

Constitutions 2018-19			Dean	Junior Deans	Junior Deans	Junior Deans
no	Society	Senior member	Role information	reviewed	approved	filed
1	The 1341 Society	The Provost, Professor Paul Madden	sent 17/18	Y	Y	Y
2	The Addison Society	Dr John Davis	sent 17/18	Y	Y	Y
3	The Eglesfield Musical Society	Professor Owen Rees	sent 17/18	Y	Y	Y
	The Eglesfield Players		sent 17/18			
4	The Queen's College Associated Football Club	Dr Martin Edwards	sent 17/18	Y	Y	Y
5	The Queen's College Badminton Club	Dr Martin Edwards	sent 17/18	Y	Y	Y
	The Queen's College Basketball Club		sent 17/18			
6	The Queen's College Boat Club	Dr Martin Edwards	sent 17/18	Y	Y	Y
7	The Queen's College Cricket Club	Dr Martin Edwards	sent 17/18	Y	Y	Y
8	The Queen's College Hockey Club	Dr Martin Edwards	sent 17/18	Y	Y	Y
9	The Queen's College Gardening Society	Dr Lindsay Turnball	sent 17/18	Y	Y	Y
10	The Queen's College Medical Society	Professor Chris Norbury	sent 17/18	Y	Y	Y
11	The Queen's College Rugby Club	The Revd Peter Southwell	sent 17/18	Y	Y	Y
12	The Queen's College Tennis Club	Dr Martin Edwards	sent 17/18	Y	Y	Y
13	The Reginae Society	Professor Jane Mellor and Alison Madden	sent 17/18	Y	Y	Y
14	The Queen's College Netball Club	Dr Christopher Metcalf		Y	Y	Y
15	The Queen's College Lacrosse Club	The Revd Katherine Price		Y	Y	Y
16	The Queen's College MCR Football Club	Professor Simon Aldridge		Y	y	Y
17	The Queen's College Films For Europe Society	Dr Jessica Stacey	New Society Jan 19	Y	y	Y
18	The Queen's College Edgar Lobel Society	Dr Christopher Metcalf	New Society Feb 19	Y	y	Y

**The 1341 Society
Constitution
As of 20th July 2018**

Committee 2018-2019:

President: Zachary Tait

Vice President: Luke Concollato

Secretary: Joseph Botman

Treasurer: Thomas Neuberger

1 PURPOSE

- a) The purpose of The 1341 Society, hereafter also referred to as 'the Society', is the accrual of monies, and the making of significant, sustainable, and meaningful contributions for the benefit of the members of The Queen's College Junior Common Room (JCR) and Middle Common Room (MCR).
- b) The Society reports to the Provost of The Queen's College. The Society must also work closely with College administration.

2 COMPLIANCE

- a) The Society shall be administered in accordance with the College's Regulations.
- b) The activities of the society will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
- c) The Society shall register with The Decanal Team at the beginning of each academic year.
- d) The Society shall be supported by a Member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/2019 is Paul Madden. When electing other members of the Committee each year, the members of the Society shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

3 COMMITTEE AND OFFICE HOLDERS

- a) The Committee must comprise of at least three individuals assuming the roles of:
 - i. The President,
 - ii. The Secretary,
 - iii. The Treasurer.
- b) Beyond these, the President decides the size of the Committee. The power to appoint additional members of the Committee rests solely with the President, who must consult the Secretary and Treasurer prior to making a decision.
- c) All members of the Committee must be members of the JCR.
- d) Appointments to the Committee can be made at any time, provided that no other section of this Constitution is breached.
- e) The President
 - i. The President has overall responsibility for all of the Society's business, and can decide the Society's general direction.
 - ii. The President is also responsible for:
 - 1. Calling and chairing Committee meetings.
 - 2. Leading the organisation of projects and events.

3. Ensuring the Committee has a Treasurer and Secretary, and by the end of each Hilary Term, a Treasurer-Designate and Secretary-Designate.
 4. Ensuring the Committee has a President-Designate by the end of each Hilary Term, for whom a satisfactory handover process must be provided.
- f) The Treasurer
- i. The Treasurer has responsibility for the Society's finances. This includes, but may not be limited to:
 1. The upkeep and administration of the Society's accounts, including ensuring account signatories are changed to new Committee members by the end of Hilary Term.
 2. The production of financial statements, budgets, and projections, including the investigating of potential sources of revenue and funding.
 3. Keeping relevant College bodies and authorities up-to-date on the financial affairs of the Society.
 4. Ensuring that Batells and relevant costs for each Academic Year are paid for by the end of each Trinity Term.
 - ii. The Treasurer is also responsible for:
 1. Ensuring the Treasurer-Designate is provided with a satisfactory handover process.
- g) The Secretary
- i. The Secretary has responsibility for the Society's administrative affairs. This includes, by may not be limited to:
 1. Keeping written or electronic records of all Committee meetings, and disseminating these within the Committee within one week of the meeting having taken place.
 2. Managing the Society's correspondence with persons and entities external to The Queen's College.
 3. Liaising with relevant College bodies and authorities as directed by the President.
 4. Maintaining up-to-date records of the Society's business, documents, and correspondence.
 - ii. The Secretary is also responsible for:
 1. Ensuring the Secretary-Designate is provided with a satisfactory handover process.

3 APPOINTMENT OF NEW COMMITTEE MEMBERS

- a) Each Committee begins its term of office at the beginning of Trinity Term.
- b) Each Committee ends its term of office at the end of Hilary Term.
- c) The appointment of new Committee Members is to be led by the President, who will:
 - a. Open applications to the members of the JCR for a period of at least three weeks each Hilary Term.
 - b. Conduct an interview process, accompanied by at least one other member of the Committee.
- d) The handover process between Committees includes, but may not be limited to:
 - a. The transfer of all necessary and relevant material pertaining to the Society's business and administration.
 - b. The entitlement of members of the preceding Committee to attend Committee meetings during the first three weeks of Trinity Term in advisory capacities.

4 RESIGNATIONS FROM THE COMMITTEE

- a) Should a member of the Committee wish to resign, sufficient notice as determined by the President must be given to the President. Should the President wish to resign, this notice must be given to the Treasurer and Secretary.
- b) The President is responsible for appointing a new Committee member to succeed the resigning member. Should the President resign, the Treasurer and Secretary are responsible for appointing a new President.
- c) The appointment of a new Committee is subject to Section 3 above.

5 MEETINGS

- a) The Committee must hold at least two meetings per Term with all Committee members present.
- b) Decisions at a meeting, except those concerning Constitutional amendments, shall be agreed on by the majority of those members present.
 - a. In the event of a tie, the President reserves the right to decide upon the outcome of the vote.
- c) The Committee shall also hold meetings with the Common Rooms and relevant College bodies and authorities.

6 FINANCES

- a) The Society's funds are to be kept in The 1341 Society's Lloyds TSB bank account.
- b) The account signatories are to be the President and Treasurer.
- c) When necessary, the relevant College bodies and authorities must be presented with up-to-date accounts.
- d) A financial statement, and as well as a budget and financial projections, must be produced annually prior to the end of each Academic Year.

7 PROCEDURES

- a) The particulars of the day-to-day administration of Society business are to be maintained in a separate documented titled 'Procedures'. This document includes, by may not be limited to:
 - a. Details and methods of organisation for all projects and events of the Society.
 - b. Details relevant to all the accounts of the Society, including email accounts, social media accounts, the ticketing account, and financial accounts.
 - c. Details and procedures relating to the expenditure of funds, including both recurring contributions and other projects.
 - d. The format and examples of the Society's correspondence and documents, including the Society letterhead, financial documents, and material relevant to events.
 - e. Details and procedures relating to the handover process between Committees.

8 AMENDMENTS TO THE CONSTITUTION

- a) Amendments to Sections 1, 6, and 8 of the Constitution must be agreed upon by all Committee Members, with the explicit approval of the Provost of The Queen's College.

- b) Amendments to Sections 2, 3, 4, 5, and 7 of the Constitution must be agreed upon by all Committee Members.



CONSTITUTION OF THE ADDISON SOCIETY

THE QUEEN'S COLLEGE

The Addison Society brings together members of The Queen's College to dine together in the company of a guest speaker. The Addison Society, like other dining societies at Queen's, therefore seeks to provide a fine meal and the experience of formal dining; above all, however, its purpose is to seek out the most interesting and intellectually stimulating guest speakers, so that the minds of its members may be stimulated as their stomachs are filled.

The Addison Society has a long - if sporadic - history, though has only existed in its current non-exclusive form following a recent resurrection and revision. Considering this, the second central purpose of the Addison Society is to remain as inclusive as is possible, and to extend its newfound inclusivity.

The Addison Society is proud to stand as an example of a rehabilitated dining society that has overcome its inherited institutional flaws; and has, moreover, become in the process a society with a richer and more prominent life in the College than ever before.

Committee 2018/19 Academic Year:

President: Elizabeth Whitney

Vice-President: Sam Appleton

Treasurer: Jessica Martin

I) Terms of Membership

1. The full members of the Addison Society are the committee (President, Vice-President, Treasurer and Senior Member). A single term of membership will be for the duration of one academic year.
2. Addison Society members shall ensure the Society fulfils its purpose of organising speaker dinners and extending invitation to any members of the Junior Common Room willing to pay for the cost of attendance.

II) Processes for the Selection of Diners

1. Attendance at an Addison Society event is open to any student in the Junior Common Room who wishes to apply for it.

2. As places on a Society dinner are limited by space, places will be allocated by a fair and equal procedure in the frequent event of demand exceeding supply. This procedure will be repeated for each event.
3. The recommended method is to allocate a certain number of places using a random ballot, and the remainder of the places using a first-come-first-served queuing system at a given time and place.
4. The number of places allocated by each method is at the discretion of the President on a dinner-by-dinner basis.
5. The Addison Society has traditionally been reserved for the Junior Common Room, but invitation can also be extended to members of the Middle Common Room at the President's discretion.
6. If there is a situation in which it may be deemed appropriate to deviate from a random allocation method by introducing some form of differentiation, the criteria must be transparent and objective as far as is possible. This is to be reserved for exceptional circumstances and requires the unanimous approval of the committee. Examples of when this may or may not be appropriate are suggested below:
 - a. It is good practice to preference applicants who were unsuccessful on the previous ballot. This is in the spirit of inclusivity.
 - b. The committee may deem it appropriate to reserve a certain number of ballot places for Freshers for the first event of the academic year, to encourage their early involvement in the Society.
 - c. If the format of a speaker event differs from the usual speech followed by questions (for example, if it will consist only of questions) it may be deemed appropriate to allocate a number of places to the applicants who suggest the most interesting and wide-ranging questions for the speaker. In all such cases, unanimous committee approval must follow from careful consideration.
 - d. Applicants for places may have special reasons why they wish to attend or find a speaker especially relevant to them. Before treating these applicants as special cases, the President should bear in mind the opportunity offered by the queuing system to the especially keen.
7. Students are not restricted in the number of Addison Society events they may apply for over the course of an academic year.

III) Procedures for the Election of Committee Members

1. The committee will consist at a minimum of a President and a Senior Member. The additional roles of Vice-President and Treasurer are advisable, but should these roles not be appointed their duties may be assumed by the President. Any member of College may apply for a position within the committee.
2. As the Addison Society does not have a continuous or consistent membership, the

student committee positions are better appointed through interview with a panel (in the manner of the Non-Executive Officers of the JCR) rather than by democratic vote involving everyone who has attended an Addison Society event.

3. The interviewing panel must include at least the current student committee members. Additional persons may be added at the discretion of the current committee if deemed appropriate (for example, previous incumbents of committee roles still at the College, or the Senior Member).
4. The interviewing panel will strive to reach agreement amongst themselves in the appointment of the committee. If this ultimately cannot be reached, the President may make an executive decision.
5. There will always be elements of subjectivity in decisions of interviewing panels such as these; but in the interests of fairness it must be possible to clearly and publicly justify the reason why one candidate was successful over another.
 - a. The interviewing panel will consider factors including, but not confined to, the candidate's awareness of the purpose of the society, their commitment to its inclusivity, ideas for future speakers, their aptitude for the organisational and promotional requirements of the role, and ideas for the future of the society.
6. The interviewing panel reserves the right not to appoint a Vice-President or Treasurer should a desirable candidate not be forthcoming.

