



THE CONSTITUTION OF THE OXFORD MEDICAL STUDENTS' SOCIETY

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1. NAME

- 1.1. The name of the Society shall be the Oxford Medical Students' Society and the abbreviated form shall be OMSS.

2. INTERPRETATION

- 2.1. Provisions of this Constitution shall be given generous interpretation in so far as that is necessary to give effect to the objectives and the spirit of this Constitution.
- 2.2. Nothing in this Constitution shall be interpreted to give authority to act unlawfully or in such a manner to bring the Society into disrepute.
- 2.3. This Constitution shall be interpreted according to the laws of England and Wales.
- 2.4. The Society shall at all times be administered in accordance with the regulations for University clubs as published in the current edition of Essential Information for Students (Proctors' and Assessor's Memorandum).

3. OBJECTIVES

The general objectives of the Society shall be:

- 3.1. To represent the members in an academic capacity to the Oxford University Pre-Clinical Medicine Faculty.
- 3.2. To provide support and advice services to members.
- 3.3. To encourage social interaction between members of OMSS, and with medical and physiology students in general.
- 3.4. To provide other services deemed in the interests of the members.

4. MEMBERSHIP

- 4.1. Membership shall be open to all members of the University and to others specified in the Proctors' Memorandum.
- 4.2. To become an Ordinary member a person referred to in clause 4.1 shall apply to the Committee in such manner as shall be determined by the Committee from time to time. An applicant for membership shall accept and abide by all the terms of the current Constitution, and rules and regulations issued by the Committee.
- 4.3. The application referred to in clause 4.2 above shall be accompanied, within such time as the Committee shall decide, by payment of membership fee in an amount and in such method of payment as the Committee shall decide from time to time. Membership will last as long as a member is in statu pupillari.
- 4.4. The membership fee referred to in clause 4.3 shall be non-refundable.
- 4.5. The Committee shall have power to confer, for such period as the Committee shall deem fit, honorary membership to such persons not qualifying for Ordinary membership who shall have positively assisted OMSS to realise its objectives. No membership fee shall be payable for honorary membership.
- 4.6. When an Ordinary member ceases to qualify as such, the Committee may convert his/her membership to honorary membership for life ("Life membership").
- 4.7. The Committee shall have power to suspend or terminate membership of any member who has acted in such a way to bring the Society into disrepute, grossly violated the terms of this Constitution or harassed another member.
- 4.8. The Committee shall inform in writing a member against whom they wish to pursue disciplinary action. In all cases of suspension and termination of membership, the member concerned shall have the right to attend a disciplinary meeting convened by Committee. The status of the member shall be determined by a majority vote of the Committee. Such a decision shall be communicated to the member within 14 days of the meeting.

- 4.9. A member subject to disciplinary action by the Committee shall have the right appeal to the Senior Member. The member shall also have the right to petition for an Emergency General Meeting (EGM) to debate the disciplinary action taken. The decision of the EGM shall be final.
- 4.10. The Committee reserve the right to remove any persons from a Society event.
- 4.11. Members shall be individually liable for any damage they cause.

5. MANAGEMENT

- 5.1. The management of OMSS shall rest in a committee elected by the Ordinary members. The Founding Committee of the Society shall act as an interim body until elections and handover to a newly elected Committee are complete. Only Ordinary members reading for the degrees of Medicine or Physiology shall be eligible for election to the Committee.
- 5.2. The Committee shall have power to make decisions, pass resolutions and standing orders and to perform all acts necessary for the proper running of OMSS and to give effect to the objectives of this Constitution.

6. THE COMMITTEE AND OFFICE BEARERS

- 6.1. The Committee shall consist of all Office Bearers, excluding the ex-officio provisions in clause 6.17.
- 6.2. There shall be annual election for the Officers of the Committee in which all Ordinary members shall be entitled to vote.
- 6.3. The term of office of each office bearer shall run concurrently with those of all others and shall be for a period of not more than a year. The only exceptions will be the year representatives.
- 6.4. Should an Office Bearer be unable to continue serving as such for any reason whatsoever, the remaining members of the Committee shall either call elections for the purpose of electing a new office bearer to fill the vacancy, or invoke clause 9.9 or 9.11. This choice is at the discretion of the Committee. In the event of elections, such new office bearer's term of office shall not extend beyond that remaining unserved by the original office bearer.
- 6.5. The Office Bearers shall have power to exclude, by a majority vote of no confidence, any one office bearer from continuing to serve in the Committee for reason of gross violation of the terms of this Constitution or any standing decision or resolution of any General Meeting and/or the Committee. A motion of no-confidence shall be given in confidence to the President. If such a motion is against the President it shall be given to the Vice-President. A meeting of the Committee shall be convened. The member named in a motion

of no confidence shall have the right to make statements at such a meeting but not to vote on the motion or chair the meeting.

