



DOWNING COLLEGE AMALGAMATION CLUB CONSTITUTION

As adopted on 24 June 2022.

1. The DCAC shall be governed in accordance with this Constitution.
2. The DCAC is established by the Governing Body as a Committee of the College pursuant to Statute VI. For the avoidance of doubt, it is not a “students’ union” for the purposes of section 22 of the Education Act 1994.
3. In this Constitution:
 - 3.1 “Bursary” means the bursary of the College;
 - 3.2 “College” means Downing College, Cambridge;
 - 3.3 “Committee Member” means a member of the DCAC Committee as set out in clause 6.
 - 3.4 “DCAC” means the Downing College Amalgamation Club;
 - 3.5 “DCAC Committee” means the committee consisting of the Committee Members referred to in clause 6;
 - 3.6 “Financial Year” means the financial year of the College;
 - 3.7 “Full Term” means a full term of the University of Cambridge;
 - 3.8 “Funding” means funding provided by the College to a Student Club;
 - 3.9 “Funding Application” means an application made on behalf of any Student Club for Funding;
 - 3.10 “Funding Guidelines” means any guidelines relating to the allocation of Funding issued from time to time by the Governing Body or by any committee or body of the College which the Governing Body may from time to time empower to issue such guidelines;
 - 3.11 “Governing Body” means the Governing Body of the College;

- 3.12 "JCR" means the Junior Combination Room of the College;
 - 3.13 "Junior Treasurer" means the junior treasurer of the JCR;
 - 3.14 "MCR" means the Middle Combination Room of the College;
 - 3.15 "Ordinance" means an ordinance of the College;
 - 3.16 "Senior Treasurer" means the senior treasurer of the DCAC Committee;
 - 3.17 "SFSC" means the Student Facilities and Societies Committee of the College or any successor body;
 - 3.18 "Student" means any student of the College (whether or not he or she is a member of the MCR or of the JCR); and
 - 3.19 "Student Club" means a club or society of Students.
4. In this Constitution:
- 4.1 any reference to "in writing" shall include by email;
 - 4.2 where any document is required to be signed, such signature may be by electronic signature.

DCAC Committee

5. The DCAC Committee is responsible for:
- 5.1 allocating funding from the College to Student Clubs for each Financial Year;
 - 5.2 accounting to the SFSC for the use by:
 - 5.2.1 the DCAC,
 - 5.2.2 the MCR;
 - 5.2.3 the JCR; and
 - 5.2.4 any Student Club
 of funding provided by the College to any of the above;
 - 5.3 submitting to the SFSC a summary of expenditure of Funding by any Student Club and of any operational expenditure of the DCAC incurred in each Financial Year; and
 - 5.4 considering applications from any Student Club to receiving Funding.
6. The DCAC Committee shall consist of:
- 6.1 the Senior Treasurer;

- 6.2 the Junior Treasurer;
- 6.3 the president of the MCR;
- 6.4 the president of the JCR; and
- 6.5 the junior treasurer of the MCR.

Senior Treasurer

- 7. The Senior Treasurer shall be a member of the Governing Body.
- 8. The Senior Treasurer shall be appointed by the Governing Body for a period of three years which shall be renewable without limitation.
- 9. The Governing Body make revoke the appointment of the Senior Treasurer at any time.

Meetings of the DCAC Committee

- 10. Meetings of the DCAC Committee shall be held as often as the DCAC Committee shall decide but in any event not less than once per Full Term.
- 11. Any Committee Member who is unable to attend a meeting of the DCAC Committee shall provide a written apology to the Junior Treasurer before the meeting.
- 12. No business shall be transacted at any meeting of the DCAC Committee unless a quorum is present. The quorum shall be two Committee Members.
- 13. Meetings of the DCAC Committee shall be chaired by the Senior Treasurer. If the Senior Treasurer is not present, a member of the DCAC Committee nominated by such committee shall chair the meeting.
- 14. Decisions of the DCAC Committee shall be by simple majority of the Committee Members present and voting at the meeting. Every member of the DCAC Committee shall have one vote save that when present the Senior Treasurer shall have a second or casting vote. In the event that the Senior Treasurer is not present and a vote results in a tie, the proposal on which the vote is held shall be deemed not to have passed.
- 15. Each Committee Member shall abide by any Ordinance with regard to the management of conflicts of interest.
- 16. Meetings of the DCAC Committee may be held by suitable electronic means agreed by the Committee Members in which each participant may communicate with all the other participants.
- 17. The Junior Treasurer shall cause proper minutes of each meeting of the DCAC Committee to be taken and made available electronically to all Committee Members by the date of the next meeting of the DCAC Committee.