IV) Procedures for Accounting for Income and Expenditure

1. The Addison Society is a non-profit organisation, and currently does not receive any subvention from Governing Body. Its account is primarily to be used to refund the travel expenses of speakers and meet the cost of their accommodation in College.
 - a. The Society does not pay a fee to speakers.
 - b. The cost of the speaker's meal is to be divided amongst attendees rather than met out of the Society's account.
2. Additional expenses should only be incurred where this enriches or expands the activities of the Society, or to improve access to the Society to as many members as possible. In all cases, use of the Society's account for additional expenses must be presented to the Senior Member and approved by him/her.
 - a. Such an instance may include, for example, the awarding of a certain number of discounted Hardship places to students receiving financial assistance from the College.
3. The Treasurer will assume primary responsibility in accounting for income and expenditure and will report at least once in the academic year to the Senior Member. If the position of Treasurer is not filled, these duties will be assumed by the President and/or Vice-President.

V) Compliance

1. The Society shall be administered in accordance with the College's Regulations.
2. The activities of the Society will always be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Society shall register with the Decanal Team at the beginning of each academic year.
4. The Society shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Dr John Davis. When electing other members of the Committee each year, the members of the Society shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

Constitution of the Eglesfield Musical Society



The Eglesfield Musical Society was founded in 1842 by William Thomson as a choral and orchestral Society presenting regular concerts in the University of Oxford. Based at The Queen's College, the Society continues to promote a regular recital series, concerts, jazz nights and many other special events such as a musical every Trinity, all of which involve performers from across the University. It maintains an orchestra, chorus, a cappella group and jazz band, all of which are student-led and student-conducted. The Club's concerts – including the Saturday lunchtime recital series and evening concerts by the orchestra and/or chorus and by other University groups – are open to all members of the University and to the public.

This copy of the Constitution is valid of 26/02/2018 and further versions should indicate the date of alteration.

The day-to-day running of the Club is the responsibility of the Committee, which meets regularly during term-time.

Section 1: Aims

1. The aim of the Eglesfield Musical Society (hereinafter called 'the Club') shall be to encourage and promote the enjoyment and performance of music both in The Queen's College and within the University as a whole for the benefit of members of the University and public.
2. All members of the Club are equal under the Constitution. Members have rights to freedom of association, correspondence, movement, expression, speech, and worship without prejudice due to disability, gender, race, religion or sexual orientation by other members.

Section 2: Compliance

1. The Club shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members and The Queen's College's Regulations.
2. No member of the Club shall participate in any activity overseas organised by the Club, 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.
3. The activities of the Club will at all times be conducted in accordance with the following university procedures, policies and codes of practice in force from time to time, on equality, harassment, freedom of speech and safeguarding.
4. The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on the University's clubs and societies webpage. Where relevant facilities are allocated by Oxford University IT Services it is the responsibility of the Club:

- 4.1 to designate a member of the Club entitled to a University email account (as defined by Oxford University IT Services) to act as its IT Officer, whose duties shall include liaising with Oxford University IT Services about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;
- 4.2 to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University guidelines on web information and coordinating and regulating access to the web facilities used by the Club;
- 4.3 to comply with regulations and guidelines relating to the use of IT facilities published by Oxford University IT Services;
- 4.4 to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

Section 3: Membership

1. 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 Club. A member shall continue to be eligible until 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.
2. The Committee may also, at its discretion, admit to membership:
 - 2.1 Students registered to read for diplomas and certificates in the University;
 - 2.2 Student members of Permanent Private Halls who are not student members of the University;
 - 2.3 Members of Ruskin College, and Ripon College, Cuddesdon;
 - 2.4 Members of Oxford Brookes University provided that such members shall not constitute more than 20% of the total membership;
 - 2.5 Other persons not falling within Section 3(1) or Section 3 (2.1-2.5), provided that such members shall not constitute more than 20% of the total membership.
3. The Secretary shall maintain a register of members, and shall make this register available for inspection by the Proctors on request.
4. The Committee, having consulted with the Senior Member in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. The person concerned may appeal against such removal to the Proctors.

Section 4: The Committee

1. The Club shall be administered by a Committee, consisting of not more than eight persons (as defined in Section 5 (1)) which shall have ultimate responsibility for the activities of the Club.
2. The Committee shall have the power to co-opt additional members.
3. Newly elected Committee members will assume office on the Sunday of 9th week of the Trinity Term following their election and will serve until that day the following year.
4. The Secretary will notify the Proctors by the end of the second week of each Full Term the names of the members of the Committee.

Section 5: Officers

1. The Principal Officers of the Club shall be the President, Vice President, Secretary, Senior Member, and Treasurer. Other than that of Senior Member (who shall be a member of Congregation), these positions shall be filled by student members of the University.
2. Other Committee officers shall include the Recitals and Concerts Manager, the Publicity Officer and the Webmaster. These positions shall be filled by student members of the University.
3. The JCR Arts Representative, and the directors of the Club's ensembles shall *ex officio* be entitled to attend, and vote at, committee meetings.
4. The committee shall appoint a 1st Year Representative and MCR Representative, both of whom will be entitled to attend, and vote at, committee meetings.
5. Any member of the Committee may resign from office or the Committee by giving written notice to the President. The President may resign by giving such notice to the Secretary. If the President resigns, the Secretary (or if they decline, the Treasurer) shall be invited to act as temporary President, until a new President is elected by the Committee.
6. Any person who ceases to be a member of the University shall cease to be a Committee member.
7. If three or more members of the Committee, one of whom must be a Principal Officer, believe that another member of the Committee is not fulfilling their role satisfactorily, they must present their reasons and any evidence to the most senior Principal Officer of the Committee who is not the accused. This officer must then organise an anonymous vote excluding the accused on whether to ask the latter to step down from their position. The accused shall have the opportunity to present a defending statement to the rest of the Committee, after which all members of the Committee except the accused shall vote anonymously on whether to remove them from their post. Three quarters of the voters must vote in favour of removal in order for the vote to pass.
8. If during the period between the annual elections to offices any vacancies occur amongst the Officers of the Club, the Committee shall have the power to fill the vacancy or vacancies up to the next Annual General Meeting by co-opting.
9. The Secretary will notify the Proctors immediately of any changes in holders of the offices of President, Senior Member, Secretary, and Treasurer.
10. Each Officer must, on relinquishing office, promptly hand to their successor in office (or to another member of the Club nominated by the Committee) all relevant official documents and records belonging to the Club.

Section 6: Meetings

1. Committee Meetings
 - 1.1 The Committee shall meet as often as it may deem necessary, but at least twice during each full term.
 - 1.2 The quorum for a Committee meeting shall be four, of whom one must be the President, Vice President, Secretary, Senior Member, or Treasurer.

- 1.3 The President shall publish an agenda in anticipation of each Committee meeting. The first agenda of each term should include agreement of the current or forthcoming term's major concert(s), the Treasurer's report, and agreement of any future major items of expenditure,
 - 1.4 Committee meetings may be called by the President of the Club, and shall be chaired by the most senior principal officer from the junior members of the College present.
 - 1.5 All members of the Committee shall have one vote at Committee meetings, except in the case of an even split vote, in which case the chairperson shall have an additional casting vote.
 - 1.6 Final decisions shall be made by a simple majority vote, in the event that no consensus can be reached.
 - 1.7 Any Principal Officer may invite all members of the Club to any committee meeting, except in the case that confidential information (as decided upon by the chairperson) is being discussed.
 - 1.8 Reports will be received from outgoing Principal Officers in the final Committee meeting of the year, including those concerning finances of the Club.
2. There shall be an Annual General Meeting for all the members of the Club each Hilary Term, convened by the Secretary or the chairperson at least fourteen days before the date of the meeting. Minutes of all Annual General Meetings shall be kept by the Secretary. Both the minutes book and accounts shall be available for inspection by any member at the Annual General Meeting.
 - 2.1 All members of the Club are eligible to attend the Annual General Meeting, and non-members may attend with the permission of the chairperson.
 - 2.2 The Annual General Meeting will:
 - 2.2.1 Consider any constitutional amendments raised by any member of the Committee, in accordance with the procedure for doing so set out in section 10(1);
 - 2.2.2 Elect members of the Committee in accordance with the regulations for such election;
 - 2.2.3 Consider any motions of which due notice has been given, and any other relevant business.
 - 3 An Extraordinary General Meeting may be called in any full term by any Principal Officer, on not less than seven days' notice; or on a written 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.
 - 4 Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
 - 5 The quorum for a General Meeting shall be ten 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).
 - 6 Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes the President of the Club shall have the casting vote.
 - 7 Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members and, upon request, to the Proctors.

Section 7: Finances

1. No member of the Committee shall receive payment - either direct or indirect - from the Club for his or her services in their capacity as a member of the Committee or officer of the Club.
2. Members who have incurred expenses in the authorised service of the Club are eligible for reimbursement.
3. Items of expenditure above £50 must be authorised by the Committee with a simple majority vote. After the Committee has approved such an item, reasonable minor expenses as a result of this expenditure shall be deemed authorised without individual consideration by the Committee.
4. The Committee may change the signatories for any of the Club's bank accounts, decided through a standard Committee motion.

Section 8: Responsibilities of the Committee

1. The President shall:

- 1.1 Oversee the appointment of leaders for Orchestra, Chorus, A Cappella and the EMS jazz nights, and, where appropriate, the fixing of a rehearsal schedule;
- 1.2 organise the day-to-day running of the Club;
- 1.3 call and chair Committee meetings;
- 1.4 publish an agenda to all members of the Committee in anticipation of each Committee meeting, and to all members of the Club in anticipation of each General meeting;
- 1.5 ensure that a term-card detailing the Club's activities for the coming term and listing the Officers is decided upon by Sunday of 0th week of that term, and created and distributed by Sunday of 1st week of that term;
- 1.6 ensure that all relevant personnel at The Queen's College are made aware of any upcoming events;
 - 1.6.1 This may include, where necessary, committee and Club members, the Catering Manager, the Chaplain, the Choir Manager, the Conference Office, the Decanal Office, Domus Committee, Governing Body, the Organist, the Porters' Lodge, the Provost, and the Provost's Secretary;
- 1.7 upon resignation, present a report on the state of the Club;
- 1.8 delegate tasks to the Vice-President or other members of the Club when necessary;
- 1.9 liaise with the rest of the committee to ensure that their responsibilities are being fulfilled, most significantly:
 - 1.9.1 remain in close contact with both the Treasurer and Senior Member to ensure that the finances are in order;
- 1.10 co-ordinate the handover to the subsequent committee at the end of their term as President.
- 1.11 organise the EMS Music Festival to take place in the Hilary Term, which must include at least 5 events;
- 1.12 appoint a Producer, Director and Musical Director for the musical (of which they can be one), work closely with them and liaise with College;
- 1.13 secure the venue for the musical by Sunday of -1st week of Hilary term;
- 1.14 license the show and coordinate with the licensor.

2. The Vice President shall:

- 2.1 assist the President in the overall running of the Club, including assisting on or carrying out any tasks where asked by the President;
- 2.2 liaise with the President concerning the division of event organisation for the year;

- 2.3 organise designated events, including room booking and liaison with college regarding these events;
- 2.4 maintain an inventory of any items owned by the Club, and update it when necessary;
- 2.5 ensure that all equipment owned by the Club is in good working order and stored safely;
- 2.6 replace or fix any frequently used equipment that is not in good working order;
- 2.7 monitor the usage of equipment owned by the Club, especially for Jazz Nights;
- 2.8 source the sheet music for use by the Club's ensembles;
- 2.9 organise the hire and return of music required by the Club;
- 2.10 maintain the Club's library of music;
- 2.11 fix players for upcoming concerts.