6.6. A member of the Committee who has been removed from Office shall have the same rights of appeal as in 4.9.

6.7. THE PRESIDENT

6.7.1. The President shall be the head of the Committee and shall, in consultation with other Office Bearers, be responsible for formulating policies within the parameters of this Constitution. He/she shall be a matriculated student member of the University.

6.7.2. He/she shall represent OMSS and its members in meetings with other people or institutions and shall chair all Committee and OMSS General Meetings save for those convened to debate a motion of no confidence in him/her.

6.7.3. He/she shall lead the Committee in performing such acts as are necessary to fulfil the objectives of this Constitution and in carrying out the resolutions of any General Meeting and those of the Committee.

6.7.4. He/she shall be responsible for the development of the Society and furthering its interests.

6.7.5. He/she will be the responsible for membership status of members, which includes the suspension or termination of membership.

6.8. THE VICE-PRESIDENT

6.8.1. He/She shall deputise the President in all his/her functions and shall chair all Committee and OMSS General Meetings in the absence of the President or in the event the President is unable to do so. He/she shall be a matriculated member of the University.

6.8.2. He/She shall perform all such duties as the President may delegate to him/her or the Committee may mandate him/her to perform.

6.8.3. He/She shall be responsible for the production of a Freshers' Guide.

6.8.4. He/She shall coordinate the publicity of Society events.

6.8.5. He/She shall act as Returning Officer(s) for all elections save those in which he/she are standing.

6.8.6. He/She shall attend faculty meetings as the second year representative. In the event the officer is not a second year, the committee can choose the second year representative at their discretion.

6.9. THE TREASURER

- 6.9.1. The Treasurer shall be responsible for the financial affairs of the Society. He/she shall keep proper records of the Society's financial transactions in accordance with current accepted accounting rules and practices.
- 6.9.2. He/she shall be the custodian of all OMSS's financial books and records, cheque books and all such devices used by OMSS to deposit, withdraw and transfer funds.
- 6.9.3. He/she shall ensure that bills are paid and cash is banked in accordance with the procedures developed for financial control.
- 6.9.4. He/she shall perform all such duties as the President may delegate to him/her or the Committee may mandate him/her to perform.
- 6.9.5. He/she shall be responsible for the annual presentation of accounts to members at the Annual General Meeting. He/she shall be responsible for the presentation of accounts and banking documents to the Committee every Committee meeting.
- 6.9.6. He/she shall have overall responsibility for the sponsorship of the Society subject to direction of the Committee.
- 6.9.7. He/she shall prepare an annual budget for the Club, and regularly inform the Committee of progress against that budget.
- 6.9.8. He/she shall ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate.
- 6.9.9. He/she shall seek advice as necessary on tax matters from the University's Finance Division.
- 6.9.10. He/she shall develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities. He/she shall develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit").
- 6.9.11. He/she shall make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit.
- 6.9.12. He/she shall forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctor's files. This will involve cooperation with the Secretary.
- 6.9.13. If the Society has a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year,

subject its accounts for audit by the University's auditors (or other auditors approved in advance by the Proctors). Accounts are to be ready for audit within four months of the end of the Society's financial year and the costs of the audit shall be borne by the Society.

6.10. THE SECRETARY

- 6.10.1. The Secretary shall be responsible for the day to day running OMSS business affairs including the issues of membership and membership fees, receiving correspondence and the advertising of meetings. He/she shall be responsible for the maintenance of a register of members, which shall be available for inspection by the Proctors on request. He/she shall be a matriculated member of the University.
- 6.10.2. He/she shall be responsible for the taking of minutes in meetings and the proper recording and publication, where required, of General Meetings', and Committee's Resolutions and shall also be responsible for the safe keeping of such records.
- 6.10.3. He/she shall perform all such duties as the President may delegate to him/her or the Committee may mandate him/her to perform.
- 6.10.4. He/she will be responsible for registering the Society once a term with the Proctor's office in accordance with the regulations applicable. This will include submitting the termly financial statements of the Society, for which the Treasurer is responsible. For this purpose there will need to be cooperation between the two relevant Office Bearers. It will, however, be the responsibility of the Secretary to coordinate this cooperation.
- 6.10.5. The Secretary shall notify the Proctors promptly following the appointment and resignation or removal of Office Bearers and other members of the Committee.
- 6.10.6. The Secretary shall also advise the Proctors promptly of any changes in the Constitution.

