

**St Hugh's College, Oxford  
Alumni Association**



**ANNUAL GENERAL MEETING – SATURDAY 23 JUNE 2018**

The Annual General Meeting of the Alumni Association takes place at 1.30 p.m. on Saturday 23 June 2018 in the China Centre Building Lecture Theatre, St Hugh's College, Oxford OX2 6LE.

Item 1 of the AGM is to consider a proposal from the Committee to revise and update the Association's constitutional arrangements. (This proposal was to have been considered at the General Meeting called for 4 March 2018, but that was cancelled owing to inclement weather.)

Circulated herewith for consideration by Members of the Association are:

- (i) the constitution presently in force; and
- (ii) the draft revised constitution proposed by the Committee.

**Note from the President of the Alumni Association on the proposals**

Our current constitution has grown up piecemeal over many decades. Its provisions are in various respects outdated, cumbersome, and unnecessarily complex and/or restrictive. They do not reflect important changes that have taken place in recent years. The Committee reviewed the matter at its meeting in November 2017 and considers it appropriate to propose to the Association that a new form of wording be adopted. It is hoped that the redrafted provisions will provide clearer and simpler guidance, whilst also strengthening the place of the Alumni Association within the College and establishing a sound and suitable framework for future activities.

We would draw attention in particular to the following aspects of the draft:

1. Whereas the current constitution contains a complex set of qualifying rules for membership of the Association, we are proposing a much simpler approach under which all members of the College are automatically life members (unless they fail to complete their course of study). There are numerous advantages in extending membership of the Association to current students of the College, particularly in terms of developing lifelong relationships at an early stage. Taking this step will make it easier to hold events where alumni can meet students, for example to participate in careers workshops and training in interview skills.
2. We considered widening membership to Associate Members of the College (for example those undertaking courses at the University's Department for Continuing Education) but felt that this would extend membership too wide, and catch a large group of students (c. 150 each year plus c. 750 from previous years) with more transient and indirect links to the College. This however would not preclude Associate Members of the College being invited to particular social events, as appropriate. Further, in the event that particular Associate Members take an

especial interest in the College during their time in Oxford we have included provision for them to be elected as an Associate Member of the Alumni Association.

3. We propose the inclusion of an “Objects” clause (clause 2) in order to emphasise the support and assistance that alumni can provide to current students.
4. We propose a simplification of the rules for holding office and election to the Committee. These changes are intended to assist recruitment of alumni. We also propose a renaming of the role of “Hon. Secretary” to Vice President, to reflect the broad range of activities undertaken by the holder of that post and their importance to the work of the Association.
5. We are proposing an alteration of the arrangements for the Annual General Meeting so that it ordinarily takes place on the same day as the Alumni Association Lunch rather than at the Garden Party. Many members of the Association have felt for some time that the AGM is unsuited to the Garden Party, especially as that event has developed into one where the families and children of members of the College are made to feel particularly welcome. It can be awkward to expect alumni to break off from the festivities of the Garden Party to attend a formal meeting indoors, and some arm-twisting is often required to form a bare quorum. Removing the AGM from the Garden Party would enable the Principal to give a welcome address to all those in attendance – students, alumni, fellows, and their partners, families, and children.

The proposed revisions to the constitution have been considered by the Principal, the Senior Bursar, and the Director of Development at St Hugh’s. All are strongly supportive of the proposals.

Benjamin Parker  
June 2018

**ST. HUGH'S COLLEGE  
OXFORD  
Association of Senior Members**

**CONSTITUTION**

(with Amendments as at Annual General Meetings 1<sup>st</sup> July 1972, 3<sup>rd</sup> July 1982, 20<sup>th</sup> June 1987 and 5<sup>th</sup> July 2008)

**1. Membership of the Association**

- (i) The Principal and Fellows are life members of the Association. Other persons appointed by the Governing Body are members of the Association during the term of their appointment and are afterwards eligible for election at an Annual General Meeting.
- (ii) Former undergraduate members of the College, with the exceptions of any member who has been rusticated and has not subsequently returned to undergraduate membership, and any undergraduate member sent down, are life members of the Association.
- (iii) Anyone who has been presented for matriculation by the College and who has proceeded to a higher degree or to a diploma is a life member of the Association.
- (iv) Graduates of other universities who have pursued postgraduate studies in the College and who have not proceeded to a degree or diploma may, on the recommendation of the Governing Body, become life members of the Association.
- (v) Persons not covered by (i) – (iv) above, who have held a College appointment, are eligible for election as associate members of the Association at an Annual General Meeting.
- (vi) All members of the Middle Common Room are life members of the Association.

