

Cambridge MedTech Foundation Constitution

1. NAME:

The name of the Society shall be “Cambridge MedTech Foundation” hereafter referred to as “the Society”.

2. OBJECTS:

(1) The Society’s aims shall be to support and cultivate a community around medical technology and innovation;

(2) In pursuance of its aims the Society will host events throughout the year for the education, development and inspiration of its members, as well as actively encourage networking and collaboration within the community.

3. MEMBERSHIP:

(1) Membership of the Society shall be open to all members of the University and any others that have an interest in innovation, business or medical technology;

(2) The Executive Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 8.

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 selected through application and interview during Easter term every year;

(2) The Executive Committee shall consist of a President, Treasurer, Innovation Programme Lead, Events Lead, Externals Lead and Publicity Lead;

(3) The majority of the appointed 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 Treasurer. If neither the President nor Treasurer 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) The President will act as the head of the Society, and if he or she is unable to enact any duty associated with the office, the responsibility for enacting such duties shall pass to the Treasurer, and if he or she is also unable to enact those duties, the duties shall be distributed amongst the remaining members of the Executive Committee;

(6) A member of the Executive Committee may resign from their position in writing to the President and other members of the Executive Committee with at least 14 days notice. This will begin a “handover” period of 14 days until resignation, during which the member together with the President shall select and interview for a replacement for the role. The member may retract their letter of resignation during this “handover” period. After this period, they will no longer be a member of the Executive Committee;

(7) The President may resign from their position in writing to the other members of the Executive Committee with at least 14 days notice. This will begin a “handover” period of 14 days until resignation, during which the President together with the Treasurer shall select and interview for a replacement for the role. The President may retract their letter of resignation during this “handover” period. After this period, they will no longer be a member of the Executive Committee.

5. THE GENERAL COMMITTEE:

- (1) The General Committee shall oversee the activities of the Society and promote its Objects;
- (2) The General Committee shall consist of the Executive Committee and any members who apply to be on the committee as far as this is necessary or desirable to further the Objects of the Society;
- (3) A member of the General Committee who is not a member of the Executive Committee may be removed from their position by the Executive Committee;
- (4) Any member of the General Committee who is not a member of the Executive Committee may resign their position in writing to the President. The member has seven days in which they may in writing to the President retract their letter of resignation. After this they will no longer be a member of the General Committee.

6. FINANCIAL MATTERS:

- (1) The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds. Where bank and other accounts are operated on behalf of the Society, those who are authorised to sign on the account or accounts shall be the President and Treasurer;
- (2) It shall be the responsibility of the 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 Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;

7. CHANGES TO THE CONSTITUTION:

The Constitution may be amended at an Executive Committee meeting, with approval of at least two thirds of those present.

8. 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 all Executive Committee members. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days.