



Constitution Three Shires

1) Name

The Branch will be called the Three Shires Branch of the Oxford University Society. It is an autonomous Branch of the Oxford University Society.

2) Objectives

The objectives of the Three Shires Branch will be to support the principles of the Oxford University Society, and related to that, to:

- a) Encourage Oxford graduates to maintain active relationships with one another and with the University of Oxford
- b) Arrange activities and social events on behalf of its members and for alumni within the region
- c) Inform its members of the activities of the University and to provide a channel of communication between the members and the University
- d) Build and maintain the reputation of the University of Oxford within the local area and encourage a spirit of community and inclusiveness among those who have studied or taught at, or who are otherwise associated with, the University of Oxford
- e) The Branch may also engage in activities which benefit potential and/or current students of the University, such as schools' outreach, student bursaries, or career mentoring.

3) Membership

- a) Anyone who has matriculated at the University of Oxford and who lives in the area of Bedfordshire, Buckinghamshire or Northamptonshire is automatically eligible to become a member of the Branch. Those with a strong connection to the University, for example those who have been a tutor, lecturer, or visiting fellow at Oxford are also eligible to become a member
- b) To become a member of the Branch, and to be notified of Branch events and activities, all individuals will have to contact the Branch. To facilitate this, the Branch will endeavour to contact as many alumni as possible to raise awareness of the group and the opportunity for alumni to join. Most contact will be via email, with occasional postal mailings.
- c) It is expected that all committee members will have matriculated at the University of Oxford. Committee members do not need to be nationals of the country in which the branch is located, but it is anticipated that one of the counties will be their primary residence.
- d) The Branch Secretary will maintain a database of all Three Shires members



e) The Branch will charge an annual subscription fee of £10.

4) Branch Committee

- a) The management of the affairs of the Three Shires Branch will be by committee, each of whom is a member of the Three Shires Branch.
- b) A member of the Three Shires Branch may nominate himself or herself to membership of the Branch committee. Alternatively they may be nominated by another branch member.
- c) Decisions on committee members will be made by simple majority vote at the AGM. In the event of equal votes, the decision of the Chair is final.
- d) The committee will be made up of at least three officers; Chairperson, Secretary, and Treasurer. In addition to these roles, further officers may be chosen as required, such as events secretary, membership secretary, and website/social media officer. The duties of these extra officers will be put in writing and agreed upon at the Annual General Meeting (AGM).
- e) All committee members shall serve a term of three years, after which they will be eligible to stand for re-election for another term. The election of the committee members will be effective immediately, but will be subject to subsequent confirmation by the Secretary of the Oxford University Society.
- f) If, due to illness or other reasons, a committee member resigns, the remaining committee members may replace that individual with another Branch member, until the next AGM.
- g) The Branch may decide to ask a local Oxford alumnus/alumna of standing to be the Branch Honorary President. This person will act as the representative of the Branch, and may help in approaching speakers or venues, at the discretion of the Branch.
- h) Prior to the committee being formally elected, the alumni who organise the inaugural event and revive or establish interest in a local branch, will be considered as the interim committee.

5) Committee Responsibilities

- a) Oversee the activities of the Three Shires Branch and maintain regular contact with the Alumni Office.
- b) Organise a minimum of two events each year for the Three Shires Branch members and send a post event report to alumni relations' staff.
- c) Produce a brief annual report of its activities for inclusion in various University



communications

- d) Produce a brief annual report of Branch income and expenditure
- e) Encourage active participation and contact by Three Shires Branch in University activities.
- f) Meet a minimum of twice per year, including the AGM.
- g) Issue notice of the AGM at least three weeks before the date fixed, to the known address of every Branch member
- h) Ensure that the minimum attendance at the AGM is ten members including two committee members, in order that decisions can be made. Decisions are made by simple majority. The decision of the Chairperson will be final on all matters pertaining to the conduct of meetings, including the matters that may be discussed at the meeting.
- i) The Branch Committee may from time to time convene special meetings of the members of the Three Shires Branch for such purposes as it, in its discretion, may determine. The Branch Secretary must give notice of any special meeting as soon as is reasonably possible in the circumstances.
- j) In addition to any other matter that may be brought before the meeting, at each AGM, the committee must ensure that elections are held, if appropriate, that the Secretary presents an annual report, and that the Treasurer presents the annual financial report,

6) Financial matters

- a) The Branch Committee may open accounts with banks as is deemed necessary or convenient and may also maintain a surplus amount in these accounts.
- b) Other than for amounts payable in the ordinary course of its activities, the Branch may not become indebted to any person or company.
- c) The financial year of the Three Shires Branch will end on 5 April in each year.

7) Amendments and Dissolution

- a) Amendments to this constitution may only be made at an AGM and on the recommendation of the Branch Committee, or if duly notified to the Branch Committee by a Branch member at least 30 days before the date of the AGM
- b) All proposed amendments to the constitution must be advised to members of the Three Shires Branch in the notice for the AGM
- c) Amendment to the constitution must be passed by 75% of Branch Members attending the AGM



- d) In the event of dissolution, the branch may be wound down by AGM or an Extraordinary General Meeting (EGM). All monies and records should be turned over to the Oxford University Society. All Branch members should be immediately informed.
- e) Reasons for such dissolution include lack of interest among local alumni, ill health of the Branch Committee, or difficulties within the Branch. The Oxford University Society can also exercise its discretion in dissolving a branch if it is felt that the Branch activities are not enhancing the reputation of the University of Oxford, or there have been no Branch activities for a period of two or more years.

Adopted at the Committee Meeting on 3 May 2012

Signed:

Position in branch: