

Mathematics Undergraduate Representative Committee

Constitution • As amended in the second meeting of Michaelmas Term 2015

Last updated 11th November 2015

Name and Objects

1. The society is called the Mathematics Undergraduate Representative Committee (MURC). The society's objects are the support, development and improvement of undergraduate mathematicians and promotion of mathematics at the University of Oxford; and the income and property of the society shall be applied solely to those objects.

Compliance

2.
 - (a) The society shall be administered in accordance with the regulations for University societies which are published from time to time in the Proctors' and Assessor's Memorandum ('the Proctors' Memorandum').
 - (b) The society may apply to Oxford University IT Services ("IT Services") to use information technology ("IT") facilities in the name of the society. Where relevant facilities are allocated by "IT Services" it is the responsibility of the society:
 - (i) to designate a Member of the society entitled to a University email account (as defined by IT Services rules) to act as its IT Officer, whose duties shall include liaising with 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;
 - (ii) 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 for Web Information Providers and co-ordinating and regulating access to the web facilities used by the society;
 - (iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services.

Amendments

3. Substantive amendments to the Constitution shall be made only in the event of two-thirds majority in quorate meetings.

Interpretation

4. The MURC President shall be the sole interpreter of the Constitution and Standing Orders but in the event of a dispute that interpretation may be overruled by a two-thirds majority in a quorate meeting.
5. Throughout this document, 'in writing' includes, but is not limited to, the use of electronic mail.
6. In reference to financial transactions (including, but not limited to, when used in Section (c) of Paragraph 38, and in Paragraphs 39 and 40), 'instructions' means:
 - (a) cheques or other payment instructions signed on behalf of the Club/Society/Association and any payment instructions which have been duly authorised otherwise than in writing, whether any account of the Club/Society/Association is in debit or credit;

- (b) any instructions to stop a payment on behalf of the Club/Society/Association, received by the Bank in accordance with the applicable provisions in the Business Banking Terms and Conditions at that time;
- (c) any instructions to deliver any item held on behalf of the Club/Society/Association by the Bank in safe keeping;
- (d) any other instructions in respect of any other transaction with the Bank (including the opening of additional account(s) and closing of any account(s)).

Membership

- 7. The Members of the society shall be those who are eligible, or who apply for membership of the society, who are admitted to and maintained in membership by the Committee.
- 8. All those who satisfy the following conditions shall be Members of MURC:
 - (a) Undergraduates of the University; and
 - (b) Reading Mathematics or Joint Mathematics degrees.
 'Visiting Students' affiliated with the Mathematical Institute shall also enjoy full membership of MURC.
- 9. The Committee may remove a person from membership for good cause. The person concerned may appeal against such removal to the President. In the event that the President is removed from membership, the Secretary will take over their role until a new President is elected, or an appeal against removal is upheld.
- 10. A Member may resign their membership by expressing their wish to do so in writing to the Secretary.
- 11. The society will ensure that the talents and resources of all Members are utilised to the full and that no Member receives less favourable treatment by MURC 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.

Meetings of the Members

- 12. The second meeting of Michaelmas will:
 - (a) receive the annual report of the Committee for the previous year and the annual accounts of the society for the previous year, the report and accounts having been approved by the Executive Committee;
 - (b) receive a report from the Committee on the society's compliance with Paragraph 2 above;
 - (c) elect Members of the Executive Committee, except for the Fourth Year Rep, in accordance with Paragraph 42 below, and the President, in accordance with Paragraph 43 below. Nominations can be made to the Secretary before the meeting or nominations may be taken from the floor of the meeting. Nominations must have the consent of the nominee;
 - (d) nominate an individual elected to Executive Office in that meeting, elected as President or Fourth Year Rep in the previous meeting, or due to hold office as a College Rep at the end of that meeting, to hold the position of Arts Rep;
 - (e) consider any motions of which due notice has been given, and any other relevant business.
- 13. 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.