3. The Secretary shall:

- 3.1 assist the President in the overall running of the Club;
- 3.2 act as another point of contact between the Club and college;
- 3.3 liaise with the President concerning the division of event organisation for the year;
- 3.4 organise designated events, including room booking and liaison with college regarding these events;
- 3.5 contribute items to be discussed in General Meetings, arranged in liaison with the President;
- 3.6 maintain a register of the members of the Club, and the mailing list;
- 3.7 be responsible for communication between the Committee and the membership, and give notice of General meetings;
- 3.8 ensure that minutes are kept of all Committee and General meetings, and are distributed to all member of the Committee (in the case of Committee meetings) and of the Club (in the case of General meetings);
- 3.9 notify the Proctors promptly following the appointment or resignation or removal from office of Officers and other members of the Committee;
- 3.10 advise the Proctors promptly of any changes to this Constitution;
- 3.11 Notify the Proctors not later than the end of the second week of every Full Term of the programme of events which ash been arranged for that term, e.g. by providing them with a copy of the term card;
- 3.12 Inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe), provided by the Treasurer.

4. The Treasurer shall:

- 4.1 shall keep a proper record of the Club's financial transactions which shall be available for inspection at the request of any Principal Officer of the Prcotors;
- 4.2 produce a statement of the accounts on any required occasion, including the final Committee meeting of each term and the AGM;
- 4.3 forward to the Secretary 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;
- 4.4 forward a copy of the inventory at the start of Michaelmas Term each year to the University's Insurance Officer;
- 4.5 pay in all monies taken at any of the Club's events fortnightly in full term;
- 4.6 oversee the financial details of any event or production which incurs significant costs and is backed by the Club (e.g. a musical);
- 4.7 if the Club is disbanded, submit (via the Secretary) to the Senior Member and to the Proctors a full statement of the Club's accounts.

5. The Senior Member shall:

- 5.1 In liaison with the Treasurer, consider the accounts of the Club at the end of each term, and sign them if he or she considers them to be in order;
- 5.2 offer advice and assistance to the other Officers of the Club in the performance of their responsibilities;
- 5.3 approve payments of monies owed by the Club;
- 5.4 be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities;
- 5.5 Keep abreast of the actions and activities of the Club;
- 5.6 Provide information relating to the Club to the Proctors on request;
- 5.7 Seek to settle any preliminary disputes between the Committee and the members.

6. The Recitals and Concerts Manager shall:

- 6.1 liaise with any relevant College staff to ensure the booking of venues for recitals and concerts by Sunday of -1st week of each term;
- 6.2 book recitalists for the Saturday recital series each term;
- 6.3 meet with the recitalist(s) before each recital and ensure that they have everything they require for both rehearsing and performing;
- 6.4 organise at least two concerts during their year in office;
- 6.5 liaise with the Directors of Orchestra, Chorus and A Cappella to receive programme information for upcoming concerts;
- 6.6 arrange for any other ensembles, groups, or individuals to perform at any concert where necessary;
- 6.7 organise the front-of-house personnel for recitals and concerts, and ensure that the venue is set up before the event and tidied after it;
- 6.8 ensure that all relevant personnel at The Queen's College are made aware of any upcoming recitals and concerts;
 - 6.8.1 This may include, where necessary, Committee and Club members, the catering manager, the Chaplain, the Choir Manager, the Conferences Office, the Decanal Office, Domus Committee, Governing Body, the Organist, the Porters' Lodge, the Provost, and the Provost's secretary;
- 6.9 book the venue of any concert which is to take place outside The Queen's College,
- 6.10 ensure that the leaders of EMS jazz nights organise at least one jazz night (in addition to 5th Week Blues) in the Queen's Beer Cellar per term;
- 6.11 create and print programmes for all recitals and concerts.

7. The Publicity Officer Shall:

- 7.1 liaise with the Recitals and Concerts Manager with regards to the details of Club events, including programme information, date, time, location, and any other relevant information;
- 7.2 design, print, and distribute publicity materials for all Club events, including recitals and concerts;
- 7.3 design and arrange printing of tickets where necessary;
- 7.4 consistently update and promote the Club and any events through the Club's Facebook page by;
 - 7.4.1 creating Facebook events for all of the Club's events;
 - 7.4.2 publicising events and information on the Queen's College JCR Facebook Page and other relevant pages;
 - 7.4.3 liaising with the webmaster;

- 7.5 arrange for the updating of the Club's social media pages periodically (shared with the Webmaster);
- 7.6 publicise the Club's events in any other appropriate way.
- 8. The Webmaster shall:
 - 8.1 maintain the EMS website – www.eglesfieldmusic.org – by frequently updating the content in liaison with the Publicity Officer;
 - 8.2 liaise with the College IT department concerning information on the college website;
 - 8.3 liaise with the Principal Officers of the Club regarding the content of the website, Instagram, and Facebook pages;
 - 8.4 publicise all events at least once beforehand on all the various online platforms (shared with the Publicity Officer);
 - 8.5 arrange for the updating of the Club Instagram page (@EglesfieldMusic) periodically (shared with the Publicity Officer).

Section 9: Elections

- 1. At least seven full days before an election, the Secretary shall give notification of the election via the Club mailing list, calling for nominations for the posts to be contested. The closing date for such nominations shall be 24 hours before the poll opens.
 - 1.1 If after the closing date for nominations there is no candidate for the office, the period allowed for nominations for that office shall be extended by a single 48-hour period;
 - 1.2 If there are still no candidates for the office after this second period then the current Committee shall have the power to co-opt a member to the new Committee.
- 2. If there is only one candidate, they shall stand for election against an option Re-Open Nominations (hereinafter called RON).
- 3. Notification of nominations and the place of polling is to be sent out in a Club email, once all nominations have been received, and the nomination period has ended.
- 4. Elections shall be conducted using an Alternative Vote system, which shall be carried out using online election software, chosen at the discretion of the Secretary.
- 5. The election procedure shall be anonymous.
- 6. All members of the Club may vote on the election of new committee members.
- 7. Nominations should be sent by email to the secretary by the closing time for nominations.
- 8. For the posts of Principal Officers there are to be no joint nominations.
- 9. Following the count, the results of the election are to be emailed to all members of the Club by the Secretary.
- 10. In every election to a post on the Committee there shall be an option to Re-Open Nominations (RON). For the purposes of the count, votes to RON shall be treated as if they were votes for a candidate, and in the event of a victory to RON, nominations shall be reopened and the election to the relevant post shall be postponed until no later than two weeks after the original election was due to take place. This election shall be conducted under the procedures as defined by this

Constitution, except that there shall be no option to Re-Open Nominations. If there is only one candidate, they shall be elected.

11. Following any election there will be a handover, during which each committee member must meet individually with their successor to discuss the details of their role.

Section 10: The Constitution

1. Any proposal to alter this Constitution shall be made in writing, via email or in person at a General Meeting to the President by at least two members of the Club. It shall be voted on by the members at any General Meeting.
2. One copy of this Constitution shall be held by each of the Principal Officers. In addition, a copy shall be deposited with the Proctors. Any member of the Club shall be entitled to view it on request to either the President or the Secretary.
3. This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in this Constitution.
4. This Constitution shall supersede all previous constitutions.



The Constitution of The Queen's College Association Football Club



We the people of The Queen's College, in order to form a more perfect football club, establish justice, insure domestic tranquility, provide for the beating of Teddy Hall, promote the general welfare of our players, and secure the blessings of Cuppers to ourselves and our posterity, do ordain and establish this Constitution for The Queen's College Association Football Club.

1) Name

- The name of the Club is The Queen's Association Football Club, hereafter referred to as QCAFC or 'the Club'. This name encompasses the men's 1st XI, 2nd XI and 3rd XI (The Animals) teams, as well as the women's team (QCWAFC).

2) Affiliation and Competitions

- QCAFC is affiliated to Oxford University Association Football Club (hereafter OUAFC). It shall be bound by the rules of OUAFC.
- All competitions are run by OUAFC according to the rules specified in their [Constitution](#) and take place in Michaelmas and Hillary Terms (unless otherwise stipulated).
- The 1st XI competes in the JCR Leagues and JCR Cuppers Competition.
- The 2nd and 3rd Teams compete in the JCR Reserve Leagues and Reserve Cuppers Competition.
- QCWAFC compete in the Women's League and Women's Cuppers.
- QCAFC will also provide teams for 5-a-side Cuppers in Trinity Term.

3) Membership

- Membership of QCAFC is open to all members of The Queen's College. Female players are able to represent the men's teams; in addition, all female members of the College are able to play for QCAFC.
- In accordance with OUAFC rules, male members are not allowed to play for QCWAFC.
- QCAFC is proud to welcome members from Wycliffe Hall, due to its unofficial but long-standing sporting affiliation with the College.
- Membership is to the Club, and not to the specific team for which a member plays.

4) Aims of QCAFC

- To enable all members of The Queen's College to play football whilst at the University of Oxford.
- To encourage as many members of the College as possible to participate in football (and sport) at Queen's.
- To organise league and Cuppers fixtures every year for all four sides.
- Most importantly, however, *it is our aim to play the beautiful game in a beautiful way.*

5) Committee

- The role of the committee is to manage all aspects of the Club's administration.
- QCAFC has a committee that consists of the following:
 - *1st XI Captain* –Arranges league and cup fixtures for the 1st XI, selects and captains the side.
 - *2nd XI Captain* - Arranges league and cup fixtures for the 2nd XI, selects and captains the side.
 - *3rd XI Captain*- Arranges league and cup fixtures for the 3rd X, selects and captains the side.
 - *QCWAFC Captain* - Arranges league and cup fixtures for the Women's team, selects and captains the side.
 - *Social Secretary*- Organises social events for the Club, including the Annual Tour, and organises elections with the President.
 - *Treasurer*- Controls QCAFC's finances, namely the Queen's College Amalgamated Sports Clubs Committee Grant.
 - *President*- Head of the Committee, organises elections with the Social Secretary and is in charge of kit orders and sponsorship deals. The President is also entrusted with updating and protecting the QCAFC Constitution
 - *Senior Member*- Dr Martin Edwards, as head of The Queen's College Amalgamated Sports Clubs Committee, is QCAFC's Senior Member in College.
- The Club President has the power to propose the creation of new positions on the Committee. The Committee then votes upon this proposal with a unanimous decision required for the new position to be created.

- The 1st XI and QCWAFC captains represent QCAFC in The Queen's College Amalgamated Sports Clubs Committee. If they are not available, they may ask another member of the Committee to go in their place.
- The Committee is responsible for updating and maintaining QCAFC social media presence on [Twitter](#) and [Facebook](#), but the Social Secretary is in charge of the wider social media policy.
- All Committee positions are elected and the elections take place at the beginning of Hillary Term:
 - Men's elections are organised by the Club President and Social Secretary. All members are able to nominate candidates for any position, apart from the captains. Members may only nominate candidates for the captaincy for any side that they have played for that season. The three members with the highest number of nominations for each position are then put forward for election. The members of QCAFC must then vote in person, via secret ballot, at a specific time and date as decided by the current President and Social Secretary. Members may only vote for the captaincy of teams they have played for that season. If members are not able to vote in person they may send their vote via email to the President in the same time frame, as voting-in-person is open. The President and Social Secretary will then count the votes and the winners of the vote will for the Committee for the next season.
 - QCWAFC elections are organised by the QCWAFC Captain. All members wishing to stand for the captaincy are required to find a seconder to propose them; once the list of members who are running is finalised, it is released electronically to anyone that has played for QCWAFC in that season. Voting is only valid during a specified timeframe (to be decided by the QCWAFC Captain at the time). The winner of the election becomes Captain, and the runner-up of the election become QCWAFC Vice Captain.
 - If there is a tie in any election, the Club President will have the casting vote, but they are entitled to also order nominations be opened again and another election be held.
- The new Committee shall be announced at the annual QCAFC Formal Dinner in Hillary Term.
- If the members of the Club are not satisfied with the committee, they are able to propose a Vote of No Confidence in certain committee members or the committee as a whole.
- For a Vote of No Confidence to be valid, the signatures of at least 15 playing members of the Club are required. If this were to happen, the roles of the committee members in question would be reviewed, and, if necessary, they would be replaced through an emergency election.