6.11. SOCIAL SECRETARIES

- 6.11.1. The Social Secretaries shall be responsible for coordinating all OMSS's social events. They shall have power, subject to approval by the Committee, to collaborate with other Office Bearers of other Organisations/Societies in organising social events. There shall be 2 social secretaries, unless the Committee decides otherwise.
- 6.11.2. They shall perform all such duties as the President may delegate to them or the Committee may mandate them to perform.
- 6.11.3. They shall be responsible for adequately advertising the planned events of the Society. This will involve cooperation with the Vice-President.

6.12.WELFARE OFFICERS

- 6.12.1. They shall be responsible for the provision of confidential advice to members and ensure that they are known to members. There shall be 2 welfare officers, unless the Committee decides otherwise.
- 6.12.2. They shall be responsible for organising events relating to welfare.
- 6.12.3. They shall be responsible for the organisation of the Parenting Scheme.
- 6.12.4. They shall perform all such duties as the President may delegate to them or the Committee may mandate them to perform.

6.13.IT OFFICER

- 6.13.1. He/She shall be responsible for the maintenance of the website
- 6.13.2. He/she shall be responsible for updating the mailing lists and liaising with OUCS if needs be.
- 6.13.3. He/She in conjunction with other Officers shall be responsible for designing and producing adverts for OMSS related notices and events.
- 6.13.4. They shall perform all such duties as the President may delegate to them or the Committee may mandate them to perform.

6.14.RAG OFFICER

- 6.14.1. He/she shall be responsible for coordinating events, for the purpose of raising money for charitable institutions or causes. If he/she so wishes, these can be in collaboration with Oxford University RAG.
- 6.14.2. He/she shall be responsible for the delivery of funds raised to the appropriate office.
- 6.14.3. He/she shall perform all such duties as the President may delegate to him/her or the Committee may mandate him/her to perform.

6.15.SPORTS OFFICER

- 6.15.1. He/she shall be responsible with Sports Team Captains for liaising with the relevant representative in other Medical Societies for sporting events
- 6.15.2. He/she shall be responsible for looking after the kit of sports teams.
- 6.15.3. He/she in conjunction with the Treasurer shall be responsible for setting any required fees and sponsorship of the sports teams.

6.15.FIRST AND THIRD YEAR REPRESENTATIVES

- 6.15.1. They shall be responsible for arranging events specifically for their respective year group.
- 6.15.2. They shall represent the views of their year to the Faculty and to the Society.
- 6.15.3. They shall perform all such duties as the President may delegate to them or the Committee may mandate them to perform.

6.16. EX-OFFICIO MEMBERS

- 6.15.1. Ex-officio members of the committee shall be the Senior Member, the President of Osler House and Past-Presidents who are still in statu pupillari.
- 6.15.2. Ex-officio members shall have a vote on the Committee, be notified of all Committee meetings and given minutes of the meeting by the Secretary. However they are not obliged to attend Committee meetings.
- 6.15.3. The right of Ex-officio members other than the Senior Member to attend and vote at any Committee meeting may be terminated by the vote of three-quarters of those present at any Committee meeting.

6.15.4. SENIOR MEMBER

- 6.15.4.1. The Senior Member shall be the Director of Pre-Clinical Medicine. If this is not possible, alternatively a member of the Congregation of the University of Oxford and will be elected by mutual agreement between the Committee and the previous Senior Member.
- 6.15.4.2. The Senior Member shall receive minutes as recorded by the Secretary. He/she shall have the right to attend Committee meetings.
- 6.15.4.3. The President shall be responsible for liaising with the Senior Member to ensure that he/she is informed of important Committee decision or other significant issues.
- 6.15.4.4. The Senior Member shall be responsible for signing off the accounts as part of the Proctors' Office regulations for registration.
- 6.15.4.5. The Senior Member, although nominal head of the Society, shall have no liability for the actions or omissions of the Committee or individual members, save when he/she has acted in gross negligence or unlawfully.

