



Constitution of OULC

Section 1: Title of Document and Name of Club

1. The title of this document shall be the Constitution of the Oxford University Labour Club.
2. The name of the club shall be the Oxford University Labour Club, henceforth to be referred to as OULC in this document.

Section 2: Aims and Objects

3. The objects of OULC shall be: 1) to educate, agitate and organise in furtherance of Labour ideals and objectives; 2) the election of candidates in accordance with our ideals and objectives; 3) to campaign for improvements for the students and residents of the city and university of Oxford, wider society and the world.

Section 3: Membership

4. Full membership of OULC shall be open to all individuals who are members of the University and the associated bodies designated by the Rules Committee (e.g. Ruskin and Plater colleges), subject to the provisions of Articles 5 and 9 below.
5. Associate membership, on a yearly basis, shall be open to anyone who is not a full-time student at the University, subject to the provisions of Article 9 below, and subject to the Rules Committee regulations stating that: "the number of non-University members must be limited to 20% of a club's total membership."
6. The rates charged for subscriptions for full members and for associate members shall be decided termly by the OULC Executive.
7. Honorary membership of OULC shall be bestowed on any individual whose name has been proposed for that honour, if a General Meeting of OULC approves this gesture.
8. Voting rights at meetings of OULC shall be confined to paid-up full members of the Club except the TGM where voting rights shall be confined to those people who are paid-up full members of the Club by midday, Friday of 6th week of that term. People become paid-up full members of the Club once the Treasurer has received both a valid membership form and the full membership fee.
9. A member may be expelled from OULC if a two-thirds majority of a General Meeting judges him or her to have acted contrary to the aims or interests of OULC or the Labour Party. The member whose expulsion is being proposed must, for reasons of natural justice, be informed of the reasons for tabling a motion of expulsion at the Executive meeting before the General Meeting at which the motion is to be discussed. He or she should be given at least 24 hours notice in writing of the time and venue of this Executive meeting. Any member who is expelled from OULC by a General Meeting shall have the right of appeal to the Senior Member of the Club.

Section 4: The Executive

10. The Executive of OULC shall consist of the following posts: Chair (or Co-Chairs), Chair-Elect (or Co-Chairs-Elect), Women's Officer, Women's Officer-Elect, Treasurer, Membership Officer (Treasurer-Elect), Campaigns and External Links Officer, Secretary, and Social Secretary, as well as a Senior Member, who shall be appointed by the rest of the Executive.
11. No person shall hold more than one post on the Executive excepting positions-elect. No person shall be elected to more than 3 consecutive positions, excepting positions-elect. No person shall hold an Executive position and the

corresponding position-elect simultaneously.

12. No more than one individual may be responsible for the club to the Proctors and any other university regulatory bodies, subject to the regulations of the rules committee. This individual shall always be the Chair. In the case of Co-Chairs, the first Executive Meeting of term shall decide upon one Co-Chair to take the official position of 'Chair' and another to take the position of 'Deputy Chair'. The individual who takes the position of 'Chair' shall be entirely responsible for dealing with the proctors and any other university regulatory bodies.

13. The Executive shall be elected at Termly General Meetings under secret ballot using the Single Transferable Vote method. Returning Officers shall be appointed by the chair.

14. Anyone standing for Chair must submit a manifesto to the Secretary beforehand. Manifestos will be circulated to all members.

15. Candidates for the position of Chair (or Co-Chair) must serve on at least one term's Executive before being eligible to stand for the position of Chair (or Co-Chair).

16. When standing for the position of Chair (or Co-Chair), candidates shall be required to make a hustings speech of no longer than five minutes and shall then be required to answer questions.

17. When candidates are standing for a position other than Chair (or Co-Chair), they shall be required to make a hustings speech of no longer than 3 minutes and shall then be required to answer questions.

18. The period of questioning candidates will be brought to a close when there are no remaining questions or at the discretion of the returning officers.

19. RON (re-open nominations) shall be a candidate in every election. If RON wins, then a new election for the post in question shall be held as soon as is practicable.

20. The counting of votes for the elections shall be undertaken by the Returning Officer(s). The exception shall be for the Women's Officer election when, if there is no female Returning Officer, the administration of the election shall be undertaken by the previous Women's Officer.

21. In the event of a tie in an election, the winner shall be the candidate with the most first preferences. If this is not sufficient to separate them, there shall be a run-off election at the earliest opportunity.

24. The Executive shall be elected to office for the duration of one term, except for the Chair (or Co-Chairs), the Treasurer and the Women's Officer who shall be elected for two terms - the first as Chair-Elect, Membership Officer (Treasurer-Elect) or Women's Officer-Elect.

25. Executive meetings shall be held regularly throughout the term.

26. The Chair (or Co-Chairs) of OULC shall have the following duties and responsibilities:

(a) To co-ordinate the activities of OULC.

(b) To represent OULC in dealing with the Proctors and other University authorities.

(c) To chair meetings of the Executive and General Meetings.

(d) To invite external speakers to speak at meetings of the Club and to organise other activities which would further the aims, objectives, interests and goals of OULC.