6) Finance

- The Queen's College Amalgamated Sports Clubs Committee manages QCAFC's finances by paying the Club a grant every year to cover expenditure, and by paying for pitch and groundsman costs at the Queen's Sports ground (Fortress Riverside).
- The Treasurer is responsible for the administration of the grant's funds and controls the team accounts, as well as those of QCWAFC.
- 1st XI Captains are required by OUAFC to pay referee fees and therefore are added to the account as a signatory.

7) Team selection

- The 1st XI Captain and 2nd XI Captains are able (and expected) to use *ability* as the primary criterion for team selection. Other criteria might include: *suitability* (to conditions or the opposition) and *attitude*.
- *Inclusion* is the primary criterion for the 3rd XI Captain. The Animals accept players of any and ability and footballing experience.

8) Club Colours

- QCAFC's home strip is blue and white striped shirts, blue shorts and white socks.
- An away strip, differing from these colours, may be worn, but only with the consent of the Club President.

This Constitution was written and approved by the 2013/14 QCAFC Committee, consisting of:

1st XI Captain, Carl Jones; 2nd XI Captain, James Colenutt; 3rd XI Captain, Andrew Russell; QCWAFC Captain, Anna McHugh; Treasurer, Michael Coombs; Social Secretary, Thomas Nichols; QCAFC President, Dan Williams

ADDITION TO THE CONSTITUTION FOR THE 2017/18 SEASON

9) Compliance

- The Club shall be administered in accordance with the College's Regulations.
- The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
- The Club shall register with The Decanal Team at the beginning of each academic year.
- The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2017/18 is Mr C M Edwards. When electing other members of the Committee each year, the members of the Club shall also appoint a

member of the SCR as the supporting SCR member, and they will then be a member of the Committee ex officio

This addition was written and approved by the 2017/18 QCAFC Committee, consisting of:

1st XI Captain, Daniel Haxell; 2nd XI Captain, Matt McLoughlin; 3rd XI Captains, Henry Lewis and Paddy Hannam; QCWAFC Captain, Greta Cottage; Treasurer, Grace Colverd; Social Secretaries, Lucy Williams and Guy Ferguson; QCAFC President, Danny Simpson



Constitution of The Queen's College Badminton Club



Constitution of The Queen's College Badminton Club

From Michaelmas Term 2018

COMMITTEE 2018-19:

Men's Captain: Matthew Goh

Women's Captain: Sarah Whelan

NAME AND PURPOSE:

1. The Club is called The Queen's College Badminton Club.
2. The Club's purpose is to the support, development, improvement and promotion of badminton in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Martin Edwards. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. Membership will be available to students of The Queen's College.
3. Membership will be free.
4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: men's captain, women's captain and Senior Member.
2. The Committee shall consist of the following officers: men's captain and women's captain.

Constitution of The Queen's College Badminton Club

3. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet when necessary. Either captain shall be responsible for informing all members of the committee of the time and venue of the meeting at least two days in advance.
5. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the captains of the Club shall have the casting vote.
6. Elect members of the committee: nominations can be made by members of the Club (with another member to second the nomination) in fourth week of Hilary term. Voting by Members shall commence from the start of fifth week and end exactly one week later. Voting shall be organised by the captains and completed electronically (either by email or social media).
7. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The captains shall be responsible for:

- Organising and advertising social sessions, match play and competitive games with the appropriate people.
- Choosing teams for competitive games.
- Providing badminton rackets and shuttlecocks for those who require them.
- Writing a report at the end of their tenure.
- Ensuring that members abide by the Constitution.
- Organising and overseeing the voting for the elect committee.
- Ensuring that members enjoy college badminton.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least half the members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

The Constitution of The Queen's College Boat Club

Contents

1. Preamble
2. General
3. The Committee
4. Terms of Office
5. Election of Officers
6. Removal of Officers
7. Awarding of Blades and 1st VIII Colours
8. Equal Opportunities Policy
9. Compliance with College Regulation
10. The Constitution
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1. Preamble

1.1

The purpose of The Queen's College Boat Club shall be to promote the sport of rowing among members of the College, to represent the college in rowing competitions, and to organise the provision of facilities for such purposes.

1.2

This Constitution is intended to provide an outline for the smooth running of the boat club within the College Regulations. The Boat Club is founded on personal relationships, volunteered time and collective effort. For such an organisation, no set of rules and procedures can exist without patience, understanding and commitment of all its members.

2. General

2.1

The Club shall be known as "The Queen's College Boat Club".

2.2a (i) All resident members of the College who actively participate in the life of the club, during the academic year shall be deemed to be Ordinary Members of the Club.

(ii) An active participant is defined as:

- 1) A person who has paid subs or will be paying subs during the academic year; or
- 2) A person who would have paid subs had they not already been paying 1837 membership fees; or
- 3) A person who is a member of the boat club committee for that academic year.

2.2b

Resident members of Wycliffe Hall are also eligible to become Ordinary Members of the Club.

2.3

All resident members of the College who are not otherwise Ordinary Members, but who have represented the University in any rowing competition during the academic year shall be deemed to be Honorary Members of the Club.

2.4

All Ordinary Members making use of training equipment in a term shall pay a subscription to the Club for that term. Such amounts shall be determined by the committee and communicated to each Ordinary Member one week into the term in which they become an Ordinary Member (or one week after they become an Ordinary Member if this is later than the start of term).

2.5

All Ordinary Members shall satisfy the Club that they have made themselves aware of all regulations concerning the use of equipment, and relevant regulations of those bodies to which the Boat Club is affiliated, including the College, Oxford University Rowing Clubs (OURCs), British Rowing (BR) and the Environment Agency (EA).

3. The Committee

3.1a

The Club shall have the following elected Officers:

- ☐ President
- ☐ Men's Captain
- ☐ Women's Captain
- ☐ Secretary
- ☐ Treasurer

☐ Senior Coxswain

3.1b

In addition the Club shall have the following appointed Officers:

☐ Senior Member (appointed by The Governing Body of College).

☐ Safety Advisor (appointed by The Senior Member)

3.2

In addition the Club shall have additional Committee members as considered appropriate by the Officers of the Club. These may consist of:

☐ Men's Vice-Captain

☐ Women's Vice-Captain

☐ Social Secretary

☐ Internet Secretary

☐ Captains of 1st Vllls

☐ Welfare Officer

The elected Officers may wish to hold elections to fill these posts, but this is not a requirement.

3.3

The Committee shall meet during the first week of every term, and a week before the entry deadline for the following competitions: Christ Church Regatta, Torpids and Eights. Further meetings shall be called by the President as are deemed necessary. The Secretary shall be responsible for informing all the members of the Committee of the time and venue of the meeting at least one week in advance.

3.4

The President (or in his or her absence) the elder of the two captains shall chair meetings of the Committee.

3.5a

All members of the Committee, including co-opted members, shall have a single vote, with the chairperson having the right to make an additional casting vote if necessary.

3.5b

The Secretary of The 1837 Society, or his or her nominee, is entitled to attend Committee meetings in an advisory capacity, but is not entitled to vote.

3.5c

The quorum shall be a minimum of six Committee members, of whom a minimum of three shall be elected Officers.

3.6

Any expenditure claimed from the club funds by members of the committee must first be ratified by the President and Treasurer and, if possible, by the entire committee. If a budget is set for a purchase then any extension of this must be agreed by the President and Treasurer. If such an agreement is not made then the committee member in question may be personally liable for the excess cost.

3.7

The President

3.7a

The President shall be responsible for the general efficient running of the Club and shall represent the club for outside bodies. The President will be responsible for liaison with the Senior Member, and shall chair meetings of the Boat Club and its Committee.

3.7b

The President shall be used as a source of knowledge to enable the Committee members to perform their jobs adequately, and to ensure that the Boat Club runs efficiently. The President delegates

responsibility of the day to day running of the Club to his or her Officers and acts as a check to ensure that Committee members act within the rules and for the best interests of the Boat Club.

3.7c

The President is responsible for ensuring that the College is represented in competitions on the Isis and elsewhere.

3.7d

The President is responsible for awarding Blades and 1st VIII Colours. (see paragraph 7)

3.7e

The President should ensure that Club equipment is licensed by the appropriate authorities. Most noticeably this comprises the registration of boats with the Environment Agency in February in time for the coming year.

3.7f

The President shall have the right of suspension over the decisions of any other Officer, pending a full meeting of the Committee, which should be held within one week of the power of suspension being used, and the matter shall then be voted on by the full Committee.

3.7g

The President acts as the Club Water Safety Adviser and is recognised in this position by BR. The President is responsible ensuring that all BR and OURCs guidelines are followed at all times, whilst still allowing for the club to run efficiently. In this role, the President, or the Captains acting in proxy, must be prepared to implement clause 10.5 without hesitation.

3.8

The Captains

3.8a

The Men's and Women's Captains shall be responsible for the organisation of men's and women's rowing respectively. They shall appoint coaches for each crew and be responsible, in consultation with those coaches, for crew selection and training, and for the liaison with the boatman to ensure the maintenance of the boathouse and equipment.

3.8b

The Captains shall be responsible for representing the Club at OURCs meetings, and should ensure that the Club is represented, in accordance with the OURCs constitution, at each such meeting. They shall also represent the Club at meetings of the College Amalgamated Sports Clubs.

3.8c

The Captains are responsible for ensuring that crews are correctly entered into competitions, both on the Isis and elsewhere, and for arranging the transport of necessary equipment.

3.8d

The Captains may delegate the organisation of individual crews to crew captains, or to his or her vice captain.

3.8e

The two Captains shall be jointly responsible for deciding which crews may train and compete with which equipment. The President has the right, after appropriate investigation and consultation, to adjudicate in the unlikely case of an unresolved dispute.

3.8f

The Captains should ensure that every member of the Boat Club has understood and signed the safety sheet maintained by the Secretary.

3.8g

The primary aim of each Captain is to ensure that the 1st Vllls represent the College as successfully as possible, while ensuring that lower boats are used to develop rowers to supply future 1st Vllls and to enable people to enjoy rowing regardless of their ability or training commitment.

3.9

The Secretary

3.9a

The Secretary is responsible for the general administration of the Club.

3.9b

The Secretary shall, in consultation with the President and Captains, maintain a safety policy for the use of club equipment and he/she shall ensure that all ordinary members sign a safety form, acknowledging that they have read and understood the safety policy.

3.9c

The Secretary's duties include ensuring that:

- a notice board is maintained in a prominent place in College and the boat house;
- the boat club internet site is kept up to date, by supervision of the internet secretary, if one is co-opted;
- committee meetings are arranged and due notice is given;
- minutes are kept of all meetings;
- an adequate record and history of boat club successes is kept and publicised as much as possible, including in the College Record and on the Boat Club Web Site.

3.9d

The Secretary should maintain a list of all members of the Boat Club in each term, and shall pass on a copy of the list to the Secretary of The 1837 Society, with the purpose of allowing the Club to stay in contact with its members.

3.9e

The Secretary shall also be responsible for ensuring that all Club clothing, photographs, and equipment are accurately ordered, with support from the Treasurer and any other members of the Committee co-opted for this purpose (most usually one of the Vice-Captains).

3.9f

The Secretary shall also be responsible for the organisation of Club social events. This may be delegated to the social secretary if one is co-opted. The Secretary shall also be responsible for the organisation of fund-raising events on behalf of the Club. The Secretary may also attempt to secure sponsorship from outside organisations. However, no such sponsorship arrangements may be entered into without the permission of both the Senior Member and the President.

3.9g

If sponsorship is secured the secretary, or sponsorship officer if one is co-opted, shall be responsible for:

- ensuring that the terms of the sponsorship contract are met, in conjunction with the President
- inviting the sponsors to boat club events with prior permission of the President
- building long term links with the sponsor.

