**Constitution of CUCD**

(as updated by Council in November 2020)

1. **The aims** of the COUNCIL OF UNIVERSITY CLASSICAL DEPARTMENTS shall be:

a. to provide a central agency for the collection and exchange of information on matters of common interest,

b. to explore and develop other areas of co-operation, and

c. to represent and promote university classical studies at the national level.

1. **Membership.** Any British university at which joint or single honours or masters programmes are taught in one or more classical subjects shall be eligible for membership at the invitation of the Council. There shall be one Representative from each university, except that Oxford and Cambridge shall have two each, and London one from each constituent institution.
2. Any British university at which classical subjects are taught within other degrees or programmes shall be eligible for **Affiliate membership** at the invitation of the Council. Affiliate members will have all the rights and obligation of other members except that they will not pay membership fees. There shall be one Representative for each Affiliate member.
3. There shall be **at least one plenary meeting** of the Council in each academic year.
4. It is for member institutions to decide who will be their **Representative** at each Council meeting. If both a Representative of an institution and an officer or member of the Standing Committee from that institution are present at a Council meeting, the Representative shall be entitled to vote and the officer or Standing Committee member shall not.
5. There shall be **a Standing Committee** consisting of:

a. A Chair, Treasurer, and Secretary, elected to serve as such.

b. Ten elected members.

c. Up to six co-opted members.

d. The Director of the Institute of Classical Studies or the Director's representative.

1. **The Standing Committee shall assign offices among its members**. These offices will include a Bulletin Editor, a Statistics Officer, the Chair of the Education Committee, the Chair of the EDI committee and a representative to the Council of the Classical Association.
2. **Members of Standing Committee who do not attend at least one meeting during the year** shall (in the absence of good cause) be asked to stand down.
3. **The term of office of the Chair and other elected members** shall be limited to three years. No member will normally serve more than two consecutive terms.
4. **Procedure for election of Officers and of members of Standing Committee.**

a. A request for nominations shall be sent out each June, setting a deadline for nominations in late September so that they can be circulated in October with the agenda for the Council meeting. This request will emphasise that those making nominations should consider the need for the composition of the Standing Committee to be balanced in geographical and other respects.

b. Nominations should be sent through the institutional Contacts, as defined in [15] below. The willingness to serve of those nominated should be ascertained before nominations are made. Further nominations after the September deadline shall not normally be permitted.

c. Elections shall take place at the November Council meeting. Voting will be by the Alternative Vote system for directly-elected officers and by the Block Vote/Multiple Non-Transferable Vote system for ordinary members of Standing Committee. In the event of a tie the Chair shall have a casting vote, unless the tie be in the election of a new Chair in which case the Secretary shall exercise a casting vote.

d. A representative must be present in person to cast a vote. There is no provision for postal votes or proxy voting.

1. **Co-option of additional members of Standing Committee** will take place at the first meeting of the Standing Committee in each year, and shall be for twelve months. There shall be no limit on the number of times an individual may be co-opted.
2. **Meetings of the Standing Committee** shall take place when necessary in order to prepare business for and to implement the decisions of the Council. It shall have the power to set up working parties or sub-committees whose membership need not be confined to members of the Council.
3. There shall be an **Education Committee,** the chair of which shall be a member of the Standing Committee, the other members of which shall be determined by the Chair of the Education Committee in consultation with Standing Committee. Its remit will be to promote good teaching in classical subjects at Higher Education level, and it shall liaise closely with other bodies including the Teaching Board of the Classical Association.
4. There shall be an **Equality Diversity and Inclusion Committee,** the chair of which shall be a member of the Standing Committee, the other members of which shall be determined by the Chair of the EDI Committee in consultation with Standing Committee. Its remit will be to promote equality, diversity and inclusion in classical subjects at Higher Education level, and it shall liaise closely with other bodies including the Inclusive Classics initiative and other subject associations, such as the Classical Association.
5. The **subscription** payable on behalf of each institution represented shall be determined by the Council from time to time. Formal communications from the Council officers will normally be sent by email to one **Institutional Contact** in each member institution, normally the Head of Department or equivalent, or the Head of one department where there are several; in the latter case it will be for the institution to decide who the Contact will be and to ensure that messages are passed on to all departments. Heads of Department may delegate the role of Contact to another member of the departmental staff. Where comment is required, as with Council responses to consultation documents from national bodies, individual staff members shall be asked to channel responses through their institution's Contact, so that there will be only one response from each institution.
6. **Minutes of Standing Committee meetings** shall be circulated to the Committee and to institutional Contacts. Minutes shall at the same time be posted on the website. Council minutes shall be circulated to all institutional Contacts and also posted on the website.