**2. Officers of the Association**

- (i) There shall be a President of the Association, elected from among the members in accordance with Para.4 to hold office for two years and to be eligible for re-election for a further term of two years. After serving for four consecutive years as President, a retiring President shall not be eligible for election to any office or to the Committee until two years have elapsed.
- (ii) There shall be an Honorary Secretary elected in accordance with Para. 4 to hold office for two years and to be always eligible for re-election.

(iii) There shall be an Editor of the College Chronicle elected in accordance with Para. 4 to hold office for two years and to be always eligible for re-election.

### **3. Committee of the Association**

There shall be a Committee of the Association consisting of:

- (i) President
- (ii) The Honorary Secretary
- (iii) The Editor of the Chronicle
- (iv) One Fellow of the College nominated by the Governing Body
- (v) Six members of the Association elected in accordance with Para. 4
- (vi) Any member of the Association co-opted to serve on the Committee under Para. 5

The Committee shall prepare the Agenda for the Annual General Meeting of the Association and shall be responsible for calling meetings and organising such activities as may from time to time be agreed.

The Committee may request information from the College database for matters pertaining to the business and activities of the Association - always bearing in mind the terms of the Data Protection Act.

### **4. Election of Officers and Committee**

(i) Although the Annual General Meeting will be held every year in Oxford (see Section 8i), the Officers and Committee shall be elected at or immediately following the meeting held **every second year** beginning from 2008. Every member and associate member present at the meeting shall be entitled to vote.

(ii) Of the six elected members of the Committee, three shall be elected every two years at the Annual General Meeting to hold office for four years. A retiring member of the Committee who has served for four consecutive years shall not be eligible for re-election until two years have elapsed, but may be elected to be an officer of the Association.

(iii) The Committee shall arrange the election and may, if they see fit, call for nominations in advance of the meeting.

(iv) If for any reason the election has to be postponed, one year shall be added to the terms of office of all officers and members of the Committee.

(v) Newly-elected officers and Committee members shall take office one week after their election.

## **5. Co-option of Officers and Members of the Committee**

- (i) The Committee may appoint any member of the Association to fill a casual vacancy among the Officers and members of the Committee and to hold office for the remainder of the period of office of the original Officer or member.
- (ii) The Committee may co-opt not more than two members of the Association to serve on the Committee for not more than four years.
- (iii) If it appears to the Committee that the members of the Association who matriculated within the previous twenty years are not adequately represented on the Committee, they shall nominate any one such member to serve on the Committee for not more than two years.
- (iv) Any period of co-opted membership shall be disregarded for the purposes of Rule 4 in computing the length of time a member has held office or has served on the Committee.

## **6. Meetings of the Committee**

The Committee, chaired by the President, shall meet at least once in every year to prepare the Agenda for the Annual General Meeting. In the absence of the President, a member chosen by the Committee shall take the chair. Not less than a week's notice shall be given of all Committee meetings. Five members shall form a quorum.

## **7. College Funds for the Association**

- (i) The Bursar of the College shall disburse from its funds such sums as may be required to circulate to the members the Chronicle, notices of General Meetings and any other official notices or material that the Bursar agrees in advance shall be circulated at the expense of the College.
- (ii) The Bursar shall transfer to the Secretary of the Association such petty cash allowance as may be necessary to meet ordinary incidental expenses.
- (iii) The Committee shall not commit the College to any additional expenditure without the agreement of the Governing Body. The Bursar shall be invited to attend the Committee for the discussion of matters involving expenditure of College funds.

## **8. General Meetings of the Association**

- (i) There shall be an Annual General Meeting held at the College each

year in the Trinity Term.

(ii) A General Meeting may be called at any other time at the request of eight members of the Committee or of twenty five members of the Association.

