred to the Senior Treasurer

or the Junior Proctor for arbitration; if the Senior Treasurer or Junior Proctor chooses, the matter shall be decided at a General Meeting of the Society.

## **19. Data Protection Act, 1988**

Personal details relating to members of the Society, whether in manual or computer form, shall only be held or processed by the Society, or on its behalf, in accordance with the Data Protection Act, 1988. In particular, personal data must be obtained for one or more lawful purposes and must not be further processed in any manner incompatible with that purpose or those purposes.

The eight Data Protection Principles of the Act are contained in Schedule 1 of this Constitution.

## **20. Dissolution**

The Society may be dissolved only at an AGM by a resolution supported by 3/4 of those present including the outgoing President, the Deputy President, the Secretary and the Chairperson. 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.

## **Schedule 1. Data Protection Principles**

The eight data protection principles make sure that personal information is:

1. fairly and lawfully processed;
2. processed for limited purposes;
3. adequate, relevant and not excessive;
4. accurate and up to date;
5. not kept for longer than is necessary;
6. processed in line with the rights of individuals;
7. secure; and
8. not transferred to other countries without adequate protection.

## Appendix 1: Composition of the Management Team

Note that this appendix does not form part of the Constitution and may therefore be updated once each year without need to alter the Constitution.

- *President*
  - The President of the Society will preside and chair the General Meetings, Annual General Meeting, and all meetings of the Management Team. The President must be a student or a post-doctoral researcher from the University of Cambridge. The President will be responsible for:
    - setting the goals and strategic position of the Society for the academic year and ensuring that those goals are met;
    - ensuring the continuity of the Society through the formation of a new Committee for the following academic year;
    - defining the programme of activities for the year ahead in conjunction with the Committee;
    - allocating tasks to the Management Team or other Committee Members and following up on those tasks;
    - establishing, in conjunction with the other members of the Management Team, an organisational structure that allows him or her to meet the goals set out for the academic year.
- *Secretary*
  - The Secretary is required to keep the Society's official electronic files. They shall help maintain and be otherwise familiar with the Constitution in conjunction with the President, Deputy President and Chairperson; will maintain and make accessible as required the Society's membership list; will take, produce and make available minutes of General Meetings and the Annual General Meeting of the Committee; will maintain an internal calendar of events, deadlines and meetings accessible to all Committee Members; will maintain the internal Committee mailing lists; will maintain a system of internal records to ensure the institutional memory of the Society; and will maintain a written set of internal

committee procedures, including a current set of Society rules as defined in Article 3.

- *Head of Lectures*
  - Responsible for overseeing the development and organisation of all public lectures both in Cambridge and London. Lectures cover a wide variety of topics within science and policy allowing for a good degree of flexibility in deciding upon lecture content, with suggestions coming both from the committee and the wider CUSPE network. The Head of Lectures will set out the year's lecture topics and assign members of the Lectures team tasks for each event. They will oversee lecture preparation, including booking venues and acquiring speakers, and ensure everything happens on time and on budget.
  
- *Head of Workshops*
  - Responsible for arranging workshops within Government departments which bring together early-career researchers and policymakers to discuss 'live' policy topics. Role requires the holder to build high-level connections within Government departments and to do research into possible topics, as well as overseeing the organisation of the workshops in London and associated preparation meetings in Cambridge. The holder will need to find interesting and relevant early-career researchers to attend such workshops with the help of the Workshops and Marketing and Communications teams.
  
- *Head of Finance and Fundraising*
  - Responsible for overseeing the finances of the society and ensuring that the society has the resources to carry out its activities and to grow as necessary. A key part of this job is forming the financial and fundraising strategy for the year, including overseeing the creation of sponsorship packages. The role involves liaising with existing sponsors as well as finding new sponsors and hence requires strong communication skills (both oral and written).

- *Head of Publications*
  - Responsible for setting the CUSPE publication strategy for the forthcoming year. This will likely involve continuation of the current strategy used during the first year of our termly publication, *CUSPE Communications*, which contains articles on the optics first introduced in the CUSPE public lectures and workshops. Any new strategy should seek to increase the impact of CUSPE publications with the potential to try new publication avenues and the establishment of strategic publication partnerships. The Head of Publications will have overall editorial decision on the content and format of *CUSPE Communications* and will lead the Publications team in the production, publication and marketing of *CUSPE Communications* each term.
  
- *Head of Marketing and Communications*
  - Responsible for overseeing the public output of the society through a variety of sources. Along with a team of several others, the Head of Marketing and Communications will ensure the website is kept up to date with the latest information, that upcoming events are promoted and subsequent event reports are written and disseminated, and that the regular newsletter is distributed. These and a variety of other tasks are necessary to ensure the activities are CUSPE are made known to the various groups and organisations with which we engage.
  
- *Head of Liaison*
  - Responsible for maintaining and forging contact between CUSPE and external organisations, such as think tanks or Government departments. Head of Liaison is in charge of overseeing communications with collaborators, and acts as the primary point of contact for these. This is done with the aim of promoting CUSPE interaction with a range of outside groups, with whom we may collaborate for events or other projects.
  
- *Deputy President\**

- The Deputy President shall assist the President in their role, mission and everyday tasks as agreed by the President and Deputy President. The Deputy President will preside and chair the General Meetings and the Management Team meetings in absence of the President and take over their role in case of long-term absence or emergencies.

\*Additional role held jointly by one of the above other than President.