(e) At the Club's events, to deliver a report on the Club's activities to the Club, and to take questions posed by members of the Club.

(f) To do all other tasks necessary for the smooth functioning of OULC.

In the case of the Co-Chairs; a Chair and Deputy Chair will be selected at the discretion of the Co-Chairs upon commencement of their term in office. The Chair will be responsible for interactions with the Proctors and other University authorities as appropriate.

27. The Chair-Elect (or Co-Chair-Elect) of OULC shall have the following responsibilities:

(a) To undertake all tasks necessary to prepare for their period as Chair (or Co-Chairs).

(b) To do other duties required of them by the Chair (or Co-Chairs).

28. The Secretary of OULC shall have the following responsibilities:

(a) To keep minutes of Termly General Meetings, General Meetings and meetings of the Executive, subject to other provisions in this Constitution.

(b) To produce publicity for speaker meetings, events and other activities organised by the club.

(c) To work with the Chair (or Co-Chairs) to ensure the OULC constitution and standing orders document and the OULC policy book are kept up to date.

(d) To do other duties required of them by the Chair (or Co-Chairs).

29. The Treasurer of OULC shall have the following responsibilities:

(a) To keep a record of expenditure and of income accruing to OULC.

(b) To keep expenditure within control on behalf of OULC.

(c) To strive to augment the income of OULC, through seeking sponsorship and donations.

(d) To do other duties required of them by the Chair (or Co-Chairs).

30. The Membership Officer (Treasurer-Elect) of OULC shall have the following responsibilities:

(a) Have primary responsibility for processing membership forms and collecting membership fees.

(b) To maintain an up-to-date membership and alumni list, and in the event of changes, to distribute to:

(i) The Look Left Editor to enable the accurate delivery of Look Left and publicity.

(ii) The Chair (or Co-Chairs) to enable the e-mail list to be updated.

(c) Endeavour to become a signatory to all accounts which fall under the responsibility of Treasurer before the cessation of the elect term.

(d) To undertake all tasks necessary to prepare for their period as Treasurer

(e) To do other duties required of them by the Chair (or Co-Chairs).

31. The Look Left Editor of OULC shall have the following responsibilities:

(a) To produce Look Left.

(b) To do other duties required of them by the Chair (or Co-Chairs).

32. The Women's Officer of OULC shall have the following responsibilities:

(a) To represent the women members of OULC.

(b) To strive to increase female membership of OULC.

(c) To strive to increase the level of women's political representation, activism and involvement in OULC and in the other collective institutions of the University.

(d) To chair Women's Caucuses.

(e) To organise women's events and invite speakers if requested by the Chair (or Co-Chairs), or by Women's Caucus.

(f) To do other duties required of her by the Chair (or Co-Chairs) and Women's Caucus.

33. The Women's Officer-Elect shall have the following responsibilities:

(a) To represent the women members of OULC.

(b) To minute Women's Caucuses.

(c) To undertake other duties asked of her by the Chair (or Co-Chairs), the Women's Officer, and Women's Caucus.

34. The Campaigns and External Links Officer shall have the following responsibilities:

(a) To attend and run campaign sessions for the Labour Party, both locally and nationally, promote and publicise campaigns which further the aims and objects of OULC that are being organised by external organisations.

(b) To do other duties required of them by the Chair (or Co-Chairs).

35. The Social Secretary shall have the following responsibilities:

(a) To organise social events and to propose ideas for social events to the Executive.

(b) To ensure that social events are publicised.

(c) To do other duties required of them by the Chair (or Co-Chairs).

36. A member of the Executive must be a member of the Labour Party, unless they are ineligible for membership of the Party on the grounds of not being a UK citizen.

37. In the event of the death, resignation or dismissal of a member of the Executive, a by-election shall be held when appropriate to select a new holder for that post.

38. A member of the Executive may be dismissed by a vote of no confidence if it felt he or she is not carrying out their constitutional duties. To be carried, such a motion of no confidence requires two-thirds support at a General Meeting. Following the passage of the motion, a by-election shall be held as outlined in Article 37 above.

Section 5: General Meetings

39. General Meetings shall be the decision-making body of OULC.

40. At least two General Meetings must be held during each term, of which one will be the Termly General Meeting (see below)

41. Members of OULC should be informed of the date of General Meetings at least seven days beforehand, and the time and place of General Meetings at least 24 hours beforehand.

42. General Meetings shall elect all delegates sent by OULC to outside bodies and organisations. Any such elections shall be held by a secret ballot.

43. General Meetings shall have the power to pass constitutional amendments, in accordance with the procedure laid out later on in this constitution.

44. Members of the club will have the ability to scrutinise financial transactions at General Meetings.

45. A General Meeting must be quorate. Quorum for a General Meeting shall be 15 full members of OULC or one-fifth of total OULC membership (whichever is the lower.)

