

Mathematics Undergraduate Representative Committee

Annual General Meeting • Minutes of Meeting

28th November 2014

Present: Alex Homer (President, Maths & Statistics Rep, Oriel College Rep), Koen Rijks (Secretary, Jesus College Rep), Ryan Murphy (Treasurer), William Juan (Maths & Computer Science Rep, IT Officer), Michael Holloway (Questionnaire Rep, St Hugh's College Rep), Haengeun Chi (Publicity & Careers Rep, New College Rep), James Lau (Outreach Rep), Ben Spells (Diversity & Inclusion Rep), Kathryn Poole (Hertford College Rep), Jacob Muller (The Queen's College Rep), Brigitte Stenhouse (Somerville College Rep), Chris Williamson (St Edmund Hall Rep), Nicholas Williams (Worcester College Rep), Natasha Davey, Charlie Hutchings, Chris O'Donnell, Liam Stigant

Apologies for absence: Rose Ryan Flinn (Maths & Philosophy Rep, Fourth Year Rep, Worcester College Rep), Thomas Chandler (Lincoln College Rep)

The meeting commenced at 1:06 pm.

Minutes and Matters Arising

1. Minutes from previous meeting

Alex noted that he had made a couple of corrections to the minutes, including adding the HSBC terms and conditions. These amended minutes were **unanimously accepted**.

General Business

2. Executive Committee elections

The annual elections to the Executive Committee were held.

An election was held for the office of President. Alex Homer nominated himself, and a vote was duly held.

Result: Alex Homer was **unanimously elected**.

An election was held for the office of Secretary. Brigitte Stenhouse nominated herself, and a vote was duly held.

Result: Brigitte Stenhouse was **unanimously elected**.

An election was held for the office of Treasurer. Liam Stigant and Haengeun Chi both nominated themselves, and a vote was duly held.

Result: Haengeun Chi: 14 votes; Liam Stigant: 0 votes; Re-Open Nominations; 0 votes; with two absentions. Haengeun Chi was therefore **elected**.

An election was held for the office of Mathematics and Statistics Rep. Alex Homer nominated himself, and a vote was duly held.

Result: Alex Homer was **unanimously elected**.

An election was held for the office of Mathematics and Philosophy Rep. Rose Ryan Flinn was nominated by Alex Homer, and a vote was duly held.

Result: Rose Ryan Flinn was **unanimously elected**.

An election was held for the office of Mathematics and Computer Science Rep. William Juan nominated himself, and a vote was duly held.

Result: William Juan was **unanimously elected**.

An election was held for the office of IT Officer. Liam Stigant nominated himself, and a vote was duly held.

Result: Liam Stigant was **unanimously elected**.

An election was held for the office of Outreach Rep. James Lau nominated himself, and a vote was duly held.

Result: James Lau was **unanimously elected**.

An election was held for the office of Publicity and Careers Rep. Brigitte Stenhouse nominated herself, and a vote was duly held.

Result: Brigitte Stenhouse was **unanimously elected**.

An election was held for the office of Questionnaire Rep. Michael Holloway nominated himself, and a vote was duly held.

Result: votes in favour: 15; votes in opposition: 0 votes; with one abstention. Michael Holloway was therefore **elected**.

An election was held for the office of Diversity and Inclusion Rep. Ben Spells nominated himself, and a vote was duly held.

Result: votes in favour: 14; votes in opposition: 1; with one abstention. Ben Spells was therefore **elected**.

An election was held for the office of First Year Rep. Charlie Hutchings nominated himself, and a vote was duly held.

Result: Charlie Hutchings was **unanimously elected**.

3. College Rep elections

Koen Rijks resigned from the position of Jesus College Rep.

An election was held for the position of Jesus College Rep. Liam Stigant nominated himself, and a vote was duly held.

Result: Liam Stigant was **unanimously elected**. Liam therefore assumed the position of Jesus College Rep.

4. D&I Strategy

Ben Spells presented his proposal for a MURC D&I Strategy. The key points were for MURC to:

- review the lifecycle of an Oxford Maths student, from application to leaving, to be presented in the second meeting of Hilary;
- aim to add an optional “gender” field on lecture and class questionnaires;
- support faculty with Outreach work, particularly with regard to access
- aim to provide a support pack for all students for new students, this being particularly targeted at International Students, and to consider holding events for International Student
- to work with relevant bodies on mental health initiatives.

He proposed that this should be co-ordinated by an informal working party.

It was noted that some statement could be added with regard to LGBTQ students. It was also noted that Open Days not applicable to international students; and queried whether it was possible to film these and make these available to international students.

