

THE CONSTITUTION OF
THE NEWMAN SOCIETY:
OXFORD UNIVERSITY CATHOLIC SOCIETY

AMDG – AD MAIOREM DEI GLORIAM
FOR THE GREATER GLORY OF GOD

DRAFT FOR CONSIDERATION FOR HILARY 2017 AGM

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PART I CONSTITUTION

1–NAME AND OBJECTS

A. The Society is called The Newman Society: Oxford University Catholic Society. The Society's objects are the support, development, improvement and promotion of provisions to support and encourage Catholic students in their Christian vocation by promoting their personal, intellectual and spiritual development, social interaction, and apostolic witness within the broad context of their experience in the University of Oxford insofar as such objects are charitable. The society shall work to achieve its objects in conjunction with the Chaplains. It also seeks to establish and maintain links with other Catholic organisations within the University of Oxford or outside of the University but within Oxford. It also seeks to establish and maintain links with other religious groups within the University. The income and property of the Society shall be applied solely to those objects.

The address of the Society shall be:

The Newman Society: Oxford University Catholic Society

The Old Palace

Rose Place

St Aldate's

OXFORD

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2–COMPLIANCE

A. The Society shall be administered in accordance with the Universities' Regulations for the Activities and Conduct of Student Members.

B. The activities of the Society 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 Society's activities with which the Society is eligible to register, the Society 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.

As of the drafting of this Constitution, the Society is aware of no such relevant national body.

D. The Society 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 Society, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the University's Safety Office.

E. No member of the Society shall participate in any activity overseas organised by the Society, 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.

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F. The Society 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 Society may apply to IT Services, University of Oxford to use information technology ("IT") facilities in the name of the Society. Where the Society uses the University's IT Services it is the responsibility of the Society:

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- (i) to designate a member of the Society 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 Society;
- (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 subitems F(i) to F(iv) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

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3-MEMBERSHIP

A. The members of the Society shall be those who are eligible and apply for membership of the Society, who are admitted to and maintained in membership by the Committee. There are not to be any fees dues, or other monetary subscriptions required for membership in the society.

B. Subject to paragraph C, all student members of the University, and all persons whose names are on the University's Register of Visiting Students who have been baptised into the Roman Catholic Church shall be eligible to become members of the Society. 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 may continue to be liable to pay fees to the University.

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C. If the Society's objects relate directed to a protected characteristic as defined in Section 4 of the Equality Act 2010, the Society may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.

D. The Committee may also, at its discretion, admit to membership any baptised Roman Catholics of the following distinctions:

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- (i) any students registered to read for diplomas and certificates in the University;
- (ii) any student members of Permanent Private Halls who are not student members of the University;
- (iii) members of Ruskin College, and Ripon College, Cuddesdon;
- (iv) members of Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership and (iv) and any other person not falling within sections item B and subitems C(i) to C(iii), above – including those in the catechumenate or otherwise not members of

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Deleted: (iii) any student members of Permanent Private Halls who are not student members of the University;

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the Roman Catholic Church – provided that such members shall not constitute more than one-fifth of the total membership of the Society.

- E. The Committee, having consulted with the Senior Member 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. The person concerned may appeal against such removal to the Proctors.

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4-MEETINGS OF THE MEMBERS

- A. There shall be an Annual General Meeting for all the members of the Society in Hilary Full Term, convened by the Secretary on not less than fourteen days' notice.

- B. The Annual General Meeting will:

- . (i) receive the annual report of the Committee for the previous year and the annual accounts of the Society for the previous year, the report and accounts having been approved by the Committee;
- . (ii) receive a report from the Committee on the Society's compliance with Compliance (section 2) above;
- . (iii) elect Members of the Committee in accordance with The Committee (section 5 item H) 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;
- . (iv) consider any motions of which due notice has been given, and any other relevant business.

- C. An Extraordinary General Meeting may be called in any Full Term; by the committee 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.

- D. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.

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- E. The quorum for a General Meeting shall be ten 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).

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- F. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In case of equal votes the President of the Society shall have the casting vote.

- G. 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.

- H.

5-THE COMMITTEE

- A. The affairs of the Society shall be administered by a Committee consisting of not more than eight full members of the society, and have ultimate responsibility for the activities of the

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Society. 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 Society, and of its administration.

