

# Constitution of the Oxford and Cambridge Club of Zurich

The group shall be known as 'The Oxford and Cambridge Club of Zurich' (henceforth referred to as 'the Club'). The Club is a non-profit association governed by the present statutes and, secondly, by Articles 60 et seq. of the Swiss Civil Code.

## Objectives

- The encouragement of closer relations among members of Oxford and Cambridge Universities (henceforth referred to as "the Universities") in Zurich and surrounding areas, through a range of events and activities of interest to alumni.
- Acting as ambassadors and advocates by building and maintaining the reputation of the Universities within the local area and encouraging a spirit of community and inclusiveness among those who have studied, taught at, or are otherwise associated with the Universities.

## Membership and resignation

Membership of the Club is open to anyone who has matriculated at, or is or was a teaching, research, administrative or honorary member of either of the Universities.

To become a member of the Club, or to resign, all individuals should contact the Club via its website. Upon resigning, members can choose to delete all of their data from the Club's database. Members must maintain a valid email address to be notified of events and activities.

There is no membership fee.

Members are expected to behave in accordance with the University of Oxford Alumni Club Recognition Agreement and the University of Cambridge Alumni Group Memorandum of Understanding, as well as the Club's own Code of Conduct (Appendix). Failure to do so may lead to suspension, or in severe cases, expulsion from the Club.

## Management

The General Assembly is the Club's supreme authority and elects the Committee. It is composed of all the members. Financial commitments must be approved by the General Assembly.

The Committee shall oversee the running of the Club and appoint the President, who makes the day-to-day decisions required in accordance with the objectives of the Club and the guidelines of the Universities. Major decisions that affect the overall running of the Club shall be agreed by a majority of the Committee, and, if necessary, be communicated to all members of the Club.

## General Assembly

General Meetings (GMs) must be held at least once a year. Decisions at GMs should be made by consensus or by a simple majority.

Annual GMs (AGMs) are chaired by the President, or a Committee Member delegated by the President. The Agenda of the AGM is set by the President in agreement with the Committee and announced before the meeting. Requests for other matters to be included, or on points of order are decided by the person chairing the meeting. The minimum attendance at an AGM is 10 members, including at least three Committee members, for decisions to be made. At each AGM, the Committee must present an annual report, hold any necessary elections, and address any other business brought before the meeting.

The Committee may call an Extraordinary GM (EGM). In addition, an EGM can be called by any club member if (i) no AGM has been held for the past 15 months, or (ii) the Committee is reduced to less than three members. In case neither the President nor a delegate of the President is present at the meeting, a chairperson is appointed *ad hoc* by those present. Notice of any EGM must be given to members as soon as possible, but at least four weeks in advance, together with reasons for the meeting. The minimum attendance at an EGM is 20 members for decisions to be made.

## **Committee**

The Committee of the Club shall consist of the President and four further Committee Members who assist the President in the business of the Club. In addition, a person may be nominated by the Committee as responsible for administrative support, in particular in the realm of Information Technology; this person acts under the authority of the Committee and is a non-voting ex-officio member of the Committee.

The Committee shall nominate two representatives who shall act as the key contact points for each University's Alumni Relations Office.

The Committee should strive to make decisions by consensus; if a vote becomes necessary the President shall hold the casting vote in the case of a tie.

The Committee shall deal with disputes between members, and has the power to suspend members from the Club. The decision of the Committee is final, except in the case of a suspension which may be appealed against at a GM.

Committee members are elected at the General Meeting (GM). Invitations for nominations will be sent along with the invitation to the GM. Any member of the Club may be nominated to be a member of the Committee by another member, or by themselves, by sending an email to the Committee. Nominees must agree to their nomination. Only members of the Club present at the meeting are entitled to vote; but people can be elected in their absence. The election is carried out by secret ballot. The vote is carried out for each nominee separately. Persons are elected by a simple majority of all votes submitted subject to the applicable quorum. If more persons reach a simple majority than open Committee positions, those with the highest number of votes shall be selected. In the event of equal votes, run-off ballots will be held between candidates with equal votes until all Committee positions have been filled. Members of the Committee are elected for a term of one year, renewable. If a Committee member resigns, the remaining Committee members may replace that individual with another Club member until the next AGM.

The Committee shall meet in person at least once a year; minutes shall be shared with the Alumni Relation Offices of the Universities of Oxford and Cambridge.

## **President**

The Committee elects the President from among its members by a simple majority vote. The vote shall be held at a meeting at which more than half of the members of the Committee are present; absent members may vote by email. The President is elected for a term of one year, renewable.

## **Club Events**

All Club members are encouraged to organise events. These must be advertised to all club members via email and appear on the Club website in advance.

## **Suspension and expulsion of members**

The Committee may suspend any member who violates the Code of Conduct of the Club. Any member who is suspended from the Club may appeal against their suspension at the next GM; however, in the intervening period their suspension from all Club activities shall stand.

Expulsion of members is to be determined at a GM and must be agreed by a simple majority of those present. In case of a tie, the decision of the President, or the delegate of the President, shall be final.

The duration of the suspension, or expulsion, shall be determined by the Committee. Those members who have been suspended, or expelled, from the Club shall not be involved in any Club activities, either in their own right or as a guest of another member. If a suspended, or expelled, member attends a Club event as the guest of another member, that member may also be suspended from all Club activities.

Members who break the terms of their suspension may be expelled from the Club indefinitely.

## **Amendments and Dissolution**

Amendments to this constitution may only be made at a GM on the recommendation of the Committee. Any Club member may make a proposal for an amendment to the Committee, which will either recommend it to the GM or notify the GM of the request. All proposed amendments to the constitution must be advised to members of the Club at least 4 weeks in advance of the GM. Amendments must be passed by a minimum of 75% of members in attendance at the GM.

Dissolution of the Club may only be undertaken at a GM.

*05.12.2018 Zurich*

*This Constitution replaces that dated 4 December 2010 as amended on 14 April 2011*

The Oxford and Cambridge Club of Zurich is a signatory to the University of Oxford Alumni Group Recognition Agreement and the University of Cambridge Alumni Group Memorandum of Understanding, and is therefore officially recognised by the Alumni Relations Offices of the Universities of Oxford and Cambridge.

## Appendix

### Oxford and Cambridge Club of Zurich Code of Conduct

Members of the Club must:

- embody the objectives of the Club
- abstain from and reject discrimination and harassment in all forms
- not speak, write or act in the name of the Club unless delegated to do so by the Committee of the Club
- not use the Club website or mailing-list for any purpose other than Club events unless approved by the Committee
- not use the Club for personal matters such as business activities, spreading political or religious views, or fundraising
- ensure that all Club events are open to all members in good standing and to the Universities' Alumni Offices

Members of the Club should:

- act with integrity, fairness, openness, and courtesy when dealing with Club members, event organisers, members of the Committee, University staff and others
- demonstrate an inclusive, transparent and welcoming environment within the Club
- inform the organiser of an event, for which registration was required, in good time if they are unable to attend

Organisers of events should:

- take into consideration previously announced Club events when scheduling an event
- use the Club's website and mailing list to advertise events, and not solely other media such as Facebook
- look for an alternative host if prevented from taking part in an event they have organised

A breach of this Code of Conduct shall allow the Committee to take action against the offending member.