



UNIVERSITY
OF OXFORD
ALUMNI NETWORK

BRISTOL & BATH

Constitution

1 Name

The group will be called the Bristol and Bath branch of the Oxford University Society (OUSoc Bristol and Bath), an autonomous alumni group recognised by the University of Oxford.

2 Objectives

The objectives of OUSoc Bristol and Bath will be to support the principles of the University of Oxford alumni relations programme and, related to that, to:

- 2.1 Encourage Oxford graduates to maintain active relationships with one another and with the University of Oxford;
- 2.2 Arrange activities and social events on behalf of its members and for alumni within the region;
- 2.3 Inform its members about the activities of the University and provide a channel of communication between members and the University of Oxford;
- 2.4 Build and maintain the reputation of the University of Oxford within the local area and encourage a spirit of community and inclusiveness among those who have studied, taught at, or have been or are otherwise associated with the University;
- 2.5 Engage in activities which benefit current and / or prospective students of the University, such as schools' outreach, student bursaries, or career mentoring;
- 2.6 OUSoc Bristol and Bath is a non-profit organisation, organised for educational / charitable purposes.

3 Membership

- 3.1 Anyone who has matriculated at the University of Oxford and who lives, works and / or has connections with Bristol, Bath, Somerset and Wiltshire and the surrounding areas is eligible to become a member of OUSoc Bristol and Bath. Those with a strong connection to the University, for example those who have been a tutor, lecturer, or visiting fellow at Oxford, are also eligible to become a member.
- 3.2 To become a member of the group, and to be notified of events and activities, all individuals will have to contact the relevant committee member of the branch as specified on the website and / or in the group's literature and request membership. The applicant shall become a member once the branch has confirmed this to the applicant. Before confirming that the applicant has become a member, the branch may require the applicant to provide

additional information, or any membership fees charged from time to time under clause 6 (if applicable).

- 3.3 To facilitate this, the branch will endeavour to contact as many alumni as possible to raise awareness of the group and the opportunity for alumni to join. Most contact will be via email, with occasional postal mailings.
- 3.4 The Secretary and / or Chair will maintain a database of all members of the group.
- 3.5 Any member may at any time request the Secretary and / or Chair for their details to be removed from the group's database, at which point that individual shall cease to be a member of OUSoc Bristol and Bath.

4 The Committee

- 4.1 The management of the affairs of OUSoc Bristol and Bath will be by committee, each of whom is an existing member of the branch.
- 4.2 The committee shall be comprised of a minimum of 4, and a maximum of 12 committee members (which shall include the Chair, Secretary, Treasurer and Web Officer); however additional non-voting members may be co-opted to the committee and other branch members may be invited to attend committee meetings by the Chair to meet specific needs.
- 4.3 It is expected that all committee members will have matriculated at the University of Oxford. Committee members do not need to be nationals of the country in which the branch is located, but it is expected that the geographical area covered by the group will be their primary residence.
- 4.4 Decisions on committee members will be made by simple majority vote at the Annual General Meeting (AGM).
 - 4.4.1 Any current member of OUSoc Bristol and Bath may vote at the AGM.
 - 4.4.2 Current members may request for apologies to be presented to the AGM in the event of their non-attendance at the AGM. Absent members may (on completion and signature of the appropriate form and its return to the Secretary in advance of the AGM and in accordance with any deadline set by the Secretary) appoint a proxy to vote on their behalf at the AGM or prepare a postal vote to be presented in their absence at the AGM.
 - 4.4.3 In the event of equal votes (other than for the election of Chair), the decision of the incumbent Chair is final.
 - 4.4.4 In the event of equal votes for the election of Chair, the decision of the incumbent Secretary is final.
- 4.5 The committee will be made up of at least three officers: Chair, Secretary, and Treasurer. For as long as OUSoc Bristol and Bath maintains a website there will also be a Web Officer. There shall also be a position of General Committee Member.
- 4.6 The Chair, Secretary, Treasurer and (if applicable) Web Officer must be proposed and seconded by two individual branch members before they may be elected.
- 4.7 Any member of OUSoc Bristol and Bath may nominate himself or herself to be a General Committee Member. Alternatively, they may be nominated by another branch member.
- 4.8 The primary duties of the officers shall be as follows:

4.8.1 Chair:

- (a) Organises and chairs all committee meetings and the AGM, including setting dates and agenda.
- (b) With the Secretary, maintains a list of all active members and their contact details.
- (c) Maintains contact with the Alumni Office regarding branch events and activities.
- (d) Ensures the smooth transition between officers of the committee.
- (e) Encourages participation in the committee, as appropriate, and ensures that the workload of Secretary and Treasurer does not become too arduous through lack of support.
- (f) If appropriate, acts as the host at alumni group events.

4.8.2 Secretary:

- (a) With the Chair, maintains a list of all active members and their contact details.
- (b) Liaises with the Alumni Office concerning changes in alumni contact details.
- (c) Liaises with the Alumni Office to co-ordinate any recruitment drives aimed at securing or growing membership.
- (d) Takes minutes at group meetings.
- (e) Circulates documentation ahead of, and following, committee meetings and the AGM.
- (f) Completes an Annual Update survey for the Alumni Office on the group's activities.

4.8.3 Treasurer:

- (a) Works with other committee members on pricing for each event and activity and monitors the revenue generated by each event.
- (b) Maintains a bank account in the name of the group, to be operated by two signatories (but which may authorise transactions to be carried out by a single signatory).
- (c) If the branch has an annual subscription, collects and records this.
- (d) Reports on the financial position of the group to each committee meeting and at the AGM.
- (e) Sends the Alumni Office one financial statement each year as part of the Annual Update survey, outlining the position of the group.
- (f) Ensures that all visiting speakers receive their travel expenses.
- (g) Works with the Alumni Office to keep up-to-date with reimbursements for mailings and speakers' travel expenses.

