

CPS Network, Warwick
Constitution
25th June 2019

1. Name

The name of the group shall be Christian Postgraduate and Staff Network, Warwick (CPSN).

2. Aims and Objects

2.1 The aims and objects of the group are:

- a) To give every postgraduate student and staff member at the University of Warwick an opportunity to hear and respond to the gospel of Jesus Christ.
- b) To encourage Christian postgraduate students and staff members at the University of Warwick to think about the relationship between their disciplines and a biblical worldview.
- c) To help Christian postgraduate students and staff members at the University of Warwick to apply the gospel of Jesus Christ in personal life and social concern and to support each other in the struggles of university life.

2.2 The group defines the central tenets of a biblical worldview as stated in the doctrinal basis of UCCF, which is available on the UCCF website.

2.3 The above aims and objects also include the support of projects and events which aim to promote the gospel of Jesus Christ.

3. Membership

3.1 All activities of the group shall be open to postgraduate students and staff members at the University of Warwick, irrespective of whether or not they are members of CPSN.

3.2 The Committee may withdraw this open invitation from any individual who seeks to obstruct the group in carrying out its aims.

3.3 Membership to the group is open to any postgraduate student or staff member at the University of Warwick who supports the aims of CPSN (including unreserved agreement with the UCCF doctrinal basis; cf. Clause 2.2.)

3.4 An annual membership fee shall be payable by all members. Its amount shall be set by the Committee, with the option to set a lower amount for postgraduate students. In special cases, the Committee can decide to exempt any member from the membership fee.

3.5 The annual membership fee is due on 30th June. For members entering after these date, the first membership fee is due in the following year.

3.6 Membership shall begin as soon as the Committee has approved the membership request.

3.7 Members may resign at any time in writing to the Secretary.

3.8 Membership will automatically cease for any member who has left the University of Warwick for more than one year or has not paid their annual membership fee after three months of the due date.

4. Equal Opportunities

The group welcomes all to its meetings without discriminating on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Annual General Meetings

5.1. An Annual General Meeting (AGM) shall be held between 1st June and 31st July each year. All members shall be given three weeks' notice of the meeting, giving the venue, date and time. Additionally, all members shall be given one week's notice of the agenda.

5.2 At the AGM,

- a) the Committee shall present a report of the work and the accounts of the group for the past year.
- b) the Committee members for the next two years shall be elected, if the Committee for the previous two years has completed its term of office.
- c) any proposals by a member given to the Secretary at least ten days in advance of the meeting shall be discussed.

5.3 The quorum for the AGM shall be 20% of the membership or eight members, whichever is the greater number.

6. Special General Meetings

6.1 The Secretary will call a Special General Meeting (SGM) at the request of the majority of the Committee or at a written request of at least eight other members.

6.2 The SGM shall then take place within four weeks of the request. All members shall be given two weeks' notice of the meeting, giving the venue, date, time and agenda.

6.3 The quorum for the SMG shall be the same as for the AGM.

7. Committee and Elections

7.1 A Committee elected at the AGM shall carry out the business of the group. The Committee shall serve for two years. The Committee shall meet as necessary and not fewer than four times a year.

7.2 The Committee shall consist of at least three members, including the Chair, the Secretary and the Treasurer. Prior to an AGM with committee elections, the outgoing committee shall prescribe the additional positions for the following term of office.

7.3 All Committee members shall understand, affirm and promote the aims of the group as outlined in Clause 2. To indicate their affirmation, they shall read and sign a copy of these clauses upon taking office.

7.4 Candidates for the committee must be members of CPSN and be proposed by two other members of the group. Each member can propose only one person for each position and the same person for only one position.

7.5 A period of at least seven days must be given to provide proposals for nominations.

7.6 A period of at least seven days shall be granted to those who have been nominated to decide whether they wish to stand for election.

7.7 The outgoing Committee shall provide the names of all candidates standing for election to all members at least seven days prior to the AGM when the elections will be held.

7.8 Elections shall be conducted using a secret ballot. The ballots shall be counted by two members who are not standing for election.

7.9 Voting shall be done via first-past-the-post voting, where the choice to reopen nominations must be an available option.

7.10 If the position of any committee member becomes vacant, a SGM with a by-election, or a by-election at an AGM, shall be held as soon as is practically convenient. A committee member elected at a by-election shall serve until the next AGM with committee elections.

7.11 Only a quorate AGM or SGM of CPSN is entitled to remove a committee member from office, by a simple majority of all valid votes.

8. Finances

8.1 An account shall be maintained on behalf of CPSN at a bank agreed by the Committee.

8.2 Three cheque signatories shall be nominated by the Committee, one of which must be the Treasurer. No two signatories may be related nor be members of the same household.

8.3 All payments must be signed by one of the signatories. For cash or electronic payments, a requisition note must be signed and given to the Treasurer.

8.4 Payments exceeding £500 need two signatories, one of which has to be the Treasurer.

8.5 Records of income and expenditure shall be maintained by the Treasurer and a financial report for the year ending 31st May given at each AGM.

8.6 Two auditors, who must not be committee members, will be elected at each AGM without full committee elections for the duration of two years. The committee will provide at least two nominations of individuals who have agreed to act as auditors if elected. The auditors shall check the annual financial report provided by the Treasurer. They shall present an annual written report to the AGM. The auditors are authorised to inspect the accounting at any moment.

8.7 If an auditor position becomes vacant, a SGM with a by-election, or a by-election at an AGM, shall be held as soon as is practically convenient. An auditor elected at a by-election shall serve until the next AGM without full committee elections.

9 Limitation of Liability

9.1 Only the group's capital can be held liable for liabilities concerning the group.

9.2 If a Committee member, according to the law of Tort, is held liable for a third party's damage caused by acts or a conduct within the scope of the Committee's charge and responsibility, the group is obliged to release him or her from their personal liability under the following conditions:

- a) The damage of the third party results from an act or a conduct of slight negligence.
- b) The particular damage is not covered by a liability insurance.

10. Amendments to the Constitution

10.1 Amendments to the Constitution may only be made at an AGM or a SGM.

10.2 Any proposal to amend the Constitution must be given to the Secretary in writing and be supported by the majority of the Committee or by at least eight other members. The proposal must then be circulated with the agenda of the meeting.

10.3 Any proposal to amend the Constitution shall require a two two-thirds majority of all valid votes.

10.4 Clause 2 of the Constitution can only be amended with a unanimous vote of all valid votes.

11. Dissolution of the Group

11.1 The group may be dissolved at a SGM with two-thirds majority of all valid votes.

11.2 All remaining money and other assets, once outstanding debts have been paid, will be donated to a local Christian charitable organisation whose aims are compatible with those of CPSN. The organisation will be chosen at the meeting which declares the dissolution.