- B. No member of the Committee (or the Society) shall enter in to or purport to enter into any arrangement, contract or transaction on behalf of the Society with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.
- C. 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.
- D. The Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the Senior Member and four other persons. The President, the Secretary and the Treasurer shall each be either a member of the Society whose eligibility stems from Membership (section 3 item B) above or Membership (section 3 subitems C(i) to C(iv)) above, or (with the approval of the Proctors) a member of Congregation. If his or her eligibility stems from Membership (section 3 subitems C(i) to C(iv)) above, on election to office he or she must sign an undertaking to abide by the University Student Handbook, and to accept the authority of the Proctors on Society matters.
- E. The President shall have the right to preside at all meetings of the members of the Society and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
- F. 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.
- G. The Secretary shall:
- . (i) maintain a register of the members of the Society, which shall be available for inspection by the Proctors on request;
 - . (ii) give notice of meetings of the members and the Committee;
 - . (iii) draw up the agenda for and the minutes of those meetings;
 - . (iv) notify the Proctors promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
 - . (v) 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);
 - . (vi) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to Compliance (section 2 item C) above; and
 - . (viii) inform the Proctors if the Society 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).
- F. The Treasurer shall:

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- . (i) keep proper records of the Society's financial transactions in accordance with current accepted accounting rules and practices;
- . (ii) 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");
- . (iii) ensure that bills are paid and cash is banked in accordance with the procedures developed under subitem F(ii);
- . (iv) prepare an annual budget for the Society, and regularly inform the Committee of progress against that budget;
- . (v) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- . (vi) seek advice as necessary on tax matters from the University's Finance Division;
- . (vii) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- . (viii) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
- . (ix) 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
- . (x) if the Society 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 Society's financial year and the costs of the inspection and report shall be borne by the Society. If requested by the reporting accountant, the Society shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Society.

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G. The Senior Member shall:-

- . ~~(i) keep abreast of the actions of the Society;~~
- . ~~(ii) provide information relating to the Society to the Proctors on request;~~
- . ~~(iii) seek to settle any preliminary disputes between the Committee and members;~~
- . (iv) following subitem F(i) above, consider the accounts of the Society and sign them if he or she considers them to be in order;
- . (v) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under items E to F above; and
- . (vi) be available to represent and speak for the Society in the public forum, and before the University authorities.

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H. The members of the Committee shall be elected by the members of the Society annually, and shall be eligible for re-election. The members of the Society 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 year, the

members of the Society 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*.

- I. If during the period between the annual 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 Annual General Meeting by co-optation.
- J. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Society nominated by the Committee) all official documents and records belonging to the Society, together with (on request from the Committee) any other property of the Society which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Society's bank accounts, building society accounts, or other financial affairs.
- K. 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.
- L. 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.
- M. 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.

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6-INDEMNITY

- A. So far as may be permitted by law, every member of the Committee and every officer of the Society shall be entitled to be indemnified by the Society against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or 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 or 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 or her as a member of the Committee or officer of the Society and in 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 in which he or she 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 him or her by the Court.
- B. So far as may be permitted by law, the Society may purchase and maintain for any member of the Committee or officer of the Society insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Society and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Society by virtue of subsection A.

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7-DISSOLUTION

- A. The Society 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 Society 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 Society if at any time the Society ceases to be registered with the Proctors.

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B. In the event of the Society being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the The Newman Trust (registered charity number 251158), by prior approval of the Proctors.

8-INTERPRETATION

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

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PART II BY-LAWS OF THE SOCIETY

9-PREAMBLE

- A. In order to effectively administer the Society, the constitution defers a certain amount of regulation to the committee who, may from time to time pass by-laws in accordance with section 17 of these by-laws.
- B. In the event of any conflict between the Constitution and these by-laws, the constitution shall always take precedence.

10-HISTORY

The history of the society is as follows:

