The Mansfield College Association
CONSTITUTION
As amended September 2012

1. Name
The association of past members of Mansfield College, Oxford (“The College”), together with those they elect, shall be named “The Mansfield College Association” (“The Association”).

2. Objects
The objects of the Association shall be:-
(a) to maintain a close association amongst past members of the College and to develop a community of alumni who can offer support to students, graduates and the College as a whole by contributing their skills and expertise and ensuring input from alumni into the College’s development plans
(b) to support activities of alumni, both as a whole and more discrete groups (e.g., subject, year, interest, location) and to facilitate the exchange of news and information amongst alumni and between the College and alumni.
(c) to support the provision of social and other events involving alumni, in conjunction with the College as appropriate.
(d) to support the College in its efforts to raise funds and find other resources to underpin the College’s development

3. Membership
There shall be three categories of membership:
3.1 Full membership: Open to those who have spent not less than one academic year in The College as members of the JCR or MCR and have concluded a course.
3.2 Honorary membership: Which may be offered by the Association as a mark of honour and appreciation to those who have shown particular interest in and support for the College or the Association.
3.3 SCR membership: Open to those who have spent not less than one academic year in The College as members of the SCR and who are not already Members of the Association by virtue of Sections 3.1 or 3.2. Eligible persons who wish to become SCR Members of the Association should notify the Secretary in writing.

4. Officers & Committee
4.1 The affairs of the Association shall be managed by a Committee (“The Committee”) which shall comprise the following voting members:-
a) The Officers;
b) The Principal of The College ex officio;
c) Up to 6 additional representatives as Voting Committee Members with up to a further 3 representatives as Co-opted Committee Members (non-voting);
4.2 The Officers of The Association shall be:
a) The President, who shall chair meetings of The Association and The Committee. The President or, in the event of the President being unavailable, the President’s nominee from amongst the other voting members of the Committee, shall represent The Association at public, College and other events where appropriate;
b) The Secretary, who shall be responsible for the administration of the general (other than Finance) affairs of The Association;
c) The Treasurer, who shall be responsible for the administration of the financial affairs of The Association;
d) The Representative of The College, who shall be responsible for promoting effective cooperation between the interests and activities of The College and of The Association.

4.3 The Committee may co-opt such additional non-voting committee members as it deems necessary to pursue the objects of The Association.

4.4 Committee Business
a) Committee business will normally be conducted by consensus for which no quorum is required.
b) Committee business which requires a formal decision shall be by simple majority of those present and voting for which the quorum shall be ½ the voting members of the Committee, one of which must be either The Representative of The College or The Principal of The College.
c) In the event of there being no majority in a vote on a formal decision an additional casting vote shall be made by, in order of precedence, The Principal of The College or The President of the Association or the Representative of the College.

4.5 The Committee shall meet termly and at such other times as the Officers deem appropriate or at the request of at least 1/3 of the voting members of The Committee.

4.6 At least 30 days notice of Committee Meetings shall normally be sent to Committee members, both voting and non-voting. This requirement may be waived if at least 2/3 of the voting Committee Members agree to a shorter notice period being given for a particular meeting.

4.7 The Officers of The Association may additionally meet as they deem appropriate.

4.8 The Secretary shall keep a record of all meetings of the Committee or the Officers and shall circulate such minutes to all Committee members (voting and non-voting) no more than thirty days after the date of the meeting to which they relate.

4.9 The Committee shall produce an Annual Report on the activities of The Association for presentation to the members of the Association at the Annual General Meeting. The Annual Report shall include a duly examined/audited Financial Report in accordance with prevailing legal requirements and/or accountancy best practice.

5. Appointments to The Committee

5.1 The President, Secretary & Treasurer
a) The President, Secretary & Treasurer shall each be appointed for a 3-year term of office by the Annual General Meeting (AGM) of The Association from amongst candidates nominated in writing to The Secretary prior to the AGM:
i: by the Committee, or;
ii: by two or more Members of the Association, or;
iii: by self-nomination by a Member of the Association.
b) The consent of the nominee, who must be a Member of the Association, must have been obtained in writing by the proposers before the name is put to the Meeting.
c) Nominations for President shall not be received from the floor of the AGM;
d) Nominations for Secretary or Treasurer will only be received from the floor of the AGM if no candidates have been nominated prior to the meeting.;
e) In order to maintain continuity of Officers the appointments of President, Secretary & Treasurer shall be staggered - one in each year of the 3-year cycle;
f) In the event that a President, Secretary or Treasurer is unable to complete a full 3-year term of office an interim officer shall be appointed by the Committee for the remainder of that term of office and that action communicated to the Members of the Association in accordance with clauses 9 of the Constitution. The interim appointment shall be, subject to ratification at the next AGM;
g) A President, Secretary or Treasurer shall not be appointed for more than two consecutive full terms of office. For the avoidance of doubt:
i: an interim period of office, as a result of the previous office-holder not completing a
full term of office, shall not be regarded as a “full term of office” under this clause;
ii: this clause shall not prevent an immediate past President\Secretary\Treasurer from being appointed as a Voting Member of the Committee;

