

# CONSTITUTION OF THE OXFORD UNIVERSITY LABOUR

*CLUB As of Michaelmas Term 2020*

## NAME AND OBJECTS

1. The Club is called the Oxford University Labour Club. The Club's objects are the support, development, improvement and promotion of Labour ideals and objectives in the University of Oxford insofar as such objects are charitable; and the income and property of the Club shall be applied solely to those objects.

## COMPLIANCE

2.
  - a. The Club shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members.
  - b. The activities of the Club will at all times be conducted in accordance with the University procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student Handbook on the University's webpages).
  - c. If there is a national governing body for the Club's activities with which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available unless the Insurance Section of University Administration and Services ("the Insurance Section") agrees to or prescribes other arrangements; and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.
  - d. The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to and approved by the University's Safety Officer.
  - e. No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University Marshal. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshal e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.
  - f. The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors for listing on the University's clubs and societies webpage. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where the Club uses the University's IT Services it is the responsibility of the Club:
    - i. to designate a member of the Club entitled to a University e-mail account (as defined by IT Services rules) to act as its IT Officer, whose duties shall include

- liaising with IT Services 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 on web information, and co-ordinating and regulating access to the web facilities used by the Club;
  - iii. to comply with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
  - iv. to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

## **MEMBERSHIP**

3. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Committee, and who have paid the relevant Club subscription.
4. Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable to pay fees to the University.
5. If the Club's objects relate directly to a protected characteristic as defined in Section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.
6. The Committee may also, at its discretion, admit to membership:-
  - a. students registered to read for diplomas and certificates in the University;
  - b. student members of Permanent Private Halls who are not student members of the University;
  - c. members of Ruskin College and Ripon College, Cuddesdon;
  - d. members of Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership and
  - e. other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.
7. The Committee, having specific regard to the Senior Member's advice in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. If the person concerned is an Oxford University student (i.e. within paragraphs 6(a), (b) or (c) above), that person may appeal against such removal to the Proctors.

## **MEETINGS OF THE MEMBERS**

8. There shall be a Termly General Meeting for all the members of the Club in Full Term, convened by the Secretary on not less than fourteen days' notice.
9. The Termly General Meeting will:
  - a. receive the report of the Committee for the previous term and the accounts of the Club for the previous term, the report and accounts having been approved by the Committee;
  - b. receive a report from the Committee on the Club's compliance with paragraph 2 above;
  - c. elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting: nominations for the other Committee Members may be taken from the floor of the meeting;
  - d. consider any motions of which due notice has been given, and any other relevant business.
10. An Extraordinary General Meeting may be called in any Full Term; by the Chairs, 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.
11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
12. The quorum for a General Meeting shall be ten members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent his or her views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the meeting).
13. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes the Co-Chairs of the Club shall have the casting vote.
14. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members and, upon request, to the Proctors.

## **THE COMMITTEE**

15. The affairs of the Club shall be administered by a Committee consisting of not more than seventeen persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of

the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.

16. No member of the Committee (or the Club) shall enter in to or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.
17. The quorum for a Committee meeting shall be four members present in person. 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.
18. The Committee shall be made up of the Co-Chairs and Deputy Chair, the Secretary, the Treasurer (together, the “Office Holders”; and their offices are referred to as “the Offices”), the Senior Member and thirteen other persons. The Co-Chairs, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 above or paragraphs 6(a) to (d) above, or (with the approval of the Proctors) a member of Congregation. Where eligibility stems from paragraphs 6(a) to (d) above, the President, the Secretary and the Treasurer must each, on election to office, sign an undertaking to abide by relevant provisions of the University Student Handbook and other relevant University policies, and to accept the authority of the Proctors on Club matters.
19. The Co-Chairs shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the Chair and Deputy Chair be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
20. Minutes of all meetings, including Committee meetings, shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.
21. The Secretary shall:
  - a. maintain a register of the members of the Club, which shall be available for inspection by the Proctors, the Clubs Office and the Proctors’ Office on request;
  - b. give notice of meetings of the members and the Committee;
  - c. draw up the agendas for and the minutes of those meetings;
  - d. notify the Proctors (through the Clubs Office) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
  - e. notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings, speakers and events which has been arranged for that term (e.g. by providing them a copy of the term card);
  - f. provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above; and
  - g. inform the Proctors through the Clubs Office if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of

which the Proctors may prescribe).