- A. The Newman Society was founded in 1878 as a society for the Catholic Student members of the University of Oxford. Its name was adopted in honour of Blessed John Henry Cardinal Newman with his consent. The name provides a connexion of living tradition between Catholic students of the University and Blessed John Henry and is one of the treasures of Catholic Oxford. In 2009, the St Thomas More Lectures were founded by the Newman Society to bring persons of international eminence to lecture in Oxford on subjects of Catholic interest. The inaugural lecture was given by His Eminence George Cardinal Pell, Archbishop of Sydney.
- B. At the beginning of Trinity Term 1990, the Roman Catholic Chaplains to the University of Oxford invited those students currently serving as Chaplaincy representatives in their colleges and those students representing the various groups attached to the Chaplaincy to discuss with them the setting up a further means of promoting the well-being and apostolate of the Catholic student body throughout the University. As a result, the University Catholic Society was brought into being.
- C. At a Meeting of the Committee held at the Old Palace, the following resolution was passed: With provision for future amendments as deemed necessary, this Constitution is formally approved by the Committee as binding upon the Society and its members, and is deposited with the Chaplains in Hilary Term 1991.
- D. On April 28th, 1993, the Vice-Chancellor's approval was secured for the Society to be known as the Oxford University Catholic Society. At a Meeting of the Full Committee held at the Old Palace on 15 October 1995 the Constitution was amended to take account of this and other changes from experience gained in the first five years of the Catholic Society's existence.
- E. On November 11th, 1999, the University Catholic Chaplaincy Social Club became a legal entity in whose name the bar licence was held. At a meeting of the Full Committee held at the Catholic Chaplaincy on January 16, 2000, the University Catholic Chaplaincy Social Club was included within the Constitution of the Oxford University Catholic Society, and relevant changes were made to the Oxford University Catholic Society's Constitution. On November 9th, 2012, as part of the revisions to this Constitution following the vote of Union with the Newman Society (cf. item F) a vote was taken to end the existence of the defunct University Catholic Chaplaincy Social Club.
- F. In 2012, the Newman Society and the Oxford University Catholic Society agreed (cf., item A) to join together as a single society for Catholic members of the University giving witness in the University to the unity and catholicity of the Church (cf., item B) to preserve the name of the Newman Society and (cf., item C) to make provision for the continuation of the St Thomas More Lectures by merging to create one Society to be known as "The Newman Society: Oxford University Catholic Society".

11-MEMBERSHIP OF THE SOCIETY

- A. All students requesting entrance into the Society by power of Membership (section 3 item B) shall be recognized as Full Members (or, simply, "Members"). All persons admitted into the Society by means of Membership (section 3 subitems C(i) to C(iv)) shall be eligible for membership as Associate Members, only. However, any person shall not be admitted if the Chaplains or Committee should object to their admission within a reasonable time of the expression of the desire to be admitted to membership. All such persons as are admitted will be entitled to all rights and privileges accorded to the status of their membership in this Constitution. A person may resign membership in the Society by tendering his or her resignation in writing to the Committee, and such resignation is effective upon receipt. The Committee may remove a person from membership - for good reason following the procedures as laid out in the constitution from time to time.
- B. Attendance at events organised by the Society and participation in the activities of any of the Chaplaincy groups affiliated to the Society is not confined to members of the Society. The Society welcomes all interested persons to join in its activities. This, however, does not apply to formal meetings or functions of the Society as described in The Committee (section 5), Committee Structure (section 14), and Meetings of the Committee (section 15).
- C. All student groups officially attached to the Chaplaincy are automatically affiliated to the Society, and are entitled to all rights and privileges accorded to such groups in the Constitution and in these by-laws. Individual members of such groups, however, may or may not have Full or Associate membership of the Society, and groups should respect the rules of the Society in this regard.

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12-OFFICERS OF THE SOCIETY

- A. The requirement of Full Membership does not, however preclude any Associate Member from standing for election to these three particular offices. Should any Associate Member run for any of the offices of President, Secretary, or Treasurer, and be elected, their assumption of office will depend upon the Proctors' approval. Election of Associate Members to any of the other offices does not need such approval.
- B. The Officers of the Society shall be the: the President; the Vice-President; the Secretary; the Treasurer; the Social Secretary; the Ecumenical Officer; the Publicity Officer; the St Thomas More Lectures Secretary; the Senior Member; the Group Representatives; the College Representatives; the Bar Manager(s) and other officers appointed from time to time by the Committee under the terms of Officers of the Society (section 12).
- C. The President, Vice-President, Secretary, Treasurer, Social Secretary, Ecumenical Officer, Publicity Officer, and Senior Member, shall be termed the Executive Officers of the Society and shall constitute the Committee. The roles of the members of the Committee are as follows:
- (i) The President shall act as a representative of the Society at the direction of the Society or of the Committee; invite and act as a liaison with guest speakers for Society events; conduct urgent business of the Society in consultation with as many members of the Committee as are available if there is insufficient time to convene a meeting of the Committee or a General Meeting, but all such action shall be subject to ratification at the next meeting of the Committee or the next General Meeting; act as a liaison between the Society and the Chaplains; act as a liaison with other Catholic