It was noted that students from a lower income background could also fall under the role of D&I, and that perhaps more outreach to schools with high proportion of such students could take place (either visits in person or online resources). It was noted that this could also fall under the role of D&I rep.

The committee broadly expressed approval of the proposal. **Action: Ben to report on progress in Hilary Term.**

4. MURC Annual Report

Alex presented the Annual Report of the Executive Committee. One edit was made related to the accounts. It was noted that the report discussed compliance with the Proctors’ Regulations, to which MURC was not presently registered with the Proctors and so not subject to this document. Alex raised the question of whether MURC should carry out such registration, noting that this would allow the use of the “Oxford University” name, but would impose additional requirements on the Secretary and Treasurer. There was consensus that there was no need to register with the Proctors.

A vote was held on the Annual Report. Result: votes in favour: 13; votes in opposition: 0; with two abstentions. The Annual Report was therefore **approved**.

5. Report from Teaching committee

Prior to giving his customary report from Teaching Committee, Alex gave reports from the meetings of the MPLS Division’s Undergraduate Joint Consultative Forum (UJCF) and from the Academic Committee of the Department of Statistics.

Alex noted from the UJCF meeting that, during a discussion about the provision of mark schemes to students, it had been raised that another department in the Division (neither Maths nor any of the

Joint Schools departments) had seen an instance where students were given “bonus marks” additional to the maximum indicated mark or part-mark for elegant methods, where multiple correct methods were available; it was noted that, if “full marks” were still given for correct solutions, then this could result in students receiving more than the maximum mark for a question or part-question indicated on the paper. It was noted that there was no evidence that this had happened in Maths, but that MURC would wish to take issue with this if it were practised. **Action: to be raised at JCCU.**

It was also noted from UJCF that OUSU was recommending that there be a student representative on the Board of each Department; it was noted that this was not the case in Maths.

Alex noted that Teaching Committee, as well as the Academic Committee of the Department of Statistics, had been discussing the review of the Prelims syllabus. It was noted that ongoing discussions had resulted in the general feeling that Applications should be dropped, its lecture allocation being used to extend Geometry. It was noted that there had also been proposals to replace Optimisation with a further eight lectures of Statistics.

It was noted that the comments in the feedback exercise that MURC carried out in Trinity Term had been generally negative towards Optimisation, with respondents feeling in particular that the course didn’t lead anywhere; however, several of those present raised objection to the proposals (particularly with regard to the effect on courses that build on the material in that course) and there was no consensus reached, either on removing Optimisation or replacing it with further Statistics. It was suggested by some that perhaps the course could be improved rather than replaced.

On the issue of Application, those present generally agreed with the proposed changes. The effect on Joint Schools degrees was, however, raised. **Action: to be raised at JCCU to clarify the effect on Joint Schools courses**

6. Bank account

Alex noted that, in line with the vote in the preceding meeting, he and Ryan had agreed changes to the Constitution. It was noted that the wording of the motion was such that these changes could be deemed to have already taken effect, and that no changes had been made that were not necessary in order to open the account with HSBC; however, that some changes had been made that might not be obviously connected to finance (e.g. to allow members to renounce membership). In order to allow a vote on the precise wording, Alex therefore proposed that the amendments he and Ryan had made be removed again. The changes on which the vote was taken can be found in Appendix A.

Result: votes in favour: 0; votes in opposition: 13, with two abstentions. The Constitution was therefore **left unchanged**.

7. MURC’s registration with Proctors

This had been covered under item 4.

8. 3rd and 4th year collections

It was noted that some colleges offer Collections for third- and fourth-year students, to allow work carried out under exam conditions to be marked prior to Finals. Ben suggested that the Department could offer this if Colleges were unwilling, as an optional service for students who wished to carry out examined work. It was noted that some class tutors and TAs are willing to do

this already, but that it was not offered by default. It was tentatively proposed that this could be paid for by Colleges, with TAs being paid to mark the work.

It was agreed that this should be investigated, with a view to raising at JCCU in Hilary. **Action: Ben to investigate for next meeting.**

9. Creation of a maths discussion group

It was noted that the idea of a maths discussion group had been being discussed since the start of 2014. It was noted that this had been intended to ameliorate the issue that students felt (according to the National Student Survey) that the degree did not improve their Communication Skills; however, it was noted that several discussions had failed to form more than a couple of proposals for topics that could be discussed. It was therefore agreed to shelve this idea. It was noted that Teaching Committee had proposed restarting the Undergraduate Seminar that had previously existed, and that this could perhaps be investigated by MURC.

