

Entrepreneurial Postdocs of Cambridge (EPOC) Constitution

1. The Society Name:

- a. The name of the Society shall be 'The Entrepreneurial Postdocs of Cambridge Society' ('EPOC') hereafter referred to as "the Society".

2. The Target Audience/Community:

- a. The target audience/community for the Society is the postdoctoral staff working in the University of Cambridge and University Partner Institutions (UPIs), hereafter referred to as "Postdocs".
- b. Postdocs include all Research Associates (RAs), Senior Research Associates (SRAs), Junior Research Fellows (JRFs), Clinical Lecturers and all research staff employed within SRA salary scales.

3. Aims & Objectives:

- a. The Society's aims are to:
 - create awareness of entrepreneurial opportunities;
 - support members in their pursuit of entrepreneurial careers;
 - foster a multidisciplinary network of entrepreneurial Postdocs within the University.

4. The Membership:

- a. Membership of the Society is open to all Postdocs associated with the University and its UPIs, subject to application. Membership of the Society under this rule expires when such status no longer exists.
- b. The Committee may, in addition, offer membership to non-Postdocs at its discretion.
- c. The Committee shall not refuse an application for membership on the grounds of race, sex, sexual orientation, religion or political views.

5. Officers of the Society:

- a. The day-to-day management of the Society's affairs shall be in the hands of the Committee, numbering no more than ten Officers.
- b. The Committee shall consist of three Executive Officers, supported by up to three Team Leaders and up to four additional Officers.
- c. At point of election, the majority of the members of the Committee shall be Postdocs as defined in 2(a) and 2(b).
- d. At point of election, the majority of the Executive Officers shall be Postdocs as defined in 2(a) and 2(b).
- e. The Executive Officers shall be named President, Secretary and Treasurer, and will be elected by members at the Annual General Meeting (AGM).
- f. Team Leaders will be elected by members at the AGM, and will be responsible for core activities of the Society as identified by the Executive Officers.

- g. No more than four additional Officers may be co-opted by the Committee, approved by simple majority. The President (or in absence of instruction, the nominated chairperson) will have the casting vote in these appointments. Appointment shall be in accordance with 5(c).
- h. All Officers hold tenure until the subsequent AGM at which point they may be nominated for re-appointment. Executive Officers may serve no more than four consecutive years as Executives.
- i. In the event of resignation(s), the Committee may make interim appointments to Executive and Team Leader positions, or choose to hold an Extraordinary General Meeting (EGM) to facilitate election of replacement(s). Additional Officer replacements may be co-opted by the Committee during any meeting.
- j. The Committee may approach experienced individuals to join an Advisory Board in order to guide the Society. Invited Advisors would normally be expected to serve for three to five years and the Advisory Board shall consist of no more than ten individuals. Advisors shall be entitled to attend all meetings of the Society but shall not hold voting rights.

6. Meetings of the Society:

- a. Meetings of the Committee shall be chaired by the President, or in his/her absence, another Executive Officer.
- b. The Committee shall discuss day-to-day operational affairs during Ordinary Committee Meetings (OCMs), to be held not less than once every three calendar months. The Committee shall give notice of at least 48 hours of the time and venue of each OCM to all members of the Committee by email.
- c. The Committee shall call an Annual General Meeting (AGM), in Cambridge, of all members every calendar year. Consecutive AGMs shall be held no more than 15 months apart.
- d. The Committee shall give notice of at least one calendar month of the time and venue of the AGM. Notice shall be given by email to all registered members of the Society.
- e. The AGM shall approve Minutes of the last AGM and the Society's Accounts for the preceding year, elect the Executive Officers and Team Leaders for the year ahead and conduct such other business as is necessary.
- f. All items of agenda, including candidate nominations and proposed motions, must be provided to the Secretary no later than one week before the AGM. The Secretary shall distribute the agenda by email to members of the Society no less than three days prior to the AGM.
- g. Candidates for election to Office shall be proposed and seconded by two other members of the Society. Voting for candidates shall be by secret ballot and will be open to all members. In the event of three or more candidates for any given post, voting shall be by single transferrable vote.
- h. Every motion at an Annual General Meeting shall be proposed and seconded by two members. All other decisions shall be reached on the basis of one member, one vote by simple majority of those voting. In all situations the President (or in absence of instruction, the nominated chairperson) has the casting vote.
- i. Candidates for President must have served on the Committee for no less than three months to be eligible for nomination.

- j. An Extraordinary General Meeting (EGM) may be called at any time upon the request of three members of the Committee or at the written request of at least ten members of the Society. 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.
- k. All items of agenda must be provided to the Secretary no later than one week before an EGM. The Secretary shall distribute the agenda by email to members of the Society no less than three days prior to an EGM.
- l. The quorum for any meeting of the Committee shall be four Committee members including at least one Executive Officer. Quorum shall only be reached when the majority of those Committee members present are current Postdocs as defined in 2(a) and 2(b). A written record of every Committee meeting shall be kept and copies shall be made available to all Committee Members. All decisions shall be approved by majority and votes cast shall be recorded.

7. Financial Matters:

- a. The Society is a non-profit organisation and shall record its status with the University of Cambridge when permitted.
- b. The Society will manage its finances in accordance with all relevant University financial regulations.
- c. A complete record of the financial transactions of the Society shall be maintained by the Society Treasurer and the current account balances (including remaining creditors and debtors) shall be presented at a Committee meeting every quarter. In accordance with 6e, the complete annual record (including any assets) shall be presented at the AGM.

8. Disciplinary Matters:

- a. The Committee may expel any member for behaviour likely to bring the Society or the University into disrepute. Such action may be decided at any Annual General Meeting or Extraordinary General Meeting, or at the request of the member concerned, a closed meeting of the Committee. The member concerned may make written or verbal statements in their defence or may alternatively appoint any other member to act as a representative. Expulsion requires a two thirds majority of those Committee members present, and must be supported by at least one Executive Officer.

9. Amendments to the Constitution:

- a. The Constitution may be amended at any Annual or Extraordinary General Meeting. Amendments require a two thirds majority of those members present, and must be supported by at least one Executive Officer.

10. Dissolution:

- a. 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.

- b. In the event of Dissolution all assets of the Society, after payment of debts, shall be donated to a society with similar aims, selected by the Committee, or if such a society cannot be identified donated to the Societies Syndicate of the University.
- c. If the Committee fails to meet during any four month period, the Advisory Board shall be entitled to call and chair an EGM of the membership in order to facilitate new Committee Elections.

11. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

dd/mm/yyyy

Signed:

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(President)

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(Secretary)

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(Treasurer)

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(Member)

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(Member)

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