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- organisations in Oxford; oversee the operations of the Society; and carry out any other duties assigned by the Society or the Committee.
- (ii) The Vice-President shall assist the President in execution of the President's duties; act in lieu of the President in case of the President's absence or inability to act; undertake special projects at the direction of the Committee or a General Meeting; coordinate College activities in consultation with the College Representatives; act as a liaison between the Society and Catholic groups in Oxford. and carry out any other duties assigned by the Society or the Committee.
 - (iii) The Secretary shall prepare and circulate the agenda for Committee or General meetings in consultation with the members of the Committee; maintain permanent records, membership lists, and minutes of the Society; undertake the administrative and clerical duties of the Society; and carry out any other duties assigned by the Society or the Committee.
 - (iv) The Treasurer shall maintain the accounts and monies of the Society; be responsible for the allocation of funds and payment of all bills, debts, and reimbursements; collect all accounts, fees, and monies of the Society; and carry out any other duties assigned by the Society or the Committee.
 - (v) The Social Secretary shall organise community activities of the Society; and carry out any other duties assigned by the Society or the Committee.
 - (vi) The Ecumenical Officer shall act as a liaison between the Society and other Christian organisations and religious organisations in the University; organise community activities between the Society and these organisations; and carry out any other duties assigned by the Society or the Committee.
 - (vii) The Publicity Officer shall act as a liaison between the Society and the media; maintain the social media and webpages associated with the Society and its events; prepare any necessary advertisements for the Society and its events; and carry out any other duties assigned by the Society or the Committee.
- D. The Executive Officers shall be elected according to the provisions made in Election of Officers (section 13) of these byelaws. The members of the Committee shall be eligible for re-election, but they may not hold office for any continuous period of more than one year without offering themselves for election. All members may run for election to any of these offices. However, in order to hold the offices of President, Secretary, or Treasurer, the elected must be Full Members of the Society.
- E. The President, Treasurer and Secretary may not hold office beyond the Michaelmas term of the final year of their course of study. Should a member of the Society apply for admission to a further course of study, which would extend their time at the University beyond the terminal year of their current course, such a person may stand for election and accept office, but, should their application be denied, they must resign their office, immediately.
- F. The Group Representatives shall be the persons currently leading the various chaplaincy groups affiliated to the Society, or persons delegated by them from within these groups. They shall serve for a period of time determined by the particular group. In order to hold office they must be either Full or Associate Members of the Society.
- G. The College Representatives shall act as liaisons between the Society, Chaplains, their respective College, and other College Representatives, in order to help fulfil the aims of the Society (cf., Name and objects (section 1 item A)) for the students of their respective College.

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They shall be those persons currently serving as Chaplaincy Representatives in their respective Colleges or Associated Institutions, or persons delegated by them. They shall serve for as long as they hold the position of Chaplaincy Representative. In order to hold office they must be either Full or Associate Members of the Society.

- H. The Committee may appoint Bar Manager(s) as well as a number of additional officers to portfolios which the Committee shall determine. Such appointed officers must be Full or Associate Members of the Society.
- I. Any Roman Catholic member of the University Congregation is eligible to serve as Senior Member of the Society. The chosen Senior Member should be closely affiliated with the operations of the Chaplaincy. The choice of the Senior Member is to be left to the Committee, by standard vote, according to the forms of the committee meeting (section 15 items B to F). Should the Chaplains be predominantly members of one religious institute, it is suggested that the local superior be invited to serve as Senior Member, provided that this person be a member of Congregation. The Senior Member shall serve for a term of one academic year, to begin each Michaelmas term, without any limit to the number of terms they may hold the office.
- J. If some Executive Officer of the Committee relinquishes his or her post during their term of office, then a replacement may be co-opted by the Committee immediately. A by-election may be called to coincide with the next election called according to Election of Officers (section 13 items B to C) of ~~these byelaws~~ and these by-laws (unless that clause dictates that an autumnal election to that post shall be held in any case, which takes priority). Should the Committee co-opt an Associate Member to hold any of the offices of President, Secretary, or Treasurer, such an appointment will require the approval of the Proctors. (Cf., Officers of the Society (section 12), item D)