14. There shall be a quorum of seven MURC Members at all General Meetings (OGMs and EGMs). If at any time a Meeting becomes inquorate, it shall immediately end.
15. The Secretary shall make available to MURC Members the minutes of General Meetings.
16. Only MURC Members may vote at General Meetings and unless otherwise provided for, voting will be effected by a show of hands.
17. All decisions shall be taken by majority vote except those provided for in the Constitution.
18. Only those present at a Meeting when a vote is called may vote.
19. All motions must be proposed and seconded by MURC Members.
20. The General Meeting may, by a simple majority, decide to defer any item of business until after any other.
21. General Meetings may pass resolutions to govern their own procedure.
22. The Secretary shall give three calendar days' notice of each General Meeting (so, for a meeting on the 4th of the month, the Secretary shall give notice of the meeting before midnight on the first of the month).
23. The Secretary shall make known an agenda by 9 am on the day of the meeting. Apologies for absence from a meeting should be made to the Secretary by the advertised start time of the meeting.
24. The Chair at MURC General Meetings shall be taken by the President, unless either:
 - (a) the President is not present; or
 - (b) the President wishes to stand for election, or propose or second a motion;in which case the President must yield the Chair to the Secretary, or in case of the Secretary's absence or standing for the same post, the Treasurer, or in the case of the Treasurer's absence or standing for the same post, the President-Elect (if applicable). Under no other circumstances may the President vacate the chair, and as soon as it becomes the case that neither (a) nor (b) is in effect, the Secretary, Treasurer, or President-Elect must yield the chair to the President.
25. If the President, Secretary, Treasurer and President-Elect all wish to stand for election to a particular post, they must unanimously select another Member of the meeting to chair until the election has occurred.
26. A re-vote may be held at the discretion of the Chair, or if a request for such a re-vote is supported by ten Members.
27. The Chairperson has only a single vote, and shall use it only in the event of a tie.
28. It shall be the duty of the Chairperson during speeches to see that:
 - (a) the Meeting is in order at all times;
 - (b) the remarks made are relevant to the matter under debate;
 - (c) no defamatory remarks are made about another MURC Member.Should disorder arise the Chairperson may at their discretion warn the Meeting that they intend to quit the Chair, and if order is not restored within a reasonable period, they may do so, whereupon the Meeting shall be closed. The Chair shall give their reasons for doing so at the next Meeting.
29. Any Member using abusive language, interrupting speakers, or shouting down speakers or the Chairperson shall be removed from that Meeting, if they do not desist once warned, and allowed back in only to cast their vote. Further, once any Member has been evicted from one Meeting, they will only be allowed into another one under sufferance of good behaviour, and no further warnings will be given before a second eviction.
30. Whenever the Chairperson speaks, they shall be heard in silence and any other Member shall cease speaking.
31. A MURC Meeting may pass, by a simple majority, any motion requiring a referendum to be carried out among all MURC Members.

32. The referendum can be passed by a simple majority of those voting in it.
33. The procedure and organisation of the referendum may be challenged only at the next MURC Meeting.
34. The MURC President shall be responsible for the organisation of the referendum and for ensuring that at least two days' notice is given. The referendum shall take place over a 72-hour period.

The Administrative Committee

35. The MURC Administrative Committee shall consist of the Executive Committee and all college representatives. All Committee Members shall accept the duty to promote the expressed wishes of MURC on or to other bodies, as well as duties enumerated elsewhere in this Constitution.
36. The affairs of the society shall be administered by the Administrative Committee which has ultimate responsibility for the activities of the society. Members of the University shall at all times make up the majority of the Members of the Administrative Committee.