3.10

The Treasurer

3.10a

The Treasurer shall ensure that the Boat Club is kept financially solvent, and maintain the accounts to record all transactions in full. The Treasurer is directly responsible to the President and should only authorise expenditure by other members of the Committee if it is felt that such expenditure is necessary, after consultation with the President, for the smooth and successful running of the Boat Club.

3.10b

The Treasurer is responsible for ensuring the collection of subscriptions and monies owed to the Club, both from members and others.

3.10c

The Treasurer is responsible for ensuring that prices charged to members for clothing and photograph orders are reasonable, but also enable the Boat Club to make a profit.

3.10d

It is suggested that the Treasurer maintains two accounts: one current account and one reserve account.

The reserve account should be used to accrue funds for potential major purchases. The reserve account should have both the Treasurer and President as joint signatories.

Expenditure from the reserve account should only be made after consultation with the entire Committee. The Treasurer should ensure that a reasonable amount of money is added to the reserve account each term, while a sufficient amount is left in the current account to cover operating expenditure. Records of expenditure from the reserve account should be very detailed and indicate exactly why such expenditure has been made.

The current account may be maintained with the Treasurer as the sole signatory. Records of transactions in the current account should be maintained as fully as possible, indicating reasons and quantities for each transaction, whether it be incoming or outgoing. Receipts and invoices for transactions in the current account should be filed and kept by the Treasurer for a minimum of three years.

3.10e

The Treasurer is responsible for reporting the financial situation of the Club to the Committee at each meeting and should ensure that the Captains are fully aware of the finances before the meeting of the Amalgamated Sports Clubs. The Treasurer should also provide a detailed year end report, before the end of Trinity term, to be filed by the Secretary after being countersigned by the President.

3.11

Senior Coxswain

3.11a

The Senior Coxswain is responsible for the training of coxes as well as the maintenance of coxing equipment.

3.11b

The Senior Coxswain shall also co-ordinate the recruitment and organisation of novice rowers for entry into Christ Church Regatta. The Senior Coxswain may co-opt the vice captains to assist.

3.11c

The Senior Coxswain should ensure that all coxes are registered with OURCs and attend the required meetings, as well as ensuring that registered coxes are kept up to date with relevant rule changes.

3.11d

The Senior Coxswain should also ensure that the 1st VIIIs have access to Senior status coxes for use during yellow flag river conditions, and that coxes at Queen's are helped to achieve the necessary expertise and experience to achieve this status.

3.11e

The Senior Coxswain should also encourage coaches to remember to coach coxes as well as rowers, to ensure that they are an integral part of the crews.

3.11f

The Senior Coxswain should work with the President, Captains and Water Safety Advisor to ensure that all coxes, and especially novice coxes, are aware of relevant rules and operating procedures.

3.11g

The Senior Coxswain is responsible for periodic checking of Club lifejackets, to ensure their effective and reliable operation.

3.12

The Senior Member

3.12a

The Senior Member shall be responsible for the long term interests of the Club and for representing the interests of the Club to the Governing Body of College, and for informing the Committee of decisions by the Governing Body affecting the functioning of the Club.

3.12b

The Senior Member will appoint a Safety Advisor for the Club, who will have relevant expertise.

4. Terms of Office

4.1

The Senior Member shall be appointed by the Senior Treasurer of the Amalgamated Sports Clubs who represents the Governing Body of College. The Safety Advisor shall be appointed by the Senior Member.

4.2

With the exception of the Senior Member and the Safety Advisor, the term of Officers shall be one year. The term of office shall start at the Club's annual dinner usually held in sixth week of Trinity term. Officers shall be eligible for nomination for any post in following years.

4.3

Officers may resign at any stage in their period of office by tendering a letter of resignation to the President, or in the case of the President to the Senior Member. The committee shall appoint a replacement for the remainder of the period of office.

4.4

Any officer rusticated, sent down or uncontactable for the majority of a term shall be deemed to have resigned.

5. Election of Officers

5.1

Any Ordinary Member may stand for election to any committee post. Any candidate's nomination must be seconded by at least one other Ordinary Member. Candidates for the position of President must have served as a member of the committee for an academic year.

Any Ordinary Member may

nominate or second any other Ordinary Member of the club who decides to stand for election to any of the Committee posts, with the exception of those standing for the post of President who should have served as a member of the boat club committee for an academic year. In

exceptional circumstances, a candidate for President who does not fulfil this criterion may be approved by a majority of current committee members.

5.2 (i) Any contested position shall be voted on between Sunday 1st Week and Sunday 2nd Week in Trinity Term. The exact date of this election shall be chosen by the current committee and communicated to all eligible members both one week and one day before its occurrence.

(ii) The Returning Officers of the election shall be the current President and Secretary (or, if either officer is running for a contested position, then another ordinary member approved by the current committee shall replace him/her).

(iii) Voting shall be open to all ordinary members between 8am and 8pm on polling day. The votes shall be cast and counted by method of the 'single transferable vote' system, whereby the voter's preference is transferred in the event of all preceding preferences having been eliminated by way of being last in the respective rounds of voting.

(iv) Voting may be conducted online, via an impartial election website, or on paper, at the committee's discretion. In the event of it being held on paper, Ordinary Members may vote by proxy if they contact the Returning Officers 24 hours in advance of the poll opening, with the name of their proxy.

(iv) A person may run for more than one position. In the event of one person winning more than one position, one position must be accepted by the nominee and the other is to be either reopened or given to the person who came second, depending on if the position was contested.

(v) For all executive posts canvassing shall be allowed subject to the following provisions: (a) it shall be done at the expense of the candidate; (b) that posters and other literature are placed without contravening any College authorities; (c) that canvassing does not contravene any other sections of this constitution; (d) that no reference is made to any other candidate on any campaign material; (e) that canvassing shall not take place on any social networking website.

(vi) Nominations for elected positions must open at least three weeks in advance of the election, and will close at midnight two days before. In the event of one or more positions having no nominations, the nomination period for these positions will remain open for a further 48 hours. This process will continue until a nomination is received. Elections for other positions will go ahead as planned.

6. Removal of Officers

6.1

In cases where it is considered that an Officer of the Club is not adequately performing their duties, the Committee should vote as to whether the Officer should retain their post. A simple majority will decide whether the Officer should continue. The President shall have the casting vote, or in the case

that it is the President about whom the vote of confidence is being held, the elder of the two captains, shall have any necessary casting vote.

6.2

The Officer shall have the right to be presented with any evidence presented against his/herself at least 24 hours in advance of the meeting. He/she shall have the right to present to the committee and respond to points made, but shall not be present for the vote.

6.3

In the event of the motion of confidence not being carried then the said officer shall be deemed to have resigned, and shall be replaced by the Committee, without the need for ratification by the general membership of the Club.

7. Awarding of Blades and 1st VIII Colours

7.1

Blades may be awarded for Torpids and Eights to any Head Crew and to any crew that, on each of the four days, gains at least one bump and is not bumped.

7.2

Blades may also be awarded to any crew which the committee feels deserves blades for the winning of an important competition, such as a Novice Crew winning Christ Church Regatta, a Senior crew winning Autumn Fours, or a 1st VIII winning a Senior division of an exceptional external race. 'Exceptional' might mean that it has had at least fifteen entries in the appropriate division, or that it is widely regarded as being a high quality event, such as Wallingford or Marlow Regattas.

7.3a

Boat Club colours may be awarded by the President to any crew member who competes on four occasions in any of the following:

- first College eight in Torpids (cancelled races do not count);
- first College eight in Eights (cancelled races do not count);
- College crew in Henley Royal Regatta (not the qualifying races);
- College crew in Henley Women's Regatta (not the qualifying races);
- Men's Blue Boat, Women's Blue Boat, Isis, Osiris, Men's Lightweight Blue Boat, Women's Lightweight Blue Boat.

A rower who has competed in one first Torpid, two first eights, and Isis, would therefore be eligible for Boat Club colours. Colours may be presented in the form of a tie for men, or a navy pashmina for ladies, at the Club's annual dinner.

7.3b

First Eight colours may be awarded by the President to any crew member who competes on all days of racing for one of the following occasions:

- first college eight in Torpids (cancelled races at the discretion of the committee)
- first college eight in Eights (cancelled races at the discretion of the committee)

In exceptional circumstances the committee will vote on the matter. 'Exceptional' might mean a member who has shown longstanding dedication to the first college eight but has not been selected to race in either the first torpid or the first eight. First Eight colours may be presented in the form of a tie for men and a cream pashmina for ladies.

7.4

In the case of dispute regarding eligibility for a blade or colours, the whole Committee will vote on the matter; in the case of a majority of at least two thirds not being reached, the Senior Member will adjudicate on the matter.

8. Equal Opportunities Policy

The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

9. Compliance with College Regulation

9.1

The Club shall be administered in accordance with the College's Regulations.

9.2

The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.

9.3

The Club shall register with The Decanal Team at the beginning of each academic year.

9.4

The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') is Dr C.M.Edwards. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee ex officio.

10. The Constitution

10.1

Changes to the Constitution may be proposed and debated at any Committee meeting, but a two-thirds majority of the entire Committee is needed to ratify the change. No change may be approved without the entire membership of the Committee having had an opportunity to vote, either in person or proxy.

10.2

The President shall have the power to adjudicate in all matters regarding the interpretation of the Constitution of the Club.

11. Safety

11.1

Safety of Club members and third parties is a priority at all times.

11.2

It is accepted that any activity on water incorporates an element of risk. However, the Committee of the Boat Club, its coaches, and others, have a duty of care to all involved with rowing in the Boat Club to manage these risks whenever possible.

11.3

The President and Men's and Women's Captains shall specify and implement risk management protocols relating to significant risks, including general rowing, rowing coxless boats, rowing in inclement weather, transport of boats, travel to regattas, travel to Abingdon and other training venues, rowing in high stream, and use of the coaching launch. These protocols aim to reduce risks to a minimum, whilst allowing the efficient and effective running of the Club. The recommendations of the BR and OURCs are necessary but not necessarily sufficient with regard to these matters.

11.4

All Officers of the Club and agents of the Club (such as external coaches) are responsible for ensuring that they are aware of the above protocols and that they are implemented.

11.5

Any Member of the Club who disregards the Club's safety procedures may be barred by the President or Captains from taking part in any Club activities. If the member wishes to appeal against this decision, the appeal may first be heard by the whole Committee. In the case of a majority opinion of at least two thirds not being reached, the Senior Member will adjudicate on the matter.

11.6

The Council of Oxford University Rowing (COUR) is the University sanctioned executive authority for the overseeing of all safety matters concerning rowing within the University. All safety issues on which COUR makes a ruling shall be binding on members of The Queen's College Boat Club.

Constitution of The Queen's College Cricket Club



Constitution of The Queen's College Cricket Club

From Michaelmas Term 2018/19

COMMITTEE 2017-18:

President: Henry Bettley

Secretary: Louis Pincott

Treasurer: Harry Mark

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Cricket Club.
2. The Club's purpose is to the support, development, improvement and promotion of cricket in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2017/18 is Peter Southwell. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
2. Persons who may join the club include: members of the JCR, MCR, SCR and staff of the Queen's College.
3. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

Constitution of The Queen's College Cricket Club

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: President, Secretary, Treasurer.
2. The Committee shall consist of the following officers: President, Secretary, Treasurer.
3. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet once at the beginning of Trinity term. Further committee meetings shall be held as necessary. The President (Henry Lewis) shall be responsible for informing all members of the committee of the time and venue of the meeting in 0th Week of Trinity Term.
5. There shall be an Annual General Meeting for all the members of the Club in Hilary Term, convened by the Secretary on not less than fourteen days' notice.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee: the committee will nominate those they consider for positions, after which the voting process will include: a ballot format whereby members of the club will come to a designated room in college, write the names of those they wish to be elected to the committee, and cast their vote in private. Advertising for the voting process will be undertaken by candidates. The president will email members of the club to inform others at the beginning of the process. Voting will take place over one day.
 - (c) consider any motions of which due notice has been given, and any other relevant business.
7. 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 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
9. The quorum for a General Meeting shall be five 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).
10. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have the casting vote.
11. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

- The President shall be responsible for: organisation of matches, acquisition of new match balls, the booking of net sessions, maintenance of old equipment, and to act as a liaison with the groundsman.

