

HAPPY HOUR CONSTITUTION

PROPOSED CHANGES FOR 2018-19

The attached changes are proposed to the Happy Hour constitution.

The main changes are:

- to allow postdoctoral researchers (as well as graduate students) to serve on the organising committee for Happy Hour,
- to allow for the appointment of additional committee members to support the organisers in running Happy Hour.

Any member of the Society wishing to object to any of these changes should contact goodwin@maths.ox.ac.uk by 31st December 2018.

If no objections are raised the changes will take effect. If there are any objections a formal poll of Society members will be held on the changes.

Friday Socials (Oxford Mathematical Institute) ~~Friday Socials~~ Constitution

~~L. Alexander Betts, Aled Walker, Hadrien Montanelli~~

~~SET DATE HERE~~

C Goodwin

11/9/18

Statement of purpose

The aim of the society is to foster productive research and mathematical relationships among mathematics graduate students and the rest of the department, by means of providing social spaces for graduates and staff to meet in more in-formal settings.

Incorporation

1. The Society shall consist of:

(a) its members;

(b) an Executive Committee of three junior members (as defined under (3.) below)~~graduate students~~, consisting of:

i. a President;

ii. a Secretary;

iii. a Treasurer;

(c) an Oversight Committee of two members of staff, consisting of:

i. a Senior Secretary;

ii. a Senior Treasurer.

(d) additional Committee Members whose duties are to support the Executive Committee in running events.

2. The following groups of people, and no others, are eligible for membership in the Society:

(a) graduate students of the Mathematical Institute;

(b) staff members of the Mathematical Institute;

3. The members of the Society who are academic faculty or who are administrative staff are the senior members. All other members of the society, including graduate students, postdoctoral researchers and research fellows, are junior members.

4. Eligible persons may apply for membership by written or verbal communication with the Secretary. After such an application, a person is considered a full member of the Society, and accorded the benefits of membership, while all of the following hold:

(a) at least five full days have elapsed since their application;

(b) the Executive Committee has not suspended, partially suspended or revoked their membership;

(c) they continue to satisfy the eligibility criterion.

5. Persons may only become members of the Society through the above procedure.

6. Persons who are not members of the Society are not afforded any of the benefits of membership, except as may arise from being a guest of a member.

7. If it is judged in the best interests of the Society, the Executive Committee may, by means of a unanimous vote, suspend, partially suspend or revoke membership of any member of the Society. In such an eventuality:

(a) the Executive Committee must inform the member and the Senior Treasurer of their decision in writing or via email, and must clearly state the exact nature of the restrictions on their membership;

(b) the former member may appeal to the Senior Treasurer to overturn the suspension or revocation of their membership. If the Senior Treasurer overturns the Executive Committee's decision, the former member is reinstated with immediate effect, and their membership may not be again suspended, partially suspended or revoked without the explicit and prior permission of the Senior Treasurer.

Executive Committee

8. The Executive Committee is responsible for the day-to-day running of the Society and organising events to further the aims of the Society. The Executive Committee is also responsible for ensuring that the specific duties of its officers are discharged in cases where individual officers are unable to fulfil their obligations.

9. The specific duties of the President include:

(a) organising and running events on behalf of the Society;

(b) ensuring that Society events are run with due consideration to the other people in and the fabric of the department;

(c) seeking the permission of the Senior Treasurer for planned events, and the permissions of other bodies as deemed appropriate by the Senior Treasurer;

(d) ensuring Society events comply with this constitution and with relevant aspects of the law, including, but not limited to, the Licensing Act 2003.

10. The specific duties of the Secretary include:

(a) maintaining the list of membership, in compliance with the Data Protection Act;

(b) periodically advertising the Society's events within the department;

(c) running elections or by-elections for positions on the Executive Committee;

(d) handling Freedom of Information requests of the Society.

11. The specific duties of the Treasurer include:

(a) keeping accounts on behalf of the Society;

(b) keeping an inventory of the Society's possessions;

(c) purchasing consumables and other effects for Society events;

(d) providing up-to-date accounts to the Senior Treasurer on their request;

(e) preparing yearly accounts, inventories and price lists for submission to the Oversight Committee.

12. Positions on the Executive Committee are tenable for one year, beginning and ending at the end of Trinity term, and are decided by vote.

(a) The election is overseen by a Returning Officer, who is selected by the Executive Committee, and will usually be the Secretary provided they are eligible.

(b) Junior members are invited to submit applications at least two weeks in advance of the proposed election date.

(c) A person is eligible for a role on the Executive Committee if:

i. they are a junior member of the Society; and

ii. they are at least eighteen years of age; and

iii. they are not the Returning Officer for the election; and

iv. they are not running for another position on the Executive Committee.

(d) Eligible candidates must formally register their application with the Returning Officer in writing or by email at least two days before the proposed election date.

(e) In the event of a contested election, the result is decided by a poll of all junior members of the Society, conducted according to the Alternative Vote system. The election may take place via email or at an advertised Society event.

(f) In the event of an uncontested election, the Returning Officer may decide to appoint the sole candidate to the position without a formal poll.

13. In the event that an Executive Committee member decides to step down or becomes ineligible for their position, or that no candidates apply for an Executive Committee position, the remaining Executive and Oversight Committee members may, at their discretion, either call a by-election according to the above process or leave the position vacant until it becomes available at the end of Trinity term.

Oversight Committee

14. The Oversight Committee is responsible for overseeing the activities of the Society, advising the Executive Committee and representing the interests of the Mathematical Institute within the Society. The Oversight Committee is also responsible for ensuring that the specific duties of its officers are discharged in cases where individual officers are unable to fulfill their obligations.