The Executive Committee

37. All Members of the Executive Committee shall attend MURC meetings and, if necessary, deliver an oral report detailing their activities.
38. The Executive Committee shall comprise:
 - (a) *President*—responsible for:
 - (i) chairing MURC meetings;
 - (ii) acting as Returning Officer in College elections (as described under 'Elections') and organising referendums (as described under 'Meetings');
 - (iii) the interpretation of the Constitution (although such interpretation may be challenged by any MURC Member and may be overruled by a two-thirds majority in a MURC Meeting);
 - (iv) attending meetings of the Mathematics Teaching Committee, JCCU and MPLS Divisional UJCF.
 - (b) *Treasurer*—responsible for:
 - (i) managing the finances of MURC;
 - (ii) operating the internet and telephone banking of the MURC bank account, in accordance with Paragraph 40 below;
 - (iii) overseeing the accounts of the MURC Bookstall;
 - (iv) managing and keeping an inventory of the MURC Bookstall;
 - (v) keeping proper records of the society's financial transactions in accordance with current accepted accounting rules and practices;
 - (vi) ensuring that bills are paid and cash is banked correctly;
 - (vii) developing and maintaining a manual of written procedures for all aspects of the Treasurer's responsibilities;
 - (viii) attending JCCU meetings.
 - (c) *Secretary*—responsible for:
 - (i) keeping MURC Members informed;
 - (ii) the general administration of MURC, including ensuring that the Constitution and Standing Orders are kept up to date and available for MURC Members at all times;
 - (iii) taking and circulating accurate minutes at MURC meetings;
 - (iv) attending, and taking minutes at, JCCU meetings;

- (v) taking the President's place when they are unable to fulfil their duties;
 - (vi) maintaining a register of the Members of the Administrative Committee and notifying the relevant person in the Mathematical Institute of any changes to this;
 - (vii) giving notice of meetings of the Members and the Committee;
 - (viii) providing MURC's bank, as and when necessary, with lists of all persons who are authorised to give instruction on behalf of MURC;
 - (ix) providing MURC's bank with notice should the resolution listed in Appendix A, and approved in the first General Meeting of Michaelmas Term 2014, be changed or cease to remain in force.
- (d) *IT Officer*—responsible for:
- (i) planning MURC's IT development;
 - (ii) running the MURC website and updating it by posting agendas, minutes of meetings and the Bookstall;
 - (iii) attending JCCU meetings.
- (e) *Outreach Rep.*—responsible for:
- (i) giving a speech to prospective students at open days;
 - (ii) organising volunteer maths students for open days as required by the Mathematical Institute;
 - (iii) working with the Admissions Coordinator and Schools Liaison Officer on outreach projects;
 - (iv) attending JCCU meetings.
- (f) *Publicity and Careers Rep.*—responsible for:
- (i) researching careers and internships especially suited to Mathematics students;
 - (ii) providing MURC publicity (including giving a presentation to first year Mathematicians in their first term);
 - (iii) attending JCCU meetings.
- (g) *Questionnaire Rep.*—responsible for:
- (i) coordinating with the relevant person about the results of the questionnaires;
 - (ii) attending JCCU meetings.
- (h) *Diversity and Inclusion Rep.*—responsible for:
- (i) formulating and proposing MURC's Diversity and Inclusion (D&I) strategy;
 - (ii) collating D&I-related metrics for MURC;
 - (iii) raising awareness of D&I issues;
 - (iv) promoting equality across every demographic of the undergraduate Mathematics and Joint Schools community;
 - (v) receiving contact and feedback from MURC Members on D&I issues;
 - (vi) attending JCCU meetings to represent the interests of female undergraduates and undergraduates from minority groups.
- (i) *Maths and Computer Science Rep.*—responsible for:
- (i) attending JCCU meetings to represent the views of Maths and Computer Science students;
 - (ii) attending UJCF meetings as Computer Science representative.
- (j) *Maths and Statistics Rep.*—responsible for:
- (i) attending JCCU meetings to represent the views of Maths and Statistics students;
 - (ii) attending UJCF meetings as Statistics representative.
- (k) *Maths and Philosophy Rep.*—responsible for:
- (i) attending JCCU meetings to represent the views of Maths and Philosophy students.
- (l) *Fourth Year Rep.*—responsible for:

