Constitution of
The British Colloquium for Theoretical Computer Science

1. Name: British Colloquium for Theoretical Computer Science.

2. Aims: The British Colloquium for Theoretical Computer Science (BCTCS) held its first meeting in 1985 at the University of Leeds. Further Colloquia have been organised in each subsequent year. The principal aims of the BCTCS are:

2.1. To offer a regular forum in which U.K. based researchers in all aspects of Theoretical Computer Science can meet, present research findings, and discuss work in these fields.

2.2. To foster an environment within which postgraduate students, undertaking research in the general area of Theoretical Computer Science, may gain the experience of presenting their work in a formal arena and, additionally, benefit from contact with established researchers in the community.

2.3. To provide a platform by which the interests and future well-being of British Theoretical Computer Science may be advanced.

3. The Colloquium: In pursuit of the aims described above, an annual Colloquium will be held.

3.1. The host site for the Colloquium will be decided upon at least 2 years in advance of its being staged. Representatives from any University or equivalent institution in the British Isles may offer to host a future Colloquium. Decisions concerning the venue of a subsequent Colloquium will, normally, be made at an Open General Meeting.

3.2. The Programme for the Colloquium will consist of submitted talks and a small number of invited presentations, the latter being given by distinguished figures from the major fields of interest to Theoretical Computer Science.

3.3. The members of the BCTCS are all those who are registered to attend the current Colloquium. Membership remains valid until the start of the following Colloquium.

4. The Organising Committee of the BCTCS

4.1. The Organising Committee of the BCTCS consists of the following members:

The President, Secretary and Treasurer of the BCTCS.

The Local Organisers for: the most recent, current, and next Colloquia.

A postgraduate research student representative.

2 additional posts.

a) No individual may simultaneously hold two (or more) offices from President, Secretary, or Treasurer.

b) The postgraduate research student representative will be elected annually. All other committee members will serve for a 3 year period.

c) The Organising Committee may request that up to 2 additional representatives be co-opted to act on the committee.

4.2. The Organising Committee is responsible for providing support to the Local Organisers of the next Colloquium: proposing individuals who could be contacted as potential invited speakers; forwarding relevant information concerning previous colloquia, etc.

4.3. With the exception of the Local Organiser posts, all Organising Committee members will be chosen by a ballot of those attending the Open General Meeting. The election of President, Secretary, and additional posts will be overseen by the current Treasurer (whose 3 year term will be due for re-election in the following year). The elections of Treasurer and Postgraduate research student representative will be overseen by the current President.

4.4. In overseeing the election of Organising Committee members the person responsible will solicit proposers and seconders for individual posts and, in the event of more than one nomination being received for a specific post, record the number of votes in favour of each nominee. The nominee receiving the greatest number of votes will be deemed to have been elected to the post in question.

4.5. Except with the prior written approval of the Charity Commissioners no member of the Organising Committee may:

a) receive any benefit in money or in kind from the BCTCS; or

b) have a financial interest in the supply of goods or services to the BCTCS; or

c) acquire or hold any interest or property of the BCTCS (except in order to hold it as a member of the Organising Committee).

5. The Open General Meeting

5.1. The Programme of events at any Colloquium will specify a suitable time and location in which an Open General Meeting will take place. This meeting will be open to all current members of the BCTCS.

5.2. The Open General Meeting will be quorate if there are present:

a) At least 2 of the current President, Secretary and Treasurer. *and*

b) At least 1 of the Local Organisers. *and*

c) A minimum of 10 other people attending the Colloquium.

5.3. The Secretary of the Organising Committee will prepare Minutes from the previous Open General Meeting and a formal agenda, among the items of which will be: the annual report from the President of the BCTCS Organising Committee; a report from the Treasurer concerning the status of BCTCS accounts; the election of representatives on the Organising Committee when such positions are due for re-election; the choice of host for the Colloquium two years from the date of the Open General Meeting; and such other matters as may be raised for discussion. The President of the BCTCS Organising Committee will chair the meeting.

5.4. Amendments to the Constitution may be put forward for discussion at the Open General Meeting, provided that the Secretary of the BCTCS Organising Committee has been notified of these in advance of the Meeting agenda being prepared. In order for any amendment to be adopted at least 2/3 of those present at the meeting must vote in favour of it.

6. Responsibilities of President, Secretary and Treasurer

6.1 The principal responsibilities of the President of the BCTCS are:

a) To chair the annual Open General Meeting of the Colloquium.

b) To liaise with the Local Organiser(s) concerning: suggestions for invited speakers, support for postgraduate students, publicising the Colloquium and its activities.

6.2. The principal responsibilities of the Secretary of the BCTCS are:

a) To record and circulate the minutes of the Open General Meeting.

b) To prepare the agenda for discussion at the Open General Meeting.

6.3. The principal responsibilities of the Treasurer of the BCTCS are:

a) To oversee the running of the BCTCS account.

b) To present an annual statement of the BCTCS accounts at the Open General Meeting of each Colloquium.

c) To liaise with the Local Organiser(s) of the current Colloquium concerning the transfer of any surplus monies arising from this, to the BCTCS Bank Account.

7. The BCTCS Bank Account

7.1. A Bank Account in the name of the **British Colloquium for Theoretical Computer Science** will be maintained to hold such monies as may arise from surpluses after the expenses of individual Colloquia have been settled.

7.2. The principal uses to which the funds held in The Account may be put are:

a) To assist in covering the expenses of distinguished invited speakers attending the Colloquium, in such circumstances where the full cost of such exceeds the funds available to the Local Organiser(s).

b) To assist in reducing the costs of postgraduate students attending the Colloquium for such students who do not qualify for specific funding schemes, e.g. non-U.K. students who are ineligible to have their costs met through Research Council funding programmes.

c) Such other purposes as may be deemed appropriate by a majority of those attending the annual Open General Meeting.

7.3. The Account may only be debited with the approval of at least two of the current President, Secretary, and Treasurer. To this end The Account will be such that at least two signatories are required for any withdrawal of funds.

7.4. It is the Treasurer's responsibility to ensure that the bank holding The Account is informed when there is a change of President or Secretary, or when a new Treasurer has been elected.

8. Dissolution of the BCTCS

8.1. If the Organising Committee decide that it is necessary or advisable to dissolve the BCTCS, they shall propose a resolution to this effect to be raised at the Open General Meeting of the BCTCS. Such a resolution may not be considered for inclusion in the Agenda unless at least 21 days' notice have been given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Organising Committee shall have the power to realise any assets held by or on behalf of the BCTCS. Any remaining assets after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable bodies or institutions having objects similar to those of the BCTCS as may be approved by the members of the BCTCS.