

CONSTITUTION

I: NAME AND OBJECTIVES

1 The Name and Definitions

1. The name of the Society shall be “**Cambridge University Per Capita Media**” hereafter referred to as “the Society”, or “PCM (Cambridge)”, or “CU *Per Capita Media*”.
 - a. The Society, **PCM (Cambridge)**, is distinct from *Per Capita Media*.
2. *Per Capita Media* is, separately, a progressive media publication founded in August 2023, which can be found online here: <https://per-capita.co.uk/>. *Per Capita Media* will be referred, hereafter, as “the publication”.
3. The term ‘University’ shall refer to the University of Cambridge.
4. The term ‘member’ shall be a general term referring to all members of PCM (Cambridge), including alumni members and honorary members.
5. The term ‘Committee’ shall hereafter be used to refer to the General Committee, inclusive of the Executive Committee.

2 Aims of the Society

The Society will promote the activities of Cambridge University students and alumni contributing to *Per Capita Media*.

Per Capita Media is an independent student media organisation established in August 2023, co-founded and directed by a student at the University of Cambridge and currently has an Editorial Team composed largely of Cambridge University students. The aims of the organisation are to enable students in the University to undertake original, high-quality journalism within underrepresented communities in the national media.

The termly Editorial Team of *Per Capita Media* will include at least one Editor-in-Chief and one Deputy Editor currently studying at the University of Cambridge and a minimum of three further senior Editorial roles occupied by students at the University. Senior termly/rotational editorial roles, when not held by a student or alumni of the University, will be held by a student at another University or Higher Education Institution. The organisation is open to students from across the UK including secondary school students.

The Society, PCM (Cambridge), represents the students in the University, and University alumni, that are contributing to *Per Capita Media*, or have previously contributed to the publication, or are otherwise interested in promoting or shaping the editorial vision of the publication.

The aims of the society may be achieved by, but is not limited to, members of PCM (Cambridge):

- (a) Regularly contributing to the online publication *Per Capita Media* through the publication of Opinion, Features & Culture articles, alongside any further journalistic output.
- (b) Enabling Cambridge University students and alumni to conduct high-quality newspaper and magazine journalism centred on issues of local and national interest to an audience composed of students across university and school campuses, rather than exclusively covering issues related to the University or Cambridge.
- (c) Crafting an editorial vision focussed on students and young people by contributing to the publication's progressive and inclusive editorial direction.
 - (i) This includes, but is not limited to, directing; editing; and producing high-quality professional-standard journalistic content.
- (d) Promoting a diversity of student thought and opinion through upholding the publication's relaxed editorial policy.
 - (i) The Society will have no political affiliation and will ensure that the publication remains robustly non-partisan.
- (e) Establishing a network of young journalists and writers in colleges and secondary schools across the United Kingdom to contribute to Opinion and Culture content, alongside any further journalistic output.
- (f) Supporting newspaper and magazine journalism in younger students. This could include fostering connections between the media industry and young students contributing to *Per Capita Media*.
- (g) Undertaking original, high-quality journalism within underrepresented communities in the national media. This could include, for example, conducting:
 - (i) Interviews and/or Features with students or young people, taken to be under the age of 25, that are involved with or starting initiatives that are beneficial to their local community or charities or enterprises that aim to address social issues.
 - (ii) Interviews and/or Features with young creatives, for example students or recent graduates throughout the country who are pursuing an early career within creative industries.
 - (iii) Interviews and/or Features with educators and other relevant stakeholders in policy issues of interest to students and young people. This could include, but is not exclusive to, education policy in secondary and higher education; media; and political issues of interest to young people.

- (h) Organise events promoting journalism and media for students at the University and contributors to *Per Capita Media*.
 - (i) This could include, though is not limited to, the production of a Term Card in Michaelmas, Lent & Easter Terms.

3 Freedom of Expression and Equality of Opportunity

- (a) PCM (Cambridge) aims to promote freedom of expression of students and shall provide an open platform that is open for all all interested members of the University interested in journalism.

II: MEMBERSHIP

1. Membership of the Club shall be open to all Student Members of the University and (subject to clause II(3)) other individuals by arrangement with the Executive Committee
2. There shall be two broad categories of membership of PCM (Cambridge). These shall be Student Membership and Alumni Membership
 - a. **Student Membership:** Any student in the University that contributes an article, illustration or graphic or is a member of the University part of the publication's termly editorial team will **automatically** become a member of the Society. In addition, any student in the University who is interested in contributing to the publication can join as a member of the society.
 - b. **Alumni Membership:** Any alumni of the University that contributes an article, illustration or graphic or is a member of the University part of the publication's termly editorial team will **automatically** become a member of the Society.
3. There shall be an additional class of membership. The Society may offer Life Membership and Honorary Membership on such terms as it may decide:
 - a. The Executive Committee may choose to grant Honorary Membership of the Society to a person who has materially and significantly contributed to the publication and/or is a person of distinction within the field of journalism.
 - b. **Honorary Members** shall be entitled to:
 - i. use any available facility of the Society
 - ii. attend all Society events
4. The Society reserves the right to introduce an annual fee for membership in the future
 - a. This shall be determined by the Society from time to time in an Annual General Meeting
 - b. The purpose of any annual fee introduction is to support the work of the Society, not the publication. This could include, for example, organising speaker events or panel events.
5. Termination of Membership

- a. 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 V.2, and is subject to confirmation at the next General Meeting of the Society. Any person expelled shall have the right of appeal to the Senior Treasurer.

III: THE OFFICERS AND THE COMMITTEE

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) held in Lent Term;
2. The Executive Committee shall consist of a President, Vice-President, Secretary, and Junior Treasurer, who shall be elected by the members as in II(2).
3. 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;
4. A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University of Cambridge;
5. Meetings of the Executive Committee shall be chaired by the President or if in 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 members 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 Academical 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 ten members. 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 if in 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.

IV: FINANCIAL MATTERS

1. The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds;
 - a. The Society's banking account is separate from the financial arrangements of publication, Per Capita Ltd.
 - b. The Society's banking account shall be supported by Per Capita Ltd and additional sponsors for the furtherment of the goals of the Society.
2. It shall be the responsibility of the Junior Treasurer to ensure that finances received are properly accounted for, and that the Society's financial records are kept in good order.
 - a. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;
3. The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by themselves, 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 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.

V: ADDITIONAL MATTERS

1. CHANGES TO THE CONSTITUTION:

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge.

2. 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, excluding the Senior Treasurer. 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. They will not be entitled to any full or partial refund of annual subscriptions;

If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final.

An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

3. 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.

4. DECLARATION

PCM (Cambridge) hereby adopts and accepts this constitution as its current constitution regulating the actions of Members, and will also comply with all University and legal requirements.

Suchir Salhan

Co-Founder and Co-Director of Per Capita Media.

President of PCM (Cambridge), 2024-25.

Daisy Cox

Vice-President of PCM (Cambridge), 2024-25.

Deputy Editor of Per Capita Media, Lent 2024

Asha Kaur Birdi

Co-Editor-in-Chief of Per Capita Media, Lent 2024

Junior Treasurer of PCM (Cambridge), 2024-25.

Finley Brighton

Co-Editor-in-Chief of Per Capita Media, Lent 2024

Secretary of PCM (Cambridge), 2024-25.