- (i) attending JCCU meetings to represent the views of fourth year Mathematics students.
 - (m) *First Year Rep.*—responsible for:
 - (i) attending JCCU meetings to represent the views of first year Mathematics students.
39. One member of the Administrative Committee, nominated in the AGM, shall additionally hold the position of Arts Rep, and shall be delegated by MURC to the Arts Committee of the Mathematical Institute. The Arts Rep shall not be a member of the Exec, unless they simultaneously hold one of the offices listed in Paragraph 38.
 40. When any financial business is to be transacted, there must be present either the Treasurer or a Member of the Committee deputed by the Treasurer to represent his or her views to the meeting. In addition, any withdrawals from the MURC account, or any other instructions given to MURC's bank, must be approved by any two of the following signatories: the MURC President, the MURC Treasurer, the MURC Secretary, or the Academic Administrator at the Mathematical Institute.
 41. The Treasurer is responsible for operation of the internet and telephone banking of the MURC account. However, further to Paragraph 40, any instructions given to MURC's bank via these methods require the authority of the MURC Treasurer (alongside at least one of the MURC President, the MURC Secretary, or the Academic Administrator at the Mathematical Institute, as specified in Paragraph 40). In this case, approval from the MURC President, the MURC Secretary or the Academic Administrator at the Mathematical Institute must be provided in writing to the Treasurer. Records of such communications should be kept by the Treasurer.

Elections

42. With the exception of the Fourth Year Rep, all elected MURC Executive Officers shall serve from the first meeting of Hilary Term to the first meeting of Hilary Term of the following academic year.
43. The Fourth Year Rep shall be elected during the first meeting of Michaelmas Term, and will begin their term of office with immediate effect. Their term of office will end in the first meeting of Michaelmas Term of the following academic year.
44. Elections for the office of President shall be held in the first meeting of Michaelmas Term. The elected candidate shall be known as the President-Elect. This title shall entail no formal responsibilities other than to attend JCCU meetings. In accordance with Paragraph 42 above, the President-Elect shall not take office as President until the first meeting of Hilary Term.
45. No Member may hold more than one of the posts of President, Secretary or Treasurer simultaneously.
46. There is no bar to a candidate standing for more than one post, but all candidates must be MURC Members.
47. In hustings all candidates will have the opportunity to speak for an equal amount of time. Candidates will have the opportunity to be questioned at the Meeting. It is the duty of the President to ensure that questioning is carried out fairly.
48. Any candidate standing as representative for a joint school must be reading the relevant joint honours degree; any candidate standing as First Year Representative must be in the first year of their degree and any candidate standing for Fourth Year Representative must be in the fourth year of their degree.
49. The ballot shall be done by a show of hands by the Members of MURC who are present at the meeting for the election.
50. The options available to those voting shall be to vote for any of the candidates, to re-open nominations, and to abstain.

51. Present at the count must be the Chair.
52. The result shall be determined by runoff voting, as follows:
 - (a) If any candidate has a majority of all votes cast for candidates (excluding abstentions), then that candidate is elected.
 - (b) Otherwise, the lowest-ranked candidate is eliminated, and the vote is re-held among the remaining options.
 - (c) Steps (a) and (b) are repeated until one candidate has a majority.
 - (d) For the purposes of the above, the option to re-open nominations is considered to be a candidate, whereas the option to abstain is not.
 - (e) In the event of a tie for last place, or a tie in the final round of voting, the Chair shall settle the tie. Otherwise the Chair does not vote.
 - (f) Candidates in an election shall not vote in that election.
53. The results of the ballot must be announced at the meeting by the Chair.
54. If the option to re-open nominations is selected, the position will remain vacant until the next General Meeting, when a by-election must be held as if the Office-holder had just resigned (as in Paragraph 68).
55. For any contested positions, the candidates running for these positions must leave the room while the ballot is being done.
56. Any individual wishing to stand as a College Representative ("College Rep") in a General Meeting should notify the Chair before the meeting commences.
57. There shall be one College Rep position for every college or Permanent Private Hall of the University ("college") which offers an undergraduate degree in Mathematics or any of its joint schools. A candidate to be the representative for any college must be a member of that college and of MURC.
58. If an individual is the only candidate to declare their interest to the President in holding a College Rep position in advance of any General Meeting, and that position is vacant at the start of the meeting, then the candidate shall assume the office without a vote. The Chair shall announce of such individuals during said meeting.
59. Notwithstanding the above, if any individual present at the meeting objects to any of the named individuals taking office as a College Rep, then a vote will be held in accordance with the procedure below.
60. Where a College Rep position is contested, or where an objection is raised to the appointment of an uncontested MURC member, then a vote shall be held. This shall be conducted in the same manner as an election to the Executive Committee.
61. The Members of the Executive Committee shall be elected by the Members of the society annually, and shall be eligible for re-election.
62. College Representatives shall, once elected, serve until their resignation, their being removed by Paragraphs 65 or 67 below, or their becoming ineligible to hold the office as a result of leaving their college.
63. Each Executive Officer must, on relinquishing their appointment, promptly hand to their successor in Office (or to another Member of the society nominated by the Committee) all official documents and records belonging to the society, together with (on request from the Committee) any other property of the society which may be in their possession; and must complete any requirements to transfer authority relating to control of the society's bank accounts, building society accounts, or other financial affairs.
64. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in