Section 6: Women's Caucus

46. *At least three Women's Caucuses must be held during each term, of which one will take place prior to the commencement of the TGM, in order to allow the women members to elect Women's Officer Elect.*

47. *Women's Caucuses are to be open to all who self-identify as female members of the club.*

48. *Members of Women's Caucus should be informed of the time and place of Women's Caucuses at least 24 hours beforehand. The Women's Officer and Women's Officer Elect shall be responsible for the distributions of such notifications and for the distribution of any agenda for the meeting.*

49. Women's Caucus shall elect all delegates sent by OULC to outside women's bodies and organisations, and all nominations for women-only positions. Any such elections shall be held by a secret ballot.

Section 7: Termly General Meetings

50. A Termly General Meeting shall be held in the last week of each Full Term.

51. At least 48 hours notice of the time and location of the Termly General Meeting should be given to members of OULC.

52. The quorum for a Termly General Meeting shall be 20 full members of OULC or one-fifth of total OULC membership (whichever is the lower.)

53. A Termly General Meeting shall be empowered to elect members of the Executive, in accordance with Articles 13 to 21.

Section 8: Finances

46. The Executive shall have control over the finances of OULC.

47. The Treasurer shall give regular reports to the Executive as to the current state of OULC's finances. He or she shall be responsible for all expenditure, subject to the wishes of General Meetings.

48. As stated in Article 29(a), the Treasurer shall keep an accounts book.

This accounts book shall be open to any member to inspect.

49. At the Termly General Meeting at the end of his term of office, the Treasurer shall present a statement of accounts for ratification by the Meeting.

Section 9: Relations with External Organisations

50. OULC shall be affiliated to the local and regional Labour and Co-operative parties.

51. The Executive shall be responsible for maintaining links with these local party organisations and with attending all their relevant meetings if possible.

52. Affiliation to Labour Students shall be subject to a yearly debate and vote, to be held in 5th Week of Hilary Term. The vote shall require a simple majority with a quorum of 15 to pass.

53.

(a) In accordance with the provisions of Article 52, General Meetings of OULC shall elect delegates to attend Labour Students' conferences.

(b) Those delegates shall be under a duty to vote in accordance with OULC policy where OULC has a clear policy on an issue.

(c) After attendance at any Conferences or National Councils of Labour Students, the delegates shall make a report to a General Meeting about their activities there if one is asked for.

(d) General Meetings of OULC shall exercise all other powers flowing to OULC through our affiliation (e.g., nominating candidates for offices in Labour Students and putting motions forward for debate at Conferences of the organisation).

54. A General Meeting shall have the power, if a majority of those present and voting agree, to affiliate OULC to any group that it feels furthers the aims of objects of OULC, the Labour Party or the wider Labour Movement.

Section 10: Socialist Anthems

55. 'The Red Flag' shall be sung at the John Smith Memorial Dinner and the close of the TGM.

56. Where appropriate, other socialist anthems shall sung at other OULC events.

57. What constitutes 'a socialist anthem' will be at the discretion of the Co-Chairs.

Section 11: Policy Forums

58. Policy Forums shall be the policy-making body of OULC.

59. Any full member of OULC may propose or vote on policy.

60. Policy shall be advocated using the appropriate national forums.

61. All policies shall lapse at the end of the academic year in which they are passed, unless a longer expiration date is set within the policy.

62. Policy shall be debated and voted on in the same forum it is brought.

63. Policy shall be debated, in a form to be decided at the discretion of the Chair with the consent of the attending members, and then decided by a vote, the manner of which shall be at the discretion of the Chair with the consent of members.

64. Policy shall be published on the website until it lapses.

Section 10: Amendments to this Constitution

65. This Constitution may be amended in accordance with the following procedure:

(a) A motion proposing a constitutional amendment must receive the support of a simple majority at a quorate General Meeting.

(b) That motion is then to be presented in an identical form to another General Meeting and must, once again, be passed by a simple majority of those present and voting.

(c) If the motion meets conditions (a) and (b) above then it shall be deemed to have been carried and shall come into effect immediately.

66. If a motion proposing an amendment to this Constitution fails to meet the criteria laid down in Article 65, then it is deemed to have failed to gain ratification. In that case, the same amendment may not be represented for consideration by a General Meeting until the next full term has elapsed.

Section 11: Miscellaneous provisions

67. There shall also be an IT Officer of OULC, who shall not be a member of the Executive. The IT Officer shall be appointed by the Chair (or Co-Chairs) and shall be subject to approval at a General Meeting.

68. Nothing in this Constitution shall be so construed as to be in violation of University statutes or regulations. The club shall be administered at all times in accordance with the regulations for University clubs and societies as published in The Proctors' and Assessor's Memorandum. The activities of the Club will at all times be conducted in accordance with the following university policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.

69. Interpretation of this Constitution shall be:

(a) The responsibility of the Chair (or Co-Chairs) of OULC in the period in between General Meetings

(b) The responsibility of the individual designated as Chair of an individual General Meeting (or Termly General Meeting) during the period in which that meeting is in session.

70. The Secretary shall correct typographical and stylistic errors in the Constitution with the aid of the Chair and the Executive.

Section 12: Suspension

71. In the event of a general election; the successful election of Labour candidates shall take priority over all other constitutional obligations, save Termly General Meetings.

72. The 'election campaign' shall be defined as the six weeks before an announced date.