13-ELECTION OF OFFICERS

- A. The election procedure provides for the election to the Executive Offices of the Society. Only Full and Associate Members of the Society are eligible to participate in any way in the election process.
- B. Elections to the following offices of the Committee, i.e. those of President, Vice-President, Secretary, Treasurer, Social Secretary, Ecumenical Officer ~~and~~ Publicity Officer, shall ordinarily take place annually during the ~~first~~ week of ~~Hilary~~ term during a General Meeting.
- C. In unusual circumstances, the Committee may vary the times of the Elections specified in item B, provided the criteria for eligibility in Officers of the Society (section 12 item D) is satisfied.
- D. The Committee shall appoint a Returning Officer (ordinarily one of its number) for each set of elections. The Returning Officer shall be responsible for the organisation and fair conduct of the elections.
- E. Notification of elections shall be published in the Chaplaincy's weekly bulletin for the fifth week of the term ~~preceding that in~~ which elections are to take place.
- F. Nominations, with proposer and seconder, shall be submitted to the Returning Officer or the President no later than 11 PM on the Wednesday of Sixth Week ~~of that same term~~. ~~In the event that the election is contested, each nominee shall be invited to produce a~~ manifesto of not more than one hundred and fifty words (save that manifestos for the post of President or Vice-President may be longer, but not exceeding two hundred and fifty

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words), and a photograph of the nominee. These shall be posted up in a suitable place at the Chaplaincy from 6 PM on Friday of Sixth Week until the time of the elections.

- G. The elections shall take place after hustings on the day appointed. The names of the successful candidates shall be posted in the same place in the Chaplaincy as the manifestos were displayed for one week following the day of the election.
- H. The election for each post shall be conducted by the method of Single Transferable Vote. A candidate may stand for up to two posts (or three including President), and shall indicate to the Returning Officer which is his or her preferred position. If elected to both positions stood for, a candidate's votes will be transferred to the remaining candidates for the second-choice post. Should it not be possible to separate two or more candidates, then the President shall have a casting vote.
- I. If only one candidate submits him/herself for election to a given post then that candidate shall be returned unopposed without need for a vote. If some Executive Officer whose term of office is not due to conclude stands for election to some other office of the committee at a given election, then a by-election (which he/she may contest) must be held for the post which he/she currently holds.
- J. The officers of the Committee shall ordinarily hold office until the end of the General meeting on Thursday of first week, Hilary term. Following their election, the officers-elect of the Committee shall attend meetings of the Committee during the term of office of the incoming Committee shall ordinarily commence at 11pm on the evening of Thursday of 1st week Hilary Term.
- K. No member of the existing Committee shall propose or second any candidate.
- L. No candidate shall propose or second another candidate.
- M. The Returning Officer shall place a mark next to the name of each member of the Society on the Society's membership list at the time that this member is given a ballot paper.

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14- ST THOMAS MORE LECTURES

- A. The Committee shall appoint from within the membership a St Thomas More lecture secretary, their term of office shall be the remaining duration of the term of the committee that appointed them.
- B. There shall be a sub-committee for the St Thomas More Lectures (cf., History (section 1 item A)) which shall not be concerned with the government of the Society but shall only manage the St Thomas More Lectures and the Mass and any Dinner associated with each St Thomas More Lecture.
- C. The Sub-Committee for the St Thomas More Lectures (defined above)(in this clause "the Lectures Committee") shall organise on behalf of the Society lectures by persons of international eminence on subjects of Catholic interest to take place at least once and not more than twice in each academic year. The lectures shall be known as St Thomas More Lectures.
- D. The St Thomas More Lectures Secretary shall be chairman, secretary, and Executive Officer of the Lectures Committee and the President of the Society shall be its convener. The Lectures Committee shall meet as often as necessary to transact its business but in any case not less often than once a term. Between meetings it shall be permissible for decisions to be taken by majority vote by email.

Deleted: COMMITTEE STRUCTURE

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- E. Each St Thomas More Lecture shall be preceded or followed (as may be most convenient) by the celebration of Holy Mass.
- F. The Lectures Committee may also organise a dinner in honour of each St Thomas More Lecturer.
- G. The Lectures Committee may, in co-ordination with the Chaplains, the Committee, and the trustees of the Newman Trust seek financial support or sponsorship for the St Thomas More Lectures or for any individual St Thomas More Lecture.

