**Constitution of the Council of University Classical Departments (CUCD)**

(as updated by Council in November 2022)

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. 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 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, which may be held either in person, with the option for remote attendance, or online.
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. Twelve elected members.

c. Up to six co-opted members.

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

e. There will be an elected PGR representative, whose normal term will be one year, renewable for one term.

f. Standing Committee aims to be a reflection of the Classics community in all its diversity, and therefore representatives of under-represented groups will be encouraged to stand for election. If no candidates come forward and thus some constituencies (e.g. regional and institutional coverage, career stage, especially ECR, and precarious colleagues) are not represented, this shall be achieved by appropriate co-option.

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. **The term of office of the Chair and other elected members** (apart from the PGR representative)shall be limited to three years. No member will normally serve more than two consecutive terms.
3. If an **officer or elected member of Standing Committee** goes on parental or other **temporary leave** due to caring responsibilities or long-term sick leave, an interim replacement for the period of leave should be elected or co-opted. A member on parental leave is entitled to choose whether or not to take up their role again after leave is complete.
4. **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.

a. This applies also if an officer does not fulfil their role for six months, and does not respond to three e-mail messages, over a period of three months, including a formal notice that they will be held to have resigned if no reply has been received. The Chair (or Secretary if this concerns the Chair) will make reasonable efforts to contact officers, including using other methods of communication, and if an officer has temporary extenuating circumstances, their role can be covered by another member of Standing Committee, or an interim officer can be co-opted to Standing Committee.

1. **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 [17], or the Heads of Department if appropriate. 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.

e. Where meetings take place online, a system of communicating votes to the Elections Officer or Secretary, if hosting, shall be adopted, such as a poll on Zoom, which allows all eligible members to cast their votes anonymously where possible.

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. Meetings can be online, hybrid or in person, whichever facilitates the attendance of the greatest number of members. Meetings will normally take place within working hours, but may take place on a Saturday if this is more convenient for the majority of members.
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. Unwaged or underemployed members of Standing Committee, Education Committee and Equality, Diversity and Inclusion Committee shall be paid an **honorarium**, the amount to be agreed by Council each year. Those who earn less than the Real Living Wage per annum, as defined by the Living Wage Foundation (currently online at <https://www.livingwage.org.uk/faqs#t134n1749>), can be considered underemployed. SC, EDI and Education Committee members shall be asked by the Treasurer whether they meet this criterion annually, and subsequently paid the honoraria, without the need for other members of committees to be aware of who is being paid. The honorarium should cover reasonable hours to prepare for and attend committee meetings, read and answer emails. Any other more substantial tasks, such as writing reports should be funded separately.
6. 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.
7. **Minutes of Standing Committee meetings** shall be circulated to the Committee; minutes shall at the same time be posted on the CUCD website. **Council minutes** shall be circulated to all institutional Contacts and also posted on the website.