22. The Treasurer shall:

- a. keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- b. 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");
- c. ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- d. prepare an annual budget for the Club, and regularly inform the Committee of progress against that budget;
- e. ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- f. seek advice as necessary on tax matters from the University's Finance Division;
- g. develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- h. make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
- i. forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files; and
- j. if the Club has a turnover in excess of £25,000 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, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within four months of the end of the Club's financial year and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

23. The Senior Member shall:

- a. keep abreast of the actions and activities of the Club;
- b. provide information relating to the Club to the Proctors on request; c. seek to settle any preliminary disputes between the Committee and members;
- d. following paragraph 22(i) above, consider the accounts of the Club and approve them if he or she considers them to be in order;
- e. ensure that adequate advice and assistance is available to the Secretary and the

Treasurer in the performance of their responsibilities under paragraphs 21 and 22 above; and

f. be available to represent and speak for the Club in the public forum, and before the University authorities.

24. The members of the Committee shall be elected by the members of the Club termly, and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. When electing other members of the Committee each term, the members of the Club shall also appoint a member of Congregation as the Senior Member, and he or she will then be a member of the Committee *ex officio*.
25. If during the period between the termly elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Termly General Meeting by co-optation.
26. 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 Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
27. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
28. 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.
29. No member of the Committee shall be removed from office except by the approving votes of two-thirds of those present in person or by proxy at a General Meeting.

## **INDEMNITY**

30. So far as may be permitted by law, every member of the Committee and every officer of the Club (each a "relevant officer") shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer's duties. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer as a member of the Committee or officer of the Club and in which judgement is given in the relevant officer's favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on the relevant officer's part), or in which the relevant officer is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to the relevant officer by the Court.

31. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or officer of the Club insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 30.

## **DISSOLUTION**

32. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days' notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
33. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University.

## **INTERPRETATION**

34. Any question about the interpretation of this Constitution shall be settled by the Proctors.
35. This Constitution shall be binding on all members of the Club. No regulation, bye-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

## **THE RULES OF THE OXFORD UNIVERSITY LABOUR**

### **CLUB MEMBERS OF THE EXECUTIVE**

1.
  - a. The Committee shall be referred to as the Executive and consist of: Two Co Chairs; two Co-Chairs Elect; up to two Ex Officio Committee Members; a Secretary; a Treasurer; a Membership Officer; a Publications Officer; a Communications Officer; a Campaigns and External Links Officer; a Social Secretary; a BAME Officer; a Disabled Members' Officer; a LGBTQIA+ Officer; a Women's Officer; and (in Michaelmas Term only) a Freshers' Representative.
  - b. The Club shall be administered by two Co-Chairs. At all times, one of these shall be someone who self identifies partly or wholly as a woman or transfeminine. This does not in any way prevent both positions being held by people who self identify partly or wholly as women or transfeminine.
  - c. No member of the Executive may serve more than three consecutive terms, with the exception of Co-Chairs elect, BAME Officer, Disabled Member's Officer, LGBTQIA+ Officer, Women's Officer, and Ex Officio Committee

Members.

- d. The Co-Chairs shall not be eligible for re-election to the Executive and can only rejoin the Executive if appointed as Ex Officio Committee Members.
- e. At beginning of their term, the position of Co-Chair Ex-Officio will automatically be held by the past term's Co-Chairs; however
- f. The position of Ex Officio Committee Member is an advisory position. The main function of the role is to provide advice and guidance to the current Co-Chairs and Executive in times of need or query. Attendance at Executive Committee meetings and presence on the Executive Facebook Group is mandatory.
  - i. Ex Officio Committee Members will also be responsible for the management of the Club's alumni network which shall include the Attlee Association. This includes:
    - (i) The maintenance of the list of alumni members, including members' year of graduation, college, degree, contact details, and, if applicable, any Executive positions held, and term of office;
    - (ii) The maintenance of the Attlee Association mailing list;
    - (iii) Liaising with interested members of the Attlee Association about possible donations to the Club or events they may be able to organise;
    - (iv) The maintenance, with the Co-Chairs, of the Attlee Association's social media presence;
    - (v) The organisation, with the Co-Chairs, of the annual Attlee Association fundraiser;
    - (vi) Facilitating and organising talks and workshops for alumni;
    - (vii) Performing other duties requested of them by the Co-Chairs.
- g. In addition to the duties outlined above, the Secretary shall:
  - i. keep (and make available) minutes of general meetings and meetings of the Executive;
  - ii. maintain (and make available) an up-to-date version of both the Constitution and the policy book of the Club;
  - iii. perform other duties requested of them by the Co-Chairs.
- h. In addition to the duties outlined above, the Treasurer shall:
  - i. strive to augment the income of the Club through donations and sponsorship;
  - ii. support the Ex Officio Committee Members in fundraising appeals;
  - iii. have primary responsibility for collecting membership fees;
  - iv. in Hilary Term, having examined the previous three terms' accounts recommend measures to consolidate the Club's financial position;
  - v. administer the access fund of £200 per term, to facilitate access to the Labour Club including membership fees, its activities, and events, which shall be made available to individual members through them making a confidential representation to the Treasurer or Co-Chairs;

