

# CAMBRIDGE UNIVERSITY SYNTHETIC BIOLOGY SOCIETY CONSTITUTION

## **1. NAME:**

The name of the Society shall be “Cambridge University Synthetic Biology Society” hereafter referred to as “the Society”.

## **2. OBJECTS:**

(1) The Society’s aims shall be to promote and explore synthetic biology as well as investigate synthetic biology solutions to problems.

(2) In pursuance of its aims, the Society shall host Synthetic Biology related talks, educational workshops for its members, and manage student group projects as well as outreach events.

## **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 field of Synthetic Biology.

(2) The Society may offer Life Membership and Honorary Membership on such terms as it may decide.

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

## **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 (AGM).

(2) The Executive Committee shall consist of at least 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 quarters of the committee members (rounded up to the nearest whole number) and a written record of each meeting shall be kept.

## **5. GENERAL MEETINGS**

(1) The Society shall hold an Annual General Meeting (AGM) during each Academic year. The AGM shall be held in Cambridge during Easter Full Term. All Members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM.

(2) The AGM 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 (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 twice the number of society members as there are positions on the committee. 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 five members and a written record of every General Meeting shall be kept.

## **6. HEALTH AND SAFETY:**

(1) The society is responsible for providing adequate information and training for any procedures undergone as part of projects.

(2) In most regular working, liability for any health and safety risks will be managed by the instruments of the host facility (e.g. Biomakespace). Otherwise, individuals take responsibility for their own health and safety by participating in the project.

## **7. ACADEMIC RESEARCH MATTERS:**

- (1) Individual members participating in the project shall not share not publicly presented results with other parties without written consent from the project manager(s) and president.
- (2) Reagents/equipment purchased with society money should only be used to further the aims of the society.
- (3) The Society shall be properly acknowledged in any official publications that result from project work.
- (4) Correspondences on behalf of the Society shall be addressed to a society email account.
- (5) If any other researchers unaffiliated with the society have made a material or intellectual contribution to the work, they should be named in the authors list.
- (6) The society will not share materials from one collaborator to the other.
- (7) Project managers are responsible for making sure that materials from collaborators do not fall into unintended hands in public work spaces.
- (8) If any criminal charges or fines are incurred due to project-related activities (i.e. illegal importation, violation of biosafety regulations, etc.), the acting individual(s) will be held responsible. The remainder of the Society holds no responsibility.

## **8. CODE OF PRACTICE:**

- (1) All project participants shall be inducted by the host institute according to its safety standards and given basic training on how to perform typical tasks in a biological laboratory.
- (2) All workshop participants shall be supervised by at least one supervisor and any activities they perform shall be demonstrated beforehand.
- (3) Lone working is discouraged, if lone working is required another member of the society should be notified at the start and finish of work.

## **9. FINANCIAL MATTERS:**

- (1) The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds.
- (2) 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.
- (3) The Senior Treasurer shall make arrangements for the Society'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 Society unless he or she has personally authorised such a debt in writing.

(5) 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.

## **7. CHANGES TO THE CONSTITUTION:**

(1) The Constitution may be amended as a result of a General Meeting. For the constitution to be amended at a General Meeting, at least three quarters of the committee (rounded up to the nearest whole number) must be present and at least two thirds of members voting must vote in favour of the motion for the amendment to be effective, a week after the meeting at latest.

(2) The president or vice-president may act as a returning officer for any vote to change the constitution.

## **8. DISSOLUTION:**

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

----- Last amended 2019 May 15 -----