

20.10.10 *Appendix A2 Non-Sports*

PRO FORMA CONSTITUTION OF A NON-SPORTS SOCIETY

NAME AND OBJECTS

1. The Society is called the ‘Oxford University Pakistan Society’. The Society’s objects are the support, development, improvement and promotion of Pakistani Culture in the University of Oxford; and the income and property of the Society shall be applied solely to those objects.

COMPLIANCE

2. (a) The Society shall be administered in accordance with the regulations for University Societies which are published from time to time in the Proctors’ and Assessor’s Memorandum (“the Proctors’ Memorandum”).

(b) If there is a national governing body for the Society’s activities with which the Society is eligible to register, the Society shall effect and maintain such registration: purchase any insurance cover which the national body makes available unless the Insurance Section of the University’s Central Administration (“The Insurance Section”) agrees to or prescribes other arrangements; and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.

(c) The Society shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Society, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the University’s Safety Officer.

(d) No member of the Society shall participate in any activity overseas organised by the Society, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University Marshal. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of Senior Members to accompany the trip.

(e) The activities of the Society will at all times be conducted in accordance with the following university policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

MEMBERSHIP

3. The members of the Society shall be those who are eligible and apply for membership of the Society, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Society subscription.

4. All student members of the University, and all persons whose names are on the University’s Register of Visiting Students, shall be eligible to become members of the Society. A member shall continue to be eligible even after he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.

5. The Committee may also, at its discretion, admit to membership other persons who are not and never have been members of the university.

6. Only society members who are also current members of the university, or lifetime members of the society shall be eligible to vote in elections and other meetings. These are the voting members. The current committee shall cease to admit new members at least two weeks prior to elections. Applications for membership received during these two weeks shall be processed by the new elected committee.

7. The Committee may remove a person from membership for good cause, such as the committing of any offence, which could be reported to the Proctors. The person concerned may appeal against such removal to the Senior Member.

MEETINGS OF THE MEMBERS

8. There shall be an Annual General Meeting for all the members of the Society in Week 8 Michaelmas Term, convened by the Secretary on not less than fourteen days' notice.

9. The Annual General Meeting will:

(a) receive the annual report of the Committee for the previous year and the annual accounts of the Society for the previous year, the report and accounts having been approved by the Committee;

(b) receive a report from the Committee on the Society's compliance with paragraph 2 above;

(c) elect Members of the Committee in accordance with paragraph 18 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting; any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing/electronically by the Secretary by Wednesday Week 8 at the latest.

(d) Consider any motions of which due notice has been given, and any other relevant business.

10. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written/electronic requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.

11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.

12. The quorum for a General Meeting shall comprise of 50% or 20 of the voting members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).

THE COMMITTEE

13. The affairs of the Society shall be administered by a Committee consisting of a President, Vice-President, Secretary, Treasurer, Spokesperson, Events Coordinator, IT Officer and Senior Member which shall determine the subscriptions payable by the members of the Society, and have ultimate responsibility for the activities of the Society. Only voting members of the society shall be eligible to become members of the Committee. The Committee's mandate for administrating the society shall commence and end annually no later than Wednesday of 0th Week, Hilary Term. The Committee shall have control of the funds and property of the Society, and of its administration.

14. The quorum for a Committee meeting shall be at least three of the following: President; Vice-President; Secretary or Treasurer. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent his or her views to the meeting.

15. The President shall have the right to preside at all meetings of the members of the Society and at all meetings of the Committee. Should the President be unavailable, or decline to take the chair, then the Vice-President shall chair. If both are unavailable, then the Committee shall elect another member of the Committee to chair the meeting.

16. *The Secretary shall:*

- (a) Maintain a register of the members of the Society, which shall be available for inspection by the Proctors on request;
- (b) Give notice of meetings of the members and the Committee;
- (c) Draw up the minutes of those meetings;
- (d) Notify the Proctors promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (e) Advise the Proctors promptly of any changes in this Constitution;
- (f) Notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings which has been arranged for that term (e.g. by providing them a copy of the term card); and
- (g) Provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(b) above;
- (h) Inform the Proctors if the Society ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts.

17. *The Treasurer shall:*

- (a) Keep proper records of the Society's financial transactions in accordance with current accepted accounting rules and practices;

(b) Develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");

(c) Ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);

(d) Ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;

(e) Seek advice as necessary on tax matters from the University's Finance Division;

(f) Make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;

(g) Forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctors' files; and

(h) If the Society has a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts for audit by auditors approved in advance by the Proctors. Accounts are to be ready for audit within four months of the end of the Society's financial year and the costs of the audit shall be borne by the Society. If requested by the auditors, the Society shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Society.

18. *The Senior Member shall:-*

(a) hear appeals from removal from membership under paragraph 6 above;

(b) following paragraph 17(i) above, consider the accounts of the Society and sign them if he or she considers them to be in order;

(c) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 16 and 17 above; and

(d) be available to represent and speak for the Society in the public forum, and before the Courts of the University and the University authorities.

19. The members of the Committee shall be elected by the voting members of the Society annually, and shall be eligible for re-election. The members of the Society shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. When electing other members of the Committee each year, the members of the Society shall also appoint a member of Congregation as the Senior Member, and he or she will then be a member of the Committee *ex officio*.

20. If during the period between the annual elections to offices any executive vacancies occur amongst the members of Committee, then the person holding the next senior-most post shall fill that role. The Committee shall have the power of filling non-executive vacancies up to the next Annual General Meeting by co-optation.

21. Each member of the Committee must, on relinquishing his or her appointment, promptly hand to his or her successor (or to another member of the Society nominated by the Committee) all official documents and records belonging to the Society, together with (on request from the Committee) any other property of the Society which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Society's bank accounts, building society accounts, or other financial affairs.

22. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.

23. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of the voting members present in person or by proxy at a General Meeting.

24. No member of the Committee shall be removed from office except by the approving votes of two-thirds of voting members present in person or by proxy at a General Meeting.

INDEMNITY

25. So far as may be permitted by law, every member of the Committee and every officer of the Society shall be entitled to be indemnified by the Society against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Society and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.

26. So far as may be permitted by law, the Society may purchase and maintain for any member of the Committee or officer of the Society insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Society and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Society by virtue of paragraph 25.

DISSOLUTION

27. If there are no nominations for the positions of President, Secretary or Treasurer by the deadline for nominations, then the deadline should be extended, but the elections should take place no later than Friday of Week 1, Hilary Term. The current committee shall continue to serve the society until the new posts have been filled. Any other Committee positions that have not been filled by this date can be filled later in accordance with paragraph 20. If the three positions mentioned above are not filled by Friday Week 1 of Hilary Term then the society shall be dissolved and the current Secretary shall notify the Proctors of the dissolution.

28. In the event of the Society being dissolved, its assets shall not be distributed amongst the members, but shall be paid to a Pakistani charity of the Current Committee's choice.

INTERPRETATION

29. Any questions about the interpretation of this Constitution shall be settled by the Proctors.

SCHEDULE

Code of Conduct on Safety Matters

WD14-013