Constitution of The Queen's College Cricket Club

The Secretary shall be responsible for: promotion of the club, the organisation of social events, and acting as vice-captain in the captain's absence,

The Treasurer shall be responsible for: management of the club's finances, ordering of club team wear, and the purchasing of new equipment.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least five members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

Constitution of The Queen's College Hockey Club



Constitution of The Queen's College Hockey Club

From Michelmas 2018

COMMITTEE 2018-19:

Quilda's (women's) captain: Sasha Burnet

Queen Anne's (mixed team) captain: Stephanie Budenberg

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Hockey Club. Both our women's team and mixed team are joint college teams: the women play with St Hilda's and the mixed team plays with St Anne's.
2. The aim is to both have fun and hopefully succeed on the field.
3. We attempt to win College Cuppers and also compete in the College Leagues to the best of our ability.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Martin Edwards.
5. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. Both teams aim to support hockey players of all ability and as such all players are welcome. The Quilda's team is also open to students at St Hilda's College, and the Queen Anne's team is welcome to students from St Anne's College.
3. The Committee may also, at its discretion, admit to membership:

Constitution of The Queen's College Hockey Club

- (a) students registered to read for diplomas and certificates in the University;
 - (b) student members of Permanent Private Halls who are not student members of the University
4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.
 5. The teams are selected on the criteria of enthusiasm for the sport, and on general hockey playing ability.
 6. There is no discrimination other than on these grounds, except that men cannot play for the women's team.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: Quilda's captain (Sasha Burnet) and Queen Anne's captain (Stephanie Budenberg). Other than the two captains there are no official positions within the club.
2. The Committee shall consist of the following officers: the captains of Quilda's and Queen Anne's who work alongside their respective co-captains from St Hilda's and St Anne's.
3. The Committee shall have control of the funds and property of the Club, and of its administration.
4. There will be no regular meetings with club members apart from for match and training purposes.
5. There shall be an Annual General Meeting for all the members of the Club in Hilary Term, convened by the captains.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Select upcoming captains. Such a decision will be made by the captain personally in consultation with their co-captain counterpart (either from St Hilda's or at St Anne's)
 - (c) consider any motions of which due notice has been given, and any other relevant business.
7. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
8. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the captains of the Club shall have the casting vote.
9. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The Quilda's captain shall: organise matches, training sessions, social events, the purchase of equipment and food items in consultation with the St Hilda's captain. The captain is responsible for recording finances and arranging meetings.

The Queen Anne's captain: organise matches, training sessions, social events, the purchase of equipment and food items. The captain is responsible for recording finances and arranging meetings.

REMOVAL OF OFFICERS

Constitution of The Queen's College Hockey Club

If the club members reach a vote of no confidence in their captain then this captain will be removed and replaced by a captain elected by democratic vote amongst club members.

CLUB FINANCE

There is a single bank account for the Club, which can be assessed by the Club captains, male and female.

The finances are accounted for by the Amalgamated Sports Committee every term, the senior member overseeing this is Martin Edwards.

Money is provided for the Club on an annual basis by the Queen's College.

Money from the account should only be spent on that which is approved by the Amalgamated Sports Club. Martin Edwards is understood to speak for the club.

Constitution of The Queen's College Gardening Society



Draft Constitution for a Queen's College Club

Constitution of The Queen's College Gardening Society

From Michaelmas Term 2018

COMMITTEE 2018-19:

President: Joely Kellard

Secretary: Kathryn Acheson

Treasurer: Timothy Westwood

Social Sec: Sophia Sosnina

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Gardening Society.
2. The Club's purpose is to support the development, improvement and promotion of knowledge of gardening and plant cultivation with consideration of organic methods and environmental impacts of practices in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects. The society will pursue its purpose through arrangement and promotion of meetings, talks and discussions, demonstrations, and visits to gardens and shows.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Dr Lindsay Turnbull. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

Constitution of The Queen's College Gardening Society

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. The club shall admit Members of The Queen's College and non-Queen's students/Associate Members: The Committee may also, at its discretion, admit to membership:
 - (a) Students registered to read for diplomas and certificates in the University;
 - (b) Student members of Permanent Private Halls who are not student members of the University
 - (c) Non-university members under the condition they join in association with an existing member who is also a member of the University student body.
3. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: President, Secretary, Treasurer
2. The Committee shall consist of the following officers: President, Secretary, Treasurer
3. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet at least once per term. Further committee meetings shall be held as necessary. The Secretary shall be responsible for informing all members of the committee of the time and venue of the meeting at least one week in advanced.
5. There shall be an Annual General Meeting (AGM) for all the members of the Club in Hilary Term, convened by the Secretary on not less than fourteen days' notice.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee: Committee members shall be decided upon by a vote during the AGM. Any member of the society may stand for a committee position with the exception of those members outlined in Membership section 2 (c). Individuals may state their intention to stand for positions in the days between calling of the AGM and 24 hours prior to the meeting taking place. A list of individuals standing and their positions will be advertised in the 24h period prior to the AGM once all nominations have been received. All society members have equal voting rights, in the case of a tied vote the President shall have the casting vote.
 - (c) Consider any motions of which due notice has been given, and any other relevant business.
7. 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 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
9. The quorum for a General Meeting shall be 4 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).
10. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have the casting vote.

Constitution of The Queen's College Gardening Society

11. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The President shall: Be chair of the society and chair society meetings. Research, schedule and oversee organisation of society meetings, discussions and events. The President is responsible for overseeing and being returning officer for all elections.

The Secretary shall: Give notice of, and communicate to its members: society goings-on, events, dinners, and any other relevant matters. Minute all meetings and make available the minutes to all members in a timely manner following the meetings.

The Treasurer shall: Keep in order the finances of the society and manage society finances such that they are able to provide maximal benefit for all society members.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least 5 members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

Constitution of The Queen's College Medical Society (QCMS)



Constitution of The Queen's College Medical Society

COMMITTEE 2018-19:

President: Molly Nichols

Vice President: Zachary Tait

Treasurer: Pierre Garrido

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Medical Society (QCMS).
2. The Club's purpose is to bring together medics, biomedics, medical graduates and tutors of The Queen's College to share their interest in the subject

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Chris Norbury. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and who are admitted to and maintained in membership by the Committee
2. It shall not be necessary to apply for membership to the Club, membership is assumed for all those eligible
3. Eligible members of the Club shall be medical or biomedical undergraduates at The Queen's College; graduates at The Queen's College studying medically related subjects and any tutors affiliated with The Queen's College medical/biomedical students
4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

Constitution of The Queen's College Medical Society (QCMS)

5. Members are permitted to opt-out from this society if they do not wish to be involved, by communicating this request to a committee member.

THE OFFICERS AND COMMITTEE:

1. The Committee shall consist of the following officers: President, Vice President and Treasurer
2. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
3. Committee meetings shall be held as necessary. The President shall be responsible for informing all members of the committee of the time and venue of the meeting
4. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.
5. Election of a new Committee will occur at the end of Hilary term. This shall require the Vice President to send an email to all members asking for nominations for each position, at least two weeks in advance of the vote. An individual may nominate themselves or any other member of the Club. Nominated members must be informed by the Vice President and agree to stand in election. A further email will be sent out by the Vice President confirming those standing for each position and an online means of voting for all members for 24 hours. The Vice President will send a final email to confirm the results of the election.

DESCRIPTION OF COMMITTEE ROLES:

The President shall:

- (a) Be responsible for emailing the members of the Club regarding upcoming events
- (b) Together with the VP and Treasurer, organise a QCMS dinner with a speaker in mid-Michaelmas each year

The Vice-President shall:

- (a) Organise the election of the new Committee in Hilary

The Treasurer shall:

- (a) Oversee any financial business of the Club, for example; the funding of events, costs to members of events such as QCMS dinner

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least 10 members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.

Constitution of The Queen's College Medical Society (QCMS)

4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.



Constitution of The Queen's College Rugby Club

From Michaelmas Term 2017

COMMITTEE 2018-9:

Captain: Wilf Sandwell

Vice Captain: Samuel Caygill

Social Secretary: Hamish Smeaton

Social Secretary: Cai Richards

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Rugby Football Club.
2. The Club's purpose is to the support, development, improvement and promotion of Rugby in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2017/18 is Pete Southwell. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.

2. Players of all abilities are able to become a member of the club.
3. If the club admits non-Queen's students/Associate Members: The Committee may also, at its discretion, admit membership to:
 - (a) students registered to read for diplomas and certificates in the University.
 - (b) student members of Permanent Private Halls who are not student members of the University.
4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: Captain, Vice Captain and two Social Secretaries.
2. The Committee shall consist of the following officers: Captain, Vice Captain and two Social Secretaries.
3. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet once a week on a Thursday. Further committee meetings shall be held as necessary. The captain or a social secretary shall be responsible for informing all members of the committee of the time and venue of the meeting at least one week in advance.
5. There shall be an Annual General Meeting for all the members of the Club in Hilary Term, convened by the Secretary on not less than fourteen days' notice.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee: Nominations will be given by the committee for each position, beginning with Captain, then Vice-Captain and then Social Secretaries. Those nominated are then asked to leave the room, after which there is discussion and then a vote is conducted by raising hands. The nominee with the most votes assumes the role. In case of a split vote, the Captain has the deciding vote.
 - (c) consider any motions of which due notice has been given, and any other relevant business.
7. 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 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
9. The quorum for a General Meeting shall be 15 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).

10. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have the casting vote.
11. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The Captain shall: Take on the role of both President and Treasurer, this will involve controlling the running of the club and all of its finances.

The Vice captain shall: Act as secretary to the captain, and give assistance in their roles when needed.

The Social secretaries shall: Organise social events within the club.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least 15 members of the Club, shall be submitted to the Captain.
2. On receipt of a motion of no confidence, the Captain shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

Constitution of The Queen's College Tennis Club



Constitution of The Queen's College Tennis Club

From Michaelmas Term 2017

COMMITTEE 2017-18:

Men's Captain: Rohan Rao

Women's Captain: TBC

Senior Member: Martin Edwards

NAME AND PURPOSE:

1. The Club is called The Queen's College Tennis Club.
2. The Club's purpose is to the support, development, improvement and promotion of tennis in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2017/18 is Martin Edwards. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. Membership will be available to students of The Queen's College.
3. Membership will be free.
4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

Constitution of The Queen's College Tennis Club

1. The Club shall have the following officers: men's captain, women's captain and Senior Member.
2. The Committee shall consist of the following officers: men's captain and women's captain.
3. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet when necessary. Either captain shall be responsible for informing all members of the committee of the time and venue of the meeting at least two days in advance.
5. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the captains of the Club shall have the casting vote.
6. Elect members of the committee: nominations can be made by members of the Club (with another member to second the nomination) in fourth week of Trinity term. Voting by Members shall commence from the start of fifth week and end exactly one week later. Voting shall be organised by the captains and completed electronically (either by email or social media).
7. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The captains shall be responsible for:

- Organising and advertising social sessions, match play and competitive games with the appropriate people.
- Choosing teams for competitive games.
- Providing tennis rackets and balls for those who require them.
- Writing a report at the end of their tenure.
- Ensuring that members abide by the Constitution.
- Organising and overseeing the voting for the elect committee.
- Ensuring that members enjoy college tennis.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least half the members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

Constitution of The Queen's College Tennis Club



Reginae - Constitution

History of the Society

The Queen's College, Oxford University first admitted women as undergraduates in 1979. It was named after Queen Philippa, wife of King Edward III, the reigning monarch at the time of the college's foundation in 1341.