7. ACCOUNTABILITY AND POWERS OF THE COMMITTEE

- 7.1. The Office Bearers shall be jointly and severally accountable as the Committee to the general body of members.
- 7.2. The Committee shall have power and be obliged to carry out its resolutions and those of any General Meeting and to take such measures necessary to give effect to the provisions of this Constitution.
- 7.3. No Office Bearer shall be personally liable for any bona fide act in his/her capacity as office bearer save where the office bearer has acted with gross negligence. So far as may be permitted by law, every member of the Committee shall be entitled to be indemnified by the Society against all costs, charges, losses, expenses and liabilities incurred by him/her in the lawful, constitutional and approved execution or discharge of his or her duties or the exercise of his/her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him/her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him/her as a member of the Committee, and which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or which he or she is acquitted, or in connection for any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him/her by the Court.
- 7.4. The Committee shall carry out its functions in a transparent and professional manner and shall disseminate, in so far as is reasonably practical and to the greatest possible extent, information relating to all such matters, including but not limited to the Committee decisions and recommendations of various sub-committees, as it may be deemed reasonably important.
- 7.5. The Committee shall have power to form and disband sub-committees, including commissions of enquiry, and to mandate such sub-committees, including commissions of enquiry, to perform such functions as the Committee may determine from time to time. Such sub-committees and commissions of enquiry may be chaired by an Office Bearer or by any other Ordinary member at the discretion of the Committee.
- 7.6. Any member may request the minutes of the meetings of the Committee and a summary of the accounts. The Committee shall reserve the right to hold certain meetings in camera and keep confidential documents for a period as it sees fit. However, all documents shall be made available to the Proctors at their request. The Committee shall disclose information as required by the Data Protection Act and in legal proceedings.

8. FINANCIAL MATTERS

- 8.1. All OMSS funds shall be held in a suitable account with a suitable banking institution selected by the Committee from time to time.
- 8.2. All payments by OMSS shall, wherever possible, be made by cheque, save for those payments relating to the day to day running of OMSS, for which a method of payment determined by the Committee from time to time shall apply. Two signatures shall be required for each cheque.
- 8.3. The Treasurer, the President and the Vice-President shall be the joint signatories on the account referred to in clause 8.1 above.

9. MEETINGS OF THE COMMITTEE

- 9.1. In any event, there must be at least 2 meetings of the Committee in a term.
- 9.2. The Secretary or President shall give all Office Bearers prior notice for a meeting. The period of this notice shall not be less than 5 days.
- 9.3. Committee members shall attend all Committee meetings unless the Committee is notified of a valid excuse.
- 9.4. Should the validity of any excuse be brought into question by the President or two other Committee members, its validity shall be put to the vote. The vote of two-thirds of those present at any Committee meeting shall be necessary to hold an excuse invalid.
- 9.5. Failure to attend Committee meetings or late attendance on a regular basis without valid excuse(s) shall be a ground for disciplinary proceedings.
- 9.6. Any matter requiring a vote at a Committee meeting shall be decided by a majority of two-thirds of those present at any Committee meeting unless otherwise specified in the Constitution.
- 9.7. At the Committee meeting at which Office Bearers have to vote, such voting shall be carried out on the basis of one person one vote. The President shall have the casting vote in the case of a tie.
- 9.8. Any matter may be brought to vote at the instigation of the President or any other two Committee members present, except matters specifically stated in the Constitution which will be at the sole discretion of the President.
- 9.9. In the event of the resignation or impeachment of a member of the Committee, or in the event that the Committee's workload threatens to overwhelm the existing Committee members, the President may appoint additional non-Officer members for one term at a time, subject to a vote of the Committee, in accordance with clause 9.10 below.

9.10. The appointed member(s) shall be any unsuccessful candidate(s) from the previous term's election. The highest polling of these candidates will be the first choice of the President. If there are no unsuccessful candidates to choose from, or they are unwilling to take on the position, the President may recommend a candidate the position, subject to the approval of the Committee.

9.11. In the event of an Officer resigning or being removed from office, the President may appoint a substitute at his/her discretion from the members of the Committee. In the event of the President resigning or being removed from office, the Vice President shall be appointed as a substitute for the remainder of the term in question.

10. GENERAL MEETINGS

10.1. The highest decision making body of OMSS shall be the General Meeting.

10.2. Any General Meeting shall have the power to:

10.2.1. require any Officer to give an account of his/her actions;

10.2.2. remove any Officer from office; Seventy-five percent of those present must vote in favour for the motion of no-confidence to be carried. Such a vote will be taken in secret ballot. The Committee shall open elections as outlined in section 9 should the motion be carried.

10.2.3. elect new Officers subject to clause 9.10; or

10.2.4. alter the Society's Constitution subject to a three-quarter majority of those members present at any meeting.

10.3. There shall be an Annual General Meeting (AGM) at which all OMSS members shall be entitled to attend. The Secretary shall give all Ordinary members at least fourteen days notice of an AGM. If the meeting directly concerns him/her, then the Vice-President shall be responsible for publicising such a meeting.