15-MEETINGS OF THE COMMITTEE

- A. The Committee shall ordinarily meet three times during each University Full Term. The Senior Member is not required to attend any of these meetings.
- B. These meetings shall be attended only by the Committee and the St Thomas More Lecture Secretary. Occasionally the President may invite the Chaplains or other persons to attend, without the right to vote, if the Committee should agree that this may assist the business of the meeting.
- C. These meetings shall have a proper Agenda, and the Minutes shall be recorded and distributed to each member of the Committee and the Chaplains. The drafting and dissemination of these documents are among the duties of the Secretary, or someone else assigned by the chair of the meeting.
- D. These meetings shall be chaired by the President, if he or she is present. In the President's absence, the meeting will be chaired by the Vice President. If both President and Vice-President be absent, another member of the Committee shall be delegated to the chair, to be selected by those present.
- E. Meetings shall be conducted in accordance with the norms of Committee practice.
- F. For the purposes of making a decision, the Meeting must have a Quorum. This requires four members of the Committee to be present, of whom one must either the President or Vice- President. For a resolution to be passed, a simple majority of those present must vote in favour.
- G. To deal with matters of urgency, the President may call an Extra-Ordinary Meeting at any other time. Such a meeting must abide by the provisions laid down in items B to F. Notice and documentation of any such Extra-Ordinary Meetings will be the responsibility of the Secretary.
- H. In exceptional circumstances the Senior Member may veto a decision of the Committee.

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16-GENERAL MEETINGS OF THE SOCIETY

- A. A General Meeting may act in place of the Committee in any of the Committee's duties. Where a General Meeting's resolution conflicts with that of the Committee, the Committee will implement the General Meeting's resolution.
- B. A General Meeting will be competent to amend the constitution only when it is called with fourteen days' notice to members.
- C. No proxies are permitted for any General Meeting of the Society, except in extraordinary circumstance approved by the senior member, else, only those present may cast votes.
- D. The President of the Society shall, if present, preside over the General Meetings of the Society. If the President is not present or unable to act, the Vice-President shall preside. If neither the President nor Vice-President are present, the General Meeting shall be

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rearranged for an alternative date, unless there is no President or Vice-President within the committee at which point, the meeting shall select a chair *pro tem* to preside.

- E. The Society shall adopt such procedures as it sees fit to operate at a General Meeting, provided that business is determined by majority voting, unless specified otherwise in this constitution or these by-laws or in motions adopted by the General Meeting.
- F. The Senior Member may, on the recommendation of the Committee, or a member of the society, or of the Chaplains veto any decision of a General Meeting which he believes to threaten the Society's successful fulfilment of its aims.

17. THE BY-LAWS

- A. These By-Laws may be amended from time to time in the light of experience. Such amendments are made by the procedure outlined in items B to E.
- B. A copy of any proposed amendments shall be sent to all Executive Officers. The Committee shall carefully examine the proposals and take a formal vote on them. Voting shall be in accordance with Meetings of the Committee (section 15, item F).
- C. ~~The~~ proposed amendment will **then** be made available for inspection by members of the Society. At a meeting of the general Society, a formal vote shall be taken by all Full and Associate members of the Society there present, only, on the proposed amendment.
- D. If approved (by simple majority), then the By-Laws shall be deemed to have been amended.

Moved up [2]: 17-THE THOMAS MORE LECTURES -
A. The Sub-Committee for the St Thomas More Lectures (defined above)(in this clause "the Lectures Committee") shall organise on behalf of the Society lectures by persons of international eminence on subjects of Catholic interest to take place at least once and not more than twice in each academic year. The lectures shall be known as St Thomas More Lectures. -

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(viii) The Charities Officer shall act as a liaison between the Society and Catholic charities in Oxford; and carry out any other duties assigned by the Society or the Committee.

(ix) The St Thomas More Lectures Secretary shall be responsible for the duties outlined in Section 8; and carry out any other duties assigned by the Society or the Committee.

, that is, the week preceding

12
the week in which the elections are to be held

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Each St Thomas More Lecture shall be preceded or followed (as may be most convenient) by the celebration of Holy Mass.

The Lectures Committee may also organise a dinner in honour of each St Thomas More Lecturer.

The Lectures Committee may, in co-ordination with the Chaplains, the Committee, and the trustees of the Newman Trust seek financial support or sponsorship for the St Thomas More Lectures or for any individual St Thomas More Lecture.

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If approved by the Committee, the proposed amendment shall be passed to the Chaplains.

^a If approved by the Chaplains, the