Reginae was founded in 1993 as a counterpoint to the male dining society in Queen's, Eaglets. This was a fine moment for Queen's women, and to this day, Reginae has stood independently of Eaglets. Its initial aim was to create an all-female network and this tradition extends to the present day. The Society adopted the college's motto: Reginae erunt nutrices tuae, (Queens shall be thy nurturers) to represent this idea of mentoring, an idea that goes hand in hand with the college tradition.

Aim of the Society

Reginae is a long-standing community of 25 years of Queen's women whose aim is to foster friendships and share wisdom across the years between members of Queen's past and present. Through these relationships, we hope that women in different stages of their lives can offer support and advice to one another on the opportunities and the challenges which confront women in the world beyond university.

Benefits of the Society

As outlined above, the main benefits of the society lie in what its members, past and present, have to offer. These are summarised below:

- Exposure to a rich and diverse network of women from different backgrounds, age groups and career paths [SEP]
- Through such an exposure, young women at Queen's can benefit from a large and informal support network [SEP]
- Women can also benefit from this network for future career help or to gain insights from members who have since left Queen's [SEP]

Compliance Statement: [SEP]

1. The Club shall be administered in accordance with the College's Regulations. [SEP]
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding. [SEP]
3. The Club shall register with The Decanal Team at the beginning of each academic year. [SEP]
4. The Club shall be supported by a member(s) of The Queen's College SCR. The supporting SCR members ('Senior Member') for 2018/19 are Prof Jane Mellor and Mrs Alison Madden. They will then be a member of the Committee *ex officio*. [SEP]

Membership to Reginae is open to all; it is an inclusive society to which any self-identifying female may apply. It is an open access organisation for all self-identifying female members of the College, without discrimination on any basis.

Officers/Committee:

The Committee for the Academic Year 2018/2019 consists of:

President: Harriet (Hattie) Sexton [SEP]

Vice President: Molly Nichols

Senior Members:

Prof Jane Mellor

Mrs Alison Madden

Role and Responsibilities:

- The President's role is to manage and oversee the administrative side of the society, its [SEP] activities and room bookings. These are supervised by the Senior Member, Professor Jane [SEP] Mellor.
- The Vice-President's role is to assist the President in her role. [SEP]

Committee Selection Process:

At the end of each academic year, members of Reginae will elect the next year's committee. This will occur during the Annual General Meeting (AGM), taking place before our drinks event in Trinity Term. All Reginae members will be invited to the AGM by email, so that every member has equal opportunity to cast a vote.

The procedure for electing new committee members is outlined below:

1. **Nomination:** Reginae committee positions will be nominated by the existing committee based on their contribution to the society, enthusiasm for the role and any previous experience. In addition to nominations made by the existing committee, *any* member of Reginae wishing to nominate themselves for a committee position should notify the President by email with at least 7 days notice of the AGM. [SEP]
2. **Vote:** Members attending the AGM will be able to cast their vote for each committee position. This vote will take the form of an anonymous ballot. [SEP]

Alongside this “self-elected” committee, Reginae will also have a small number of female SCR members, initially Prof Jane Mellor and Mrs. Alison Madden.

Removal of Officers:

1. In the event that a committee member does not fulfil their role (stated above) or should act in a way which damages the reputation of Reginae or The Queen’s College, the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least three other members, shall be submitted to the President (or if the officer concerned is the

President, to the Vice President). [L
SEP]

2. On receipt of a motion of no confidence, the President (or Vice President) shall then call an extraordinary meeting, giving at least seven days' notice. [L
SEP]
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried. [L
SEP]
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned. Upon removal of a committee member or officer, a new officer will be nominated and elected following the aforementioned protocol (see: 'Committee Selection Process'). [L
SEP]

Membership

Membership to Reginae is open to all; it is an inclusive society to which any self-identifying female may apply. We will ask applying members to submit their name, year group and degree.

Reginae is in compliance with the College's rules and values. It is an open access organisation for all self identifying female members of the College, without discrimination on any basis.

Process for Joining:

At the start of each academic year, the student body will be sent an email explaining the existence and role of the society. If any self-identifying female would like to join, they will have to submit a short on-line form with their name, year group and degree. Students will have the option to include career interests. **All** students who apply will be accepted into the society, and will be automatically able to attend cocktails/ networking events and ballot for spaces on dinners.

Events

We will hold two cocktail receptions per year, which will be open to all members

of Reginae, past and present. The first will be held on the Thursday of First Week of Michaelmas Term and the second will be held on the Monday of Ninth Week in Trinity Term.

We will hold a termly dinner each Thursday of Sixth Week. At some dinners, an alumna of Reginae may be invited back as a guest speaker. The event will hold a maximum of twenty people. In the event that the dinner be oversubscribed and in the interest of fairness, we will allocate the places for the dinner by random Ballot. The club's President(s) and Vice-president(s) will automatically get a place on the dinner.

Price:

- The price for a ticket to a cocktail reception will be £7-£15 SEP
- The price for a dinner ticket will be between £35-£45. SEP Members can also choose to purchase a non-drinking ticket for each events at a reduced price.

Dress Code: SEP

The drinks receptions will be cocktail dresses. The dinners will be black tie.

The dress code requires very similar dress to any other formal dinner in college. SEP

Constitution of The Queen's College Netball Club



Constitution of The Queen's College Netball Club ***From Michaelmas Term for 2018/19***

COMMITTEE 2017-18:

President (Captain): Olivia Hugh-Jones

Secretary: Matilda Thatcher

Treasurer: Elicia Begg

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Netball Club.
2. The Club's purpose is to the support, development, improvement and promotion of netball in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2017/18 is Christopher Metcalf. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
2. Persons who may join the club include: members of the JCR, MCR, SCR and staff of the Queen's College.
3. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: President, Secretary, Treasurer.
2. The Committee shall consist of the following officers: President, Secretary, Treasurer.
3. The President shall henceforth be named 'Captain'
4. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
5. The committee shall meet once at the beginning of Michaelmas term and Hilary term. Further committee meetings shall be held as necessary. The Captain (Olivia Hugh-Jones) shall be

Constitution of The Queen's College Netball Club

- responsible for informing all members of the committee of the time and venue of the meeting in 0th Week of the terms.
6. There shall be an Annual General Meeting for all the members of the Club in Michaelmas Term, convened by the Secretary on not less than fourteen days' notice.
 7. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee: the committee will nominate those they consider for positions, after which the voting process will include: a ballot format whereby members of the club will come to a designated room in college, write the names of those they wish to be elected to the committee, and cast their vote in private. Advertising for the voting process will be undertaken by candidates. The Captain will email members of the club to inform others at the beginning of the process. Voting will take place over one day.
 - (c) consider any motions of which due notice has been given, and any other relevant business.
 8. An Extraordinary General Meeting may be called in any Full Term; by the Captain, the Secretary or the Treasurer on no less than seven days' notice; or on a written 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.
 9. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
 10. The quorum for a General Meeting shall be five 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).
 11. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the Captain of the Club shall have the casting vote.
 12. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

- The Captain shall be responsible for: organisation of matches, acquisition of new match balls and bibs, the booking of courts for trainings, maintenance of old equipment, and to act as a liaison with the groundsman.
- The Secretary shall be responsible for: promotion of the club, the organisation of social events, and acting as vice-captain in the captain's absence,
- The Treasurer shall be responsible for: management of the club's finances, ordering of club team wear, and the purchasing of new equipment.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least five members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the Captain).
2. On receipt of a motion of no confidence, the Secretary (or the Captain) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

The Queen's College Lacrosse Club Constitution

1. NAME: The club shall be known as The Queen's College Lacrosse Club. Hereafter known as the Club.

2. OBJECTIVES:

1. To offer recreational opportunities in lacrosse.
2. To promote the club within the college.
3. To actively encourage the relationship between the Club and other Lacrosse clubs in oxford.
4. To ensure a duty of care to all members of the club.
5. To provide all services in a way that is fair to everyone.
6. To ensure that all members receive fair and equal treatment.

3. MEMBERSHIP:

1. Qualification: Any person who undertakes to behave in the best interest of the Club and is a current member of the Queen's College, or a member of the University of Oxford affiliated with Queen's shall be eligible for membership regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

2. Classes of Membership:

a) Full Members - all members are to be considered full and equal members of the Club.

3. Election: Membership is open to anyone who wishes to attend the practices, games, and/or social events, and attendance can begin immediately on notifying the Captain.

5. Acceptance: The Captain may decline to accept membership, from any person, only for good cause such as conduct or character likely to bring the Club or sport into disrepute, or if the candidate does not qualify under the Qualification requirements. Appeal against refusal of renewal may be made to the members, and the question of acceptance will be put to a general vote.

4. MEMBERSHIP FEE: Each Full Member will not be asked to pay a membership fee but may be required to pay for personal transport, food etc, if they are to attend any Mini-Tours, Games, etc. away from Oxford.

5. CESSATION OF MEMBERSHIP:

1. Any member may resign giving verbal/written notice to the Captain.

2. Any member violating any of the rules or regulations of the Club or those of the Oxford University Lacrosse Club (henceforth referred to as OULC), being adjudged guilty of unsatisfactory conduct may, by resolution of the Captain, be suspended or expelled. Appeal against suspension or expulsion may be made to the members, on which the resolution of the conflict will be put to a vote.

3. A member shall be deemed to have resigned from the Club if, after due notice verbal or otherwise, he/she is no longer a member of the Queen's College. He/she may, however, re-join at any time if the submit a request in writing to the captain or become members of the Queen's College again.

6. ELECTION OF CAPTAIN:

1. The Captain shall conduct the affairs of the Club as a whole and can open up election for other officers as deemed necessary to a maximum of 6.

2. All members are eligible to hold office, and to nominate themselves for the role of Captain or other roles that open up. Nominations for Captain shall be put forward in the form of an e-mail to the current captain, listing another member as seconder.

3. The term of office shall be for one year unless for some reason the Captain has to resign before the end of their term. All members shall be eligible for re-election or re-nomination at the end of their term.

4. Any current member is eligible to vote in any election put forward by the Captain.

5. Elections for the new Captain will be held every Trinity Term. All members will be invited to nominate themselves with a seconder via e-mail to the Captain. The Captain will then organise

an anonymous fair voting system with which the Captain for the following academic year will be elected.

7. DUTIES OF CAPTAIN:

1. He or she shall be responsible for guiding the activities of the club in accordance with its rules and the rules of the OULC, which organise inter-college tournaments, and general policy as expressed by the majority of its members.
2. The Captain shall represent the Club at any meetings that require the Club's representation, for example the Queen's College Amalgamated Sports Club (henceforth referred to as Amalgers).
3. He/she shall hold responsibility for the proper treatment and maintenance of the kit and hold the power to apply to the Senior Treasurer of the Amalgers Committee for new kit.
4. The Captain is responsible for the welfare of the other members and for promoting good practice and co-ordinating action within the club on receipt of any concerns or referrals.
5. The Captain is responsible for bringing Theodore the bear, a token from King's College Cambridge from their 2013 tour to Oxford, and the permanent President of the Club, to each practice and match, and for looking after Theodore while in office.
6. The Captain is responsible for arranging rental of club lacrosse sticks over each vacation to members, in accordance with an appropriate Rental Agreement which will ensure the safe return of the equipment for ordinary use by the club in term time.
8. **Duties of other Officers:** Officers may be elected to be responsible for the following duties:
 1. **The Social Secretary:** The Social Secretary shall organise a programme of social events.
 2. **The President:** Theodore, the bear given to the club by King's College Cambridge Lacrosse Club, holds this post permanently. He is the figurehead and mascot of the club.

9. ALTERATION OF CONSTITUTION:

1. This constitution shall not be altered, amended, or rescinded except by request from the Decanal office. If a member would like to amend the constitution the amendment must be approved by more than 75% of the current members and the new agreed draft must be sent to the Decanal Office for approval.

10. RULES:

1. The General Rules of play should be followed as outlined by the Cuppers Captains (associated with OULC), subject to change and deemed appropriate by the current Cuppers Captains. Current terms of play: Mouthguards must be worn. Sensible tackling. No goalies required. The ball can only be held for 5 seconds before it must be passed off.
2. All members have the responsibility to conduct themselves in a manner that does not bring the Club or the affiliated Queen's College, into disrepute.