10.4. The quorum at an AGM shall be fifty members not on the Committee. If quorum is not present the Secretary shall postpone the meeting for at least a week. The Secretary shall give notice of the detail of the postponed meeting. Should the quorum not be reached at a postponed AGM, the members present at such a meeting shall constitute the quorum. Two of the President, Treasurer and Secretary shall be part of the quorum.

10.5. The Chairman of the AGM shall be the President unless any business to be raised at the meeting concerns him/her directly, in which case the Committee shall elect a Chairman before the meeting is convened. Such an

election shall require a two-thirds majority vote of those present at a Committee meeting.

- 10.6. The Chair shall decide the method of voting at the AGM. All business of the AGM shall be decided by simple majority unless specified in this Constitution.
- 10.7. The Secretary shall receive motions for the AGM five days in advance. If a motion involves a Constitutional change he/she shall receive it ten days in advance.
- 10.8. A Emergency General Meeting of the Society may be called at the instigation of the President to deal with business arising between AGMs. Any Ordinary members of the Society, can call for an EGM if they present the Secretary with a petition of twenty-five signatures of members. Such EGMs shall be on at least 4 days notice.
- 10.9. Any Officer or non-Officer Committee member removed from office by a General Meeting through the procedure outlined in clause 10.2.1. shall have a right of appeal to the Senior Member.

11. DISSOLUTION

- 11.1. The decision to dissolve OMSS may only be taken by a general meeting convened for that purpose and at which at least fifty five percent of the Ordinary members shall be present. Seventy five percent of those Ordinary members present will have to vote in favour for the motion to dissolve to be passed.
- 11.2. Upon dissolution, the assets of OMSS shall first be applied to settling OMSS's debts and the balance thereof shall be donated to an organisation with similar objectives or alternatively to a charity nominated by the General Meeting convened to dissolve OMSS or to both such an organisation and charity.

STANDING ORDERS

1. INTERPRETATION OF THE STANDING ORDERS

- 1.1. Detailed provisions concerning election procedures, duties of Officers and any other business may be laid down by the Committee in Standing Orders.
- 1.2. Any provision in such Standing Orders is subject to approval by a two-thirds majority of those present at any Committee meeting. At least seven days' notice of such a meeting shall be given to all Committee members.
- 1.3. In the event of any conflict between the Standing Orders and this Constitution, this Constitution shall prevail.

2. ELECTIONS

- 2.1. The conduct of the Society's elections to membership of the Committee shall be the responsibility of the Returning Officer. The Returning Officer shall be responsible for all the administration relating to the election.
- 2.2. The Returning Officer shall be the Vice-President.
- 2.3. The decision of the Returning Officer with regard to the running of the elections and interpretation of the Constitution shall be absolute and final.
- 2.4. The elections shall take place in 5th week in Trinity Term. The Returning Officer shall ensure that all candidates and members of the Society are duly notified of the time and place of the elections by email.
- 2.5. The opening of nominations shall be during fourth week, one week before the close of nominations. The Returning Officer must ensure that all candidates and members of the Society are duly notified of the opening of nominations by email, at least five days in advance. Subject to the next sentence and to clause below, prospective candidates should nominate themselves by writing to the Returning Officer. Candidates for the Officer posts should have members of the Society to propose and second their nomination.
- 2.6. The close of nominations shall be in fourth week, one week before the elections. The Returning Officer must ensure that all candidates and members of the Society are duly notified of who is standing for election either by email or post at least five days in advance of the elections.
- 2.7. Each candidate for an Officer post shall be invited by the Returning Officer to submit a written manifesto. This manifesto must have a photograph of the candidate(s).
- 2.8. The manifestos will be posted in the MSTC, and made accessible electronically if possible.

- 2.9. Hustings shall take place at the MSTC and all candidates for all posts shall be given the opportunity to make a speech. Candidates for Officer Posts shall be allowed to speak for three minutes.
- 2.10. It shall be an electoral offence for any candidate to publish election material other than that approved first by the Returning Officer.
- 2.11. Any type of intimidation or defamatory remarks made by candidates about other candidates and attempts to influence voters may result in the disqualification of that candidate from the election.
- 2.12. If the Returning Officer considers that any candidate has committed an electoral offence, he/she shall bring the matter before the Committee in a specially-convened Committee Meeting. Subject to the support of a two-third majority of those present at the Committee meeting the Returning Officer may declare that the candidature or election of the candidate in question is invalid. Such a declaration is subject to an appeal to the Senior Member.