this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.

65. No Member of the Administrative Committee shall be removed from office except by the approving votes of two-thirds of those present in person, by proxy at a General Meeting or if Paragraph 67 comes into effect.
66. If a member of the Executive Committee fails to attend two successive General Meetings without giving apologies, then an automatic motion to remove them from office, conducted as in Paragraph 65, shall be added to the agenda of the subsequent General Meeting.
67. If a College Representative fails to attend two successive General Meetings without giving apologies, then they shall be automatically removed from office at the conclusion of the second meeting.

By-Elections and Challenges

68. A by-election must be held as soon as possible if:
 - (a) any MURC Executive Officer resigns, or is removed;
 - (b) any Member elected to Executive Office, but who has not yet taken that office (including the President-Elect, with respect to the office of President), declares their intention not to assume office;
 - (c) the Member of the Administrative Committee nominated to be the Arts Rep resigns from the position of Arts Rep, becomes ineligible to be the Arts Rep (by quitting the Administrative Committee), or declares their intention no longer to assume the position of Arts Rep.
69. The by-election shall be conducted as if it were an election held in the Annual General Meeting.
70. The results or conduct of any election may be challenged *only* at that MURC Meeting. The Meeting shall decide, after hearing all relevant evidence, whether to dismiss the challenge or uphold it, and if upheld, whether or not to call for a re-election, which will take place as though it were a by-election.

Appendix A—resolutions relating to banking

The following resolutions were agreed in the first General Meeting of Michaelmas Term 2014, and are included as an appendix to the Minutes of that meeting. They do not form part of the Constitution, but are presented here for reference in conjunction with Paragraph 38, section (c), subsection (ix) above. Should such resolutions be amended or repealed, this section should be updated accordingly.

‘That a bank account or accounts be opened or continued with HSBC Bank plc (“the Bank) and the Bank is authorised to act on any Instruction provided they have been given by the required number of persons authorised to give such Instructions as notified to the Bank either electronically or in writing (or authorised by such persons in accordance with the applicable authorisation requirement(s)).

‘That the Secretary is authorised to supply the Bank, as and when necessary, with lists of all persons who are authorised to give instructions on behalf of the Club/Society/Association, and that the Bank may rely on such lists.

‘That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable on demand.

‘That the Club/Society/Association accepts the account(s) and banking relationship with the Bank will be governed by and subject to the Business Banking Terms and Conditions (a copy of which has been

provided) as amended from time to time, together with any Terms and Conditions in respect of specific products and services requested by the Club/Society/Association.

'That these resolutions be communicated to the Bank and remain in force until changed by a resolution passed by the Committee of the Club/Society/Association and a copy, certified by the Secretary, is received by the Bank.'

The definition of "instructions" is as in Section 6 above.