

Mathematics Undergraduate Representative Committee

Last updated Trinity Term 2025

NAME AND AIMS

1. The society is called the Mathematics Undergraduate Representative Committee (MURC). The society's aims are to support, represent, and advocate for the mathematics undergraduate students at the University of Oxford, including those reading joint degrees and visiting students affiliated with the Mathematical Institute. This includes
 - a. Gathering feedback and communicating the needs and concerns of students to the Mathematical Institute through formal and informal channels;
 - b. Representing mathematics undergraduates at the Joint Consultative Committee for Undergraduates (JCCU) meeting in *Week 3 of each term*;
 - c. Facilitating communication between students and the department, and maintaining student engagement and community cohesion.

The society's resources shall be applied solely in pursuit of these aims.

COMMITTEE STRUCTURE AND RESPONSIBILITIES

2. Executive Committee

- a. **President** - responsible for:
 - i. Chairing MURC meetings;
 - ii. Liaising with the Chair of JCCU and Academic Administration;
 - iii. Representing MURC at the Teaching Committee and Department Committee meetings.
- b. **Vice President** - responsible for:
 - i. Taking minutes at MURC and JCCU meetings;
 - ii. Deputising for the President when needed.
- c. **Questionnaire Officer** - responsible for:
 - i. Designing and distributing termly surveys;
 - ii. Liaising with Year Group Representatives to gather feedback.

3. Officers and Representatives

- a. **Diversity and Inclusion Officer** - responsible for:
 - i. Representing underrepresented groups (e.g., women and gender minorities, ethnic minorities, queer and disabled students) and their needs or concerns;
 - ii. Representing MURC at the Equality, Diversity, and Inclusion Committee meetings.
- b. **Outreach Officer** - responsible for:
 - i. Liaising with the Mathematical Institute on outreach and admissions events, including delivering a presentation on student life during Open Days;
 - ii. Participating in outreach initiatives and student ambassador activities where possible.
- c. **IT Officer** - responsible for:
 - i. Maintaining the MURC website, including posting agendas and minutes of meetings in a timely manner;
 - ii. Managing and monitoring the anonymous feedback form to ensure accessibility and effective communication between students and the Committee.
- d. **Year Group Representatives** (four in total, one per year group) - responsible for:
 - i. Representing and communicating the concerns of students in their respective year group;
 - ii. Supporting the Questionnaire Officer in collecting student feedback ahead of the JCCU meetings and maintaining year group communication channels (e.g., year group chats).
- e. **Joint Schools Representatives** (Maths & Philosophy, Maths & Statistics, Maths & Computer Science) - responsible for:
 - i. Representing and gathering feedback from students in the respective joint degree;
 - ii. Representing MURC at the Joint Committee for Mathematics and Philosophy meetings (for Maths & Philosophy);
 - iii. Representing MURC at the Department of Statistics Teaching Committee meetings (for Maths & Statistics).

4. Observers (one appointed by each society)

- a. **Invariants Representative** (undergraduate mathematical society)
 - b. **Mirzakhani Representative** (undergraduate women and non-binary people in mathematics society)
- Observers may contribute to discussions and offer suggestions at MURC and JCCU meetings, but do not hold voting rights and are not considered members of the Committee for the purposes of elections, constitutional changes, or quorum.

5. In addition to the designated duties above, all MURC members are expected to:

- a. Attend MURC and JCCU meetings, unless prior notice of absence has been given and approved;
- b. Maintain open and timely communication with fellow Committee members and the broader student body;
- c. Handle confidential materials — including internal drafts, departmental documents, and sensitive correspondence — with appropriate discretion.