- vi. administer the discretionary termly budget of £100 for the Women's, BAME, Disabled Members, and LGBTQIA+ Caucuses;
  - vii. provide a detailed account of the Club's finances at all non-extraordinary General Meetings of the Club, clearly stating all money inflows and outflows from the beginning of their term as Treasurer;
  - viii. provide, on the written request of any two members of the Club, an account of the Club's finances, clearly stating all money inflows and outflows from the beginning of their term as Treasurer, with sufficient receipts and records, ensuring there is no identifying information about individual recipients to said members and any others who so specify on the initial written request, within 14 days of the submission of the written request;
  - ix. perform other duties requested of them by the Co-Chairs.
- i. Of the Executive positions that are not Co-Chair, Co-Chair Elect, or Ex Officio Committee Member, three positions shall be reserved for those who self identify partly or wholly as a woman or transfeminine.
- i. The positions reserved for a woman will rotate in the following order: Treasurer, Social Secretary, and Secretary; Social Secretary, Secretary, and Publications Officer; Secretary, Publications Officer, and Communications Officer; Publications Officer, Communications Officer, and Membership Officer; Communications Officer, Membership Officer, and Campaigns and External Links Officer; Membership Officer, Campaigns and External Links Officer, and Treasurer; Campaigns and External Links Officer, Treasurer, and Social Secretary.
  - ii. The positions reserved for a woman will be announced to all members at least a week in advance of the TGM, in the email sent round notifying all members of the TGM.
  - iii. At the TGM, the Chair will invite those who self-identify partly or wholly as women or transfeminine to stand for the reserved position. If after this, no one who self identifies partly or wholly as a woman or transfeminine stands, the then current Co-Chairs Elect must produce a report to the Executive by the next General Meeting, to be made public and publicised, detailing why no one who self identifies partly or wholly as a woman or transfeminine stood for election, and what they, upon becoming Co-Chairs, will do to ensure that more people who self identifies partly or wholly as a woman or transfeminine stands in future and then the position may be opened to all members during the TGM. If nobody who self identifies partly or wholly as women or transfeminine stands for election for Co-Chairs, the Returning Officers will then reopen nominations, allowing two members who do not self-identify partly or wholly as women or transfeminine to stand, and if elected, they two must produce a similar report as mentioned.
- j. Co-Chairs bear responsibility for the term card and as part of guaranteeing a balanced term card, should include events which are relevant to all the liberation caucuses.
- k. Any member of the Club may stand any position on the Executive, with the following exceptions:
- i. Candidates for the position of Co-Chair must serve on at least one term's

- Executive, before being eligible to stand for the position of Co-Chair. ii. Candidates for the position of Women's Officer must self identify partly or wholly as a woman or transfeminine.
  - iii. Candidates for the position of LGBTQIA+ Officer must self-identify as LGBTQIA+ persons.
  - iv. Candidates for the position of BAME Officer must self-identify as BAME persons.
  - v. Candidates for the position of Disabilities Officer must self-identify as disabled persons.
- l. Candidates for positions reserved for women must self identify partly or wholly as a woman or transfeminine.
- m. The positions of Women's Officer, LGBTQIA+ Officer, BAME Officer and Disabilities Officer can only be abolished or repealed by a super majority of two thirds of their respective self-identifying voting caucuses.
- n. One of the Co-Chairs shall also act as IT Officer.
- o. The Membership Officer of OULC shall have the following responsibilities:
- i. With the Secretary, maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
  - ii. Have primary responsibility for processing membership forms;
  - iii. To maintain an up-to-date membership list, and in the event of changes, to distribute to the Co-Chairs to enable the e-mail list to be updated;
  - iv. To perform other duties requested of them by the Co-Chairs.
- p. The Communications officer shall have the following responsibilities:
- i. Ensuring the timely posting of events on Facebook in advance of their occurrence.
  - ii. Making sure, either themselves or through the help of the rest of the committee, the use of good graphics to promote events or campaigns on social media (With the use of the free online program Canva recommended)
  - iii. Taking control from the Membership officer responsibility for College Reps sharing events in JCR/MCR pages, as well as responsibility for ensuring OULC has college reps for each college.
  - iv. Making sure notification of OULC events/campaigns reach all those who would be interested, by making sure as many people are invited to events as possible, and taking steps to make sure OULC's social media presence reaches as many people as possible.
  - v. General management of OULC's social media presence on at least Facebook, Twitter, and Instagram.
  - vi. Any other responsibilities of them required by the co-chairs
- q. The Publications Officer shall have the following responsibilities:
- i. Commissioning articles for our blog on topical current affairs on politics and a range of other issues from a left-wing perspective through the creation of weekly content calls
  - ii. Managing the blog in general, including the publication of any articles sent into OULC on any topic.
  - iii. Responsibility for creating/ finding good graphics/pictures, to accompany

blog posts.