10. Problem sheet support for students

Alex noted that a large part of Oxford's distinctiveness from many other universities was its tutorial system; however, it was noted that one of the benefits of this was the opportunity to have close access to tutors to ask questions, which is not as readily available under the class system at Parts B and C. He also noted that there weren't really any formal structures for students (of all years) to obtain support with problem sheets prior to hand-in. He suggested that perhaps some system could be introduced to increase the support available to students with problem sheets.

It was noted that some universities have an "open-door policy", where lecturers have open hours when students may knock on their doors to ask questions of them; it was suggested, however, that the Department would be unlikely to agree to this, particularly with the Andrew Wiles Building not allowing student access to offices.

It was suggested, then, that perhaps a problem-sheet-solving group could be introduced, where students could meet to discuss problems with students doing similar subjects, in a format similar to that offered by the Mirzakhani Society's Sip and Solve sessions for female undergraduates.

It was noted that this would have to be run through the Department, particularly if funding was to be requested for refreshments. It was also noted that the views of a representative of the Mirzakhani Society should be sought prior to launch, to avoid encroaching on that Society's territory.

It was agreed that the idea had potential, although it was noted that more detailed proposals would have to be worked up. **Action: Alex to bring more-detailed proposals to next meeting.**

11. Any other business

Haengeun, noting that as the newly-elected Treasurer she would be required to purchase supplies for the next meeting, asked for suggestions for purchases.

There being no further business, the meeting was concluded at around 2:30 pm.

KR/AH 26/01/15

Appendix A

The following pages show the amendments made to the Constitution. In addition to those shown:

- In Paragraph 38, Section b), subsection (2), the word “internet” was replaced by “internet and telephone”.
- In Paragraph 40, the word “internet” was replaced by “internet and telephone”, and the words “this method” were replaced by “these methods”.

Mathematics Undergraduate Representative Committee Constitution

NAME AND OBJECTS

1. The society is called the Mathematics Undergraduate Representative Committee (MURC). The society's objects are the support, development, 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 Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the society. Where relevant facilities are allocated by OUCS it is the responsibility of the society:
 - (i) to designate a member of the society entitled to a University e-mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include liaising with OUCS 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 OUCS;

AMENDMENTS

3. Substantive amendments to the Constitution shall be made only in the event of 2/3 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 2/3 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 and 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 the MURC:
 - (a) Undergraduates of the University; and
 - (b) Reading Mathematics or Joint Mathematics degrees.

'Visiting Students' shall also enjoy full membership of the 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 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 4238 below, and the President, in accordance with paragraph 4339 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) 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 7 MURC Members at all general meetings (OGM's and EGM's). 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~~ ~~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 3 days notice of each General Meeting.
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 in advance.
24. The Chair at [full] MURC Meetings shall be taken by the President, unless either

- i) The President is not present
 - ii) 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 i) nor ii) 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 10 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 the Meeting is in order at all times; that the remarks made are relevant to the matter under debate; that no defamatory remarks are made about another MURC Member. Should disorder arise the Chairperson may at his/her discretion warn the Meeting that s/he intends to quit the Chair, and if order is not restored within a reasonable period, s/he may do so, whereupon the Meeting shall be closed. S/he shall give his/her 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, s/he 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 the 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:
 - (1) Chairing MURC meetings;
 - (2) Acting as returning Officer in College elections (as described under **ELECTIONS**) and organising referenda (as described under **MEETINGS**);
 - (3) The interpretation of the Constitution (interpretation may be challenged by any MURC Member and may be overruled by a 2/3 majority in a MURC Meeting);
 - (4) Attending meetings of the Mathematics Teaching Committee, JCCU and MPLS Divisional UJCF.
 - b) *Treasurer* – responsible for:
 - (1) Managing the finances of MURC;
 - (2) Operating the internet banking of the MURC bank account, in accordance with paragraph 40 below;
 - (3) Overseeing the accounts of the MURC Bookstall;
 - (4) Managing the MURC Bookstall;
 - (5) Keeping proper records of the society's financial transactions in accordance with current accepted accounting rules and practices;
 - (6) Ensuring that bills are paid and cash is banked correctly;
 - (7) Developing and maintaining a manual of written procedures for all aspects of the Treasurer's responsibilities.
 - (8) Attending JCCU meetings.
 - c) *Secretary* – responsible for:

