

## Constitution of the Oxford University Society – Suffolk.

### 1. Name

The group will be called the Suffolk branch of the Oxford University Society (OUS Suffolk), an autonomous alumni group recognised by the University of Oxford.

### 2. Objectives

The objectives of the Suffolk branch will be to support the principles of the University of Oxford alumni relations programme and, related to that, to:

- a) Encourage Oxford graduates to maintain active relationships with one another and with the University of Oxford;
- b) Arrange activities and social events on behalf of its members and for alumni within the region;
- c) Inform its members about the activities of the University and provide a channel of communication between members and the University of Oxford;
- d) 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 are otherwise associated with the University;
- e) OUS Suffolk may also engage in activities which benefit current and/ or prospective students of the University, such as schools' outreach, student bursaries, or career mentoring.

f) OUS Suffolk is a non-profit organisation, organised for educational/ charitable purposes.

### 3. Membership

- a) Anyone who has matriculated at the University of Oxford and who lives in the Suffolk area is automatically eligible to become a member of the Suffolk branch. Others 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, as are the parents of past and present members of the University
- b) To become a member of the group, and to be notified of events and activities, all individuals will have to contact the branch. 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.
- c) 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 anticipated that the geographical area covered by the group will be their primary residence.
- d) The Branch Secretary will maintain a database of all members of the group.
- e) Membership of the OUS Suffolk Group is currently free of charge. A membership fee may be introduced in the future

Members may join through the website at [www.ous-suffolk.co.uk](http://www.ous-suffolk.co.uk), by email or by post.

### 4. The Committee

- a) The management of the affairs of the Suffolk branch will be by committee, each of whom is an existing member of the branch.
- b) A member of the Suffolk branch may nominate himself or herself to membership of the Branch Committee. Alternatively, they may be nominated by another branch member.
- c) Decisions on committee members will be made by simple majority vote at the Annual General Meeting (AGM). In the event of equal votes, the decision of the Chair is final.
- d) The committee will be made up of at least three officers: Chairman, Secretary, and Treasurer. In addition to these roles, further officers may be chosen as required, such as an events officer, membership secretary, and website officer. The duties of these additional officers will be put in writing and agreed upon at the AGM.
- e) All committee members shall serve a term of three years, after which they will be eligible to stand for re-election for another term. The election of committee members will be effective immediately, and reported to the University of Oxford Alumni Office.
- f) 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.

g) 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 OUS Suffolk, and may help in approaching speakers or venues, at the discretion of the group.

h) 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

- a) Oversee the activities of OUS Suffolk and maintain regular contact with the Oxford Alumni Office.
- b) Organise a minimum of two events each year for Suffolk branch members and send a post-event report to the Alumni Networks team.
- c) 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.
- d) Encourage active participation by Suffolk branch members in University activities.
- e) Meet a minimum of twice per year, including the AGM.
- f) Issue notice of the AGM at least three weeks before the date fixed, to the known address of every branch member.

g) 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 Chairman will be final on all matters pertaining to the conduct of meetings, including matters that may be discussed at the meeting.

h) The committee may, from time to time, convene special meetings of the members of the Suffolk branch, at its discretion. The Secretary must give notice of any special meeting as soon as is reasonably possible in the circumstances.

i) 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

a) 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.

b) Other than for amounts payable in the ordinary course of its activities, the group may not become indebted to any person or company.

c) The financial year of OUS Suffolk will end on March 31<sup>st</sup> each year.

#### 7. Amendments and Dissolution

a) Amendments to this constitution may only be made at an AGM and on the recommendation of the branch committee, or if duly notified to the committee by a branch member at least 30 days before the date of the AGM.

b) All proposed amendments to the constitution must be advised to members of the Suffolk branch in the notice for the AGM.

c) Amendment to the constitution must be passed by 75% of branch members attending the AGM.

d) 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.

e) Reasons for such dissolution include lack of interest among local alumni, ill health of key Committee members, or difficulties within the branch.

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, branch funds have been improperly used or there have been no branch activities for a period of two or more years.

Adopted: .....  
(day/month/year)

Signed: .....

Position: .....