iv. The creation of our termly magazine Look Left, such as soliciting more in-depth, long form articles for the magazine, as well as organising with other willing members of committee or an informal creative team the design of the physical magazine

v. It is encouraged for the Publications Officer to develop some working knowledge of Adobe InDesign or another publication design program to help create the Look Left magazine.

vi. Any other responsibilities required of them by the co-chairs

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

i. To attend and run campaign sessions for the Labour Party, both locally and nationally, including at least weekly canvassing sessions during term;

ii. To promote and publicise campaigns that further the aims and objects of OULC that are being organised by external organisations;

iii. To liaise with the Labour Party's sister parties and their student organisations, to organise mutual assistance and possible events.

iv. To facilitate international students joining OULC, and to attempt to ensure OULC is as welcoming an environment as possible for international students.

v. To have the power to facilitate and run events (at the discretion of the Co Chairs) for international students.

vi. To perform other duties required of them by the Co-chairs.

s. The Social Secretary shall have the following responsibilities: i. To organise at least two social events a term, and to propose ideas for social events to the Executive in consultation with the liberation caucuses; ii. To ensure that social events are publicised;

iii. To perform other duties required of them by the Co-Chairs.

t. The Freshers' Representative shall have the following responsibilities: i. To liaise with new members of the Club in Michaelmas Term, helping the Executive in events related to the Club's stall at Freshers' Fair;

ii. To organise Fresher-only events, in conjunction with other relevant members of the Executive;

iii. To act as a point of contact for new members of the Club;

iv. to perform other duties requested of them by the Co-Chairs.

u. The Women's Officer of OULC shall have the following

responsibilities: i. To represent members of the Women's Caucus;

ii. To strive to increase the number of women members of OULC; iii. 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;

iv. To chair women's caucus events;

v. To invite external speakers to speak at meetings hosted by the women's caucus and to organise other activities which would further the aims, objectives, interests, and goals of OULC;

vi. To regularly meet and liaise with the Co-Chairs in order to fulfil the

- above aims;
- vii. To perform other duties required of them by the Co-Chairs, and by the Women's Caucus.
- v. The LGBTQIA+ Officer shall have the following responsibilities:
- i. To represent members of the LGBTQIA+ Caucus;
  - ii. To strive to increase the level of LGBTQIA+ political representation, activism and involvement in OULC and in the other collective institutions of the University;
  - iii. to arrange a Labour LGBTQIA+ social in conjunction with the LGBTQIA+ relevant speaker event;
  - iv. To perform other duties required of them by the Co-Chairs, and by the LGBTQIA+ caucus.
- w. The BAME Officer shall have the following responsibilities:
- i. To represent members of the BAME Caucus;
  - ii. To strive to increase the level of BAME political representation, activism and involvement in OULC and in the other collective institutions of the University.
  - iii. To perform other duties required of them by the Co-Chairs, and by the BAME caucus.
- x. The Disabled Members' Officer shall have the following responsibilities:
- i. To represent members of the Disabled Members' Caucus;
  - ii. To strive to increase the level of political representation, activism and involvement in OULC and in the other collective institutions of the University among disabled students.
  - iii. To perform other duties required of them by the Co-Chairs, and by the Disabled Members' Caucus.
- y. A member of the Executive must be a member of the Labour Party.
- z. Each member of the Executive must produce a document for their successor detailing the requirements of their role upon the end of their term. This document should consist of at least one side of A4 paper. They must make this available to the Co-Chairs Elect who will pass these on to the newly elected Executive members after the Termly General Meeting.
- aa. In the event of the death, resignation, or dismissal of a member of the Executive, a by-election shall be held as soon as practical to select a new holder for that post.

## **ELECTIONS**

2. The Executive shall be elected at Termly General Meetings (TGMs) held on the Monday of eighth week. A secret ballot and the Single Transferable Vote method shall be used where an election is contested by more than one candidate.

Uncontested elections shall use First Past the Post. The Co-Chairs shall appoint two Returning Officers from the body of Ex-CoChairs. Where no Ex-Co-Chairs are available Ex Executive members who are no longer serving on the Executive may be appointed as Returning Officers. The Returning Officers shall decide the order in which positions are elected. For elections to the position of Liberation Officer, the incumbent Liberation Officer shall act as Returning Officer. A Freshers' Representative will be elected only at the Trinity Term TGM to serve in the following Michaelmas Term.