15. The specific duties of the Senior Treasurer include:

(a) advising the Executive Committee;

(b) adjudicating disputes between the officers on the Executive Committee, members of the Society, and other members of the Mathematical Institute, particularly as regards compliance with this constitution and with the law;

(c) receiving and assessing the annual accounts, inventories and price lists;

(d) considering for approval the programme of events proposed by the Executive Committee.

16. The specific duties of the Senior Secretary include:

(a) acting as a point of contact for the Society with other organisations, including, but not limited to, the University of Oxford, the Mathematical Institute, the Legal Services department and Oxford City and County Councils.

17. Positions on the Oversight Committee are tenable until the incumbent decides to step down or becomes ineligible for the role. In that event, a replacement is decided by vote.

(a) The election is overseen by the remaining member of the Oversight Committee, henceforth referred to as the Returning Officer.

(b) Applications from senior members are invited at least two weeks in advance of the proposed election date.

(c) A person is eligible for a role on the Oversight Committee if:

- i. they are a senior member of the society; and
- ii. they are at least eighteen years of age; and
- iii. they are not the Returning Officer for the election; and
- iv. they are not already on the Oversight Committee.

(d) Eligible candidates must formally register their application with the Returning Officer in writing or by email at least two days before the proposed election date.

(e) In the event of a contested election, the result is decided by a poll of all senior members of the Society, conducted according to the Alternative Vote system. The election may take place via email or at an advertised Society event.

(f) In the event of an uncontested election, the Returning Officer may decide to appoint the sole candidate to the position without a formal poll.

Additional Committee members

18. Additional Committee Members shall be appointed from amongst the junior members of the society from time to time, by agreement of the members of the Executive Committee and the Oversight Committee. Their duties shall be to support running events. Usually, at least two additional Committee Members shall be appointed for each term.

Finance and Accounting

198. The Society is a not-for-profit organisation. Drinks and snacks at events should be sold as close to cost price as is commensurate with covering the running costs of the Society.

2019. Any proceeds from Society events may be invested in the following areas, and no others:

- (a) purchase of comestibles for resale at Society events;
- (b) purchase of cutlery, crockery and serving implements (either disposable or non-disposable) for use at Society events;
- (c) purchase of stationery for the administration of the Society;
- (d) payments required to apply for, vary, or maintain a club premises licence, including:
 - i. annual club licence fees;
 - ii. club licence application fees;
 - iii. club licence variation fees;
 - iv. costs incurred to publicise the licence application;
- (e) reimbursement or partial reimbursement of the Mathematical Institute, should it pay any of the above fees on behalf of the Society.

210. Only the members of the Executive Committee may make purchases on behalf of the Society, and only when these purchases have been approved by the Treasurer.

221. The Society may not make any purchases from organisations in which officers of the Society have financial interests, either direct or indirect.

232. No member of the Society may take any commission on purchases made by the Society.

243. The Treasurer is to keep detailed accounts and inventories for the Society, including, but not limited to, the following:

- (a) an inventory of the comestibles owned by the Society for resale to members and their guests;
- (b) a list of purchase and resale prices of the above;
- (c) an inventory of the other items owned by the Society for the benefit of its members;

- (d) a spreadsheet of expenditures, incomes and grants from the Mathematical Institute;
- (e) a collection of receipts and invoices against all expenditures.

254. At the end of Trinity term each year, the Executive Committee must submit the following documents to the Oversight Committee for evaluation and approval:

- (a) full accounts and inventories of the Society;
- (b) receipts and invoices against the above;
- (c) the list of purchase and resale prices of comestibles sold at events;
- (d) a copy of this constitution.

265. Members may, by written request of the Treasurer or Senior Treasurer, receive copies of the accounts and price lists from any or all past years, and a copy of this constitution. At the discretion of the Senior Treasurer, other details of the Society's operations may be requested, such as the most current set of accounts.

Breach of this constitution

276. Any member of the Mathematical Institute, other than the members of the Oversight Committee, who believes this constitution to have been breached may make written representation to the Senior Treasurer.

287. In such an eventuality, the Oversight Committee shall consider these written representations and, if they deem it appropriate, may do any of the following:

- (a) utilise any of their ordinary powers, such as declining to approve specific Society events;
- (b) force the resignation of the Executive committee or specific officers thereof;

i. after such a resignation, the remaining members of the Executive and Oversight Committees may elect to call a by-election for the position as per clause (13);

- (c) dissolve the Society.

Revisions to this constitution

298. Revisions to this constitution are valid if and only if:

(a) the changes have been reviewed and approved by the Oversight Committee and, if necessary, the University Legal Services Department; and

(b) the appropriate licensing authorities have been informed as necessary; and

(c) the changes have been clearly and precisely publicised at all Society events for a full term; and

(d) during that time, either the changes were unopposed by members of the Society, or the matter has been settled by a formal poll of members of the Society, conducted according to the procedures for electing the Executive Committee.

Compliance

| 3029. The activities of the Society are to be conducted in accordance with departmental and university rules, procedures and policies, particularly as regards health and safety policies and out-of-hours use of facilities.

| 310. The activities of the Society are to be conducted in accordance with the by-laws of Oxford City and County Councils, and with the laws of the United Kingdom and of the European Union.

| 324. Particular attention is to be paid to compliance with alcohol licensing law (currently in the Licensing Act 2003) as regards the Society's purchase and resale of alcohol to members and their guests.

(a) In particular, the Society must arrange to hold its events at times which do not conflict with the licensing hours of other licence-holders in the Andrew Wiles Building.

Signatories

President

Secretary

Treasurer

Senior Secretary

Senior Treasurer