COMMITTEE MEMBERSHIP: APPOINTMENT AND REMOVAL

6. Elections for the new Committee shall take place in *Week 1 of Michaelmas Term*.
7. The election shall be chaired by the outgoing President. If the President is unavailable, the outgoing Vice President or Questionnaire Officer shall chair. If none of the three is available, a member of the outgoing Committee shall be appointed by the outgoing Executive Committee to chair. Should the Chair wish to stand for election, they must temporarily delegate the role of Chair to another member of the outgoing Committee.
8. All elected MURC members shall serve from the first meeting of Michaelmas Term until the final meeting of Trinity Term in the same academic year.
9. Any mathematics undergraduate student of the University may nominate themselves for any position on the Committee, subject to the following eligibility requirements:
 - a. No individual may hold more than two Committee positions or more than one Executive Committee position;
 - b. Candidates for Joint School Representative positions must be enrolled in the corresponding degree;
 - c. Candidates for Year Group Representative positions must be in the relevant year of study;
 - d. Candidates for the role of President must be endorsed by a member of the outgoing Executive Committee.
10. Candidates shall be given an equal opportunity to speak and to be questioned. The Chair is responsible for ensuring that questioning is conducted fairly and respectfully.
11. Voting shall be conducted by a show of hands among mathematics undergraduates present. Members may vote for any candidate, to re-open nominations (RON), or to abstain. For contested positions, candidates must leave the room during voting and shall not cast a vote in their own election.
12. The result of the election shall be determined using a runoff process:
 - a. If a candidate receives a majority of votes cast for candidates (excluding abstentions), they shall be elected;
 - b. If no candidate achieves a majority, the candidate with the fewest votes shall be eliminated and the vote repeated;
 - c. This process shall continue until a candidate secures a majority;
 - d. *RON shall be treated as a candidate in this process*, while abstentions shall not;
 - e. *In the event of a tie*, the Chair shall resolve the tie. The Chair does not otherwise vote;
 - f. The results shall be announced at the meeting by the Chair.
13. If RON is elected, or no candidate stands for a position, the Committee may either hold another election at the next meeting or appoint a member to the position by a *simple majority* vote of those present.
14. After the election, the outgoing Committee shall promptly transfer all MURC property, documents, and records to the incoming Committee.
15. Any Committee member may be removed by a $\frac{2}{3}$ *majority* vote of the Committee present at a quorate meeting, on grounds including but not limited to:
 - a. Failure to fulfil responsibilities;
 - b. Persistent non-communication;
 - c. Conduct violating the *University's Code of Discipline (Statute XI)*, including discriminatory or harassing behaviour.Executive Committee members may be removed via the same process, initiated by a petition from $\frac{2}{3}$ of the remaining Committee (minimum six members). Meetings for this purpose may proceed *even when all Executive Committee members refuse to attend*.
16. In the event of resignation or removal of a Committee member, the position may be filled by unanimous agreement of the Executive Committee. If the vacancy is for an Executive Committee role, the appointment must be ratified by a $\frac{2}{3}$ *majority* vote of the Committee present at a quorate meeting.

MEETINGS

17. There shall be *at least one* MURC meeting each term, to be held in advance of the JCCU meeting on *Friday of Week 3*.
18. Meetings shall be chaired by the President. In the President's absence, the Vice President shall chair; if both are unavailable, the Questionnaire Officer may do so. The Chair shall be responsible for ensuring that:
 - a. The meeting remains orderly at all times;
 - b. All contributions are relevant to the matter under discussion and comply with the *University's Code of Discipline (Statute XI)*. Any member engaging in abusive, discriminatory, or harassing behaviour; persistently interrupting others; or otherwise disrupting the meeting may be asked to leave if they do not desist following a warning.
19. A meeting shall be quorate if *at least four* members of the Committee are present, including *at least one* member of the Executive Committee. However, where a meeting is called under *Clause 15* for the purpose of discussing the removal of Executive Committee members, the quorum requirement may be met *without the presence of any Executive Committee member*, provided that *at least six* Committee members are in attendance.
20. The Vice President shall ensure that the agenda and minutes of all MURC meetings are made available to all Committee members in a timely fashion.

INTERPRETATION AND AMENDMENTS

21. The President interprets the Constitution. However, a $\frac{2}{3}$ *majority* at a quorate meeting may overrule this interpretation.
22. This Constitution may be amended by a $\frac{2}{3}$ *majority* of the Committee at a quorate meeting.