- a. Any member of the Club may vote for any position on the Executive, the exception of Liberation Officers who shall be elected via First Past the Post by their respective Liberation Caucuses.
  - i. Any pair standing for the position of Co-Chair Elect must submit a manifesto of no longer than three A4 pages to the Secretary beforehand. Manifestos will be circulated to all members prior to the election.
  - ii. Anyone standing for a position other than Co-Chair (with the exception of Liberation Officers) may if they so wish submit a manifesto of no longer than 150 words to the Secretary beforehand which will be circulated to all members on the day of the election.
  - iii. When standing for the position of Co-Chair Elect, candidates shall be required to make a hustings speech of no longer than five minutes and shall then be required to answer questions.
    - iv. In elections for Co-Chair Elect (excluding by-elections one Co-Chair position has become vacant) members vote for a joint ticket of two candidates. This ticket must be announced beforehand and be made clear to members.
  - v. When candidates are standing for a position other than 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.
  - vi. 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 - whichever is the sooner.
- b. The Returning Officers shall undertake to announce the result of elections for positions before the election for the next position is held.
- c. RON (re-open nominations) shall be an option in every election. If RON wins, then a new election for the post in question shall be held as soon as is practical.
- d. The Returning Officers shall undertake vote counting for elections, except for the election of Liberation Officers.
- e. 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, then the election shall be decided by the toss of a coin administered by the Returning Officers.

## **PROXY VOTING**

3. If a member wishes to vote on a motion, including removal of members, or on a pre announced election, they must apply for this right at least 48 hours prior to the meeting in question. Applications are made by e-mailing a Returning Officer with a reason that the member cannot attend the meeting in person. What constitutes a valid reason is at the discretion of the Executive. If an application is approved, then the member in question shall be informed; at this point they can send a further e-mail to a Returning Officer informing them of the direction of their vote. Who has voted via proxy, the direction in which proxy votes were cast, and the number of proxy votes must be kept secret from the members in the meeting, excluding the Executive, insofar as they must know how many applications were made and how many approved.

## **LIBERATION CAUCUSES**

4. The Club shall have four Liberation Caucuses: the BAME Caucus, the Disabled Member's Caucus, the LGBTQIA+ Caucus, and the Women's Caucus.
  - i. Any member who identifies as BAME may join the BAME Caucus.
  - ii. Any member who identifies as disabled may join the Disabled Member's Caucus.
  - iii. Any member who identifies as LGBTQIA+ may join the LGBTQIA+ Caucus.
  - iv. Any member who identifies partly or wholly as a woman or trans feminine may join the Women's Caucus.
5. Each Caucus shall elect a Liberation Officer to represent them. The Women's Caucus shall convene thirty minutes before every Termly General Meeting starts to elect the Women's Officer. All other Liberation Officers will be elected during the Termly General Meeting.
6. Liberation Officers may convene meetings of their caucus with 24 hours notice to the Co-Chairs and the members of their caucus. They may also request prior to a General Meeting that time is allocated for their caucus to meet during the proceedings.
7. Liberation Caucuses may host events for their caucus members independently of the Co-Chairs.
8. Women's Caucus shall elect all delegates sent by the Club to outside women's bodies and organisations. Whenever the Club endorses a candidate for an external election that only women can stand in, the Women's Caucus shall choose who to endorse.
9. All Liberation Caucuses must host at least one social event per term.
  10. Women's Caucus must host at least four events per term, including:
    - i. one political skills training event open to women only;
    - ii. one speaker event;
    - iii. one social event.

## **SOCIALIST ANTHEMS**

11. At least the first two verses of ‘The Red Flag’ shall be sung at the John Smith Memorial Dinner and the close of the TGM.

a. Where appropriate, other socialist anthems shall sung at other Club events. b.

What constitutes ‘a socialist anthem’ will be at the discretion of the Co-Chairs.

## **RELATIONSHIP WITH THE LABOUR PARTY NATIONALLY**

12. The question of whether Labour Students constitutes an appropriate ‘national governing body’ as described in paragraph 2 (c), and therefore whether the Club should be affiliated to Labour Students, shall be subject to a yearly debate and vote, to be held at a General Meeting in Hilary Term. The vote shall require a simple majority with a quorum of fifteen to pass.

13. Where applicable, delegates to Labour Students conferences or National Council meetings will be elected at a General Meeting.

14. The Club shall be affiliated to the local Labour and Co-operative parties. The Executive shall be responsible for maintaining links with these local party organisations and with attending all their relevant meetings if possible

## **HONOURARY MEMBERSHIP**

15. 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.

16. The position of Honorary Chair will be selected by the Co-Chairs Elect and announced at the TGM immediately prior to their term as Co-Chairs. The term of a Honorary Chair will run simultaneously with the term of the Co-Chairs who appointed them. The position of Honorary Chair is entirely ceremonial, but invitation to a formal dinner and/or to address the Club during their term as Honorary Chair is required.

