

## CAMBRIDGE INDONESIA ASSOCIATION

### CONSTITUTION

#### 1. NAME:

The name of the Association shall be “*Cambridge Indonesia Association*” hereafter referred to as “the Association”;

#### 2. OBJECTS:

(1) The Association’s aims shall be to provide home to all Indonesian students who are studying in Cambridge be they a member of the university or not, Indonesian young professionals who are working in Cambridge, together with Indonesian Community who lives in Cambridge, and also to all other students of the university from any nationality who are studying about Indonesia, to act as a bridge that links the two different cultures of Indonesia and the United Kingdom and to promote interest in Indonesia amongst the members of the University;

(2) In pursuance of its aims the Association is active in organising regular events to gather all members altogether, increasing members’ skills and ensuring their welfare, as well as introducing Indonesian culture to other nationalities;

#### 3. MEMBERSHIP:

(1) Membership of the Association shall be open to all members of the University, all students of Anglia Ruskin University, all Indonesian employees working in Cambridge, and any others who have an interest in Indonesia;

(2) Persons not members of the University may be elected into associate memberships with all the rights of full members, subject to University regulations. In exceptional circumstances, membership shall be permitted to person whom the committee shall from time to time approve;

(3) There shall be an annual fee for membership, which shall be determined by the Association from time to time;

(4) The Association may offer Life Membership and Honorary Membership on such terms as it may decide;

(5) The Executive Committee may expel any member whose conduct seems likely to bring the Association into disrepute. Such expulsion shall be subject to confirmation at the next General Meeting of the Association.

#### 4. THE EXECUTIVE COMMITTEE:

(1) The day-to-day management of the Association’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, Vice President, Secretary 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 President or in his or her absence the Vice-President. If neither the President nor Vice-President 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. GENERAL MEETINGS:**

(1) The Association shall hold an Annual General Meeting (AGM) during each Academical year. The AGM shall be held in Cambridge during *Michaelmas Full Term*. All Members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting;

(2) The AGM shall approve Minutes of the last General Meeting and the Association'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 (EGM) 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 half of the 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 in his or her absence the Vice-President shall take the Chair at any General Meeting. In the absence of the President and Vice-President the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be members and a written record of every General Meeting shall be kept.

## **6. FINANCIAL MATTERS:**

(1) The Association shall maintain a banking account with a suitable Bank to hold the Association's funds;

(2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for and that the Association'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 Association;

(3) The Senior Treasurer shall make arrangements for the Association's Accounts to be properly audited, either by himself or herself, 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 Association unless he or she has personally authorised such a debt in writing;

(5) For so long as the Association shall be registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Association complies with the requirements for Registration as a University Society.

## **7. 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;

## **8. DISCIPLINARY PROCESSES:**

The Association's only disciplinary sanctions are to expel or to suspend a member whose actions are felt to be such as to bring the Association into disrepute, or to adversely affect the smooth running of the Association 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 Association within 7 days. He/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.

## **9. DISSOLUTION:**

(1) The Association may be dissolved at a General Meeting provided that at least twenty- one days written notice of the intention to dissolve the Association 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 Association 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.