(iii) Notice of Agenda of any General Meeting shall be circulated to all members of the Association not less than a fortnight before the date of the meeting.

(iv) No vote shall be taken at any General Meeting on business which has not appeared on the Agenda. Twenty members shall form a quorum.

(v) The President or, in the absence of the President, a member appointed by the Committee shall take the chair.

(vi) Questions arising at any General Meeting shall be decided by a vote taken as the chairman of the meeting shall direct. Every member of the Association present at the meeting shall be entitled to vote.

(vii) The Association shall be entitled to submit to the Governing Body resolutions of which due notice shall have been given to all members, and which have been passed by a majority of those present and voting at any General Meeting.

**St Hugh's College, Oxford**  
**Alumni Association**



**DRAFT CONSTITUTION**

## **1. Membership of the Association**

- (i) The following are life members of the Association:
  - a) any member of the College; and
  - b) the Principal and Fellows of the College.
- (ii) Any person, not otherwise qualifying for membership, who has provided distinguished service to the College, or who has a continuing interest in the College, may be elected as an associate member of the Association by the Committee. All references below to members of the Association include its associate members.
- (iii) Any member of the College who is sent down, or who leaves the College before the completion of studies and does not subsequently return, shall forfeit membership of the Association.

## **2. Objects of the Association**

The objects of the Association are: to encourage and foster links among alumni of the College, and between alumni, students, and the College; and to further the interests of the College and its alumni and students.

## **3. The Officers and the Committee**

- (i) The Officers of the Association are:
  - a) the President;
  - b) the Vice-President; and
  - c) the Joint Editor of the Chronicle (to be responsible for editing the annual Chronicle with a co-editor appointed by the College).
- (ii) The Committee of the Association shall consist of:
  - a) the Officers of the Association;
  - b) up to six elected members of the Association;
  - c) a Fellow of the College nominated by the Governing Body; and
  - d) any member of the Association co-opted to serve on the Committee.
- (iii) The Officers shall hold office for two years and shall be eligible for re-election for a further term of two years. They may serve for any number of terms to which they are re-elected, save that the President may not serve for more than four consecutive years.
- (iv) The elected members shall hold office for three years. They may serve for any number of terms to which they are re-elected.

- (v) The Committee may as it sees fit co-opt members of the Association to serve on the Committee.
- (vi) The Committee may appoint any member of the Association to fill a casual vacancy arising among the Officers and members of the Committee, such replacement to hold office for the remainder of the period of office of the original Officer or member.

#### **4. Meetings of the Committee**

- (i) The Committee shall meet at least once in every year. Not less than one week's notice shall be given of meetings of the Committee.
- (ii) The President shall chair meetings of the Committee. In the absence of the President, a member chosen by the Committee shall take the chair. The quorum shall be four.
- (iii) The Vice-President shall be responsible for preparing agenda and taking minutes.
- (iv) The Vice-President and one other member of the Committee shall be signatories on the Association's bank account. They shall be responsible for the disbursement of any funds received from the College to support the activities of the Association, and may disburse ordinary incidental expenses on behalf of the Association.
- (v) A representative of the Development Office shall attend meetings of the Committee by invitation.
- (vi) Representatives of the JCR and MCR shall ordinarily be invited to attend meetings of the Committee.

#### **5. General Meetings of the Association**

- (i) There shall be an Annual General Meeting of the Association held at the College each year, ordinarily on the date of the Alumni Association Lunch.
- (ii) The business at the Annual General Meeting shall include the election of Officers and members of the Committee. The Committee shall arrange the election and call for nominations in advance. Unless stipulated otherwise at the time of the election, newly-elected Officers and members of the Committee take office on the day immediately following the election.
- (iii) A General Meeting may be called at any other time at the request of six members of the Committee or of twenty-five members of the Association.
- (iv) Not less than one month's notice shall be given of any General Meeting.
- (v) The President shall chair General Meetings. In the absence of the President, a member chosen by the Committee shall take the chair. Twenty members shall form a quorum. No vote shall be taken on business which has not appeared on the agenda. Questions shall be decided by a vote taken as the chair of the meeting shall direct, each member of the Association present being entitled to vote. In the case of equality of votes, the chair has a casting vote.