## **THE ATTLEE ASSOCIATION**

17. There shall be an OULC Alumni Network, as a subset organisation of

OULC. a. The OULC Alumni Network shall be named “The Attlee Association”.

b. Membership of the OULC Alumni Network is open to any person who was a member of OULC and is no longer a student at the institution they were studying at when they purchased membership.

c. The membership fee will be set by the Co-Chairs Chair and the revenue raised will be collected and administered by the Treasurer.

- d. Members of the OULC Alumni Network have unrestricted access to OULC events and unrestricted voting rights at OULC General Meetings, Termly General Meetings and Extraordinary General Meetings.

## **DISCIPLINARY PROCEDURE**

18. In accordance with Article 6 of this Constitution, 'good cause' includes a finding by an external Labour Party investigation into OULC, of conduct deemed by the Committee to bring the Club into disrepute.
19. A member of the Executive Committee may be removed from office following a 'no confidence' motion brought to a General Meeting, Termly General Meeting or Extraordinary General Meeting and passed by a super majority of two-thirds of members present. This motion may be brought to such a meeting by any member of the Club, and requires a proposer and seconder like any normal motion.
20. A member of the Executive Committee may be suspended between General Meetings by a majority of the Executive Committee.
  21. Only conduct deemed 'to bring the Club into disrepute' or to constitute 'abuse of/misconduct in' the role may warrant a no-confidence motion being brought.
22. Nothing in this section restricts or is deemed to conflict with the to-be-implemented procedure dealing with other complaints and harassment.

## **TERMLY GENERAL MEETING AND GENERAL MEETING PROCEDURE**

23. Speakers may optionally give their name and preferred pronouns before making a speech or asking a question.
24. General Meetings will be chaired by one or both of the Co-Chairs with the exception of the TGM which shall be chaired by one or both of the Ex Officio Committee Members
25. The structure of debating motions, and the chronological order of debate for motions both constitutional and otherwise, at Termly General Meetings and General Meetings is as follows:
  - a. One speech in proposition to the motion (if no one speaks in proposition to the motion, the motion fails);
  - b. Questions to the proposer (members must raise their hand when they wish to speak and may only speak once invited to do so by the chair);
  - c. One speech in opposition to the motion (if no one speaks in opposition to the motion, points of debate can immediately be taken);
  - d. Questions to the opposer (members must raise their hand when they wish to speak and may only speak once invited to do so by the chair);

- e. Points of debate members must raise their hand when they wish to speak and may only speak once invited to do so by the chair);
- f. Points of information (must be factual and related to the present motion: members must raise their hand and audibly declare a point of information; after the declaration they may only speak once invited to do so by the chair);
- g. Points of order (must be in relation to constitutional points of debate as mentioned under this procedural structure; members must raise their hand and audibly declare a point of order; after the declaration they may only speak once invited to do so by the chair);
- h. Points of amendment (must be a constructive alternation to the original motion; members must raise their hand and audibly declare a point of amendment; after the declaration they may only speak once invited to do so by the chair);
- i. One closing speech in proposition to the motion (if no one speaks in proposition to the motion, the closing speech in opposition can immediately be taken);
- j. One closing speech in opposition to the motion (if no one speaks in opposition to the motion, a vote can immediately be taken);
- k. Vote on the motion by secret ballot, whereby if the motion secures a majority of votes of the members present, it will be passed.
- l. Points of debate, amendment and information are only to be taken following questions to the opposer and before the closing speech in proposition. A point of order can be raised at any point throughout Termly General Meetings and General Meetings.
- m. Point of Amendment Procedure:
  - i. A point of amendment can be taken as a friendly amendment by the original proponent of the motion by a verbal declaration of such. This results in the amendment immediately being incorporated into the motion and discussion of the motion as a whole resuming.
  - ii. If, after a point of amendment has been raised during a motion, the original proponent of that motion does not accept it as a friendly amendment, and the proposer of the point of amendment wishes to continue, there will begin debate on the amendment.
  - iii. Debate on an amendment is structured as follows, in the same manner as the main debate: one speech in proposition of the amendment; one speech in opposition to the amendment; points of debate and information; one closing speech in proposition to the amendment; one speech in opposition to the amendment; vote.
  - iv. The point of amendment to the motion will be immediately incorporated into the motion if it secures a majority of votes of the members present.
- n. Further Debate Procedure:

