

C O N S T I T U T I O N

The Cantabrigian Society for Calligraphy and Palæography

As amended 30.08.2018.

1 Name

The name of the Society shall be *the Cantabrigian Society for Calligraphy and Palæography*, henceforth referred to as *the Society*.

2 Objects

The Society's aim shall be to promote and develop amongst its adherents knowledge and abilities relating to the art of graceful writing in the manner of the Masters and to the study of letter-forms employed by scribes long gone; — to wit, relating to the respective disciplines of *calligraphy* and *palæography*.

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 aforesaid disciplines;
2. There shall be an annual fee for membership which shall be reviewed yearly, with consultation from the membership;
3. To reflect members' participation in the Society, the latter may maintain different levels of membership, each with its own privileges, as laid out in the standing orders. Fees for membership may differ between levels;
4. The Society may offer Life Membership and Honorary Membership on such terms as laid out in the standing orders;

5. The Executive Committee may expel any member whose conduct has brought the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 9, and must be announced 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 (A.G.M.);
2. The Executive Committee shall consist of a President (Chair), Vice-President (Escritoire), Secretary (Scribe) and Junior Treasurer, who shall be elected by the Members as in 4.1. 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 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 of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University;
4. Meetings of the Executive Committee shall be chaired by the Chair or, in the Chair's absence, the Escritoire. If neither the Chair nor the Escritoire 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 every meeting shall be kept.

5 The General Committee

1. In addition to the Senior Treasurer, the General Committee of the Society shall comprise the following. Those positions which are also of the Executive Committee are set in italics.

(a) *The Chair* (Chair)

(b) *The Escritoire* (Vice-Chair)

- (c) *The Scribe* (Secretary)
 - (d) *The Junior Treasurer* (Junior Treasurer)
 - (e) *The Retiarius (or Retiaria)* (Webmaster or -mistress)
 - (f) *The Socialite* (Social Secretary)
 - (g) *The Rhetor (or Rhetrix)* (Publicity Officer)
 - (h) *The Archivists:*
 - i. *The Purveyor of mss.* (Palæographer)
 - ii. *The Purveyor of Exemplars* (Calligrapher)
2. The responsibilities of the members of the General Committee shall include the following:
- (a) *The Chair shall be responsible for the overall running of the society.*
 - (b) *The Escritoire shall be responsible for aiding the Chair in the completion of his or her activities.*
 - (c) *The Scribe shall be responsible for certain general administrative procedures as well as correspondence to external entities. In particular, the Scribe shall*
 - i. *take minutes at meetings and ensures these be made easily accessible to Members,*
 - ii. *maintain a calendar with events, ensuring the dissemination thereof,*
 - iii. *and organise printing of materials and booking of rooms.*
 - (d) *The Junior Treasurer shall be responsible for the Society's finances, and in particular of*
 - i. *the Society's accounts,*
 - ii. *the preparation of the Society's budget,*
 - iii. *ensuring that the accounts be audited each year by the Senior Treasurer.*
 - iv. *The Junior Treasurer shall also control any society 'stash'.*
 - (e) *The Retiarius or Retiaria shall be tasked with maintaining and updating the Society's web site and mailing lists, such as they are.*
 - (f) *The Socialite shall be responsible for*
 - i. *co-ordinating a stall at the Freshers' Fair*
 - ii. *and organising social events such as formal dinners and pub gatherings during term (with no obligation, however, to be present at these).*

- (g) The Rhetor or Rhetrix shall be responsible for the public image of the Society. This involves
 - i. maintaining an active presence on relevant social media or web sites,
 - ii. publicising events through these channels,
 - iii. presenting or collecting Society-written articles to be published on the web site
 - iv. and taking photographs for the above channels.
 - (h) The Archivists shall care for the equipment and reference works owned by the Society, and shall be knowledgeable in their respective domains.
 - i. The Purveyor of mss. shall manage the Society's palaeographical collection.
 - ii. The Purveyor of Exemplars shall maintain the calligraphical resources of the Society.
3. Should a position of the General Committee (excluding those of the Executive Committee) remain unfilled after an election cycle, the relevant officer shall be co-opted from the Membership, with applications open to all Members not holding office, whensoever such an application is received.
 4. Should it be the case that such a position remain unfilled, the duties corresponding to that position shall be discharged amongst the members of the General Committee, at the discretion of the Chair.

6 General Meetings

1. The Society shall hold an Annual General Meeting (A.G.M.) during every academical year. The A.G.M. shall be held in Cambridge during Lent or Easter Term. All Members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen full days' written notice shall be given to members before the A.G.M.;
2. The A.G.M. 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, voting shall be by *single transferable vote*;
4. An Extraordinary General Meeting (E.G.M.) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least four members or a fifth of the Society's membership, whichever is higher. An E.G.M. must be announced to all members with reasonable notice of at least fourteen full days. An E.G.M. shall have all the same powers as an A.G.M.;
5. The Chair or, in the Chair's absence, the Escritoire, or else a member of the Executive Committee nominated by the Chair or Escritoire, shall take the chair at any General Meeting. In the absence of the Chair and Escritoire the meeting shall elect a chairperson for that meeting. The quorum for a General Meeting shall be five members, of which at least one not holding office on the Executive Committee. A written record of every General Meeting shall be kept and archived.

7 Financial Matters

1. 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;
2. The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by him- or herself, or by some other person approved under University Ordinances;
3. The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless he or she has personally authorised such a debt in writing;
4. 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.

8 Changes to the Constitution

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present, barring changes unlawful or discriminatory. 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.

9 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 two thirds at an open meeting, with at least one member of the Executive Committee voting in favour. 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. He or she 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 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.

10 Dissolution

1. The Society may be dissolved at a General Meeting provided that at least twenty-one full days' written or electronic notice of the intention to dissolve the Society has been given to its members. At least three quarters of those present and voting at the General Meeting must vote in favour of the motion for dissolution in order 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 to the registered University Society whose aims most closely resemble the Society's own. In the event that such a society cannot be identified, the assets are to go to the Societies' Syndicate.

Contents

1	Name	1
2	Objects	1
3	Membership	1
4	The Executive Committee	2
5	The General Committee	2
6	General Meetings	4
7	Financial Matters	5
8	Changes to the Constitution	6
9	Disciplinary Processes	6
10	Dissolution	6