11. STATEMENT OF COMPLIANCE:

1. All members of the club and all conduct of the club will comply with the Queen's College Rules and Regulations

Constitution of

The Queen's College MCR football club

From Michaelmas Term 2018



COMMITTEE 2018-19:

President: Simon Nadal (The Queen's College, simon.nadal@queens.ox.ac.uk)

Secretary: João Morado (The Queen's College, joao.dossantosmorado@queens.ox.ac.uk)

Treasurer: vacant – currently managed in interim by Simon Nadal

Team Captain: Simon Nadal

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College MCR football club.
2. The Club's purpose is to the support, development, improvement and promotion of football in The Queen's College College graduate community and the Queen's College staff insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.
3. The Club operates in close exchange with the JCR-led QCAFC Club, which constitutes the main Football Club inside the College. The purpose of the registration of The Queen's College MCR Football Club is to take full advantage of the OUAFC MCR Leagues and MCR Cuppers regulations, such as but not limited to the possibility of The Queen's College staff to join into the competitions.

COMPLIANCE:

1. The Club shall be administered in accordance with the regulations of The Queen's College and The Queen's College Amalgamated Sports Clubs.
2. The Club is affiliated to Oxford University Association Football Club (hereafter OUAFC) and shall comply with all rules and regulations of OUAFC.
3. The Club competes in the OUAFC MCR Leagues and MCR Cuppers competitions and complies to the rules and regulations of these competitions.
4. The activities of the Club will at all times be conducted in accordance with The Queen's College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
5. The Club shall register with The Decanal Team of The Queen's College at the beginning of each academic year.
6. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2017/18 is Prof. Simon Aldridge. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.
7. Wherever possible The Queen's College MCR football club will follow directives and guidelines decided by the QCAFC Club, provided this is in agreement with the previously listed points.

Constitution of The Pembroke/Queen's College MCR football team

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. Membership is open to all MCR members of all sexes of The Queen's College. Membership is additionally open to (i) College staff, (ii) Post-doctoral research associates affiliated or associated with The Queen's College and (iii) Visiting students or visiting staff affiliated or associated with The Queen's College.
3. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: President, Secretary, Treasurer, Team Captain. The person acting as President can have the functions of Team Captain or Treasurer as well. The person acting as Secretary can have the function of Treasurer as well.
2. The Committee shall consist of the following officers: President, Secretary, Treasurer, Team Captain. In addition, every member of the club can join the Committee and vote.
3. Committee members must be affiliated to The Queen's College. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet at least once per term. Further committee meetings shall be held as necessary. The president shall be responsible for informing all members of the committee of the time and venue of the meeting.
5. There shall be an Annual General Meeting for all the members of the Club in Hilary Term, convened by the Secretary on not less than fourteen days' notice.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee: Elections are organised by the President and the Secretary. All members are able to nominate candidates for any position. Members have to vote in person. Votes are performed by show of hands. The member obtaining most votes for each given position is elected. Results of the vote are announced immediately after.
 - (c) consider any motions of which due notice has been given, and any other relevant business.
7. 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 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
9. The quorum for a General Meeting shall be four 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).
10. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have the casting vote.

Constitution of The Pembroke/Queen's College MCR football team

11. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The President: Head of the committee, organises elections, is in charge of the kit and sponsorship deals. He is further in charge of subscribing the team to the Oxford University Association Football Club (OUAFC), organising insurance and paying all relevant fees. The president is also entrusted with updating and protecting The Queen's MCR football Club Constitution.

The Secretary shall: Assist the President in all his tasks.

The Treasurer shall: Control all finances of the Pembroke/Queen's MCR football team, help the President in fundraising, collect contributions of members. He shall perform payments for bookings of sport pitches and of referees for games.

The Team Captain shall: Arrange trainings, league and cuppers fixtures, book the pitches, recruit players and captain the side.

The Club President and the Secretary have the power to propose the creation of new positions on the Committee. The Committee then votes upon this proposal with a unanimous decision required for the new position to be created.

The Club President and/or Secretary represent the Queen's MCR football Club in The Queen's College Amalgamated Sports Club Committee.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least 5 members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the same meeting.

VALUES:

The Pembroke/Queen's MCR team is composed of graduate students all loving the game of football. As such we do not accept discrimination in any kind for race, religion, sexual orientation, political convictions, profession, social status or any other form of discrimination. All members of The Queen's MCR Club are required to treat others with respect and as equals.

Version 2018.3

Approved by the 2018 committee.



Constitution of The Queen's College Films For Europe Society

From Hilary Term 2019

COMMITTEE 2019-20:

President Jack Franco
Co-President Samuel Lachmann
Secretary Noah Vickers
Treasurer Anjali Bhundia
Non-College Member Secretary Jean Franco

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Films for Europe Society.
2. The Club's purpose is to the support, development, improvement and promotion of cinematic and artistic education of the impact of European culture globally in The Queen's College and those seeking such education from the Club, insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Dr Jessica Stacey. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. All members of The Queen's College Junior, Middle and Senior Common Rooms, as well as Old Members are permitted membership of the Club.
3. The Committee may also, at its discretion, admit to membership:
 - (a) students registered to read for diplomas and certificates in the University;
 - (b) student members of Permanent Private Halls who are not student members of the University;
 - (c) student members of other constituent Colleges of the University
 - (d) Members of academic faculties of the University.
4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: **President, Co-President, Secretary, Treasurer, non-College Member Secretary.**
2. The Committee shall consist of the following officers: **President, Co-president, Secretary, Treasurer, non-College Member Secretary.**
3. Members of the College shall at all times make up the majority of the members of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet a minimum of once per term, in the first week of each term.. Further committee meetings shall be held as necessary. The Secretary shall be responsible for informing all members of the committee of the time and venue of the meeting at least one week in advance.
5. There shall be an Annual General Meeting for all the members of the Club in Hilary Term, convened by the Secretary on not less than fourteen days' notice.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee via majority ballot. All members under section Membership (2)(a) of the constitution are able to stand for election, for all posts including President. Candidates for Non-College Member Secretary must not be members of The Queen's College.
 - (c) consider any motions of which due notice has been given, and any other relevant business.
7. An Extraordinary General Meeting may be called in any Full Term; by the President, Co-President, the Secretary, the Treasurer or the Non-College Member Secretary on not less than seven days' notice; or on a written 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
9. The quorum for a General Meeting shall be five 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).

10. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have the casting vote.
11. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to non-committee members on request. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

- (1) All Committee Members are entitled to full voting rights on the committee.

The President shall:

- (a) Conduct formal business with non-college speakers or representatives.
- (b) Mandate and undertake to assist the role of co-President.
- (c) Be responsible for Club use of college facilities.
- (d) Represent the Club formally.
- (e) Have the casting vote in case of a tied member ballot.

The Co-President shall:

- (a) Undertake to assist the role of the President.
- (b) Have the same rights and obligations as the President, as stated in the description of the Committee Role of President excluding (e).
 - (i) But shall not have the same rights in interactions in non-committee affairs e.g. booking a room in College at no cost with President's rights.

The Secretary shall:

- (a) Be responsible for organisational matters including
 - (i) Minutes, annual general meetings, adequate running of committee elections.

The Treasurer shall:

- (a) Be responsible for use of Club funds and accounts, with careful oversight of expenses, revenue.

The Non-College Member Secretary shall:

- (a) Undertake to increase the non-Queen's membership of the Club.
- (b) Promote the Club's stated aims outside of The Queen's College.
- (c) Represent the non-Queen's members of the Club in matters organisational or constitutional.
- (d) Assist the President and Co-President in all executive decisions, as to best represent the non-Queen's members of the Club.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the

officer concerned, signed by at least five members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President or Co-President).

2. On receipt of a motion of no confidence, the Secretary (or the President or Co-President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected by ballot at the next possible opportunity.

Constitution of The Queen's College Edgar Lobel Society



Constitution of The Queen's College Edgar Lobel Society

From Hilary Term 2019

COMMITTEE 2018-19:

President: Joost WPM Botman

Secretary: sede vacante

Treasurer: sede vacante

CONTENTS:

NAME AND PURPOSE:

1. The Club is called The Queen's College Edgar Lobel Society.
2. The Club's purpose is to support the study of Classical Greek and Latin verse composition (and exorta voluntate also prose composition) in The Queen's College insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

COMPLIANCE:

1. The Club shall be administered in accordance with the College's Regulations.
2. The activities of the Club will at all times be conducted in accordance with the College procedures, codes of practice and policies in force, including, but not limited to equality, harassment, freedom of speech and safeguarding.
3. The Club shall register with The Decanal Team at the beginning of each academic year.
4. The Club shall be supported by a member of The Queen's College SCR. The supporting SCR member ('Senior Member') for 2018/19 is Cristopher Metcalf. When electing other members of the Committee each year, the members of the Club shall also appoint a member of the SCR as the supporting SCR member, and they will then be a member of the Committee *ex officio*.

MEMBERSHIP:

1. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee.
2. Membership shall be open to all members of The Queen's College.
3. The Committee may also, at its discretion, admit to membership:
 - (a) students registered to read for a BA Litterae Humaniores (or associated dual honours) in the University;

Constitution of The Queen's College Edgar Lobel Society

4. The Committee may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club.

THE OFFICERS AND COMMITTEE:

1. The Club shall have the following officers: President, Secretary, Treasurer.
2. The Committee shall consist of the following officers: President, Secretary, Treasurer.
3. Members of the College shall at all times make up the majority of the members of the Committee and the role of President shall at all times be filled by a Member of the College. The Committee shall have control of the funds and property of the Club, and of its administration.
4. The committee shall meet once termly at the least. Further committee meetings shall be held as necessary. The president shall be responsible for informing all members of the committee of the time and venue of the meeting at least one week in advance.
5. There shall be an Annual General Meeting for all the members of the Club in Hilary Term, convened by the Secretary on not less than fourteen days' notice.
6. The Annual General Meeting will:
 - (a) Receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) Elect Members of the Committee: nominations shall be opened in the meeting itself per role in reverse order of seniority, and the candidates for each role shall immediately be voted upon by showing of hands in the order of nomination. In the event that only one individual nominates, no vote shall be deemed necessary; in the event that no individual nominates, appointment is at the discretion of the President.
 - (c) consider any motions of which due notice has been given, and any other relevant business.
7. 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 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.
8. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
9. The quorum for a General Meeting shall be 5 members present in person or by proxy, of whom two 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).
10. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes, the President of the Club shall have the casting vote.
11. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members. Copies of minutes will be submitted to the Senior Member after each meeting and made available to the Decanal team on request.

DESCRIPTION OF COMMITTEE ROLES:

The President shall: be responsible for the day-to-day running of the Club and for the preparation of room and material for practice sessions at least once a week during term time, circumstances allowing. He shall also appoint replacements to any Committee positions that have become vacant.

Constitution of The Queen's College Edgar Lobel Society

The Secretary shall: be responsible for the keeping of a membership ledger of the Club and for the collection and archiving of past materials.

The Treasurer shall: be responsible for the finances of the Club and for the purchase of food and drink as required by the President.

REMOVAL OF OFFICERS:

1. In cases where it is considered that an officer of the Club is not adequately performing their duties the following procedure shall be adopted. A motion of no confidence in the officer concerned, signed by at least 5 members of the Club, shall be submitted to the Secretary (or if the officer concerned is the Secretary, to the President).
2. On receipt of a motion of no confidence, the Secretary (or the President) shall then call an extraordinary meeting, giving at least seven days' notice.
3. The officer concerned may attend the meeting and give an account of his or her actions but shall leave the room before a vote is taken. The vote shall be taken by show of hands and shall require a two thirds majority in order to be carried.
4. In the event of a no confidence motion being carried the officer shall be deemed to have resigned and a replacement shall be elected at the same meeting.