

The Mansfield College Alumni Association CONSTITUTION

As adopted 30 September 2020

1. Name

The association of past members of Mansfield College, Oxford ("The College") shall be named "The Mansfield College Alumni Association" ("The Association").

2. Objectives and Responsibilities

The overall aim of the Association is for the Association and its members to support the College as it develops to meet the needs of society and succeeding generations of students. In the light of this, the objectives and responsibilities of the Association shall be to:

- a) act as representatives of cohorts and groups of alumni, thereby providing a link between the Development Office and wider groups of alumni
- b) take an active role in communicating with cohorts and groups of alumni (e.g., subject, year, interest, location) between Association meetings.
- c) provide constructive feedback on Mansfield's programme of events and communications, helping to ensure it is well-received by alumni
- d) take on responsibility for marketing key College events to alumni
- e) support the Development Office's objective to gain email consent to contact all of its alumni
- f) support the Development Office's objective to find 'lost' alumni, and engage alumni who are rarely in touch with College
- g) help maintain strong links between alumni and current students (eg by providing feedback on how alumni could support travel, internships or other initiatives for students; or by involvement with alumni career events or mentoring).
- h) ensure, in all activity, an open and welcoming culture to all in the Mansfield community, and act in accordance with College values.

The College, via the Development Office, will support the Committee by helping to:

- a) cultivate an open and welcoming culture for the Association, ensuring that it operates in line with College values, and that it represents a wide group of Mansfield alumni
- b) facilitate the running of meetings in a modern and efficient way, through providing meeting room space and/or technology to allow attendance in person and/or virtually, enabling more of the global community to take part
- c) host and attend social events for committee members (such as dinners after meetings)
- d) promote the Association widely to alumni and, where appropriate, proactively recruit new committee members to the MCAA

3. Membership

The membership is all those who have spent not less than one academic year in The College as members of the JCR, MCR or SCR.

4. Officers & Committee

4.1 The affairs of the Association shall be managed by a Committee ("The Committee") which shall comprise the following members:-

- a) The Officers;
- b) The Principal of The College *ex officio*;
- c) Up to 10 additional Committee Members, including members of the College Development Team, *ex officio*.

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 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 affairs of The Association;
- c) 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, and who may hold office as in 4.2(a) or (b) above.

4.3 Up to 3 members of the Association may be co-opted to serve on the Committee as 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.

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 1/2 the members of the Committee.

c) In the event of there being no majority in a vote on a formal decision an additional casting vote shall be made by the Chair of the meeting.

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 members of The Committee.

4.6 At least 30 days notice of Committee Meetings shall normally be sent to Committee members. This requirement may be waived if at least 2/3 of the 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 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.

4.10 Any officer of the association who fails to attend three consecutive committee meetings without reasonable explanation will be automatically removed from office; and any committee member who fails to attend five consecutive meetings will be similarly removed from office. For this purpose, attendance may include the use of link

technology which facilitates participation in the deliberations of the committee.

5. Appointments to The Committee

5.1 The President and Secretary

a) The President and Secretary shall each be appointed for a one-year term of office by the Annual General Meeting (AGM) of The Association from amongst candidates nominated in writing (via email or post to the Development Office or 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 by the proposers before the name is put to the Meeting.

c) Nominations for President or Secretary will be received from the floor of the AGM only if no candidates have been nominated prior to the meeting.

d) Every effort shall be made to stagger the terms of office of the three named officers, in order to ensure continuity in the leadership and management of the Association's affairs.

e) In the event that a President or Secretary is unable to complete a full 1-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.

f) Any person appointed to be one of the two named officers may serve for up to a maximum of three consecutive years in that post. In exceptional circumstances, it may be agreed by the Committee to extend this limit in individual cases, to be ratified by the next AGM.

5.2 The Representative of the College

The Representative of the College shall be appointed by The College

5.3 Committee Members

a) Up to 10 additional Committee Members shall be appointed annually by the AGM. Nominations may be received by the Secretary before the meeting from

i: the Committee, or

ii: two or more Members of the Association, or

iii: the nominee him/herself (self-nomination), or

iv: the floor of the AGM.

b) The consent of the nominee(s) must have been obtained either before or at the AGM.

c) In the event that a member of the Committee is unable to complete their 1-year term of office a replacement 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 by the Development Office.

5.4 Election Procedure

The election 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 election taking place.

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 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 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 (via email or post to the Development Office or the Secretary), 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 members of The Committee;
- b) At least 10 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 7) 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 the Chair of the Meeting.

7. Alterations to the Constitution

7.1 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.

7.2 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.

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