5.2 The Representative of the College
The Representative of the College shall be appointed by The College

5.3 Voting Committee Members
a) Up to 6 Voting Committee Members shall be appointed annually by the AGM of The Association from Members of the Association who have been nominated in writing to The Secretary prior to the AGM:
   i: by the Committee, or;
   ii: by two or more Members of the Association, or;
   iii: by self-nomination by a Member of the Association.
b) Nominations will only be received from the floor of the AGM if fewer than the required number of candidates have been nominated prior to the meeting.
c) Except where a nominee is present at the AGM the consent of nominees must have been obtained in writing before the name is put to the AGM.
d) In the event that a Voting Member of the Committee is unable to complete their 1-year term of office a replacement Voting Member shall be appointed by the Committee for the remainder of that term of office and that action communicated to the Members of the Association in accordance with clauses 9 of the Constitution.
e) Current Voting Committee Members who have served 5 or more consecutive terms of office will not normally be eligible for nomination and re-election to the Committee. However, if fewer than 6 eligible candidates have been nominated prior to the Meeting the AGM may, exceptionally, vote to waive the 5-year rule for that particular occasion only to allow a current voting Committee Member to continue to serve for more than 5 consecutive years.

5.4 Election Procedure
a) Where there is only one nomination for President or Secretary or Treasurer and/or no more than 3 nominations for voting Committee Members the nominees shall be appointed “by acclaim”.
b) Where there is more than one nomination for President or Secretary or Treasurer and/or more than 6 nominees for voting Committee Members an election by secret ballot shall be held.
c) The ballot procedure shall be determined from time-to-time by the Committee in accordance with prevailing circumstance and shall be announced to and approved by the AGM prior to the ballot being held.
d) Written nominations for Committee Members must be submitted, by e-mail or by post, to the Secretary of the Association no later than 48hrs before the time that the relevant meeting is due to commence.

5.5 Co-option: Up to 3 members of the Association may be co-opted to serve on the Committee as non-voting members for up to three years where the Committee believes that it would be useful for individuals to participate in Committee discussions, e.g., where an individual is leading a group, network or project.

6. General Meetings of The Association
The general administration of The Association shall be conducted at General Meetings of The Association convened for that purpose.

6.1 Annual General Meetings:
The Association shall hold an Annual General Meeting ("AGM") which shall:-
a) Receive and consider for approval and adoption the Annual Report and Financial Report of the Association;
b) Receive a College Report from The Principal or the Committee Representative of the College
c) Appoint, by election where necessary in accordance with Section 5, the President and the voting members of The Committee;
d) Receive for endorsement and approval the Committee's proposals for the activities of The Association in the coming year.

6.2 **Extraordinary General Meetings:**
An Extraordinary General Meeting ("EGM") of The Association shall be held if requested in writing, which must clearly state the purpose of the meeting (including the full text of any resolution(s) to be proposed at the EGM) by:

a) At least 2/3rds of the voting members of The Committee;

b) At least 30 members of The Association.

6.3 Notice of a General Meeting of The Association shall, as far as is reasonably practicable, be sent to all members of the Association not less than twenty eight days prior to the date of the meeting. In the case of an Extraordinary General Meeting the notice must include the stated purpose of the meeting and the text of any resolution(s) to be proposed at the meeting, as specified in section 6.2.

6.4 There shall be no quorum requirements at any General Meeting of The Association.

6.5 Other than for proposals to alter the Constitution (see Section 8) resolutions proposed at any General Meeting of The Association shall be passed by a simple majority.

6.6 In the event of there being no majority in a vote on a resolution an additional casting vote shall be made by, in order of precedence, The Principal of The College or The President of the Association or the Representative of the College or the Chair of the Meeting.

7. **Subscriptions**
7.1 Members of the JCR or MCR who pay subscriptions to the Association throughout their course of study at the rate set by the Annual General Meeting from time to time shall become Full Members of the Association for life on conclusion of their course.

8. **Alterations to the Constitution**
8.1 This Constitution may be altered only at an Extraordinary General Meeting of the Association convened for that purpose in accordance with the provisions of Sections 6.

8.2 Where expedient, an Extraordinary General Meeting of the Association called to alter the Constitution may be held immediately prior to or following an Annual General Meeting of the Association.

8.3 Any resolution proposing an alteration to the Constitution of the Association shall require a majority of two thirds of those present and voting.

9. **Communications**
9.1 "In writing" shall mean by e-mail to the last e-mail address notified by the member to the College Development Office, except where a member has specifically requested that communications be sent in paper form by conventional postal services. Such requests for paper/postal communications shall be renewed every 3 years.