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- (1) Keeping MURC members informed
 - (2) The general administration of the MURC, including ensuring that the Constitution and Standing Orders are kept up to date and available for MURC members at all times.
 - (3) Taking and circulating accurate minutes at MURC meetings.
 - (4) Attending, and taking minutes at, JCCU meetings;
 - (5) Taking the President's place when (s)he is unable to fulfil his/her duties;
 - (6) Maintaining a register of the members of the administrative committee and notifying the relevant person in the maths department of any changes to this;
 - (7) Giving notice of meetings of the members and the Committee;
 - (8) Providing MURC's bank, as and when necessary, with lists of all persons who are authorised to give instruction on behalf of MURC;
 - (9) Providing MURC's bank with notice: should the resolutions 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:
- (1) Planning the MURC's IT development;
 - (2) Running the MURC website and updating it by posting agendas, minutes of meetings and the Bookstall.
 - (3) Attending JCCU meetings.
- e) *Outreach Rep.* – responsible for:
- (1) Giving a speech to prospective students at open days;
 - (2) Organising volunteer maths students for open days as required by the Maths Institute.
 - (3) Working with the Admissions Coordinator and Schools Liaison Officer on outreach projects.
 - (4) Attending JCCU meetings.
- f) *Publicity and Careers Rep.* – responsible for:
- (1) Researching careers and internships especially suited to Mathematics students.
 - (2) Providing MURC publicity (including giving a presentation to first year Mathematicians in their first term).
 - (3) Attending JCCU meetings.
- g) *Questionnaire Rep.* – responsible for:
- (1) Co-ordinating with the relevant person about the results of the questionnaires.
 - (2) Attending JCCU meetings.
- h) *Diversity and Inclusion Rep.* – responsible for:
- (1) Formulating and proposing MURC's Diversity and Inclusion (D&I) strategy.

- (2) Collating D&I-related metrics for MURC.
 - (3) Raising awareness of D&I issues.
 - (4) Promoting equality across every demographic of the undergraduate Mathematics and Joint Schools community.
 - (5) Receiving contact and feedback from MURC members on D&I issues.
 - (6) Attending JCCU meetings to represent the interests of female undergraduates and undergraduates from minority groups.
- i) *Maths and Computer Science Rep.* – responsible for:
- (1) Attending JCCU meetings to represent the views of Maths and Computer Science students.
 - (2) Attending UJCF meetings as computer science representative.
- j) *Maths and Statistics Rep.* – responsible for:
- (1) Attending JCCU meetings to represent the views of Maths and Statistics students.
 - (2) Attending UJCF meetings as statistics representative.
- k) *Maths and Philosophy Rep.* – responsible for:
- (1) Attending JCCU meetings to represent the views of Maths and Philosophy students.
- l) *Fourth Year Rep.* – responsible for:
- (1) Attending JCCU meetings to represent the views of fourth year Mathematics students.
- m) *First Year Rep.* – responsible for:
- (1) Attending JCCU meetings to represent the views of first year Mathematics students.
39. 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 must be approved by any two of the following signatories: the MURC President, the MURC Treasurer or the Head of the Academic Administration department at the Mathematics Institute.~~ 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.
40. The treasurer is responsible for operation of the internet banking of the MURC account. However, further to Paragraph 39, any instructions given to MURC's bank via this method 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 39). 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

41. 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.
42. 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.
43. 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 41~~37~~ above, the President-Elect shall not take office as President until the first meeting of Hilary Term.
44. No member may hold more than one of the posts of President, Secretary or Treasurer simultaneously.
45. There is no bar to a candidate standing for more than one post, but all candidates must be MURC Members.
46. 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.
47. 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.
48. The ballot shall be done by a show of hands by the members of MURC who are present at the meeting for the election.
49. Present at the count must be the Chair.
50. The results of the ballot must be announced at the meeting by the President.
51. For any contested positions, the candidates running for these positions must leave the room while the ballot is being done.
52. The members of the Committee shall be elected by the members of the society annually, and shall be eligible for re-election.

53. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her 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 his or her 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.
54. 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.
55. No member of the 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 56² comes into effect.
56. Before the Annual General Election, the Secretary shall ask by email all college representatives of their intention to stay on the committee at least 2 weeks in advance. If the Secretary receives a reply from a college representative that he or she no longer wishes to stay on the committee, then the college representative position will become vacant. In the case that the Secretary does not receive any response within one week after having sent out the email, then the college representative will be removed from the committee and the position will become vacant.

BY-ELECTIONS & CHALLENGES

57. Should any MURC Officer resign, or be removed, a by-election must be held as soon as possible.
58. 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 (9) 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 re-

quired 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.