- i. There are to be no speeches in proposition or opposition to a 'move to vote' motion; it is to be voted on immediately upon being raised.
  - ii. The secret ballot system, a permanent club policy, must be used.
  - iii. A motion to postpone debate on a motion can be proposed by the chair, the Secretary, or the proposer or seconder of the motion, with the effect of postponing all further debate on the motion and a vote on the motion until the next General Meeting or Termly General Meeting, if it secures a simple majority of votes of the members present.
- o. A motion to prematurely end the Termly General Meeting or General Meeting can be proposed by the chair, the Secretary or the Treasurer, with the effect of immediately ending the meeting, if it secures a majority of votes of the members present.
- p. The timings of speeches or points of debate, order and information, acceptance of points of information and order, and the length of overall debate is at the discretion of the chair.
- q. Only Club members may attend Termly General Meetings and General Meetings. The Membership Officer is required to run a membership check of attendants at the Termly General Meetings and General Meetings to enforce this.
- r. In the event of a motion receiving an equal number of votes in proposition as in opposition, the motion will fail.
- s. At the beginning of every General Meeting and Termly General Meeting, immediately before procedure begins in relation to motions, questions to the Executive must take place (members must raise their hand when they wish to speak and may only speak once invited to do so by the chair).
- t. Any Other Business must be included at the end of every General Meeting and Termly General Meeting (members must raise their hand when they wish to speak and may only speak once invited to do so by the chair).
- u. The Co-Chairs will chair the Termly General Meeting at the end of the term immediately following their term as Co-Chairs.
- v. All members have the right to bring a motion to a General Meeting or Termly General Meeting, however a chair chairing a General Meeting or Termly General Meeting, cannot chair debate on a motion that they have brought to the Meeting. In such a circumstance, such an individual must audibly declare that they will not be chairing the debate on that particular motion, and the chairing will fall to the remaining Co Chair immediately prior to the beginning of procedure on that motion.
- w. The chair cannot raise a point of debate whilst chairing a motion. If they wish to speak during debate on a motion, they must audibly declare immediately prior to the beginning of procedure on that motion that they will not be chairing any of the procedure in relation to that motion, and the chairing will fall to the remaining Co

Chair.

- x. A move to vote proposal on motions shall require an immediate move to closing speeches in proposition and opposition to the motion at hand, if it is proposed by any member and secures a majority of votes of the members present. If a move to vote is proposed and secures a majority of votes of the members present during discussion of an amendment to a motion, an immediate vote on the amendment to the motion shall be required.
- y. General Meetings, Termly General Meetings and Extraordinary General Meetings shall be the sovereign policy-making body of the Club. Policy and motions passed during General Meetings, Termly General Meetings and Extraordinary General Meetings can only be repealed either upon expiry, which is one calendar year after it is passed unless a longer expiration date is set within the policy, or by a repeal vote during a future General Meeting, Termly General Meeting and Extraordinary General Meeting. Policy-making abilities are delegated to the Executive as detailed in this document.
- z. Voting rights in TGMs only apply to OULC members who are also Labour Party members, Co-operative Party members, registered supporters, affiliated supports, or those who support the aims of the Labour Party and are not members of any other political party that runs candidates against official Labour Party candidates in elections.

## **HARASSMENT POLICY**

26.

- a. The Oxford University Labour Club (OULC) does not tolerate any form of harassment or victimisation and expects all members, visitors and affiliates to treat each other with respect.
- b. OULC is committed to fostering an inclusive culture that promotes equality, values diversity and maintains a working and social environment in which the rights and dignity of all Members of OULC are respected.
- c. The aims of OULC as reflected in this Policy are to:
  - i. Promote a positive environment in which people are treated fairly and with respect;
  - ii. Make it clear that harassment is unacceptable and that all Members of OULC have a role to play in creating an environment free from harassment;
  - iii. Provide a framework of support for Members of OULC who feel they have been subject to harassment; and
  - iv. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.
- d. Those in positions of authority within OULC, such as the Co-Chairs and the Executive Committee, have formal responsibilities under this Policy and are expected to familiarise themselves with the Policy and Procedure on appointment. The Co-Chairs have a duty to implement this Policy and to make every effort to ensure that harassment and victimisation do not occur and, that if they do occur, any concerns are investigated promptly and effectively.
- e. All Members of OULC have the right to expect appropriate behaviour from all OULC

Members during OULC organised events and in OULC spaces, including online spaces. All OULC Members who are interacting with other OULC Members during such events, and in such spaces, have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:

- i. Treating others with dignity and respect.
- ii. Discouraging any form of harassment by making it clear that such behaviour is unacceptable.
- iii. Supporting any Member of OULC who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate, by signposting them to the relevant advice and support services.
- iv. Harassment that involves Student Members of OULC is covered by the University's Policy and Procedure on Harassment, or by the Policy of the relevant College. f.