- (h) Administers any other branch financial initiatives, such as bursaries for current students.
- (i) Arranges any necessary reimbursements to committee members for activities undertaken on behalf of the group.

4.8.4 Web Officer:

- (a) Maintains the group's website in accordance with the current guidelines issued by the Alumni Office.
- (b) Liaises with other committee members to ensure that the information on the group's website is kept up to date and relevant to the activities carried out by the group.
- (c) Administrates the provision of group specific email addresses to committee members.

4.8.5 General Committee Member (duties also applicable to the officers above):

- (a) Attends and contributes to committee meetings.
- (b) Assists the other committee members in their roles.
- (c) Plans, or assists with running or planning, at least one event during the year.
- (d) Promotes OUSoc Bristol and Bath and encourages membership amongst those who are eligible to join the group.

The outlines above are not exclusive, and the roles may evolve over time and in accordance with the group's requirements.

- 4.9 In addition to these roles, further officers may be chosen as required, for example: events officer, membership secretary, outreach officer. The duties of these additional officers may be put in writing and agreed upon at the AGM or by the committee, or developed on an ad hoc basis to meet the needs of the group as appropriate.
- 4.10 Committee members are expected to attend committee meetings as regularly as possible (which may be by telephone or video link). If a committee member is unable to attend a committee meeting, he or she should try and ensure that the Secretary has his or her apologies ahead of time, as well as a brief written report which can be read out at the committee meeting by way of update on any of his or her action points.
- 4.11 All committee members shall serve until the next AGM, after which point he / she will be eligible to stand for re-election. The election of committee members will be effective immediately, and reported to the University of Oxford Alumni Office by the Secretary or Chair.
- 4.12 If, due to illness or other reasons, a committee member resigns, the remaining committee members may replace that individual with another branch member, until the next AGM.
- 4.13 The branch may decide to ask a local Oxford alumnus / alumna of standing to be the group's Honorary President. This person will act as the representative of OUSoc Bristol and Bath, and may help in approaching speakers or venues, at the discretion of the group.
- 4.14 Prior to a committee being formally elected, the alumni who organise the inaugural event for a group, or revive or establish interest in a local group, will be considered the interim committee.

5 Committee Responsibilities

- 5.1 Oversee the activities of OUSoc Bristol and Bath and maintain regular contact with the Oxford Alumni Office.
- 5.2 Organise a minimum of two events each year for OUSoc Bristol and Bath members and send a post-event report to the Alumni Networks team.
- 5.3 Complete the University of Oxford's Annual Update Survey for alumni groups, documenting branch activities and producing a brief report of branch income and expenditure.
- 5.4 Encourage active participation by OUSoc Bristol and Bath members in University activities.
- 5.5 Meet a minimum of four times per year, including the AGM. Quorum for committee meetings shall be four and (unless otherwise specified) motions will pass on a simple majority. In the event of equal votes, the decision of the Chair is final.
- 5.6 Issue notice of the AGM at least three weeks before the date fixed, to the known address (which shall include email address) of every branch member.
- 5.7 Ensure that the minimum attendance at the AGM is ten members, including two committee members, in order that decisions can be made. Decisions are made by simple majority. The decision of the Chairperson will be final on all matters pertaining to the conduct of meetings, including matters that may be discussed at the meeting.
- 5.8 The Committee may, from time to time, convene special meetings of the members of OUSoc Bristol and Bath, at its discretion. The Secretary must give notice of any special meeting as soon as is reasonably possible in the circumstances.
- 5.9 In addition to any other matter that may be brought before the meeting, at each AGM the committee must ensure that elections are held, if appropriate, that the Secretary presents an annual report, and that the Treasurer presents the annual financial report.

6 Financial Matters

- 6.1 The Committee may open one or more group accounts with a bank, as is deemed necessary or convenient, and may also maintain a surplus amount in these accounts. Any surplus in the accounts may be applied at any time towards activities, events or financial initiatives considered by the committee (in their sole discretion) to advance or promote the objectives of OUSoc Bristol and Bath.
- 6.2 The branch may charge its members an annual subscription. Any decision to charge a subscription must be passed by a 75% majority at a committee meeting and must be notified to the members a minimum of 2 months prior to coming into effect.
- 6.3 The branch may charge an administration fee to members who wish to receive mailings by post.
- 6.4 The branch may use software, websites, applications and other third party providers for the sale of tickets to events. If a fee is chargeable for this, the ticket price must be inclusive of such fees, or clearly show how the fee is calculated.
- 6.5 Other than for amounts payable in the ordinary course of its activities, the group may not become indebted to any person or company.
- 6.6 The financial year of OUSoc Bristol and Bath will end on 31 December each year.

7 Amendments and Dissolution

- 7.1 Amendments to this constitution may only be made at an AGM and on the recommendation of the branch Committee, or if duly notified in writing to the Secretary by a branch member at least 30 days before the date of the AGM.
- 7.2 All proposed amendments to the constitution must be advised to members of OUSoc Bristol and Bath in the notice for the AGM.
- 7.3 Amendment to the constitution must be passed by 75% of branch members attending the AGM.
- 7.4 In the event of dissolution, the branch may be wound down by AGM or an Extraordinary General Meeting (EGM). All monies and records should be turned over to the University of Oxford Alumni Office. All branch members should be immediately informed.
- 7.5 Reasons for dissolution include lack of interest among local alumni, ill health of key Committee members, or difficulties within the branch.
- 7.6 The University of Oxford Alumni Office can also exercise its discretion in dissolving a branch if it is felt that the group's activities are not enhancing the reputation of the University of Oxford; for example if branch funds have been improperly used or there have been no branch activities for a period of two or more years.