Standing Orders

18. Subject to the approval of the SFSC, the DCAC Committee may adopt one or more Standing Orders setting out:
 - 18.1 the identity of Student Clubs which are approved from time to time to receive Funding;
 - 18.2 procedures by which Student Clubs may apply for Funding;
 - 18.3 procedures for the consideration by the DCAC Committee of applications from Student Clubs for Funding;
 - 18.4 procedures and rules relating to the spending of Funding by Student Clubs and to the reimbursement of such expenditure;
 - 18.5 circumstances in which approved Funding may be suspended or withdrawn from a Student Club;
 - 18.6 circumstances in which penalties may be imposed on a Student Club and the nature of such penalties;
 - 18.7 the responsibilities of individual Committee Members; or
 - 18.8 any other matter.
19. The DCAC Committee may amend the Standing Orders, save that no such amendment shall have effect unless it is approved by the SFSC.
20. Any provisions of a Standing Order which is incompatible with the provisions of this Constitution or any Funding Guidelines shall be of no effect.

Funding Applications

21. Each Financial Year the Junior Treasurer shall give notice by email to all Students of:
 - 21.1 the date by which a Funding Application is to be submitted; and
 - 21.2 the means by which such application is to be submitted.
22. No Student Club shall be eligible for consideration for Funding in any particular Financial Year unless:
 - 22.1 the Student Club has met any requirements of the College with regard to the registration of Student Clubs;
 - 22.2 a Funding Application has been submitted on behalf of the Student Club in accordance with any Standing Order;
 - 22.3 the Student Club has a written constitution which is acceptable to the DCAC Committee; and

- 22.4 Students who have exercised the right to opt out of being, or to cease to be, a Member are not unfairly disadvantaged in respect of the Student Club with regard to the provision of services or otherwise by reason of their exercise of such right.

Allocation of Funding

- 23. No Funding shall be provided to a Student Club unless the Funding Application submitted on behalf of that Student Club has been approved in turn by:
 - 23.1 the DCAC Committee; and
 - 23.2 the SFSC.
- 24. In their consideration of any Funding Application, the DCAC Committee and the SFSC shall follow any Funding Guidelines.

Investment of funds

- 25. The DCAC Committee may:
 - 25.1 open and operate such bank and other accounts as the DCAC Committee considers necessary; and
 - 25.2 invest funds and delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000 (including any statutory modification or re-enactment thereof for the time being in force).

Publication of names of Student Clubs and Funding Guidelines

- 26. The Junior Treasurer shall maintain and publish on the website of the JCR in a manner reasonably accessible to all Students:
 - 26.1 a list of Student Clubs which are approved from time to time to receive Funding; and
 - 26.2 the Funding Guidelines.

Financial reports

- 27. The Junior Treasurer shall, on behalf of the DCAC Committee, prepare and submit to the SFSC a summary of:
 - 27.1 any expenditure of Funding by any Student Club; and
 - 27.2 any operational expenditure of the DCAC incurred in each Financial Year.

Compatibility with Statutes, Ordinances and decisions of the Governing Body

- 28. The provisions of this Constitution shall take effect subject to the Statutes, Ordinances and any decision of the Governing Body.

Amendment of the Constitution

29. The DCAC Committee may amend the provisions of this Constitution save that no such amendment shall have effect unless it is approved by the Governing Body.
30. The Governing Body may amend the provisions of this Constitution and of any Standing Order at any time but shall give reasonable notice of such amendments to the DCAC Committee.