### **Definitions**

- i. A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which has the purpose or effect of:
  - (i) violating another person's dignity, or
  - (ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.
  - (iii) The recipient does not need to have explicitly stated that the behaviour was unwanted.
- ii. **Freedom of speech** and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- iii. **Bullying** is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. OULC seeks to protect all Members of OULC from victimisation in relation to this Policy, during OULC organised events and in OULC spaces, including online spaces, which is a form of misconduct that may itself result in a disciplinary process. OULC will regard as victimisation any instance where a person is subjected to detrimental treatment because they have, in good faith:
  - (i) made an allegation of harassment, or
  - (ii) indicated an intention to make such an allegation, or
  - (iii) assisted or supported another person in bringing forward such an allegation, or
  - (iv) participated in an investigation of a complaint, or
  - (v) participated in any disciplinary hearing arising from an investigation, or
  - (vi) taken any other steps in connection with this Policy and Procedure, or
  - (vii) is suspected of having done so.
- iv. **Behaviours**
  - (i) Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.

- (ii) The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.
- (iii) Being under the influence of alcohol, drugs or otherwise intoxicated is not an excuse for harassment.
- (iv) Harassment can take a variety of forms:
  - a. Through individual behaviour
  - b. face to face, either verbally or physically.
    - c. through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device.
  - d. directly to the person concerned, or to a third party.
  - e. Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.
  - f. Examples of behaviour which **may** amount to harassment under this Policy include (but are not limited to) the following:
    - g. unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, such as:
    - h. inappropriate body language;
    - i. sexually explicit remarks or innuendoes;
    - j. unwanted sexual advances and touching.
    - k. offensive comments or body language, including insults, jokes or gestures and malicious rumours, open hostility, verbal or physical threats.
    - l. insulting, abusive, embarrassing behaviour or comments, including behaviour or comments that particularly relate to characteristics protected by the Equality Act 2010.
    - m. humiliating, intimidating, and/or demeaning criticism.
    - n. persistently shouting at, insulting, threatening, disparaging or intimidating an individual.
    - o. constantly criticising an individual without providing constructive support to address any performance concerns.
    - p. persistently overloading an individual with work that they cannot reasonably be expected to complete.
    - q. posting offensive comments on electronic media, including using mobile communication devices.
    - r. threatening to disclose, or disclosing, a person's sexuality, gender identity or disability to others without their permission.
    - s. deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history.
    - t. isolation from normal work or study place, conversations, or social events.
    - u. publishing, circulating or displaying pornographic, racist, homophobic, anti-Semitic, Islamophobic, sexually suggestive

or otherwise offensive pictures or other materials.

v. **Stalking** may also be a form of harassment and may be characterised by any of the following repeated and unwanted behaviours:

- (i) Following a person;
- (ii) Contacting, or attempting to contact, a person by any means;
- (iii) Publishing any statement or other material –
  - a. Relating or purporting to relate to a person, or
  - b. Purporting to originate from a person;
- (iv) Monitoring the use by a person of the internet, email or any other form of electronic communication;
- (v) Loitering in any place (whether public or private);
- (vi) Interfering with any property in the possession of a person;
- (vii) Watching or spying on a person including through the use of CCTV or electronic surveillance.

**g. Application of the Policy.**

- i. Harassment is a serious offence. Any Member of OULC who feels they have been subject to harassment by another Member of OULC can make a complaint via the Procedure. This Procedure is limited wholly to allegations occurring during or at OULC events, in OULC spaces, including online spaces, or in direct relation to an individual in their capacity as a representative of OULC. For all other matters, a Student Member of the University of Oxford should use the University's Policy and Procedures on Harassment (<http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>) or the Policy and/or Procedure of the relevant College.
- ii. The chair or organisers of an OULC event has the ability to bring a meeting to a close, to remove individuals in attendance and bar them from re-entry, to deny entry to individuals, and to initiate the harassment policy on behalf of an individual.
  - (i) This ability lies at the discretion of the chairs of the event or co chairs of OULC.
  - (ii) If this ability is invoked it must be followed by a vote on a motion of censure at the next meeting of OULC,
- h. When a criminal offence may have been committed, the Procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student Members can seek advice from the OUSU Student Advice Service or the University Harassment Advisory Service and/or approach the Police directly.
- i. Any Member of OULC who feels they have been subject to harassment can contact the University Harassment Advisory Service for support. The Service is also available to those against whom an allegation of harassment has been made. Other sources of help and advice can be found at: [HYPERLINK "http://www.admin.ox.ac.uk/eop/harassmentadvice.shtml"](http://www.admin.ox.ac.uk/eop/harassmentadvice.shtml)[www.admin.ox.ac.uk/eop/harassmentadvice.shtml](http://www.admin.ox.ac.uk/eop/harassmentadvice.shtml).
- j. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those

with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care which may be owed to the individual and/or others.

k. This Policy and Procedure may be found on the OULC website.